

**Agenda/Minutes**  
CBA Board  
August teleconference

Board members

1. Herb Upham
2. Beth Holmberg
5. Victoroa Ritter
8. Mike Mumford
  
9. Celeste Flores \*
10. Paul Boulay
11. Miguel de Los Rios
12. Dan Perkins
13. Victoria Ritter
14. Laura Parker \*
15. Gary Standke
16. Jeff Hunter
17. Craig Litwin
- 18.

\*Indicates absent

Guests:

**Dennis Duseck**

**AGENDA**

1. Attendance – Herb Upham
  - a. Roll: Board Members (14) Guests (1)
2. Approval of Agenda – Herb Upham  
Approved ...
3. Approval of Minutes – Herb Upham
  - a. Approved by e-mail 6/3//2019 by e-mail and posted on calsmith.org web site
4. President's Report  
General discussion
  - i. OC operating since ~1982 Dedicated volunteers. Firework burned their building to the ground last 4th of July.
  - ii. The museum they are part of willing to rebuild
  - iii. The amount of damage to equipment is tremendous
  - iv. Dedicated volunteers have been working when allowed on site
  - v. Tens of thousands of dollars is gone, and hardened tools have lost heat treat

- vi. Reopened under a tent
  - vii. **ACTION Miguel suggest Beth works in phases to determine how to rebuild, priority, so we can help as we are able**
    - 1. With tents and other resources
    - 2. Estimated \$20k of need for these folks
    - 3. Beth does not see another more important need in the state for checks
  - viii. We have a little over \$7k for fire recovery monies to assist others
    - 1. Tom
    - a. CBA has only four checks left
      - 2. **ACTION Victoria to work with Tom to add her to the bank account and order more checks.**
      - 3. Discussion
        - . We have 3-4 people we have pledged money to, but still cannot find some of the names, nor have we disclosed how much money we will give to each recipient.
        - 4. **ACTION determine recipients by date certain for Camp Fire victims and issue checks.**
        - . Tom to send out list of names, how much money we have, and the initial plan of what to send to each recipient by 9/22/19.
          - a. Tom has phone numbers and needs addresses.
          - b. Herb has checks from the General Account
          - c. Herb to send checks to those individuals recipients pending receipt of data
        - 5. Discussion:
          - . There is some concern over using this money for OC versus Camp Fire victims. Discussion if this works in the spirit of the fundraising that we did to help California fire victims.
2. Placerville versus Grass Valley Conference (*Report Back*)
  - a. Grass Valley SC was very successful in spite of disappointing attendance
  - b. Dennis reported back about the magical part of the conference, being the demonstrators connecting with the members
  - c. Accolades all around for the feeling and the financial return
    - . \$20K net from the event
  - i. Auction was a big aide
    - 1. As was that Heron purchase
  - ii. Conference team were expecting walk ins, but the numbers were lower than anticipated. Theories as to why:
    - 1. Having the event in the same region
    - 2. It helps when the event moves out of region and then back
    - 3. Is it advertising

Here is the Presidents Report bullets...

Also, has Beth asked to get the OC forge fire on the agenda? If not can you please add...goal is to explore ways to possibly fund or help out in some capacity. Beth would likely be the best person to fully present the case.

Also, we need to add Victoria taking over as Treasurer. This likely frees up a Board seat. Craig Litwin has agreed to fill a seat. I would suggest moving Jeff Hunter into that spot and then Craig into my former seat. The difference in duration of duty would be longer for Jeff Hunter who was first runner up for the Board and Craig was second runner up.

### **Committee Reports:**

#### 1. 2019 conf guide

This should be accompanied by links on the web site to the following conference reference documents which can be provided when ready to post:

Word version of the guidelines document  
Tracker Spreadsheet  
Budget Spreadsheet  
Conference schedule spreadsheet  
Vendor Form  
Registration form word document

Thank you,

Victoria Ritter  
[mnvr55@icloud.com](mailto:mnvr55@icloud.com)

#### 2. 2020 Spring Conf

##### 1. Ferndale

- a. Mike M talks about the excellent demonstrators in 2019 and the challenge to 2020. There will be fewer walkins anticipated.
- b. Paul has made a budget
- c. Paul's soothsaying abilities on attendance/budget has improved over time
- d. Demonstrators should be close downtown (near \$200 a night for accommodations and \$120 across the way. If we split them up we can cut the expense to \$13k.
- e. Still hoping we can make our money up in the auction
- i. Demonstrators need to make things that we can sell in the auction to make more money
- ii. Sculptures, for example
- f. Discussion, consider \$215 for full conference registration, 189 attendees is break even (to discuss at Octoberfest)
- . **ACTION, budget amount of \$1,000 approved for advertising. Moved by Paul and seconded by Jeff H., Tom abstains**
- g.
- . Assumes 220 folks showing up
  1. Extrapolated between Grass Valley and Ferndale last time around
  2. This may be exaggerated, and it is up to the board to determine risk

