

Agenda/Minutes

CBA Board Meeting

January 14, 2015

Teleconference

Board members

1. Herb Upham *
2. John McLellan *
3. Bob Jensen
4. Tom Owens *
5. Anton Standteiner *
6. Michael Wood *
7. Brad Young
8. Mike Mumford *
9. Jack da Silva *
10. Mark Kochan *
- 11.** Paul Boulay *
- 12.** Andrew Pellissier

*Indicates present

Guests:

None

Board members not attending:

Brad Young

Bob Jensen

AGENDA

1. Attendance – Herb Upham
 - a. Roll: Board Members (9) Guests (0)
2. Approval of Agenda – Herb Upham
Approved ...
3. Approval of Minutes – Herb Upham
 - a. Approved by e-mail 10/19/2014 and posted on calsmith.org web site
4. Treasurer's Report – Tom Owens
Treasurer's Report 12-31-2014

1. To summarize, the cash flow for the third fiscal quarter of the 2014-2015 year we received \$25,025.71 in income from dues and event income and \$33,767.34 in total expenses. This amounted to a loss of \$8,741.63. This loss is normal but a bit less than the \$10k loss figure we typically see in this slow fiscal period in previous years. We had some good income from Oktoberfest. If we look at the overall picture we are looking real good as we are over \$94,430.17 in income and we still have the major part of Dues and Spring Conference fees to look forward to. We should hit our projected \$156K in income this year.
2. Oktoberfest final report is in the package.
3. Spring Conference Final Report is in this package.
4. I am preparing letters to be mailed out this month for the donations that were given during Spring Conference and Oktoberfest. Records are much better than we had last year so I should go much quicker even with the increase in donations.
5. We have a new Asset Management account as of 12-5-14. We are invested many is bonds and a few dividend paying stocks. Our yearly fee estimate will be around \$650.

Thomas J. Owens

Treasurer

Action: Tom to get 3 CC readers, assign one for secretary. (~\$70 for 3)

Committee Reports:

1. Spring Conference – 2015 Kirk McNeil

Hollister April 23-17

My (Kirk) report to the board on the conference goes as follows.

The conference is shaping up nicely. A few things are a little behind the optimal time line however. With any luck the registration will be online with the new CBA web page by the end of the week. Publicity is a bit behind as well, my chair recently had to have a hip replaced, and I think it kind of drove it from his mind. I'll be getting after him, and filling in by writing some copy and coordinating graphics for the printed program. I'll also be posting more and more to Facebook .
The treasurer is handling the budget, and many other things. Thanks Tom!
Mike B. is fitting a lot into his very busy schedule wrangling the demonstrators.
Mike W. also a busy guy, is wrangling equipment.
Mike M. needs copy and images etc... for the newsletter.
Mike N. is wrangling vendors
I think that covers all the important Mikes.
This concludes my report on spring conference.
To quote Chuck Simonian, "I'll be glad when this is over"

Page -2-

January 2015 CBA Board Meeting minutes approved 1 Feb 2015 by e-mail vote.

Thanx
Kirk out

2. Membership -
Currently CBA has **805** members
3. Promotions – Bob Jensen
No report
4. Magazine - Mike Mumford

Editor Inputs for CBA Jan 2015 board meeting
10 Jan 2015

1. **General:** Things are moving along pretty much on a normal pace. However, the US Post Office seems to have been in surge mode during Christmas - from all reports, our Jan-Feb issue actually got delivered much more quickly than normal. I received mine about 10 days earlier than usual.

The Calendar idea (proposal approved at the previous board meeting) has been announced, we in are in the process of creating the draft.

An idea that was previously discussed is still in ferment: making up a CBA picture CD featuring gallery and other images for each year. When I get to it, I'll get a task/cost proposal together.

