

Minutes
CBA BOARD MEETING
December 11, 2004
Christmas Party at Gordon Kirby's
Sonoma, California

The meeting was called to order at 1:05 PM by President Toby Hickman

I. ATTENDANCE: Board members present John McLellan, Pat Laughlin, Lowell Chaput, Herb Upham, Bill Roberts, Toby Hickman, Joe Koches, Anastatia Waterfield, Dave Vogel, Bob Thomson & Eden Sanders, Editor and approximately 8 members were present.

II. COMMENTS FROM MEMBERS

III. MINUTES: The minutes were approved as written.

TREASURER'S REPORT: Jim Joyce resigned as treasurer effective January 31, 2005. Lowell Chaput will fill in until a new treasurer is selected. We are in transit from the old system to the new system with our new bookkeeper. A balance sheet was handed out. Lowell handed out a proposed budget. We have only had one person inquire about treasurer's position. If you have any questions please let Lowell know and he will have the answers at the next meeting.

CORRESPONDENCE: Trinity Institute sent information regarding their program, offering us an opportunity to set up a blacksmith shop for CBA's use and they would like us to run an article about their program. Herb will refer it to Weaverville to see what can be done about setting up a workshop, etc.

VI. COMMITTEE REPORTS

A. MEMBERSHIP: We have 950 members. We will be sending out the membership form the 15th of February and the conference committee will let Pat if they would like to include their registration form in this mailing.

B. MAGAZINE: Paul Quyle and Eden Sanders visited the publisher and mailer to see how the magazine is put together. Eden Sanders is the new editor of the magazine.

C. WEB SITE: Bill Roberts reported they are putting the website into the publication committee. A meeting date will be set up today.

D. LIBRARY: Lowell reported the Jennings video is done and copies will be put in the library.

E. GRANTS: Kirk reported that the grant committee put together a grant guideline sheet on how to apply for a grant. The request must be in writing and submitted two months ahead of the time the money is needed. We will advertise for a person to help individuals write out their grant applications. The grantee will be required to either write an article for the magazine or do a demonstration at a CBA event. We are being charged \$180 service fees on the grant fees; they are charging us \$10 a month. We need to check on these fees and see about moving them to Wells Fargo. Currently; we are not earning enough interest on our grant funds to fund the scholarships and grants requested. The board decided to have iron in the hat and auction funds from our events go into the general fund. The Brazeal grant has been received.

F. MEMORIAL FUND: We will look at this fund to see what the best use of these funds will be, use it for scholarships, workshops, etc. This will be discussed further at the next meeting.

- G. EDUCATION:** Herb presented instructor appreciation certificates to Kirk Mc Neil and Lowell Chaput. These were given for Kirk being an mentor instructor and his work at Ocktoberfest and to Lowell for his 3 day workshop on Basic 3. The six instructors have taken this training back to their workshops and are qualifying others in Basic 3 instruction. The Basic 3 grill is only an example, we want the blacksmiths to use the guidelines and be creative in what they produce as their Basic 3 project. There will be a Basic 3 gallery at Spring Conference. Four of the five anvils have been sold. The fifth anvil has been spoken for. We have placed 10 260 lb anvils with our members. The Weaverville event will not be a CBA event. It will done as a historical society fund raiser. In order to become certified by CBA the classes need to be taught by a CBA instructor. Herb will put together a notice on the CBA- Non CBA event and how persons can qualify for each level.
- H. ELECTION COMMITTEE:** The candidate's statements are in except for one. There are five positions open and seven candidates.
- I. CONFERENCE 2005:** Bill reported the committee is meeting the afternoon. The next meeting will be in January. The conference is moving along nicely. No problems at this time.
- J. FINANCE COMMITTEE:** Lowell passed out a resume on Susan Walsh our new bookkeeper. The board approved using credit cards to pay dues and that information will be added to the dues renewal sheet. All events will present there budgets at least two board meetings or three months in advance. This will include all budgets, event charges and amount of funding needed. This will be presented in a proposal form. The procedure will be published at least once a year in the magazine. This was approved by the board. Funds from iron in the hat and auctions will go into the general fund and used for scholarship and grant funds as necessary. In order to fund the grants and scholarship we need to look at an amount. This will be discussed again at the next meeting. It was also decided that we will activate the debit card from the bank and then shred it and advise the bank.
- K. BYLAWS REVISION COMMITTEE:** Toby has secured our lodging for the retreat. We will be renting a 4 bedroom house, 5 motel rooms, & a vacation rental. We will car pool as much as possible. Each board member is to review the bylaws, see what needs to be changed and get it done. We need to have most of the work done before the meeting in order to have enough time to complete the revision in the time allotted. John handed out a schedule for our use and another for other changes we feel are necessary. We will try to break it down into smaller pieces and then put it together. The board approved to increase the board discretionary budget to \$3500 to cover this event. \$3000 will be budgeted for this event leaving \$500 in the account. The board so ordered. John Fick suggested we utilize Boardsource to review the bylaws. The cost is \$265 a year. The board decided to use our pro-bono attorney.

OLD BUSINESS

- A. Magazine Editor:** Eden Sanders was nominated for editor and elected editor.
- B. New Treasurer:** An ad has been placed in the magazine.
- C. Election committee and slate of directors:** See committee report.
- D. Use of email for board votes:** This will be covered at the bylaw meeting in January..
- E. Committees and Membership:** Toby will have a list of all committees and their members at the next meeting.
- F. Board retreat for new bylaws in Jan:** see above.

NEW BUSINESS

None

The meeting was adjourned at 1:00 PM
Respectfully submitted,

Pat Laughlin, Secretary
1/15/05