3. Miguel asks if we can lessen/mitigate risk to bring in some Grass Valley energy type of demonstrators through asking Joe?
  - a. Paul, adding demonstrators we are adding cost
  - b. Foreign demonstrator discussion
  - i. Need interpreter
    4. Mark Aspery coming in for education versus demonstration
    5. Beginners blacksmith applications and fine arts balance
  - . In order to pay for this we need a local education staff that would do that sort of thing
    6. Three folks plus Mark Aspery are working on education center, and are doing a practice run in November
  - . Victoria Ritter
    - a. Dan Perkins
    - b. Steve Taylor
    - c. Mark Aspery
  - a. Discussion on Promotion
    - i. Email newsletter, email blasts
    - ii. Facebook
    - iii. Sliver of promotions versus broadcasting
      1. They all have to be done
  - iv. Advertising in magazines throughout the West
    1. We have an agreement with western editors that we exchange announcements in each other's publications
  - v. Something is wrong with the name on the poster and a digital copy is required for Paul to promulgate
  - vi. Joe has source file, but it may need to be recreated
    1. Other looks can be helpful to further promote
    2. **ACTION, Mike M to reach out to Joe to get source file or make new file** Critical to get this done before next issue of our publication.
  - vii. Other budget items to be determined at the Octoberfest Board meeting
  - viii. **ACTION, freebee reciprocal with ABANA needs to be established**
  - ix. Do we need an assistant for Joe who can be an aide should he needs it
    1. He has an aide who may be able to help, but we do not know if she is a member
    2. Much of what Joe does by a verbal agreement, including price-breaks
  - x. **ACTION, Paul approved by lack of negative comment to have a conversation with Michael and work to address concerns**
    1. **Paul to contact Michael and April on 8/27/2019**
3. 2021 Spring conf .... Vista
  - a. Suspected end of April likely, end of March less likely
  - i. Guess
  - b. Frank Golding offered area for free event for Spring Conference
    - . Tempting because it is free space.
  - c. Cooking, camping, hotels, available, but no showers

4. 2022 proposal Petaluma
  - a. True proposal coming at Oktoberfest
  - i. Site walk through and managers have been approached for a conference. But they won't take out date two years in advance. Today is when their board meeting is happening
    - b. Proposed in Petaluma, Sonoma County
    - c. **ACTION Dan to bring proposal to 2022 Oktoberfest**
  - . DAN: We anticipate site numbers from the fair board which will inform budget for Oktoberfest board presentation
  
5. Treasurer's report
  - b. **ACTION**, Audit needed as part of transition from Tom to Victoria. Miguel to get a proposal and get it done quickly
  - c. **ACTION**, Tom to get our taxes done with Accountant

Solution to be proposed at O'fest to increase revenue by **Tom, Celeste to provide input**

1. Membership – Currently CBA has 978 members including 50 family members
  - a. Missing membership numbers are approximately 773 members that are overdue
  - b. **ACTION**, we need a graphic artist who could help us with graphics.
  - i. Tom has volunteered
    1. Is there a fee?
  - c. **ACTION, 773 members to be mailed the postcard, and Craig to call 50 of them to follow up with chaser phone pitch**
  - . **Tom offers services of layout, Craig content to run by the Board**
  - i. **Mike mailing service work**
  - ii. **Chaser email: not answered as to if we do or do not do and how**
    1. **Mailchimp, Constant Contact, direct email, etc.**

## 2. Merch

# Merchandising Committee Preliminary Report

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## *Summary*

Developing an online presence for CBA merchandise has the potential to modestly improve the cashflow for the organization and provide members with a product they typically can only purchase when attending a conference or hammer-in. Additionally, only event merchandise is sold, in limited amounts with minimal efforts made to sell any remaining items. In addition to selling existing merchandise, an on line presence can also provide an opportunity to sell non-event related CBA items.

The pilot project for this effort would have these elements: Connection from the CBA website to a new CBA store web site. Store website hosted on WIX.com or equivalent. Inventory management and Shopping cart function via WIX.com. Sale would generate a fulfillment order. The physical inventory would be held by CBA. Picking and shipping would be handled by a CBA volunteer. Gail Thomas has volunteered for this role. The inventory could be kept in the CBA Container at John McLellan's.

The scheme outlined would involve the least complication and could evolve to more advanced functions like print on demand merchandise later. The cost of doing this shouldn't be more than \$20 / month.

### Detail and Notes

There are two distinct types of merchandise sales that should be considered: Sales of existing merchandise created for a specific event and sales of non-event related CBA product(s). The existing merchandise has been paid for and would represent 100% profit for any sale. This would require outsourcing the storage and shipping or providing a stipend to someone willing to complete these transactions. This person would be responsible for updating the inventory, creating and updating a web presence and physically packaging and shipping the item to the customer. We would need to provide a storage place and support for whomever would be willing to provide that service. There are companies that will store and ship your items for a fee. Using a company means the association will have no control over the quality of the shipping provided or the ability to personalize the shipment (flyers for upcoming events, product 'deals', etc.).

An online store opens up the possibility for non-event related merchandise. These can be printed and stored using the above discussed options or created on demand. The on demand option has become quite popular and there are several companies that offer this option for a fee. Looking though options that cater to small organizations, I have provided a summary of a few On Demand options in the table below.

