

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, January 2, 2024

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 – Jeff Del Vecchio
 - 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 – John Hsu
 - xvii) Director-at-Large – Evan Phelps
- d) Officers and Directors Absent
 - i) Director-at-Large – Jonathan Bukva
 - ii) Director-at-Large – Bob Hamilton

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 April 20-21, 2024; 8 AM – 4 PM/5 PM for Eagle Scout project outside of Field House; will not be on side of Field House by Target Archery
- “Chincho” Orta (Member) – Field House on February 10, 2024, 1PM-5 PM; church youth group
- Oscar Starz (Director) – Field House; February 27, 2024; 5 PM- 10 PM; West Springfield Rifle Team Annual Banquet; 70 attendees

3. PRESIDENT’S TIME

- Nothing reported

4. MINUTES/CORRESPONDENCE

- Minutes from the December 2023 directors’ meeting were available for all to review. Seeing no objections, the Minutes were approved as written.

5. TREASURER’S REPORT

- Mr. Crisman presented the Budget Report, January through November 2023, to the Membership.
 - Income: \$368,955.18
 - Expenditures: \$282,561.51
 - Balance Remaining: \$86,393.67
 - Total Cash Assets: \$1,009,643
- Mr. Crisman explained that the chapter had -\$7,000 in checking account because insured cash sweep removes excess amount above \$30,000 are swept; as checks are cashed, cash is returned to checking.
- Mr. Kuck noted that the total cash assets were over \$1 million after the end-of-year cash assets were rolled into the account.

6. MEMBERSHIP UPDATE

- Mr. Crandall reported that the membership was current at 1,195 members; 255 memberships to be processed; 535 not yet processed with checks.

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- Mr. Crandall said he expected memberships to be processed quickly, allowing the code on the front gate to be changed earlier this year, possibly by mid-February.

7. SPECIAL COMMITTEES

- **Air Range**

- Mr. Kuck said that the high school league was now in full operation and that high school league action would be completed by the end of February.
- Mr. Kuck announced that Junior Olympic qualification will be held on January 13 and that the Naval Academy has a NCAA match against Alaska scheduled for January 21.
- Mr. Kuck asked for any references for carpet companies as he needs to replace the lobby carpet. Mr. Kuck wants to replace wall-to-wall carpet with the tile carpet so it can be easily replaced when necessary.

- **Conservation**

- Nothing reported.

- **Education and Training**

- Mr. Seaberg reported there are two training classes scheduled for January, the 13th (metallic reloading) and the 27th-28th (pistol coach school)..

- **Field Archery**

- Mr. Riemer reported that boxes for \$10 guest fees had arrived and that Suburban White Tail Management had donated \$500 to the chapter.
- Mr. Riemer said there will be an archery tournament on February 3-4, 2024, and that he was expecting to fill registrations.
- Mr. Ansick said that the 3-D targets had been removed from the front range to protect them from the winter weather and that they would be returned to the range in March.

- **Target Archery**

- Mr. Del Vecchio said that the next JOAD session will start on February 18 with at least 3 classes/
- Mr. Del Vecchio reported that the range is in good order.
- Mr. Del Vecchio was asked how to sign-up for JOAD and he replied the program must limit participants due to the limit of available coaches. Mr. Del Vecchio said that returning students were given preference and then he would check the waiting list. Interested participants should contact Mr. Del Vecchio; information is on the website.

- **Rifle-Pistol**

- Mr. Crandlemire said that there were three short range days in November and December and the attendance was good with 71 people participating. The next short range day will have 16 shooting lanes open.
- Mr. Crandlemire reported that the Incident Reports he has been working on will be finished and brought to the board for approval.

- **Skeet & Trap**

- Mr. Brino announced that target prices had increased by \$1/case (\$17 for 135 clays); Winchester bought White Flyer and increased prices, but that the \$4/round price paid by members would not be increased for now but will be increased in future, if needed.
- Mr. Brino said that a shortage of ammunition components, specifically powder, is expected this year; much of the powder is being shipped overseas to U.S. allies. Mr. Brino will ration his supplies of ammunition to ensure it is available for Winter League and other events.

