

Agenda/Minutes

CBA Board October 09, 2019 teleconference

Board members

- 1. Herb Upham**
- 2. Beth Holmberg ***
- 3. Victoria Ritter**
- 4. Celeste Flores ***
- 5. Paul Boulay**
- 6. Miguel de Los Rios**
- 7. Dan Perkins***
- 8. Victoria Ritter**
- 9. ~~Laura Parker *~~**
- 10. Gary Standke**
- 11. Jeff Hunter**
- 12. Craig Litwin**

***Indicates absent**

Guests:

Dennis Duseck

Shelly Cournoyer

Mike Mumford

AGENDA

1. Attendance – Herb Upham
 - a. Roll: Board Members () Guests ()
2. Approval of Agenda – Herb Upham
 - a. Approved ...
3. Approval of Minutes – Herb Upham
 - a. Approved by e-mail 9/1//2019 by e-mail and posted on calsmith.org web site
4. 4. President's Report

Victoria and I have negotiated a quote to have the accounting books briefly reviewed via a third party accounting firm. Cost is capped at \$3500. We would like to discuss with the Board and hope to obtaining authorization to proceed.

Best,

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Miguel

Gary Moves, and Victoria Seconds the motion to allow for a cap of \$3500 to be spent with a third party accounting firm.

Craig, Herb, Michael Tsasinski, Paul, Gary, Jeff, Miguel gave verbal yes. Passes unanimous due to a lack of dissent.

Committee Reports:

2020 Spring conf

Ferndale 2020 Spring Conference

--- Sending latest budget. As Joe predicted this is an expensive conference to put on. But as an alternative, I looked into holding it at the Solano County Fairgrounds in Vallejo. The cost of the fairgrounds would be \$13,000 more. And we would probably get more people to show up.

--- Assuming 245 paid attendees (Same as 2016 Old Guys Conference). Base fee \$225. Break even at 225 attendees. There are undoubtedly opportunities to economize.

During O'fest I got interest in the Board Election from Shelly Cournoyer and Michael Suwczynsky. I need more candidates.

Paul

ACTION, Shelly offered to reach to California schools to help build membership. Paul offered to reach out to Shelly directly to coordinate actions and discussed reaching out to Humboldt State and College of the Redwoods.

ACTION, Paul and committee to consider group discounts for schools, students, classes, and group rates.

MOTION, Paul moves approval of the Spring Conference 2020 budget, Herb seconds

Craig, Herb, Paul, Gary, Miguel, Victoria, YES

Jeff, NO

Thursday afternoon there will be a show at Joe's shop. The gallery and the shop will be going when the conference comes along. Long term we will have to find a new home for CBA works.

Maximum attendees can accommodate 300 people, which has not happened since Hollister.

Registration opens in January, but usually we don't see sales until February.

2021 Spring conf

1. Treasurer's report

NO ACTION, NO REPORT AT THIS MEETING

2. Merch

Noted: **Jeff to set up E-Bay account and Dan has the stuff and photos pnd.**

3. Magazine Editor-MikeMumford

Editor Inputs for CBA Fall 2019 board meeting

3 Oct 2019

Most of this is very similar to previous reports

1. Magazine: The Sept-Oct edition of California Blacksmith was mailed on the normal schedule, Aug. 20.

The Nov-Dec edition will probably be delayed, in order to include a remembrance section for Joe Koches. As of today, part of the remembrance is in hand, and more is expected.

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

The annual US Postal Service filing has been prepared for the magazine; we have not received the usual filing letter.

2. Website: There have been a lot of routine website updates and postings. I think we have most everything up to date. The home page rotating display has been updated, through Spring Conference 2019.

We had a conference call between the webmaster and others on the subject of integrating a store function. Now, waiting to see what decisions are reached, and to see what needs to be done to the website.

Other updates to the website on hold: -Store

-multiyear membership option -responsive design

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.

The Vista group has started sending press releases, which I'm glad to receive.

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 Sept-Oct edition printed 928 copies, including promotional freebies. This is down from the previous year's number for that edition. The average print run for FY2018-2019 was 1,003.