Name	Subscription	Monthly cost	Per item cost example Shirt: Gildan 5000	Shipping costs	Ease of use	Online store options	Connect to web site	Profit margin examples
Printful	None	None	Shirt: 8.95 Hat: 18.95	Direct to customer	Very	Hats/shirts; some are limited colors	Shopify Amazon	t-shirt: 11.05 hat: 9.05
Printify	Free, 5 stores Premium, 10 stores	0 \$29, 20% off merchandise	Shirt: 8.69 Pre: 6.07 Hat: 11.42 Pre: 8.70	Direct to customer	Very	Many; choose a printer to fulfill order	Shopify Amazon etc	t-shirts: 11.31 hat: 13.58
Vista Print	Not on demand		Shirt: 7.49 Hat: 9.74	n/a	Busy website	None		
Redbubble	None		Work in % so hard to tell	Direct to customer	Medium	Many	None- sell on their site	17% average
Merch Amazon	Invitation only	?	?	?	Might be easy	Many		You 'earn royalties'
Gooten	none		Shirt: 7.90 Hat: none	Direct to customer	Couldn't find hats!	Almost too many	Shopify	T-shirt: 12.10

In either case, CBA will be responsible for selecting a platform as well as creating and ensuring that it is updated and accurate. Quick turn arounds on orders will be essential. The membership platform, Apricot, is not something that can accommodate an online store. I've limited the following discussion to platforms that are set up for those expecting modest sales of 0-100 a month.

On site store platform options are plentiful and all come at a cost. This is NOT the same as an OnDemand merchandiser (shortened to Merch in the table below). That would be a separate company that may or may not integrate well with the on-store. For those that don't integrate there are shopping cart option that can make the experience for the customer seamless but would add an additional charge so not considered at this time. The table below lists a few companies that will provide an on line web site, shopping cart, and sales processing. There are completed reviews that do a better job of summarizing.

Name	Subscription level	Monthly cost	Easy set up	Integrate with Merch	Comments
Wix.com	Premium	\$16	Yes, templates	no	Used by Blacksmith shop
Shopify	More than one plan	\$9-\$29 and up	Yes, good cust Service	Yes	Very popular; price depends on having a store front
Ewid	Free			Only 10 products	Good place to start, but will have to move

Other considerations include the cost of shipping, exploring other ways to sell existing merchandise and

designing a standard CBA t-shirt or other merchandise.

Shipping concerns revolve around the costs involved. Typically, a t-shirt is sold for \$20-25 at a conference without adding in tax and shipping fees. This means that any t-shirt or other item sold online would cost the member an additional fee which most would find understandable but might make this process less attractive.

Other ways to sell existing merchandise is to make sure these items are brought to scheduled events. This would be a bit of a hassle but might prove profitable. Anything sold is pure profit!

If a decision is made to sell newly created merchandise, we will need a designer or someone willing to put together some options. It would be possible for the small committee to make these decisions and would be easy enough to add more or remove any poor performers.

Sale of existing merchandise

#### *Pros*

1. Modestly improve cash flow (~\$2000-\$4000 a year which would offset recent cash outflows)
2. Provide an additional forum for fund raising
3. Off load existing merchandise
4. Provide members with something that has been requested
5. Could purchase non-event related merchandise and sell in same manner

#### *Cons*

1. Difficulty selecting an affordable site. Some have monthly subscriptions fees that would eat up the profit rather quickly.
2. Set up and maintenance will be time consuming.
3. Will need someone to handle and ship merchandise
4. Storage issues
5. Can't be done with existing web site software (Apricot)

Create an On-demand printing store

#### *Pro*

1. Untapped Merchandise sales
2. Modest profit margin if can cover the cost of the online store
3. Once set up looks like it will flow easily

#### *Con*

1. Selecting an appropriate store to print the merchandise
2. Connecting to sales site is an extra fee
3. Need a designer
4. Cost may exceed profits

#### *Conclusion:*

Conduct a pilot using WIX.com, Shopify or other affordable online company to sell existing merchandise. Once a store front is in place revisit the development of non-event related merchandise the is printed and stored or using the on-demand method. Next steps:

- Select an online store front app
- Make sure selected store front can be linked on the existing calsmith.org website
- Find a volunteer to set up the online store (Victoria Ritter is willing to try)
- Store existing t-shirts at the Loomis storage site
- Find volunteer (Gail Thomas) to provide fulfillment of the order

- Promote on social media/web site/magazine
- Evaluate once up and running for 6 months

### 3. Magazine Editor - Mike Mumford

Editor Inputs for CBA Summer 2019 board meeting  
14 Aug 2019

*Most of this is very similar to previous reports*

1. **Magazine:** The Sept-Oct edition of California Blacksmith is at the printer, and should be mailed on the normal schedule, Aug. 20.

This edition completes the series of articles by Mark Aspery, leading up to the chain competition at ABANA 2020. Working with Mark, we have coordinated simultaneous publication on the east and west coasts, CBA and New England Blacksmiths.

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

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.

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 July-Aug edition printed 876 copies, including promotional freebies. The average print run for FY2018-2019 was 1,003.

5. **Article reprints:** We have been reprinted 11 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? Let me know so that I can make arrangements to have it covered.

Respectfully Submitted,  
Mike Mumford  
Editor, California Blacksmith Magazine

#### 4. Grants committee

We currently have two applications for grants for the next funding cycle (to be voted on at our October board meeting). Both are for projects that will have already happened (timing can be tricky with these things...). I will share the whole of these applications with the board after this meeting, so that there is time for informal discussions before we actually vote. Here's a quick summary, though:

1) Travel grant request from Jerry Coe for a trip through parts of Romania and Ukraine. As Jerry always does, this includes teaching blacksmithing skills to folks who will use them to feed their families! Jerry is asking for the full \$2000 (his expense will vastly exceed this, even travelling by bicycle). Given the long-term results of his 2013 grant to visit Buenos Aires (including re-introducing the craft in several South American countries), I will strongly recommend full funding.