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- Mr. Brino announced that the Winter League will start on January 7th and it will have a full complement of 28 teams.
- Mr. Brino was asked when the best time was for youth at Air Rifle to participate at S&T and he responded that Saturday mornings were usually best. Mr. Brino also noted that shooting instruction would be unavailable due to Winter League. Mr. Brino encouraged interested youth to contact him. It was also noted that the AIM program offered instruction and program information is available online.
- Mr. Brino will try to open the S&T Range on Monday mornings to better meet member schedules; prior Monday openings were not well-attended.
- **Youth/Junior Membership**
 - Mr. Turner said that the Junior Chapter had 167 members without the JOAD students included and that 2023 memberships had expired.
 - Mr. Rose said that an idea to have Scouts join the Junior Chapter to reduce paperwork had been discussed.
 - Mr. Riemer noted that Field Archery charged the Scouts a daily fee and that income would be lost if they became Junior Chapter members.
 - Mr. Crandall said that it would be logistically difficult to include Scouts as members, but it could work; he would need more time to plan the change.

8. STANDING COMMITTEE REPORTS

- **Bylaws**
 - Mr. Rose announced that the next bylaws review meeting would be held on January 9th at 6:30 PM. Target Archery and Rifle-Pistol bylaws have not yet been reviewed.
 - Mr. Rose also noted that liability issues remain a concern and an issue at all ranges. He noted the difficulty of having an RSO at all the Field Archery ranges but suggested assigning someone who is at the range to at least check the sign-in log or walk through the woods archery range would be very helpful.
 - Mr. Rose noted that a lawsuit would include chapter officers and range directors. Mr. Rose hoped there would be future discussions on how to reduce the inherent risks of using the ranges or even volunteering at the chapter.
 - Mr. Phelps noted that even non-meritorious lawsuits are expensive to defend.
 - Mr. Del Vecchio acknowledged the risks but said the chapter is doing its best to mitigate risks.
 - Mr. Rose agreed but asked that directors look through the bylaws and see if there are any opportunities for safety improvements so there is a reasonable amount of oversight.
- **Buildings & Grounds**
 - Mr. Rose said that a field house door had been worked on and a problem with mice was addressed. He reported that there had been a problem with the front gate and another time it was locked open without a bag being used. He reminded everyone to remind those with the code to use a bag during chapter activities.
 - Mr. Early said that he had already changed the front gate's locked-open code twice and people must stop sharing the code with those who do not have a need for it.
 - Mr. Early said that he can provide a code for each range's individual activities to control access.
 - Mr. Kuck reported that at about 9:30 PM on December 31st, a car hit a utility post on Compton Road causing the entire chapter and neighbors to lose power until around 6:30 AM on January 1st. Mr. Kuck reminded everyone how to open the front gate if power is lost; the information is also on the website.

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- Mr. Rose noted that the weather called for snow this weekend and that the chapter will only be plowed if a minimum of 4" is reported at Dulles airport.
- Ms. Meara reminded everyone that members could find out if the chapter was closed unexpectedly from inclement weather by checking the website.
- Mr. Kuck suggested locking the gate open and placing a bag over the control pad if significant snow is expected so the snow plow can enter.
- **Communications**
 - Ms. Meara noted that the E-Blast had been sent to all members.
 - Ms. Meara reported that there were over 100 newsletters to be mailed, but the previous number, including the Youth Chapter, was about 2,600.
 - Ms. Meara said that the bylaw revisions will probably be in the May/June/July for members to review. The price of stamps is increasing and the relatively few newsletters to be mailed cannot use bulk mail.
 - Mr. Crandall will look at getting a postage meter for the office and that in the future, new members will only receive the electronic newsletter.
- **Gates & Security**
 - Mr. Early announced that new equipment had been installed and Internet availability and speed should be substantially increased. The board and office will have access to unlimited bandwidth while members and guests will have improved, but restricted bandwidth, and will use the existing password.
 - Mr. Early said that each range will have improved connectivity as the ranges are hooked-up.
 - Mr. Early said the actual Internet speed could be checks by individuals at www.speedfsast.com
- **Elections/Raffles**
 - Ms. Meara said she will check with Mr. Landry to see if he still wants to chair the Elections and Raffle committees this year.
- **EMS**
 - Nothing reported
- **Public Relations**
 - Nothing reported
- **Scholarship**
 - Ms. Meara said that Mr. Dobbins would be reporting to the board at the February or March meeting.
- **Historian**
 - Ms. Meara reported the position is vacant and while she has someone to ask, she asked everyone to inform her if they knew of anyone who might be interested.
- **Scouting**
 - Ms. Meara asked Mr. Pike to arrange a meeting with all the Scout leaders before the chapter signed a new Scout Charter. Ms. Meara will provide a meeting date to Mr. Pike.
- **Shenandoah Property**
 - Mr. Ansick said that the opposing party, Mr. Poe, unexpectedly passed away before the scheduled Court hearing. He is succeeded by a sister and his daughter.
 - Mr. Ansick said that the brother-in-law was met and explained the Court action was not a lawsuit, only to change the name and the daughter was not sure of the property's fate.
 - Mr. Ansick was hopeful the actual name change to the chapter could occur by summertime.

