

Minutes

CBA Board Meeting
September 30, 2011
Oktoberfest, Plantation, CA

Board members

1. Lowell Chaput
2. Dennis Dusek
3. Herb Upham
4. Alan Drew
5. Lance Jensen
6. Robert Jensen
7. Mario Baggiolini
8. John McLellan
9. Ruel Darling* (attended follow up meeting on Saturday)
10. Tom Owens
11. Georg O' Gorman
12. Lisa Guthrie

Board members not attending:

1. Alan Drew
2. Lisa Guthrie
- 3.

AGENDA

1. Attendance – Herb Upham
 - a. Roll: Board Members 9* Guests 4
2. Approval of Agenda – Herb Upham
 - a. No additional items were requested
3. Approval of Minutes – Herb Upham
 - a. By e-mail vote ... posted on web site
4. Treasurer's Report – Tom Owens
 - a. April and yearend report, tabled at April meeting
 - b. Current report, see attachment
 - i. Accepted subject to audit
5. Vice President's report
 - a. Report of goals for Publication from Eden due in three weeks.
 - b. Report of goals for Membership from Lance due in three weeks.
 - c. Searching for Promotions Chair

Approved by e-mail vote

October 25, 2011

Committee Reports:

1. 2012 Spring Conference - Jim Austin
 - a. Daniel Hopper presented verbal report, and will hold meet and greet organization meeting Oct. 1.
2. Membership - Lance Jensen
9/15/2011 ... Committee members: Lance Jensen, Eden Sanders

Membership continues to increase and the current membership is at 715.

The committee has spent considerable time reviewing payment records and believe we have captured many of the paid memberships that had not been receiving the magazine. This resulted in a large mail out of past magazines. We currently do not have any remaining July/ August magazines.

A newly revised membership form is attached for the Board's review and approval. It incorporates the changes required for the last meeting.

The flow of information between treasurer, secretary and committee is very good.

Memberships are continuing to come in and we have been using the constant contact email system to notify members of the upcoming Oktoberfest event.

Rosters continue to be sent to education and the webmaster to update the website documents.. Please let me know if there are any questions from members concerning their membership.

Lance Jensen

Membership committee Chairperson

3. Publication - Eden Sanders
 - a. No report
4. Magazine - Mike Mumford
 - a. Always searching material for publication
5. Website – Stu Henry
 - a. No report
6. Library - Laura Parker
 - a. No report
7. Grants - Daniel Dole Kirk McNeill
No new General Grant activity to report.
Eden is still working on her articles and I have the utmost confidence she'll come through for us.
Unfortunately I don't think I'll be at Oktoberfest even though I registered already.
A truly dear cousin passed away unexpectedly last weekend and her memorial has been planned for October 1st in Squaw Valley where she lived in the summer.

Approved by e-mail vote

October 25, 2011

Have great Oktoberfest and be safe,
Dan

No requests made, no grants granted.
I won't be at Oktoberfest. Doing open studios this year.
Kirk out

8. Education - Josh Buhlert (Dennis)

Claudio Bottero workshop consumed half of the education budget. I was asked to compile a estimated budget on what workshops we are working on.

Education still has \$ 3,722 left in the budget

Mike Bondi still needs to submit a bill for expenses from Claudio Bottero workshop.
\$1,000????

Instructor training should be at least \$3000. That leaves (\$0) for winter workshops.

Workshops estimated budgets that Education is working on: These numbers are just a place to start with.

Tim Cisneros in Reno (Nov- Brett Moten) \$1000

Toby power hammer workshop (Date ?) \$3000

John Barron Two part stair railing workshop (Date) \$3000

Darryl Nelson (Date? and workshop not confirmed , may be after conference) \$2000

Total \$7000-\$9000

I am asking the Board for direction on what education should do regarding the budget. Thanks Dennis Dusek

Additional budget of \$4000 was moved by Herb Upham, seconded by Lance Jensen
APPROVED

9. Election Committee – Dennis Dusek

- a. 4 members, for 4 openings, on mail back post card ballot in November magazine

10. Finance Committee - Alan Drew (Lisa Guthrie)

Attached is a proposed Job Function Evaluation Process & Form for presentation at the upcoming Board Meeting. Bob Jensen got this ball rolling and Alan & I put on the finishing touches. We are open to suggestions and comments from the Board.

Alan & I will not be able to attend the meeting in person, but we would be happy to call in if that is a possibility, which would require a phone with a speaker on it.

