

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, October 7, 2025

1 CALL TO ORDER

- The meeting was called to order at 7:30 PM by President Pamela Meara.
 - a) A quorum of officers and directors were present.
 - b) The Pledge of Allegiance and IWLA Pledge were conducted.
 - c) Chapter Officers and Board of Directors present were introduced:
 - i. President Pamela Meara
 - ii. Vice President Evan Phelps (Not Present)
 - iii. Secretary Bruce Crandlemire (Not Present)
 - iv. Treasurer Bob Crisman
 - v. Air Range Program Director Keith Kuck
 - vi. Membership Program Director Fred Bailey
 - vii. Field Archery Program Director Dick Riemer
 - viii. Rifle-Pistol Program Director Chip (Augustus) Chidester
 - ix. Youth Programs Director Joe Turner
 - x. Director-at-Large John Hsu
 - xi. Director-at-Large Bill Clayton
 - xii. Director-at-Large Brian Hickerson
 - xiii. Director-at-Large Oscar Starz
 - xiv. Director-at-Large Tom Pike
 - xv. Director-at-Large Mark Gauntner

2. VISITOR'S TIME/FACILITY USE REQUESTS

The following requests for use of Chapter Facilities were approved by the Board (all program approvals have been obtained unless noted):

1. Jay Ji (Member and Shotgun RSO); November 8, 2025, 9:00 AM-3:00 PM; 2 shotgun fields ; 15 adults, mostly IWLA members. Motion to approve by Mr. Brino & seconded by Tom Pike.

3. PRESIDENT'S TIME

- Presentation by Mr. Ernie Padgett, Former chapter president and Virginia Division President to the Board of Directors about 501c3 corporation and bylaw.
 - President Meara (per discussion with BOD) will forward reference document provided by Mr. Padgett to the BOD. Working to set up a meeting in early 2026 for training on Roberts Rules of Order. The chapter will host meeting to include the IWLA Virginia Division and any of the local chapters who would like to send someone for this training.

4. MINUTES/CORRESPONDENCE

- Meeting minutes from September were not available.

5. TREASURER'S REPORT

- Mr. Crisman reported the following Chapter assets as of September 2025:
 - Income: \$283k
 - Expenditures: \$188k
- Mr. Crisman wanted to approve 2026 Operating Budget. Mr. Crisman proposed 407K Total is 195k. But it did not include any building & grounds on this report.
- Questioned Mr. Hickerson 63K for tree removal from last year.
 - 48k tree removal this year
 - 20k for tree removal for removing tree this end of the clubhouse
 - 300k for Rifle Pistol wall repair
- Mr. Chidester stated 150k to drill concrete as the drilling 40 feet down
- Also, under Building and Grounds, 7.6K reseal red shed.
- Overall total: 455.8K
- Mr. Crisman motion to approve budget 2nd by Mr. Kuck.

6. MEMBERSHIP UPDATE

- **No discussion**

7. SPECIAL EXECUTIVE SESSION (7:54PM until 8:30PM)

- **Informed notes were not to be taken during this session**

8. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck stated policy needs to be changed to allow NOVA Shooter and Bullseye shooter for clarification. Directed the question to Mr. Chidester. Mr. Chidester mention there are 2 more additional policy changes he would like to implement. (See Rifle-Pistol below)
- **Conservation**
 - Nothing was brought before the membership.
- **Education and Training**
 - Nothing was brought before the membership.
- **Field Archery**
 - Nothing was brought before the membership.
- **Rifle-Pistol**
 - Mr. Chidester recommends the following 3 new policies to be implemented on the Rifle Pistol Range:
 - No smoking or vaping on the rifle pistol range during operating hours. Smoking will be permitted outside the rifle pistol range entrance gate.
 - There must be at least a two second interval between trigger pulls. Exceptions will be granted for bullseye matches, NOVA Sharpshooters, formal training, and competition events.
 - For members of the NOVA Sharpshooters and Bulls Eye Pistol shooters, a low ready position is permitted on the rifle/pistol range during the firing process or resting between shots. In the low ready position, the pistol is pointed towards the ground but forward of the firing line. In the ready position, the shooter's arm must point downward at an angle of not greater than 45 degrees from the vertical. The arm with the pistol must not be pointed at the ground within the forward edge of the firing point. At the discretion of the RSO, other shooters may use this shooting position; however, if, in the RSO's opinion, the shooter is acting in an unsafe manner or causes an accidental and unintentional discharge into the ground, the RSO may revoke permission to use this position.
 - Mr. Chidester motion for approval and Mr. Brino second the motion
- **Skeet & Trap**
 - Nothing was brought before the membership.
- **Target Archery**
 - Nothing was brought before the membership.
- **Youth/Junior Membership**
 - Nothing was brought before the membership.