1. **Status:** We're in first-draft status on the calendar, we'll close inputs for the March -April 2015 issue on Jan. 20th.
1. **Operations:**
As always, I'm searching for more home-grown articles. (Every newsletter editor has this problem). Kindly help push people to create articles for us.
PLEASE: as always, do not assume that I hear about an event, class, or happening. I would much rather be told about something by many people than not know about it.
4. **Statistics**
Average number printed from May-June 2013 to Mar-Apr 2014 was 832. The average number printed from May-June 2014 to Jan-Feb 2015 was 826.
5. **Article reprints**
As of Dec. 31, we had 10 articles reprinted in 2014 in other newsletters. So far in 2015, we have had one article reprinted.
6. **Editor exchange**
Nothing new here. If you are interested in seeing other organization's newsletters, let me know.
8. **Magazine Content**

8a. **Instructor articles**

Need to stay on top of this.

8b. **My challenge to the board continues: help me find articles!**

This doesn't mean you have to write: help me find writers/articles

Please respond with a tip for "I thought everybody already knew this."

Do you know of a special demo, event, etc: let me know so that we can make arrangements to cover

I want to thank all the photographers who submitted photos during 2014. I received over 4226 pictures during the year! (20-30 people sent photos)

Respectfully Submitted,

Mike Mumford

Editor, California Blacksmith Magazine

Action: Renewal card in March issue!

5. Web Site Update: Mike, Tom & Herb

Testing Test site is up ... board please start using ... URL ...

Go live ~ 1 FEB 2015 ... depends on payment system up and running

Registration/membership process <https://cba47.wildapricot.org>

6. Library – Alan Drew

CBA Library Report January 14, 201

Dear CBA Board Members,

The library is getting lots of use and serving our membership very well.

The majority of media requested remains to be DVD's.

We have several members who are using the resource on a regular basis.

These make up the bulk of our library requests with only a handful of other members using the resource.

To date the 2014-15 postage for library usage is \$87.03.

I think it's a safe assumption that with our \$500.00 budget we'll have enough money in the library fund to purchase additional material before the fiscal year is finished.

Given the requests for DVD's, I'll focus on that type of media when purchasing.

I am currently using my personal USPS account to purchase postage for the library. Receipts are then presented for reimbursement as they accumulate.

I would prefer to have the librarian to have access to an online CBA postal account.

I'd really appreciate it if this could be accomplished.

Last year I had requested and was advanced funds for the purchase of books, DVD's and also computer software that would enable me to convert VHS library media to DVD format. This request was in the amount of 381.56 and paid for with CBA check #5868 written on 3/27/14.

Regarding the software purchase, it turned out that my Mac is too old to run the software and so it was returned.

After totaling the last year's purchases and postage against the price advanced to the library for the media and software , there was a balance of \$41.01 unspent.

I think that it is best as far as keeping the books strait for me to send a personal check to Tom Payable to CBA for the \$41.01 when I submit the \$87.03 in postage receipts for reimbursement. Well, I think that is all that I have to report at this time.

Please let me know if you have any questions, comments or suggestions.

Respectfully submitted, Alan Drew

Action: Tom to contact Alan about Library account

Action: Mike to forward review copy of H Metal Design 2015 to Alan after review

7. Grants - Daniel Dole Kirk McNeill

None

8. Education – Toni and Michael

Weaverville instructor training proposal (Mark Kochan budget submitted by Dennis Dusek)

Site Fee 1 days \$200.00	\$200.00
Coal 15 bags \$25.00	\$375.00
Material	
4 pcs \$25.00	\$100.00
Instructor Fee 1 days \$625.00	\$625.00
Travel 944 miles \$0.35	\$330.40
Hotel 1 nights \$100.00	\$100.00
Donuts / Coffee 1 days \$25.00	\$25.00
Travel for Ed Team 300 miles \$0.35	\$105.00
Total	\$1,860.40

Weaverville March 19, 2015

Michael is working on SC ... Mark Kochan to organize Weaverville ...

Action: Budget raised to \$2000 Mark K to update.

Action: Herb to send copy of instructor DB to Toni, Mark K and Mike W.

