

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, April 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. Treasurer: Bob Crisman
 - iv. Membership Director: Benn Crandall
 - v. Air Range Program Director: Keith Kuck
 - vi. Education & Training Program Director: John Seaberg
 - vii. Field Archery Program Director: Dick Riemer
 - viii. Rifle-Pistol Program Director: Bruce Crandlemire
 - ix. Skeet & Trap Program Director: Bob Brino
 - x. Youth Activities Director: Joe Turner
 - xi. Director-at-Large: Fred Ansick
 - xii. Director-at-Large: Don Early
 - xiii. Director-at-Large: Oscar Starz
 - xiv. Director-at-Large: John Hsu
 - xv. Director-at-Large: Bob Hamilton
 - d) Officers and Directors Absent
 - i. Secretary: Todd Skipper
 - ii. Conservation Program Director: Jonathan Bukva
 - iii. Target Archery Program Director: Jeff Del Vecchio
 - iv. Director-at-Large: Evan Phelps

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):

- Heidi Settle (Troop 1137/Pack 1862) – May 3, 2024; 6:30 – 8:30pm: Large Pavilion 40 attendees- Approved (Oscar moved to approve, Keith 2nd motion)
- Heidi Settle (Troop 1137) – June 9, 2024; 2:30 – 7:00pm: Large Pavilion 40 attendees- Approved (Rose moved to approve, Early 2nd motion)
- Heidi Settle (Troop 1137) – May 31 – June 2, 2024; Small Pavilion, Campsites 1-3; 35 attendees- Approved (Rose moved to approve, Turner 2nd motion)
- S. Hunter (Centreville HS Air Rifle Award Picnic) – May 11, 2024; 4:00-7:00pm; Large Pavilion 40 attendees (Rose moved to approve, Oscar 2nd motion)
- (HOLD - PENDING REQUEST) Heidi Settle (Troop 1137) – June 1, 2024; 9:00am-4:00pm; Rifle-Pistol Range. Pending approval by BSA Shooting Sports Council need to approve before BOD approval. Troop will return to formally request once BSA Shooting Sports Council approval is received.

3. PRESIDENT'S TIME

- Ms. Meara mentioned there was a brush fire on field 4 of S&T. The adjacent neighbor was burning leaves. Fire Department was called and the fire was put out. Mr. Ansick asked if the recent emergency document he drafted helped. Ms. Meara also mentioned that during the fire, a member walked over the berm to inspect fire.
- Ms. Meara asked BOD if there were any issue to Conflict of Interest document. (No - BOD).
- Ms. Meara gave an update to Chapter Articles of Incorporation: still work in progress. Just wanted to make sure we are following proper guidance for any changes. Will keep BOD updated.

4. MINUTES/CORRESPONDENCE

- Minutes from the March, 2024 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 from February 2024, to the Membership.
 - Income: \$174,967.01
 - Expenditures: \$74,617.50

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- Balance Remaining: \$100,369.51
- Total Cash/Bank Accounts: \$1,087,441
- Mr. Crisman spoke about the Financial Policies and Procedures and Purchases over \$3,500 process. Asked if there were any questions or concerns. Nothing was brought to his attention.
- Mr. Crandlemire asked if the Caretaker has submitted any invoices for 2024 as there is nothing recorded in the budget report. Mr. Crisman said nothing has been received this year. Both Mr. Rose and Ms. Meara along with Mr. Crisman have spoken to Mr. Martin about the issue of needing to receive invoices for payment monthly from him, as it states in the signed contract.
- Mr. Crandlemire brought up chapter liability. Chapter members insurance not covering non-members like volunteering work. Benn stated recently changes to the NMO process requires new members to be sworn in before volunteering for any service hours so that it is covered.
 - Mr. Crisman there is an umbrella policy coverage that the chapter can obtain that covers up to 300 people during events and for non-members.
 - Mr. Starz asked of Boy Scouts are covered. Ms. Meara stated Boy Scouts have their separate insurance policy.
 - Article of incorporation section 93 was brought up. What does it cover? Mr. Kuck brought point of insurance age and likely need to check with the underwriters.
 - Mr. Crisman moved that the chapter acquires the umbrella policy coverage for non-member volunteers. Property seconded by Mr. Kuck and approved by the BOD.
- Mr. Crisman said using QuickBooks Desktop will end and will switch to QuickBooks Online.

