

**Arlington-Fairfax Chapter, Inc., Izaak Walton League of America  
Board of Directors Meeting – Tuesday, August 1, 2023**

**1. CALL TO ORDER**

The meeting was called to order at 7:45 PM by President Pamela Meara.

- a) A quorum of regular members was 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) Secretary – Sean Gagnon
  - iii) Designated Director – Bob Brino
  - iv) Designated Director – Joe Turner
  - v) Designated Director – Bruce Crandlemire
  - vi) Designated Director – Jeff Del Vecchio
  - vii) Director-at-Large – Oscar Starz
  - viii) Director-at-Large – Todd Skipper
  - ix) Director-at-Large – Don Early
  - x) Director-at-Large – Bob Hamilton
- d) Officers and Directors Absent
  - i) Vice President – Chris Rose
  - ii) Treasurer – Bob Crisman
  - iii) Membership – Benn Crandall
  - iv) Designated Director – Keith Kuck
  - v) Designated Director – John Seaberg
  - vi) Designated Director – Dick Riemer
  - vii) Designated Director – Jonathan Bukva
  - viii) Director-at-Large – Fred Ansick
  - ix) Director-at-Large – Carl Armstrong

**2. Visitor's Time/Facility Use Request**

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

- PK Kant (BSA Troop 695) – Large Pavilion on August 23 and 30, 2023
- PK Kant (BSA Troop 695) – Large Pavilion and Athletic Field on October 21, 2023
- PK Kant (BSA Troop 695) – Large Pavilion, Athletic Field, Small Pavilion, and Campsites 1-3 from November 17-19, 2023. Mr. Kant also indicated his Troop is interested in performing a service project at the Chapter, and he was informed to reach out to Mr. Chris Rose for options.
- Vijay Mahimtura (BSA Troop 1137) – Proposed Eagle Scout Project
  - Mr. Mahimtura plans to rebuild two patterning boards at the Skeet/Trap Range. He also plans to clean the Skeet/Trap Range, and is working with Mr. Brino for specifics.
  - Mr. Brino indicated that Skeet/Trap would fund the Project (approximately \$300-\$400 in materials)
  - Mr. Early asked how many manhours the project is anticipated to take. Mr. Mahimtura stated approximately 80 to 96 manhours.
  - Mr. Del Vecchio asked where the sawing for the lumber will take place. Mr. Mahimtura stated that all cutting would occur offsite at his house.
  - A member asked if composite materials were evaluated for use instead of wood. Mr. Brino stated that composite materials can pose a ricochet hazard.
  - The Eagle Scout project proposal was approved as requested.

**3. PRESIDENT'S TIME**

- Nothing was reported.

**4. MINUTES/CORRESPONDENCE**

- Minutes from the July 11, 2023 Board of Directors Meeting were available for all to review and then the Minutes were approved as written.

**5. TREASURER'S REPORT**

- A Budget Report was not available for review.
- Ms. Meara reminded those in attendance that Mr. Crisman has requested 2024 budget information from all disciplines.

## 6. MEMBERSHIP UPDATE

- Ms. Meara provided the membership report for Mr. Crandall. We currently have 2,134 memberships filled, and the August NMO is full.

## 7. SPECIAL COMMITTEES

### ○ Bylaws

- Ms. Meara reminded those in attendance that proposed Bylaws updates need to be given to Mr. Rose by the next Board of Directors' meeting (September 5, 2023) for consideration.
- It is the National IWL A policy that Chapters need to review their bylaws every 5 years and provide a certification to the National IWL A that they have done so.

### ○ Building & Grounds

- Mr. Early stated that two electronic locks have been installed at Skeet/Trap, and fobs are being distributed. The next focus will be the front gate.
- Mr. Brino stated that stone has been delivered to Skeet/Trap, and he just needs to schedule a work party to apply it.

### ○ Communications

- Ms. Meara stated that the newsletter mailing party was yesterday, and the newsletters were mailed out today.
- The Chapter newsletter will default to electronic distribution for the February/March/April 2023 newsletter, with the option to "opt-in" to paper copies.
- If you have anything for the calendar, please send to the calendar email address.
- If you have anything you want in eblast, please let Ms. Meara know in advance.

