

# CBA Board Meeting Agenda

1/17/21 7-830pm 2021 teleconference

Zoom Link to be provided via email

## 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 Suwczinsky

**\*Indicates absent**

## Invited Guests:

- Mike Mumford
- Mark Aspery
- David Carroll
- Julie Henry

## AGENDA

### 1. Attendance and Agenda- Craig Litwin

- a. Note start time 7:04
- b. Note attendance
  - i. Introduce and welcome guests
- c. Additions to the Agenda
  - i. We have a
- d. Approval of the December 2, 2020 Board of Directors Minutes
  - i. **ACTION REQUESTED review, amend as needed, and adopt the minutes for publication on our website.**

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1. Minutes are moved by Michael, Seconded by Paul, passes unanimously
- e. Approval of the December 16, 2020 Board of Directors Minutes
  - i. **ACTION REQUESTED review, amend as needed, and adopt the minutes for publication on our website.**
    1. Miguel moves, Eric seconds, passes unanimously
- 2. Officer's Reports**
  - a. President's Report deferred due to the
  - b. Treasurer's Report **ACTION REQUESTED to receive the reports, adopt them into the record, and post them on our website**
    - i. Receive the Report
    - ii. Review the Profit and Loss (P&L) statement of activities, 3rd quarter report 2020 2021
    - iii. Review the Budget vs Actual 3rd quarter 2020 2021 report
    - iv. Review the Budget, 3rd quarter - FY 20 21 no conferences- details in a spreadsheet
    - v. Miguel moves receipt and recognition of the four above reports and Greg seconds. Passes unanimously.
3. Proposed CBA Curriculum Change.
  - a. **ACTION REQUESTED to adopt a new curriculum proposal.** Mark Aspery and the Education Committee are proposing a curriculum shift in our Levels.
    - i. Greg moves, and Dan seconds to adopt these changes
      1. Ayes are Miguel, Victoria, Craig, Dan, Eric, Jeff, Greg, Celeste, and Michael.
      2. Nos are Gary
        - a. The new curriculum standards passes and are now in place.
      3. Abstentions: Paul
    - ii. Board input: make sure to convey that the projects are suggestions, and the skills are the the primary. Make sure to explain this to the reader on our website
    - iii. Reach out to other forges to build more consensus
- 4. Committee Reports:**
  - a. 2021 Spring Conference Committee

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- i. Dave Carroll
    - 1. It was a difficult decision but was one that had to be made. Without the allowances for at least half-capacity the event would have lost money. The committee put in a huge amount of work to organize, but safety came first.
  - b. 2022 Spring Conference Committee
    - i. Julie Henry
      - 1. Site negotiations cannot occur prior to one year before the event. When negotiations happen there will be an effort to get an exit clause should Covid or other natural disaster restrict the event. A budget will be provided by this committee to review when we next meet. We will also be able to discuss potential demonstrators. The crew is the Oktoberfest group, tight knit and ready to support each other.
  - b. Merchandise Committee
    - i. Jeff, Dan, Gail, Michael
      - 1. We have more shirts being listed and are working on a forging contest for Spring time. We are working to get more hats.
  - c. Magazine Committee
    - i. Editor-Mike Mumford
      - 1. 47 of our articles have been picked up and reprinted by association organizations
      - 2. Written report pasted below under the minutes.
  - d. Membership, Fundraising, and New Sources of Revenue Committee
    - i. Craig, Paul
      - 1. The holiday mailer was a great success. Our membership has really stepped up to the plate to help out the organization!
  - e. Zoom Committee
    - i. Classes are continuing to be offered and filled up. We are moving in the right direction.
- 5. New Business:**

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- a. Review Proposed update to Finance Policy. **ACTION REQUESTED review, amend as needed, and adopt the policy for publication on our website.**
    - i. **Victoria moves, and Greg seconds. Passes unanimously**
  - b. Treasurer's duties **ACTION REQUESTED review, amend as needed, and adopt the outline of duties for publication on our website. Gary moves and Paul seconds. Passes unanimously.**
6. Move for adjournment
- a. **Meeting is adjourned at 8:59**

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## EDITOR'S REPORT BEGIN

1. **Jan-Feb edition:** The Jan-Feb edition went out on schedule.

-print edition was mailed on 21 Dec, seemed to be delivered by USPS on normal schedule

-the online edition was posted on 20 Dec

-with Craig's able assistance, the E-Dition went out about 22 Dec

I've received a few "I like it" responses about the E-Dition, no complaints. We'll keep trying this idea.

2. **Future Editions and Changes:** With the cooperation and direction of the Board/Officers, I have estimated an updated budget that appears to be affordable to CBA. This will include:

-continue roughly the same online size and content as currently

-expand the print edition to 16 pages (i.e. 12 interior pages), focus on how-to articles

-continue the E-Dition

2.a. *Spring Conference edition.* Due to the uncertainty about SC, I prepped two versions of the March-April edition.

I wanted to have all the technical articles ready well beforehand, to accommodate either option.

The concept for a SC edition was to bring forward and print a number of articles based on SC2017 (Vista), to generate excitement for 2021.

2.b. *16-page skinny edition.* I've drafted the content for this, but have not worked the details of this content yet.

\*\*There is an open question as to whether to go ahead and print the SC2017 articles, or hold them in case we have a conference at Vista later or next year.

2.c. *Future editions.* I have a set of themes for technical content of future editions:

-tongs (there is enough material for 2 or 3 editions on this topic)

-hammer making

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I would like to do some bladesmithing and chasing/repousse articles, but need help finding sources/authors for these.

3. **Reprints:** During 2020, other blacksmithing newsletters reprinted our articles 48 times.

Not all were 2020 articles, but I feel that's a really good track record. And the most we've ever been reprinted.

Thus far in 2021, we have been reprinted 3 times.

4. **New Articles:** As always, I would appreciate help finding articles. If you know of something that would make a good article, let me know so that I can chase it down.

I do need help getting screenshots from the online events. Those of you who participate, please grab a few representative shots and forward, so that we can show that CBA is doing things. And show our members participating.