9. STANDING COMMITTEE REPORTS

- **Awards & Grants**
 - Nothing was brought before the membership.
- **Bylaws/Policies**
 - Nothing was brought before the membership.
- **Buildings & Grounds**
 - Mr. Hickerson states he is still working on the septic tank
 -

- **Communications**
 - Nothing was brought before the membership.
- **Elections**
 - Nothing was brought before the membership.
- **EMS**
 - Nothing was brought before the membership.
- **Public Relations**
 - Nothing was brought before the membership.
- **Raffles**
 - Nothing was brought before the membership.
- **Scouting**
 - Nothing was brought before the membership.
- **Gate & Security**
 - Nothing was brought before the membership.
- **Shenandoah Property**
 - Nothing was brought before the membership.

10. OLD BUSINESS

- Nothing was brought before the membership.

11. NEW BUSINESS

- Nothing was brought before the membership.

12. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- Nothing was brought before the membership.

13. ANNOUNCEMENTS

- See Chapter Calendar for current list of events, which is frequently updated and reflect evolving conditions:
<https://wp.arlingtonfairfax-iwla.org/chapter-calendars/>

The meeting was adjourned at 8:44 PM

Submitted by: John Hsu

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes
January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income								
41000 Dues					\$0.00	\$0.00	\$0.00	0.00%
41024 2024 Chapter	194.00		194.00		\$194.00	\$0.00	\$194.00	0.00%
41025 2025 Chapter	261,781.96	175,000.00	86,781.96	149.59 %	\$261,781.96	\$175,000.00	\$86,781.96	149.59 %
Total 41000 Dues	261,975.96	175,000.00	86,975.96	149.70 %	\$261,975.96	\$175,000.00	\$86,975.96	149.70 %
41026 2026 Chapter	12,405.00	175,000.00	-162,595.00	7.09 %	\$12,405.00	\$175,000.00	\$ -162,595.00	7.09 %
42000 Donations					\$0.00	\$0.00	\$0.00	0.00%
42300 Donations - Restricted	1,000.00	0.00	1,000.00		\$1,000.00	\$0.00	\$1,000.00	0.00%
42600 Donations - Unrestricted	1,687.00	1,000.00	687.00	168.70 %	\$1,687.00	\$1,000.00	\$687.00	168.70 %
Total 42000 Donations	2,687.00	1,000.00	1,687.00	268.70 %	\$2,687.00	\$1,000.00	\$1,687.00	268.70 %
43900 Grant Income	8,219.00	5,000.00	3,219.00	164.38 %	\$8,219.00	\$5,000.00	\$3,219.00	164.38 %
44000 Interest Income	11,024.20	15,000.00	-3,975.80	73.49 %	\$11,024.20	\$15,000.00	\$ -3,975.80	73.49 %
46000 Miscellaneous Income	107,668.41	1,000.00	106,668.41	10,766.84 %	\$107,668.41	\$1,000.00	\$106,668.41	10,766.84 %
49000 Special Event Income					\$0.00	\$0.00	\$0.00	0.00%
49100 Special Events Contributions					\$0.00	\$0.00	\$0.00	0.00%
49011 Annual Picnic		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
49012 Childrens Christmas Party	607.98	0.00	607.98		\$607.98	\$0.00	\$607.98	0.00%
49013 Handicapped Picnic		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 49100 Special Events Contributions	607.98	0.00	607.98		\$607.98	\$0.00	\$607.98	0.00%
49200 Annual Picnic		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
49400 Raffle		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 49000 Special Event Income	607.98	0.00	607.98		\$607.98	\$0.00	\$607.98	0.00%
Total Income	\$404,587.55	\$372,000.00	\$32,587.55	108.76 %	\$404,587.55	\$372,000.00	\$32,587.55	108.76 %
GROSS PROFIT	\$404,587.55	\$372,000.00	\$32,587.55	108.76 %	\$404,587.55	\$372,000.00	\$32,587.55	108.76 %
Expenses								
61000 Building and Grounds					\$0.00	\$0.00	\$0.00	0.00%
61200 Equipment and Tools		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
61400 Services	73,861.17	8,040.00	65,821.17	918.67 %	\$73,861.17	\$8,040.00	\$65,821.17	918.67 %
61500 Supplies					\$0.00	\$0.00	\$0.00	0.00%
61505 B&G Supplies	8,283.32	10,000.00	-1,716.68	82.83 %	\$8,283.32	\$10,000.00	\$ -1,716.68	82.83 %
61510 EMS Supplies		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 61500 Supplies	8,283.32	10,000.00	-1,716.68	82.83 %	\$8,283.32	\$10,000.00	\$ -1,716.68	82.83 %
Total 61000 Building and Grounds	82,144.49	18,540.00	63,604.49	443.07 %	\$82,144.49	\$18,540.00	\$63,604.49	443.07 %