2) Education grant request from Joy Fire to attend the New Agrarian School this summer (they offered her a partial scholarship, but even our \$800 max will leave her with significant costs to cover). Joy has had an education grant from us before (2016?). I was a little worried about what CBA gets back from investing in Joy, so I reached out to some of the Orange County Forge folks- They recommend her highly, and report that she has done great school group demos for them. Ken Kurtz says "she is our future." So, I'm convinced. We will need to be explicit and clear about her needing to own her obligations on the 'payback' side. But. Apparently, this is another investment that we, as a group, do get good dividends from.

Beth Holmberg  
Grants Committees Chair (and sole member)

a. **ACTION, Beth to send grant application form after this meeting**

- b. Joy Fire and New Agrarian School, offer of grant for support of nearly \$2k for her costs
- i. **ACTION: Paul moves and Gary seconded that the grant of \$800 be provided to Joy and New Agrarian pending payment details being worked out by Beth**

5. Education – Dan Perkins / South ed Chair  
Education Report

2019 so far has been a busy year for CBA education. Sometime around spring conference Vista forge decided to stop it's affiliation with CBA as a teaching forge, to date I have not received any official word on this but last week Miguel informed me that this had taken place. CBA has added two teaching forges this year one in the Coloma and one in Springville. I have been working with people in both the bay area and the Fresno area to add new education forge to the mix. Another opportunity is in the very early stages of having an education forge in Sutter Creek, Dennis Dusek, Victoria Ritter and myself are working to make this happen.

Both Wayne's World and Oktoberfest will be here before we know it and both events look like they will be great chances for are members to get some great hands on training. This may be the last Wayne's World so we will need to come up with a new fall event for the southern part of the state if this happens. I hope that the southern board members and the southern education committee member will help in finding a new venue to replace it if this is the case.

Ever since CBA purchased an equipment trailer and stocked it with all the equipment to outfit 10 forging stations it has been expected that the education chairman is responsible for getting the trailer and equipment to events when it's needed. Sometimes this puts an undo burden on that person, ie added hotel expenses and fuel costs. I would like to recommend that the board take the necessary measures to put this responsibility on the chairman of each individual event just like all other equipment needs. The education chair would still help facilitate the movement of the trailer but it would not be is responsibility alone.

Lastly without going into any details I'm searching for a new southern education committee member, if the southern board members know of anyone that would like to fill this position or can spread the word I would appreciate it

**c. Travel Grants are voted on the rules for October and April**

- d. Ever since equipment trailer has been purchased it is expected that Education Chair bring this trailer to other places, suggests that Event Chair be responsible instead

6. Safety Committee - Georg O'Gorman, Jack da Silva  
No report ,need struck tool policy insurance issue  
...
7. Policies and Procedures - John McLellan (Gary S.)

Hi Guys,

I was in charge of policies and procedures for a long time. I haven't updated them since I got off the board. But they are complete up to that point.

I haven't looked at what's on the website, But I can send you all what I have when I get back to the states.

The discussion on requiring a level 2 to teach level one, etc. came from Mark Aspery and myself as we worked on the ABANA Education program.

Which isn't really and different than CBA's. We were seeing a lot of people teaching classes who were barely or not competent in what they taught.

For these folks to have "forging get together" was great. But for them to be approving people for Level 1 or 2 wasn't serving their students well.

The idea with requiring a level above what you taught was that you would be proficient at the stuff you taught.

There is a big difference in being able to struggle through a project to get your certificate, and being able to do it proficiently.

So...that was our "easy to police" solution. In venues like Vista, you have the opportunity to pick out qualified people, that may not have finished their levels yet.

In the small groups, that isn't as viable.

Anyway, have to catch a plane.

## Thanks

*John McLellan*

Definitely individually. We need to go through each to agree on the wording and see who wants to add what to each policy based on their experience on how it has been done or how they think it should be done. About half the board members have made no comments at all, so it will be interesting to hear what they have to say.

Gary

Instructor policy ... Gary's reading .. + Paul's ... **Gary moved Beth 2<sup>nd</sup> 3 no 7 approved Gary send copy**

1. Policies and Procedures
  - a. Dan to get paid for expenses for Spring Conference
    - i. There is a budget that shows he is paid
    - ii. Then another budget showing no payment
    - iii. Do we need a board decision?
  - iv. **ACTION, Gary to head the Policy and Procedures Committee**
  - v. Certification discussion
    1. Education committee,
      - a. Gary makes a motion to add on an additional sentence to the policy, Beth seconds
        - i. Pass level two to teach level one and two
        - ii. Complete level three to teach level three, two, or one
        - iii. Certificate instructor can petition education committee for a graduate of level one to teach level one
      - iv. An annual report must be made.
    - b. Dan,  
Dan discusses a level two graduate being able to automatically become a level two instructor. Gary retorts that one still has to go through level two instruction efforts.

Motion "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 to teach Level 1.

- c. **ACTION, Gary to email that motion that just passed**

### List of motions for consideration

Policy Board Members: Election, Instillation, Meetings

Scope/Purpose: To set out the steps for the election and instillation 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 ½ to 2 ½ 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.

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.

Election Materials: By the November 18 deadline you need to provide 2 things: a photo and a candidate statement. These are for publication in the magazine. (1) The photo should be provided as a "jpeg" file that has not been compressed to be e-mail friendly. Essentially we are looking for a passport type photo so that the members can put a face with a name. If the file size is 2 MB or more and the face fills 2/3 of the image that will probably work well enough. (2) The candidate statement should be roughly 1 long or 2 short paragraphs. It should familiarize the members with you and what you bring to the CBA Board. Thoughts on what the CBA should prioritize will allow the members to decide on your candidacy. Likewise, conveying what the CBA has meant to you is a good idea. 3. An election is held and ballots are mailed only if more eligible candidates have consented to serve than the number of positions available.