I understand that this may not be a possibility in the given location.

Best wishes,

Lisa

11. Safety Committee - Georg O'Gorman

- a. At the Oktoberfest board I would like to say a few words about the use of the

Approved by e-mail vote

October 25, 2011

CBA Safety Plan.

- b. Workshop leaders to be provided a Safety Quiz by Georg to assure students are familiar with safety plan.

12. Policies and Procedures - John McLellan

- a. Update provided prior to meeting and has been sent to web master for publication on web site.

13. Conference Coordinator- Mario Baggiolini

- a. Will contact Wayne Parris regarding Wayne's World planning

Old Business:

Oktoberfest update (Dave N.)

Western States Update (Dennis / Herb)

We can give our recommendations for keeping W.S. at the Mt.Hood and some quick ideas on how CBA could help. Tom Ferry V.P. from North West may be at the meeting so he may be open for giving CBA his ideas.

New Business:

1. Wayne's world ... Mario to contact Wayne
2. Selling material ... as long as materials are used as fund raisers and we accept donations there is no issue
3. Bottero Sculpture discussion (Saturday PM continued meeting)
 - a. Board approved decision to finish and move sculpture to Ferndale until Spring conference when it will be move to Petaluma, sold or moved to next venue (if not sold while at Ferndale). Lowell is authorized to finalize agreement with city of Ferndale ... it is assumed that the transportation to/from Ferndale will be covered by Ferndale.
 - b. Meeting adjourned after 30 min.

Correspondence:

Secretary: 3 bereavement cards sent since last board meeting

Reported that Quyle family wants to continue workshop at Paul's shop and possibly make donation to CBA in memry of Paul.

Comments and questions:

None ...

Meeting Adjourned at 8:40 PM ... reconvened Saturday PM for Bottero Sculpture discussion.

Approved by e-mail vote

October 25, 2011

California Blacksmith Association

Membership Application

There are two Membership categories: Individual and Family/Business. Individual Memberships (\$55.00) privileges include a subscription to the Association magazine, *California Blacksmith*, and the right to vote in association elections. A Family Membership (\$65.00) includes adult and children family members to participate as guests at events. A Business Membership allows employees to participate. Both Family and Business Memberships are allowed only one vote in the Association elections and only one subscription to our magazine. Membership is not prorated and is from April 1st through the following March 31st regardless of when you join. The magazine is published bimonthly in January, March, May, July, September & November. Complete this form in full so that our records will be accurate and for insurance purposes.

PLEASE PRINT CLEARLY!

Individual Member \$55 _____ Family/Business Member \$65 _____

Name _____

Address _____

City _____ State _____ Zip _____

Home/Cell Phone (____) _____ Work Phone (____) _____ Shop Phone (____) _____

FAX (____) _____ E-mail _____

Family Members/Coworkers names: _____

I am willing to volunteer at CBA events. Yes _____ Not at this time _____

I am willing to demonstrate at: CBA events _____ Public events _____

I work as a Blacksmith _____ Blacksmithing is a hobby for me _____

You can pay your dues online! Please go to the website, www.calsmith.org, to complete the transaction.

Appropriate eye protection is required and must be worn during all California Blacksmith Association sponsored workshops and demonstrations, be it as a demonstrator, helper, instructor, observer or participant. I understand these requirements and will bring my personal eye protection to all such events that I attend and wear the eye protection as required.

The California Blacksmith Association bylaws prohibit harassment-in keeping with state and federal laws-at any CBA sponsored meetings, activities or events. That includes but is not limited to harassment based on race, religion, creed, national origin, sexual orientation or gender.

Signed _____ Date _____

Mail this completed membership form and your payment to:

California Blacksmith Association

4747 Vine Hill Rd.

Sebastopol CA

95472-2236

Approved by e-mail vote

October 25, 2011

Approved by e-mail vote

October 25, 2011

California Blacksmiths Association		Prior Year	Prior Year	Current Year	Current Y-T-D	Current Year	Current Year Variance Analysis +/- 200.00
2011-2012 Operating Budget		2009-2010	2010-2011	2011-2012	2011-2012	2011-2012	
Fiscal Yr. April 1st. - March 31st		Actual	Actual	Budget	Actual	Variance	
	# of Active Memberships (ending)						
	INCOME						
4000	Member Dues	34,315	42,785	48,000	29,014	(18,986)	
4100	Conference Income						
4101	Registration	38,853	28,817	0	27,128	27,128	
4102	Meals	300	0	0	0	0	
4103	Iron Hat	2,317	1,480	0	1,243	1,243	
4104	Auction	15,320	9,748	0	2,260	2,260	
4105	Refund	(149)	0	0	0	0	
4106	Merchandise	3,267	3,158	0	2,423	2,423	
4107	Advertising	225	0	0	0	0	
4110	Misc. Conference Income	2,605	984	0	0	0	
4100	Total Conference Income	62,738	44,168	20,000	33,054	13,054	
4200	Event Income						
4201	Registration	13,524	14,914	0	5,244	5,244	
4204	Iron Hat	1,074	1,280	0	0	0	
4205	Misc. Event Income	720	0	0	0	0	
4207	Auction	2,581	1,880	0	0	0	
4200	Total Event Income	17,899	18,994	7,000	5,244	(1,756)	
4300	Misc. Income						
4301	Contributions/Gifts	68	340	500	0	(500)	
4302	Grants	0	2,000	0	0	0	
4303	Library Fees	35	25	0	0	0	
4305	Merchandise Sales	4	60	300	(215)	(515)	
4300	Other Misc. Income	0	275	0	120	120	
4300	Total Misc. Income	105	2,700	800	(95)	(895)	
4299	Bank Interest	505	225	300	122	(178)	
	TOTAL INCOME	115,562	108,871	76,100	67,338	(8,762)	
	EXPENSE						
6200	Special Projects				363		
6201	Magazine Archive	1,025	0	1,000	0	(1,000)	
6200	Total Special Projects	1,025	0	1,000	363	(637)	
5000	Magazine Expense						
5003	Postage	3,163	2,861	0	1,305	1,305	
5004	Printing	26,303	24,571	0	3,795	3,795	
5005	Magazine Editor	42	0	0	6,660	6,660	
5000	Magazine Office	1,278	0	0	2,600	2,600	
5000	Total Magazine Expense	30,786	27,232	30,000	14,359	(15,641)	
5050	Website Expense	0	498	600	294	(306)	
5100	Conference Expense						
5101	Site/Set-up	4,930	4,654	0	1,930	1,930	
5102	Demos	5,799	8,217	0	5,204	5,204	
5103	Lodging	2,572	5,297	0	776	776	
5104	Sales Expense	2,493	2,433	0	2,423	2,423	
5106	Food	10,120	6,170	0	11,665	11,665	
5107	Supplies	2,280	1,753	0	5,580	5,580	
5108	Misc Conference Expense	5,746	1,637	0	260	260	
5100	Total Conference Expense	33,940	30,161	0	27,838	27,838	
5200	Event Expense						
5201	Site/Setup	3,058	2,653	0	0	0	
5202	Demos	2,650	2,100	0	0	0	
5206	Food	8,616	7,261	0	3,122	3,122	
5207	Supplies	3,645	2,884	0	0	0	
5200	Total Event Expense	17,969	14,898	0	3,122	3,122	
5300	Education & Training						
5306	Educ. Demonstrator	500	1,484	0	1,000	1,000	
5305	Misc. Educ. Expense	1,757	1,963	0	2,478	2,478	
5303	Instructor Training	521	1,930	0	0	0	
5304	Workshop Materials	1,700	2,475	0	300	300	
5300	Total Educ. & Training Expense	4,478	7,852	7,500	3,778	(3,722)	
5400	Scholarships Expense						
5410	Other Schools	290	0	0	200	200	
5400	Other Scholarships	2,000	1,750	0	0	0	
5400	Total Scholarships	2,290	1,750	2,000	200	(1,800)	
5500	Library	0	376	500	0	(500)	
5800	Safety Educ. & Training	0	61	0	0	0	
6000	Administration						
6070	Processing Fees	0	13	0	315	315	
6015	Secretary's Expense	1,438	221	0	8	8	
6013	Registration	918	656	0	300	300	
6010	Bookkeeping Expense	0	6	0	68	68	
6011	Tax Preparation	400	500	0	450	450	
6012	Board Meetings/Travel	4,885	1,721	0	3,252	3,252	
6014	Office Expense	502	233	0	285	285	
6016	Postage	1,061	145	0	380	380	
6018	Officer Stipend	14,400	14,400	0	9,900	9,900	
6020	Taxes & Fees	110	60	0	207	207	
6025	Returned Checks	80	0	0	0	0	
6030	Bank Charges	532	404	0	129	129	
6040	Credit Card Discount Fees	2,739	2,221	0	811	811	
6050	Lease, CC Machine	842	813	0	326	326	
6060	Membership	1,920	1,618	0	205	205	
6065	Contributions/Donations	600	500	0	0	0	
6000	Total Administration	30,426	23,512	25,500	16,637	(8,863)	
6100	Insurance						
6110	Accident Insurance	1,202	1,202	0	1,202	1,202	
6112	D&O Insurance	1,250	1,250	0	1,250	1,250	
6114	General Liability Insurance	3,045	3,045	0	3,045	3,045	
6100	Insurance Expense	5,497	5,497	5,800	5,497	(304)	
	TOTAL EXPENSE	126,410	111,836	72,900	72,088	(812)	
	NET INCOME	(10,848)	(2,965)	3,200	(4,749)	(7,949)	
	RESERVES						

