

Agenda/Minutes

CBA Board Meeting

January 13 2016

Teleconference

Board members

1. Herb Upham *
2. John McLellan *
3. Dave Carroll *
4. Shawn Lovell
5. Tom Owens *
6. Anton Standteiner *
7. Francis Leidinger *
8. Mike Mumford *
9. Jack da Silva *
10. Mark Kochan *
11. Paul Boulay *
12. Andrew Pellissier

***Indicates present**

Guests:

Dennis Dusek

Board members not attending:

Shawn Lovell

Andrew Pellissier

AGENDA

1. Attendance – Herb Upham
 - a. Roll: Board Members (10) Guests (1)
2. Approval of Agenda – Herb Upham
Approved ...
3. Approval of Minutes – Herb Upham
 - a. Approved by e-mail Oct. 2015 and posted on calsmith.org web site
4. Treasurer's Report – Tom Owens

Treasurer's Report 12-31-2015

1. To summarize, the cash flow for the third fiscal quarter of the 2015-2016 year we received \$14,636.30 in income from dues and event income and \$29,377.04 in total expenses. This amounted to a loss of \$14,740.74. This loss is higher than the \$10k loss figure we typically see in this slow fiscal period in previous years. We had some good income from Oktoberfest. Income is significantly down this this year but we should see on influx of income with dues and conference registration still on the horizon.
2. Oktoberfest final report is in the package. Income was \$26,909.54 and expenditures were \$13,165.99 for a net profit of \$13,743.55.
3. Wayne's World 2015 had income of \$1166.00 and expenditures of \$1101.89 for a profit of \$64.11. I have not heard from Wayne or Heather on instructors training so I don't know who attended and what the fees are, although that comes out of the education budget.
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. The Market was down about two percent this last year as was our Asset Management account. Our Account stands at \$49002.16. Income on the year was \$1316.27 and unrealized losses stood at \$1,582.11. Our yearly fee was \$590.95.

Thomas J. Owens

Treasurer

Committee Reports:

1. Spring Conference 2016 – Joe Koches
Tom has preliminary budget ... not distributed ... 250 attendees \$20k in hotel rooms ... **Action: needs update**
2. Spring Conference 2017
Dave Carroll's proposal is approved ... **ACTION: needs budget at Jan TC ... Tom to work with Dave to refine budget to be e-mailed prior to April meeting**
3. Spring Conference 2018 – Dennis Dusek
Dennis to provide a preliminary budget at **Jan TC ... Jack moved to approve, approved**

Spring Conference Budget 2018									
Placerville, CA									
2018 Draft 1									
**Based on 300 attendees									
Income					Expense	Price per unit	Qty	Sub Total	
Attendance					Site Rental	\$9,000.00		9,000.00	
Early Conference Fee	225	\$185.00	\$41,625.00		Gallery Party	\$1,500.00		1,500.00	
Dinner	225	\$25.00	\$5,625.00		Gifts for Demonstrators	\$2,400.00		2,400.00	
					Prizes	\$2,250.00		2,250.00	

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Early Single Day	35	\$ 65.00	\$ 2,275.00		Equipment Rental	\$600.00		600.00
					Hotel	\$3,000.00		3000
Late Conference Fee	30	\$200.00	\$ 6,000.00		Add/Promotion	\$ 2,000.00		2000
Late Single Day	10	\$ 75.00	\$ 750.00		Materials/Supplies			
Dinner	75	\$ 25.00	\$ 1,875.00		Bags of Coal	\$ 25.00	75	1,875.00
					Steel	\$1,000		1,000.00
	4				Propane	\$600.00		600.00
					Gas	\$1,500.00		1,500.00
					Oxy Acetylene	\$ 300.00		300.00
					Safety Glasses	\$200.00		200.00
Iron in the Hat		\$2,000.00	\$2,000.00					
Auction		\$ 8,000.00	\$ 8,000.00		Merchandise			
					Shirts	\$8.00	240	1920
					Administration			
					Office Supplies	\$ 100.00		250.00
					Logo design	\$500.00		500.00
Merchandise Sales	240	\$15.00	\$3,600.00		Registration	\$1,050.00		1,050.00
					Staff Shirts	\$8.00	90	720.00
					Conf Chair	\$5,000.00		5,000.00
						Sub-Total Before Food		32,165.00
		Income Total	\$ 71,750					
					Food			
					Sat. Banquet Meal			6,000.00
						Sub- Total Food		6,000.00
					Demonstrators	Pay	Expenses	Sub