5. **Website:** Event announcements are up-to-date. In December, Julia worked with me to change the online magazine URL so that the currentmagazine URL takes someone to the login page, rather than directly to the online pages. That URL had gotten out, so that non-members potentially had access.

Respectfully,  
Mike Mumford, Editor

**EDITOR'S REPORT END**

# Treasurer's report

1/13/2021

Victoria Ritter

9-month  
Budget  
check-in

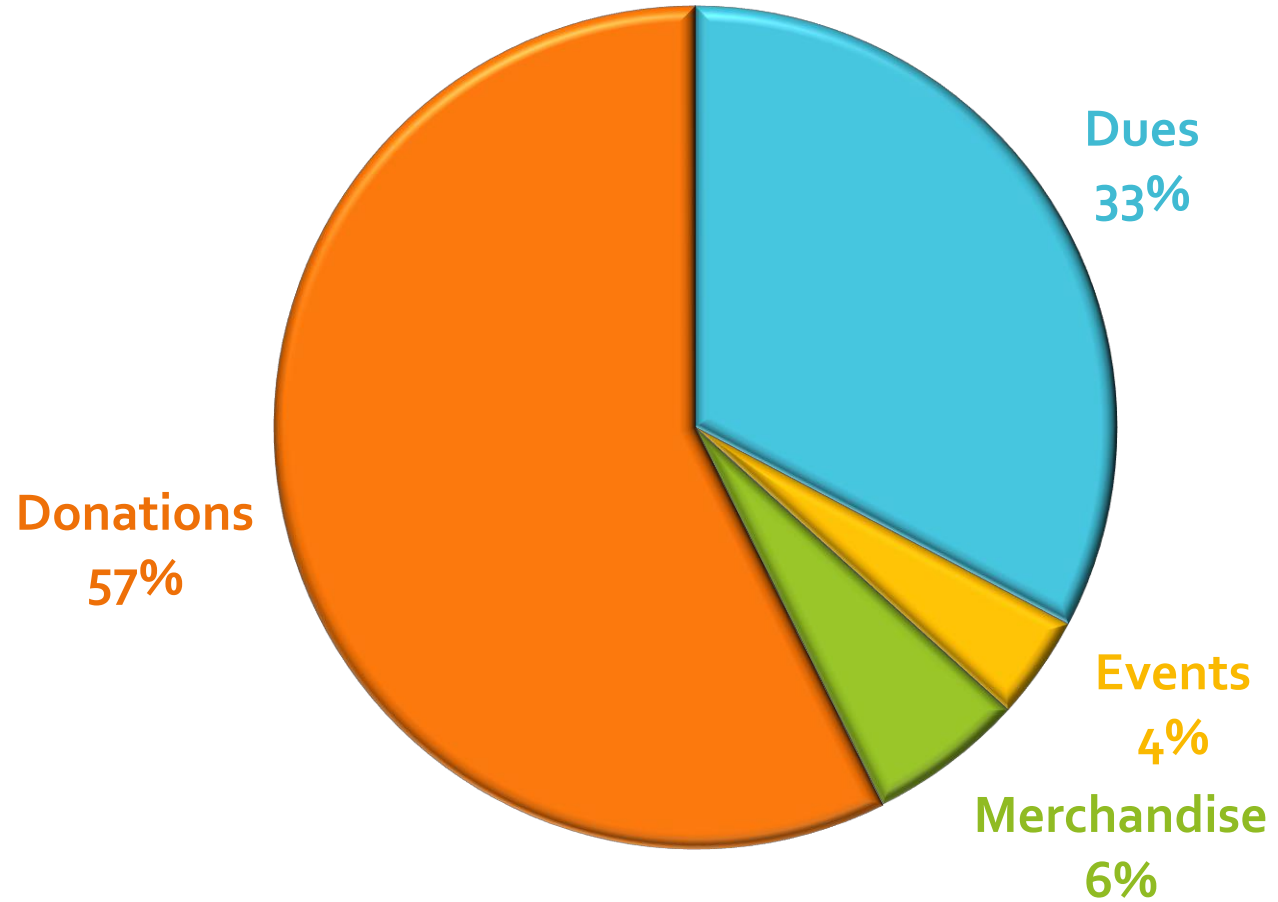
April 2020 to  
end of  
December

- Total Income: \$58,658
  - \$19,114 from Dues
  - \$ 33,477 from Donations
  - \$ 5,795 from Sales