Pam Quile offered Paul's shop for CBA events for the future

9. Election Committee – John McLellan Paul Boulay

The nominations are:

Michel Wood

Anton Standheiner

Francis Leidinger

Nathan Baumgartner

Dave Carroll

Shawn Lovell

55 ballots received to date

10. Safety Committee - Georg O'Gorman, Jack da Silva

Subject: Re: Grant Proposal Request for Developing Affordable Draft Hood Design Research for CBA Events
Thank you Mike for your support and Paul for the update.

I estimated the projected amount needed that we can fine tune as we move ahead.

A couple of points... First, as of now we haven't spent all of that estimate. We do have receipts for about \$385.

Second, we will end up with more than half of the materials needed to build the second unit. For instance I have a second 20" length of 12" sch 40 pipe ready to go.

I am guessing that the cost for each additional forge station to be around \$150. Of course that depends a lot on the sweat equity we put in.

Regards,

Thanks for putting that together guys.

\$450.00 seems reasonable to me for R & D work.

You have my vote.

Michael

Howdy All,

As part of the CBA Safety Committee, I am requesting that \$450.00 in CBA funds be granted to cover costs needed to develop a side draft hood for use at CBA events to help deal with coal forge smoke and fume issues that arise at CBA events, demos and training. Approval is desired now.

CBA maintains an exemplary commitment to blacksmithing as a group whose educational focus emphasizes strong examples and informed training. It appears that CBA safety concerns as reflected in the current CBA Safety Plan will benefit from updating protocols to inform and mitigate potential lung damage.

Coal forging is elemental to effective training about blacksmithing through CBA events. A proactive CBA will serve its members well.

To that end, Paul Boulay in consultation with several other blacksmiths (Gary Standke, Mark Aspery, John McLellan and I) has developed a prototype for an affordable side draft forge hood from readily accessible materials. Please see image of prototype attached.

Special thanks to Paul Boulay.

Respectfully submitted,

Jack da Silva

Paul Boulay
408-483-1986

Action: Payment approved \$380 to Paul B. ... remainder, if needed from 2015 -2016 budget

11. Policies and Procedures - John McLellan
No report

Old Business:

1. **Sculpture/Property Disposition Report held over to SC 2015 meeting**
2. **ACTION: Proposal ... need gallery liaison ... 1 year community display, then take to a gallery for sale ... Tom working with Julie Henry currently (please contact Joe Koches) Need inventory and plan for items. More details at SC2015.**
3. **ACTION:** Education to keep basic education forge workshops up to date and published in advance
4. **ACTION:** ballots are due Feb 1, 2015
5. **Action:** \$2000 budget amendment is approved, grant is approved unanimous: \$1000 initially and \$1000 on submission of magazine article with photos **Complete**
6. **Action:** Designated CBA trailer issue discussed, Tony and Michael to develop a proposal by Spring Conference 2015.
- 7.

SC 2016 Ferndale

Alternative plan ... Joe's health???

Action: Herb find out who is committee

New Business:

Tom Owens: Antique Gas and Steam Museum: new blacksmithing class area, looking for funding donations. Tom to send info our ... **review at SC 2015**

Correspondence:

None

Comments and questions:

Adjourned: 8:30

3rd Quarter Balance Sheet

				Dec 31, 14
ASSETS				
Current Assets				
Checking/Savings				
		1170 · Edward Jones Asset Acct.		50,000.00
1000 · Checking				
		1005 · Main Checking 2865		9,308.51
		1035 · Merchant Acct 8622		51.59
		1050 · Sect. Acct 6404		2,275.31
Total 1000 · Checking				11,635.41
1100 · Savings				
		1151 · CD #2 savings		14,000.00