								Total
						1		\$ 3,000
						2		\$ 2,000
						3		\$ 2,000
						4		\$ 2,000
						5		\$ 2,000
						6		\$ 2,000
						7		\$ 3,000
							Sub-Total Demonstrators	\$ 16,000
Income Total		\$ 71,750.00				Sub-Total Before Food		\$32,165.00
Expense Total		\$ 54,165.00				Sub-Total Food		\$ 6,000.00
Net		\$ 17,585.00				Sub- Total Demonstrators		\$16,000.00
						Conference Expenses Total		\$ 54,165

4. Membership – Currently CBA has 924 members

5. Promotions – Bob Jensen

No report

6. Magazine Editor - Mike Mumford

Editor Inputs for CBA Jan 2016 board meeting

8 Jan 2016

1. **General:** Things are moving along pretty much on a normal pace. The 2016-2017 CBA Calendar is in rough draft. The Mar-Apr edition will close inputs on Jan. 20th.

2. **Status:**

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I've received grant-payback articles from Mark Kochan and Beth Holmberg. JB Ramirez has sent a draft, I'm still looking for photos and update from him. Jim Austin has mailed a CD with info, received..

3. **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.

There have been a few issues that have come up lately about deadlines. I am determined to keep our schedule, and not force any of our paid staff to work on a "surge" basis. I would appreciate it if you would respond by deadline. If not received, I usually will not chase you - we'll go to print without you.

I have the survey results from 11 CBA board/officers. In general, it took the USPS 2-3 days to deliver. However, I'm suspecting that USPS was working in a surge mode. I think the experiment should be repeated, maybe on towards mid-summer. Most of the respondents were close to the mailing office - when we repeat, I'll ask some folks out in the nether reaches of California.

4. **Statistics**: The Nov-Dec 2015 edition printed 924 copies.

5. **Article reprints**: We have had 13 articles reprinted in 2015 in other newsletters.

6. **Editor exchange**: Slowly we are converting the Editor's Exchanges over to pdf exchange. This makes it nearly free to exchange info. 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

Respectfully Submitted,
Mike Mumford
Editor, California Blacksmith Magazine

7. Web Site Update:

Need to update host from Lisa's account Action: Tom Owens

8. Library – Alan Drew
No report
9. Grants - Daniel Dole Kirk McNeill

Dennis

It looks like that BOD meeting is WED.

I've been really hammered in the shop and no end in sight. I'll be trying to attend the BOD meeting from my shop with volunteers working on my Sharky go round.

My recommendations are as follows

1. Dennis Dusek as grants chair! I'm willing to continue as scholarships
2. We make board members and office holders ineligible for grants. Put it in the guidelines.
3. We follow all Jack's recommendations for the website and trying to gather more members to apply.
4. We follow Jack 's recommendations for a cyclical , twice a year grant. With a provision for special,, timely applications, by special email vote by the board.

Kirk out

Dennis Dusek has been appointed replacement for Dan Dole

FY budget maxed out ... no funding available this year.

2 current requests are being “held over” until April Board meeting

10. Education – Mark Kochan

Working on Wayne’s World instructor ed event cost

Weaverville workshop

Central CA event in planning

Forge building Jan 30,31 asking for \$8000 seed, \$485 per forge per person ... 3 leads will be assisting construction ... each person keeps forge and is encouraged to bring it to CBA events ... 10 CBA and 10 personal forges

11. Election Committee – John McLellan Paul Boulay

Paul sent text to be e-mailed to members ... done 9/5/2015

Ballots are being received, cut off Feb 1, 2016

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

Howdy All,

Happy New Year!

I thought it could be informative to share these 4 O'Fest Images from 2008 and 2015 with the Board. A CBA member commented at the 2015 O'Fest, "This tent represents our lungs."

Please note/compare the '50 Shades of Grey' on the 2008 and 2015 tent underside as an illustration of the cumulative affect of coal smoke and particulates. An interesting documentation re the importance of CBA commitment and responsibility to inform, exemplify and educate

our members as an educational organization as reflected in our mission statement. The report will follow.

Jan 13, 2016 minutes approved Jan 24 by e-mail vote.

Thanks,
Jack





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13. Policies and Procedures - John McLellan

No new

Old Business:

1. Action: Jerry Coe to send details to Herb/Tom for distribution to CBA BoD ... e-mail vote to follow Tom's recommendation ... not received

2. CBA grant process, (call for applications, procedures, **IRS guidelines for applicant qualifications**)

a. Grant guidelines need to be updated for clarity including submission schedule

b. Announce winners in magazine and web site

c. Need to be compliant to IRS regulations

d. Dan and Kirk need to be engaged ... along with Tom Owens

e. Action: Jack da Silva will lead update effort and will send out suggestions for all to

read

f.

