

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, December 5, 2023

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

- Heidi Settle (BSA Troop 1137) –Field House on December 17, 2023,for Scout activities; 40 attendees. Request denied because Field House floors will be stripped and waxed on December 15-17. Request will be submitted for a new date.
- Ms. Settle asked if Chapter 'Hold Harmless' releases must be signed by Scouts and attendees for each visit. Ms. Meara confirmed with the exception of any Scouts who were members of the Youth Chapter, since those signed releases were good for the entire membership year.
- The amount of paperwork involved for every visit was discussed and Mr. Turner asked if the board could discuss the issue of groups (Scouts at a future board meeting.
- Ms. Meara agreed to Mr. Turner's request.
- Chad Cerar (Pack 864) – Field House on January 5, 2024; 6:00 PM – 8:00 PM; Pack meeting; approved by voice vote. Ms. Meara reminded the Scout leaders of the chapter speed limit and Mr. Cerar said that parents received multiple reminders.
- Dick Riemer – Requested to reserve the Field House on February 4, 2024 and August 25, 2024; 5:00 PM-8:00 PM both days;(for Suburban White Tail Management meetings. Approved by voice vote pending submission of Facility Use Request documents by Suburban White Tail Management.

3. PRESIDENT'S TIME

- Ms. Meara asked Mr. Armstrong to report on the chapter's Christmas donation for disadvantaged children
- Mr. Armstrong said that the chapter will donate funding to the Georgetown South Community Council Foundation to bulk purchase winter coats for 100-150 children; the budget is \$5,000 and the Foundation works with very impoverished children.
- Ms. Meara reminded the directors to contact the Secretary if they would be absent from a meeting.

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- Mr. Skipper requested that directors write legibly or print when signing their names to the attendance sheet.

4. MINUTES/CORRESPONDENCE

- Minutes from the November 2023 directors' meeting were available for all to review.
- Mr. Crisman said that a correction was needed to be made to the income and the correct amount would be provided to the Secretary tomorrow.
- A motion to approve the changed Minutes with the correction was made by Mr. Turner and seconded by Mr. Hamilton.
- The Minutes were approved as corrected.

5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report, January through November 2023, to the Membership.
 - Income: \$366,281.65
 - Expenditures: \$254,021.45
 - Balance Remaining: \$121,260.21
 - Total Cash Assets: \$914,599
- Mr. Crandlemire noted that he had Mr. Crisman transfer \$35,000 to the bank Sweep Account from the current Rifle-Pistol checking account that paid no interest.
- Mr. Crisman noted that the interest received to the chapter's account, mostly from the Sweep Account was \$3,765 to date, versus the original, annual interest income estimate of \$850.

6. MEMBERSHIP UPDATE

- Mr. Crandall reported that the membership numbers were the exact same as the prior year's membership.
- Mr. Crandall thanked Mr. Seaberg for his help in reducing the New Member Orientation from over three hours to only two hours, including 30 minutes in breaks.
- Mr. Crandall requested directors help in providing volunteers duties (hours) for new members; a critical shortage of volunteer hours is occurring.
- Mr. Crandall said he expected to exceed last year's membership due to full New Member Orientations.

7. SPECIAL COMMITTEES

- **Air Range**
- Mr. Kuck said that the high school league was up and running.
- Mr. Kuck reported that a fire alarm inspection occurred and the Air Range passed.
- Ms. Meara asked if fire inspection notices posted in Field House dated 2017 would be updated.
- Mr. Kuck will discuss issue with Brian Martin to see if new paperwork is needed for Field House.
- **Conservation**
- Nothing reported.
- **Education and Training**
- Mr. Seaberg reported all training classes have been completed for 2023.
- Mr. Seaberg reported the first course for 2024 will be in January. Classes are posted to the website.
- Ms. Meara reported that four attendees had just signed-up for the Women On Target event.

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- **Field Archery**
 - Mr. Riemer reported that two boxes of 'Hold Harmless' releases for guests had been ordered.
 - Mr. Riemer said that about half of the 3-D targets would be removed and stored for the winter to prevent weather-related damage.
- **Target Archery**
 - Nothing reported.
- **Rifle-Pistol**
 - Mr. Crandlemire said that the first short range day held on the fourth Sunday was well-attended.
 - Mr. Crandlemire drafted an incident report form.
 - Mr. Crandlemire said an incident occurred at Rifle-Pistol when a round of muntion blew-up on a 30-06; no serious injuries to the shooter or others.
 - Mr. Crandlemire met with Brian Martin to initiate replacement of the door at Rifle-Pistol.
- **Skeet & Trap**
 - Mr. Brino announced that the Winter League will begin January 7, 2024; a full slate of teams is expected to compete.
- **Youth/Junior Membership**
 - Mr. Turner said that Junior Chapter elections are underway and the new board will meet next week.
 - Mr. Turner said that the Jr. Chapter memberships expire on 12/31/2023 and members must renew to participate in chapter activities.

