

Arlington-Fairfax Chapter, Izaak Walton League of America, Inc.
Board of Directors - Minutes of the Meeting
Tuesday, January 3, 2023

1. **CALL TO ORDER:** The meeting was called to order by President Pamela Meara at 7:30 PM.

- a) A quorum of members was present.
- b) The Pledge of Allegiance and IWLA Pledge were conducted.
- c) Chapter Officers and Board of Directors present:

- i. President: Pamela Meara
- ii. Vice President: Chris Rose
- iii. Secretary: Sean Gagnon
- iv. Treasurer: Bob Crisman
- v. Membership: Benn Crandall
- vi. Designated Director: Joe Turner
- vii. Designated Director: Keith Kuck
- viii. Designated Director: Jeff Del Vecchio
- ix. Designated Director: Bob Brino
- x. Designated Director: John Seaberg
- xi. Director-at-Large: Fred Ansick
- xii. Director-at-Large: Todd Skipper
- xiii. Director-at-Large: Oscar Starz
- xiv. Director-at-Large: Don Early
- xv. Director-at-Large: Robert Hamilton

d) Officers and Directors Absent

- i. Designated Director: Jonathan Bukva
- ii. Designated Director: Dick Riemer
- iii. Designated Director: Steve Landry
- iv. Director-at-Large: Carl Armstrong

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)

- Mark Winkler (BSA Troop 1995) – Small Pavilion and Campsites 1-3 from April 21-23, 2023.
- Andrew Street (BSA Troop 1345) – Air Range, Target Archery, Rifle/Pistol, and Campsites 1-9 from June 9-11, 2023
 - Mr. Gagnon moved to approve the facility request pending verification of approval by the Rifle/Pistol director. The motion was adopted.
 - Mr. Landry provided authorization to use the Rifle/Pistol range via email on January 5, 2023.
- Chad Crerar (Cubscouts Pack 864) – Field House on February 11, 2023
- Oscar Starz (West Springfield Air Rifle Team) – Field House on February 28, 2023.

3. **PRESIDENT'S TIME**

- Nothing to report

4. **MINUTES/CORRESPONDENCE**

- Minutes from the December 2022 Board of Directors Meeting were available for all to review. The minutes were approved as written.

5. **TREASURER'S REPORT**

- Mr. Crisman presented the Budget Report as of December 2022.
 - Income for the time period of January through December 2022 was \$406,688.70 and expenses were \$375,185.98, leaving a balance in the budget of \$30,702.74.
 - Mr. Crisman stated that excess budgeted funds will be transferred to the Chapter's money market account.
 - Mr. Kuck thanked Mr. Crisman for his work throughout the year.

- Ms. Meara asked when Mr. Crisman would like program transaction records by. Mr. Crisman stated that he would like reports within the next week so they can be given to the Chapter's book keeper.
- Ms. Meara asked when Mr. Crisman would like program files for the annual financial audit. Mr. Crisman stated he would like program files for the audit by the middle of the month.
- Mr. Crisman stated that it was his goal to eventually establish an approved budget for each Chapter program, and that he has information from most of the various programs. He hopes to have information from all programs by the middle of this month, and then will have a proposed budget at the next Board meeting.

6. MEMBERSHIP UPDATE

- Mr. Crandall provided the membership update. The Chapter ended the year with 2,333 memberships.
- We currently have 1,256 active memberships, with about 620 renewals to process. Late fees are \$40.
- Mr. Skipper asked if this is a normal renewal rate. Mr. Crandall stated this was a normal rate of renewal (lose about 10% of members every year, and about 28% renew late every year).
- Next new member orientation on January 7, 2023, and there will be a Thursday NMO on February 16, 2023.