		1106 · Toomey Memorial	15,000.25
		1115 · Bedayn Thomson	5,552.52
		1105 · Savings 0334	32,392.07
		Total 1100 · Savings	66,944.84
		Total Checking/Savings	128,580.25
		Other Current Assets	
		1499 · Undeposited Funds	2,000.00
		Total Other Current Assets	2,000.00
		Total Current Assets	130,580.25
TOTAL ASSETS			130,580.25
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
		20000 · Accounts Payable	-20.80
		Total Accounts Payable	-20.80
		Total Current Liabilities	-20.80
		Total Liabilities	-20.80
Equity			
		3000 · Opening Bal Equity	8,487.23
		3100 · Funds	
		3120 · Grant Fund	41,736.80
		3160 · Memorial, Toomey	4,500.00
		3180 · Bedayn Thomson	500.00

		Grant Fund	
		3200 · Operating Budget	71,250.00
		Total 3100 · Funds	117,986.80
		3300 · Allocated Funds	-
			112,986.80
		3900 · Funds Balance	104,896.02
		Net Income	12,217.80
		Total Equity	130,601.05
		TOTAL LIABILITIES & EQUITY	130,580.25

3rd Quarter P&L

					Oct - Dec 14
		Ordinary Income/Expense			
		Income			
			4000 · Dues		1,915.00
			4200 · Event income		
			4201 · Evt registration		12,343.00
			4202 · Evt sales		889.01
			4204 · Evt Iron in hat		1,168.00
			4205 · Misc evt revenue		1,390.00
			4207 · Evt Auction		7,287.50
			Total 4200 · Event income		23,077.51
			4299 · Bank interest		33.20
			Total Income		25,025.71
			Gross Profit		25,025.71

			Expense	
			5650 · Promotions	1,468.80
			5000 · Magazine	
			5001 · Magazine office	4,820.00
			5003 · Magazine postage	314.74
			5004 · Printing	4,055.38
			5005 · Magazine Editor	900.00
			Total 5000 · Magazine	10,090.12
			5050 · Web Expenses	1,706.75
			5100 · Conf expense	
			5101 · Site/setup	1,118.30
			5102 · Demos	2,810.80
			5108 · Misc conf exp	92.70
			5100 · Conf expense - Other	682.91
			Total 5100 · Conf expense	4,704.71
			5200 · Event expense	
			5201 · Evt site/setup	1,960.45
			5202 · Evt demos	600.00
			5206 · Evt food	5,373.87
			5207 · Evt supplies	841.40
			Total 5200 · Event expense	8,775.72
			5400 · Scholarships and Grants	
			5405 · Grants	1,000.00
			Total 5400 · Scholarships and Grants	1,000.00

								0		
				4103 · Iron in hat	1,097.00		1,951.06	-854.06	-	43.77%
				4104 · Auction	6,622.00		5,450.00	1,172.00		21.51%
				4105 · Refund	-945.00		-1,850.00	905.00		48.92%
				4106 · Merchandise Sales	165.00		4,152.00	-3,987.00	-	96.03%
				4110 · Misc conf revenue	350.00		413.00	-63.00	-	15.25%
				Total 4100 · Conf income	31,160.12		43,013.48	-11,853.36	-	27.56%
				4200 · Event income						
				4201 · Evt registration	17,685.37		22,801.17	-5,115.80	-	22.44%
				4202 · Evt sales	889.01		1,100.00	-210.99	-	19.18%
				4204 · Evt Iron in hat	1,168.00		1,099.00	69.00		6.28%
				4205 · Misc evt revenue	1,390.00		0.00	1,390.00		100.0%
				4207 · Evt Auction	7,412.50		6,321.00	1,091.50		17.27%
				Total 4200 · Event income	28,544.88		31,321.17	-2,776.29	-	-8.86%
				4299 · Bank interest	53.80		37.05	16.75		45.21%
				4300 · Miscellaneous income						
				4301 · Contributions/gifts	3,000.00		3,000.00	0.00		0.0%
				4305 · Merch/Memorabilia Sales	225.00		0.00	225.00		100.0%
				Total 4300 · Miscellaneous income	3,225.00		3,000.00	225.00		7.5%
				Total Income	94,430.17		100,001.53	-5,571.36	-	-5.57%
				Gross Profit	94,430.17		100,001.53	-5,571.36	-	-5.57%
				Expense						