October 25, 2011

09/18/11

California Blacksmith Association
Profit & Loss Prev Year Comparison
 April 2010 through March 2011

	Apr '10 - Mar 11	Apr '09 - Mar 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · Dues	39,183.49	34,294.74	4,888.75	14.3%
4100 · Conf income				
4101 · Registration	28,335.68	38,853.10	-10,517.42	-27.1%
4102 · Meals	0.00	300.00	-300.00	-100.0%
4103 · Iron in hat	1,460.00	2,317.00	-857.00	-37.0%
4104 · Auction	9,599.00	15,320.00	-5,721.00	-37.3%
4105 · Refund	0.00	-148.95	148.95	100.0%
4106 · Merchandise Sales	3,158.00	3,267.00	-109.00	-3.3%
4107 · Advertising	0.00	225.00	-225.00	-100.0%
4110 · Misc conf revenue	784.00	2,605.00	-1,821.00	-69.9%
Total 4100 · Conf income	43,336.68	62,738.15	-19,401.47	-30.9%
4200 · Event income				
4201 · Evt registration	14,704.21	13,524.35	1,179.86	8.7%
4204 · Evt Iron in hat	1,280.00	1,074.00	206.00	19.2%
4205 · Misc evt revenue	600.00	720.00	-120.00	-16.7%
4207 · Evt Auction	1,370.00	2,581.00	-1,211.00	-46.9%
4200 · Event income - Other	320.00	0.00	320.00	100.0%
Total 4200 · Event income	18,274.21	17,899.35	374.86	2.1%
4299 · Bank interest	276.60	504.73	-228.13	-45.2%
4300 · Miscellaneous income				
4301 · Contributions/gifts	339.55	66.12	273.43	413.5%
4302 · Grants	2,000.00	0.00	2,000.00	100.0%
4303 · Library fees	20.00	35.00	-15.00	-42.9%
4305 · Merch/Memorabilia Sales	60.00	4.00	56.00	1,400.0%
4300 · Miscellaneous income - Other	25.00	0.00	25.00	100.0%
Total 4300 · Miscellaneous income	2,444.55	105.12	2,339.43	2,225.5%
Total Income	103,515.53	115,542.09	-12,026.56	-10.4%
Expense				
6200 · Special Projects				
6210 · Magazine Archival	0.00	1,025.21	-1,025.21	-100.0%
Total 6200 · Special Projects	0.00	1,025.21	-1,025.21	-100.0%
5000 · Magazine				
5003 · Magazine postage	2,660.55	3,162.64	-502.09	-15.9%
5004 · Printing	24,571.01	26,283.85	-1,712.84	-6.5%
5005 · Magazine Editor	0.00	42.05	-42.05	-100.0%
5000 · Magazine - Other	0.00	1,278.43	-1,278.43	-100.0%
Total 5000 · Magazine	27,231.56	30,766.97	-3,535.41	-11.5%
5050 · Web Expenses	826.28	95.40	730.88	766.1%
5100 · Conf expense				
5101 · Site/setup	4,653.97	4,930.21	-276.24	-5.6%
5102 · Demos	8,217.12	5,799.00	2,418.12	41.7%
5103 · Lodging	5,297.12	2,571.82	2,725.30	106.0%
5104 · Sales exp	2,432.79	2,492.67	-59.88	-2.4%
5106 · Food exp	6,170.00	10,119.87	-3,949.87	-39.0%
5107 · Supplies	1,753.28	2,280.59	-527.31	-23.1%
5108 · Misc conf exp	1,637.18	5,745.93	-4,108.75	-71.5%
Total 5100 · Conf expense	30,161.46	33,940.09	-3,778.63	-11.1%
5200 · Event expense				
5201 · Evt site/setup	2,653.15	3,058.15	-405.00	-13.2%
5202 · Evt demos	2,100.00	2,650.00	-550.00	-20.8%
5206 · Evt food	7,260.89	8,616.45	-1,355.56	-15.7%
5207 · Evt supplies	2,884.00	3,644.62	-760.62	-20.9%
Total 5200 · Event expense	14,898.04	17,969.22	-3,071.18	-17.1%