If less than the required number of eligible candidates is available to fill all positions, the President shall appoint members to fill vacant positions. Appointees shall be confirmed by the board.

4. The CBA Board of Directors Candidates shall be published in the January/February issue of the CB with a postcard for the members to mail back with their selections. The post card will include the last date the ballots will be accepted.

5. The ballots will be tabulated by the CBA secretary.

6. The CBA president will notify the nominees regarding who has been elected and the order of the runner ups.

7. The newly elected Board members will start their term, and the outgoing board members will end their term, at the end of the Board meeting immediately prior to the annual membership meeting. It is encouraged they attend this meeting to familiarize themselves with the workings of the CBA board.

8. Elections of officers will occur after instillation of the new board members.

Meetings:

We plan to meet four times a year. We would continue to have six events a year. If we need a special meeting we can call it or we can do a conference call. The 1st meeting will be the general membership meeting at Spring Conference, 2nd meeting would be in late June or July, 3rd meeting will rotate between Nettfest and be at Oktoberfest and the 4th meeting will be in late January or February.

From the Bylaws:

Meetings other than those concurrent with the annual membership meeting may be called at any time by the president or by any five Directors. Written notice of such meeting specifying its time and place shall be sent by mail or email mailed to each member of the Board of Directors at least fifteen days before the meeting date. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Five members of the Board shall constitute a quorum, but the Board may not act except on the affirmative vote of at least five of its members personally present. In the absence of a quorum, a

majority of those present may vote to adjourn the meeting. Final voting on a motion can occur by email after a meeting if approved at a meeting. (Approved 7/09)

The Secretary shall maintain a list of policy motions passed at Board meetings.

The Secretary Policy and Procedure chairperson shall maintain a list of operating procedures passed at Board meetings.

The Board shall designate operating procedure votes and policy votes at each vote, prior to the vote, making the Secretary aware to document the vote.

Conflict of interest form shall be signed by all board members.

Policy and procedure motions, once approved in the minutes, shall be passed in a separate list to the Policy and Procedure chairperson.

The Policy and Procedure chairperson shall maintain a correct Policy and Procedure record and provide a copy to the Board at each Spring Conference Board meeting.

Approved minutes will be published on the website. We will approve the minutes on a telephone conference call by email and get them published within a month of the meeting.

Conflict of Interest Policy for the California Blacksmith Association

The standard of behavior at the California Blacksmith Association is that all officers, board members and members of any committee with board of director’s delegated powers scrupulously avoid conflicts of interest between the interests of the California Blacksmith Association on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the California Blacksmith Association's decision-making process, to enable our members and the general public to have confidence in our integrity, and to protect the integrity and reputations of all officers, board members and members of any committee with board of director’s delegated powers. Upon or before election, hiring, or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question. I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

\_\_\_\_\_ I have no conflict of interest to report.

\_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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. We do not want them on the web site. The board voted not to have them on the web page but they 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.

Real Property accrued by CBA will may be dispersed into private ownership in a nonprofit corporation, as benefits the membership.

Members, requesting reimbursement for items already approved by the board, shall submit the request for reimbursement to the Treasurer.

#### 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 board moved to remove the \$50.00 deposit to check out materials. 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. .  
From web site:

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. Please contact the librarian with suggestions for materials you would like to see added to the collection.

#### CBA Library Policy

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 but please return the materials as soon as possible so another member may have their use. We no longer charge a security deposit but please bear in mind that you are responsible for the replacement cost of any materials lost or damaged while on loan to you. These 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.

Please fill out this form and submit your request for borrowing books & DVDs.

Interim Librarian

Mark Kochan

805/796-7406

ivorytower@pixelgate.net

Library Request Form:

### CBA Library Request

CBA Library Policy: 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 but please return the materials as soon as possible so another member may have their use. We no longer charge a security deposit but please bear in mind that you are responsible for the replacement cost of any materials lost or damaged while on loan to you. These 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.

☐ Name First Last

- Phone Number###-###-####
- Email
- Mailing Address

Street Address Address Line 2 City State / Province / Region Postal / Zip Code Country

- Book/Video (1) – Number & Title
  
- Book/Video (2) – Number & Title

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.

From web site:

## **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. Completion of these basic skills is expected to take approximately 40 hours. It is assumed that the beginning blacksmith has no shop or tools of their own.

This certificate will be awarded to those who have completed the Level I, basic training or the equivalent. They will have presented to their instructor the Farm Gate Latch (see website) 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

Completion of these basic skills is expected to take approximately 40 hours. It is assumed that the beginning blacksmith has no shop or tools of their own.

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 different ends on each scroll) 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.

They will begin to learn how to make the tools required for this and the third level, Forging to Dimension. 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; refer to the Intermediate Grill Drawing).

The frame is to be filled with the four 2 different ends as shown for each scroll and the scrolls collared together. It is suggested that the student first transfer the drawing onto metal and practice forging to dimension.

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)

Scrollwork and the scroll form

E.G. Ribbon scroll

Fish tail (scroll form)

Half Penny

Beveled Scroll

Scrolling fork (case hardening - bottom tools)

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)

Collars

Upset square corner

Completion of these skills is expected to take approximately 50 hours. It is assumed that the Intermediate blacksmith has their own shop and most of the basic tools. Some of the skills (for example, making a heading plate for bottom tools) will be taught at Education Committee Instructor Workshops.