### ○ Education and Training

- Ms. Meara stated that the shotgun course was cancelled due to lack of registrations, and there are many other upcoming courses available.
- Ms. Meara stated that the Education and Training Committee will comp RSO certification training for Chapter RSOs if a range director asks.
- The 2024 Training plan will be set in September.

### ○ Elections

- Mr. Early provided the results of the recent Chapter elections. 153 ballots were cast, with one ballot identified as invalid. The results of the election follow:
  - President – Pamela Meara
  - Secretary – Todd Skipper
  - Membership – Benn Crandall
  - Field Archery – Dick Riemer
  - Rifle/Pistol – Bruce Crandlemire
  - Air Range – Keith Kuck
  - Youth Activities – Joe Turner
  - Director-at-Large – Fred Ansick
  - Director-at-Large – Bob Hamilton
  - Director-at-Large – Evan Phelps
- The new officers and directors will be installed at the August 14, 2023 General Membership Meeting.
- Mr. Early moved that the Board accept and ratify the vote count, and also that he be authorized to destroy the ballots and vote lists after the new Board members are installed at the August 2023 General Membership Meeting, pending that there are no objections at that time. The motion was adopted.

- **Target Archery**
  - Mr. Del Vecchio stated that there are a few more weeks of summer session, and he is currently planning the upcoming winter session.
  - Mr. Del Vecchio is also coordinating junior membership renewals.
  - There is a membership suspension notification in the newsletter, which will be voted on at the August 2023 General Membership meeting.
- **Rifle-Pistol**
  - Mr. Crandlemire provided an update on activities at the Rifle-Pistol Range, stating that a local manufacturer of AR550 1-inch steel plates has been identified, and new plate will be installed at 100-yards.
  - New RSO shirts have been delivered, and RSO badges have been ordered, and new safety signage at the Range has been posted. New RSOs are strongly encouraged to be certified through available NRA RSO training. He estimates that about 30% of existing RSOs are certified.
  - The 4<sup>th</sup> Sunday of the month currently does not have RSO coverage, as it was previously used by NOVA Sharpshooters. He is suggesting that there be a short range day on the 4<sup>th</sup> Sunday every month.
- **Skeet & Trap**
  - Mr. Brino stated that there is a registered skeet shoot this upcoming weekend.
- **Youth/Junior Membership**
  - Mr. Turner stated that renewals will start in September, and that Junior Chapter members have been told not to renew on SignUpGenius yet.

## 8. STANDING COMMITTEE REPORTS

- **Public Relations**
  - Mr. Skipper provided an update on the recent visit by Fairfax County Board of Supervisors members Mr. James Walkinshaw (Braddock District) and Ms. Kathy Smith (Sully District). The visit occurred on July 22, 2023, and he thanked Ms. Meara, Mr. Rose, and all of the other volunteers and range directors for their assistance. Mr. Skipper stated that the visit was a success.
- **Raffles**
  - Ms. Meara stated that we are well under regulatory limits, and that there are still handgun raffle tickets for sale.
- **Shenandoah Property**
  - Ms. Meara stated that the Correction of Deed has been sent to Mr. Poe. He received it and signed the delivery.

## 9. OLD BUSINESS

- Mr. Hamilton thanked those that have provided information to him for the annual report to National.
- Mr. Brino stated that Chapter picnic tickets have been distributed for sale

## 10. NEW BUSINESS

- Mr. Starz stated that there has been difficulty recently finding RSOs at the Air Range, and asked if there was a way to have non-members be RSOs at the Air Range. Ms. Meara stated that is not possible.
- Ms. Meara stated that the National IWLA Convention was last week. The National organization is considering having our Chapter host the National IWLA Convention in 2026 or 2027.
  - Mr. Gagnon asked how funding for that would work, does the Chapter have to pay for everything? Ms. Meara stated that attendees pay for registration, and the Chapter might make money by hosting the Convention.