7. SPECIAL COMMITTEES

- Air Range
 - Mr. Kuck provided an update on Air Range Activities
 - High School season has started again
 - Cars appear to be slowing down now that we are advertising our radar gun
 - Things at the Air Range will likely calm down at the end of February
 - Junior Olympics this weekend for air rifle and smallbore
 - The Air Range will also host the Virginia State Championships for Air Rifle. Mr. Gagnon asked if we always host this event, or if it rotates throughout the State. Mr. Kuck stated that we have hosted the event for the last few years.
- Buildings and Grounds
 - Mr. Rose provided an update on Buildings and Grounds projects:
 - The start date for the baffle repair at Rifle/Pistol will be set soon once materials are available.
 - Want to allow contractor to work 6am – Noon, then open range from Noon – close. Should take about two weeks to complete.
 - Chapter fieldhouse
 - Was going to meet with contractor before Christmas to test for asbestos. However, this was not done and he is looking to reschedule. Once tested we can better understand cost for renovation.
 - Front gate
 - During holiday, power outage with 3 spikes took out control board for gate.
 - Heard back from gate repair company, and the repair technician couldn't work on it.
 - Replacing the board costs \$940 without labor, and to add surge protector is an additional \$500-\$800. The gate was installed in 1991.
 - Mr. Rose asked for estimate to update gate with modern technology, and the estimate is \$8,000+. He has now asked for a formal quote.
 - Mr. Hamilton asked if other companies have submitted bids? Mr. Rose said that he has not spoken to other companies yet, as this is the company that built our current gate.
 - Mr. Crandall asked if the only way to get the improvements we want is with an electronic gate? Mr. Rose stated that there are various opinions on what the Chapter needs.
 - Mr. Ansick recommended we receive 3 quotes for a new gate instead of committing to the one contractor for \$8,000
 - Mr. Turner asked if any new gate would allow for card access? Mr. Rose stated that he would like to have this future proof to use with access cards. Hardware would cost about \$500, but other expenses would be fiber connection and database creation.
 - Mr Gagnon asked besides chapter fieldhouse update, what are other large capital expenses anticipated for this year?
 - Mr. Rose stated that other large capital expenses include the front deck and stairs at field archery and baffles at rifle/pistol. Chris says he believes the gate replacement/repairs will not have a negative impact on budget for Capital Improvements.
 - Mr. Keith recommended we pay the \$900 to fix the gate now, and then get multiple future quotes for updates.

- Communication
 - Ms. Meara stated that the eBlast went out on January 1, 2023 and the newsletter will be mailed at the end of the month.
 - The Buildings & Grounds contract has been signed, and two of three membership contractor contracts have been signed.
 - Mr. Gagnon asked if the Artistic Landscaping contract has been signed. Mr. Rose stated that he will reach out to Artistic Landscaping for an updated contract.
- Education and Training
 - Mr. Seaberg stated the first class of the year will be this Sunday (metallic reloading).
 - Training program brochures for 2023 have been printed.
- Field Archery
 - Mr. Ansick stated that the animals have been moved around at the 3D range. The March work party will re-populate the range with new targets.
 - Two Eagle Scout projects in early planning; a platform to replace tree stands and installing an axe throwing field
 - The large purchase for archery backstops has been completed.
- Rifle/Pistol
 - Mr. Hamilton stated that Rifle/Pistol is looking forward to completing the baffle project soon.
- Skeet/Trap
 - Mr. Brino stated that winter league will start on the first Sunday after the new year; there are still a few openings.
 - A prospective Eagle Scout is considering rebuilding the patterning boards for an Eagle Scout project.
 - Lots of targets have been purchased to preempt price increases.
 - There are plenty of 12ga and 20ga shells for sale.
- Target Archery
 - Mr. Del Vecchio stated that Target Archery and Field Archery have pooled resources to purchase targets.
 - We currently have 7 coaches.
 - Signups for next JOAD will open in February, and he is working on preparing a JOAD 3D class, and working with Cub Run Archers for a Collegiate JOAD tournament in the fall.
 - No updates from the Mongolian Embassy.
 - Had an inquiry from the Commonwealth Games to utilize our facilities, but they have chosen a place closer to Richmond.
 - Mr. Kuck stated that we have a zero-turn mower which can be used to blow leaves off of the Target Archery range. Shotgun also has a backpack blower that can be used to remove leaves.
- Youth/Junior Chapter
 - Mr. Turner provided an update on the Youth/Junior Chapter. There are about 160 current members, he hopes this number will increase with renewals and new classes.
 - The new Board will be installed soon.

8. STANDING COMMITTEE REPORTS

- Shenandoah
 - Mr. Ansick stated that he will be going to the property soon to get the VINs off of the abandoned cars so we can start the process of taking ownership and removing from the property. He is working with the Chapter's legal counsel to ensure legality.

9. OLD BUSINESS

- Nothing to report.

10. NEW BUSINESS

- Mr. Skipper stated he wanted to invite elected officials to the Chapter for positive publicity. Mr. Brino stated that the Chapter used to do this, and that he has his support – maybe invite them to Crush'n Clays.
 - Ms. Meara formed the Public Relations Committee and established Mr. Skipper as its Chair.

11. OTHER MATTERS THAT MAY PROPERLY BE BROUGHT BEFORE THE BOARD

- Opportunity to donate to the AR-FX Chapter through Amazon Smile. See chapter website for current events listing.

