

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, July 9, 2024

1. CALL TO ORDER

- The meeting (rescheduled from July 2, 2024) 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 Director: Benn Crandall
 - vi. Air Range Program Director: Keith Kuck
 - vii. Field Archery Program Director: Dick Riemer
 - viii. Rifle/Pistol Program Director: Bruce Crandlemire
 - ix. Skeet & Trap Program Director: Bob Brino
 - x. Target Archery Program Director: Jeff Del Vecchio
 - xi. Youth Programs Director: Joe Turner
 - xii. Director-at-Large: Fred Ansick
 - xiii. Director-at-Large: Don Early
 - xiv. Director-at-Large: Oscar Starz
 - xv. Director-at-Large: John Hsu
 - xvi. Director-at-Large: Evan Phelps
 - d) Officers and Directors Absent:
 - i. Education & Training Program Director: John Seaberg
 - ii. Conservation Program Director: Jonathan Bukva
 - iii. Director-at-Large: Bob Hamilton

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):

- Ms. Meara (for Ernie Padgette); Campout September 2-3, 2024; Campsite #1; Approx. 7 attendees; S&T Range added, 9:00 AM-12:00 PM; Moved by Mr. Early and Seconded by Mr. Turner.
- M. Winkler, Troop 1995; September 20-22, 2024; Campsites 1-3 & Small Pavilion. Moved by Mr. Crandall and Seconded by Mr. Early.
- John Ghert (for J. Marshak), Troop 1137; Eagle Scout Board of Review, July 23, 2024; Field House, 7:00-9:00 PM. Moved by Mr. Rose and Seconded by Mr. Early.
- P. Gercken, Troop 695; August 28, 2024; Troop Meeting, Large Pavilion, 7:00-9:00 PM; 16 adults.
- P. Gercken, Troop 695; November 10, 2024; Webelos-in-the-Woods event; Large Pavilion, Small Pavilion, Campsites 1-3; 12:00 PM-5:00 PM; 30 attendees.
- P. Gercken, Troop 695; November 15-17, 2024; Merit Badge campout, Large Pavilion, Small Pavilion, Campsites 1-9; Friday evening-Sunday afternoon; 40 attendees.
The three requests by Ms. Gercken were Moved en bloc by Mr. Ansick and Seconded by Mr. Crandall.
- Mr. Riemer (for Bob Walla/Mark Gauntner); Cub Run Archers Crab Feast; September 22, 2024; Large Pavilion, 12:00-6:00. Moved by Mr. Turner and Seconded by Mr. Phelps.
- Mr. Turner requested a change of date for the previously-approved VSSA meeting at the Chapter. The date will be changed from September 28, 2024 to September 21, 2024. The request was Moved by Mr. Crandall, Seconded by Mr. Kuck.

3. PRESIDENT'S TIME

- Nothing was brought before the membership.

4. MINUTES/CORRESPONDENCE

- Minutes from the June 4, 2024, directors' meeting were available for all to review. Mr. Riemer Moved to approve a correction and Mr. Ansick Seconded. The Minutes were approved as corrected.

5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report from June 2024, to the Membership.
 - Income: \$230,484.61
 - Expenditures: \$188,177.26
 - Balance Remaining: \$42,307.35
 - Total Cash/Bank Accounts: \$1,052,601
- Mr. Crisman said the Financial Review Committee will be asking the program directors for information regarding checking accounts needed for the 2023 audit. Mr. Crisman hopes more details will be provided than have been received in the past.

6. MEMBERSHIP UPDATE

- Mr. Crandall said the price of a first class postage stamp would increase in three days and he will buy \$1,000 in stamps before the price increase takes effect.
- Mr. Crandall reported the Chapter has filled 2,270 memberships this year.
- Mr. Crandall will delay his graduated dues payment proposal for new members until the August board meeting.
- Mr. Crandall reminded the designated directors that their lists of RSO's receiving the 8-hour volunteer credit is due to Membership no later than September 15, 2024.

7. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck requested board approval for the Air Range to make a purchase over \$3,500 (seven air rifles and two air pistols). Mr. Kuck properly solicited three bids and the low bidder was Champions Choice at \$13,548.37. There is a long lead-time for the items and they must be paid for in advance.
 - Mr. Kuck will use \$2,075.37 of Air Range funds and a grant of \$11,473 awarded by the Elkins Foundation to fund the purchase. Mr. Crandall Moved the motion, Mr. Evans Seconded it and the motion was unanimously approved.
 - Mr. Kuck reported that the number of pistol shooters on open practice nights has been very high, with 7-20 shooters attending, both adults and juniors.
 - Mr. Kuck said he would propose a change to the bylaws that will allow shooters at the Air Range to safely shoot without eyeglasses that fog up in the summer heat.
 - Ms. Meara replied that bylaws cannot be changed but the policy can be changed.
 - Mr. Kuck will request a change to the Chapter's policy.
 - Mr. Kuck also reported that the condensation pump had failed at the Air Range but he was able to purchase a replacement online for under \$200 and install it himself.
- **Conservation**
 - Nothing was brought before the membership.
- **Education and Training**
 - Ms. Meara (for Mr. Seaberg) said that there are two classes this month: Basic RSO and Basics of Shotgun shooting.
- **Field Archery**
 - Mr. Riemer reported that there a member's finger was severed from a crossbow injury and the rescue squad was called to the Chapter to transport the member.

- Mr. Riemer said 76 people came to the Chapter to qualify for the county's Deer Management Program and 52 passed; Field Archery raised almost \$2,000, but it was less than last year's total
 - Mr. Riemer said the air conditioner had been out at the Field Archery clubhouse since Sunday and Mr. Rose was contacted to seek a replacement unit.
 - Mr. Rose explained that he had contacted four companies to get quotes for replacement of the old a/c unit and after he receives all the quotes tomorrow, he will request immediate board approval to purchase the best air conditioning replacement at the best price.
 - Mr. Rose will provide the \$3,500 purchase request form tomorrow.
- **Rifle-Pistol**
 - Mr. Crandlemire said the range's ADA-compliant ramp is being installed tomorrow.
 - Mr. Crandlemire said the range is planning to rehab its shooting benches and tables.
- **Skeet & Trap**
 - Mr. Brino had two purchase requests to replace a trap machine that was 25 years old and had almost 8 million targets on it.
 - Mr. Brino reported locating a gun club in North Carolina that had a factory-reconditioned trap machine for sale for \$4,100.
 - Mr. Brino also reported the need for skeet machines to replace old machinery that is quickly reaching the end of its service life. He wants to replace it with two factory-reconditioned skeet machines costing \$4,000.
 - Mr. Brino said a \$2,500 grant was received from the National Skeet Shooting Association and it will reduce the cost of the replacement.
 - Mr. Evan Moved a motion to replace one trap and two skeet machines, it was Seconded by Mr. Hsu and unanimously approved.
- **Target Archery**
 - Mr. Del Vecchio reported that there were two outdoor JOAD classes and one indoor class.
 - Mr. Del Vecchio announced that he will not be running for another term as Program Director for Target Archery.
- **Eagle Scout Project**
 - Ms. Meara asked Sean Salas to present to the board a report on his completed Eagle project at Field Archery. Sean developed and built three targets at Field Archery and was able to build them within a few inches of actual specifications for about \$500. Sean also built axe and knife throwing targets.
 - Mr. Ansick, Mr. Rose and Mr. Del Vecchio told the board that Sean had done an excellent job and the board expressed its appreciation.
- **Youth/Junior Membership**
 - Nothing was brought before the membership.

8. STANDING COMMITTEE REPORTS

- **Awards & Grants**
 - Nothing was brought before the membership.
- **Bylaws/Policies**
 - Mr. Evans said he had been speaking to the Chapter's corporate lawyer who proposed some conforming changes to the Chapter's Articles of Incorporation; Mr. Evans is currently reviewing the proposed changes.
 - Mr. Evans suggested making the standing Bylaws Committee a Special Committee to work with him to review future proposed changes and provide the proposed changes and revisions with a short explanation of need to the board. The board could then discuss the proposed change at a subsequent meeting.
 - It was suggested that the standing committee be renamed the Bylaw Review Committee.

