

CBA Board Meeting Agenda and APPROVED Minutes

May 19, 2020 7pm-830pm, conducted by Zoom

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. Attendance and Agenda

- a. Attendance – Craig Litwin, Secretary
 - a. Roll: Board Members (10) Guests (1)
- b. Budget process outlined by the President
- c. Additions to the Agenda – Miguel de Los Rios
- d. Approval of Agenda –
 - i. **MOTION:** Miguel moves and Gary seconds adoption of the agenda. Passes unanimously.

2. Magazine update provided by Editor, Mike Mumford

- i. Recommendation to go to a skinny print magazine and a full color online magazine.
- b. Transition Plan:
 - i. July/August full 28 page print magazine, and ~40-50 online pages.

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- ii. September transition to a skinny print edition (8 pages) and online edition at size to be determined.
 - 1. Look; front/back, inside cover much the same
 - 2. Articles will be teasers, with a table of contents for online publication with a code to scan to go directly to our online magazine.
 - 3. The online pdf magazine is a temporary step
- iii. More comprehensive website (approximately 2021 estimated finish time) being conceptualized to allow more dynamic online magazine and user interface.

At this point, guest Mike Mumford leaves the CBA meeting after making his presentation.

3. Publication Committee Report Back:

- a. Publication Committee advises that we follow the recommendation of our Editor, Mike Mumford, in regards to the new printing and online magazine transition plan.

4. Cost Cutting Discussion

- a. Discussion on organizational-wide bidding policy for all contract work in an effort to keep costs down
 - i. **ACTION:** Policy to be drafted for rebidding process to be done organizational-wide, and approximately biannually. Jeff to draft and Gary to complete DRAFT. Policy to come back to the full Board for consideration of formal adoption.
 - ii. **ACTION:** Victoria to send list of contractors to Gary and Jeff for analysis and consideration as it relates to creating this DRAFT policy over the entire organization.

5. Budget Review and Approval, Fiscal Year 2020/2021

- a. **MOTION:** Miguel moves, Dan seconds approval of budget for fiscal year 2020/2021. Passes unanimously.
 - i. Further discussion about reviewing the budget mid-budget-year ensued, and was agreed would be necessary considering the circumstances.

6. Paying contract fundraisers up to 20% of funds raised from renewing lapsed members

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- a. **MOTION:** Miguel moves and Paul seconds allowing contract fundraiser.
Passes unanimously.
- 7. BOD meeting proposed for third Wednesday of each even numbered month from 7-830**
 - a. Consensus achieved for creating a standing board meeting for third Wednesday of each even numbered month from 7-830
- 8. Art discussion**
 - a. Online bidding versus in person bidding; discussion of pros and cons of each strategy ensued
 - i. New Sources of Revenue Committee to discuss these pros and cons, and other fundraising efforts, and report back.
- 9. Move for adjournment**

Adjourned: 8:32pm by Miguel

ATTACHMENTS

05/13/20

California Blacksmith Association
Profit & Loss
April 2019 through March 2020

	<u>Apr '19 - Mar 20</u>
Ordinary Income/Expense	
Income	
4000 · Dues	54,497.52
4100 · Income Events	
4101 · Registration	78,184.75
4103 · Iron in hat	3,036.00
4104 · Auction	24,881.00
4105 · Refund	-15,109.50
4106 · Merchandise Sales	4,930.00
4110 · Misc conf revenue	30.20
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Total 4100 · Income Events	95,952.45
4300 · Sales and Donation Income	
4500 · Donations Received	19,225.17
4300 · Sales and Donation Income - Other	95.00
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Total 4300 · Sales and Donation Income	19,320.17
Total Income	<hr/> 169,770.14
Gross Profit	169,770.14
Expense	
5000 · Magazine Expense	
5001 · Magazine Preparation/Editing	18,788.00
5003 · Magazine postage	1,964.58
5004 · Magazine Printing	16,369.42
5005 · Magazine Editor	2,700.00
5006 · Magazine Shipping	841.53
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Total 5000 · Magazine Expense	40,663.53
5050 · Web Site Management Expenses	3,617.99