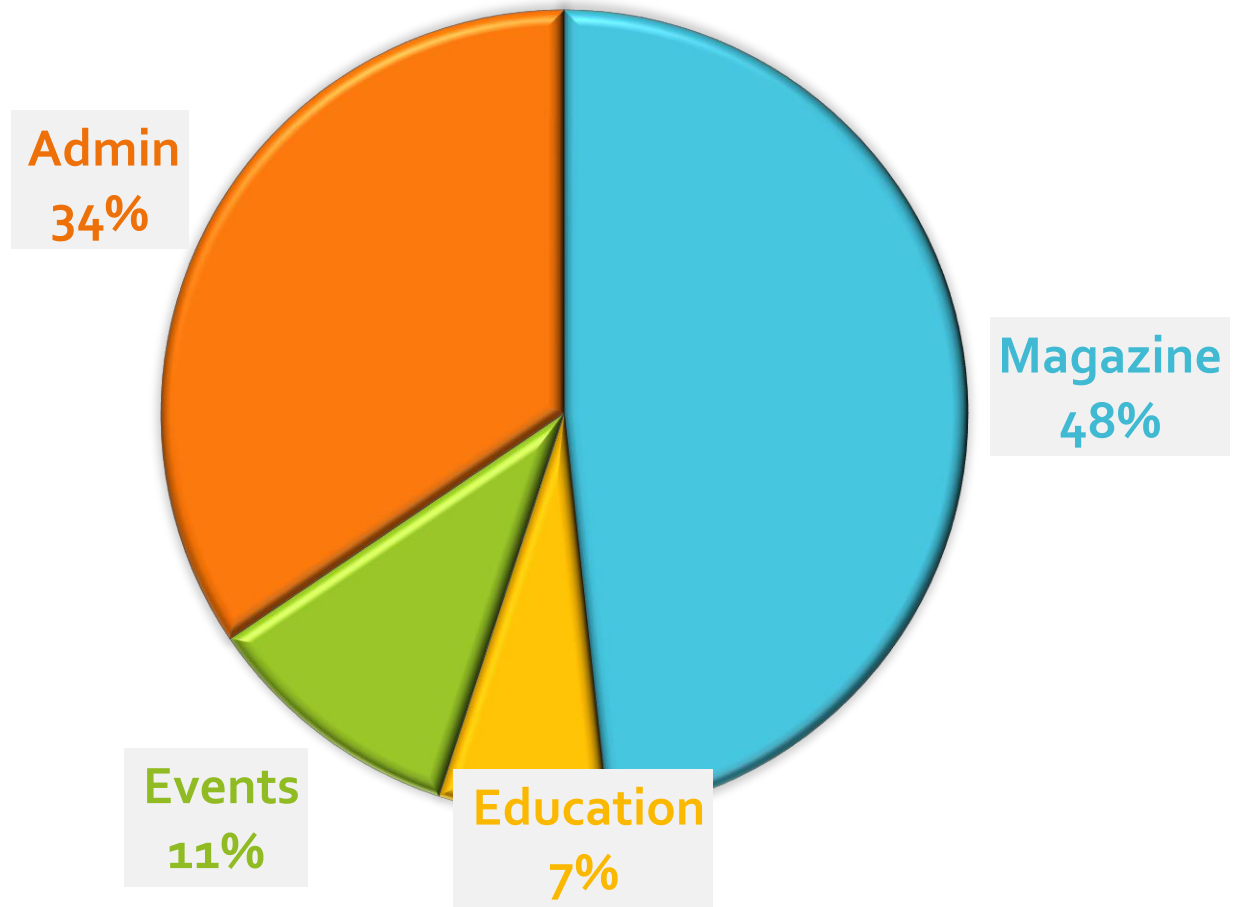
Dues	\$ 19,114.48
Events	\$ 2,323.50
Merchandise	\$ 3,472.28
Donations	\$ 33,476.93
<b>TOTAL</b>	<b>\$ 58,387.19</b>

# INCOME

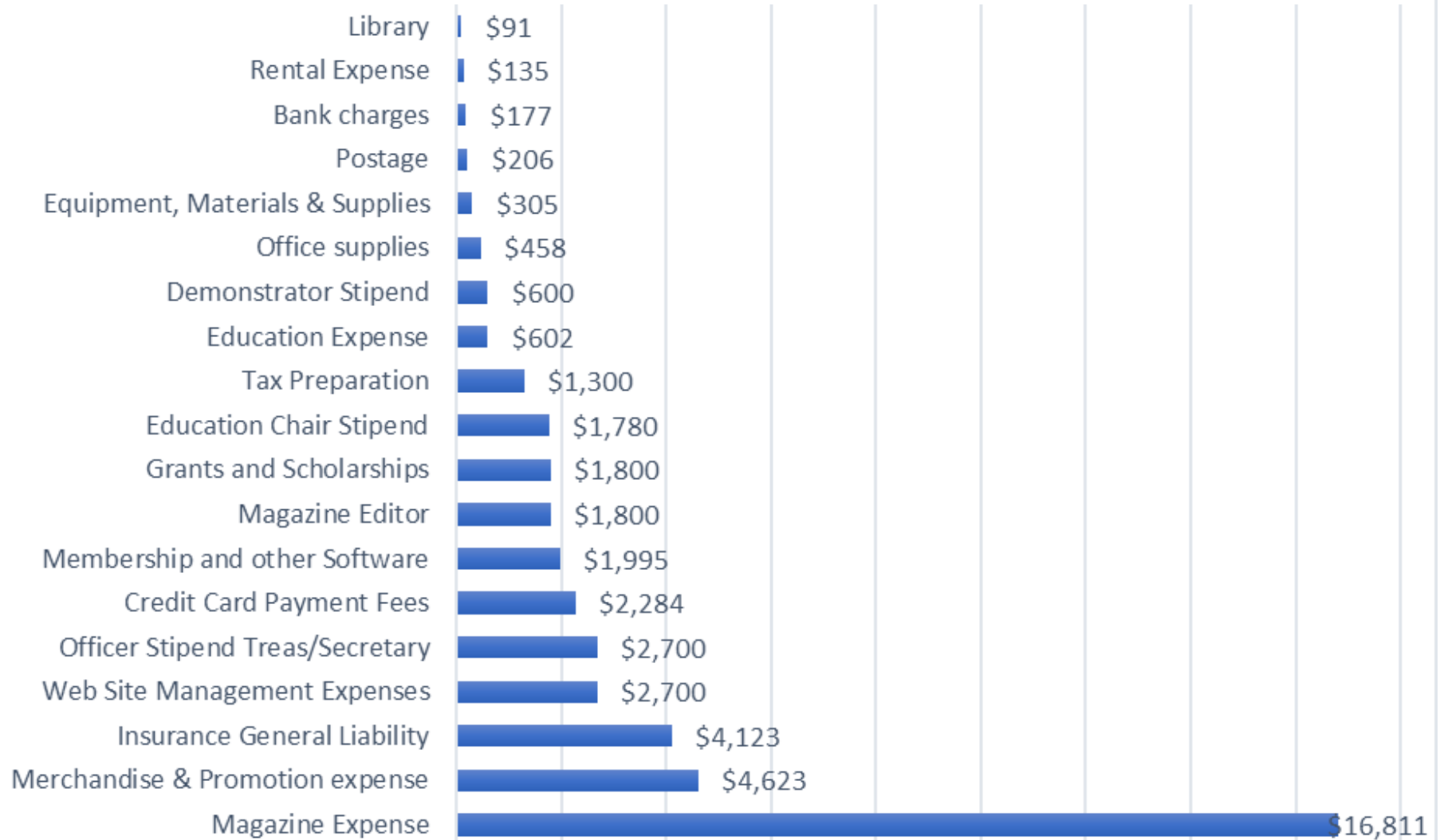


Magazine	\$ 18,611.00
Education	\$ 2,608.00
Events	\$ 4,053.00
Admin	\$ 13,285.00
<b>TOTAL</b>	<b>\$ 38,557.00</b>