6. MEMBERSHIP UPDATE

- Mr. Crandall said current membership is 2,114 (3/2023 was 2066) and the New Member Orientation for April has 62 people signed up. We are having 2nd NMO during the week on Thursday, April 18th. We have 54 signed.
 - If all 116 new members attend the April NMO's, the chapter would need 650 hours of service hour available for them.
- Mr. Crandall said Membership office starting to collect more information on new members in order to understand what is important, where they plan to spend their time and what volunteer activities they would like to see at the chapter.
- Mr. Crandall reiterated that we need more volunteers' events (cleaning roads, redoing gardens, painting projects, tree work, firewood, etc.) That means we need the chapter leaders to groom people that can lead teams responsibly.

7. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck said that final round invitations had come out and chapter youth at Air Rifle were participating at the Jr. Olympics in Colorado (air rifle, small bore & pistol) will be 18-19 in attendance. No other club in country has this many kids attending from one club.
- **Conservation**
 - Mr. Kuck (on behalf of Mr. Bukva) said that a clean-up at Cub Run Park is being held on 4/13.
- **Education and Training**
 - Mr. Seaberg reported that past week's Shotgun Camp was a success, there were 18 participants, 1 junior.
 - Mr. Seaberg ordered new shirts for all the training team members; hoping shirts will arrive in next few weeks.
 - Presented the BOD the Purchases over \$3,500 (As the shirts total was \$5K). Mr. Seaberg moved that this purchase be approved, properly seconded by Mr. Kuck and approved by the BOD.
- **Field Archery**
 - Mr. Riemer reported the archery class are well-received and tend to fill-up in advance.
 - Mr. Reimer reported there's a Fairfax Qualification on 4/21
 - Mr. Riemer reported that the March 30th chapter gun show was a success, it was well attended. it was the best gun show ever had at the club. Very organized and special thanks to Mr. Skipper, Mr. Hamilton, and Mr. Hsu. All vendors were happy. There were 31 transfers conducted compared to last year's gun show at 19.
 - For the 50-50 raffle, the winning ticket drawn was not present, but a note on the ticket to donate all proceed back to field archery.
 - Mr. Ansick reported the Field Archery Spring Clean Up was delayed to Sunday due to inclement weather. They did get almost all the items on the cleanup list completed (the weather played a role in cleaning), but the ranges were cleaned to the best of their ability. Field Archery has some items for members to assist with and will provide list to Mr. Crandall to set up volunteer jobs through SUG.
 - The Eagle Scout project for the 5-yard target rebuild at Field Archery practice range on March 30th was a success. The troop did an excellent job.

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- **Target Archery**
 - Nothing to report
- **Rifle-Pistol**
 - Mr. Crandlemire reported that that there are 2 open vacancies for RSO that he is trying to fill.
- **Skeet & Trap**
 - Mr. Brino reported April 7th is the last week for winter league competition.
 - Mr. Brino reported in May there will be 2 trap ATA competition events
 - Mr. Brino reported on May 28th, there's a skeet competition event at S&T field
 - Mr. Brino reminded everyone that Crush'n Clays on June 8th and we are still looking for sponsors and donations for a silent auction.
- **Youth/Junior Membership**
 - The Junior chapter currently has 220+ members and still receiving more as AIM shotgun is ramping up
 - The Junior chapter is off to a slow start this year, but will be picking up..

