

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, June 4, 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. Secretary: Todd Skipper
 - iii. Treasurer: Bob Crisman
 - iv. Membership Director: Benn Crandall
 - v. Air Range Program Director: Keith Kuck
 - vi. Field Archery Program Director: Dick Riemer
 - vii. Skeet & Trap Program Director: Bob Brino
 - viii. Youth Programs Director : Joe Turner
 - ix. Director-at-Large: Fred Ansick
 - x. Director-at-Large: Don Early
 - xi. Director-at-Large: Oscar Starz
 - xii. Director-at-Large: John Hsu
 - xiii. Director-at-Large: Bob Hamilton
 - xiv. Director-at-Large: Evan Phelps
 - d) Officers and Directors Absent:
 - i. Vice President: Chris Rose
 - ii. Education & Training Program Director: John Seaberg
 - iii. Rifle/Pistol Program Director: Bruce Crandlemire
 - iv. Conservation Program Director: Jonathan Bukva
 - v. Target Archery Program Director: Jeff Del Vecchio

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):

- Mr. Wine; Wine Family Birthday Party, Large Pavilion, July 6, 2024, 12:00 p.m.-5:00 p.m.; 25 Attendees.
- Dick Reimer; Vienna Park Authority; Large Pavilion, August 4 & 18, 2024, 9:00-10:30 a.m..
- A. Anderson did not appear before the Board and his request was not heard.
- Noah Fajotina, presented his Eagle Scout Project proposal to rebuild the Chapter's swing set, re-mulch the play area, and repair the perimeter fence around the play area and picnic tables.
 - Noah estimated his project would use about 20 Scouts and take 150-man hours.
 - In response to various director's comments, Noah said Scouts will not use power tools; he will coordinate the project with Buildings & Grounds Committee members and with Brian Martin; he will try to complete the project before the Chapter's annual picnic in September.
 - Noah will return to meet with the board after he has his final project details available.
- Patrick Settle-Barron addressed the Board to report on his Eagle Scout project, in which he beautified the grounds around the Field House. The effort included clearing old growth and planting new plants.
- The board expressed its thanks to Patrick.

3. PRESIDENT'S TIME

- Ms. Meara reported that an emergency situation where a member became ill and an ambulance and the fire department had to be called to the Skeet & Trap range.
 - Ms. Meara reported that while there was no instant notification at all ranges, all ranges were called, the emergency response went well and the member was doing much better.
 - Mr. Brino said the ranges needed a way to communicate better in the future as it was difficult to reach all the ranges on the phone and he said that the police and emergency medical personnel will not enter the property if there is live fire at the other ranges.

- Mr. Ansick responded that a shutdown at all the ranges was unnecessary.
- Mr. Early explained that last year the Chapter met with First Responders and they understood the ranges and layout of the property, adding that installing sirens is complicated and that both 911 and the First Responders have a map and directions to all buildings at the Chapter.
- Mr. Ansick explained that the only time the First Responders cannot enter the property is when there is a live shooter.
- Mr. Brino expressed concern that a portable phone or walkie-talkie might not be charged each shift and explained that wireless communication cannot be used at Skeet & Trap because of interference from the power lines.
- Various options were discussed by the board, but it came to no conclusion because of the complexities involved.
- Mr. Early, chairman of the Gate & Security Committee said that he would review the situation.
- It was broadly agreed that the most effective emergency communication might be to send someone to each of the other ranges to notify the RSO's, as was successfully done during this incident.

4. MINUTES/CORRESPONDENCE

- Minutes from the May 7, 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 June 2024, to the Membership.
 - Income: \$217,536.47
 - Expenditures: \$14,373.06
 - Balance Remaining: \$93,727.88
 - Total Cash/Bank Accounts: \$1,064,871
- Mr. Crisman reported the chapter's budget estimate of income for 2023 was about \$175,000 with the actual amount being about \$208,000.
- Mr. Crisman said that there was a Financial Review Committee meeting on Friday and that the range directors might be asked for information.