## EXPENSES



## Expense Detail 3rd Quarter 2020-2021



Budget  
check-in

**Net Income \$16122**

Budget had a projected net loss of -\$14,918

# Cash on hand

Wells Fargo balance	12/30/20: \$48,328
Edward Jones balance	12/31/20: \$40,963
PayPal balance	12/31/20: \$3,001

Current estimate: **261** days cash on hand

*Only considering Wells Fargo Balance*

**ALL CASH: 499 days cash on hand**

Goal: 365 days cash on hand at end of fiscal year

*WE ARE WELL ON OUR WAY - THANKS TO DONATIONS!*

## California Blacksmith Association

## Profit &amp; Loss

April through December 2020

01/06/21

	<u>Apr - Dec 20</u>
Ordinary Income/Expense	
Income	
Sales Tax Collected	20.77
4000 · Dues	19,114.48
4100 · Income Events	
4101 · Registration	6,831.00
4105 · Refund	-4,507.50
4106 · Merchandise Sales	1,038.19
	<hr/>
Total 4100 · Income Events	3,361.69
4300 · Sales and Donation Income	
4305 · Merch/Memorabilia Sales	2,434.09
4500 · Donations Received	33,476.93
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Total 4300 · Sales and Donation Income	35,911.02
4510 · Rental Income	150.00
	<hr/>
Total Income	58,557.96
	<hr/>
Gross Profit	58,557.96
Expense	
5000 · Magazine Expense	
5001 · Magazine Preparation/Editing	4,520.00
5003 · Magazine postage	2,201.20
5004 · Magazine Printing	8,790.25
5005 · Magazine Editor	1,800.00
5006 · Magazine Shipping	1,299.27
	<hr/>
Total 5000 · Magazine Expense	18,610.72
5050 · Web Site Management Expenses	2,700.00
5100 · Expense Events	
5104 · Merchandise & Promotion expense	3,058.93
5105 · Credit Card Fees	19.00
5107 · Equipment, Materials & Supplies	304.63
5108 · Office Supplies and Misc Expens	70.04
5230 · Demonstrator Stipend	600.00
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Total 5100 · Expense Events	4,052.60
5300 · Education/Instructor Training	
5075 · Rental Expense	135.00
5305 · Misc. Ed. Expense	601.56
5307 · Education Chair Stipend	1,780.00
5500 · Library	91.41
	<hr/>
Total 5300 · Education/Instructor Training	2,607.97
5405 · Grants and Scholarships	1,800.00

## California Blacksmith Association

## Profit &amp; Loss

01/06/21

April through December 2020

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	<u>Apr - Dec 20</u>
6000 · Admin Expense	
5650 · Promotions	1,563.64
6011 · Tax Preparation	1,300.00
6014 · Office Supplies	153.23
6015 · Software Expense	266.90
6016 · Postage	205.95
6018 · Officer Stipend Treas/Secretary	2,700.00
6020 · Taxes & fees	-1,433.57
6030 · Bank charges	13.45
6035 · Investment Account Charges	164.17
6040 · Credit Card Payment Fees	2,264.98
6060 · Membership Software	1,728.00
6114 · Insurance General Liability	4,123.36
6125 · Shipping office supplies	234.55
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Total 6000 · Admin Expense	13,284.66
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Total Expense	43,055.95
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Net Ordinary Income	15,502.01
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Other Income/Expense	
Other Income	
Merchandise Shipping	314.45
4400 · Other Income	
4299 · Interest Income	0.17
4420 · Dividend Income	205.85
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Total 4400 · Other Income	206.02
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Total Other Income	520.47
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Net Other Income	520.47
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Net Income	<u>16,022.48</u>

01/06/21

California Blacksmith Association  
**Profit & Loss Budget vs. Actual**  
 April through December 2020

	Apr - Dec 20	Budget
Ordinary Income/Expense		
Income		
Sales Tax Collected	20.77	
4000 · Dues	19,114.48	17,000.00
4100 · Income Events		
4101 · Registration	6,831.00	23,900.00
4102 · Meals	0.00	0.00
4103 · Iron in hat	0.00	600.00
4104 · Auction	0.00	4,400.00
4105 · Refund	-4,507.50	0.00
4106 · Merchandise Sales	1,038.19	3,500.00
Total 4100 · Income Events	3,361.69	32,400.00
4300 · Sales and Donation Income		
4305 · Merch/Memorabilia Sales	2,434.09	500.00
4306 · Safety Gear Sales	0.00	0.00
4307 · WA Online Store	0.00	0.00
4308 · WA Manual Items	0.00	0.00
4500 · Donations Received	33,476.93	12,000.03
4300 · Sales and Donation Income - O...	0.00	0.00
Total 4300 · Sales and Donation Income	35,911.02	12,500.03
4510 · Rental Income	150.00	
Total Income	58,557.96	61,900.03
Gross Profit	58,557.96	61,900.03
Expense		
5000 · Magazine Expense		
5001 · Magazine Preparation/Editing	4,520.00	5,501.00
5003 · Magazine postage	2,201.20	2,340.00
5004 · Magazine Printing	8,790.25	8,202.00
5005 · Magazine Editor	1,800.00	2,700.00
5006 · Magazine Shipping	1,299.27	1,295.00
Total 5000 · Magazine Expense	18,610.72	20,038.00
5050 · Web Site Management Expenses	2,700.00	2,700.00
5100 · Expense Events		
5101 · Site/setup	0.00	3,600.00
5103 · Lodging & Travel	0.00	400.00
5104 · Merchandise & Promotion expe...	3,058.93	300.00
5105 · Credit Card Fees	19.00	0.00
5106 · Food & Catering Expense	0.00	11,800.00
5107 · Equipment, Materials & Supplies	304.63	2,600.00
5108 · Office Supplies and Misc Expens	70.04	800.00
5109 · Conference Management Fees	0.00	0.00
5230 · Demonstrator Stipend	600.00	7,000.00
Total 5100 · Expense Events	4,052.60	26,500.00