8. STANDING COMMITTEE REPORTS

- **Awards & Grants**
 - Still waiting to hear about the ATA grant request that was submitted along with DWR grant request.
- **Bylaws**
 - The Bylaws that the BOD has worked on is still in draft, we want to make sure we are not missing anything dealing with the Article of incorporation and liability. These will be brought before the BOD for formal approval at the May 2024 BOD meeting.
 - Mr. Ansick volunteered to bring before the BOD the Policy document. This will be done at the May BOD meeting.
- **Buildings & Grounds**
 - Mr. Rose said that the trout would be delivered on April 15; the pond will then be closed for fishing until the fishing derby and picnic on May 5th.
 - Mr. Rose mentioned that the office computers need to be upgraded. They no longer work with windows 11 due to compatibility (old).
 - Mr. Crandall asked if google drive can be used to save the document instead of windows hard drive
 - Mr. Brino asked what do we do with the old computers.
 - Mr. Brino mentioned that the ice machine in S&T is leaking water
 - Mr. Ansick mentioned that the wood piles are getting big. They need to be cut and chopped by the volunteers.
 - Mr. Ansick asked about the funding for the deck, Mr. Rose mentioned the use of Bamboo type of board.
 - Mr. Ansick said that there are four, 3-foot-long tubes in the conex if needed for water retention; a snowblower was under the archery clubhouse and is now in the red shed; if no need for it, it could be sold.
 - The contract with Artistic Landscaping for 2024 was brought before the BOD. It's the same cost as 2023, there were not changes. April 1, 2024 – November 15, 2024. Mr. Rose moved to accept the 2024 contract, properly seconded by Mr. Brino and approved by the BOD.
- **Communications**
 - Ms. Meara announced that the Newsletter article deadline has passed for the May June July 2024 newsletter and it is currently in production. It will be sent and mailed out at the beginning of May 2024
- **Elections**
 - Mr. Hamilton announced that nominations are due on June 16th General Membership Meeting and the winners will be announced on July 18th Membership meeting.
 - Mr. Hamilton announced that signs will be put up for the election.
 - Ms. Meara asked officers and BOD to update their BIOS
- **EMS**
 - Mr. Brino asked that the caretaker put on the list of things to do that he would like the cleanup of the Wads at shotgun and is looking to put down lime this year on the fields.

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- **Gates & Security**
 - Mr. Early reported that the gas company came out to mark the gas line near the gate area so posts can be marked
 - Mr. Early reported that Brian Hickerson (Electrician and member) came out to assist to do some electrical work because the old voltage was 240v and the new gates operate on 120v.
 - Mr. Early reported he is still waiting on Aurora Services concerning the new gate controls, etc. Hoping to get the project started in April.
 - Mr. Early reported an encounter with gate lock as one side would open and not the other and reminded officers and BOD in the future if this happens, just to recycle the lock by entering the code again. It should reset itself.

- **Picnic for disability and Fishing Derby**
 - Mr. Hsu reported 45 participants have committed in coming into this event.

- **Raffles**
 - Mr. Kuck passed out the most recent raffle tracking sheet for information purposes.

- **Scholarship**
 - Dr. Dobbins announced evaluation process started for the scholarship, low turnout in terms of application so far. Application was due on April 1st so he will be coming back next Tuesday to see if there have been any more sent in for consideration. Will come back before the BOD in June to announce his finding.

- **Scouting**
 - Mr. Pike provided information about the updated process the scout troop need to take when requesting access to the program ranges. Request must be submitted 90 days in advance so that the BSA Shooting Sports Council has time to work with them on the BSA process. A HOLD-Pending reservation will be placed on the calendar. The Chapter Scout Coordinator will work with the Troop, BSA Shooting council and the chapter program range.

- **Shenandoah Property**
 - Nothing new to report. There are some projects the scouts can do on the property. We are still in the process of the name correction to the Deed with the Corporate Lawyer.

9. OLD BUSINESS

- Nothing to report

10. NEW BUSINESS

- Ms. Meara announced that the IWLA division is having a meeting on April 13 at the Rockingham-Harrisonburg Chapter. All BOD members are welcome to attend.

11. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- Nothing to report

12. 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 9:08 PM

Submitted by: John Hsu, Director at Large
for Secretary Skipper

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
41000 · Dues				
41024 · 2024 Chapter	169,880.18	175,000.00	-5,119.82	97.1%
41025 · 2025 Chapter	0.00	175,000.00	-175,000.00	0.0%
Total 41000 · Dues	169,880.18	350,000.00	-180,119.82	48.5%
41900 · Contract Income	0.00	0.00	0.00	0.0%
42000 · Donations				
42300 · Donations - Restricted	200.00	0.00	200.00	100.0%
42600 · Donations - Unrestricted	1,307.00	1,000.00	307.00	130.7%
Total 42000 · Donations	1,507.00	1,000.00	507.00	150.7%
43900 · Grant Income	0.00	5,000.00	-5,000.00	0.0%
44000 · Interest Income	2,519.83	7,200.00	-4,680.17	35.0%
46000 · Miscellaneous Income	1,080.00	1,000.00	80.00	108.0%
49000 · Special Event Income				
49100 · Special Events Contributions				
49011 · Annual Picnic	0.00	0.00	0.00	0.0%
49012 · Childrens Christmas Party	0.00	0.00	0.00	0.0%
49013 · Handicapped Picnic	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	0.00	0.00	0.0%
Total 49000 · Special Event Income	0.00	0.00	0.00	0.0%
Total Income	174,987.01	364,200.00	-189,212.99	48.0%
Gross Profit	174,987.01	364,200.00	-189,212.99	48.0%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	4,184.33	8,040.00	-3,855.67	52.0%
61500 · Supplies				
61505 · B&G Supplies	120.85	5,500.00	-5,379.15	2.2%
61510 · EMS Supplies	0.00	4,500.00	-4,500.00	0.0%
61515 · Security Expenses	5,063.13	30,000.00	-24,936.87	16.9%
Total 61500 · Supplies	5,183.98	40,000.00	-34,816.02	13.0%
Total 61000 · Building and Grounds	9,368.31	48,540.00	-39,171.69	19.3%
62100 · Contract Services				
62110 · Accounting Services	300.00	3,600.00	-3,300.00	8.3%
62115 · Admin Support	6,583.34	35,000.00	-28,416.66	18.8%
62135 · IT	181.24	6,000.00	-5,818.76	3.0%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	866.00	19,000.00	-18,134.00	4.6%
62150 · Outside Contract Services				
62155 · Trash Service	3,564.58	14,000.00	-10,435.42	25.5%
62160 · Mowing Services	0.00	14,000.00	-14,000.00	0.0%

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
62165 · Other	0.00	17,000.00	-17,000.00	0.0%
Total 62150 · Outside Contract Services	3,564.58	45,000.00	-41,435.42	7.9%
Total 62100 · Contract Services	11,495.16	143,600.00	-132,104.84	8.0%
62800 · Facilities and Equipment				
62870 · Property Insurance	24,382.11	60,000.00	-35,617.89	40.6%
62880 · Real Estate, Personal Prop Tax	0.00	1,000.00	-1,000.00	0.0%
62900 · Small Tools Under \$1500	0.00	0.00	0.00	0.0%
63000 · Utilities				
63100 · Electricity	4,327.35	19,800.00	-15,472.65	21.9%
63200 · Natural Gas	1,440.33	3,510.00	-2,069.67	41.0%
63300 · Water & Sewer	180.17	800.00	-619.83	22.5%
Total 63000 · Utilities	5,947.85	24,110.00	-18,162.15	24.7%
Total 62800 · Facilities and Equipment	30,329.96	85,110.00	-54,780.04	35.6%
65000 · Operations				
65005 · Bank Fees	0.00	0.00	0.00	0.0%
65006 · Registration Fees	455.00	1,000.00	-545.00	45.5%
65008 · Financial Processing Fees				
65009 · PayPal	4,216.45	6,000.00	-1,783.55	70.3%
65010 · Square	594.18	500.00	94.18	118.8%
65011 · Other	0.00	200.00	-200.00	0.0%
Total 65008 · Financial Processing Fees	4,810.63	6,700.00	-1,889.37	71.8%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%
65030 · Equipment	478.46	1,000.00	-521.54	47.8%
65040 · Postage, Mailing Service	695.82	4,000.00	-3,304.18	17.4%
65060 · Printing and Copying	3,381.00	16,000.00	-12,619.00	21.1%
65080 · Supplies	675.46	5,000.00	-4,324.54	13.5%
65090 · Telephone, Telecommunications	956.80	4,800.00	-3,843.20	19.9%
Total 65000 · Operations	11,453.17	38,500.00	-27,046.83	29.7%
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	0.00	1,000.00	-1,000.00	0.0%
65180 · President's Discetionary Fund	0.00	1,000.00	-1,000.00	0.0%
65190 · Awards	0.00	1,500.00	-1,500.00	0.0%
Total 65100 · Other Types of Expenses	264.00	4,300.00	-4,036.00	6.1%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	0.00	2,000.00	-2,000.00	0.0%
66012 · Childrens Christmas Party	1,277.34	1,500.00	-222.66	85.2%
66013 · Handicapped Picnic	0.00	2,200.00	-2,200.00	0.0%
Total 66010 · Special Events	1,277.34	5,700.00	-4,422.66	22.4%
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
Total 66000 · Special Event Expenses	1,277.34	5,700.00	-4,422.66	22.4%