6. MEMBERSHIP UPDATE

- Mr. Crandall said current membership is 2,266, with 2,750 members compared to 2,131 memberships in 2023.
- Mr. Crandall said the June New Member Orientation (NMO) had 30 attendees and it included three students from the GMU class, who joined one new member from the GMU shooting team.
- Mr. Crandall reminded the board that the next NMO will be in September, but those members will not be voted in until the October General membership meeting so that their dues are credited in their entirety to 2025. This is being done to eliminate complaints from September new members who pay ½ year dues and are then asked to pay their 2025 dues beginning in October, whereas the October-December new members have their 2024 payments credited entirely to their following year's dues.
- Mr. Crandall said he will propose to change the Chapter bylaws in July to permit a graduated first year dues payment for new members.
 - Mr. Crandall said the proposed change will only affect Chapter dues, not National or Virginia Division dues, which are \$57 for a regular membership.

7. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck reported that the Air Range had received a Grant of \$11,473 from the Elkins Foundation to purchase 7 new air rifles. Mr. Kuck is in the process of getting quotes from three vendors so he can submit a request for a purchase over \$3,500.
- **Conservation**
 - Mr. Kuck (for Mr. Bukva) said that a road cleanup was the next event being planned and a that date would be announced.

- **Education and Training**
 - Ms. Meara (for Mr. Seaberg) said that signup was closed for the NRA Basic Pistol Course on the 15th and the CCW class on the 29th.
- Ms Meara said Mr. Seaberg was grateful for everyone’s support and hard work that made the recent Women on Target Day a great success.
- **Field Archery**
 - Mr. Riemer reported that a clubhouse toilet lid broke and that it might require the entire toilet to be replaced.
 - Ms. Meara asked Mr. Riemer to report the toilet issue to the Building & Grounds Committee and Mr. Riemer said he will do so.
 - Mr. Riemer reported that the ticks are bad this year and that Mr. Ansick had sprayed the archery area for ticks.
 - Ms. Meara asked Mr. Hickerson to contact Mr. Rose to see what was occurring with tick control. Mr. Riemer said that there is a VBA archery shoot in August.
- **Rifle-Pistol**
 - Mr. Hamilton (for Mr. Crandlemire) said that there is a Baffle Committee meeting next Tuesday.
- **Skeet & Trap**
 - Mr. Brino reported that recent sheet and trap shoots were successful.
 - Mr. Brino said that the range had received a \$2,500 Grant from the NSSA.
 - Mr. Brino reminded everyone that the Crush’n Clays Charity event to support St. Jude Children’s Research Hospital shoot is this Saturday.
- **Target Archery**
 - Nothing was brought before the membership.
- **Youth/Junior Membership**
 - Mr. Turner reported that all members of the new Youth Board had not yet been sworn in.

8. STANDING COMMITTEE REPORTS

- **Awards & Grants**
 - Nothing was brought before the membership.
- **Bylaws/Policies**
 - Mr. Ansick reported that he had regrouped all Chapter policies to make them more readable and easier to find and he said if the directors agreed with the format, a discussion of the policies could occur.
 - Ms. Meara said the Policies will be posted on the Chapter website, along with the bylaws.
 - Mr. Ansick requested the directors approve of the new Policy format by a show of hands and the new format was agreed to.
 - Various policies were discussed and agreed to, and the financial policies will be brought back to the board for discussion in July.
- **Buildings & Grounds**
 - Mr. Hickerson said that he would be seeking a FY 2025 budget request from range directors in August and the Capital Improvement Plan will be updated.
 - Mr. Hickerson said he had sought three quotes for the Rifle-Pistol clubhouse ramp that is required to meet ADA compliance and a gate requested by the range director.
 - Mr. Hickerson recommended building an aluminum ramp for longevity at a cost of \$4,837.
 - Mr. Crisman said the funds could come from Capital Expenditures and he noted that the Chapter has \$33,000 in unexpected funds from the extra dues income received.
 - Mr. Ansick made a Motion to provide \$5,500 from Capital Expenditures to Buildings & Grounds for the required ramp at Rifle-Pistol; Mr. Evans Seconded the Motion.
 - The motion was unanimously approved.
 - Mr. Kuck said the back door of the Field House failed the last fire inspection because it opens inward and not outward.
 - Mr. Kuck said the door must be replaced ASAP, before the next fire inspection occurs.
 - Mr. Hickerson said that he will follow-up with Mr. Martin.
 - Mr. Hickerson will try to prioritize the door in August and return to the board in September or October with a funding line.