01/06/21

California Blacksmith Association  
**Profit & Loss Budget vs. Actual**  
 April through December 2020

	Apr - Dec 20	Budget
5300 · Education/Instructor Training		
5075 · Rental Expense	135.00	135.00
5304 · Instructor workshop materials	0.00	0.00
5305 · Misc. Ed. Expense	601.56	1,350.00
5306 · Instructor Demonstrator	0.00	500.00
5307 · Education Chair Stipend	1,780.00	5,400.00
5500 · Library	91.41	375.00
<b>Total 5300 · Education/Instructor Training</b>	<b>2,607.97</b>	<b>7,760.00</b>
5405 · Grants and Scholarships	1,800.00	3,000.00
5700 · Anvil Purchases	0.00	0.00
6000 · Admin Expense		
5650 · Promotions	1,563.64	
6010 · Bookkeeping Expense	0.00	0.00
6011 · Tax Preparation	1,300.00	800.00
6012 · Board meetings/travel	0.00	0.00
6014 · Office Supplies	153.23	
6015 · Software Expense	266.90	360.00
6016 · Postage	205.95	270.00
6018 · Officer Stipend Treas/Secretary	2,700.00	5,400.00
6020 · Taxes & fees	-1,433.57	270.75
6030 · Bank charges	13.45	90.00
6035 · Investment Account Charges	164.17	900.00
6040 · Credit Card Payment Fees	2,264.98	2,754.70
6060 · Membership Software	1,728.00	1,728.00
6065 · Donations paid	0.00	0.00
6114 · Insurance General Liability	4,123.36	4,251.00
6125 · Shipping office supplies	234.55	
<b>Total 6000 · Admin Expense</b>	<b>13,284.66</b>	<b>16,824.45</b>
6100 · Ins	0.00	0.00
66900 · Reconciliation Discrepancies	0.00	0.00
69800 · Uncategorized Expenses	0.00	0.00
<b>Total Expense</b>	<b>43,055.95</b>	<b>76,822.45</b>
Net Ordinary Income	15,502.01	-14,922.42
Other Income/Expense		
Other Income		
Merchandise Shipping	314.45	

01/06/21

California Blacksmith Association  
Profit & Loss Budget vs. Actual  
April through December 2020

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	<u>Apr - Dec 20</u>	<u>Budget</u>
4400 · Other Income		
4299 · Interest Income	0.17	4.06
4420 · Dividend Income	205.85	
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Total 4400 · Other Income	206.02	4.06
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Total Other Income	520.47	4.06
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Net Other Income	520.47	4.06
	<hr/>	<hr/>
Net Income	<u>16,022.48</u>	<u>-14,918.36</u>

01/06/21

California Blacksmith Association  
**Profit & Loss Budget vs. Actual**  
 April through December 2020

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Sales Tax Collected		
4000 · Dues	2,114.48	112.4%
4100 · Income Events		
4101 · Registration	-17,069.00	28.6%
4102 · Meals	0.00	0.0%
4103 · Iron in hat	-600.00	0.0%
4104 · Auction	-4,400.00	0.0%
4105 · Refund	-4,507.50	100.0%
4106 · Merchandise Sales	-2,461.81	29.7%
Total 4100 · Income Events	-29,038.31	10.4%
4300 · Sales and Donation Income		
4305 · Merch/Memorabilia Sales	1,934.09	486.8%
4306 · Safety Gear Sales	0.00	0.0%
4307 · WA Online Store	0.00	0.0%
4308 · WA Manual Items	0.00	0.0%
4500 · Donations Received	21,476.90	279.0%
4300 · Sales and Donation Income - O...	0.00	0.0%
Total 4300 · Sales and Donation Income	23,410.99	287.3%
4510 · Rental Income		
Total Income	-3,342.07	94.6%
Gross Profit	-3,342.07	94.6%
Expense		
5000 · Magazine Expense		
5001 · Magazine Preparation/Editing	-981.00	82.2%
5003 · Magazine postage	-138.80	94.1%
5004 · Magazine Printing	588.25	107.2%
5005 · Magazine Editor	-900.00	66.7%
5006 · Magazine Shipping	4.27	100.3%
Total 5000 · Magazine Expense	-1,427.28	92.9%
5050 · Web Site Management Expenses	0.00	100.0%
5100 · Expense Events		
5101 · Site/setup	-3,600.00	0.0%
5103 · Lodging & Travel	-400.00	0.0%
5104 · Merchandise & Promotion expe...	2,758.93	1,019.6%
5105 · Credit Card Fees	19.00	100.0%
5106 · Food & Catering Expense	-11,800.00	0.0%
5107 · Equipment, Materials & Supplies	-2,295.37	11.7%
5108 · Office Supplies and Misc Expens	-729.96	8.8%
5109 · Conference Management Fees	0.00	0.0%
5230 · Demonstrator Stipend	-6,400.00	8.6%
Total 5100 · Expense Events	-22,447.40	15.3%

01/06/21

California Blacksmith Association  
**Profit & Loss Budget vs. Actual**  
 April through December 2020

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	\$ Over Budget	% of Budget
5300 · Education/Instructor Training		
5075 · Rental Expense	0.00	100.0%
5304 · Instructor workshop materials	0.00	0.0%
5305 · Misc. Ed. Expense	-748.44	44.6%
5306 · Instructor Demonstrator	-500.00	0.0%
5307 · Education Chair Stipend	-3,620.00	33.0%
5500 · Library	-283.59	24.4%
<b>Total 5300 · Education/Instructor Training</b>	<b>-5,152.03</b>	<b>33.6%</b>
5405 · Grants and Scholarships	-1,200.00	60.0%
5700 · Anvil Purchases	0.00	0.0%
6000 · Admin Expense		
5650 · Promotions		
6010 · Bookkeeping Expense	0.00	0.0%
6011 · Tax Preparation	500.00	162.5%
6012 · Board meetings/travel	0.00	0.0%
6014 · Office Supplies		
6015 · Software Expense	-93.10	74.1%
6016 · Postage	-64.05	76.3%
6018 · Officer Stipend Treas/Secretary	-2,700.00	50.0%
6020 · Taxes & fees	-1,704.32	-529.5%
6030 · Bank charges	-76.55	14.9%
6035 · Investment Account Charges	-735.83	18.2%
6040 · Credit Card Payment Fees	-489.72	82.2%
6060 · Membership Software	0.00	100.0%
6065 · Donations paid	0.00	0.0%
6114 · Insurance General Liability	-127.64	97.0%
6125 · Shipping office supplies		
<b>Total 6000 · Admin Expense</b>	<b>-3,539.79</b>	<b>79.0%</b>
6100 · Ins	0.00	0.0%
66900 · Reconciliation Discrepancies	0.00	0.0%
69800 · Uncategorized Expenses	0.00	0.0%
<b>Total Expense</b>	<b>-33,766.50</b>	<b>56.0%</b>
Net Ordinary Income	30,424.43	-103.9%
Other Income/Expense		
Other Income		
Merchandise Shipping		