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- Mr. Turner asked if the purchase of Mr. Poe's property was of interest to the board.
- Mr. Ansick said that would require further board discussion but he said only about a dozen members used the property every month and most were there to hunt. A deer had been taken illegally and the trespassers were ticketed by the game warden.

9. OLD BUSINESS

- Ms. Meara said that archery liability would be discussed in the bylaw meeting.
- Mr. Crandlemire reported that work on the plaque standardization was continuing.
- Mr. Kuck reported that he and Ms. Meara had worked on the blue 'Hold Harmless' form and it's more clearly written. The form is the liability form for facilities.
- Minor changes to the forms were discussed by the board.
- Mr. Kuck said the green form will be used by Scouts and any facility use request, including those requests by members; the green form will also be used electronically for Junior membership and for the Air Range, which is done electronically. New Scouts will use the green form.
- Mr. Kuck suggested informing the Scout leaders of the new form's use at the planned meeting. The Scout leaders will give the signed forms to the chapter which will store them.
- Mr. Crandlemire said that the R-P range RSO's would have to sign the forms; the RSO can sign as the 'Witness'; for other ranges, the Witness can be an event POC.
- Ms. Meara noted that the new blue forms were different from the old forms and Education & Training would continue to use a different form that it uses now; Archery will also use the same E&T form.
- Ms. Meara said that the forms must be retained for five years.
- Mr. Phelps moved that the board approve the green and blue forms with the minor changes discussed and Mr. Ansick Seconded the motion.
- There was no further discussion among the board and the motion was unanimously approved.

10. NEW BUSINESS

- None

11. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- Mr. Ansick noted the conex was now locked and asked if any unwanted chairs, etc., could be donated to a church or organization that might be able to use them rather than throw them away. Ms. Meara agreed.