5. Article reprints: We have been reprinted 15 times thus far in 2019. 6. Magazine Content

6a. Grant articles. I think we're up to date on these.

6b. Instructor articles

I think I'm behind on chasing these down.

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? to have it covered.

Respectfully Submitted,
Mike Mumford
Editor, California Blacksmith Magazine
Grants committee

Let me know so that I can make arrangements

2. **Education** – Dan Perkins / South ed Chair

Safety Committee - Georg O'Gorman, Jack da Silva

Howdy all,
Mike, as I respond with this email, I realize that I must resign from the CBA
Safety
Committee effective with this email.
I ask that my name be removed immediately.

CBA needs legal advice, in my opinion. Expensive? Compared to what? \$35K,
so far...?

Herb contacted me re this a while back, but I've not had an opportunity yet to
begin.

The CBA is clearly beyond the Mom & Pop stage, especially with the many
events it sponsors, etc.

on the significant financial impacts, so far... (more to come?)

Paul, you raise several interesting questions, as did Herb.

Was this injury reported during the event, as required by CBA protocols?

Did the injury occur with Hillencamp's equipment? Personnel?

What sources can be looked into for advice on how to deal with how CBA can:
' be sure that the curriculum for CBA instructors covers these issues.' beyond raising
this questions with the CBA membership. ABANA?

Some tool maintenance is pretty straight forward. Inspections before use may be helpful.

A few thoughts come to mind initially in addition to Paul's suggestions
(these are not simple, could have seriously impact on our events and may not resolve issue
entirely):

- Require individuals who bring their own assistants/tools/materials to take liability responsibility, Certificate of Liability Insurance in addition to signing a Liability Waiver?
- Prevent/stop allowing people to participate at the forge when not wearing appropriate safety/protective clothing, etc. ?
- Limit what tools/materials can be brought in to CBA official guild resources (educational equipment, etc.?)
- Currently, aren't CBA attendees required to be CBA members (to be covered under CBA Insurance?
- Could CBA insurance be amended with a rider for each individually insured for such issues? Do you know of a special demo, event, etc? to have it covered.

Respectfully Submitted,
Mike Mumford
Editor, California Blacksmith Magazine
Grants committee

Let me know so that I can make arrangements

ACTION, Gary to add a struck tool policy to the safety policy. Herb to coordinate policy update on the website.

2. **Education** – Dan Perkins / South ed Chair

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1.

Policies and Procedures - John McLellan (Gary S.)

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I have been proud to work with the CBA Board over the years, still plan to attend CBA events and look forward to O'fest. Best of luck!

Respectfully submitted,
Jack da Silva

----- Original Message -----

Subject: Grass Valley incident follow-up

From: 'Paul Boulay' <prboulay@yahoo.com>

Date: 9/17/19 11:43 pm

To: 'Dennis Dusek' <forginghotiron@gmail.com>, 'Dan Perkins' <cdffcb1954@yahoo.com>, 'Victoria Ritter' <mnvr55@icloud.com>, 'Herb Upham' <herbupham@gmail.com>, 'Miguel de Los Rios' <miguel.a.delosrios@gmail.com>, 'Tom Owens' <tomo@odcengr.com>, 'Jack DaSilva' <jack@jackdasilva.com>

I heard from Helmut Hillencamp today. His assistant was injured at the Grass Valley conference by a piece of metal embedded in his wrist. I don't know definitively but recall hearing that the bit of shrapnel was from a hammer or a struck tool. Whether the tool was obviously mushroomed or otherwise in need of maintenance I don't know.

Helmut reported that the sequence of events continued to evolve after he returned home but appears to be all done now. It turned out that few days after the conference the site of the injury flared up and the assistant (what was his name?) was seen at the hospital in Santa Fe. They found that a tendon had been severed and the young man needed surgery immediately to reattach it. That was successful though expensive. Helmut said it cost \$35,000 and his employee was unable to work for 2 months. Between Workman's Comp and CBA's insurance the bills have been paid. Helmut said "thank goodness for insurance coverage".