01/06/21

California Blacksmith Association  
Profit & Loss Budget vs. Actual  
April through December 2020

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	<u>\$ Over Budget</u>	<u>% of Budget</u>
4400 · Other Income		
4299 · Interest Income	-3.89	4.2%
4420 · Dividend Income		
	<hr/>	<hr/>
Total 4400 · Other Income	201.96	5,074.4%
Total Other Income	516.41	12,819.5%
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Net Other Income	516.41	12,819.5%
	<hr/>	<hr/>
Net Income	<u>30,940.84</u>	<u>-107.4%</u>

ACTUAL AMOUNTS RECORDED on	7/1/20	7/1/20	7/1/20	8/1/20	9/3/20								TOTAL
	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr '20 - Mar 21
Ordinary Income/Expense													
Income													
4000 · Dues	8,159.48	1,225.00	1,750.00	1,340.00 *	2,020.00	1,330.00	380.00	440.00	2,415.00	200.00	200.00	24,000.00	43,459.48
4100 · Income Events													
4101 · Registration	-229.00	0.00	0.00	1,620.00 **	945.00	1,725.00	485.00	300.00	1,765.00	0.00	0.00	0.00	6,611.00
4102 · Meals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4103 · Iron in hat	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4104 · Auction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4105 · Refund	-3,144.00 **	-1,363.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-4,507.50
4106 · Merchandise Sales	0.00	0.00	233.40	331.66	189.26	56.78	170.32	56.77	0.00	0.00	0.00	0.00	1,038.19
Total 4100 · Income Events	-3,373.00	-1,363.50	233.40	1,951.66	1,134.26	1,781.78	655.32	356.77	1,765.00	0.00	0.00	0.00	3,141.69
4300 · Sales and Donation Income													
4305 · Merch/Memorabilia Sales	0.00	0.00	0.00	0.00	0.00	1,080.56	783.14	447.16	123.23	100.00	100.00	100.00	2,734.09
4306 · Safety Gear Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4307 · WA Online Store	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4308 · WA Manual Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4500 · Donations Received	6,170.67	4,739.67	2,716.57	2,106.67	5,551.67	1,176.67	861.67	241.67	9,711.67	66.67	66.67	66.67	33,476.94
4300 · Sales and Donation Income - Oth	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	1,800.00
4510 · Rental Income				150.00									
Total 4300 · Sales and Donation Income	6,170.67	4,739.67	2,716.57	2,256.67	5,551.67	2,257.23	1,644.81	688.83	9,834.90	1,966.67	166.67	166.67	38,161.03
Gross Profit	10,957.15	4,601.17	4,699.97	5,548.33	8,705.93	5,369.01	2,680.13	1,485.60	14,014.90	2,166.67	366.67	24,166.67	84,762.20
Expense													
5000 · Magazine Expense													
5001 · Magazine Preparation/Editing	2,860.00	0.00	0.00	0.00	440.00	0.00	0.00	440.00	780.00	1,667.00	0.00	1,667.00	7,854.00
5003 · Magazine postage	319.68	349.96	379.47	0.00	365.39	0.00	392.36	0.00	394.34	0.00	430.00	0.00	2,631.20
5004 · Magazine Printing	2,320.00	1,440.00	1,099.25	0.00	1,204.00	0.00	1,278.00	0.00	1,449.00	0.00	1,334.00	0.00	10,124.25
5005 · Magazine Editor	900.00	0.00	0.00	900.00	0.00	0.00	900.00	0.00	-900.00	900.00	0.00	0.00	2,700.00
5006 · Magazine Shipping	254.88	185.00	197.60	0.00	205.15	0.00	220.66	0.00	235.98	0.00	215.00	0.00	1,514.27
Total 5000 · Magazine Expense	6,654.56	1,974.96	1,676.32	900.00	2,214.54	0.00	2,791.02	440.00	1,959.32	2,567.00	1,979.00	1,667.00	24,823.72
5050 · Web Site Management Expenses	900.00	0.00	0.00	900.00	0.00	0.00	900.00	0.00	0.00	900.00	0.00	0.00	3,600.00
5100 · Expense Events													
5101 · Site/setup	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5103 · Lodging & Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5104 · Merchandise & Promotion expens	882.46 *	0.00	59.86	83.81	59.86	17.96	448.10	17.96	1,488.92 **	0.00	0.00	0.00	3,058.93
5105 · Credit Card Fees	0.00	0.00	0.00	0.00	0.00	0.00	19.00	0.00	0.00	0.00	0.00	0.00	19.00
5106 · Food & Catering Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5107 · Equipment, Materials & Supplies	0.00	0.00	0.00	258.31 ***	0.00	0.00	46.32	0.00	0.00	0.00	0.00	0.00	304.63
5108 · Office Supplies and Misc Expens	0.00	0.00	0.00	0.00	0.00	0.00	70.02	0.00	0.00	0.00	0.00	0.00	70.02
5109 · Conference Management Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5230 · Demonstrator Pay & Expense	0.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00
Total 5100 · Expense Events	882.46	0.00	59.86	342.12	59.86	617.96	583.44	17.96	1,488.92	0.00	0.00	0.00	4,052.58
5300 · Education/Instructor Training													
5075 · Rental Expense	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
5304 · Instructor workshop materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5305 · Misc. Ed. Expense	601.56 **	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00	150.00	1,051.56
5306 · Instructor Demonstrator	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5307 · Education Chair Stipend	1,200.00	0.00	0.00	300.00	0.00	0.00	280.00	0.00	0.00	300.00	0.00	0.00	2,080.00
5308 - Education Chair Un-filled Stipend	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