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Approved by e-mail vote

October 25, 2011

09/18/11

California Blacksmith Association
Profit & Loss Prev Year Comparison
 April 2010 through March 2011

	Apr '10 - Mar 11	Apr '09 - Mar 10	\$ Change	% Change
5300 · Ed/Training				
5306 · Ed. Event Demonstrator	1,632.27	500.00	1,132.27	226.5%
5305 · Misc. Ed. Expense	1,963.08	1,757.11	205.97	11.7%
5303 · Instructor training	1,929.91	520.88	1,409.03	270.5%
5304 · Workshop materials	2,475.31	1,699.55	775.76	45.7%
Total 5300 · Ed/Training	8,000.57	4,477.54	3,523.03	78.7%
5400 · Scholarships				
5410 · Other schools	200.00	290.00	-90.00	-31.0%
5400 · Scholarships - Other	1,750.00	2,000.00	-250.00	-12.5%
Total 5400 · Scholarships	1,950.00	2,290.00	-340.00	-14.9%
5500 · Library	376.00	0.00	376.00	100.0%
5800 · Safety, Ed/Training	60.68	0.00	60.68	100.0%
6000 · Admin				
6070 · Processing Fees	13.00	0.00	13.00	100.0%
6015 · Secretary's Expense	221.43	1,437.66	-1,216.23	-84.6%
6013 · Registration	227.24	835.46	-608.22	-72.8%
6010 · Bookkeeping Expense	5.95	0.00	5.95	100.0%
6011 · Tax Preparation	500.00	400.00	100.00	25.0%
6012 · Board meetings/travel	1,791.81	4,885.30	-3,093.49	-63.3%
6014 · Office expense	481.82	501.06	-19.24	-3.8%
6016 · Postage	164.38	1,060.64	-896.26	-84.5%
6018 · Officer Stipend	14,400.00	10,800.00	3,600.00	33.3%
6020 · Taxes & fees	60.00	110.00	-50.00	-45.5%
6025 · Returned Checks	57.00	80.00	-23.00	-28.8%
6030 · Bank charges	632.58	538.09	94.49	17.6%
6040 · CC Discount Fees	1,139.10	2,550.96	-1,411.86	-55.4%
6050 · Lease, CC Machine	813.20	843.40	-30.20	-3.6%
6060 · Membership	1,708.41	1,949.86	-241.45	-12.4%
6065 · Contributions/Donations	500.00	600.00	-100.00	-16.7%
Total 6000 · Admin	22,715.92	26,592.43	-3,876.51	-14.6%
6100 · Ins				
6110 · Accident insurance	1,201.50	1,201.50	0.00	0.0%
6112 · D & O insurance	1,250.00	1,250.00	0.00	0.0%
6114 · Liability insurance	3,045.00	3,045.00	0.00	0.0%
Total 6100 · Ins	5,496.50	5,496.50	0.00	0.0%
Total Expense	111,717.01	122,653.36	-10,936.35	-8.9%
Net Ordinary Income	-8,201.48	-7,111.27	-1,090.21	-15.3%
Net Income	-8,201.48	-7,111.27	-1,090.21	-15.3%

