

CBA Board Meeting Agenda

June 17th, 2020; 7-830pm teleconference

Officers and Board members:

- Miguel de Los Rios: President
- Paul Boulay: Vice President
- Victoria Ritter: Treasurer
- Craig Litwin: Secretary

Board Members

- Celeste Flores
- Dan Perkins
- Gary Standke
- Jeff Hunter
- Eric Chang
- Greg Hudgins
- Michael Suwczynsky

***Indicates absent**

Guests:

- Mike Mumford

AGENDA

1. Attendance and Agenda

- a. Attendance – Craig Litwin, Secretary
 - a. Roll: Board Members (11) Guests (1)
 - b. Additions to the Agenda – Miguel de Los Rios

2. Approval of Minutes – Craig Litwin

- a. INFORMATIONAL: Approval of Board Meeting minutes of May 19, 2020 done via email vote.

3. Officer's Reports

- a. President's Report
 - i. Commendations given to Board and committee members for stepping up and organizing more, and participating in their committee efforts.

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- ii. Forward looking and planning required for upcoming events, but safety is a major concern that we have to prioritize for our membership.
- iii. **ACTION-** Craig to create a calendar of committee meetings and share with the Board
- b. Treasurer's Report
 - i. Budget is being updated monthly in a shared Drive
 - 1. **ACTION-** Check access to shared Drive
 - ii. Without events this year we expect a \$7k loss
 - 1. Treasurer creating a budget showing varying degrees of attendance for Board review
- 4. **Committee Reports:**
 - a. 2021 Spring Conference Committee
 - i. Chair: Dave Carroll
 - ii. Dave Carroll and Miguel have been discussing what may happen, are creating outdoor space for safer learning in order to have adequate room. Vista Forge will need an \$8-10k fee for the facility, or they may waive the fee if we keep the art items on site.
 - iii. **ACTION-** Jeff to check in with Vista Antique Steam Engine Museum on this potential offer
 - iv. **ACTION-** Board will require that we review the financial impact of this potential arrangement
 - b. Merchandise Committee
 - i. Jeff, Gail, Dan
 - 1. Seven t-shirts have been sold and shipped
 - 2. **ACTION-** Jeff to announce the shirt offering once a week
 - 3. **ACTION-** Craig to consider how to pitch the membership on shirt sale opportunities, and consider how to integrate in other member communication offerings.
 - 4. \$7-8 cost per custom CBA facemask, a small item that could help with events and branding.
 - a. **ACTION-** Miguel and Jeff to consider this expense and report back on action taken
 - c. Magazine Committee
 - i. Editor-Mike Mumford

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1. Octoberfest; we do not know how many people will be allowed. Purportedly a smaller number of registrants will be allowed this year. Fritz is excited to have the event again.
 2. Magazine production status
 - a. On schedule, and will include a fundraising remittance envelope as an insert.
 - b. Saturday is the next work day on the web magazine offering.
 - c. Online edition is 59 pages.
 3. Special reopening issue - approval to proceed
 - a. One handout from each of ten providers
 - i. **ACTION-** Craig to work with Mike on a reopening email-newsletter
 4. Statement of work for layout/production support service
 - a. Mike will begin the RFQ/RFP to potential contractors.
- d. Website Committee
- i. Mike, Julia, Paul
- e. Membership and Fundraising Committee
- i. Craig and Paul
- f. New Sources of Revenue
- i. Jeff and Celeste
 1. Ebay piece, and reported above
 2. Brainstorming session has begun
 - a. **ACTION-** list of potential new sources of revenue to be presented to Board before next meeting for discussion and possible action
- g. Marketing Committee
- i. Needs Chair
 - ii. **ACTION-** Miguel to follow up with his colleague to see if he can help us out
 - iii. **ACTION-** Miguel to send out poll questions to the top of Board's box. Craig and Paul to work to finalize the poll. All Board members invited to participate.
- h. Education Committee
- i. Dan Perkins / South ed Chair
 1. Things have slowed down, but we are still working on policies

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2. Videos are being created to offer our membership modern educational opportunities, and to address many folks still sheltering in place.
 - i. Safety Committee
 - i. Needs Chair
 - j. Grants committee
 - i. Chair: Beth
 1. **ACTION-** Miguel to ask Beth about maintaining chair of the grant's committee. Ask about any support needed as well.
 - k. Finance Committee
 - i. Don Neufield (retired CPA and blacksmith, Miguel, Victoria, Greg Hudgins, and Kristen Fox
 1. Budget recommendations were considered, such as appropriateness of keeping money in our investment account
 - a. Market considerations were balanced with cash flow needs
 - i. Edward Jones account has approximately \$41k in it, but the volatility of the market is a significant consideration.
 1. Do we liquify and go to cash?
 2. What are the impacts from this move?
 - b. Committee to meet next week to finalize some decisions, take action as part of the operational oversight duties, and report back on actions taken.
5. **Old business**
 - a. None
6. **New Business:**
 - a. New teaching forges, a resource to expand our reach
 - i. Review of groups who have reached out to CBA
 - ii. Grants from CBA for said forges, to help with hammers and other tools
 1. Delayed until we are in a better financial position
 2. **ACTION-** the four forges who want to start up, what can we do to help.
 - iii. Condolence card to Shirley Upham

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1. ACTION- Craig to send a condolence card on behalf of the CBA Board and organization
- iv. Educational piece for the curriculum
 1. **ACTION-** Gary, Dan and Miguel to meet
- b. Roaring Camp
 - i. Decision expected by early July regarding the status of Roaring Camp.
- c. Level information for CBA
 - i. **ACTION-** Gary and Miguel to have separate call to bring forward a semblance of a plan, and to offer a checklist for different forges to be able to follow, and specifically the technique.
 1. This will help distinguish level one from level two, and answer students questions as to how they can proceed with earning their levels.
 2. **ACTION-** Dan and Miguel to send their lists to Gary for follow up integration efforts
7. **Correspondence:**
 - a. None
8. **Open Time: Comments and Questions:**
 - a. None
9. Next BOD meeting
 - a. August 19th 7-830
10. Move for adjournment
 - a. **MOTION-** Miguel moves for adjournment and Victoria seconds, passes unanimously

Adjourned: at 8:38pm