ACTUAL AMOUNTS RECORDED on	7/1/20	7/1/20	7/1/20	8/1/20	9/3/20								TOTAL
	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr '20 - Mar 21
5500 · Library	91.41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125.00	0.00	0.00	216.41
Total 5300 · Education/Instructor Training	1,907.97	15.00	15.00	315.00	15.00	15.00	295.00	15.00	15.00	590.00	165.00	165.00	3,527.97
5400 · Scholarships and Grants													
5405 · Grants	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	1,000.00	2,800.00
Total 5400 · Scholarships and Grants	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	1,000.00	2,800.00
6000 · Admin Expense													
5650 Promotions			732.00	0.00	0.00	0.00	0.00	0.00	831.64 *	0.00	0.00	0.00	1,563.64
6011 · Tax Preparation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,300.00	0.00	0.00	0.00	1,300.00
6012 · Board meetings/travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6014 · Office Supplies				88.59	0.00		64.64						
6015 · Software Expense	0.00	0.00	0.00	149.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	149.90
6016 · Postage	0.00	0.00	117.00	131.85	0.00	44.00	31.10	0.00	0.00	30.00	30.00	30.00	413.95
6018 · Officer Stipend Treas/Secretary	0.00	0.00	0.00	900.00	0.00	0.00	900.00	0.00	0.00	0.00	900.00	0.00	2,700.00
6020 · Taxes & fees	900.00	0.00	-1,488.57	0.00	0.00	20.00	0.00	0.00	35.00	7.75	7.75	7.75	-510.32
6025 · Shipping Office Supplies	0.00	0.00	0.00	81.18	0.00	0.00	0.00	153.37	0.00	0.00	0.00	0.00	234.55
6030 · Bank charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	10.00	10.00	30.00
6035 · Investment Account Charges	13.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	50.00	50.00	163.45
6040 · Credit Card Payment Fees	0.00	0.00	164.17	80.60	162.81	149.84	147.68	49.59	72.04	462.49	71.50	12.10	1,372.82
6060 · Membership Software	1,071.55	451.62	79.25	0.00	0.00	0.00	1,728.00	0.00	0.00	0.00	0.00	0.00	3,330.42
6065 · Donations paid	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6114 · Liability Insurance Expense	0.00	0.00	4,251.00	-127.64 ***	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,123.36
Total 6000 · Admin Expense	0.00	0.00	0.00	1,304.48	162.81	213.84	2,871.42	202.96	2,238.68	560.24	1,069.25	109.85	8,733.53
Total Expense	12,329.99	2,441.58	6,606.03	3,761.60	2,452.21	846.80	7,440.88	675.92	6,501.92	4,617.24	3,213.25	2,941.85	53,829.27
Net Ordinary Income	-1,372.84	2,159.59	-1,906.06	1,786.73	6,253.72	4,522.21	-4,760.75	809.68	7,512.98	-2,450.57	-2,846.58	21,224.82	30,932.93
Other Income													
Merchandise Shipping (ebay)			27.61	45.57	24.90	55.97	31.55	0.00	8.25				
4420 Dividend Income	0.00	0.00	205.85	0.00	0.46	0.00	0.00	0.00	0.00	0.38	0.21	0.12	205.85
4299 · Interest Income	0.00	0.00	0.00	0.00	0.46	0.00	0.00	0.00	0.00	0.38	0.21	0.12	0.00
Total 4400 · Other Income	0.00	0.00	233.46	45.57	25.82	55.97	31.55	0.00	8.25	0.76	0.42	0.24	279.03
Total Other Income	0.00	0.00	233.46	45.57	25.82	55.97	31.55	0.00	8.25	0.76	0.42	0.24	279.03
Net Other Income	0.00	0.00	233.46	45.57	25.82	55.97	31.55	0.00	8.25	0.76	0.42	0.24	279.03
Net Income	-1,372.84	2,159.59	-1,672.60	1,832.30	6,279.54	4,578.18	-4,729.20	809.68	7,521.23	-2,449.81	-2,846.16	21,225.06	31,334.97
Projected Cash flow:	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
Actual Cash at end of month				\$35,022.34	\$ 41,585.00	46,139	40,325	41,712	48,328				
Days Cash on Hand:	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!	
									92,292				
									#REF!				
\$ as of 4/1/20	* t-shirt purchase		*eBay store proceeds	*short goal of \$1500					*Holiday Mailer				
	** hand sanitizer order for SC		** one time refund of magazine tax paid	**Zoom demos					** mugs/shirt purchase				
#REF!													

California Blacksmith Association Profit & Loss Budget Overview April 2020 through March 2021

ACTUAL AMOUNTS RECORDED on	7/1/20	7/1/20	7/1/20	8/1/20	9/3/20								TOTAL
	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr '20 - Mar 21
**** Contra income account to show refund for cx SC													
Cost per day:													
#REF!													
T-shirts sold			10	14	10								

\*\*\* Taylor hammer expenses  
\*\*\*\*127.64 dividend



Scope/Purpose: To detail how financial items are handled in the CBA. Original Date: 6/10/2019 Date Revised: 01/07/2021  
Implementation Date: under review Author: Gary Standke;  
Updated by Finance Committee

## I. The Finance Committee is created by and reports to the Board

a. Members will consist of board members and qualified non-board members i.e. accountant, retired or individual with accounting knowledge base

1. The President is a member of this committee. 2. Treasurer is the chair. b. Committee will oversee the annual budget, appropriate handling and distribution of funds, and appropriate preparation and presentation of regular finance statements.