8. STANDING COMMITTEE REPORTS

- **Bylaws**
 - Mr. Rose thanked the board for work at the first bylaws review meeting and announced that the next meeting will be on December 12, 2023, at 6:30 PM.
 - Ms. Meara said that any new policies will be discussed at a future board meeting..
- **Buildings & Grounds**
 - Mr. Rose said that Field House toilet vent was repaired.
 - Mr. Rose said that a door at the Field House must be repaired and inspected by the Fire Marshal and expired fire extinguishers have been replaced.
 - Mr. Kuck mentioned the conex container was full of junk.
 - Mr. Rose said items would be dumped, including unused furniture.
 - A discussion of giving away unneeded chairs and other items ensued.
 - Mr. Rose said he is looking for volunteers to help split firewood; supervise volunteers splitting firewood on weekends. .
- **Communications**
 - Ms. Meara reminded everyone that the deadline for newsletter articles is December 26, 2023, and that accompanying photos are appreciated..
 - Ms. Meara said that information for the monthly E-Blast must be provided to her at least five days before the end of the month.

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- Ms. Meara reported that 150 members had requested paper newsletters.
- Ms. Meara said that the newsletter will be more expensive to mail since it will have the proposed bylaw changes and therefore be heavier and cannot be mailed with bulk rate.
- **Gates & Security**
 - Mr. Early announced that new equipment had been installed and he hoped to have everything hooked up ASAP.
- **Elections**
 - Ms. Meara said that Mr. Landry was still the elections Chair.
- **EMS**
 - Nothing reported
- **Public Relations**
 - Mr. Skipper said that the JOAD raffle drawing will be held at the next general members meeting; about 15 tickets remain.
- **Shenandoah Property**
 - Mr. Ansick announced that the next scheduled Court date for Mr. Poe is December 8, 2023.
 - Ms. Meara said she has spoken to the corporate attorney and they will be filing paperwork to change the name of the property. She will inform the board of future Court dates.

9. OLD BUSINESS

- **Conflict of Interest**
 - Mr. Phelps said board reporting will start in January, 2023.
 - Mr. Evans explained the reasoning behind the document and the background information.
 - Mr. Ansick requested a definition for “immediate family” as people who live in the board member’s household.
 - Mr. Phelps moved a Motion to accept the to accept the Conflict of Interest requirement with the change and any subsequent policy changes.
 - Mr. Bukva Seconded the Motion with changes.
 - The Motion was approved with one abstaining.
- **Field Archery Liability**
 - Mr. Riemer said that signage will be posted informing everyone using Field archery to sign a Hold Harmless’ release.
 - Mr. Riemer said that the range would be unable to secure RSOs to cover all ranges during extended operational hours and that archery is one of safest sports.
 - Mr. Kuck said archery should be different because that other ranges require RSOs due to firearms and it may not be realistic to staff Field archery with RSOs.
 - Mr. Riemer said that past RSOs only wanted a key to Field Archery building and that incentive has been removed with open clubhouse.
 - Mr. Riemer said open archery ranges cannot be easily patrolled and many archers only come out a few times a year before hunting and therefore cannot be recruited as RSOs.
 - Mr. Riemer said that there is no certification for archery RSOs and cited 800 unsupervised archers hunting in parks.

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- Ms. Meara said this will be discussed further at a future date.
- **Chapter Incident Form**
- Mr. Crandlemire will send out a draft for review.

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10. NEW BUSINESS

- None

11. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- Mr. Rose noted this was the final directors meeting of the year and thanked everyone for their dedication and work that helped the chapter to succeed.

ANNOUNCEMENTS

- Ms. Meara reminded everyone to check the calendar before coming out.

The meeting was adjourned at 8:49 PM

Submitted by: Todd Skipper
Secretary

3:56 PM

12/03/23

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	353,463.12	345,000.00	8,463.12	102.5%
41024 · 2024 Chapter	0.00			
41200 · Other	18.00			
Total 41000 · Dues	353,481.12	345,000.00	8,481.12	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	4,490.17	1,000.00	3,490.17	449.0%
42000 · Donations - Other	50.00			
Total 42000 · Donations	4,540.17	1,000.00	3,540.17	454.0%
43900 · Grant Income	-4,219.00	5,000.00	-9,219.00	-84.4%
44000 · Interest Income	3,765.05	850.00	2,915.05	442.9%
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	2,666.00	3,600.00	-934.00	74.1%
45400 · Training	2,170.00	800.00	1,370.00	271.3%
45500 · Other	0.00	0.00	0.00	0.0%
Total 45000 · Program Income	6,351.00	6,900.00	-549.00	92.0%
46000 · Miscellaneous Income	2,463.31	1,000.00	1,463.31	246.3%
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	366,381.65	440,750.00	-74,368.35	83.1%
Gross Profit	366,381.65	440,750.00	-74,368.35	83.1%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	1,416.85	8,040.00	-6,623.15	17.6%
61500 · Supplies				
61505 · B&G Supplies	1,371.59	8,000.00	-6,628.41	17.1%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%

