

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
Board of Directors - Meeting Minutes
Tuesday, September 05, 2023

1. CALL TO ORDER

The meeting was called to order at 7:30 PM by President Pamela Meara.

- a) A quorum of regular members was 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 – Benn Crandall
 - v) Designated Director – Keith Kuck
 - vi) Designated Director – Bob Brino
 - vii) Designated Director – Bruce Crandlemire
 - viii) Designated Director – Jonathan Bukva
 - ix) Designated Director – Jeff Del Vecchio
 - x) Designated Director – Dick Riemer
 - xi) Designated Director – Joe Turner
 - xii) Director-at-Large – Oscar Starz
 - xiii) Director-at-Large – Fred Ansick
 - xiv) Director-at-Large – John Hsu
 - xv) Director-at-Large – Don Early
 - xvi) Director-at-Large – Bob Hamilton
- d) Officers and Directors Absent
 - i) Vice President – Chris Rose
 - ii) Designated Director – John Seaberg
 - iii) Director-At-Large – Evan Phelps

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):

- Dick Riemer (Cub Run Archers) – Large Pavilion on September 17, 2023, from 12:00 PM – 7:00 PM
- Brian Smylie (Trail Life Troop VA-1115) – 10 attendees; Campsites 1-9; October 13-15, 2023
- Randy Fajotina (BSA 1137) – Field House on September 6,13, 20, 27 & October 4,11, 18, 25; 6:00 PM - 7:00 PM
- Mark Gauntner (ABA Meeting) – Field Archery Indoor Range & FA field house on September 13, 2023; from 6:00 PM – 10:00 PM
- Heidi Settle (Troop1137) – Campsites 2-9 and Small Pavilion on November 10-12, 2023; 30-35 attendees; Arrive: 5:00 PM/Depart 10:00 AM
- Ken Dennis – TACOPS EAST Conference (Arlington & Fairfax County Police Departments) – 10 Rifle-Pistol Range on September 8, 2023; 9:00 AM-4:00 PM
- Patrick Settle-Barron (Troop 1137) – Presentation of proposed Scout Eagle project at Chapter. Mr. Settle-Barron proposed repairing the bridge using Trex & pressured wood for the platform; he said some items might be discounted or even donated by Lowes. He would also provide plants outside field house with advice from Master Gardeners. Questions raised to Mr. Settle-Barron by Board Members (and reply): Mr. Brino asked how many Scout would assist and who will operate power tools? (unknown but he will use SUG and ask for school for additional volunteers; adults will operate the power tools); Mr. Brino also cited the need for Mr. Settle to provide a plan that includes adults participating, a project timeline, the cost, and other relevant information (Mr. Settle will return with additional information). Mr. Ansick asked if the project would be completed in one day (“Probably two”); Mr. Early cited the need to provide an estimate of the project’s man-hours to the chapter and for Mr. Settle-Barron’s project report; Mr. Turner asked if there were any time constraints for Mr. Settle-Barron (“No”).

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3. PRESIDENT'S TIME

- Ms. Meara recommended the appointment of chapter member John Hsu to fill the Director-At-Large position created when Mr. Skipper was elected Secretary.
- Mr. Brino told the Board that Mr. Hsu is a well-liked member who always volunteers at Skeet & Trap.
- Mr. Cradlemyre said that Mr. Hsu was also very helpful as a volunteer at Rifle-Pistol.
- Mr. Hsu introduced himself to the Board stating he is a RSO at S&T, helps to repair targets at R-P, and volunteers at gun shows, trap tournaments, and Crush'n Clays.
- Mr. Hsu was unanimously approved by the Board and was then given the Oath of Office by Ms. Meara.
- Mr. Hsu's current term will expire in 2024.

4. MINUTES/CORRESPONDENCE

- Minutes from the August 1, 2023 Board of Directors Meeting were available for all to review and then the Minutes were approved as written.

