

Arlington-Fairfax Chapter, Inc., Izaak Walton League of America
General Membership Meeting – Tuesday, November 21, 2023
Meeting Minutes

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) Vice President – Chris Rose
 - i) Secretary – Todd Skipper
 - iii) Treasurer – Bob Crisman
 - iv) Membership Director – Benn Crandall
 - v) Designated Director – Dick Riemer
 - vi) Designated Director – Joe Turner
 - vii) Designated Director – Keith Kuck
 - viii) Director-at-Large – Fred Ansick
 - ix) Director-at-Large – Bob Hamilton
 - x) Director-at-Large – Bruce Crandlemire
 - xi) Director-at-Large – Oscar Starz
 - xii) Director-at-Large – Don Early
- d) Directors Not Present
 - ii) Designated Director – Jonathan Bukva
 - iii) Designated Director – John Seaberg
 - iv) Designated Director – Bob Brino
 - v) Designated Director – John Hsu
 - vi) Designated Director – Jeff Del Vecchio
 - vii) Director-at-Large – Evan Phelps

2. MEMBER TIME

- Nothing was brought before the Membership.

3. PRESIDENT'S TIME

- Ms. Meara announced that JOAD raffle tickets were available at tonight's meeting.

4. MINUTES/CORRESPONDENCE

- Minutes from the October 2023 General membership Meeting were available for aall to review. Seeing no corrections or changes, the October meeting minutes were approved as written. .

5. TREASURER'S REPORT

- Mr. Crisman presented the Budget Report through October, 2023, to the Membership.
 - Income: \$394,482.70
 - Expenditures: \$220,130.83
 - Budget Remaining: \$174,351.87
- Mr. Crisman reported the Chapter had \$861,187 in total cash and bank accounts.
- Mr. Crisman presented the chapter's proposed operating budget for CY 2024 (\$364,200) to the membership; there was no discussion from the membership.

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- Mr. Crisman made a motion to approve the proposed calendar year 2024 operating budget as presented.
- Mr. Starz properly seconded the motion and the 2024 budget was unanimously approved by the members present.

6. MEMBERSHIP UPDATE

- Mr. Crandall reported 2,260 memberships were filled in 2023 (YTD).
- Mr. Crandall presented the new candidates for membership, 18 of whom were present and 10 who were not present.
- Mr. Crandall moved that all candidates for membership be voted into the Chapter (those candidates in attendance and those who were not). The motion was properly seconded and unanimously adopted.

7. SPECIAL COMMITTEES

- **Air Range**
 - Mr. Kuck explained that the air rifle range supports numerous Fairfax high school shooting teams.
 - Mr. Kuck said there is open practice on Monday and Friday evenings and lanes may be reserved using SignUpGenius, beginning at 5:30 pm the day before the open practices; he reminded everyone that the 26 available shooting lanes are quickly reserved.
 - Mr. Kuck announced that the air range would not be open on Black Friday.
- **Conservation**
 - Mr. Kuck (for Mr. Bukva) reported that 12 adults and four children assisted at the recent Cub Run Park clean-up; the next clean-up will be held in the spring.
- **Education and Training**
 - Ms. Meara (for Mr. Seaberg) reported that the chapter's 2024 E&T schedule is posted on the website and members should contact John Seaberg for additional information.
- **Field Archery**
 - Mr. Riemer announced that the recent USA Archery tournament attracted 88 shooters and the next tournament is a two-day indoor shoot scheduled for February, 2024.
 - Mr. Reimer said the chapter's annual gun show is scheduled for March 30, 2024, and tables will be available beginning early next year.
 - Mr. Riemer said that the monthly Archery 101 class was very popular and classes will be held on Saturday and Sunday to meet demand. The next Archery 201 class will begin in January. would begin on Sunday and that there were still four openings; interested members should send him an email.

