

**Agenda/Minutes**  
CBA Board Meeting July 12, 2017  
Teleconference

Board members

1. Herb Upham \*
2. John McLellan \*
3. Dave Carroll
4. Shawn Lovell
5. Tom Owens \*
6. Francis Leidinger \*\*
7. 8.Mike Mumford \*
9. Jack da Silva \*
10. Mark Kochan \*
11. Paul Boulay \*
12. Eric Chang \*
13. Dan Perkins \*

\*\* membership lapsed

**\*Indicates present**

**Guests:**

Beth Holmberg  
John Dale  
Dennis Duseck

Board members not attending:

**AGENDA**

1. Attendance – Herb Upham
  - a. Roll: Board Members (8) Guests (4\*\*)
2. Approval of Agenda – Herb Upham  
Approved ...
3. Approval of Minutes – Herb Upham
  - a. Approved by e-mail Jun 6, 2017 by e-mail and posted on calsmith.org web site

#### 4. Treasurer's Report – Tom Owens

##### Treasurer's Report 6-30-2017

I would first like to say it's good to be back. I have been having some internet or modem problems and haven't fully separated all income streams into their proper categories. I hope my computer issues will be resolved by the first of this week.

1. The first quarter we had \$11,300 in revenue and \$10,878.68 in expenditures which resulted in a net gain of \$421.32. Revenue was largely from dues and the deposits from Conference. Overall Balance sheet shows we have \$93,916.54 in assets.
2. We do not have final numbers from Spring Conference from the Conference Chair. I will be reconciling the event finances when I receive them. Tentatively we may have made around \$10,000 on the event.
3. The Hard Rock Hammer-in grossed \$13,742.00 and had \$8098.47 for a profit of \$5643.53. In addition, we received the deposit check of \$500 from Dan.
4. The Friedrich workshop had an income of \$2050 and expenses of \$1300 for a net profit of \$750.
5. I've had 6 months of account reconciliations to make up and while going through the main account I found two charges that were made while I was in the hospital to clothing stores. I'll be following up with the bank on Monday, 7/10/17 to find out more.

Thomas J. Owens

Treasurer

Tom will put together a financial report for upcoming magazine **Action**

#### **Committee Reports:**

1. Spring Conference 2017, see financial report
2. Hard Rock Hammer In, Dan Perkins  
\$5k profit and went well! Would like to do it again next year ... later in June 3 or 4 weekend
3. O'fest discussion  
Limit attendance to 150 / 200 max Head count of children eating ... charge for 10 and older  
  
\$110/head (+10)

Dave N. needs to contact Mike for magazine **Action**

4. Spring Conference 2018 April 12-14 – Dennis Dusek

I am going to keep this short and to the point since I am on a family vacation.

Paul and I have had many discussions about different areas on the conference. Most of the time we end up with more questions than we started with. In my mind this is perfect for where we are in the conference

process. Hopefully in July, Paul and I can have another face to face meeting. After that I will schedule a volunteer meeting with Mark Kochan.

After this board meeting Tom Ownes said he would have time to start helping me with conference budget. Would like to have a solid budget by Aug, so can be voted by Oktoberfest.

Been working with Mike Mumford on trying to get demonstrators' info to him early. Mark Kochan will be the volunteer coordinator putting the public viewing/ tour and information area together.

Thing I don't have:

1. Herb will need people helping with registration.
2. Paul will need people helping with the photo area.
3. Need someone or kids to run iron in the hat.
4. I need a vendor coordinator.
5. Merchandise coordinator.
6. Equipment coordinator. I will approach John McLellan and Dan Perkins for this task.
7. Small and large contest.
8. Tailgate area.
9. Young Smith area. A few parents of our younger kids would be great. I like this area because it involves the youth and keeps them safer.

There is more after this but let's start here. If any board members are interested in any of these areas please send Paul and I an email. Also I have an equipment list started and we need Anvils, forges, post vices, sheet metal forming tools. Please let me know now what you can bring. Thank you for your time everyone.  
Dennis

Dennis raised the idea of a 40th year anniversary document. **Food for thought send ideas to Mike Mumford**

Volunteer meeting in August? ... Dennis to arrange

5. Membership – Currently CBA has 849 members and 723 that have not renewed ...
6. Magazine Editor - Mike Mumford

Editor Inputs for CBA July 2017 board meeting  
7-7-17

1. **Magazine:** The July-August edition was mailed on June 22, a couple days late due to a CBA internal glitch.