- Mr. Evans noted that the Articles of Incorporation used a different number of board members than the bylaws.
 - Ms. Meara noted that the Articles listed people by name, not positions.
 - Mr. Evans said he is working with the Chapter's attorney on both the Articles and the bylaws.
 - Ms. Meara said the earliest the proposed bylaw changes could be published in the newsletter for members to review is the November-January edition.
 - Mr. Ansick briefly reviewed the previously-approved policy changes for the board.
 - Mr. Skipper explained that the rationale behind his proposed policy on prohibiting the photography and videotaping of members at the Chapter was in response to members who were concerned after learning they had unknowingly been videotaped at a range and the video was then placed online for public viewing.
 - After a brief discussion with the program directors who explained that such a policy would be extremely difficult to monitor and enforce, Mr. Skipper agreed the problem was not widespread enough to support such a seemingly difficult solution and he withdrew the proposal.
 - Mr. Kuck noted that the board could always revisit the issue if the problem became a significant issue for members in the future.
 - Mr. Skipper's second proposed policy was to formalize the process for naming Chapter assets and events after individuals by requiring board approval.
 - After a brief discussion, Mr. Ansick Moved a to motion to accept the policy proposal and Mr. Early Seconded it.
 - Ms. Meara asked for a vote via a show of hands and the motion passed with 13 board members voting in the affirmative.
 - After a discussion regarding the availability of policies for the board and Chapter members to read, Ms. Meara said she would put all the polices online, as she has done with the bylaws.
- **Buildings & Grounds**
 - Mr. Rose briefly discussed several issues including tree removal and lights at Field Archery that needed to be fixed.
 - **Communications**
 - Ms. Meara said the newsletter is in production and she hopes it will be sent out by August 1st.
 - **Elections**
 - Mr. Ansick reported that the first weekend of elections went well and the process is working fine.
 - Mr. Ansick said he gave out the name of a Chapter member who volunteered to run as a write-in candidate for Target Archery Program Director, but only if a voting member specifically asked for the name.
 - **EMS**
 - Nothing was brought before the membership.
 - **Public Relations**
 - Mr. Skipper said he hopes to have elected officials visit the Chapter in late August or September.
 - **Raffles**
 - Mr. Kuck said he did not know how the shotgun raffle tickets were going.
 - Mr. Brino said the tickets were selling terribly slow.
 - Mr. Skipper noted the Nation's Gun Show was coming up and he offered to help Mr. Brino sell tickets at the Chapter's member recruitment table.
 - **Gates & Security**
 - Mr. Early reported he had provided fobs to the RSO's at Rifle/Pistol.
 - Mr. Early said the sensors for the front gate in the asphalt are old technology and will be replaced by a sensor probe, the cost is estimated to be about \$1,000.
 - Mr. Early requested permission to have the sensor probe installed via sole source, which is permissible since the cost is under the amount requiring three-bids.

- Mr. Brino said he is constantly finding the front gate locked open during the week and he asked if the code to lock the gate open can be changed.
- Mr. Early said he will change the code and he cautioned range directors to be very cautious about who they give the new code to in order to prevent the problem from recurring.

- **Shenandoah Property**

- Nothing was brought before the membership

9. OLD BUSINESS

- Ms. Meara reminded everyone to provide Mr. Hamilton with information for the Chapter's national Activity report.

10. NEW BUSINESS

- Nothing was brought before the membership.