09/18/11

California Blacksmith Association
Profit & Loss YTD Comparison

April 1, 2009 through September 18, 2011

	Apr '09 - Mar 10	Apr '10 - Mar 11	Apr 1 - Sep 18, 11	TOTAL
Ordinary Income/Expense				
Income				
49900 · Uncategorized Income	0.00	0.00	120.00	120.00
4000 · Dues	34,294.74	39,183.49	29,014.00	102,492.23
4100 · Conf income				
4101 · Registration	38,853.10	28,335.68	27,127.71	94,316.49
4102 · Meals	300.00	0.00	0.00	300.00
4103 · Iron in hat	2,317.00	1,460.00	1,243.00	5,020.00
4104 · Auction	15,320.00	9,599.00	2,260.00	27,179.00
4105 · Refund	-148.95	0.00	0.00	-148.95
4106 · Merchandise Sales	3,267.00	3,158.00	2,423.00	8,848.00
4107 · Advertising	225.00	0.00	0.00	225.00
4110 · Misc conf revenue	2,605.00	784.00	0.00	3,389.00
Total 4100 · Conf income	62,738.15	43,336.68	33,053.71	139,128.54
4200 · Event income				
4201 · Evt registration	13,524.35	14,704.21	5,244.00	33,472.56
4204 · Evt Iron in hat	1,074.00	1,280.00	0.00	2,354.00
4205 · Misc evt revenue	720.00	600.00	0.00	1,320.00
4207 · Evt Auction	2,581.00	1,370.00	0.00	3,951.00
4200 · Event income - Other	0.00	320.00	0.00	320.00
Total 4200 · Event income	17,899.35	18,274.21	5,244.00	41,417.56
4299 · Bank interest	504.73	276.60	121.73	903.06
4300 · Miscellaneous income				
4301 · Contributions/gifts	66.12	339.55	0.00	405.67
4302 · Grants	0.00	2,000.00	0.00	2,000.00
4303 · Library fees	35.00	20.00	0.00	55.00
4305 · Merch/Memorabilia Sales	4.00	60.00	-215.09	-151.09
4300 · Miscellaneous income - ...	0.00	25.00	0.00	25.00
Total 4300 · Miscellaneous income	105.12	2,444.55	-215.09	2,334.58
Total Income	115,542.09	103,515.53	67,338.35	286,395.97
Expense				
66900 · Reconciliation Discrepancies	0.00	0.00	-71.98	-71.98
69800 · Uncategorized Expenses	0.00	0.00	471.92	471.92
6200 · Special Projects				
6210 · Magazine Archival	1,025.21	0.00	0.00	1,025.21
6200 · Special Projects - Other	0.00	0.00	363.22	363.22
Total 6200 · Special Projects	1,025.21	0.00	363.22	1,388.43
5000 · Magazine				
5001 · Magazine office	0.00	0.00	2,600.00	2,600.00
5003 · Magazine postage	3,162.64	2,660.55	1,304.59	7,127.78
5004 · Printing	26,283.85	24,571.01	3,794.79	54,649.65
5005 · Magazine Editor	42.05	0.00	6,660.00	6,702.05
5000 · Magazine - Other	1,278.43	0.00	0.00	1,278.43
Total 5000 · Magazine	30,766.97	27,231.56	14,359.38	72,357.91
5050 · Web Expenses	95.40	826.28	390.55	1,312.23

Approved by e-mail vote

October 25, 2011

09/18/11

California Blacksmith Association
Profit & Loss YTD Comparison
 April 1, 2009 through September 18, 2011