How could the possibility of such an accident be reduced going forward? Should we have a tool inspection regime to check all tools before they are used? Are there items of personal protective gear whose use can be required? The least we should do is to promote awareness of the risks. Site managers and CBA instructors need to be on the lookout during open forge sessions for struck tools that pose a risk. That could include hammers, chisels, set tools, and anvils as well as work pieces that are of hardenable steel. Tools that are subject to impact have to be well made. We should at least be sure that the curriculum for CBA instructors covers these issues.

I think this is a Safety Committee and an Education item.

Regards, Paul

...

Old business

Laura Parker replacement

Proposed policies see end of document

New Business:

1. **Two Signatures over \$7500 (was \$2k)**
2. **Eliminate the section about Expenditures of \$2000 or more requiring two Board meetings for voting approval before authorization.**
3. **Stipend \$300/month**
4. **Eliminate the line about \$1 on memorial fund**
5. **Keep the line about the acceptance of the memorial fund**

Correspondence:

Joe Koches bereavement card routine e-mail and mail

Comments and questions: None

Adjourned: 8:55

ACTION, Miguel called for wordsmithing of these policies offline. Gary will call for which policy is first to edit. Miguel will circulate an invitation to the board to work to volunteer as they wish to work on each policy, one by one, and then circulate the approval of the new/revised policy to the board for an email vote.

Policy Board Members: Election, Installation, Meetings

Scope/Purpose: To set out the steps for the election and installation of Board Members

Original Date: 8/2007 revision of general policy

Date Revised: 6/10/2019

Implementation Date: under review

Author: Gary Standke

Scope: Each year members of the board need to be elected to replace the members whose terms are over. Meetings need to be held and business conducted according to the bylaws.

Purpose: To ensure the board members are elected and installed according to the bylaws. Meetings are held and conducted according to the bylaws.

Definitions:

CBA: California Blacksmith Association

CB: California Blacksmith Journal

Election:

1. The Election Committee shall obtain nominations from the general membership to replace the members whose terms are expiring. A notice requesting nominations shall be placed in the September/October CB.

2. Nominees will be notified of the below by the Election Committee the following:

Deadlines: November 18. – That is the next and most important deadline. That is the date that your complete information must be to me (Election Committee chair) and to (name) the editor of the CBA magazine. However please don't wait till the last minute; there are often problems with the photos provided being not usable in the magazine. These things are usually easy to fix given time.

Requirements: Be a paid up member of CBA and remain so during your 2 year term. As far as formal requirements go, that's about it.

Duties:

(1) Participate in board meetings. There are usually 2 face-to-face board meetings plus 2 to 4 phone conference meetings per year. The meetings are usually 1 1/2 to 2 1/2 hours duration. The face to face meetings are co-located with the Spring Conference and Oktoberfest. The terms of new Board members start with the Spring Conference Board meeting.

(2) Keep up with your email – at least a few times a week. Much of the organization's business takes place by e-mail.

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Financial Issues: The IRS has created limits on non-profit (501-c-3) entities such as CBA. In particular Board of Directors members are considered as "insiders" and so are not eligible to participate in the CBA

Grants and Scholarships programs. However, expenses including travel to board meetings incurred in fulfilling board duties can be reimbursed.

Policy Finance Management and Finance Committee

Scope/Purpose: To detail how financial items are handled in the CBA.

Original Date: 6/10/2019

Date Revised: na

Implementation Date: under review

Author: Gary Standke

The Finance Committee is created by and reports to the Board. The President is also a member of this committee IRS Form 1099 rules will be observed for all CBA business.

CBA must use a professional tax preparation service reflecting the growing size and complexity of CBA.

The "Event Profit and Loss Statement" shall be used for all CBA events and conferences when reporting the events results to the Finance Committee and Board.

CBA shall maintain a minimum of the current year budget, plus a 12-month operation reserve in a Reserve Fund. The Treasurer's address shall be the address of record for all CBA bank and security accounts.

Three members sign on all accounts, bank or investment and two signatures required for transactions over \$2000 Expenditures of \$2,000 or more require two Board meetings for voting approval before authorization.

Officers' stipend shall be \$200 per month for the Secretary, Treasurer, and Magazine Editor.

Editor and Webmaster stipend shall be \$300/month.