Our backlog of articles is getting a bit short, so any help locating articles (especially how-to articles) will be appreciated.

Content and pages for the Sept-Oct edition have been allocated, still a lot of info needed to come in, principally about upcoming events.

I've received a bunch of demonstrator contact info for Spring Conference 2018 from Dennis Dusek. I'm beginning to get in touch with the demonstrators to get their info.

One topic that I'm working on slowly is to better integrate the magazine with the online website.

2. **Website:** There have been a lot of routine website updates and postings/corrections.

The Store page has a draft page up. It's still on hold for now.

I believe that we need to further update the website design, to make it work better on mobile devices and tablets. I have made a proposal for a budget allocation for this. And Julia and I have been discussing it.

3. **Articles:** 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:** The July-August edition totaled 817 copies in the first print run. We averaged 932 print copies (both runs) over the 2016-2017 fiscal year.

5. **Article reprints:** As of July 7, we have had 12 articles reprinted in other newsletters.

## 6. **Magazine Content**

6a. **Grant articles.** I received a short article from Dan Ide, and have been in contact with Serene Silva. Joy Fire's article is programmed for an upcoming edition.

### 6b. **Instructor articles**

Need to stay on top of this. I have several in various stages of completion. These include Ken Kuhn, and Kevin Lauritsen.

### 6c. **My challenge to the board continues: help me find articles!**

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

The call for "Someplace Special" gets sporadic response. Please encourage folks to submit pictures for this feature.

Do you know of a special demo, event, etc? Let me know so that I can make arrangements to have it covered.

Respectfully Submitted,  
Mike Mumford  
Editor, California Blacksmith Magazine

6. Web Site  
Update:

I want to propose an add item for the CBA budget: an update to the website.

The issue: we have many people now who would like to access the CBA website via small devices like smartphones or tablets. Our current website design is set up for a desktop computer - when you look at it on a smartphone, you see only a small window of the overall display.

I feel that we need to revise and optimize the site so that it will look good on a variety of devices: the buzzword is "responsive web design."

Knowing that buzzword is also about the limit of my knowledge here. I've talked with Julia, we are in agreement that we need to review what Wild Apricot has available, and figure out how to do this, if it's possible within the constraints of WA.

I am expecting (hoping?) that this will be more updating the website than completely new development.

I propose the following:

- approach this incrementally - there's a lot of learning required here, and a good bit of digging into WA

- work on a sample/test page (not menu-accessible from the website, like we did during the new website development)

- review the sample/test with several of us before proceeding to further development

- if ok, continue the updates

Talking with Julia, we are uncertain as to the scope of work involved. Thus for the budget, I propose we allocate a maximum of \$5000 over the next two years. I am hoping that the cost of doing this update will be significantly less.

Mike M

### **To be investigated with Wild Apricot ... Julia**

7. Library – Jesse Jensen

No report

8. Grants – Beth Holmberg

Grants Committee Report for 12 July 2017 CBA Board Meeting:

-No grant proposals have been received since the last meeting in late April.

-Per discussion at the last board meeting, Serene Silva's grant latter included a list of 'pay-back' projects that she agreed to: present a slide lecture at a CBA event, provide the powerpoint to CBA to post on the website or facebook page, and compose something for the magazine.

-To date, Serene is on-track to fulfill all of these. She has finalized arrangements with Frank Golding to present at Roaring Camp next month, and has initiated discussions with Mike Mumford about a piece for the magazine. I will approach her about the powerpoint after Roaring Camp.