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 two 'S' scrolls (with different ends on each scroll) and the scrolls collared together. It is suggested that the student first transfer the drawing to metal and practice Forging to Dimension.

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

## **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:

The Journeyman's Grill (The actual working drawing must be presented with the completed project). The Level II 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)

Completion of this project is expected to take approximately 100 hours. It is assumed that the Journeyman Blacksmith has their own shop and most of the basic tools and that they will only need the guidance of a mentor. It is also expected that the blacksmiths will have made some of their own tools. Some of these skills will be taught at Education Committee Instructor Workshops.

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

Class Project

Level III: The Journeyman's Grill

\*More Information About the Level III Grill Can Be Found in the Technical Documents Page.

## **Instructor Certification**

A blacksmith may become an instructor at any level - L I, II, or III. The Instructor Certification is based upon demonstrated ability, interest, and willingness to teach other blacksmiths. A prospective Instructor receives his or her Instructor Certificate following completion of a Public Demonstration of a specific project, including a Storyboard detailing the steps. Handouts describing the processes are encouraged, and should also be provided to the California Blacksmith magazine editor for publication. The demonstration project may be of the blacksmith's own choosing, although it is desirable that it be reviewed by the blacksmith's instructor.

Note: an Instructor does not have to host/teach further classes - they just are expected to be available and willing to help Beginner/Novice students. An instructor is expected to take Instructor refresher classes each year.

#### **CURRICULUM AND INSTRUCTOR CERTIFICATION**

In September of 2016 the CBA Education Committee changed the requirement for Instructor status. A blacksmith may become an instructor only after completing level II or III. An instructor must complete level II 1 to teach level I and level III 2 to teach level II, and level 3 to teach level 3. All current instructors are grandfathered in. The Instructor Certification is based upon demonstrated ability, interest and willingness to teach other blacksmiths. A prospective instructor receives his or her Instructor Certificate following completion of a Public Demonstration of a specific project, including a storyboard detailing the steps. Handouts describing the processes are encouraged, and should be provided to the California Blacksmith Magazine editor for publication. The demonstration project may be of the blacksmith's own choosing although it is desirable that it be reviewed by the blacksmith's instructor.

Note: An Instructor does not have to host/teach further classes - they are expected to be available and willing to help Beginner/Novice students. An instructor is expected to take Instructor refresher classes each year when available.

## **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 nonCBA Forge workshops are not.

### **CBA Forge Workshop Requirements**

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 or 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.

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.

From web site:

### Bedayn-Thomson Grant Fund

The CALIFORNIA BLACKSMITH ASSOCIATION offers two types of grants from the Bedayn-Thomson Grant Fund: a General Grant and a Scholarship. For complete requirements and application guidelines, please download the Grant Fund Guidelines.

Please read the application requirements carefully before submitting your application. Our Writing Tips Guide can be helpful to read before writing your grant proposal.

### Bedayn-Thomson Grant Fund

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

General Grant applications can be sent to Beth Holmberg.

### Scholarship Grant

A Scholarship Grant is typically a grant 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 towards the cost of the course. Travel costs are not included in a Scholarship. CBA Conferences do not fit the purposes of a Scholarship.



Scholarship Grant applications can be sent to Beth Holmberg  
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.
  - 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.

#### 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 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.

Life memberships are non-transferable.

CBA dues will must be paid before the Spring Conference attendance. Members must pay dues to attend the conference.

Dues \$55.00 per year.

Senior Membership: Dues are \$25.00/yr. upon request, at age 75. The member must be in good standing for 5 years previous to request. Secretary has discretion to make complimentary subscriptions available to senior members, on a case by case basis, because of hardship.

Membership in CBA is on a fiscal year bases which starts on April 1 and ends March 31. It is not prorated.

As an exception, an individual initially joining CBA between January 1 and April 1 is only required to pay the dues for the following year. An individual joining any time before January 1 is required to pay dues for the full fiscal year.

Business membership will cost \$40 (on the web site it says \$65) plus \$10 for each employee with only one magazine for the business.

All membership applications to have a statement: credit card payments are to be made thru the calsmith.org website.

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

All credit card Membership transactions to be done thru the website. Other payments can be to treasure or secretary

From web site:

☑ FULL YEAR MEMBERSHIP - join between Jan 1st and July 31st at the full year rate \$55 Individual / \$65 Family & Business. Your 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). Your 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 your registration. The partial year rate applies only to NEW MEMBERSHIPS not to late renewals. All memberships expire on March 31st, except Event Only Membership (does this still exist?), as the Membership year begins April 1st. Be sure to join us so you can enjoy the people, events and resources that make the CBA a valuable organization.