- **Communications**
 - Ms. Meara said the deadline for newsletter articles is later this month and that all the directors had received the deadline information in an email.
- **Elections**
 - Mr. Hamilton said that signs announcing the election have been posted along the road.
 - Mr. Hamilton said the ballot will be closed for candidates at the June membership meeting.
 - Mr. Hamilton reported that there is still an opening for Target Archery Program Director.
- **EMS**
 - Mr. Brino said that he is waiting for lime to be put down and will discuss a schedule with the Buildings and Grounds Committee.
- **Public Relations**
 - Mr. Skipper said that he is putting together the next elected officials' visit and he is trying to include local state legislators in the visit with county supervisors to get more exposure out of the visit.
- **Raffles**
 - Mr. Kuck said he had updated the raffle spreadsheet.
 - Mr. Kuck noted that the Air Range raffle did not sell all its tickets and that he had added the current youth shotgun raffle to the spreadsheet.
- **Gates & Security**
 - Mr. Early reported he had 3,500 fobs in his possession for distribution to members.
 - The new front gate arm was installed and a Knox box has been installed for the fire department to use to gain entry to the Chapter.
- **Shenandoah Property**
 - Mr. Ansick reported that there were only seven requests to use the Shenandoah property during October-December of 2022; there were only 14 requests in 2023; from January–April 2024 there have been only five requests.
 - Mr. Ansick said that this lack of use by members might not make the property worth keeping for the Chapter and he said the board should discuss the property's future.
 - Ms. Meara reported that the lawyers are still working on correcting the name of the property.

9. OLD BUSINESS

- Mr. Kuck reported that all the AED units were received and he is waiting for the wall boxes to be delivered and attached to the wall.
- Mr. Phelps said that the Articles of Incorporation might require another vote on the Bylaws.
- Mr. Skipper said that the Conflict-of-Interest forms needed to be filled-out in January so tonight he has distributed new forms to those board members who filled them out in December.
- Mr. Starz reported that the county's school board is working to develop a county-wide policy for Narcan distribution and use.
- Mr. Ansick reported that programmable plastic signs for speeders are \$3,200.

10. NEW BUSINESS

- Ms. Meara said the Virginia Division's meeting is June 15th and is being hosted by the Claytor Lake Chapter. All members are invited to attend.
- Mr. Hamilton said he was awaiting further information from directors for the Chapter's National Activity report

11. OTHER MATTERS THAT MAY BE BROUGHT BEFORE THE BOARD

- Nothing was brought before the membership.

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 9:07 PM

Submitted by: Todd Skipper
Secretary

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	208,198.75	175,000.00	33,198.75	119.0%
41025 · 2025 Chapter	0.00	175,000.00	-175,000.00	0.0%
Total 41000 · Dues	208,198.75	350,000.00	-141,801.25	59.5%
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	1,342.00	1,000.00	342.00	134.2%
Total 42000 · Donations	1,542.00	1,000.00	542.00	154.2%
43900 · Grant Income	0.00	5,000.00	-5,000.00	0.0%
44000 · Interest Income	6,595.72	7,200.00	-604.28	91.6%
46000 · Miscellaneous Income	1,200.00	1,000.00	200.00	120.0%
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	217,536.47	364,200.00	-146,663.53	59.7%
Gross Profit	217,536.47	364,200.00	-146,663.53	59.7%
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	947.98	5,500.00	-4,552.02	17.2%
61510 · EMS Supplies	0.00	4,500.00	-4,500.00	0.0%
61515 · Security Expenses	9,097.57	30,000.00	-20,902.43	30.3%
Total 61500 · Supplies	10,045.55	40,000.00	-29,954.45	25.1%
Total 61000 · Building and Grounds	14,229.88	48,540.00	-34,310.12	29.3%
62100 · Contract Services				
62110 · Accounting Services	400.00	3,600.00	-3,200.00	11.1%
62115 · Admin Support	9,842.54	35,000.00	-25,157.46	28.1%
62135 · IT	899.12	6,000.00	-5,100.88	15.0%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	2,225.00	19,000.00	-16,775.00	11.7%
62150 · Outside Contract Services				
62155 · Trash Service	6,156.64	14,000.00	-7,843.36	44.0%
62160 · Mowing Services	2,210.00	14,000.00	-11,790.00	15.8%