The Board moved into Executive Session at 8:30 PM

The Board rose from Executive Session at 9:16 PM

Ms. Meara informed those in attendance that there will be a special Board meeting following the General Membership meeting on August 15, 2023.

The meeting adjourned at 9:17 PM

Submitted by: Sean Gagnon,  
Secretary

1:06 PM

09/01/23

Cash Basis

**Arlington-Fairfax Chapter, Inc - IWLA**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
41000 · Dues				
41023 · 2023 Chapter	347,254.12	345,000.00	2,254.12	100.7%
<b>Total 41000 · Dues</b>	347,254.12	345,000.00	2,254.12	100.7%
41900 · Contract Income	0.00	0.00	0.00	0.0%
42000 · Donations				
42300 · Donations - Restricted	0.00	0.00	0.00	0.0%
42600 · Donations - Unrestricted	2,710.17	1,000.00	1,710.17	271.0%
<b>Total 42000 · Donations</b>	2,710.17	1,000.00	1,710.17	271.0%
43900 · Grant Income	-4,219.00	5,000.00	-9,219.00	-84.4%
44000 · Interest Income	2,515.75	850.00	1,665.75	296.0%
45000 · Program Income				
45100 · Program Fees	1,515.00	2,500.00	-985.00	60.6%
45200 · Program Supply Sales	0.00	0.00	0.00	0.0%
45300 · Events	0.00	3,600.00	-3,600.00	0.0%
45400 · Training	0.00	800.00	-800.00	0.0%
45500 · Other	0.00	0.00	0.00	0.0%
<b>Total 45000 · Program Income</b>	1,515.00	6,900.00	-5,385.00	22.0%
46000 · Miscellaneous Income	2,433.31	1,000.00	1,433.31	243.3%
49000 · Special Event Income				
49100 · Special Events Contributions				
49012 · Childrens Christmas Party	0.00	0.00	0.00	0.0%
49013 · Handicapped Picnic	0.00	0.00	0.00	0.0%
49100 · Special Events Contributions - Other	0.00	0.00	0.00	0.0%
<b>Total 49100 · Special Events Contributions</b>	0.00	0.00	0.00	0.0%
49200 · Annual Picnic	0.00	0.00	0.00	0.0%
49400 · Raffle	0.00	5,000.00	-5,000.00	0.0%
<b>Total 49000 · Special Event Income</b>	0.00	5,000.00	-5,000.00	0.0%
49970 · Unobligated Funds Carryover	0.00	66,000.00	-66,000.00	0.0%
49980 · Chapter Transfers	0.00	10,000.00	-10,000.00	0.0%
<b>Total Income</b>	352,209.35	440,750.00	-88,540.65	79.9%
<b>Gross Profit</b>	352,209.35	440,750.00	-88,540.65	79.9%
<b>Expense</b>				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	1,266.85	8,040.00	-6,773.15	15.8%
61500 · Supplies				
61505 · B&G Supplies	1,314.01	8,000.00	-6,685.99	16.4%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
61515 · Security Expenses	5,923.41	13,000.00	-7,076.59	45.6%
<b>Total 61500 · Supplies</b>	7,237.42	28,500.00	-21,262.58	25.4%