9. Education – Dan Perkins  
Short verbal report ... all is well

10. Election Committee – John McLellan / Paul Boulay

Space set aside in magazine fir recruitment ... Paul

11. Safety Committee - Georg O'Gorman, Jack da Silva  
Updated guidelines are posted on line ... and published in last magazine ...  
Guidelines have been published on clothing care for people in contact with fiber insulations  
**Jack to review information published on our web site and have removed any that is out of compliance with our safety policy Action Jack**

12. Policies and Procedures - John McLellan No new

**Old Business:**

1. Budget 2017 ... Paul Boulay moves to approve 2017 - 2018 budget as presented ... Jack seconded  
**Approved**
  - a. Have to deal with \$11k deficit, raise rate at O Fest resolution discussion  
**Tom recommends watching financial performance at O'fest if dues need to be adjusted**
  - b. Dropped member mailing is being prepared by Dan and Paul
  - c.
2. Certificates at Vista all certificates have been caught up ... mailed before July 12, need to follow up with those who were impacted by instructor certificate not being available.  
Mark will work on improving communication to Southern CA/Vista ...

**New Business:**

1. Francis ... renew before O'fest ... or step down

**Correspondence:**

None other than routine e-mail and mail

**Comments and questions:**

None ...

**Adjourned: 9:12**

1<sup>st</sup> Q Balance sheet

Jul 9, 17

ASSETS

Current Assets

Checking/Savings

1000 · Checking	
New Merchant Acct.	951.36
1005 · Main Checking 2865	33,188.44
1035 · Library Acct 8622	118.97
1050 · Sect. Acct 6404	1,265.85
1000 · Checking - Other	<u>1,464.45</u>
Total 1000 · Checking	36,989.07
1100 · Savings	
1105 · Savings 0334	372.91
1106 · Toomey Memorial	2,715.63
1115 · Bedayn Thomson	<u>2,448.17</u>
Total 1100 · Savings	5,536.71
1170 · Edward Jones Asset Acct.	<u>51,390.76</u>
Total Checking/Savings	<u>93,916.54</u>
Total Current Assets	<u>93,916.54</u>
TOTAL ASSETS	<u><u>93,916.54</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>-20.80</u>
Total Accounts Payable	<u>-20.80</u>
Total Current Liabilities	<u>-20.80</u>
Total Liabilities	-20.80
Equity	
3000 · Opening Bal Equity	8,487.23
3100 · Funds	
3120 · Grant Fund	41,736.80
3160 · Memorial, Toomey	6,500.00
3180 · Bedayn Thomson Grant Fund	500.00
3200 · Operating Budget	<u>71,250.00</u>
Total 3100 · Funds	119,986.80
	-
3300 · Allocated Funds	112,986.80
3900 · Funds Balance	78,028.79
Net Income	<u>421.32</u>
Total Equity	<u>93,937.34</u>
TOTAL LIABILITIES & EQUITY	<u><u>93,916.54</u></u>

1<sup>st</sup> Q P/L

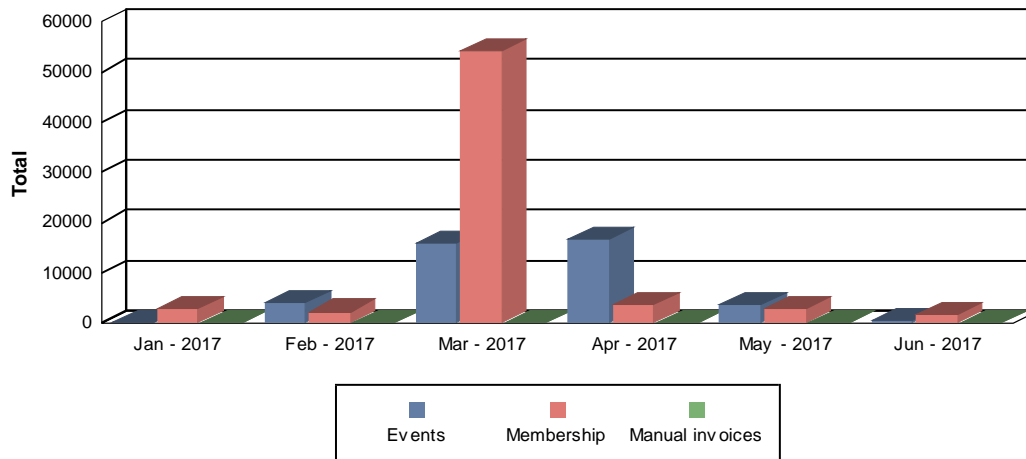
	<u>Apr - Jun 17</u>
Ordinary Income/Expense	
Income	
4000 · Dues	<u>11,300.00</u>
Total Income	<u>11,300.00</u>
Gross Profit	11,300.00
Expense	
5000 · Magazine	
5004 · Printing	2,267.15
5005 · Magazine Editor	<u>900.00</u>
Total 5000 · Magazine	3,167.15
5050 · Web Expenses	909.31
5300 · Ed/Training	
5307 · Committee Stipend	<u>900.00</u>
Total 5300 · Ed/Training	900.00
6000 · Admin	
6018 · Officer Stipend	1,800.00
6030 · Bank charges	131.10
6040 · CC Discount Fees	<u>627.06</u>
Total 6000 · Admin	2,558.16
6100 · Ins	2,702.00
69800 · Uncategorized Expenses	<u>642.06</u>
Total Expense	<u>10,878.68</u>
Net Ordinary Income	<u>421.32</u>
Net Income	<u><u>421.32</u></u>