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 9:17 PM

Submitted by: Todd Skipper
Secretary

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: FY_2024 - FY24 P&L

All Dates

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
41000 Dues				
41024 2024 Chapter	218,235.75	175,000.00	43,235.75	124.71 %
41025 2025 Chapter		175,000.00	-175,000.00	
Total 41000 Dues	218,235.75	350,000.00	-131,764.25	62.35 %
41900 Contract Income		0.00	0.00	
42000 Donations				
42300 Donations - Restricted	201.00	0.00	201.00	
42600 Donations - Unrestricted	1,919.00	1,000.00	919.00	191.90 %
Total 42000 Donations	2,120.00	1,000.00	1,120.00	212.00 %
43900 Grant Income	11,473.00	5,000.00	6,473.00	229.46 %
44000 Interest Income	7,882.24	7,200.00	682.24	109.48 %
46000 Miscellaneous Income	1,200.00	1,000.00	200.00	120.00 %
49000 Special Event Income				
49100 Special Events Contributions				
49011 Annual Picnic		0.00	0.00	
49012 Childrens Christmas Party	47.00	0.00	47.00	
49013 Handicapped Picnic		0.00	0.00	
Total 49100 Special Events Contributions	47.00	0.00	47.00	
49200 Annual Picnic		0.00	0.00	
49400 Raffle	620.00	0.00	620.00	
Total 49000 Special Event Income	667.00	0.00	667.00	
Total Income	\$241,577.99	\$364,200.00	\$ -122,622.01	66.33 %
GROSS PROFIT	\$241,577.99	\$364,200.00	\$ -122,622.01	66.33 %
Expenses				
61000 Building and Grounds				
61200 Equipment and Tools		500.00	-500.00	
61400 Services	4,791.13	8,040.00	-3,248.87	59.59 %
61500 Supplies				
61505 B&G Supplies	947.98	5,500.00	-4,552.02	17.24 %
61510 EMS Supplies		4,500.00	-4,500.00	
61515 Security Expenses	9,097.57	30,000.00	-20,902.43	30.33 %
Total 61500 Supplies	10,045.55	40,000.00	-29,954.45	25.11 %
Total 61000 Building and Grounds	14,836.68	48,540.00	-33,703.32	30.57 %
62100 Contract Services				
62110 Accounting Services	700.00	3,600.00	-2,900.00	19.44 %
62115 Admin Support	11,846.71	35,000.00	-23,153.29	33.85 %
62135 IT	953.12	6,000.00	-5,046.88	15.89 %
62138 Groundskeeper		35,000.00	-35,000.00	
62140 Legal Fees	2,526.58	19,000.00	-16,473.42	13.30 %
62150 Outside Contract Services				
62155 Trash Service	7,352.76	14,000.00	-6,647.24	52.52 %

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: FY_2024 - FY24 P&L

All Dates

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
62160 Mowing Services	6,700.10	14,000.00	-7,299.90	47.86 %
62165 Other		17,000.00	-17,000.00	
Total 62150 Outside Contract Services	14,052.86	45,000.00	-30,947.14	31.23 %
Total 62100 Contract Services	30,079.27	143,600.00	-113,520.73	20.95 %
62800 Facilities and Equipment				
62870 Property Insurance	39,020.36	60,000.00	-20,979.64	65.03 %
62880 Real Estate, Personal Prop Tax	482.50	1,000.00	-517.50	48.25 %
62900 Small Tools Under \$1500		0.00	0.00	
63000 Utilities				
63100 Electricity	7,664.15	19,800.00	-12,135.85	38.71 %
63200 Natural Gas	1,659.62	3,510.00	-1,850.38	47.28 %
63300 Water & Sewer	360.34	800.00	-439.66	45.04 %
Total 63000 Utilities	9,684.11	24,110.00	-14,425.89	40.17 %
Total 62800 Facilities and Equipment	49,186.97	85,110.00	-35,923.03	57.79 %
65000 Operations				
65005 Bank Fees	16.00	0.00	16.00	
65006 Registration Fees	845.00	1,000.00	-155.00	84.50 %
65008 Financial Processing Fees				
65009 PayPal	6,088.98	6,000.00	88.98	101.48 %
65010 Square	1,218.15	500.00	718.15	243.63 %
65011 Other	668.00	200.00	468.00	334.00 %
Total 65008 Financial Processing Fees	7,975.13	6,700.00	1,275.13	119.03 %
65015 Books, Subscriptions, Reference	21.98	0.00	21.98	
65030 Equipment	10,132.93	1,000.00	9,132.93	1,013.29 %
65040 Postage, Mailing Service	1,983.39	4,000.00	-2,016.61	49.58 %
65060 Printing and Copying	5,473.00	16,000.00	-10,527.00	34.21 %
65080 Supplies	4,531.86	5,000.00	-468.14	90.64 %
65090 Telephone, Telecommunications	2,390.76	4,800.00	-2,409.24	49.81 %
Total 65000 Operations	33,370.05	38,500.00	-5,129.95	86.68 %
65100 Other Types of Expenses				
65120 Insurance - Liability, D and O	264.00	300.00	-36.00	88.00 %
65150 Memberships and Dues	0.00	500.00	-500.00	0.00 %
65160 Other Costs	1,187.03	1,000.00	187.03	118.70 %
65180 President's Discetionary Fund		1,000.00	-1,000.00	
65190 Awards		1,500.00	-1,500.00	
Total 65100 Other Types of Expenses	1,451.03	4,300.00	-2,848.97	33.74 %
66000 Special Event Expenses				
66010 Special Events				
66011 Annual Picnic		2,000.00	-2,000.00	
66012 Childrens Christmas Party	1,502.63	1,500.00	2.63	100.18 %
66013 Handicapped Picnic	2,631.29	2,200.00	431.29	119.60 %
Total 66010 Special Events	4,133.92	5,700.00	-1,566.08	72.52 %