### **Old Business:**

**Election results top 6: 5 were seated**

**Dan Perkins**

**Victoria Ritter**

**Laure Parker**

**Gary Standke**

**Jeff Hunter**

**Craig Litwin**

**Officer election**

**Pres: Miguel**

**V. Pres: Paul**

**Secretary: Herb**

**Treasurer: Tom**

### **New Business:**

- a. Victoria takes the role of treasurer pending successful audit
- i. **ACTION, Paul, moves and Beth seconds that she take this role pending a successful audit Approved by unanimous consent**
  - a. Two vacancies on the Board
  - i. Laura resigned, and Victoria is an officer.
  - ii. Board agrees to brainstorm on who can sit on the board
  - b. Merchandising
    - . T-shirts and hats, backpacks and socks
    - i. The on demand merch could be a money sink
    - ii. Apricot is not a merch software
      1. Though it may be worth a test run
    - iii. Or Wicks.com is \$16 a month
    - iv. Or shopify is used by other smiths
      1. \$9 a month
      2. \$29 a month for a storefront

- a. They handle everything except order fulfillment
  - 3. Help, storage, and fulfillment is needed
- . Dan Perkins made room
- a. **Action, Gail Thomas is willing to do the fulfillment**
- v. Discussion, to consider using Ebay
- vi. **ACTION, Victoria, Julia and Mike M to take a call on doing this work.**

That a motion be made that Dave Carrol be paid for his expenses for attending a past conference. These expense were submitted but never paid. **Receipts needed**

All the best, JR Hunter, J.D

**ACTION Jeff moves and Gary seconds that Dan Perkins to be paid \$3500 for his efforts as Chair. Passes unanimous except for Dan, who abstains**

**Correspondence:**

None other than routine e-mail and mail

**Comments and questions:**

None

Adjourned: 10:27

Spring Conference 2019-1.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Spring Conference ... x Sign In

1 / 1 75.4% Share

### California Blacksmith Association 2019 SC P&L All Transactions

08/20/19

	2019 Spring Confere...	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4100 · Conf income		
4101 · Registration	58,707.75	58,707.75
4103 · Iron in hat	1,588.00	1,588.00
4104 · Auction	20,195.00	20,195.00
4105 · Refund	-340.00	-340.00
4106 · Merchandise Sa...	3,980.00	3,980.00
<b>Total 4100 · Conf income</b>	<b>84,130.75</b>	<b>84,130.75</b>
<b>Total Income</b>	<b>84,130.75</b>	<b>84,130.75</b>
<b>Gross Profit</b>	<b>84,130.75</b>	<b>84,130.75</b>
<b>Expense</b>		
5100 · Conf expense		
5101 · Site/setup	15,952.16	15,952.16
5102 · Demos	18,109.00	18,109.00
5103 · Lodging & Travel	13,729.64	13,729.64
5104 · Sales exp	2,940.78	2,940.78
5106 · Food exp	5,328.72	5,328.72
5107 · Supplies	5,388.56	5,388.56
5108 · Misc conf exp	2,114.09	2,114.09
<b>Total 5100 · Conf expense</b>	<b>63,562.95</b>	<b>63,562.95</b>
6000 · Admin		
6040 · CC Discount Fees	671.38	671.38
<b>Total 6000 · Admin</b>	<b>671.38</b>	<b>671.38</b>
<b>Total Expense</b>	<b>64,234.33</b>	<b>64,234.33</b>
<b>Net Ordinary Income</b>	<b>19,896.42</b>	<b>19,896.42</b>
<b>Net Income</b>	<b>19,896.42</b>	<b>19,896.42</b>

1st Qtr 2019 P&L.pdf - Adobe Acrobat Reader DC

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Home Tools Spring Conference ... 1st Qtr 2019 P&L... x Sign In

1 / 2 75.4% Share

08/20/19

California Blacksmith Association  
Profit & Loss  
April through June 2019

	Apr - Jun 19
Ordinary Income/Expense	
Income	
4000 · Dues	14,055.00
4100 · Conf income	
4101 · Registration	33,710.75
4103 · Iron in hat	1,588.00
4104 · Auction	20,195.00
4105 · Refund	-340.00
4106 · Merchandise Sales	4,665.00
Total 4100 · Conf income	59,818.75
4200 · Event income	
4201 · Evt registration	75.00
Total 4200 · Event income	75.00
4298 · Unrealized Gain	3,344.44
4300 · Miscellaneous income	
4301 · Contributions/gifts	1,019.00
4300 · Miscellaneous income - Other	6,509.00
Total 4300 · Miscellaneous income	7,528.00
Total Income	84,821.19
Gross Profit	84,821.19
Expense	
5000 · Magazine	
5001 · Magazine office	5,676.00
5003 · Magazine postage	302.71
5004 · Printing	7,346.69
5005 · Magazine Editor	900.00
Total 5000 · Magazine	14,225.40
5050 · Web Expenses	900.00
5100 · Conf expense	
5101 · Site/setup	14,655.82
5102 · Demos	18,109.00
5103 · Lodging & Travel	13,997.79
5104 · Sales exp	96.12
5106 · Food exp	5,328.72
5107 · Supplies	5,991.22
5108 · Misc conf exp	1,689.09
Total 5100 · Conf expense	59,867.76
5200 · Event expense	
5201 · Evt site/setup	1,325.00
Total 5200 · Event expense	

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08/20/19

California Blacksmith Association  
**Profit & Loss**  
 April through June 2019

	Apr - Jun 19
5303 · Instructor training	1,395.00
5306 · Ed. Event Demonstrator	200.00
5307 · Committee Stipend	1,500.00
<b>Total 5300 · Ed/Training</b>	<b>3,095.00</b>
5500 · Library	142.50
5700 · Anvil Purchases	225.00
5800 · Safety, Ed/Training	125.56
6000 · Admin	
6012 · Board meetings/travel	73.50
6018 · Officer Stipend	1,800.00
6030 · Bank charges	64.35
6040 · CC Discount Fees	2,459.33
6050 · Lease, CC Machine	76.51
<b>Total 6000 · Admin</b>	<b>4,473.69</b>
<b>Total Expense</b>	<b>84,379.91</b>
<b>Net Ordinary Income</b>	<b>441.28</b>
<b>Net Income</b>	<b>441.28</b>