Treasurer will open special savings accounts to separate monies for Memorial Fund, Scholarships, etc. and to apply maturing CD to this account.

We will receive the year-end report by email. It will be published in the magazine once a year.

One dollar of each annual membership paid shall be placed in the Memorial Fund, unless otherwise directed by the Board.

The memorial fund shall be called "The Tracy Toomey Memorial Fund" which was set up in memory of Tracy Toomey, a former firefighter and CBA member. Memorial Fund will be taken off of the committee

reports and we will monitor the fund on an annual basis as we are still collecting funds without making distributions.

As assets are purchased, the inventory list should be updated and forwarded to the Finance Committee Chairperson.

Policy Library

Scope/Purpose: Set out the steps for the Library management.

Original Date: 6/10/2019

Date Revised: na

Implementation Date: under review

Author: Gary Standke

The CBA maintains a library of books, videos and DVD's on the subject of blacksmithing and related topics. A CBA member may request materials by mail. Please note that materials are ONLY available by mail at this time.

A member may contact the librarian with suggestions for materials they would like to see added to the collection. Only CBA Members in good standing with their dues paid up and no outstanding library infractions may borrow materials from the library.

CBA, at this time, is waiving the loan fee of \$5 and will cover the cost of shipping to the borrower. The borrower is responsible for return postage. The loan period is 15 days.

We no longer charge a security deposit.

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The member is responsible for the replacement cost of any materials lost or damaged while on loan to them. If the material is not returned within the rental period, the member will be billed for the material and will not be able to check out any additional materials. The books and videos are very specialized and thus many are quite expensive. Members with outstanding library fines may not be able to register for CBA functions or renew their membership. A Library Request Form must be completed and submitted to:

Interim Librarian

Mark Kochan 805/796-7406 ivorytower@pixelgate.net

Policy Publications, Website, and Magazine

Book Reviews can be in the CBA magazine. The editor or librarian will send books to a CBA member to review without charge and CBA will reimburse them for the return postage. The editor will receive the book reviews to evaluate for publication.

The publication committee manages the magazine and web site.

Banner ads will be allowed on the website.

Magazines

California Blacksmith is the CBA's bi-monthly magazine featuring upcoming CBA events and news, interviews with artists, technical articles and more.

A subscription to California Blacksmith is included in your membership, as well as access to the complete CBA archives featured here.

Magazine Archives

In order to access archives you have to be a CBA member and will be required to log in with your account password.

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Policy Education and Training

Scope/Purpose: To detail the Education and Training in the CBA

Original Date: 6/10/2019

Date Revised: na

Implementation Date: under review

Author: Gary Standke

Any member may hold a CBA education event. Guidelines and funding information is available from the Education Chairman.

CBA events have the right to use the CBA logo so long as profits go to CBA. Any deviation must be approved by the Board in writing prior to the event.

The safety policy established by the Education Committee should be followed at all conferences and workshops. Sales of safety glasses will be available for those who forget to bring their own.

At least 12 months prior to the event, the site location and chairperson for conferences must be submitted to the Board for approval.

At least 6 months prior to the event, a preliminary budget must be submitted to the Finance Committee chairperson and the Board.

Conference fees must be available with a “no meals” option.

All event demonstrators will receive complimentary CBA memberships, if they are not already members, prior to the conferences to promote better accident insurance coverage.

Conference guidelines are to be considered a “living document”. They can be amended by the conference chairperson after each conference and then submitted to the Board for approval.

CBA will have a gallery located in Ferndale, California. It will be named “The Carl Jennings Memorial Gallery” and will be leased to CBA by Joe Koches for \$1.00 per year. CBA cannot profit from any items sold in the gallery.

