

# **CBA APPROVED Board Meeting Agenda**

*February 03, 2020 teleconference, 7-9pm*

*Call in number: (563) 999-2090 pin 903960#*

## **Board members:**

- Miguel de los Rios: President \*
- Paul Boulay: Vice President \*
- Victoria Ritter: Treasurer \*
- Craig Litwin: Interim Secretary \*
- Beth Holmberg (Absent)
- Celeste Flores (Absent)
- Dan Perkins \*
- Gary Standke \*
- Jeff Hunter \*

**\*Indicates present**

## **Invited Guests:**

- Mike Mumford
- Dennis Dusek

## **AGENDA**

### **1. Attendance and Agenda**

- a. Attendance – Craig Litwin, interim Secretary
  - a. Roll: Board Members (7) Guests (0)
- b. Additions to the Agenda – Miguel de los Rios
- c. Acceptance of Agenda – Craig Litwin

- d. Review of Agenda note taking and action item documentation — Craig Litwin

### **2. Approval of Minutes – Craig Litwin**

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- a. Approved by e-mail 1/17/2020 and posted on website on date
- 3. Officer's Reports**
  - a. President's Report
    - i. Provided report on tidying up efforts.
    - ii. Cash flow report and call for more outreach and fundraising
    - iii. No ACTIONS identified
  - b. Treasurer's Report
    - i. We need to strive for two years operating budget according to a historic policy. We may want to adjust that expectation.
    - ii. Net loss of approx. \$60k over the last four years
    - iii. Foreign demonstrator must come here as a volunteer. We are allowed to reimburse/pay for travel and room and board for them and a companion.
      - 1. O-1 Sponsorship through ABANA could be an opportunity
        - a. Locks that individual into this arrangement on all border crossings
        - b. Need caution in how we proceed
          - i. Recommendation that we pay for travel in consult with ABANA
    - iv. 1099 to be submitted to government for all those we pay for service. Before receiving payment, a W-9 must be submitted.
      - 1. Report back
    - v. Sales Tax
      - 1. Victoria asking for Board support to register for a Seller's Permit and figure out what tax we owe the state. Support unanimously given.
        - a. **ACTION Miguel to talk to the law firm about our tax liabilities**
        - b. **ACTION Victoria to register our resale number and coordinate with Miguel on next steps**



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2. Event merchandise needed next
3. Ferndale merchandise about to be ordered in consult with Victoria
4. Jeff is going to work on an ebay store update
- e. Magazine Committee
  - i. Editor-MikeMumford
    1. Inserts for renewals and Spring Conference, cost of ~\$167 – Mike or Craig
- f. PR and Marketing committee
  - i. Needs Chair
- g. Website Committee
  - i. Mike, Julia
- h. Membership and Fundraising Committee
  - i. Needs Chair
  - ii. Needs volunteers to make member renewal calls
  - iii. Social media
- i. Education Committee
  - i. Dan Perkins / South ed Chair
    1. Instructors training in the North and South prepared
    2. Spring Conference will have a robust educational tent with multiple beginner and intermediate classes
    3. **ACTION- Miguel to help create tools that are needed for the conference:**
      - a. Need swages - 1.5 dia stock for 1" hardy
      - b. Chain tongs
- j. Safety Committee
  - i. Needs Chair
    1. **ACTION- Need Chair before next meeting**
- k. Grants committee
  - i. Chair: Beth
    1. Tabled

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- I. Election Committee (Paul)
    - i. We did not get folks to sign up to run for the board
      - 1. Two people signed up to be a board member
        - a. Requires nomination, which will be done at the next board meeting
5. **Old business**
  - a. Insurance Policy, update on increased coverage
    - i. **ACTION- Miguel will update all of the names of each person, insurance policy carrier, and address that are part of the CBA teaching forges, cross referenced with the website/magazine**
      - 1. **Each forge will then be provided a sheet that proves coverage**
    - ii. **ACTION- Update the website to show CBA insured forges**
6. **New Business:**
  - a. Resignation of Herb Upham as CBA Secretary creates a need for a new Secretary. Craig Litwin is willing to serve in this role. This would mean there is an additional vacancy.
    - i. **ACTION Gary moves and Paul seconds that Craig is the new Secretary**
      - 1. **Passed unanimously**
  - b. Filling Board Seats, Action by the President
    - i. **Board Seats that are open:** Beth Holmberg, the open seat from previously, and Craig Litwin's seat as he is moving on to Secretary. Celeste Flores may consider remaining on the Board.
  - c. Asset inventory effort
    - i. It has begun. Victoria is working on a list and valuation. The question is if we want to include as an official asset.
    - ii. **ACTION Victoria to include an inventory list for the next Board meeting for review and additions by other board members.**

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- d. Event promotion
  - e. Request from Michael Houston for a CBA insured educational shop in NV.
    - i. **ACTION- Miguel to update the insurance list with Michael Houston's shop details for insurance purposes.**
    - ii. **ACTION- Craig to reach out to Mike Houston to give him the Board's approval.**
  - f. Major donor recognition protocol
    - i. **ACTION- Victoria to call the 2k donor to ask if they are willing to have recognition in the magazine.**
    - ii. **ACTION- In kind contributions should be recognized**
    - iii. **ACTION- add to the conference program and in the magazine summary of the event.**
    - iv. Magazine mention, card, etc?
  - g. Raising dues for business members and other members
    - i. Paul moves raising the business dues to \$95
      - 1. Victoria seconds
        - a. Unanimous Consent
    - ii. **ACTION- Craig to update the dues section in consult with Julia**
      - 1. **SUB ACTION- Need Note for the increased fee to be sent to Active Business members before renewals are due**
- 7. Correspondence:**
- a. Joe Koches bereavement card e-mail and mail, confirmation of completion
    - i. Confirmed
  - b. Formal thank you to Herb Upham for his years of service to the CBA
    - i. President's message noted his service.
    - ii. **ACTION- Craig to send handwritten card on behalf of the board**
  - c. Formal thank you to Tom Owens for his years of service to the CBA
    - i. President's message noted his service.
    - ii. **ACTION- Craig to send handwritten card on behalf of the board.**
- 8. Open Time: Comments and Questions:**

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- a. Last agenda a struck tool policy was made by Gary
  - b. **ACTION-Gary to forward to Julia a request that she puts the Struck Tool Policy on the webpage.**
    - i. **Sub action- ask Julia if she knows how to get Wild Apricot how to search our specific articles on our website**
9. Next BOD meeting
- a. Spring Conference, according to our bylaws
  - b. Notice must go on our website 30 days prior for General Membership meeting
    - i. **ACTION- Craig to send out agenda 15 days before the meeting or put on the website. Consult bylaws for specific requirements.**
10. Move for adjournment at 8:49pm