5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report, January through December 2023, to the Membership.
 - Income: \$352,209.35
 - Expenditures: \$187,575.58
 - Balance Remaining: \$164,633.77
- Mr. Crisman reported that total Chapter cash and bank accounts were \$861,034.00
- Mr. Crisman said that he sent out a preliminary budget to board members and reminded everyone that the budget must be approved at the November board meeting.
- Mr. Crisman reported that a change will be made in reporting chapter dues. Whereas the dues that were collected beginning in September 2022 were added to the 2023 budget, transfers are not actual income. Transfers will no longer be made from the previous year and income will now be reported in the year in which it is received.
- Mr. Crisman estimated chapter dues in 2024 would be \$350,000 in 2024 and he used expenses from 2023 for his 2024 estimate. Therefore, the final budget will be different.
- Mr. Crisman said that the separate Field Archery accounts will not be part of the 2024 budget, to align that account with the other range accounts that will no longer have any sub accounts.
- Mr. Kuck spoke to the front gate requiring significant work and asked if it should be a separate line item in the 2024 budget.
- Mr. Crisman replied that the gate improvements would be recorded under the 'Capital Improvements' budget line.
- Mr. Crisman reported that the chapter bank accounts were receiving about \$400/month in interest and that he expected to receive several thousand dollars in interest when a \$220,000 CD (5% APR) with Edward Jones matures in February, 2024.
- Mr. Crandall noted that the IT budget had been reduced by \$4,000.
- Mr. Crisman replied that amount was based on IT expenses to date but could be adjusted.

6. MEMBERSHIP UPDATE

- Mr. Crandall reported that new membership dues were now applied to 2024, that the October New Member Orientation was full and that the November NMO was already half-filled.
- Mr. Crandall told the designated directors that he needs a list of all RSOs by September 22, 2023, to ensure they receive credit when renewing.
- Mr. Crandall said that membership renewals for 2024 will start on October 1, 2023.
- Mr. Brino asked if the RSO list for credit hours should include others who volunteered at the ranges.
- Mr. Crandall replied that all volunteers receiving hours for credit should be included with the RSOs.

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7. SPECIAL COMMITTEES

- **Air Range**
 - Nothing Reported
- **Bylaws**
 - Ms. Meara noted that Mr. Rose was absent and said that she will call a Special Meeting for the board to review changes to bylaws and policies.
- **Building & Grounds**
 - Mr. Early reported that the roof of the white container had been repaired.
 - Mr. Early also reported that the chapter had received about \$31,00 in donated materials for chapter security and lock modernization.
 - Mr. Early thanked Mr. Gauntner for assistance provided.
- **Communications**
 - Ms. Meara reminded the board that the deadline for newsletter submissions is September 26, 2023.
 - Ms. Meara also reminded everyone that the newsletter would be delivered electronically beginning in 2024 and that a form on the chapter's website must be submitted by members who wished to continue receiving paper copies of the newsletter.
 - Ms. Meara said that she needed a Director-At-Large to take over the annual picnic for adults with challenges.
- **Education and Training**
 - Nothing reported.
- **Conservation**
 - Mr. Bukva reported that he will have a date for the next highway cleanup for inclusion in the newsletter.
- **EMS**
 - Nothing Reported
- **Field Archery**
 - Mr. Riemer reported that Fairfax County had placed a freezer at FA for members to deposit deer heads.
 - Mr. Riemer said that there is a 3-D Range field archery tournament scheduled for September 23, 2023.
 - Mr. Riemer invited directors and members to attend a crab feast hosted by the Cub Run Archers on September 17, 2023 at 3:00 in the large pavilion.
- **Target Archery**
 - Mr. Del Vecchio reported that the fall JOAD program will begin on September 17, 2023.
 - Mr. Del Vecchio said that the wait list, that previously had 44 people on it, had been reduced to only 17 people.
 - Mr. Del Vecchio said that a team had started practicing with the goal of qualifying for a tournament in late January.

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- **Rifle-Pistol**
 - Mr. Crandlemire reported hats and badges had been distributed to the range RSOs.
- **Skeet & Trap**
 - Mr. Brino reported that he had given out almost all the FOBs to S&T RSOs.
 - Mr. Brino reported that a smaller trap shoot the previous Sunday had been profitable.
 - Mr. Brino said that the final trap shoot for 2023 would be held on October 1, 2023.
 - Mr. Brino said 'thank you' letter had been received from the Tunnels to Tower Foundation.
 - Mr. Brino reminded everyone that the chapter's annual membership picnic will be held on Saturday, September 9, 2023.
 - Mr. Brino announced that beginning next year, there would no longer be a \$5 charge for any attendees at the annual picnic.
- **Youth/Junior Membership**
 - Mr. Turner said that 2024 renewals for the Youth Chapter would begin on September 16, 2023.