			5650 · Promotions	1,623.61	3,000.00	- 1,376.3 9	- 45.88%
			6200 · Special Projects	2,577.19	0.00	2,577.1 9	100.0%
			5000 · Magazine				
			5001 · Magazine office	12,428.00	12,060.00	368.00	3.05%
			5003 · Magazine postage	1,108.30	585.15	523.15	89.4%
			5004 · Printing	8,570.93	7,782.23	788.70	10.14%
			5005 · Magazine Editor	4,386.62	2,700.00	1,686.6 2	62.47%
			Total 5000 · Magazine	26,493.85	23,127.38	3,366.4 7	14.56%
			5050 · Web Expenses	3,846.80	3,288.13	558.67	16.99%
			5100 · Conf expense				
			5101 · Site/setup	1,118.30	1,548.00	-429.70	- 27.76%
			5102 · Demos	9,786.68	10,645.76	-859.08	-8.07%
			5103 · Lodging	352.36	1,958.00	- 1,605.6 4	-82.0%
			5104 · Sales exp	0.00	2,055.00	- 2,055.0 0	- 100.0%
			5105 · Credit card	-37.60	0.00	-37.60	- 100.0%
			5106 · Food exp	9,817.18	1,002.18	8,815.0 0	879.58 %
			5107 · Supplies	4,428.85	2,250.83	2,178.0 2	96.77%
			5108 · Misc conf exp	1,657.63	6,047.48	- 4,389.8 5	- 72.59%
			5109 · Adv.to conf. mgr.	0.00	415.00	-415.00	- 100.0%
			5100 · Conf expense - Other	682.91	0.00	682.91	100.0%
			Total 5100 · Conf expense	27,806.31	25,922.25	1,884.0 6	7.27%
			5200 · Event expense				
			5201 · Evt site/setup	5,122.75	3,873.98	1,248.7 7	32.24%
			5202 · Evt demos	2,175.00	2,018.00	157.00	7.78%

			5204 · Evt sales exp	0.00	1,601.68	- 1,601.6 8	- 100.0%
			5206 · Evt food	9,648.98	7,234.97	2,414.0 1	33.37%
			5207 · Evt supplies	1,581.34	2,719.35	- 1,138.0 1	- 41.85%
			Total 5200 · Event expense	18,528.07	17,447.98	1,080.0 9	6.19%
			5300 · Ed/Training				
			5304 · Workshop materials	0.00	177.40	-177.40	- 100.0%
			Total 5300 · Ed/Training	0.00	177.40	-177.40	- 100.0%
			5400 · Scholarships and Grants				
			5405 · Grants	3,000.00	1,000.00	2,000.0 0	200.0%
			5410 · Other schools	0.00	1,160.00	- 1,160.0 0	- 100.0%
			5400 · Scholarships and Grants - Other	0.00	2,000.00	- 2,000.0 0	- 100.0%
			Total 5400 · Scholarships and Grants	3,000.00	4,160.00	- 1,160.0 0	- 27.89%
			5500 · Library	0.00	-10.00	10.00	100.0%
			6000 · Admin				
			6070 · Processing Fees	1,012.25	0.00	1,012.2 5	100.0%
			6015 · Secretary's Expense	0.00	78.00	-78.00	- 100.0%
			6011 · Tax Preparation	520.00	480.00	40.00	8.33%
			6012 · Board meetings/travel	1,999.42	760.25	1,239.1 7	163.0%
			6014 · Office expense	0.00	95.64	-95.64	- 100.0%
			6016 · Postage	65.88	110.02	-44.14	- 40.12%
			6018 · Officer Stipend	5,400.00	5,100.00	300.00	5.88%
			6020 · Taxes & fees	10.00	60.00	-50.00	-