The meeting adjourned at 8:25 PM

Signed: Sean Gagnon, 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	273,106.37	345,000.00	-71,893.63	79.2%
Total 41000 · Dues	273,106.37	345,000.00	-71,893.63	79.2%
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	596.00	1,000.00	-404.00	59.6%
42000 · Donations - Other	220.00	1,000.00	-780.00	22.0%
Total 42000 · Donations	816.00	2,000.00	-1,184.00	40.8%
43900 · Grant Income	0.00	5,000.00	-5,000.00	0.0%
44000 · Interest Income	277.52	850.00	-572.48	32.6%
45000 · Program Income				
45100 · Program Fees	0.00	2,500.00	-2,500.00	0.0%
45200 · Program Supply Sales	0.00	0.00	0.00	0.0%
45300 · Events	0.00	3,600.00	-3,600.00	0.0%
45400 · Training	0.00	800.00	-800.00	0.0%
45500 · Other	0.00	0.00	0.00	0.0%
45000 · Program Income - Other	0.00	6,900.00	-6,900.00	0.0%
Total 45000 · Program Income	0.00	13,800.00	-13,800.00	0.0%
46000 · Miscellaneous Income	10.00	1,000.00	-990.00	1.0%
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%
49000 · Special Event Income - Other	0.00	5,000.00	-5,000.00	0.0%
Total 49000 · Special Event Income	0.00	10,000.00	-10,000.00	0.0%
49970 · Unobligated Funds Carryover	0.00	66,000.00	-66,000.00	0.0%
49980 · Chapter Transfers	0.00	10.00	-10.00	0.0%
Total Income	274,209.89	443,660.00	-169,450.11	61.8%
Gross Profit	274,209.89	443,660.00	-169,450.11	61.8%
Expense				
61000 · Building and Grounds				
61200 · Equipment and Tools	0.00	500.00	-500.00	0.0%
61400 · Services	1,266.85	8,040.00	-6,773.15	15.8%
61500 · Supplies				
61505 · B&G Supplies	100.10	8,000.00	-7,899.90	1.3%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
61500 · Supplies - Other	0.00	15,500.00	-15,500.00	0.0%
Total 61500 · Supplies	100.10	31,000.00	-30,899.90	0.3%
61000 · Building and Grounds - Other	0.00	24,040.00	-24,040.00	0.0%
Total 61000 · Building and Grounds	1,366.95	63,580.00	-62,213.05	2.1%
61800 · Conservation Exp	0.00	7,000.00	-7,000.00	0.0%
62100 · Contract Services				