8. STANDING COMMITTEE REPORTS

- **Public Relations**
 - Nothing Reported
- **Shenandoah Property**
 - Ms. Meara reported that the adjoining property owner has not signed the required papers to correct the name and the Chapter will probably need to take legal action to accomplish the name change.

9. OLD BUSINESS

- None Reported

10. NEW BUSINESS

- Mr. Del Vecchio asked if there was a plan in place in case anyone was injured at the chapter.
- Mr. Crandlemire said that all shooting ranges must cease operations before emergency medical personnel can enter the chapter.
- Mr. Brino said that the landline at Skeet & Trap is not working.
- Ms. Meara stated that a policy is needed so all RSOs know what to do in case of a medical or other emergency.
- Mr. Kuck noted that RSOs are trained to stay with the victim.
- Mr. Ansick volunteered to draft an emergency procedure/policy.

11. OTHER MATTER THAT MAY BE BROUGHT BEFORE THE BOARD

- Ms. Meara announced that the Board would go into an Executive Session following the BoD meeting.

ANNOUNCEMENTS

- None Reported

The meeting was adjourned at 8:47 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	347,254.12	345,000.00	2,254.12	100.7%
Total 41000 · Dues	347,254.12	345,000.00	2,254.12	100.7%
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	2,710.17	1,000.00	1,710.17	271.0%
Total 42000 · Donations	2,710.17	1,000.00	1,710.17	271.0%
43900 · Grant Income	-4,219.00	5,000.00	-9,219.00	-84.4%
44000 · Interest Income	2,515.75	850.00	1,665.75	296.0%
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	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%
Total 45000 · Program Income	1,515.00	6,900.00	-5,385.00	22.0%
46000 · Miscellaneous Income	2,433.31	1,000.00	1,433.31	243.3%
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	352,209.35	440,750.00	-88,540.65	79.9%
Gross Profit	352,209.35	440,750.00	-88,540.65	79.9%
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	1,314.01	8,000.00	-6,685.99	16.4%
61510 · EMS Supplies	0.00	7,500.00	-7,500.00	0.0%
61515 · Security Expenses	5,923.41	13,000.00	-7,076.59	45.6%
Total 61500 · Supplies	7,237.42	28,500.00	-21,262.58	25.4%

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Total 61000 · Building and Grounds	8,504.27	37,040.00	-28,535.73	23.0%
61800 · Conservation Exp	0.00	7,000.00	-7,000.00	0.0%
62100 · Contract Services				
62110 · Accounting Services	800.00	3,600.00	-2,800.00	22.2%
62115 · Admin Support	18,746.00	35,000.00	-16,254.00	53.6%
62135 · IT	745.87	10,000.00	-9,254.13	7.5%
62138 · Groundskeeper	0.00	35,000.00	-35,000.00	0.0%
62140 · Legal Fees	3,646.05	4,000.00	-353.95	91.2%
62150 · Outside Contract Services				
62155 · Trash Service	8,865.36	12,000.00	-3,134.64	73.9%
62160 · Mowing Services	8,840.00	13,650.00	-4,810.00	64.8%
62165 · Other	1,365.00	3,000.00	-1,635.00	45.5%
Total 62150 · Outside Contract Services	19,070.36	28,650.00	-9,579.64	66.6%
Total 62100 · Contract Services	43,008.28	116,250.00	-73,241.72	37.0%
62800 · Facilities and Equipment				
62870 · Property Insurance	49,255.02	56,100.00	-6,844.98	87.8%
62880 · Real Estate, Personal Prop Tax	452.40	1,000.00	-547.60	45.2%
62900 · Small Tools Under \$1500	0.00	0.00	0.00	0.0%
63000 · Utilities				
63100 · Electricity	11,754.96	19,800.00	-8,045.04	59.4%
63200 · Natural Gas	1,889.19	3,510.00	-1,620.81	53.8%
63300 · Water & Sewer	508.74	700.00	-191.26	72.7%
Total 63000 · Utilities	14,152.89	24,010.00	-9,857.11	58.9%
Total 62800 · Facilities and Equipment	63,860.31	81,110.00	-17,249.69	78.7%
64000 · Program Expenses				
64100 · Building & Range Maintenance	851.67	0.00	851.67	100.0%
64200 · Equipment Maintenance	0.00	0.00	0.00	0.0%
64300 · Events	0.00	0.00	0.00	0.0%
64400 · Program Supplies	6,625.01	15,000.00	-8,374.99	44.2%
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%
Total 64000 · Program Expenses	7,476.68	15,000.00	-7,523.32	49.8%
65000 · Operations				
65005 · Bank Fees	0.00	0.00	0.00	0.0%
65006 · Registration Fees	1,140.00	1,000.00	140.00	114.0%
65008 · Financial Processing Fees				
65009 · PayPal	4,309.80	6,000.00	-1,690.20	71.8%
65010 · Square	307.50	1,500.00	-1,192.50	20.5%
65011 · Other	124.18	400.00	-275.82	31.0%
Total 65008 · Financial Processing Fees	4,741.48	7,900.00	-3,158.52	60.0%
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	1,107.30	4,000.00	-2,892.70	27.7%
65060 · Printing and Copying	13,019.50	18,000.00	-4,980.50	72.3%