3. Sponsorship opportunities at ABANA 2016 conference

CBA demonstrators ... **ACTION: held over to Jan meeting**

Motion: Tom Owens sponsor ABANA demonstrators at \$3000 from Promotions (FY16 budget)

Approved

4.

5.

New Business:

1. Dan Dole replacement **Dennis Dusek was named**

2. Tom Owens: Steering Committee to develop 5 year plan, budget and goals many of which have been under discussion (Pres, V. Pres, Sec, Treas, + 3 board members would make up the committee)

Plan 2-3 day weekend for planning ... board members Toni, Mark, and Jack

Plan on Feb 2016: Tom to send out a proposal for venue and dates

Jack Moved: Approved

Correspondence:

None ...

Comments and questions:

None ...

Adjourned: 9:30

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3rd qtr P&L

	Oct - Dec 15
Ordinary Income/Expense	
Income	
4000 · Dues	4,518.35
4100 · Conf income	
4105 · Refund	-145.00
4106 · Merchandise Sales	2,524.24
Total 4100 · Conf income	2,379.24
4200 · Event income	
4201 · Evt registration	2,493.34
4204 · Evt Iron in hat	879.00
4207 · Evt Auction	4,365.00
Total 4200 · Event income	7,737.34
4299 · Bank interest	1.37
Total Income	14,636.30
Gross Profit	14,636.30
Expense	
5650 · Promotions	912.50
5000 · Magazine	
5001 · Magazine office	2,560.00
5003 · Magazine postage	60.56
5004 · Printing	5,424.56
5005 · Magazine Editor	900.00
Total 5000 · Magazine	8,945.12
5050 · Web Expenses	1,140.45
5100 · Conf expense	
5101 · Site/setup	442.25
Total 5100 · Conf expense	442.25
5200 · Event expense	
5201 · Evt site/setup	1,600.00
5202 · Evt demos	2,029.70
5204 · Evt sales exp	200.00
5206 · Evt food	5,204.94
5207 · Evt supplies	1,463.99
Total 5200 · Event expense	10,498.63
5300 · Ed/Training	
5306 · Ed. Event Demonstrator	1,765.00
Total 5300 · Ed/Training	1,765.00

5400 · Scholarships and Grants	
5405 · Grants	2,000.00
Total 5400 · Scholarships and Grants	<u>2,000.00</u>
6000 · Admin	
6015 · Secretary's Expense	462.87
6011 · Tax Preparation	574.00
6016 · Postage	66.43
6018 · Officer Stipend	1,800.00
6020 · Taxes & fees	60.00
6030 · Bank charges	92.61
6040 · CC Discount Fees	267.11
6050 · Lease, CC Machine	230.07
6060 · Membership	120.00
Total 6000 · Admin	<u>3,673.09</u>
Total Expense	<u>29,377.04</u>
Net Ordinary Income	<u>-14,740.74</u>
Net Income	<u><u>-14,740.74</u></u>

YTD P&L

	<u>Apr - Dec</u>
	<u>15</u>
Ordinary Income/Expense	
Income	
4298 · Unrealized Gain	-1,058.02
4000 · Dues	17,998.47
4100 · Conf income	
4101 · Registration	36,028.33
4103 · Iron in hat	2,439.00
4104 · Auction	14,294.76
4105 · Refund	-1,072.00
4106 · Merchandise Sales	8,776.40
4110 · Misc conf revenue	409.00
4100 · Conf income - Other	422.00
Total 4100 · Conf income	<u>61,297.49</u>
4200 · Event income	
4201 · Evt registration	24,096.27
4204 · Evt Iron in hat	879.00
4207 · Evt Auction	4,365.00
Total 4200 · Event income	<u>29,340.27</u>
4299 · Bank interest	23.10