									83.33%
				6030 · Bank charges	391.50		462.50	-71.00	-15.35%
				6040 · CC Discount Fees	1,428.33		1,655.19	-226.86	-13.71%
				6050 · Lease, CC Machine	643.72		797.10	-153.38	-19.24%
				6060 · Membership	1,415.00		510.00	905.00	177.45%
				Total 6000 · Admin	12,886.10		10,108.70	2,777.40	27.48%
				6100 · Ins					
				6110 · Accident insurance	0.00		-484.00	484.00	100.0%
				6112 · D & O insurance	0.00		0.00	0.00	0.0%
				6100 · Ins - Other	3,361.00		3,391.00	-30.00	-0.89%
				Total 6100 · Ins	3,361.00		2,907.00	454.00	15.62%
				Total Expense	100,122.93		90,128.84	9,994.09	11.09%
				Net Ordinary Income	-5,692.76		9,872.69	-15,565.45	-157.66%
				Net Income	-5,692.76		9,872.69	-15,565.45	-157.66%

Spring Conference 2014 Final Breakdown

	<u>2014 Spring Conference</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
4100 · Conf income		
4101 · Registration	32,446.93	32,446.93
4103 · Iron in hat	1,097.00	1,097.00
4104 · Auction	6,622.00	6,622.00
4105 · Refund	-1,185.00	-1,185.00
4106 · Merchandise Sales	165.00	165.00
Total 4100 · Conf income	<u>39,145.93</u>	<u>39,145.93</u>
Total Income	<u>39,145.93</u>	<u>39,145.93</u>

Gross Profit	39,145.93	39,145.93
Expense		
5100 · Conf expense		
5102 · Demos	6,975.88	6,975.88
5103 · Lodging	352.36	352.36
5106 · Food exp	9,817.18	9,817.18
5107 · Supplies	3,177.04	3,177.04
5108 · Misc conf exp	1,370.53	1,370.53
Total 5100 · Conf expense	<u>21,692.99</u>	<u>21,692.99</u>
Total Expense	<u>21,692.99</u>	<u>21,692.99</u>
Net Ordinary Income	<u>17,452.94</u>	<u>17,452.94</u>
Net Income	<u><u>17,452.94</u></u>	<u><u>17,452.94</u></u>

Oktoberfest final breakdown

	<u>Oktoberfest 2014</u>	<u>TOTAL</u>
Ordinary Income/Expense		
Income		
4200 · Event income		
4201 · Evt registration	14,353.00	14,353.00
4202 · Evt sales	1,089.01	1,089.01
4204 · Evt Iron in hat	1,168.00	1,168.00
4207 · Evt Auction	7,412.50	7,412.50
Total 4200 · Event income	<u>24,022.51</u>	<u>24,022.51</u>
Total Income	<u>24,022.51</u>	<u>24,022.51</u>
Gross Profit	24,022.51	24,022.51
Expense		

5100 · Conf expense		
5102 · Demos	2,810.80	2,810.80
Total 5100 · Conf expense	<u>2,810.80</u>	<u>2,810.80</u>
5200 · Event expense		
5201 · Evt site/setup	4,255.45	4,255.45
5202 · Evt demos	600.00	600.00
5206 · Evt food	8,773.87	8,773.87
5207 · Evt supplies	636.41	636.41
Total 5200 · Event expense	<u>14,265.73</u>	<u>14,265.73</u>
6000 · Admin		
6070 · Processing Fees	862.87	862.87
Total 6000 · Admin	<u>862.87</u>	<u>862.87</u>
Total Expense	<u>17,939.40</u>	<u>17,939.40</u>
Net Ordinary Income	<u>6,083.11</u>	<u>6,083.11</u>
Net Income	<u><u>6,083.11</u></u>	<u><u>6,083.11</u></u>

Jack's Safety documents here, both are approved And will be posted on the web.