1:06 PM

09/01/23

Cash Basis

**Arlington-Fairfax Chapter, Inc - IWLA**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
<b>Total 61000 · Building and Grounds</b>	8,504.27	37,040.00	-28,535.73	23.0%
61800 · Conservation Exp	0.00	7,000.00	-7,000.00	0.0%
62100 · Contract Services				
62110 · Accounting Services	800.00	3,600.00	-2,800.00	22.2%
62115 · Admin Support	18,746.00	35,000.00	-16,254.00	53.6%
62135 · IT	745.87	10,000.00	-9,254.13	7.5%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	3,646.05	4,000.00	-353.95	91.2%
62150 · Outside Contract Services				
62155 · Trash Service	8,865.36	12,000.00	-3,134.64	73.9%
62160 · Mowing Services	8,840.00	13,650.00	-4,810.00	64.8%
62165 · Other	1,365.00	3,000.00	-1,635.00	45.5%
<b>Total 62150 · Outside Contract Services</b>	19,070.36	28,650.00	-9,579.64	66.6%
<b>Total 62100 · Contract Services</b>	43,008.28	116,250.00	-73,241.72	37.0%
62800 · Facilities and Equipment				
62870 · Property Insurance	49,255.02	56,100.00	-6,844.98	87.8%
62880 · Real Estate, Personal Prop Tax	452.40	1,000.00	-547.60	45.2%
62900 · Small Tools Under \$1500	0.00	0.00	0.00	0.0%
63000 · Utilities				
63100 · Electricity	11,754.96	19,800.00	-8,045.04	59.4%
63200 · Natural Gas	1,889.19	3,510.00	-1,620.81	53.8%
63300 · Water & Sewer	508.74	700.00	-191.26	72.7%
<b>Total 63000 · Utilities</b>	14,152.89	24,010.00	-9,857.11	58.9%
<b>Total 62800 · Facilities and Equipment</b>	63,860.31	81,110.00	-17,249.69	78.7%
64000 · Program Expenses				
64100 · Building & Range Maintenance	851.67	0.00	851.67	100.0%
64200 · Equipment Maintenance	0.00	0.00	0.00	0.0%
64300 · Events	0.00	0.00	0.00	0.0%
64400 · Program Supplies	6,625.01	15,000.00	-8,374.99	44.2%
64500 · Range Officer Meetings	0.00	0.00	0.00	0.0%
64600 · Registration Fees	0.00	0.00	0.00	0.0%
64700 · Training	0.00	0.00	0.00	0.0%
64800 · Other	0.00	0.00	0.00	0.0%
<b>Total 64000 · Program Expenses</b>	7,476.68	15,000.00	-7,523.32	49.8%
65000 · Operations				
65005 · Bank Fees	0.00	0.00	0.00	0.0%
65006 · Registration Fees	1,140.00	1,000.00	140.00	114.0%
65008 · Financial Processing Fees				
65009 · PayPal	4,309.80	6,000.00	-1,690.20	71.8%
65010 · Square	307.50	1,500.00	-1,192.50	20.5%
65011 · Other	124.18	400.00	-275.82	31.0%
<b>Total 65008 · Financial Processing Fees</b>	4,741.48	7,900.00	-3,158.52	60.0%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%
65030 · Equipment	0.00	1,000.00	-1,000.00	0.0%
65040 · Postage, Mailing Service	1,107.30	4,000.00	-2,892.70	27.7%
65060 · Printing and Copying	13,019.50	18,000.00	-4,980.50	72.3%