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- **Rifle-Pistol**
 - Mr. Crandlemire said that the popular short range day will be held on the fourth Sunday of every month, starting this Sunday. The short range day will continue to be held in on the fifth Sunday of those months with five Sundays.
- **Target Archery**
 - Mr. Del Vecchio said that the Junior Olympic Archery Development (JOAD) classes are open to children from ages 8-18 and that all coaches are volunteers.
 - Mr. Del Vecchio said that JOAD members hoped to attend the national tournament in February.
- **Youth Chapter**
 - Mr. Turner said the chapter has about 200 members and he encouraged all members to become involved as with chapter activities as are members of the Youth Chapter.
- **Bylaws**
 - Mr. Rose said the board of directors will meet next week to review potential bylaw changes; any approved changes will be published in the next newsletter for members to review.
- **Building & Grounds**
 - Mr. Rose reported that the field house toilets were repaired, new directional signage for buildings had been installed in the road at the skeet & trap range driveway, and that the 2024 maintenance contract was completed.
- **Disadvantaged Children Christmas Party**
 - Ms. Meara (for Mr. Armstrong) announced that the chapter would no longer host the party for children but will instead make a donation to a related charitable effort. This change reflects the preferred method of local charities to meet the needs of the children.
- **Communications**
 - Ms. Meara reminded members that beginning with the February/March/April 2024 newsletter edition, all future newsletters would be delivered electronically to members unless they opt-in to continue receiving a paper copy by following the directions on the chapter website.
 - Ms. Meara said E-Blast is sent electronically on the first day of every month. If members don't receive it, contact office to correct email address on file.
- **Elections**
 - Ms. Meara (for Mr. Landry) said that elections will be held in July; information will be posted online and in the newsletter.
- **Security/Gate**
 - Mr. Early reported that the chapter will be transitioning to key fobs for members to open the front gate sometime in 2024.

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- Mr. Early said that the current front gate entry code will be changed around the middle of January.
 - **Shenandoah Property**
 - Mr. Ansick told the members that the chapter owns about 50 acres of very rustic property that can be used for hunting, camping, and hiking; it is currently booked for November. Check the chapter webpage for instruction on how to reserve property.
8. ***OLD BUSINESS***
- Nothing was reported
9. ***NEW BUSINESS***
- Nothing was reported
10. ***ANNOUNCEMENTS***
- Ms. Meara reminded members that the speed limit everywhere on the property is 10 mph. Members should regularly check the website for any important updates before coming to the chapter.

The meeting was adjourned at 8:06 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 | 353,718.60 | 345,000.00 | 8,718.60 | 102.5% |
| 41024 · 2024 Chapter | 28,930.57 | | | |
| 41200 · Other | 18.00 | | | |
| Total 41000 · Dues | 382,667.17 | 345,000.00 | 37,667.17 | 110.9% |
| 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 | 3,465.17 | 1,000.00 | 2,465.17 | 346.5% |
| Total 42000 · Donations | 3,465.17 | 1,000.00 | 2,465.17 | 346.5% |
| 43900 · Grant Income | -4,219.00 | 5,000.00 | -9,219.00 | -84.4% |
| 44000 · Interest Income | 3,765.05 | 850.00 | 2,915.05 | 442.9% |
| 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 | 2,666.00 | 3,600.00 | -934.00 | 74.1% |
| 45400 · Training | 2,170.00 | 800.00 | 1,370.00 | 271.3% |
| 45500 · Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 45000 · Program Income | 6,351.00 | 6,900.00 | -549.00 | 92.0% |
| 46000 · Miscellaneous Income | 2,453.31 | 1,000.00 | 1,453.31 | 245.3% |
| 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 | 394,482.70 | 440,750.00 | -46,267.30 | 89.5% |
| Gross Profit | 394,482.70 | 440,750.00 | -46,267.30 | 89.5% |
| Expense | | | | |
| 61000 · Building and Grounds | | | | |
| 61200 · Equipment and Tools | 0.00 | 500.00 | -500.00 | 0.0% |
| 61400 · Services | 1,416.85 | 8,040.00 | -6,623.15 | 17.6% |
| 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% |

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

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|--|--------------|------------|----------------|-------------|
| Total 61500 · Supplies | 7,237.42 | 28,500.00 | -21,262.58 | 25.4% |
| Total 61000 · Building and Grounds | 8,654.27 | 37,040.00 | -28,385.73 | 23.4% |
| 61800 · Conservation Exp | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| 62100 · Contract Services | | | | |
| 62110 · Accounting Services | 900.00 | 3,600.00 | -2,700.00 | 25.0% |
| 62115 · Admin Support | 22,232.10 | 35,000.00 | -12,767.90 | 63.5% |
| 62135 · IT | 775.87 | 10,000.00 | -9,224.13 | 7.8% |
| 62138 · Groundskeeper | 0.00 | 35,000.00 | -35,000.00 | 0.0% |
| 62140 · Legal Fees | 3,904.05 | 4,000.00 | -95.95 | 97.6% |
| 62150 · Outside Contract Services | | | | |
| 62155 · Trash Service | 11,158.16 | 12,000.00 | -841.84 | 93.0% |
| 62160 · Mowing Services | 13,260.00 | 13,650.00 | -390.00 | 97.1% |
| 62165 · Other | 1,365.00 | 3,000.00 | -1,635.00 | 45.5% |
| Total 62150 · Outside Contract Services | 25,783.16 | 28,650.00 | -2,866.84 | 90.0% |
| Total 62100 · Contract Services | 53,595.18 | 116,250.00 | -62,654.82 | 46.1% |
| 62800 · Facilities and Equipment | | | | |
| 62870 · Property Insurance | 59,109.00 | 56,100.00 | 3,009.00 | 105.4% |
| 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 | 14,874.74 | 19,800.00 | -4,925.26 | 75.1% |
| 63200 · Natural Gas | 1,936.74 | 3,510.00 | -1,573.26 | 55.2% |
| 63300 · Water & Sewer | 508.74 | 700.00 | -191.26 | 72.7% |
| Total 63000 · Utilities | 17,320.22 | 24,010.00 | -6,689.78 | 72.1% |
| Total 62800 · Facilities and Equipment | 76,881.62 | 81,110.00 | -4,228.38 | 94.8% |
| 64000 · Program Expenses | | | | |
| 64100 · Building & Range Maintenance | 3,175.69 | 0.00 | 3,175.69 | 100.0% |
| 64200 · Equipment Maintenance | 0.00 | 0.00 | 0.00 | 0.0% |
| 64300 · Events | 138.83 | 0.00 | 138.83 | 100.0% |
| 64400 · Program Supplies | 7,170.76 | 15,000.00 | -7,829.24 | 47.8% |
| 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 | 189.20 | 0.00 | 189.20 | 100.0% |
| 64800 · Other | 261.15 | 0.00 | 261.15 | 100.0% |
| Total 64000 · Program Expenses | 10,935.63 | 15,000.00 | -4,064.37 | 72.9% |
| 65000 · Operations | | | | |
| 65005 · Bank Fees | -10.00 | 0.00 | -10.00 | 100.0% |
| 65006 · Registration Fees | 1,280.00 | 1,000.00 | 280.00 | 128.0% |
| 65008 · Financial Processing Fees | | | | |
| 65009 · PayPal | 4,495.91 | 6,000.00 | -1,504.09 | 74.9% |
| 65010 · Square | 417.53 | 1,500.00 | -1,082.47 | 27.8% |
| 65011 · Other | 321.14 | 400.00 | -78.86 | 80.3% |
| 65008 · Financial Processing Fees - Other | 10.39 | | | |
| Total 65008 · Financial Processing Fees | 5,244.97 | 7,900.00 | -2,655.03 | 66.4% |
| 65015 · Books, Subscriptions, Reference | 0.00 | 0.00 | 0.00 | 0.0% |
| 65030 · Equipment | 0.00 | 1,000.00 | -1,000.00 | 0.0% |

