

Minutes  
CBA BOARD MEETING  
April 3, 2004  
Spring Conference  
Vista, California

The meeting was called to order at NOON by President George O’Gorman

- I. **ATTENDANCE:** Board members present: George O’Gorman, Dave Vogel, Pat Laughlin, Jim Joyce, Lowell Chaput, Herb Upham, Eric Lander, Bill Roberts, Toby Hickman, Keith Foster, , Bob Thomson, Editor and approximately 6 members were present.
  
- II. **COMMENTS FROM MEMBERS:** A discussion of the by-laws was discussed. A policy decision was made that our agenda be published on the web site fifteen days before the meeting. It was decided that trying to publish it in the magazine would not work due to the long lead time needed.
  
- III. **MINUTES:** The minutes were approved as written.
- IV. **TREASURER’S REPORT:** Jim Joyce provided 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. It was also recommended to the finance committee to have the \$8000 seed money to float from event to event throughout the year, rather than it coming in and out of the treasury. We should finish the year approx 10% under budget. The final accounting will be submitted to the magazine along with a year end report. The Spring conference budget has been referred to the finance committee for suggestions, making a history of the costs and income, and to handle it to make it easier for each new conference chair.
- V. **CORRESPONDENCE:** None
  
- VI. **COMMITTEE REPORTS**
  - A. **MEMBERSHIP:** We have over 900 members. The membership committee recommended that we do not use membership cards and that the roster be used to check out membership. The secretary would be notified and provide proof of membership upon request. It was also suggested that senior members have a special rate of \$25.00 (30.00 for family). They would need to have five years consecutive membership to be eligible for the discount. This was referred back to committee to come up with an age to start reduction.
  
  - B. **MAGAZINE:** Bob Thompson reported it is quiet but they need more stories for the magazine. They have also located a publisher that may produce the magazine at a lesser rate. The committee will check this out and report at the next meeting.
  
  - C. **WEB SITE:** Bill has the web site completely updated Bill Roberts would like the web site committee to be combined with the magazine committee next month. No action was taken.
  
  - D. **LIBRARY:** None.
  
  - E. **GRANTS:** None
  
  - F. **MEMORIAL FUND:** None
  
  - G. **EDUCATION.** Basic I, II, III are on the web site. References will be put up for Basic I. Training still needs to be done for Basic III and instructors.

**H. ELECTION COMMITTEE:** Due to a misunderstanding the ballots did not go out. The secretary will make up the ballots, promailer will produce and mail them. Election results will be made available at the next meeting.

**I. CONFERENCE 2004:** The conference has been very successful. Over three hundred have attended and no problems have been encountered.

**G. FINANCE COMMITTEE:** The budget for the magazine was approved at \$21,844. The board also approved \$50,000 for the 2004-2005 fiscal year. We are in good financial shape and should have a good operational year.

**BYLAWS REVISION COMMITTEE:** None.

## OLD BUSINESS

- A. Spring Conference 2005:** Next years Spring Conference will be at the Petaluma Fair Grounds. The conference team met last night and decided on the theme, "Blacksmithing & Food." They will have a budget ready and more information at the next meeting.
- B. Membership Cards and Senior dues reduction.** See committee report. Sent back to committee. Should be updated at the next meeting.
- C. CBA Workshop Guide:** The How to Put on a CBA Workshop guide was approved. This guide will be available to anyone thinking of putting on a CBA workshop. Since CBA workshop and CBA event have not been defined it was referred back to polices and procedures committee. This is necessary especially for insurance reasons and to avoid misunderstandings.

## NEW BUSINESS

- A. Accounting Services:** continued to the next meeting.
- B. Charter Members:** referred to membership committee. Chuck Simonian suggested we recognize our charter members. He suggested memberships for them.
- C. Installation of New Board:** Do to the misunderstanding on getting the ballot out, the outgoing directors resigned their positions and the board appointed those running for director to their posts. The ballots will be sent out by mail to all members and the results will be announced at the next meeting. The members seated were Joe Koches, Toby Hickman, John McLelland and Anastatia Waterfield.
- D. Election of officers:** Toby Hickman was elected president. [Bill Roberts was elected Vice president and assumes duties as director-ex officio under the by laws.](#) Jim Joyce Treasurer and Pat Laughlin Secretary will continue in their posts.
- E. Naming new finance committee chair:** Lowell Chaput was named chairperson along with Herb Upham and Bill Roberts as committee persons.
- F. Education Committee:** Herb Upham and George O'Gorman will serve on the education committee.
- G. Other Committees:** A complete committee list along with appointments will be available at the next meeting.

**Comments from Board Members:** Chuck Simonian advised that the 25<sup>th</sup> Anniversary Book is complete and will be distributed this afternoon to those at the conference. Those not attending the conference will be mailed at a later date. Chuck also presented the board with his account reconciliation; it is attached and made a part of these minutes. The unsold copies will be sold and we may have them placed with Norm Larson for further distribution. Also, they could be advertised in our publication. The board thanked Chuck for his hard work in getting the edition together.

**General Membership Meeting:** The annual membership meeting was held at 6:00 pm. President Toby Hickman introduced the new Board of Directors and thanked the Vista Forge for hosting the 2004 Conference. He announced the 2005 conference site and dates as well as put forth his goals for the coming

year. Mr. Hickman's goal is to make sure we are in compliance in all areas relating to our 501C 3 status, our tax records and insurance. This has become especially necessary as we continue to grow and prosper. Approx. 300 members and guests attended the meeting.

Members thanked Vista for a great conference from the floor and applauded the board for their hard work as volunteers. Many positive remarks were made.

The meeting was adjourned at 6:45 PM

Respectfully submitted,

Pat Laughlin, Secretary

04/15/04

revised 5/17/04