

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, October 3, 2023

1. CALL TO ORDER

The meeting was called to order at 7:40 PM by Membership Director, Benn Crandall, at the request of Todd Skipper, Secretary.

- 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) Secretary – Todd Skipper
 - ii) Membership – Benn Crandall
 - iii) Education & Training – John Seaberg
 - iv) Designated Director – Keith Kuck
 - v) Designated Director – Bob Brino
 - vi) Designated Director – Bruce Crandlemire
 - vii) Designated Director – Jonathan Bukva
 - viii) Designated Director – Dick Riemer
 - ix) Designated Director – Joe Turner
 - x) Director-at-Large – Oscar Starz
 - xi) Director-at-Large – Fred Ansick
 - xii) Director-at-Large – John Hsu
 - xiii) Director-at-Large – Don Early
 - xiv) Director-at-Large – Bob Hamilton
 - xv) Director-at-Large – Evan Phelps
- d) Officers and Directors Absent
 - i) President – Pamela Meara
 - ii) Vice President – Chris Rose
 - iii) Treasurer – Bob Crisman
 - iv) Designated Director – Jeff Del Vecchio

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):

- Will Sedmak (Troop 670) – (2 requests) Skeet-Trap Range, November 4, 2023, from 8:00 AM – 1:30 PM; Rifle-Pistol November 18, 2023, from 8:00 AM – 1:30 PM
- Richard Raimondo (Troop 1553G) – Air Rifle Range, November 12, 2023, from 8:00 AM – 12:00 PM
- Heidi Settle (Troop 1137) – (2 requests) Field House, October 24, 2023, from 6:30 PM – 8:30 PM and, Large Pavilion, October 29, 2023, from 2:00 PM – 5:00 PM
- Brian Smylie (Trail Life Troop VA – 1115) – Mr. Smylie requested permission to clear the campsites and their trails from overgrowth on October 9, 2023, starting at 9:00 AM as a Service Project, prior to the Troop using the chapter's campsites and other facilities on October 13-15, 2023 (already approved). Mr. Smylie said that only adults will use power equipment and he expected 12 or more adults and Troop members to perform this task. Mr. Smylie was asked to coordinate his project with Brian Martin and the request was approved.

3. PRESIDENT'S TIME

- Nothing Reported

4. MINUTES/CORRESPONDENCE

- Minutes from the September 5, 2023 Board of Directors Meeting were available for all to review and after a name correction was made, the Minutes were approved.

5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report, January through September 2023, to the Membership.
 - Income: \$363,243.62
 - Expenditures: \$206,200.23

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, October 3, 2023

- Balance Remaining: \$157,043.39
- Total cash Assets: \$810,037
- Mr. Kuck asked when the 2024 budget would be presented and Mr. Crisman replied that he would distribute a draft budget in the near future and the budget will be on the November Board agenda.

6. MEMBERSHIP UPDATE

- Mr. Crandall reported 2,194 chapter memberships were currently filled;
- Mr. Crandall also informed the Board that the New Member Orientations had again filled early for October and November, as they had for previous months and, as a result of this strong interest by new members, NMOs would increase in size from 40 people to 50 people, beginning in January, 2023
- Mr. Crandall thanked the Designated Directors for sending all 202 credit hours for RSOs and other volunteers to him in a timely manner.

7. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck reported that the Army was scheduled to conduct a standing air rifle shooting clinic on October 21-22, 2023. Four Army coaches are expected and the clinic is free to everyone; registration will be conducted through SignUpGenius.
 - Mr. Kuck said that this clinic was an excellent opportunity for air rifle coaches to learn new techniques.
 - Mr. Kuck also informed the Board that he would be traveling from October 9-18, 2023.
- **Conservation**
 - Mr. Bukva said that a roadside cleanup was scheduled for October 8, 2023, from 9:00 AM – 1:00 PM.
- **Education and Training**
 - Mr. Seaberg reported that there were three courses scheduled for October: shotgun coach, chief RSO, and basic shotgun.
 - Mr. Seaberg said the last two E&T courses of 2023 will be in November: shotgun shell reloading and air/small bore rifle coaching.
 - Mr. Seaberg informed the Board that the 2024 E&T schedule was finalized and about half of the courses had secured all required instructors; he expected to have the full schedule finalized in the weeks ahead.
 - Mr. Seaberg said he will have the pamphlets printed with the 2024 E&T courses and he will provided them to all ranges.
 - Mr. Crandall asked Mr. Seaberg to print an extra 100 schedules for use at the gun shows and Mr. Seaberg agreed to do so.
- **Field Archery**
 - Mr. Riemer reported that bad weather had forced cancellation of an outdoor archery shoot in September.
 - Mr. Riemer said that FITA indoor tournament is scheduled for November 11-12 and a good turnout is expected, as over 100 participated in the last indoor tournament.
 - Mr. Riemer reported that unknown person(s) had damaged targets at field archery by using broadhead arrows on non-broadhead arrow targets.

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, October 3, 2023

- Mr. Riemer said it's difficult to keep non-members out when the front gate is left open during the week and he reminded everyone of the importance of keeping the gate closed when there are not events scheduled at the chapter.
- **EMS**
 - Nothing Reported
- **Rifle-Pistol**
 - Mr. Crandlemire said that he was considering the implementation of the popular short range days to the fourth Sunday of every month; currently, short range days only occur in months that have five Sundays.
 - Mr. Crandlemire reported that he had RSOs covering the range for the first 28 days of the month but the last few days were still challenging.
 - Mr. Crandlemire stated that the R-P clubhouse needed a new back door. He said that Mr. Hancock had patched the door, but it was only a temporary fix and Mr. Crandlemire will talk to Chris Rose about replacing the door.
- **Skeet & Trap**
 - Mr. Brino reported that despite beautiful weather, the last trap shoot of the year had a low turnout.
 - Mr. Brino also reported Internet problems and he had to resort to using someone's hot spot during the trap shoot and cited the need to resolve the Internet accessibility problem at the chapter.
 - Mr. Brino also reminded the Board that the Winter League at S-T was fast approaching..
 - Mr. Seaberg said that he had contacted all the league's team captains from last winter and that based on the strong response, it appeared the upcoming Winter League would again have a full complement of 28 teams. .
- **Youth/Junior Membership**
 - Mr. Turner said that a swap meet was being planned for the first week in November at the Field House for air rifles, clothing, etc..
 - Mr. Turner said that there would not be any smallbore firearms or shotguns transferred..

8. STANDING COMMITTEE REPORTS

- **Public Relations**
 - Nothing new reported
- **Shenandoah Property**
 - Nothing new reported

9. OLD BUSINESS

- ARL-FX BoD Consent to Email Policy – New forms were distributed by Mr. Skipper to be signed by officers and directors elected in the July chapter elections or appointed to fill a vacancy after the election. Mr. Skipper said that the forms would be signed after all future chapter elections and appointments.
- Conflict-of-Interest Form- Mr. Skipper said that the forms would be provided to Ms. Meara for the corporate attorney to review and he hoped the form would be available at the November meeting.
- Mr. Skipper said the forms were not complex and will allow the chapter to better show transparency as a non-profit on its annual Form 990.
- Locations-of-Interest – Mr. Ansick explained that the LOI was developed to allow emergency responders to safely enter the chapter during an emergency, identify the various buildings and structures at the chapter, and give the responders a gate code that will lock open the front gate.