Arlington-Fairfax Chapter, Inc.

Budget vs. Actuals: FY_2024 - FY24 P&L

All Dates

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
66020 Raffle Expenses		0.00	0.00	
Total 66000 Special Event Expenses	4,133.92	5,700.00	-1,566.08	72.52 %
66500 Grants & Donations				
66510 Grants		0.00	0.00	
66520 Donations	2,455.00	5,000.00	-2,545.00	49.10 %
66530 Scholarships		20,000.00	-20,000.00	
Total 66500 Grants & Donations	2,455.00	25,000.00	-22,545.00	9.82 %
68300 Travel and Meetings				
68310 Conference, Convention, Meeting		1,000.00	-1,000.00	
68320 Travel	826.71	500.00	326.71	165.34 %
Total 68300 Travel and Meetings	826.71	1,500.00	-673.29	55.11 %
69000 Capital Expenditures				
69100 Lands	13,668.00	0.00	13,668.00	
69200 Buildings	6,407.00	5,300.00	1,107.00	120.89 %
69300 Equipment	705.06	0.00	705.06	
Total 69000 Capital Expenditures	20,780.06	5,300.00	15,480.06	392.08 %
Total Expenses	\$157,119.69	\$357,550.00	\$ -200,430.31	43.94 %
NET OPERATING INCOME	\$84,458.30	\$6,650.00	\$77,808.30	1,270.05 %
NET INCOME	\$84,458.30	\$6,650.00	\$77,808.30	1,270.05 %

Arl/Fx Chapter, IWLA - Balance Sheet - As of 06-30-2024

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash, Checking and Investment Accounts	
Chapter Checking	30,000
Membership	3,336
Petty Cash	1,321
Insured Cash Sweep	526,343
Certificates of Deposit	226,687
Program Accounts	264,915
TOTAL Cash and Bank Accounts	1,052,601
TOTAL ASSETS	1,052,601
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	1,052,601
TOTAL LIABILITIES & EQUITY	1,052,601

Program Account Activity
06-01-2024 to 06-30--2024

Air Range

Beginning balance \$61,479.65
Total additions 3,153.50
Total subtractions 1,974.48
Ending balance \$62,658.67

Jr Chapter

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

Education & Training

Beginning balance \$41,947.94
Total additions 2,188.05
Total subtractions 539.62
Ending balance \$43,596.37

Rifle-Pistol Range

Beginning balance \$16,648.16
Total additions 967.00
Total subtractions 0.00
Ending balance \$17,615.16

Education & Training Trust

Beginning balance \$17,900.43
Total additions 0.74
Total subtractions 0.00
Ending balance 4 \$17,901.17

Skeet & Trap

Beginning balance \$90,991.47
Checks - 39,954.80
Other withdrawals, 552.54
Deposits, credits 21,196.00
Ending balance \$71,680.13

Field Archery

Beginning balance \$14,845.02
Total additions 1,553.00
Total subtractions 419.36
Ending balance \$15,978.66

Target Archery

Beginning balance \$19,708.72
Total additions 2610.00
Total subtractions 491.35
Ending balance \$21,827.37