	Apr '09 - Mar 10	Apr '10 - Mar 11	Apr 1 - Sep 18, 11	TOTAL
5100 · Conf expense				
5101 · Site/setup	4,930.21	4,653.97	1,930.00	11,514.18
5102 · Demos	5,799.00	8,217.12	5,204.00	19,220.12
5103 · Lodging	2,571.82	5,297.12	776.20	8,645.14
5104 · Sales exp	2,492.67	2,432.79	2,423.00	7,348.46
5106 · Food exp	10,119.87	6,170.00	11,665.00	27,954.87
5107 · Supplies	2,280.59	1,753.28	5,580.09	9,613.96
5108 · Misc conf exp	5,745.93	1,637.18	260.00	7,643.11
Total 5100 · Conf expense	33,940.09	30,161.46	27,838.29	91,939.84
5200 · Event expense				
5201 · Evt site/setup	3,058.15	2,653.15	0.00	5,711.30
5202 · Evt demos	2,650.00	2,100.00	0.00	4,750.00
5206 · Evt food	8,616.45	7,260.89	3,122.00	18,999.34
5207 · Evt supplies	3,644.62	2,884.00	0.00	6,528.62
Total 5200 · Event expense	17,969.22	14,898.04	3,122.00	35,989.26
5300 · Ed/Training				
5306 · Ed. Event Demonstrator	500.00	1,632.27	1,000.00	3,132.27
5305 · Misc. Ed. Expense	1,757.11	1,963.08	2,478.00	6,198.19
5303 · Instructor training	520.88	1,929.91	0.00	2,450.79
5304 · Workshop materials	1,699.55	2,475.31	300.00	4,474.86
Total 5300 · Ed/Training	4,477.54	8,000.57	3,778.00	16,256.11
5400 · Scholarships				
5410 · Other schools	290.00	200.00	200.00	690.00
5400 · Scholarships - Other	2,000.00	1,750.00	0.00	3,750.00
Total 5400 · Scholarships	2,290.00	1,950.00	200.00	4,440.00
5500 · Library	0.00	376.00	0.00	376.00
5800 · Safety, Ed/Training	0.00	60.68	0.00	60.68
6000 · Admin				
6070 · Processing Fees	0.00	13.00	315.00	328.00
6015 · Secretary's Expense	1,437.66	221.43	7.95	1,667.04
6013 · Registration	835.46	227.24	300.20	1,362.90
6010 · Bookkeeping Expense	0.00	5.95	68.48	74.43
6011 · Tax Preparation	400.00	500.00	450.00	1,350.00
6012 · Board meetings/travel	4,885.30	1,791.81	3,252.28	9,929.39
6014 · Office expense	501.06	481.82	285.18	1,268.06
6016 · Postage	1,060.64	164.38	379.85	1,604.87
6018 · Officer Stipend	10,800.00	14,400.00	9,900.00	35,100.00
6020 · Taxes & fees	110.00	60.00	206.59	376.59
6025 · Returned Checks	80.00	57.00	0.00	137.00
6030 · Bank charges	538.09	632.58	128.94	1,299.61
6040 · CC Discount Fees	2,550.96	1,139.10	810.86	4,500.92
6050 · Lease, CC Machine	843.40	813.20	326.25	1,982.85
6060 · Membership	1,949.86	1,708.41	205.00	3,863.27
6065 · Contributions/Donations	600.00	500.00	0.00	1,100.00
Total 6000 · Admin	26,592.43	22,715.92	16,636.58	65,944.93

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California Blacksmith Association
Profit & Loss YTD Comparison
April 1, 2009 through September 18, 2011

	<u>Apr '09 - Mar 10</u>	<u>Apr '10 - Mar 11</u>	<u>Apr 1 - Sep 18, 11</u>	<u>TOTAL</u>
6100 · Ins				
6110 · Accident insurance	1,201.50	1,201.50	1,201.50	3,604.50
6112 · D & O insurance	1,250.00	1,250.00	1,250.00	3,750.00
6114 · Liability insurance	3,045.00	3,045.00	3,045.00	9,135.00
Total 6100 · Ins	<u>5,496.50</u>	<u>5,496.50</u>	<u>5,496.50</u>	<u>16,489.50</u>
Total Expense	<u>122,653.36</u>	<u>111,717.01</u>	<u>72,584.46</u>	<u>306,954.83</u>
Net Ordinary Income	<u>-7,111.27</u>	<u>-8,201.48</u>	<u>-5,246.11</u>	<u>-20,558.86</u>
Net Income	<u><u>-7,111.27</u></u>	<u><u>-8,201.48</u></u>	<u><u>-5,246.11</u></u>	<u><u>-20,558.86</u></u>

Approved by e-mail vote

October 25, 2011

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October 25, 2011

09/18/11

California Blacksmith Association
Balance Sheet
 As of April 22, 2011

	Apr 22, 11
ASSETS	
Current Assets	
Checking/Savings	
1000 · Checking	
1005 · Main Checking 2865	6,633.52
1035 · Merchant Acct 8622	171.25
1050 · Sect. Acct 6404	1,604.57
Total 1000 · Checking	8,409.34
1100 · Savings	
1105 · Savings 0334	63,433.02
1150 · CD savings	15,925.34
Total 1100 · Savings	79,358.36
Total Checking/Savings	87,767.70
Total Current Assets	87,767.70
TOTAL ASSETS	87,767.70
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2060 · WF Visa -7362	527.46
Total Credit Cards	527.46
Total Current Liabilities	527.46
Total Liabilities	527.46
Equity	
3000 · Opening Bal Equity	-3,712.77
3100 · Funds	
3160 · Memorial, Toomey	11,322.00
3180 · Bedayn Thomson Grant F...	30,414.80
3200 · Operating Budget	71,250.00
Total 3100 · Funds	112,986.80
3300 · Allocated Funds	-114,986.80
3900 · Funds Balance	77,106.83
Net Income	15,846.18
Total Equity	87,240.24
TOTAL LIABILITIES & EQUITY	87,767.70