July 08, 2017

**January 01, 2017 to June 30, 2017  
Events, Membership, Donations, Manual invoices**

**All invoices**





	<b>Budget 2017 - 2018</b>	<b>Average Last 3 Years</b>	<b>Actual 2016 - 2017</b>	<b>Actual 2015 - 2016</b>	<b>Actual 2014 - 2015</b>
<b># OF ACTIVE MEMBERS</b>					
<b><u>INCOME</u></b>					
<i>Unrealized Gain</i>			(354)		
<i>Uncatagorized Income</i>			2,004		
Member Dues	60,000	<b>59,236.00</b>	<b>41,222</b>	<b>68,243</b>	<b>68,243</b>
Conference					
Registration	36,495	50,967.33	56,299	49,000	47,603
Meals		-			
Iron Hat	1,638	1,845.33	2,439	2,000	1,097
Auction	7,965	9,305.67	14,295	7,000	6,622
Refund	(320)	(1,300.67)	(1,072)	(1,415)	(1,415)
Merchandise	2,000	2,854.67	5,899	2,500	165

Advertising		166.67	-	500	
Misc.		369.67	409	350	350
Other		140.67	422		
<b>Total Conference Income</b>	<b>47,778</b>	<b>64,349.33</b>	<b>78,691</b>	<b>59,935</b>	<b>54,422</b>
Event					
Registration	20,000	19,982.00	24,096	17,925	17,925
Sales	600	592.67	-	889	889
Iron Hat	1,000	1,071.67	879	1,168	1,168
Auction	4,400	4,389.00	4,365	7,412	1,390
Misc.	3,000	2,934.33		1,390	7,413
		-			
<b>Total Event Income</b>	<b>29,000</b>	<b>28,969.67</b>	<b>29,340</b>	<b>28,784</b>	<b>28,785</b>
Misc. Income					
Cotributions/Gifts	-	2,000.00		3,000	3,000
Grants		-			
Library Fees		-			
Merchandise Sales	300	316.67		725	225
Other		-			
Total Misc. Income	300	2,316.67	-	3,725	3,225
		-			
Bank Interest	20	50.00	24	63	63
		-			
<b>TOTAL INCOME</b>	<b>137,098</b>	<b>155,471.67</b>	<b>150,927</b>	<b>160,750</b>	<b>154,738</b>

COGS		1,433.33		4,300	
<b><u>EXPENSES</u></b>		-			
Promotions	2,500	2,520.33	5,237	700	1,624
Reconciliation Discrepancies		700.33	2,101		
Special Projects	2,300	2,250.67	4,175		2,577
Magazine Archive		-			
<b>Total Special Projects</b>	<b>2,300</b>	<b>2,250.67</b>	<b>4,175</b>	<b>-</b>	<b>2,577</b>
Magazine Expense					
Postage	1,100	1,088.00	730	1,267	1,267
Printing	13,300	13,052.67	17,144	11,007	11,007
Editor	4,800	4,724.67	3,600	5,287	5,287
Office	16,000	15,718.67	15,700	15,728	15,728
<b>Total Magazine Expense</b>	<b>35,200</b>	<b>34,584.00</b>	<b>37,174</b>	<b>33,289</b>	<b>33,289</b>
Web Site Expense	7,000	<b>6,026.67</b>	6,766	3,573	7,741
Conference Expense					
Site Set-up	12,000	12,297.00	17,847	10,522	8,522
Demos	10,786	15,532.33	18,810	18,000	9,787
Lodging	391	6,180.67	14,690	3,500	352
Sales		1,448.00	4,344		
Food	18,000	9,604.67	8,997	10,000	9,817
Supplies		5,260.67	6,675	4,300	4,807
Misc.	6,364	4,393.67	8,823	3,200	1,158