3:56 PM

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Profit & Loss Budget vs. Actual
 January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
61515 · Security Expenses	6,891.35	13,000.00	-6,108.65	53.0%
Total 61500 · Supplies	8,262.94	28,500.00	-20,237.06	29.0%
Total 61000 · Building and Grounds	9,679.79	37,040.00	-27,360.21	26.1%
61800 · Conservation Exp	0.00	7,000.00	-7,000.00	0.0%
62100 · Contract Services				
62110 · Accounting Services	1,100.00	3,600.00	-2,500.00	30.6%
62115 · Admin Support	24,626.68	35,000.00	-10,373.32	70.4%
62135 · IT	1,367.27	10,000.00	-8,632.73	13.7%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	3,947.05	4,000.00	-52.95	98.7%
62150 · Outside Contract Services				
62155 · Trash Service	12,315.28	12,000.00	315.28	102.6%
62160 · Mowing Services	15,470.00	13,650.00	1,820.00	113.3%
62165 · Other	1,365.00	3,000.00	-1,635.00	45.5%
Total 62150 · Outside Contract Services	29,150.28	28,650.00	500.28	101.7%
Total 62100 · Contract Services	60,191.28	116,250.00	-56,058.72	51.8%
62800 · Facilities and Equipment				
62870 · Property Insurance	59,109.00	56,100.00	3,009.00	105.4%
62880 · Real Estate, Personal Prop Tax	904.80	1,000.00	-95.20	90.5%
62900 · Small Tools Under \$1500	0.00	0.00	0.00	0.0%
63000 · Utilities				
63100 · Electricity	16,088.30	19,800.00	-3,711.70	81.3%
63200 · Natural Gas	2,355.90	3,510.00	-1,154.10	67.1%
63300 · Water & Sewer	678.32	700.00	-21.68	96.9%
Total 63000 · Utilities	19,122.52	24,010.00	-4,887.48	79.6%
Total 62800 · Facilities and Equipment	79,136.32	81,110.00	-1,973.68	97.6%
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	138.83	0.00	138.83	100.0%
64400 · Program Supplies	14,014.61	15,000.00	-985.39	93.4%
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	261.15	0.00	261.15	100.0%
Total 64000 · Program Expenses	17,779.48	15,000.00	2,779.48	118.5%
65000 · Operations				
65005 · Bank Fees	-10.00	0.00	-10.00	100.0%
65006 · Registration Fees	1,842.00	1,000.00	842.00	184.2%
65008 · Financial Processing Fees				
65009 · PayPal	6,244.52	6,000.00	244.52	104.1%
65010 · Square	608.29	1,500.00	-891.71	40.6%
65011 · Other	331.53	400.00	-68.47	82.9%
Total 65008 · Financial Processing Fees	7,184.34	7,900.00	-715.66	90.9%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%

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	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
65030 · Equipment	0.00	1,000.00	-1,000.00	0.0%
65040 · Postage, Mailing Service	2,597.20	4,000.00	-1,402.80	64.9%
65060 · Printing and Copying	17,167.50	18,000.00	-832.50	95.4%
65065 · Newsletter	0.00	0.00	0.00	0.0%
65080 · Supplies	4,006.48	6,000.00	-1,993.52	66.8%
65090 · Telephone, Telecommunications	4,346.40	4,500.00	-153.60	96.6%
Total 65000 · Operations	37,133.92	42,400.00	-5,266.08	87.6%
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 Discretionary Fund	0.00	1,000.00	-1,000.00	0.0%
Total 65100 · Other Types of Expenses	2,783.98	2,800.00	-16.02	99.4%
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	45.59	500.00	-454.41	9.1%
Total 68300 · Travel and Meetings	45.59	1,500.00	-1,454.41	3.0%
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	245,021.45	440,750.00	-195,728.55	55.6%
Net Ordinary Income	121,360.20	0.00	121,360.20	100.0%
Net Income	121,360.20	0.00	121,360.20	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 11-30-2023

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	2,433
Petty Cash	1,321
Money Market Account	0
Insured Cash Sweep	361,607
Certificates of Deposit	219,928
Program Accounts	299,310
TOTAL Cash and Bank Accounts	914,599
TOTAL ASSETS	914,599
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	914,599
TOTAL LIABILITIES & EQUITY	914,599

Program Account Activity
11-01-2023 to 11-30-2023

Air Range

Beginning balance	\$41,498.00
Total additions	8,854.10
Total subtractions	2,587.64
Ending balance	\$47,764.46

Jr Chapter

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

Education & Training

Beginning balance	\$42,836.23
Total additions	2,870.00
Total subtractions	867.73
Ending balance	\$44,838.50

Rifle-Pistol Range

Beginning balance	\$52,932.23
Total additions	1,365.12
Total subtractions	35,729.72
Ending balance	\$18,567.63

Education & Training Trust

Beginning balance	\$17,895.22
Total additions	0.74
Total subtractions	0.00
Ending balance 4	\$17,895.96

Skeet & Trap

Beginning balance	\$132,848.95
Checks -	24,189.44
Other withdrawals,	518.79
Deposits, credits	12,897.00
Ending balance	\$121,037.72

Field Archery

Beginning balance	\$18,639.43
Total additions	3,721.06
Total subtractions	1,166.06
Ending balance	\$21,194.43

Target Archery

Beginning balance	\$16,358.77
Total additions	615.00
Total subtractions	315.98
Ending balance	\$16,657.79