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	Apr 1 - Aug 20, 19	Apr 1 - Aug 20, 18	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Dues	14,055.00	8,284.29	5,770.71
4100 · Conf income			
4101 · Registration	33,710.75	26,405.71	7,305.04
4103 · Iron in hat	1,588.00	2,035.00	-447.00
4104 · Auction	20,195.00	23,837.08	-3,642.08
4105 · Refund	-340.00	-760.00	420.00
4106 · Merchandise Sales	4,665.00	3,840.00	825.00
<b>Total 4100 · Conf income</b>	<b>59,818.75</b>	<b>55,357.79</b>	<b>4,460.96</b>
4200 · Event income			
4201 · Evt registration	-525.00	11,840.00	-12,365.00
<b>Total 4200 · Event income</b>	<b>-525.00</b>	<b>11,840.00</b>	<b>-12,365.00</b>
4298 · Unrealized Gain	3,344.44	0.00	3,344.44
4299 · Bank interest	0.00	0.45	-0.45
4300 · Miscellaneous income			
4301 · Contributions/gifts	1,019.00	0.00	1,019.00
4300 · Miscellaneous income - Ot...	6,509.00	0.00	6,509.00
<b>Total 4300 · Miscellaneous income</b>	<b>7,528.00</b>	<b>0.00</b>	<b>7,528.00</b>
<b>Total Income</b>	<b>84,221.19</b>	<b>75,482.53</b>	<b>8,738.66</b>
<b>Gross Profit</b>	<b>84,221.19</b>	<b>75,482.53</b>	<b>8,738.66</b>
<b>Expense</b>			
5000 · Magazine			
5001 · Magazine office	8,646.00	5,140.00	3,506.00
5003 · Magazine postage	302.71	419.04	-116.33
5004 · Printing	7,346.69	7,605.43	-258.74
5005 · Magazine Editor	900.00	900.00	0.00
<b>Total 5000 · Magazine</b>	<b>17,195.40</b>	<b>14,064.47</b>	<b>3,130.93</b>
5050 · Web Expenses	900.00	900.00	0.00
5100 · Conf expense			
5101 · Site/setup	15,405.82	3,357.22	12,048.60
5102 · Demos	18,109.00	18,722.38	-613.38
5103 · Lodging & Travel	13,997.79	8,099.55	5,898.24
5104 · Sales exp	96.12	1,277.08	-1,180.96
5106 · Food exp	5,328.72	5,906.62	-577.90
5107 · Supplies	5,991.22	6,743.45	-752.23
5108 · Misc conf exp	1,689.09	8,418.72	-6,729.63
5109 · Adv.to conf. mgr.	0.00	5,000.00	-5,000.00
<b>Total 5100 · Conf expense</b>	<b>60,617.76</b>	<b>57,525.02</b>	<b>3,092.74</b>
5200 · Event expense			
5201 · Evt site/setup	1,325.00	0.00	1,325.00
5202 · Evt demos	2,250.00	4,666.96	-2,416.96

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### California Blacksmith Association Profit & Loss Prev Year Comparison April 1 through August 20, 2019

	Apr 1 - Aug 20, 19	Apr 1 - Aug 20, 18	\$ Change
5203 · Evt lodging	0.00	390.00	-390.00
5206 · Evt food	1,000.00	1,500.00	-500.00
5207 · Evt supplies	826.94	2,662.31	-1,835.37
<b>Total 5200 · Event expense</b>	<b>5,401.94</b>	<b>9,219.27</b>	<b>-3,817.33</b>
5300 · Ed/Training			
5303 · Instructor training	1,395.00	660.00	735.00
5306 · Ed. Event Demonstrator	600.00	0.00	600.00
5307 · Committee Stipend	2,000.00	1,200.00	800.00
<b>Total 5300 · Ed/Training</b>	<b>3,995.00</b>	<b>1,860.00</b>	<b>2,135.00</b>
5400 · Scholarships and Grants			
5405 · Grants	0.00	0.00	0.00
<b>Total 5400 · Scholarships and Grants</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5500 · Library	142.50	229.91	-87.41
5700 · Anvil Purchases	225.00	0.00	225.00
5800 · Safety, Ed/Training	125.56	0.00	125.56
6000 · Admin			
6010 · Bookkeeping Expense	0.00	383.48	-383.48
6012 · Board meetings/travel	73.50	80.27	-6.77
6015 · Secretary's Expense	0.00	653.12	-653.12
6016 · Postage	0.00	65.49	-65.49
6018 · Officer Stipend	1,800.00	1,800.00	0.00
6030 · Bank charges	64.35	185.25	-120.90
6040 · CC Discount Fees	2,459.33	2,908.08	-448.75
6050 · Lease, CC Machine	76.51	412.75	-336.24
6065 · Contributions/Donations	0.00	2,000.00	-2,000.00
<b>Total 6000 · Admin</b>	<b>4,473.69</b>	<b>8,488.44</b>	<b>-4,014.75</b>
6100 · Ins	0.00	2,702.00	-2,702.00
<b>Total Expense</b>	<b>93,076.85</b>	<b>94,989.11</b>	<b>-1,912.26</b>
<b>Net Ordinary Income</b>	<b>-8,855.66</b>	<b>-19,506.58</b>	<b>10,650.92</b>
<b>Net Income</b>	<b>-8,855.66</b>	<b>-19,506.58</b>	<b>10,650.92</b>

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