Arlington-Fairfax Chapter, Inc - IWLA Profit & Loss Budget vs. Actual January through December 2024

	Jan - Dec 24	Budget	\$ Over Budget	% of Budget
66500 · Grants & Donations				
66510 · Grants	0.00	0.00	0.00	0.0%
66520 · Donations	2,500.00	5,000.00	-2,500.00	50.0%
66530 · Scholarships	0.00	20,000.00	-20,000.00	0.0%
Total 66500 · Grants & Donations	2,500.00	25,000.00	-22,500.00	10.0%
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	6,443.50	0.00	6,443.50	100.0%
69200 · Buildings	781.00	5,300.00	-4,519.00	14.7%
69300 · Equipment	705.06	0.00	705.06	100.0%
Total 69000 · Capital Expenditures	7,929.56	5,300.00	2,629.56	149.6%
Total Expense	74,617.50	357,550.00	-282,932.50	20.9%
Net Ordinary Income	100,369.51	6,650.00	93,719.51	1,509.3%
Net Income	100,369.51	6,650.00	93,719.51	1,509.3%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 03-31-2024

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	2,755
Petty Cash	1,321
Insured Cash Sweep	546,313
Certificates of Deposit	226,940
Program Accounts	271,112
TOTAL Cash and Bank Accounts	1,078,441
TOTAL ASSETS	1,078,441
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,078,441
TOTAL LIABILITIES & EQUITY	1,078,441

Program Account Activity
03-01-2024 to 03-31--2024

Air Range

Beginning balance	\$57,027.99
Total additions	10,707.25
Total subtractions	2,761.64
Ending balance	\$64,973.60

Jr Chapter

Beginning balance	\$13,657.14
Total additions	0.00
Total subtractions	0.00
Ending balance	\$13,657.14

Education & Training

Beginning balance	\$45,872.27
Total additions	3,310.00
Total subtractions	6,280.09
Ending balance	\$42,902.18

Rifle-Pistol Range

Beginning balance	\$18,990.01
Total additions	1,479.00
Total subtractions	233.67
Ending balance	\$20,235.34

Education & Training Trust

Beginning balance	\$17,898.18
Total additions	0.76
Total subtractions	0.00
Ending balance 4	\$17,898.94

Skeet & Trap

Beginning balance	\$89,691.42
Checks -	37,152.90
Other withdrawals,	369.33
Deposits, credits	15,455.00
Ending balance	\$67,624.19

Field Archery

Beginning balance	\$21,963.33
Total additions	2,644.68
Total subtractions	634.74
Ending balance	\$23,973.27

Target Archery

Beginning balance	\$16,921.54
Total additions	3846.67
Total subtractions	920.44
Ending balance	\$19,847.77