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	8,366.64	45,000.00	-36,633.36	18.6%
Total 62100 · Contract Services	21,733.30	143,600.00	-121,866.70	15.1%
62800 · Facilities and Equipment				
62870 · Property Insurance	34,140.95	60,000.00	-25,859.05	56.9%
62880 · Real Estate, Personal Prop Tax	482.50	1,000.00	-517.50	48.3%
62900 · Small Tools Under \$1500	0.00	0.00	0.00	0.0%
63000 · Utilities				
63100 · Electricity	6,536.37	19,800.00	-13,263.63	33.0%
63200 · Natural Gas	1,659.62	3,510.00	-1,850.38	47.3%
63300 · Water & Sewer	360.34	800.00	-439.66	45.0%
Total 63000 · Utilities	8,556.33	24,110.00	-15,553.67	35.5%
Total 62800 · Facilities and Equipment	43,179.78	85,110.00	-41,930.22	50.7%
65000 · Operations				
65005 · Bank Fees	0.00	0.00	0.00	0.0%
65006 · Registration Fees	700.00	1,000.00	-300.00	70.0%
65008 · Financial Processing Fees				
65009 · PayPal	4,604.35	6,000.00	-1,395.65	76.7%
65010 · Square	1,004.53	500.00	504.53	200.9%
65011 · Other	9.00	200.00	-191.00	4.5%
Total 65008 · Financial Processing Fees	5,617.88	6,700.00	-1,082.12	83.8%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%
65030 · Equipment	6,952.46	1,000.00	5,952.46	695.2%
65040 · Postage, Mailing Service	1,808.66	4,000.00	-2,191.34	45.2%
65060 · Printing and Copying	5,368.00	16,000.00	-10,632.00	33.6%
65080 · Supplies	863.37	5,000.00	-4,136.63	17.3%
65090 · Telephone, Telecommunications	1,992.74	4,800.00	-2,807.26	41.5%
Total 65000 · Operations	23,303.11	38,500.00	-15,196.89	60.5%
65100 · Other Types of Expenses				
65120 · Insurance - Liability, D and O	264.00	300.00	-36.00	88.0%
65150 · Memberships and Dues	100.00	500.00	-400.00	20.0%
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	364.00	4,300.00	-3,936.00	8.5%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	0.00	2,000.00	-2,000.00	0.0%
66012 · Childrens Christmas Party	1,502.63	1,500.00	2.63	100.2%
66013 · Handicapped Picnic	2,622.83	2,200.00	422.83	119.2%
Total 66010 · Special Events	4,125.46	5,700.00	-1,574.54	72.4%
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
Total 66000 · Special Event Expenses	4,125.46	5,700.00	-1,574.54	72.4%

**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	13,668.00	0.00	13,668.00	100.0%
69200 · Buildings	0.00	5,300.00	-5,300.00	0.0%
69300 · Equipment	705.06	0.00	705.06	100.0%
Total 69000 · Capital Expenditures	14,373.06	5,300.00	9,073.06	271.2%
Total Expense	123,808.59	357,550.00	-233,741.41	34.6%
Net Ordinary Income	93,727.88	6,650.00	87,077.88	1,409.4%
Net Income	93,727.88	6,650.00	87,077.88	1,409.4%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 05-31-2024

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	3,051
Petty Cash	1,321
Insured Cash Sweep	527,215
Certificates of Deposit	226,105
Program Accounts	277,179
TOTAL Cash and Bank Accounts	1,064,871
TOTAL ASSETS	1,064,871
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,064,871
TOTAL LIABILITIES & EQUITY	1,064,871

Program Account Activity
05-01-2024 to 05-31--2024

Air Range

Beginning balance	\$63,660.78
Total additions	1,312.78
Total subtractions	3,493.91
Ending balance	\$61,479.65

Jr Chapter

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

Education & Training

Beginning balance	\$42,330.43
Total additions	3,796.17
Total subtractions	4,178.66
Ending balance	\$41,947.94

Rifle-Pistol Range

Beginning balance	\$20,190.34
Total additions	372.00
Total subtractions	3,914.18
Ending balance	\$16,648.16

Education & Training Trust

Beginning balance	\$17,899.67
Total additions	0.76
Total subtractions	0.00
Ending balance 4	\$17,900.43

Skeet & Trap

Beginning balance	\$83,182.59
Checks -	8,802.75
Other withdrawals,	544.87
Deposits, credits	17,156.50
Ending balance	\$90,991.47

Field Archery

Beginning balance	\$13,204.58
Total additions	2,506.00
Total subtractions	865.56
Ending balance	\$14,845.02

Target Archery

Beginning balance	\$19,708.72
Total additions	0.00
Total subtractions	0.00
Ending balance	\$19,708.72