## II. Accurate, timely financial reports and information returns a.

IRS Form 1099 rules will be observed for all CBA business. b. CBA must use a professional tax preparation service reflecting the growing size and complexity of CBA. c. The board will receive the year-end report by email. d. The Finance Report will be published in the magazine once a year. e. Compliance with reporting regulations

1. Donated goods and services will be recorded 2. Raffle requires annual registration and fee of \$20 due August of every year. 3. Sales tax is due January of every year.

## III. Banking institutions and Accounts

a. The Treasure can be the owner on all accounts. At least one other signer will be added to all accounts for continuity. b. The Treasurer's address shall be the address of record for all CBA bank, credit card and security accounts. c. The Grant/Memorial fund will be kept in a separate savings account d. An Event Cash fund can be established for events

1. Limit to \$500; deposit any funds over \$500 at end of day, if possible.  
2. The event cash will be counted at the end of each day by two individuals.

## IV. Disbursements

Scope/Purpose: To detail how financial items are handled in the CBA. Original Date: 6/10/2019 Date Revised: 01/07/2021  
Implementation Date: under review Author: Gary Standke;  
Updated by Finance Committee

a. Members, requesting reimbursement for items already approved by the board, shall submit the request and supporting documentation for reimbursement to the Treasurer. b. Stipends paid quarterly:

1. Officers' stipend shall be \$300 per month for the Secretary, Treasurer 2. Magazine Editor \$300 per month (under magazine accounts). 3. Education Officer \$300 per month (under education budget) 4. Education committee: Chair \$300 per month and may select representatives from North, Central and South areas who shall receive \$100 per month each. 5. Webmaster (under internet accounts) stipend shall be \$300 per month. c. The Treasurer is a signer on all accounts and will write checks for typical and usual CBA expenses.

1. Items over \$5000 will be approved via the budget or special announcement to the Board. 2. Typical and usual CBA expenses include Events, magazine, finance activities and annual payments.

## V. Deposits

a. The secretary will update all deposits in the membership software.  
b. The treasurer will deposit all monies and record in bookkeeping

## VI. Approval of budget plans

a. An annual budget will be prepared by the Finance Committee and presented to the Board at the beginning of the Fiscal Year.

b. CBA shall maintain a minimum of the current years budget; c. 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. Organizing committee prepares a budget to the Treasurer that can be used to prepare the Event Profit and Loss Statement upon conclusion of the event.

## VII. Inventory and Fixed Assets

a. Inventory and assets will be tracked. VIII. Financial information will be posted on the web site as follows:

a. Annually

Scope/Purpose: To detail how financial items are handled in the CBA. Original Date: 6/10/2019 Date Revised: 01/07/2021  
Implementation Date: under review Author: Gary Standke;  
Updated by Finance Committee

1. Budget 2. Tax returns (or link)

3. Balance Sheet b. Quarterly

1. Budget updates 2. Budget comparison 3. Statement of activities in Chart format  
4. Membership stats based on number of magazines printed c. Annual treasurer report will contain Statement of Activities in Chart format IX. Addendum

a. Treasurer duties to be updated by current treasurer on an as needed basis

## CBA Monthly Treasurer duties

*Fiscal Year April to March*

<p>January</p> <p>CDTFA sales tax due</p> <p>3<sup>rd</sup> Quarterly report to Board and web site</p>	<p>February</p>	<p>March - End Fiscal Year</p>
<p>April – Start of Fiscal Year</p> <p>Info to tax preparer Annual Budget CDTFA sales tax due</p> <p>4<sup>th</sup> Quarterly report to Board and web site</p> <p><b>Treasurer report to Editor</b></p>	<p>May</p>	<p>June</p>
<p>July</p> <p>CDTFA sales tax due</p> <p>1<sup>st</sup> Quarterly report to Board and web site</p>	<p>August</p> <p>15<sup>th</sup> 990 filed with IRS and 199 California</p> <p>Non-Profit Raffle registration CA [CT-NRP-1]</p>	<p>Sept</p> <p>Non-Profit Raffle report CA [CT-NRP-2]</p>
<p>October</p> <p>CDTFA sales tax due</p> <p>2<sup>nd</sup> Quarterly report to Board and web site</p>	<p>November</p>	<p>December</p>

**Weekly:**

Download WA invoices and payments to QuickBooks/Record deposits/correct issues  
Record and pay bills

**Monthly:**

Reconcile all bank statements  
Update shared budget/ratio for days cash on hand

**Events:**

Budget and Statement of Activities post event

CBA Curriculum – Proposed changes.

Hello to all,

By now, you should have had your mailbox filled with PDF documents, showing the proposed changes to the CBA curriculum.

The changes have been prompted by several factors:

- 1.) Participants in the current scheme seem to “stall out” at level II
  - A large portion of the current level II curriculum (large scale joinery and Repousse) have been moved to Level III.
  - The remaining level II has been split into two certificates – A.) The level II grille and underpinning knowledge, and B.) Tool-making
- 2.) Decimalizing the curriculum allows us to attach reference material to each project or skill – and allows the creation of a log book enabling each student to keep track of their progress.
- 3.) To feature more forge welding in both Level I (Inclusion of chain-making) and Level II (Basket Handled Poker)
- 4.) Assessment guidelines and scoring rubrics have been added to assist CBA instructors
- 5.) To allow the curriculum to be posted to our website.

ABANA is in the process of adopting the updated CBA curriculum, and while both may change in direction over the course of time, they will start from the same place.

ABANA is looking at grandfathering in the **existing** CBA certificates into their National Curriculum – This is seen as a win/win, with CBA members getting national recognition for their work and ABANA jump-starting their own curriculum efforts. *It is not known up to what level of certification ABANA will accept at this time.*

What is proposed to you now, is to offer CBA participants 6 certifications going forward from here, one at level I, two at Level II (Grille and Tool-making) and three at Level III (Grille, Repousse & Large-Scale Joinery).

Our recent Zoom tutorials have been recorded at support these new classifications:

- Basket Handled Poker
- Tool-making (hand tools, Tongs and General-Purpose Leafing Hammer)
- Level II and Level III Grille Zoom sessions.

I ask that you ratify the changes to the CBA curriculum and allow them to be adopted by those CBA workshops participating in the scheme.