Treasurer's Report Agenda

1. April Meeting Year End Reports
2. 2nd Quarter Report Ending Sept. 30
3. CD
4. Tracking issues
5. Online Store
6. Credit Card Machine.
7. Grant Funds

Treasurer's Report Comments

1. I reconciled all of the accounts back for two and one-half to three years and made some adjustments to the accounts. Issues discovered were, missing entries, entries posted to the wrong accounts, duplicate entries and incorrect entries. All accounts balance and correspond to the bank statements.
2. There is no evidence on how payments received for events or conference split out membership dues and event registration.
3. There is no way to track how a member paid their dues unless they paid by Paypal. We can pull those records.
4. I recommend that all credit cards be cancelled and the account debit cards be used instead.
5. I have updated the yearend April 2011 report. Some adjustments have been made due to the reconciliations.
6. Questions regarding an Online Store and tax issues.
7. Herb and I discussed a file sharing system to track members and their dues payments.
8. Credit card machine is old and out of date. I have contacted the bank regarding a new one.
9. Grant funds have a separate equity class in quick books but the money is all in the general fund.

Approved by e-mail vote

October 25, 2011

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October 25, 2011

CALIFORNIA BLACKSMITH ASSOCIATION – JOB FUNCTION EVALUATION

- 1) The process for the Job Function Evaluation begins with the transfer of the position from one position holder to the next. The Board President or Vice President meets with the new position holder at the beginning of their term and reviews the following questions and notes results on the Evaluation form.
 - a) Has the Job Description been provided and read?
 - b) Have all of the materials and required system access been provided?
 - i) Are the use of those materials and systems understood by the new position holder?
 - c) Does the new position holder feel that they have had adequate time and training from the out-going position holder?
 - d) Does the new position holder understand the performance criteria defined in the Job Function Evaluation?
- 2) At the January Board Meeting, each Board Member will be asked to turn in an Evaluation Form for each Officer receiving a stipend.
 - a) The Officer's receiving stipend should use the same form and turn in their self-evaluation.
- 3) The Board President and Vice President will compile the Evaluations and make a summary evaluation taking into account all of the input and present those findings to the position holder under evaluation. The position holder's self evaluation should be reviewed at the same time.
- 4) The Job Function Evaluation is a tool to highlight potential areas in need of improvement, the need for training and/or mentoring and to acknowledge a job well done. This process will also help refine the job descriptions and overall communication between position holders and the Board of Directors.

CALIFORNIA BLACKSMITH ASSOCIATION – JOB FUNCTION EVALUATION

POSITION _____ TERM _____

NAME _____

TIME COMMITMENT REQUIRED (HRS/MONTH) _____

BOARD MEMBER REVIEWER _____ MEETING DATE _____

PLEASE REVIEW AND ANSWER EACH QUESTION BELOW. IF THE ANSWER IS NO, PLEASE EXPLAIN.

1. Has the Job Description been provided and read? YES / NO

2. Have all of the required materials and systems access been provided? YES / NO

3. Are the use of those materials and systems understood by the new position holder? YES / NO

4. Does the new position holder feel that they have had adequate time and training from the out-going position holder? YES / NO

5. Does the new position holder understand the performance criteria defined in the Job Function Evaluation? YES / NO

JOB FUNCTION EVALUATION **SUBMITTED BY** _____ **DATE** _____

Knowledge of Job Function:

Outstanding performance of job function	
Acceptable performance of job function	
Unacceptable performance of job function	
Reviewer/Date	

Quality of Work

Work Quality is high	
Work Quality is acceptable	
Work Quality is not acceptable	Training issue Y N
Reviewer/Date	

CALIFORNIA BLACKSMITH ASSOCIATION – JOB FUNCTION EVALUATION

Ability to meet deadlines and plan work accordingly

Exceeds deadline goals	
Meets deadline goals	
Misses deadline goals	Training issue Y N
Reviewer/Date	

Cooperation

Cooperation is high	
Cooperation is acceptable	
Cooperation is not acceptable (provide examples)	
Reviewer/Date	

Reliability

Highly reliable and helpful	
Reliable and helpful	
Not reliable (provide examples)	
Reviewer/Date	

Attendance at Board Meetings and Other CBA functions:

Board Meetings				
Other				

Comments/Examples:
