

Minutes
CBA BOARD MEETING
October 4, 2003
OKTOBERFEST
CAZADERO, CALIFORNIA

The meeting was called to order at 12:05 PM by President George O’Gorman

- I. **ATTENDANCE:** Board members present: George O’Gorman, Jim Joyce, Pat Laughlin, Lowell Chaput, Erik Lander, Herb Upham, Merle Bashor, Keith Foster, Toby Hickman, & Bill Roberts. Education Committee Chairman, Mark Aspery, Magazine Committee Chair, Dan Doyle, Grants Bob Thomson, Editor and approximately 6 members were present.

- II. **COMMENTS FROM MEMBERS:** A discussion was conducted by Jim Joyce on the discretionary funds of the board. He reported the board is already \$480 over budget. Also, discussed was getting a credit card or ATM card. The board directed treasurer to get a pin number so accounts can be updated, even if a credit card/ATM is needed to accomplish it. With this pin number the treasurer can check on transactions and have more current balances as well as print out an update transaction list. It was so ordered.
It was also discussed to move insurance account interest and Oktoberfest overages to the board discretionary account. It was so ordered
A discussion followed to move funding from discretionary funds to the education account for the Peter Parkinson and Mark Constable workshops. Erik Landers brought up that CBA needs to be in charge of these events and that more structure is needed in their preparation. The educational fund should set aside from operating reserves an educational fund for these type events.
It was moved that the board move \$2000 from operational reserves and \$1000 from the board discretion account to establish an event account for educational services totaling \$3000. Money from these events along with any profit will be put back into the general fund. It was so ordered. The board asked that Mark Aspery prepare an events budget within 30 days with the maximum number of events being set for the next year.

- III. **MINUTES:** The minutes were approved as corrected.

- IV. **TREASURER’S REPORT:** Jim Joyce presented the finance report and income statements as well as CBA’s planned use of cash on hand. They are attached to the minutes and made a part thereof. The reports were approved as presented.

- V. **CORRESPONDENCE:** The board held an email election to fill the board position vacated by Keith McNeill. Toby Hickman was elected. A discussion continued on how many board members the bylaws state we must have. The bylaws read that we must have at least 7 members. The board was polled and agreed that it is a least 7 members meaning we can have more but not less than seven.
It was also brought up that when replying to board members and others that non courteous or personal criticism responses be directed to the individual rather than to everyone.

- VI. **COMMITTEE REPORTS**
 - A. **MEMBERSHIP:** We have 807 members with 14 new members to be added.

NEWSLETTER: Bob Thompson reported it is quiet and peaceful on their front.

 - C. **WEB SITE:** Bill Roberts reported the website is up to date. He is working on a working smith list for the site. Alan is getting requests for blacksmithing schools, ect. We

need a policy for setting up these pages. It was passed to the policy and procedures committee for guidance and for a report at the next meeting.

- D. LIBRARY:** None.
- E. GRANTS:** Campbell Folk school grants are not being used. Mark Aspery reported that perhaps funds could be used for other approved demonstrations and work shops. John Lusten is at a Canadian school and will write about it. This could allow a broader use of the funds.
- F. MEMORIAL FUND:** The Memorial Fund disbursement needs to be addressed. The committee will have a rough draft at the December meeting.
- G. EDUCATION.** Peter Parkinson will do a two day workshop in California, along with workshops in Arizona & Colorado. Mark suggested the work shop be broken down into two groups, Saturday will be a Design workshop and Sunday a blacksmith demo. The charge per person was discussed but no amount was decided upon. Time and location to be announced at a later date. He will charge \$1000.00 for the demonstration and Merle Bashor will host him.
Weaverville has guaranteed \$400 for the Constable visit to their shop and a second workshop will be held in the south, location etc. to be announced later.
Mark also brought up that those smiths with basic 3 and by beefing up Basic 2, they could get European journeyman status. This is a graded standard for the UK.
Mark will come up with a budget and costs for these two events within the next 30 days.
- H. ELECTION COMMITTEE:** Pat Downing was brought up as a possible person to run.. We need at least one more person from the north and south to run.
- I. CONFERENCE 2004:** none
- J. FINANCE COMMITTEE:** The finance committee handed out a rough draft on how to set up a CBA Workshop. It is attached to these minutes and made a part hereof and will be an action item at the next meeting.
It was suggested that two additional signors be put on the CBA accounts. Currently, Jim Joyce is the only signor and this could create a problem should he be out of town, ect. The signors would be members of the finance committee.
From the finance meeting, it was reported they need to get a handle on conference costs, get prices out and look at how expenses flux and estimates cost.
Jim Joyce recommends having 18 months or \$90,000. He will send an email on expenses and raise budget to \$70,000 a year. This will be an action item in Dec Looking forward to 2004 the packet shows that membership is down, but travel allowances and education requests are going up. Hanford made 9% more than Watsonville. Jim's email will include the nets from both Hanford and Watsonville.

OLD BUSINESS

- A.** By-Laws Change The committee will meet tomorrow. A final rough draft should be done by December meeting.
- B.** Schedule of Meetings will be published in the newsletter. The Christmas party location and the next 4 meeting will be sent to Bill Roberts for the website and he will email them to us.
- C.** The Gallery in Ferndale was discussed George read a MOU on the gallery to the board. A copy of it is attached and made a part of the minutes. Pat will type it up, email to board for corrections and they email to Joe Koches. The first show in May-June will be a memorial show for Carl Jennings.
- D.** Spring Conference 2005: To be discussed later.

- E.** Establish a policy for Spring Conference and collection of dues will be discussed at the next meeting.
- F.** Discussion Topics
Ad page in Newsletter is to be left as is.
We will refer to the Newsletter/ Magazine as a magazine from this point forward.
The Anniversary book was discussed, we still do not know when it will be published and we are getting inquiries as to where and when and if there is going to be a book. Toby will contact Simonian and see where the book is. Georg will check with Chuck on how much we have in checking account to cover the book. We need to let the membership know as soon as possible.

NEW BUSINESS

- A.** Toby Hickman replaced Kirk McNeill on the board.
- B.** Spring Conference 2005 was carried forwarded to the next meeting.
- C.** Report of Membership Meeting at Bob Nett's. Bill Roberts and Jim Joyce discussed the Hammerfest event. A report was filed by the secretary and made part of these minutes.
- D.** Other:

It was restated that a CBA event has the right to use the CBA logo. A committee will be set up to approve which events qualify as CBA events. Once again, the selling of tee shirts, hats, and cups was brought up. Erik Landers felt the items should have been sold with the profit going to CBA, Mark stated the previous board did not have the funds to risk on the venture and voted to make it a private contract. Mark also stated that the profits went into posters, promotional items, etc. Jim Joyce stated the previous board did not have the power to make this decision and it should have gone before a committee to present the matter to the board. It was discussed that this be the way we handle such items in the future. Due to the nature of the discussion and the questions it has generated, a policy will be written to address this issue in the future.

Lowell Chaput asked that the minutes of the meeting be out to board within the next 10 days. Pat advised this was impossible as she had previous commitments.

ADJOURNMENT at 3:30 pm

Respectfully submitted,

Pat Laughlin, Secretary