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, October 3, 2023

- Mr. Ansick and Mr. Early have contacted local Departments of Public Safety and are providing preliminary information; 911 Centers expressed appreciation for chapter's proactive efforts.
- Mr. Crandall asked why the range directors' phone numbers were not listed as emergency contacts on the information documents .
- Mr. Early replied that they had listed the chapter's legal entities, its officers
- Mr. Brino expressed his ongoing support for a sign at the turnoff to S-T that identifies the range; he suggested signage would be helpful to identifying all ranges.
- Mr. Early said the responders will still have a map of the campus showing the ranges and buildings on their vehicles' computer screens.
- A plan will also be instituted for RSOs to contact other ranges in case of an emergency .

10. NEW BUSINESS

- Mr. Crisman noted the Internet access issues over the past few weeks.
- Verizon technician replaced all Verizon equipment, but still issues; old router will be replaced by Verizon.
- Mr. Early said that old router and other technology is 10 years old and must be replaced.
- Mr. Early said that the chapter's 1GB boxes will be upgraded to 10GB switch boxes.
- Mr. Early said that we needed to get support from someone with network expertise.
- Mr. Crandall cited the need to improve Internet access soon as this is the prime membership renewal period.

11. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- None reported

ANNOUNCEMENTS

- None Reported

The meeting was adjourned at 8:37 PM

Submitted by: Todd Skipper
Secretary

6:02 PM

10/01/23

Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · Dues				
41023 · 2023 Chapter	353,718.60	345,000.00	8,718.60	102.5%
41200 · Other	18.00			
Total 41000 · Dues	353,736.60	345,000.00	8,736.60	102.5%
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	3,350.17	1,000.00	2,350.17	335.0%
Total 42000 · Donations	3,350.17	1,000.00	2,350.17	335.0%
43900 · Grant Income	-4,219.00	5,000.00	-9,219.00	-84.4%
44000 · Interest Income	3,121.54	850.00	2,271.54	367.2%
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	1,266.00	3,600.00	-2,334.00	35.2%
45400 · Training	2,030.00	800.00	1,230.00	253.8%
45500 · Other	0.00	0.00	0.00	0.0%
Total 45000 · Program Income	4,811.00	6,900.00	-2,089.00	69.7%
46000 · Miscellaneous Income	2,443.31	1,000.00	1,443.31	244.3%
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%
Total 49100 · Special Events Contributions	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%
Total 49000 · Special Event Income	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%
Total Income	363,243.62	440,750.00	-77,506.38	82.4%
Gross Profit	363,243.62	440,750.00	-77,506.38	82.4%
Expense				
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%

6:02 PM

10/01/23

Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total 61500 · Supplies	7,237.42	28,500.00	-21,262.58	25.4%
Total 61000 · Building and Grounds	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	900.00	3,600.00	-2,700.00	25.0%
62115 · Admin Support	20,739.75	35,000.00	-14,260.25	59.3%
62135 · IT	760.87	10,000.00	-9,239.13	7.6%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	3,904.05	4,000.00	-95.95	97.6%
62150 · Outside Contract Services				
62155 · Trash Service	10,011.76	12,000.00	-1,988.24	83.4%
62160 · Mowing Services	11,050.00	13,650.00	-2,600.00	81.0%
62165 · Other	1,365.00	3,000.00	-1,635.00	45.5%
Total 62150 · Outside Contract Services	22,426.76	28,650.00	-6,223.24	78.3%
Total 62100 · Contract Services	48,731.43	116,250.00	-67,518.57	41.9%
62800 · Facilities and Equipment				
62870 · Property Insurance	54,182.01	56,100.00	-1,917.99	96.6%
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	13,273.43	19,800.00	-6,526.57	67.0%
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%
Total 63000 · Utilities	15,671.36	24,010.00	-8,338.64	65.3%
Total 62800 · Facilities and Equipment	70,305.77	81,110.00	-10,804.23	86.7%
64000 · Program Expenses				
64100 · Building & Range Maintenance	3,175.69	0.00	3,175.69	100.0%
64200 · Equipment Maintenance	0.00	0.00	0.00	0.0%
64300 · Events	70.00	0.00	70.00	100.0%
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	189.20	0.00	189.20	100.0%
64800 · Other	0.00	0.00	0.00	0.0%
Total 64000 · Program Expenses	10,059.90	15,000.00	-4,940.10	67.1%
65000 · Operations				
65005 · Bank Fees	-10.00	0.00	-10.00	100.0%
65006 · Registration Fees	1,140.00	1,000.00	140.00	114.0%
65008 · Financial Processing Fees				
65009 · PayPal	4,320.32	6,000.00	-1,679.68	72.0%
65010 · Square	402.64	1,500.00	-1,097.36	26.8%
65011 · Other	202.41	400.00	-197.59	50.6%
Total 65008 · Financial Processing Fees	4,925.37	7,900.00	-2,974.63	62.3%
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	2,473.71	4,000.00	-1,526.29	61.8%