1:06 PM

09/01/23

Cash Basis

**Arlington-Fairfax Chapter, Inc - IWLA**  
**Profit & Loss Budget vs. Actual**  
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
65065 · Newsletter	0.00	0.00	0.00	0.0%
65080 · Supplies	1,928.65	6,000.00	-4,071.35	32.1%
65090 · Telephone, Telecommunications	3,125.23	4,500.00	-1,374.77	69.4%
<b>Total 65000 · Operations</b>	<b>25,062.16</b>	<b>42,400.00</b>	<b>-17,337.84</b>	<b>59.1%</b>
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	264.00	300.00	-36.00	88.0%
65150 · Memberships and Dues	0.00	500.00	-500.00	0.0%
65160 · Other Costs	2,519.98	1,000.00	1,519.98	252.0%
65180 · President's Discetionary Fund	0.00	1,000.00	-1,000.00	0.0%
65300 · Non-Program Expense				
65310 · Concession Purchases	14.39			
<b>Total 65300 · Non-Program Expense</b>	<b>14.39</b>			
<b>Total 65100 · Other Types of Expenses</b>	<b>2,798.37</b>	<b>2,800.00</b>	<b>-1.63</b>	<b>99.9%</b>
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	772.50	4,500.00	-3,727.50	17.2%
66012 · Childrens Christmas Party	0.00	5,000.00	-5,000.00	0.0%
66013 · Handicapped Picnic	2,386.81	2,200.00	186.81	108.5%
<b>Total 66010 · Special Events</b>	<b>3,159.31</b>	<b>11,700.00</b>	<b>-8,540.69</b>	<b>27.0%</b>
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
<b>Total 66000 · Special Event Expenses</b>	<b>3,159.31</b>	<b>11,700.00</b>	<b>-8,540.69</b>	<b>27.0%</b>
66500 · Grants & Donations				
66520 · Donations	4,000.00	5,500.00	-1,500.00	72.7%
66530 · Scholarships	20,000.00	20,000.00	0.00	100.0%
<b>Total 66500 · Grants &amp; Donations</b>	<b>24,000.00</b>	<b>25,500.00</b>	<b>-1,500.00</b>	<b>94.1%</b>
68300 · Travel and Meetings				
68310 · Conference, Convention, Meeting	0.00	1,000.00	-1,000.00	0.0%
68320 · Travel	0.00	500.00	-500.00	0.0%
<b>Total 68300 · Travel and Meetings</b>	<b>0.00</b>	<b>1,500.00</b>	<b>-1,500.00</b>	<b>0.0%</b>
69000 · Capital Expenditures				
69100 · Lands	9,706.20	5,000.00	4,706.20	194.1%
69200 · Buildings	0.00	95,450.00	-95,450.00	0.0%
69300 · Equipment	0.00	0.00	0.00	0.0%
<b>Total 69000 · Capital Expenditures</b>	<b>9,706.20</b>	<b>100,450.00</b>	<b>-90,743.80</b>	<b>9.7%</b>
<b>Total Expense</b>	<b>187,575.58</b>	<b>440,750.00</b>	<b>-253,174.42</b>	<b>42.6%</b>
<b>Net Ordinary Income</b>	<b>164,633.77</b>	<b>0.00</b>	<b>164,633.77</b>	<b>100.0%</b>
<b>Net Income</b>	<b>164,633.77</b>	<b>0.00</b>	<b>164,633.77</b>	<b>100.0%</b>

**Arl/Fx Chapter, IWLA - Balance Sheet - As of 04-30-2023**

(Includes unrealized gains)

Account	Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
Chapter Checking	79,359
Chapter Money Market	295,338
Membership	4,528
Certificates of Deposit	220,099
Petty Cash	1,321
Program Accounts	295,423
<b>TOTAL Cash and Bank Accounts</b>	<b>896,068</b>
<b>TOTAL ASSETS</b>	<b>896,068</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>LIABILITIES</b>	<b>0</b>
<b>EQUITY</b>	<b>896,068</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>896,068</b>

Program Account Activity  
08-01-2023 to 08-31-2023

Air Range

Beginning balance	\$29,571.79
Total additions	687.50
Total subtractions	4,652.22
Ending balance	\$25,607.07

Jr Chapter

Beginning balance	\$9,613.54
Total additions	1749.50
Total subtractions	10.00
Ending balance	\$11,353.04

Education & Training

Beginning balance	\$37,595.07
Total additions	1,429.00
Total subtractions	509.53
Ending balance	\$38,514.54

Rifle-Pistol Range

Beginning balance	\$52,360.69
Total additions	637.00
Total subtractions	1,240.14
Ending balance	\$51,757.55

Education & Training Trust

Beginning balance	\$17,892.97
Total additions	0.76
Total subtractions	0.00
Ending balance 4	\$17,893.73

Skeet & Trap

Beginning balance	\$123,757.23
Checks -	49,440.04
Other withdrawals,	242.34
Deposits, credits	21,917.00
Ending balance	\$95,991.85

Field Archery

Beginning balance	\$17,075.98
Total additions	1,882.26
Total subtractions	1,184.80
Ending balance	\$17,773.44

Target Archery

Beginning balance	\$11,662.40
Total additions	0.00
Total subtractions	581.49
Ending balance	\$11,080.91