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes
January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
61600 Security Expenses	19,767.40	30,000.00	-10,232.60	65.89 %	\$19,767.40	\$30,000.00	\$ -10,232.60	65.89 %
61800 Conservation Exp	554.70	7,000.00	-6,445.30	7.92 %	\$554.70	\$7,000.00	\$ -6,445.30	7.92 %
62100 Contract Services					\$0.00	\$0.00	\$0.00	0.00%
62110 Accounting Services	1,000.00	3,000.00	-2,000.00	33.33 %	\$1,000.00	\$3,000.00	\$ -2,000.00	33.33 %
62115 Admin Support	13,531.25	35,000.00	-21,468.75	38.66 %	\$13,531.25	\$35,000.00	\$ -21,468.75	38.66 %
62135 IT	7,844.35	6,000.00	1,844.35	130.74 %	\$7,844.35	\$6,000.00	\$1,844.35	130.74 %
62138 Groundskeeper		41,000.00	-41,000.00		\$0.00	\$41,000.00	\$ -41,000.00	0.00%
62140 Legal Fees	1,149.77	10,000.00	-8,850.23	11.50 %	\$1,149.77	\$10,000.00	\$ -8,850.23	11.50 %
62150 Outside Contract Services					\$0.00	\$0.00	\$0.00	0.00%
62155 Trash Service	15,575.21	14,000.00	1,575.21	111.25 %	\$15,575.21	\$14,000.00	\$1,575.21	111.25 %
62160 Mowing Services	16,625.00	13,650.00	2,975.00	121.79 %	\$16,625.00	\$13,650.00	\$2,975.00	121.79 %
62165 Other	3,200.00	17,000.00	-13,800.00	18.82 %	\$3,200.00	\$17,000.00	\$ -13,800.00	18.82 %
Total 62150 Outside Contract Services	35,400.21	44,650.00	-9,249.79	79.28 %	\$35,400.21	\$44,650.00	\$ -9,249.79	79.28 %
Total 62100 Contract Services	58,925.58	139,650.00	-80,724.42	42.20 %	\$58,925.58	\$139,650.00	\$ -80,724.42	42.20 %
62800 Facilities and Equipment					\$0.00	\$0.00	\$0.00	0.00%
62870 Property Insurance	56,821.00	60,000.00	-3,179.00	94.70 %	\$56,821.00	\$60,000.00	\$ -3,179.00	94.70 %
62880 Real Estate, Personal Prop Tax	358.91	1,000.00	-641.09	35.89 %	\$358.91	\$1,000.00	\$ -641.09	35.89 %
62900 Small Tools Under \$1500		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
63000 Utilities					\$0.00	\$0.00	\$0.00	0.00%
63100 Electricity	14,343.29	19,800.00	-5,456.71	72.44 %	\$14,343.29	\$19,800.00	\$ -5,456.71	72.44 %
63200 Natural Gas	1,904.82	3,510.00	-1,605.18	54.27 %	\$1,904.82	\$3,510.00	\$ -1,605.18	54.27 %
63300 Water & Sewer	773.97	800.00	-26.03	96.75 %	\$773.97	\$800.00	\$ -26.03	96.75 %
Total 63000 Utilities	17,022.08	24,110.00	-7,087.92	70.60 %	\$17,022.08	\$24,110.00	\$ -7,087.92	70.60 %
Total 62800 Facilities and Equipment	74,201.99	85,110.00	-10,908.01	87.18 %	\$74,201.99	\$85,110.00	\$ -10,908.01	87.18 %
64000 Program Expenses					\$0.00	\$0.00	\$0.00	0.00%
64600 Registration Fees	155.00		155.00		\$155.00	\$0.00	\$155.00	0.00%
Total 64000 Program Expenses	155.00		155.00		\$155.00	\$0.00	\$155.00	0.00%
65000 Operations					\$0.00	\$0.00	\$0.00	0.00%
65005 Bank Fees	35.00	0.00	35.00		\$35.00	\$0.00	\$35.00	0.00%
65006 Registration Fees	749.58	1,000.00	-250.42	74.96 %	\$749.58	\$1,000.00	\$ -250.42	74.96 %
65008 Financial Processing Fees					\$0.00	\$0.00	\$0.00	0.00%
65009 PayPal	9,193.45	6,000.00	3,193.45	153.22 %	\$9,193.45	\$6,000.00	\$3,193.45	153.22 %
65010 Square	882.42	1,600.00	-717.58	55.15 %	\$882.42	\$1,600.00	\$ -717.58	55.15 %
65011 Other		200.00	-200.00		\$0.00	\$200.00	\$ -200.00	0.00%

