

CBA Board Meeting Agenda and Minutes

December 02, 2020 teleconference

7-830pm via Zoom Link

Officers and Board members:

- Miguel de los Rios: President
- Paul Boulay: Vice President
- Victoria Ritter: Treasurer
- Craig Litwin: Secretary

Board Members

- Celeste Flores
- Dan Perkins
- Gary Standke
- Jeff Hunter
- Eric Chang
- Greg Hudgins
- Michael Suwczynsky

***Indicates absent**

Guests:

- Mike Mumford

AGENDA

- 1. Meeting began at 7:04 pm.**
- 2. Attendance and Agenda**
 - a. Please note that all Board members were present.
- 3. Approval of October 2020 Minutes – Craig Litwin**
 - a. Approved via email vote of the BOD has occurred before the meeting. The minutes have been posted on the CBA website along with financial records.
- 4. Officer's Reports**
 - a. President's Report

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- i. Oral presentation provided by the President on the improved state of our organization even in the pandemic, but caution for how the future is unclear for the CBA as it relates to being able to host any significant events in 2021.
 - b. Treasurer's Report
 - i. Tax return for 2019 came in
 - 1. Our 2019 return came in at ~ \$23k loss
 - ii. Current cash holdings are at \$82,000. This is well on the way to the stipulation of having one year's worth of the operating budget, which is \$120,000. While still short of that goal, it represents a huge improvement from this time last year. \$40,000 of this cash holding is the now liquidated reserve fund.
 - iii. Cash on hand is at 280 days. At one point this year we were at 45 days.
 - iv. The following are the finance documents that will be provided to our membership in an ongoing basis by posting to the membership website or other public means:
 - 1. The adopted Annual Budget
 - 2. Any adopted Semi Annual budget adjustment
 - 3. Our annual filed tax return
 - 4. P and L, Quarterly
 - 5. Balance Sheet, annually
 - 6. Statement of Cash/Cash Flow, annually
- 5. Committee Reports:**
- a. 2021 Spring Conference Committee
 - i. Chair: Dave Carroll
 - ii. There are some demonstrators who have committed to teach at the conference
 - iii. We are reviewing the new Governor's orders to determine how best to proceed
 - b. Merchandise Committee
 - i. Jeff, Dan, Gail, Michael
 - 1. Hats and shirts are being ordered

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2. Our ebay store has been successfully enrolled as an eBay Giving charity. This provides a reduction in fees for items sold on the eBay website.
- c. Magazine Committee
 - i. Editor-Mike Mumford
 1. Publication and Finance Committee to meet next week to flesh out what it will take to increase the magazine publications
 - ii. Report from the Editor
 1. Please see at the end of the minutes
 - iii. Jan 20th is the cutoff for the March/April edition but the editor would like to have a clear direction this month. He would like us to look at what we can afford for any expansion as part of this report back.
- d. Website Committee
 - i. Mike, Paul
 1. Auto renewal needs to be set up for membership
- e. Membership, Fundraising, and New Sources of Revenue Committee
 - i. Craig, Paul
 1. Holiday mailer request for donations has thus far exceeded \$3600 in donations.
- f. Marketing Committee
 - i. Needs Chair
- g. Education Committee
 - i. Dan Perkins / South ed Chair
 1. Most of our education has been on Zoom.
 2. There have been level two and level three classes presented
- h. Safety Committee
 - i. Needs Chair before Spring Conference
- i. Grants committee
 - i. Beth
 1. One grant request from Kyle Larrain
 - a. **MOTION:** Motion to approve the \$800 grant in full moved by Paul and seconded by Victoria

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- i. Passes unanimously
 - j. Finance Committee
 - i. Miguel and Victoria
 - 1. No additional reports other than what was presented in the Treasurer's report
 - k. Zoom Committee
 - i. We have wonderful videos available for publication. We have more classes scheduled. And we need more people to take videos.
 - ii. Recommendation that we do not publish videos until 4-6 months before dropping it for free.
 - 1. We need to determine who we share this video with and when.
 - a. **ACTION:** Paul will organize a meeting on this
6. **Old business**
 - a. No old business to report.
7. **New Business:**
 - a. Next e-newsletter
 - i. E-newsletter information needed by December 4, 2020
 - 1. **ACTION:** Craig Litwin to compile draft newsletter for membership after this meeting.
 - b. **ACTION REQUESTED:** Formal creation of a CBA Advisory Board
 - i. Groups who could be part of this
 - 1. Other metal membership organizations
 - 2. Old timers with historical understanding
 - 3. Active members who do not want to be board members
 - ii. **ACTION:** Officer's Committee to bring back a formal write up of what an Advisory Board would do to a subsequent Board meeting for consideration of adoption
 - c. CBA Gift Holiday (online only) Membership
 - i. Tabled for this holiday season
8. **Correspondence:**
 - a. Tom Davisson passed away. Please send condolences to the family.
9. **Open Time: Comments and Questions:**

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- a. No open items
- 10. Next BOD meeting
 - a. Next meeting tentatively scheduled for Wednesday, January 6 from 7-830pm.
- 11. Move for adjournment
 - a. Miguel moves to adjourn the meeting at 8:51. Seconded by Paul. Passes unanimously.

Editor's Short Report - Board meeting 2 Dec 2020

This will be a short report - I've been quite busy again, much of my CBA attention has gone to getting the Jan-Feb edition ready.

1. **Jan-Feb edition:** the skinny edition is being laid out now. The online edition is finalized (I think, hope no more changes needed). Note: online has to get done prior to deciding what goes into skinny. Online is 54 interior pages, includes:
 - the usual Prez, Ed'n, Editor, Calendar, Store,...
 - 1-page Spring Conf flyer
 - several pages of photos from in-person events at Vista, Adams, Crucible, and also photos from online zooms
 - 3 other human-interest stories
 - 7 or 8 technical articles
 - including 3 hands-on/how-to articles from SC 2017 Vista
2. **Reprints:** other newsletters have reprinted our articles 42 times this year. Not all were 2020 articles, but I feel that's a really good track record. And the most we've ever been reprinted.
3. **Next edition:** I'm looking at the officer request to do an expanded print edition. If we do this, I feel it should focus on Spring Conference. I have several more articles from 2017 Vista - we can essentially have the focus of this edition be Vista conferences.

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4. Future editions: I've raised some questions to the Pub Committee and officers/board about future direction: including making an expanded edition permanent, email mag distribution, and changing the online access URL.

5. Yearbook: Not a lot of work on this. Advantage did not bid as expected, so I have two potential online sources. It looks like we could set these up to sell at \$50-\$75 plus shipping, using an online automated store from the print service.

6. Website: Lots of event announcements.

Respectfully,
Mike Mumford, Editor