Level I: Novice

This certificate will be awarded to those who have completed the Level 1 training or the equivalent. They will have presented to their instructor the Farm Gate Latch (see drawing) and have passed a safety test. By doing so they have shown an understanding of the basic skills of a blacksmith, including:

Safety

Nomenclature of the anvil

Hammers and types of hammer blow Tapers (Square octagon, round) Handheld punch in a round hole

Hot cut (chisel or top tool)

Heat treatment

7/8 x 1/8 slot Punch (or equivalent) Hammer, eye drift (1/2 by 7/8)

Monkey tool (precursor to making a hammer - level 2) Butcher (chisel or top tool)

Upsetting

Round tenon

Tenon Tool

Forge welding

Bending over the bick or horn Class Project

Farm Gate Latch: Level I project

Level II: Apprentice

This certificate is awarded to those who show competence in all the skills required at the intermediate level. In addition, they will show they can apply those skills in the construction of articles and pass a safety test. To receive this certificate, the blacksmith will present to their instructor a complete rectangular frame that uses traditional joinery (two L-shaped pieces with one end tenoned and the other punched with an upset square corner between.)

The frame is to be filled with either two 'S' or 'C' type scrolls (with two different ends) and the scrolls collared together. It is suggested that the student first produce a drawing and practice Forging to Dimension. Refer to the Intermediate Grill Drawing.

This certificate is awarded to those who show competence in all the skills required at the basic level. In addition, they will show that they can apply those skills in the construction of articles, as well as pass a safety test.

Passing this level demonstrates competence in the Intermediate skills of a blacksmith including:
Leafing hammer

Final hammer tapered drift

Fuller

Making a heading plate for bottom tools

Cape chisel (maybe needed for heading plate)

Hardy tools (Bottom swage) (case hardening)

Scroll form

Ribbon scroll

Fish tail

Half Penny

Beveled Scroll

Scrolling fork (case hardening)

Scrolling Tongs (riveting) (draw out or forge-weld reins) Forge-welding (lap or drop tong weld)

Open or flat jaw tongs (draw out or forge-weld reins) Upset square corner

Grill with collared scrolls: Level II project

Level III: Journeyman

This certificate is awarded to those who show expertise in all the skills required at the advanced levels. In addition, they will show they can apply those skills in the construction of articles and they will become proficient in making the tools required to produce The Journeyman's Grill. To receive this certificate, the blacksmith will present to their instructor one of two completed projects:

1. The Journeyman's Grill (The actual working drawing must be presented with the completed project).
2. A Grill of the Blacksmith's design (pre-approved by a Journeyman Instructor) that demonstrates skilled application of repeat elements, mastery of the Intermediate Skills and competence in the skills of the Journeyman Blacksmith.

This certificate is awarded to those who show expertise in all the skills required at the advanced levels. In addition, they will show they can apply those skills in the construction of articles and they will become proficient in making the tools required to produce The Journeyman's Grill. To receive this certificate, the blacksmith will present to their instructor a completed project and associated tooling:

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The Journeyman's Grill (The actual working drawing must be presented with the completed project). The Level III Grill demonstrates skilled application of repeat elements, mastery of the Intermediate Skills and competence in the skills of the Journeyman Blacksmith.

Successful Smiths must also pass a safety test. By completing this coursework they will have shown mastery of the Intermediate skills of a blacksmith and the following:

Tool Making

Leafing Stake

Crimping Stake

Male for making ball tools Top tool for shaped collar Forging to dimension Repousse

Joinery

Forge welding

Collars

Mortise and Tenoning

Riveting

Scrollwork

Framing (upset square corners)

The Journeyman's Grill: Level III project (*More Information about the Level III Grill Can Be Found in the Technical Documents Page.)

A photo of the completed grill must be provided to the CBA magazine for publication.

Instructor Certification

A student must complete Level 2 to qualify to teach Level 1 or Level 2. A student needs to complete level 3 to qualify to teach Level 3. An active instructor can petition the education committee to allow a student who has passed Level 1 to qualify teach Level 1.

This Level 1 student will only be allowed to teach at the workshop of the petitioning instructor.

To teach in the CBA, the CBA member will need an Instructors Certificate. The Instructor Certification is based upon demonstrated ability, interest, and willingness to teach other blacksmiths. A student needs to apply to an active instructor to try for an instructor certification. The active instructor needs to assess the student's communication and listening skills, depth of knowledge and passion for blacksmithing, friendliness and approachability, preparation and organization skills, and commitment to safety. Only if the student meets all of these qualifications should they be allowed to try out to be an instructor.