6:02 PM

10/01/23

Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
65060 · Printing and Copying	13,059.50	18,000.00	-4,940.50	72.6%
65065 · Newsletter	0.00	0.00	0.00	0.0%
65080 · Supplies	2,417.10	6,000.00	-3,582.90	40.3%
65090 · Telephone, Telecommunications	3,523.72	4,500.00	-976.28	78.3%
Total 65000 · Operations	27,529.40	42,400.00	-14,870.60	64.9%
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			
Total 65300 · Non-Program Expense	14.39			
Total 65100 · Other Types of Expenses	2,798.37	2,800.00	-1.63	99.9%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	2,178.08	4,500.00	-2,321.92	48.4%
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%
Total 66010 · Special Events	4,564.89	11,700.00	-7,135.11	39.0%
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
Total 66000 · Special Event Expenses	4,564.89	11,700.00	-7,135.11	39.0%
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%
Total 66500 · Grants & Donations	24,000.00	25,500.00	-1,500.00	94.1%
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%
Total 68300 · Travel and Meetings	0.00	1,500.00	-1,500.00	0.0%
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%
Total 69000 · Capital Expenditures	9,706.20	100,450.00	-90,743.80	9.7%
Total Expense	206,200.23	440,750.00	-234,549.77	46.8%
Net Ordinary Income	157,043.39	0.00	157,043.39	100.0%
Net Income	157,043.39	0.00	157,043.39	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 09-30-2023

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	1,470
Petty Cash	1,321
Money Market Account	0
Insured Cash Sweep	246,211
Certificates of Deposit	219,633
Program Accounts	311,402
TOTAL Cash and Bank Accounts	810,037
TOTAL ASSETS	810,037
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	810,037
TOTAL LIABILITIES & EQUITY	810,037

Program Account Activity
09-01-2023 to 09-30-2023

Air Range

Beginning balance	\$25,607.07
Total additions	18,154.36
Total subtractions	2,547.85
Ending balance	\$41,213.58

Jr Chapter

Beginning balance	\$11,353.04
Total additions	0.00
Total subtractions	0.00
Ending balance	\$11,353.04

Education & Training

Beginning balance	\$38,514.54
Total additions	2,964.00
Total subtractions	354.97
Ending balance	\$41,123.57

Rifle-Pistol Range

Beginning balance	\$51,757.55
Total additions	1,161.00
Total subtractions	726.52
Ending balance	\$52,192.03

Education & Training Trust

Beginning balance	\$17,893.73
Total additions	0.73
Total subtractions	0.00
Ending balance 4	\$17,894.46

Skeet & Trap

Beginning balance	\$95,991.85
Checks -	3,165.72
Other withdrawals,	863.83
Deposits, credits	23,957.00
Ending balance	\$115,919.30

Field Archery

Beginning balance	\$17,773.44
Total additions	2,815.88
Total subtractions	2,041.77
Ending balance	\$18,547.55

Target Archery

Beginning balance	\$11,080.91
Total additions	2400.00
Total subtractions	322.14
Ending balance	\$13,158.77