1:06 PM

09/01/23

Cash Basis

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

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
65065 · Newsletter	0.00	0.00	0.00	0.0%
65080 · Supplies	1,928.65	6,000.00	-4,071.35	32.1%
65090 · Telephone, Telecommunications	3,125.23	4,500.00	-1,374.77	69.4%
Total 65000 · Operations	25,062.16	42,400.00	-17,337.84	59.1%
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%
65300 · Non-Program Expense				
65310 · Concession Purchases	14.39			
Total 65300 · Non-Program Expense	14.39			
Total 65100 · Other Types of Expenses	2,798.37	2,800.00	-1.63	99.9%
66000 · Special Event Expenses				
66010 · Special Events				
66011 · Annual Picnic	772.50	4,500.00	-3,727.50	17.2%
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	3,159.31	11,700.00	-8,540.69	27.0%
66020 · Raffle Expenses	0.00	0.00	0.00	0.0%
Total 66000 · Special Event Expenses	3,159.31	11,700.00	-8,540.69	27.0%
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	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	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	187,575.58	440,750.00	-253,174.42	42.6%
Net Ordinary Income	164,633.77	0.00	164,633.77	100.0%
Net Income	164,633.77	0.00	164,633.77	100.0%

Arl/Fx Chapter, IWLA - Balance Sheet - As of 04-30-2023

(Includes unrealized gains)

Account	Balance
ASSETS	
Cash and Bank Accounts	
Chapter Checking	79,359
Chapter Money Market	295,338
Membership	4,528
Certificates of Deposit	220,099
Petty Cash	1,321
Program Accounts	295,423
TOTAL Cash and Bank Accounts	896,068
TOTAL ASSETS	896,068
LIABILITIES & EQUITY	
LIABILITIES	0
EQUITY	896,068
TOTAL LIABILITIES & EQUITY	896,068

Program Account Activity
08-01-2023 to 08-31-2023

Air Range

Beginning balance	\$29,571.79
Total additions	687.50
Total subtractions	4,652.22
Ending balance	\$25,607.07

Jr Chapter

Beginning balance	\$9,613.54
Total additions	1749.50
Total subtractions	10.00
Ending balance	\$11,353.04

Education & Training

Beginning balance	\$37,595.07
Total additions	1,429.00
Total subtractions	509.53
Ending balance	\$38,514.54

Rifle-Pistol Range

Beginning balance	\$52,360.69
Total additions	637.00
Total subtractions	1,240.14
Ending balance	\$51,757.55

Education & Training Trust

Beginning balance	\$17,892.97
Total additions	0.76
Total subtractions	0.00
Ending balance 4	\$17,893.73

Skeet & Trap

Beginning balance	\$123,757.23
Checks -	49,440.04
Other withdrawals,	242.34
Deposits, credits	21,917.00
Ending balance	\$95,991.85

Field Archery

Beginning balance	\$17,075.98
Total additions	1,882.26
Total subtractions	1,184.80
Ending balance	\$17,773.44

Target Archery

Beginning balance	\$11,662.40
Total additions	0.00
Total subtractions	581.49
Ending balance	\$11,080.91