The student will then need to discuss with the examining instructor an acceptable project to teach, create a storyboard of the steps, and create a handout of the steps. The student will need to work with the examining instructor to find an appropriate venue in which the instruction will occur. The instructor will need to evaluate the quality of the instruction, attentiveness to the needs of the students, and attention to safety. Only if the student demonstrates the exceptional abilities required to be a CBA instructor should the evaluating instructor forward the student's name to the education committee for consideration for the Instructor Certificate. Handouts describing the processes for the project should be provided to the California Blacksmith Magazine editor for publication.

To remain an active instructor, the instructor needs to teach 40 hours per year and participate in continuing education in blacksmithing a minimum of 10 hours per year. The instructor will report their hours to the education committee yearly. If an instructor falls below these minimum standards, they will no longer be considered active and cannot evaluate instructor candidates and will not be given priority for CBA instructor classes.

Forge Workshops

Forge workshops are education programs which occur on a regular schedule to teach the level 1, 2, 3 programs as

well as other blacksmithing skills. The CBA Forge Workshops are covered by the CBA insurance and the non-CBA Forge workshops are not.

CBA Forge Workshop Requirements

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A CBA Forge Workshop is covered by the CBA liability insurance to encourage the spread of blacksmithing knowledge.

1. A lead blacksmith with a CBA Level 2 of higher teaching certificate is in charge of the program. The name and contact information needs to be given to the CBA Education Chair.
2. All instructors and students need to be current members of the CBA.
3. Classes need to be published in the CBA magazine California Blacksmith.

Non CBA Forge Workshops (not covered by CBA insurance) Requirements

A Forge Workshop may be published in the California Blacksmith if it meets the following requirements.

1. A lead blacksmith with a CBA Level 2 of higher teaching certificate and current membership in the CBA is in charge of the program. The name and contact information needs to be given to the CBA Education Chair.

Policy Grants

Scope/Purpose: To set out the steps for grants from the CBA to its members

Original Date: 6/10/2019

Date Revised: na

Implementation Date: under review

Author: Gary Standke

Availability of grants is to be published in each issue of the CBA magazine.

The Grant Committee chairperson in agreement with the CBA president will be able to approve the grant applications.

A vote of the Board will be needed for all grant approvals. Grant applicants must allow sixty (60) days for the approval process.

“The Mark Aspery School of Blacksmithing” is to be added to school grant eligibility.

Auction and Iron in the Hat: If an event makes money, 20% of it goes to grants. If the event doesn't make money, it stays in the general fund to support events. At the end of the year, the board will distribute an equable amount to the grant committee. This would take place at the April board meeting.

Application guidelines:

California Blacksmith Association

Guidelines for the Bedayn-Thomson Grant Fund

(Revised 4/26/08 & 7/24/2016)

CBA offers two types of grants from the Bedayn-Thomson Grant Fund: a General Grant and a Scholarship.

I. General Grant

A General Grant is typically a grant for merit. It has more rigid eligibility requirements, a higher funding cap (up to \$2,000 per grant) and is for purposes that benefit CBA and the craft including:

1. Documentation projects for research purposes, projects, or scholarly pursuits such as photography and/or gathering information to provide a resource on some aspect of blacksmithing not otherwise available.
2. Work-stays in underdeveloped communities to help facilitate use of metalworking for the benefit of local economies, living conditions and culture and to assist in the preservation and revival of local blacksmithing craft and art while documenting these activities.

CBA Conferences do not fit the purposes of a General Grant.

Requirements and Guidelines

1. Before applying for a grant, an applicant must have been a CBA member in good standing for at least six months and attended at least one CBA function or contributed an article to the magazine. If he/she has not contributed or participated previously, then the membership requirement is one year.

2. Applications must be in the form of a letter and include all of the following:

- a. the location of the project.
- b. the reason for the project.

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c. how the project will be accomplished.

- d. the date and time frame for completing the project.
- e. the total amount of funding that is needed and the amount requested from CBA.
- f. a budget of how funds will be spent.
- g. the type of recognition to be returned to CBA, e.g., magazine article(s), demonstration(s), workshop(s), videos for CBA YouTube.
- h. a commitment date for recognition to CBA to be completed.