ANNOUNCEMENTS

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

The meeting was adjourned at 8:58 PM

Submitted by: Todd Skipper, Secretary

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	113.25			
Total 41000 · Dues	353,576.37	345,000.00	8,576.37	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	5,665.17	1,000.00	4,665.17	566.5%
42000 · Donations - Other	50.00			
Total 42000 · Donations	5,715.17	1,000.00	4,715.17	571.5%
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	3,789.28	3,600.00	189.28	105.3%
45400 · Training	2,340.00	800.00	1,540.00	292.5%
45500 · Other	0.00	0.00	0.00	0.0%
Total 45000 · Program Income	7,644.28	6,900.00	744.28	110.8%
46000 · Miscellaneous Income	2,473.31	1,000.00	1,473.31	247.3%
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	368,955.18	440,750.00	-71,794.82	83.7%
Gross Profit	368,955.18	440,750.00	-71,794.82	83.7%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	1,976.85	8,040.00	-6,063.15	24.6%
61500 · Supplies				
61505 · B&G Supplies	4,255.37	8,000.00	-3,744.63	53.2%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
61515 · Security Expenses	11,464.87	13,000.00	-1,535.13	88.2%
Total 61500 · Supplies	15,720.24	28,500.00	-12,779.76	55.2%
Total 61000 · Building and Grounds	17,697.09	37,040.00	-19,342.91	47.8%
61800 · Conservation Exp	0.00	7,000.00	-7,000.00	0.0%
62100 · Contract Services				
62110 · Accounting Services	1,200.00	3,600.00	-2,400.00	33.3%
62115 · Admin Support	27,055.10	35,000.00	-7,944.90	77.3%
62135 · IT	2,551.56	10,000.00	-7,448.44	25.5%
62138 · Groundskeeper	12,606.00	35,000.00	-22,394.00	36.0%
62140 · Legal Fees	4,205.05	4,000.00	205.05	105.1%
62150 · Outside Contract Services				
62155 · Trash Service	13,472.40	12,000.00	1,472.40	112.3%
62160 · Mowing Services	17,680.00	13,650.00	4,030.00	129.5%
62165 · Other	1,365.00	3,000.00	-1,635.00	45.5%
Total 62150 · Outside Contract Services	32,517.40	28,650.00	3,867.40	113.5%
Total 62100 · Contract Services	80,135.11	116,250.00	-36,114.89	68.9%
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	17,537.84	19,800.00	-2,262.16	88.6%
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	20,572.06	24,010.00	-3,437.94	85.7%
Total 62800 · Facilities and Equipment	80,585.86	81,110.00	-524.14	99.4%
64000 · Program Expenses				
64100 · Building & Range Maintenance	3,780.98	0.00	3,780.98	100.0%
64200 · Equipment Maintenance	0.00	0.00	0.00	0.0%
64300 · Events	213.83	0.00	213.83	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	18,459.77	15,000.00	3,459.77	123.1%
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	9,102.13	6,000.00	3,102.13	151.7%
65010 · Square	825.80	1,500.00	-674.20	55.1%
65011 · Other	405.83	400.00	5.83	101.5%
Total 65008 · Financial Processing Fees	10,333.76	7,900.00	2,433.76	130.8%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%

1:21 PM

01/01/24

Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
65030 · Equipment	3,099.25	1,000.00	2,099.25	309.9%
65040 · Postage, Mailing Service	2,977.10	4,000.00	-1,022.90	74.4%
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	4,350.21	6,000.00	-1,649.79	72.5%
65090 · Telephone, Telecommunications	4,745.24	4,500.00	245.24	105.4%
Total 65000 · Operations	44,505.06	42,400.00	2,105.06	105.0%
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	123.55	500.00	-376.45	24.7%
Total 68300 · Travel and Meetings	123.55	1,500.00	-1,376.45	8.2%
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	282,561.51	440,750.00	-158,188.49	64.1%
Net Ordinary Income	86,393.67	0.00	86,393.67	100.0%
Net Income	86,393.67	0.00	86,393.67	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 12-31-2023

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	1,170
Petty Cash	1,321
Money Market Account	0
Insured Cash Sweep	448,641
Certificates of Deposit	220,050
Program Accounts	308,460
TOTAL Cash and Bank Accounts	1,009,643
TOTAL ASSETS	1,009,643
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,009,643
TOTAL LIABILITIES & EQUITY	1,009,643

Program Account Activity
12-01-2023 to 12-31-2023

Air Range

Beginning balance	\$47,764.46
Total additions	5,375.82
Total subtractions	5,695.68
Ending balance	\$47,444.60

Jr Chapter

Beginning balance	\$11,353.04
Total additions	2518.10
Total subtractions	224.00
Ending balance	\$13,647.14

Education & Training

Beginning balance	\$44,838.50
Total additions	0.00
Total subtractions	210.80
Ending balance	\$44,627.70

Rifle-Pistol Range

Beginning balance	\$18,567.63
Total additions	559.00
Total subtractions	349.70
Ending balance	\$18,776.93

Education & Training Trust

Beginning balance	\$17,895.96
Total additions	0.76
Total subtractions	0.00
Ending balance 4	\$17,896.72

Skeet & Trap

Beginning balance	\$121,037.72
Checks -	216.17
Other withdrawals,	4.00
Deposits, credits	8,039.00
Ending balance	\$128,856.55

Field Archery

Beginning balance	\$21,194.43
Total additions	807.32
Total subtractions	1,918.76
Ending balance	\$20,082.99

Target Archery

Beginning balance	\$16,657.79
Total additions	470.00
Total subtractions	0.00
Ending balance	\$17,127.79