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
62110 · Accounting Services	100.00	3,600.00	-3,500.00	2.8%
62115 · Admin Support	2,421.67	35,000.00	-32,578.33	6.9%
62135 · IT	133.99	10,000.00	-9,866.01	1.3%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	0.00	4,000.00	-4,000.00	0.0%
62150 · Outside Contract Services				
62155 · Trash Service	1,008.07	12,000.00	-10,991.93	8.4%
62160 · Mowing Services	0.00	13,650.00	-13,650.00	0.0%
62165 · Other	0.00	16,000.00	-16,000.00	0.0%
62150 · Outside Contract Services - Other	0.00	41,650.00	-41,650.00	0.0%
Total 62150 · Outside Contract Services	1,008.07	83,300.00	-82,291.93	1.2%
62100 · Contract Services - Other	0.00	12,565,000.00	-12,565,000.00	0.0%
Total 62100 · Contract Services	3,663.73	12,735,900.00	-12,732,236.27	0.0%
62800 · Facilities and Equipment				
62870 · Property Insurance	14,349.50	597,000.00	-582,650.50	2.4%
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	1,335.90	19,800.00	-18,464.10	6.7%
63200 · Natural Gas	336.74	3,510.00	-3,173.26	9.6%
63300 · Water & Sewer	169.58	700.00	-530.42	24.2%
63000 · Utilities - Other	0.00	24,010.00	-24,010.00	0.0%
Total 63000 · Utilities	1,842.22	48,020.00	-46,177.78	3.8%
62800 · Facilities and Equipment - Other	0.00	85,010.00	-85,010.00	0.0%
Total 62800 · Facilities and Equipment	16,191.72	731,030.00	-714,838.28	2.2%
64000 · Program Expenses				
64100 · Building & Range Maintenance	0.00	0.00	0.00	0.0%
64200 · Equipment Maintenance	0.00	0.00	0.00	0.0%
64300 · Events	0.00	0.00	0.00	0.0%
64400 · Program Supplies	314.40	15,000.00	-14,685.60	2.1%
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	0.00	0.00	0.00	0.0%
64800 · Other	0.00	0.00	0.00	0.0%
64000 · Program Expenses - Other	0.00	15,000.00	-15,000.00	0.0%
Total 64000 · Program Expenses	314.40	30,000.00	-29,685.60	1.0%
65000 · Operations				
65005 · Bank Fees	0.00	0.00	0.00	0.0%
65006 · Registration Fees	345.00	1,000.00	-655.00	34.5%
65008 · Financial Processing Fees				
65009 · PayPal	3,383.30	6,000.00	-2,616.70	56.4%
65010 · Square	350.00	1,500.00	-1,150.00	23.3%
65011 · Other	0.00	400.00	-400.00	0.0%
65008 · Financial Processing Fees - Other	0.00	7,900.00	-7,900.00	0.0%
Total 65008 · Financial Processing Fees	3,733.30	15,800.00	-12,066.70	23.6%
65015 · Books, Subscriptions, Reference	0.00	0.00	0.00	0.0%
65030 · Equipment	0.00	1,000.00	-1,000.00	0.0%
65040 · Postage, Mailing Service	341.32	4,000.00	-3,658.68	8.5%
65060 · Printing and Copying	3,119.00	18,000.00	-14,881.00	17.3%
65065 · Newsletter	0.00	0.00	0.00	0.0%
65080 · Supplies	125.82	6,000.00	-5,874.18	2.1%
65090 · Telephone, Telecommunications	390.37	4,500.00	-4,109.63	8.7%
65000 · Operations - Other	0.00	42,400.00	-42,400.00	0.0%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total 65000 · Operations	8,054.81	92,700.00	-84,645.19	8.7%
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%
65100 · Other Types of Expenses - Other	0.00	2,500.00	-2,500.00	0.0%
Total 65100 · Other Types of Expenses	264.00	5,300.00	-5,036.00	5.0%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	0.00	4,500.00	-4,500.00	0.0%
66012 · Childrens Christmas Party	0.00	7,500.00	-7,500.00	0.0%
66013 · Handicapped Picnic	0.00	2,200.00	-2,200.00	0.0%
66010 · Special Events - Other	0.00	14,200.00	-14,200.00	0.0%
Total 66010 · Special Events	0.00	28,400.00	-28,400.00	0.0%
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
66000 · Special Event Expenses - Other	0.00	14,200.00	-14,200.00	0.0%
Total 66000 · Special Event Expenses	0.00	42,600.00	-42,600.00	0.0%
66500 · Grants & Donations				
66520 · Donations	0.00	3,000.00	-3,000.00	0.0%
66530 · Scholarships	0.00	20,000.00	-20,000.00	0.0%
66500 · Grants & Donations - Other	0.00	23,000.00	-23,000.00	0.0%
Total 66500 · Grants & Donations	0.00	46,000.00	-46,000.00	0.0%
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%
68300 · Travel and Meetings - Other	0.00	1,500.00	-1,500.00	0.0%
Total 68300 · Travel and Meetings	0.00	3,000.00	-3,000.00	0.0%
69000 · Capital Expenditures				
69100 · Lands	0.00	5,000.00	-5,000.00	0.0%
69200 · Buildings	0.00	95,450.00	-95,450.00	0.0%
69300 · Equipment	0.00	0.00	0.00	0.0%
69000 · Capital Expenditures - Other	0.00	100,450.00	-100,450.00	0.0%
Total 69000 · Capital Expenditures	0.00	200,900.00	-200,900.00	0.0%
Total Expense	29,855.61	13,958,010.00	-13,928,154.39	0.2%
Net Ordinary Income	244,354.28	-13,514,350.00	13,758,704.28	-1.8%
Net Income	244,354.28	-13,514,350.00	13,758,704.28	-1.8%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 01-31-2023

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash and Bank Accounts	
Chapter Checking	117,272
Chapter Money Market	554,592
Membership	3,308
Petty Cash	1,321
Program Accounts	250,714
TOTAL Cash and Bank Accounts	927,207
TOTAL ASSETS	927,207
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	927,207
TOTAL LIABILITIES & EQUITY	927,207

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

Air Range

Beginning balance \$36,428.76
Total additions 4,142.88
Total subtractions 6,168.06
Ending balance \$34,403.00

Jr Chapter

Beginning balance \$10,973.54
Total additions 0.00
Total subtractions 20.00
Ending balance \$10,953.54

Bull Run Muzzleloaders

Beginning balance \$3,155.42
Total additions 140.00
Total subtractions 189.29
Ending balance 3,106.13

NO VA Sharp Shooters

Beginning balance \$3,756.65
Total additions 660.00
Total subtractions 264.00
Ending balance \$4,152.65

Cub Run Archers

Beginning balance \$12,696.57
Total additions 3,251.82
Total subtractions 690.75
Ending balance \$15,257.64

Rifle-Pistol Range

Beginning balance \$46,361.28
Total additions 201.00
Total subtractions 31.63
Ending balance \$46,530.65

Education & Trainig

Beginning balance \$31,291.70
Total additions 3,283.00
Total subtractions 464.72
Ending balance \$34,109.98

Skeet & Trap

Beginning balance \$85,437.71
Checks - 1,891.57
Other withdrawals, 1,444.55
Deposits, credits 29,244.47
Ending balance 111,346.06

Education & Training Trust

Beginning balance \$17,927.77
Total additions 0.76
Total subtractions 0.00
Ending balance 4 \$17,928.53

Target Archery

Beginning balance \$10,758.28
Total additions 0.00
Total subtractions 323.71
Ending balance \$10,434.57