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes
January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Total 65008 Financial Processing Fees	10,075.87	7,800.00	2,275.87	129.18 %	\$10,075.87	\$7,800.00	\$2,275.87	129.18 %
65015 Books, Subscriptions, Reference		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
65030 Equipment	3,100.46	10,000.00	-6,899.54	31.00 %	\$3,100.46	\$10,000.00	\$ -6,899.54	31.00 %
65040 Postage, Mailing Service	1,343.01	4,000.00	-2,656.99	33.58 %	\$1,343.01	\$4,000.00	\$ -2,656.99	33.58 %
65060 Printing and Copying	4,707.73	11,000.00	-6,292.27	42.80 %	\$4,707.73	\$11,000.00	\$ -6,292.27	42.80 %
65080 Supplies	4,259.46	5,000.00	-740.54	85.19 %	\$4,259.46	\$5,000.00	\$ -740.54	85.19 %
65090 Telephone, Telecommunications	3,843.48	4,800.00	-956.52	80.07 %	\$3,843.48	\$4,800.00	\$ -956.52	80.07 %
Total 65000 Operations	28,114.59	43,600.00	-15,485.41	64.48 %	\$28,114.59	\$43,600.00	\$ -15,485.41	64.48 %
65100 Other Types of Expenses					\$0.00	\$0.00	\$0.00	0.00%
65120 Insurance - Liability, D and O	264.00	300.00	-36.00	88.00 %	\$264.00	\$300.00	\$ -36.00	88.00 %
65150 Memberships and Dues		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
65160 Other Costs	44.70	1,000.00	-955.30	4.47 %	\$44.70	\$1,000.00	\$ -955.30	4.47 %
65180 President's Discretionary Fund		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
65190 Awards	1,000.75	1,500.00	-499.25	66.72 %	\$1,000.75	\$1,500.00	\$ -499.25	66.72 %
Total 65100 Other Types of Expenses	1,309.45	4,300.00	-2,990.55	30.45 %	\$1,309.45	\$4,300.00	\$ -2,990.55	30.45 %
66000 Special Event Expenses					\$0.00	\$0.00	\$0.00	0.00%
66010 Special Events					\$0.00	\$0.00	\$0.00	0.00%
66011 Annual Picnic		2,000.00	-2,000.00		\$0.00	\$2,000.00	\$ -2,000.00	0.00%
66012 Childrens Christmas Party		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
66013 Handicapped Picnic	2,619.39	2,200.00	419.39	119.06 %	\$2,619.39	\$2,200.00	\$419.39	119.06 %
Total 66010 Special Events	2,619.39	5,700.00	-3,080.61	45.95 %	\$2,619.39	\$5,700.00	\$ -3,080.61	45.95 %
66020 Raffle Expenses		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
Total 66000 Special Event Expenses	2,619.39	5,700.00	-3,080.61	45.95 %	\$2,619.39	\$5,700.00	\$ -3,080.61	45.95 %
66500 Grants & Donations					\$0.00	\$0.00	\$0.00	0.00%
66510 Grants		0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
66520 Donations	2,500.00	5,000.00	-2,500.00	50.00 %	\$2,500.00	\$5,000.00	\$ -2,500.00	50.00 %
66530 Scholarships	20,000.00	20,000.00	0.00	100.00 %	\$20,000.00	\$20,000.00	\$0.00	100.00 %
Total 66500 Grants & Donations	22,500.00	25,000.00	-2,500.00	90.00 %	\$22,500.00	\$25,000.00	\$ -2,500.00	90.00 %
68300 Travel and Meetings					\$0.00	\$0.00	\$0.00	0.00%
68310 Conference, Convention, Meeting		1,000.00	-1,000.00		\$0.00	\$1,000.00	\$ -1,000.00	0.00%
68320 Travel		500.00	-500.00		\$0.00	\$500.00	\$ -500.00	0.00%
Total 68300 Travel and Meetings		1,500.00	-1,500.00		\$0.00	\$1,500.00	\$ -1,500.00	0.00%
69000 Capital Expenditures					\$0.00	\$0.00	\$0.00	0.00%