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

| | Jan - Dec 23 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|--------------------|---------------|
| 65040 · Postage, Mailing Service | 2,536.12 | 4,000.00 | -1,463.88 | 63.4% |
| 65060 · Printing and Copying | 13,059.50 | 18,000.00 | -4,940.50 | 72.6% |
| 65065 · Newsletter | 0.00 | 0.00 | 0.00 | 0.0% |
| 65080 · Supplies | 2,890.93 | 6,000.00 | -3,109.07 | 48.2% |
| 65090 · Telephone, Telecommunications | 3,947.56 | 4,500.00 | -552.44 | 87.7% |
| Total 65000 · Operations | 28,949.08 | 42,400.00 | -13,450.92 | 68.3% |
| 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 | 2,178.08 | 4,500.00 | -2,321.92 | 48.4% |
| 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 | 4,564.89 | 11,700.00 | -7,135.11 | 39.0% |
| 66020 · Raffle Expenses | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 66000 · Special Event Expenses | 4,564.89 | 11,700.00 | -7,135.11 | 39.0% |
| 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 | 45.59 | 500.00 | -454.41 | 9.1% |
| Total 68300 · Travel and Meetings | 45.59 | 1,500.00 | -1,454.41 | 3.0% |
| 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 | 220,130.83 | 440,750.00 | -220,619.17 | 49.9% |
| Net Ordinary Income | 174,351.87 | 0.00 | 174,351.87 | 100.0% |
| Net Income | 174,351.87 | 0.00 | 174,351.87 | 100.0% |

Program Account Activity
10-01-2023 to 10-31-2023

Air Range

| | |
|--------------------|-------------|
| Beginning balance | \$41,213.58 |
| Total additions | 5,894.75 |
| Total subtractions | 5,610.33 |
| Ending balance | \$41,498.00 |

Jr Chapter

| | |
|--------------------|-------------|
| Beginning balance | \$11,353.04 |
| Total additions | 0.00 |
| Total subtractions | 0.00 |
| Ending balance | \$11,353.04 |

Education & Training

| | |
|--------------------|-------------|
| Beginning balance | \$41,123.57 |
| Total additions | 4,631.00 |
| Total subtractions | 2,918.34 |
| Ending balance | \$42,836.23 |

Rifle-Pistol Range

| | |
|--------------------|-------------|
| Beginning balance | \$52,192.03 |
| Total additions | 824.00 |
| Total subtractions | 83.80 |
| Ending balance | \$52,932.23 |

Education & Training Trust

| | |
|--------------------|-------------|
| Beginning balance | \$17,894.46 |
| Total additions | 0.76 |
| Total subtractions | 0.00 |
| Ending balance 4 | \$17,895.22 |

Skeet & Trap

| | |
|--------------------|---------------|
| Beginning balance | \$115,919.30 |
| Checks - | 709.57 |
| Other withdrawals, | 279.28 |
| Deposits, credits | 17,918.50 |
| Ending balance | Y\$132,848.95 |

Field Archery

| | |
|--------------------|-------------|
| Beginning balance | \$18,547.55 |
| Total additions | 1,424.95 |
| Total subtractions | 1,333.07 |
| Ending balance | \$18,639.40 |

Target Archery

| | |
|--------------------|-------------|
| Beginning balance | \$13,158.77 |
| Total additions | 3200.00 |
| Total subtractions | 0.00 |
| Ending balance | \$16,358.77 |

Arl/Fx Chapter, IWLA - Balance Sheet - As of 10-31-2023

(Includes unrealized gains)

| Account | Balance |
|---|----------------|
| ASSETS | |
| Cash, Checking and Investment Accounts | |
| Chapter Checking | 30,000 |
| Membership | 1,674 |
| Petty Cash | 1,321 |
| Money Market Account | 0 |
| Insured Cash Sweep | 274,031 |
| Certificates of Deposit | 219,799 |
| Program Accounts | 334,362 |
| TOTAL Cash and Bank Accounts | 861,187 |
| TOTAL ASSETS | 861,187 |
| LIABILITIES & EQUITY | |
| LIABILITIES | 0 |
| EQUITY | 861,187 |
| TOTAL LIABILITIES & EQUITY | 861,187 |