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Total Income	<u>107,601.31</u>
Gross Profit	107,601.31
Expense	
5650 · Promotions	5,236.82
66900 · Reconciliation Discrepancies	97.00
6200 · Special Projects	1,510.34
5000 · Magazine	
5001 · Magazine office	12,220.00
5003 · Magazine postage	729.63
5004 · Printing	14,309.48
5005 · Magazine Editor	<u>2,700.00</u>
Total 5000 · Magazine	29,959.11
5050 · Web Expenses	5,485.39
5100 · Conf expense	
5101 · Site/setup	16,296.67
5102 · Demos	18,810.00
5103 · Lodging	14,689.59
5104 · Sales exp	1,209.09
5106 · Food exp	8,996.92
5107 · Supplies	6,624.58
5108 · Misc conf exp	<u>8,107.76</u>
Total 5100 · Conf expense	74,734.61
5200 · Event expense	
5201 · Evt site/setup	2,194.00
5202 · Evt demos	7,104.01
5203 · Evt lodging	1,236.12
5204 · Evt sales exp	200.00
5206 · Evt food	9,590.99
5207 · Evt supplies	<u>1,715.66</u>
Total 5200 · Event expense	22,040.78
5300 · Ed/Training	
5306 · Ed. Event Demonstrator	1,765.00
5305 · Misc. Ed. Expense	<u>2,000.00</u>
Total 5300 · Ed/Training	3,765.00
5400 · Scholarships and Grants	
5405 · Grants	<u>9,000.00</u>
Total 5400 · Scholarships and Grants	9,000.00
5800 · Safety, Ed/Training	328.07
6000 · Admin	
6015 · Secretary's Expense	476.94
6010 · Bookkeeping Expense	399.90

6011 · Tax Preparation	574.00
6012 · Board meetings/travel	1,992.74
6014 · Office expense	120.36
6016 · Postage	201.97
6018 · Officer Stipend	6,300.00
6020 · Taxes & fees	60.00
6030 · Bank charges	400.46
6040 · CC Discount Fees	915.87
6050 · Lease, CC Machine	720.41
6060 · Membership	<u>2,640.00</u>
Total 6000 · Admin	14,802.65
6100 · Ins	<u>2,702.00</u>
Total Expense	<u>169,661.77</u>
Net Ordinary Income	<u>-62,060.46</u>
Net Income	<u><u>-62,060.46</u></u>

WW report

This is the total for all 3 days. Instructor training and the 2 day event.

	Planned	Actual	Paid by CBA or WP	
attendance	15	8		
Price for attendance	95	95		
cost for 5 meals	35	43.75		Caterer downsized at l
material	100	117		Copper sheet, Steel bo projects.)
propane	50	0	WP Donated	
porta potty (1)	120	120	WP	
abrasives	0	0		
demonstrator	300	300	WP	
food total	525	350	WP	Caterer was able to ad
trash	120	139.89	WP WP	3 yard dumpster
electric	100	0	Donated	Refer/freezer/food pre
Msl	75	75	WP	Pitch, ratchet straps fo
Total of costs	1390	1101.89		
			0	Funds paid by CBA.
			1101.89	Funds paid by WP

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ticket income	1425	????????	I never received any accounting, head count, attend
Paid at gate for Sat/Sun		100	I had one person pay at the event \$100 and 7 people
Paid at gate for Friday		25	I had one person pay for instructor class at event.

Total income calculation	Pre Payments ?	770		
	Iron in hat	271		
	Auction	0		
	Gate pmts	125		
	Cash at event income	396	1101.89	costs paid by WP
			396	Cash received by Wayne
			705.89	Out of pocket WP
	Total Income	1166		
	Check mailed to WP	705.89		
			Total Income	1166
			Total Expense	-1101.89
			Profit	64.11

O'fest 2015

	Oktoberfest 2015	TOTAL
Ordinary Income/Expense		
Income		
4100 · Conf income		
4106 · Merchandise Sales	2,065.00	2,065.00
Total 4100 · Conf income	2,065.00	2,065.00
4200 · Event income		
4201 · Evt registration	19,600.54	19,600.54
4204 · Evt Iron in hat	879.00	879.00
4207 · Evt Auction	4,365.00	4,365.00
Total 4200 · Event income	24,844.54	24,844.54
Total Income	26,909.54	26,909.54
Gross Profit	26,909.54	26,909.54
Expense		
5200 · Event expense		
5201 · Evt site/setup	3,329.66	3,329.66
5206 · Evt food	8,804.94	8,804.94
5207 · Evt supplies	964.96	964.96
Total 5200 · Event expense	13,099.56	13,099.56
6000 · Admin		
6016 · Postage	66.43	66.43
Total 6000 · Admin	66.43	66.43

Total Expense	<u>13,165.99</u>	<u>13,165.99</u>
Net Ordinary Income	<u>13,743.55</u>	<u>13,743.55</u>
Net Income	<u>13,743.55</u>	<u>13,743.55</u>

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