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: Budget_FY25_P&L_2 - FY25 P&L Classes
January - December 2025

	AA CHAPTER				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
69100 Lands	8,400.00	100,000.00	-91,600.00	8.40 %	\$8,400.00	\$100,000.00	\$ -91,600.00	8.40 %
69200 Buildings	117,116.61	0.00	117,116.61		\$117,116.61	\$0.00	\$117,116.61	0.00%
69300 Equipment	31,700.00	30,000.00	1,700.00	105.67 %	\$31,700.00	\$30,000.00	\$1,700.00	105.67 %
Total 69000 Capital Expenditures	157,216.61	130,000.00	27,216.61	120.94 %	\$157,216.61	\$130,000.00	\$27,216.61	120.94 %
Total Expenses	\$447,509.20	\$490,400.00	\$ -42,890.80	91.25 %	\$447,509.20	\$490,400.00	\$ -42,890.80	91.25 %
NET OPERATING INCOME	\$ -42,921.65	\$ -118,400.00	\$75,478.35	36.25 %	\$ -42,921.65	\$ -118,400.00	\$75,478.35	36.25 %
NET INCOME	\$ -42,921.65	\$ -118,400.00	\$75,478.35	36.25 %	\$ -42,921.65	\$ -118,400.00	\$75,478.35	36.25 %

Arl/Fx Chapter, IWLA - Cash Asset Report - As of 10-31-2025

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	29,953
Petty Cash	1,321
Insured Cash Sweep	454,590
Certificates of Deposit	244,447
Program Accounts	337,749
TOTAL Cash and Bank Accounts	1,098,060
TOTAL ASSETS	1,098,060
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,098,060
TOTAL LIABILITIES & EQUITY	1,098,060

Program Account Activity
05-01-25 to 05-31, 2025

Air Range

Beginning balance	\$65,942.55
Deposits & Credits	\$4,034.50
Checks Posted	\$0.00
Withdrawals & Debits	\$826.71
Ending Balance	\$69,150.34

Jr Chapter

Beginning balance	\$13,565.14
Deposits & Credits	\$0.00
Checks Posted	\$250.00
Withdrawals & Debits	\$0.00
Ending Balance	\$13,315.14

Education & Training

Beginning balance	\$46,142.27
Deposits & Credits	\$3,375.00
Checks Posted	\$2,932.49
Withdrawals & Debits	\$0.00
Ending Balance	\$46,584.78

Rifle-Pistol Range

Beginning balance	\$25,451.03
Deposits & Credits	\$768.00
Checks Posted	\$164.88
Withdrawals & Debits	\$0.00
Ending Balance	\$26,054.15

Education & Training Trust

Beginning balance	\$18,408.70
Deposits & Credits	\$0.78
Checks Posted	\$0.00
Withdrawals & Debits	\$0.00
Ending Balance	\$18,409.48

Skeet & Trap

Beginning balance	\$88,594.95
Deposits & Credits	5,607.41
Checks Posted	298.83
Withdrawals & Debits	16,049.00
Ending Balance	\$98,737.71

Field Archery

Beginning balance	\$24,577.64
Deposits & Credits	\$1,294.00
Checks Posted	\$480.27
Withdrawals & Debits	\$0.00
Ending Balance	\$25,391.37

Target Archery

Beginning balance	\$19,307.25
Deposits & Credits	\$0.00
Checks Posted	\$0.00
Withdrawals & Debits	\$0.00
Ending Balance	\$19,307.25