Other		678.00	706	683	645
<b>Total Conference Expense</b>	<b>47,541</b>	<b>55,395.00</b>	<b>80,892</b>	<b>50,205</b>	<b>35,088</b>
Event Expense					
Site Set-Up	4,600	4,616.00	3,924	4,801	5,123
Demos	3,800	3,818.00	7,104	2,175	2,175
Lodging	500	512.00	1,236	300	
Sales	100	133.33	200	200	
Credit Card Charges		-			
Food	9,500	9,471.33	9,591	9,174	9,649
Supplies	1,500	1,518.00	1,716	1,257	1,581
		-			
<b>Total Event Expenses</b>	<b>20,000</b>	<b>20,068.67</b>	<b>23,771</b>	<b>17,907</b>	<b>18,528</b>
Education & Training					
Demos	800	838.33	2,515		
Instructor Training	2,600	2,592.33		6,000	1,777
Materials	100	58.33	175		
Misc.	700	666.67	2,000		
Other	300	300.00	900		
<b>Total Education &amp; Training</b>	<b>4,500</b>	<b>4,455.67</b>	<b>5,590</b>	<b>6,000</b>	<b>1,777</b>
Scholarships & Grants	7,000	6,000.00	7,000	8,000	3,000
Other Schools	800	800.00	-	2,400	
Other Scholarships		-			

		-			
<b>Total Scholarship Expense</b>	<b>7,800</b>	<b>6,800.00</b>	<b>7,000</b>	<b>10,400</b>	<b>3,000</b>
<b>Library</b>	<b>300</b>	<b>333.33</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>Safety Education &amp; Training</b>	<b>400</b>	<b>442.67</b>	<b>328</b>	<b>1,000</b>	<b>-</b>
<b>Administration</b>					
Processing Fees	600	688.00	-	1,032	1,032
Secretary's Expense	300	319.00	477	480	
Registration		-			
Bookkeeping	400	266.67	400	400	
Tax Preparation	600	538.00	574	520	520
Board Meetings Travel	2,400	2,408.33	1,993	3,200	2,032
Office	200	131.33	190	152	52
Postage	400	258.33	353	211	211
Officer Stipend	8,000	7,800.00	9,000	7,200	7,200
Taxes & Fees	100	702.00	60	10	2,036
Returned Checks		-			
Bank Charges	550	556.33	533	480	656
Credit Card Fees	1,000	936.67	1,152	-	1,658
Lease, CC Machine	950	831.67	950	580	965
Membership	2,500	1,791.67	2,720	1,120	1,535
Contributions/Donations		333.33	-	500	500
		-			

<b>Total Administration Expense</b>	<b>18,000</b>	<b>17,561.33</b>	<b>18,402</b>	<b>15,885</b>	<b>18,397</b>
<b>Insurance</b>					
Accident		-			
D & O		-			
General Liability	2,700	3,141.33	2,702	3,361	3,361
		-			
<b>Total Insurance Expense</b>	<b>2,700</b>	<b>3,141.33</b>	<b>2,702</b>	<b>3,361</b>	<b>3,361</b>
<b>TOTAL EXPENSE</b>	<b>148,241</b>	<b>154,280.00</b>	<b>194,138</b>	<b>142,820</b>	<b>125,882</b>
<b>NET INCOME</b>	<b>(11,143.00)</b>	<b>(241.67)</b>	<b>(43,211.00)</b>	<b>13,630.00</b>	<b>28,856.00</b>