

Minutes  
CBA BOARD MEETING  
June 5, 2004  
Joe Koches  
Ferndale, California

The meeting was called to order at 1 PM by President Toby Hickman

- I. **ATTENDANCE:** Board members present: George O’Gorman, Dave Vogel, Pat Laughlin, Jim Joyce, Lowell Chaput, Herb Upham, Bill Roberts, Toby Hickman, Joe Koches, Bob Thomson, Editor and approximately 9 members were present.
  
- II. **COMMENTS FROM MEMBERS:** The members and board toured the gallery at Joe Koches Blacksmith Gallery. All were impressed with the items he had on display. The gallery is open but the 1<sup>st</sup> show is not yet complete. Gathering the items has taken longer than expected.
  
- III. **MINUTES:** The minutes were approved as written.

**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. The reports were done on quick books by Marcia Joyce as interim bookkeeper. She will be doing the input in quick books and will email monthly reports to the board. It was approved that Marcia Joyce will be paid \$25 per hour up to \$250.00 a month to input the finance records and produce the reports. This fee will be reviewed at the October meeting. It was also pointed out to the board that the 2004 operating budget, previously approved by the board, removed the \$8000 line item for conference seed money and transferred it to a sinking fund account. The finance committee did this to avoid double counting within the budget since \$8000 is used in the spring and again for Hammerfest and Oktoberfest. Although it may look like \$16,000 expenditure, it’s actually the same \$8,000 being rolled over twice."

This was also discussed at the last meeting, it is hoped it will stop the confusion over this money. We have approx \$43,000 available for educational and training programs. We have now reached financial stability.

- IV. **CORRESPONDENCE:** None

VI. **COMMITTEE REPORTS**

A. **MEMBERSHIP:** We have over 825 members. A senior membership will be available upon request at age 75. The dues will be reduced to \$25.00 a year after 5 years of continuous membership. Pat will add a membership start date to the roster. In the case of hardship for our senior members the secretary was given the discretion to make complimentary subscriptions available on a case by case basis. The membership card has been incorporated into the mailing label of the magazine. For those requiring a membership card they can Xerox or cut out the card from the magazine cover. Pat brought up the definition of a family membership. She has had some member’s adult children not residing with their parents wanting to waive their membership fee to the conference. Our current definition of a family membership includes one or two adult members and any school age children with the family receiving only one subscription to the magazine and one vote in the association elections. Bill Roberts thought we should work on a more complete definition.

B. **MAGAZINE:** Bob Thompson reported we are being charged \$40 per copy of an article to be sent to other groups who wish to use it in their publications. Bob is not charging the groups that we exchange articles with such as BAMA but is charging those we do not exchange articles with or one time requests.

**C. WEB SITE:** Bill will put the bylaws on the web site. Merle has a clean copy and will send it to Pat and Bill. The agenda will be on the web 15 days before the meeting. It will be necessary to get items for the web agenda to Pat 30 days in advance. Changes in agenda can be made after that date but will not be reflected on the web site.

**D. LIBRARY:** No report. The Carl Jennings video may be near completion.

**E. GRANTS:** A \$1,000 grant was given to John Barron to attend Alfred Haberman's workshop at the Ozark School of Blacksmithing per an email from Kirk McNeill. Email is attached and made a part of these minutes.

**F. MEMORIAL FUND:** None

**G. EDUCATION:** Lowell Chaput will be training 6 volunteers, two from each region, in the Basic 3 design to dimension grill. They will go back and teach it or assist others. The class will include financial aid for travel, lodging, ect. Herb will be taking the applications. It was suggested we have a full size scaled drawing of the grill. A free year's membership might be given for the drawing. It was suggested we have a group purchase of instructors anvils. The instructors would be able to use these anvils for their classes or purchase them at a reduced price. Herb will be checking into this and report back at a later meeting. It was also suggested we do a group gas forge making class, if the instructor teaches for two years the forge would be his. This would help sponsor our instructors.

**H. ELECTION COMMITTEE:** The election results were confirmed and the board has been seated. The results will be placed in a sealed envelope and attached to these minutes, should we need to look at them again.

**I. CONFERENCE 2004:** Dave Vogel presented the final accounting for the Vista Spring Conference. His accounting is attached and made a part of these minutes. The board thanked Dave for his hard work and also for the work of the Vista Forge in making this a profitable conference.

**G. FINANCE COMMITTEE:** The board approved \$600 to be paid to Marcia Joyce for setting up our quick books accounting system. The board also approved \$250-\$300 for a laminating machine. Pat will purchase it. The board approved getting a new credit card machine that will allow us a smoother accounting process. We will have credit card approval in minutes and our authorized cash within 24 hours rather than the three weeks it takes now. This system will also cost us less to operate. The Oktoberfest Budget was presented and is attached and made a part of these minutes

**BYLAWS REVISION COMMITTEE:** None.

## OLD BUSINESS

**Spring Conference 2005:** Bill Roberts will be the conference chair. The committee presented a proposed budget. It was decided that pre-registration fees would remain at \$175. There was a discussion on lowering the fee to \$160 but the board felt it should be left at \$175 to guarantee food and other unknown increases. They will have a full budget at the August meeting. Confirmed demonstrators are John Medwadeff, Elizabeth Brim, Joe Anderson, and Jay Kidwell. There will be a contest and an educational workshop.

**B. Membership Cards and Senior dues reduction.** See committee report.

**C. Accounting Services:** See finance committee report and treasurer's report.

**D. Election of Directors & Installation:** The election was certified and the board seated.

**E. Committees and Membership:** Toby will have a list of all committees and their members at the next meeting.

**F. Spring Conference 2004:** See committee report

## NEW BUSINESS

- A. **Gallery Update:** Joe Koches gave the board an update on the gallery. It is still in the making and will take some more time to get it completed..
- B. **New Treasurer:** Jim Joyce will write up a job description.
- C. **Audit of CBA Funds:** Lowell Chaput and Herb Upham will do the yearly audit of our books and meet with the accountant.
- D. **Use of e-mail for board votes:** Will be discussed at the next meeting..
- E. **Capital outlay-credit card machine and laminator:** See finance committee reports.
- F. **Meeting sites and Calendar:** Toby Hickman will talk to Phil Manning and report back at the August meeting.
- G. **Spring Conference 2006:** The conference will be held at Exeter, Ca and Mark Aspery will be the chair.
- H. **Links to Web sites:** Polices and procedures produced a non endorsement policy for CBA web page links. This was done to reduce our liability. Allen will institute it. It reads as follows: Some of the sites listed below may be posted by individuals or groups engaged in commercial enterprises. CBA makes no endorsements whatsoever of any products sold or service rendered by any entitles representing such products or services through any of the links listed below. These links are listed only to educate the viewer and promote an interest in blacksmithing as an art form.

**The meeting was adjourned at 3:40 PM**

Respectfully submitted,

Pat Laughlin, Secretary

06/17/04

revised 7/11/04

revised 7/17/04