Blacksmith Safety

Impact-Type Safety Glasses or Goggles

Eye protection shall be worn anytime a CBA member or guest is smithing, watching or demonstrating. This is a mandatory requirement.

ANSI approved impact-type safety glasses or goggles shall be worn to ensure greater eye protection from flying particles. The glasses shall meet the requirements of ANSI Z 87.140 with side shields.

Approved Hearing Protection

It is strongly recommended that all CBA members and guests use hearing protection whenever work at the anvil is in progress.

The ring of the anvil is usually greater than 85db and requires the use of hearing protection.

Standard Work Clothes

Clothing that is in a good state of repair should be worn. Active participants in CBA sponsored events must wear clothing that covers the tops of their footwear.

Open toe and synthetic material shoes shall not be worn in the forging areas.

Spectators choosing to wear clothing that exposes the body do so at their own risk.

Heavy duty, high topped leather shoes are important. Closed hi-top shoes constructed of canvas will be allowed in the forging area. Spectators are advised to do likewise.

Many athletic type shoes are made of synthetic materials that can melt onto your skin when exposed to heat, flame, or sparks. Sparks or hot slugs can find their way into these shoes and therefore will not be worn in the forging area.

Alcohol/ Drugs

CBA members, CBA Instructors, and Demonstrators shall not consume alcoholic beverages when:

Forging Demonstrating Instructing

Be aware that some prescription and over the counter medications can cause drowsiness.

CBA will not tolerate the use of illegal drugs at any CBA sponsored event. Use of illegal drugs is grounds for expulsion from the CBA event. CBA has a zero tolerance policy.

Draft CBA Accident / Incident Report Form

Please fill out report and immediately place on file with CBA Courtesy or Safety Committee members on site.

General Information

Report Type: Accident Incident Location: _____

Name of Person Involved _____

Date of Occurrence _____ Time _____ am/pm Check one: Staff Member Participant Other

Describe the incident (where and what happened) _____

Anyone else injured? Yes No If yes, who? _____

Staff person in charge of Program/Activity? _____

Report written by (Name and position) _____

Witnesses Check to indicate staff [S], Participant [P], Member [M], Other [O]

S P M O Name Contact information

Follow-Up of Action Taken

Date _____ Time _____ AM / PM By: _____

Details of follow-up:

Medical Information for Accident Report Only. Fully describe injured party's condition and first aid given.

_____ First aid given? Yes No

_____ By whom? _____

_____ Blood borne exposures? Yes No

_____ To whom? _____

Further medical attention? Yes No Declined

If so, where? _____ By whom? _____

Who was called and what was outcome? _____

With whom did the injured party leave? _____

Draft CBA Accident / Incident Report Instructions

Important things to remember when an accident or incident occurs:

1. Complete an Accident/Incident Report form as soon as your involvement allows. Attending to first aid is the first priority. Give completed form to the CBA Courtesy or Safety Committee members immediately so that situation may be addressed. As necessary, equipment may be inspected, repaired or removed from the activity.
2. Indicate the type of report being completed. An "accident" report requires the completion of the Medical Information section of the form. If injured requires medical attention, indicate on the report form. An "incident" may require intervention by CBA Courtesy or Safety Committee members.
3. Include as much detail as possible. Many times, several months may pass before a person may decide to take action. We need to know who they were and exactly what steps were taken.
4. If the person involved is taken out of an activity because of an accident or incident, follow-up (in person or by phone) with the person should happen as soon as possible.

Additional Guidelines

- Know who the designated CBA Courtesy or Safety Committee members are to handle and document these occurrences consistently.
- The individual cited in the Accident/Incident Report may submit a personal statement with the report.
- If they inquire about Liability Insurance direct them to speak with a CBA Courtesy or Safety Committee member.
- Never claim any liability or negligence on part of the CBA, the insurance adjuster will handle all communications in this area.
- Do not give anyone a copy of the Accident/Incident Report other than CBA Courtesy or Safety Committee members.