3. Once the application is reviewed, an initial reply will be given within two weeks. Grants will be considered two times a year; at the Spring Conference and Oktoberfest Board meetings. Completed applications are required one month before the board meeting. Applicants are urged to allow time for several interactions with the Grants Committee prior to the one month before the board meeting deadline.

4. Grants will be pooled and picked on a competitive basis among those presented at a board meeting.

5. Subject to other arrangements approved by the board, the first half of the grant amount will be disbursed within one month of the board meeting with the balance paid upon completion and approval of the recognition defined in the application.

6. It is preferred that the application letter be an attachment to an email to facilitate reply and dissemination between the Grants Committee and the Board of Directors.

7. This grant is limited to one grant per applicant per year. New applicants have priority over a repeat applicant. CBA Officers and Board members are not precluded from participation in these programs but the conflict of interest process must be scrupulously observed.

II. Scholarship

Typically a Scholarship is for need. It is limited to the purpose of improving a member's blacksmithing skills by attending a

course at an approved school or workshop. Eligibility for this type of grant is more relaxed, and the maximum amount

awarded is \$800 toward the cost of the course but lodging at the school or workshop facility can be considered. Travel costs

are not included in a Scholarship. CBA Conferences do not fit the purposes of a Scholarship.

Requirements and Guidelines

1. Before applying for a Scholarship, the applicant must be a CBA member in good standing for at least six months
2. Applications must be in the form of a letter and include all of the following:
 - a. the name and location of the school and class.
 - b. the reason for taking the class.
 - c. the dates and number of days of the class.
 - d. the total amount of funding that is needed and the amount requested from CBA.
 - e. the type of recognition to be returned to CBA, e.g., magazine article(s), demonstration(s), workshop(s).
 - f. a commitment date for recognition to CBA to be completed.
3. Once the application is reviewed, a reply will be given within two weeks.
4. Scholarships will be considered four times a year (Spring, Fall, Winter and Summer Board meetings.) Completed applications are required one month before the Board meeting.
5. A minimum of two months lead-time is required from initial submission to the time the funds are disbursed.
6. Application must be in writing, preferably as an email for ease of reply and processing.
7. An application letter that does not contain all the required information will not be accepted.
8. A maximum of two Scholarship Grants may be granted to any member but may not be granted in the same or consecutive years. CBA Officers and Board members are not precluded from participation in these programs but a conflict of interest process must be scrupulously observed. 9. Scholarship grants offset the costs for classes, and the funds are sent by CBA to the approved school, not to the recipient.

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Policy Membership

Scope/Purpose: To detail matters related to the membership of the CBA

Original Date: 6/10/2019

Date Revised: na

Implementation Date: under review

Author: Gary Standke

Membership renewal invoices will be sent via email or USA mail, not in the CBA magazine, to each member. Notification of membership expiration is posted on the address label on the magazine. Renewal reminder posted on the back cover of the January/February issue.

Membership in CBA is on a fiscal year bases which starts on April 1 and ends March 31.

Life memberships are non-transferable and issued at the discretion of the board of directors.

CBA dues must be paid before the Spring Conference to attend the conference. A \$20 event only membership is available for ABANA and other affiliate members

FULL YEAR MEMBERSHIP - join between Jan 1st and July 31st at the full year rate \$55 Individual / \$65 Family & Business. Membership will expire on March 31st of the following year.

PARTIAL YEAR MEMBERSHIP - join between Aug 1st and Dec 31st at a discount of \$10 (\$45 Individual / \$55 Family & Business). Membership will expire on March 31st of the following year.

To get a partial year rate enter the coupon code PARTIAL into the discount code box during registration. The partial year rate applies only to NEW MEMBERSHIPS not to late renewals

Business membership will cost \$65. A business membership allows employees to attend CBA events and participate in CBA classes. The business receives only one copy of the magazine and only one vote in Association elections.

All membership applications are to be sent a statement.

Members are allowed to use the logo on their websites as a link to the CBA website.

All credit card Membership transactions must be done thru the website or thru the treasurer or secretary.

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