05/13/20

California Blacksmith Association
Profit & Loss
April 2019 through March 2020

	<u>Apr '19 - Mar 20</u>
5100 · Expense Events	
5101 · Site/setup	18,710.82
5102 · Demos	24,289.00
5103 · Lodging & Travel	13,997.79
5104 · Merchandise & Promotion expense	2,375.98
5106 · Food & Catering Expense	18,885.02
5107 · Equipment, Materials & Supplies	10,105.40
5108 · Office Supplies and Misc Expens	1,704.16
5109 · Conference Management Fees	3,500.00
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Total 5100 · Expense Events	93,568.17
5300 · Education/Instructor Training	
5075 · Rental Expense	75.00
5305 · Misc. Ed. Expense	671.05
5306 · Instructor Demonstrator	1,995.00
5307 · Education Chair Stipend	4,400.00
5500 · Library	142.50
5800 · Safety	125.56
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Total 5300 · Education/Instructor Training	7,409.11
5400 · Scholarships and Grants	
5405 · Grants	1,000.00
5410 · Other schools	-800.00
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Total 5400 · Scholarships and Grants	200.00
5700 · Anvil Purchases	225.00
6000 · Admin Expense	
5650 · Promotions	240.69
6010 · Bookkeeping Expense	3,500.00
6011 · Tax Preparation	600.00
6012 · Board meetings/travel	73.50
6014 · Office Supplies	42.22
6015 · Software Expense	374.88
6016 · Postage	241.85
6018 · Officer Stipend Treas/Secretary	5,400.00

05/13/20

California Blacksmith Association
Profit & Loss
April 2019 through March 2020

	<u>Apr '19 - Mar 20</u>
6020 · Taxes & fees	3,331.76
6030 · Bank charges	559.05
6035 · Investment Account Charges	719.09
6040 · Credit Card Payment Fees	4,923.89
6060 · Membership Software	1,728.00
6065 · Donations paid	9,378.00
6114 · Liability Insurance Expense	3,187.75
6125 · Shipping office supplies	11.99
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Total 6000 · Admin Expense	34,312.67
66900 · Reconciliation Discrepancies	0.00
69800 · Uncategorized Expenses	0.00
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Total Expense	179,996.47
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Net Ordinary Income	-10,226.33
Other Income/Expense	
Other Income	
4400 · Other Income	
4299 · Interest Income	1.30
4420 · Dividend Income	2,088.32
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Total 4400 · Other Income	2,089.62
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Total Other Income	2,089.62
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Net Other Income	2,089.62
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Net Income	<u><u>-8,136.71</u></u>

ATTACHMENTS

BALANCE SHEET AS
OF MARCH 31, 2020

05/13/20

California Blacksmith Association
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
0900 · Petty Cash	3.57
1000 · Checking	
1005 · Main Checking QB 2865	485.05
1070 · New Merchant Acct. 3127	<u>33,398.63</u>
Total 1000 · Checking	33,883.68
1100 · Savings	
1105 · Memorial Funds Savings 0334	<u>2,407.68</u>
Total 1100 · Savings	<u>2,407.68</u>
Total Checking/Savings	36,294.93
Accounts Receivable	
1200 · Accounts Receivable	<u>-79.00</u>
Total Accounts Receivable	-79.00
Other Current Assets	
1170 · Edward Jones Asset Acct.	37,222.96
12100 · Inventory Asset	1,346.91
12300 · Prepaid Liability Insurance	1,063.25
12400 · Prepaid Software	117.00
1499 · Undeposited Funds	<u>1,050.00</u>
Total Other Current Assets	<u>40,800.12</u>
Total Current Assets	77,016.05

05/13/20

California Blacksmith Association
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
Fixed Assets	
1640 · Capital Equipment	<u>3,599.98</u>
Total Fixed Assets	<u>3,599.98</u>
TOTAL ASSETS	<u>80,616.03</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	<u>-953.92</u>
Total Accounts Payable	<u>-953.92</u>
Total Current Liabilities	<u>-953.92</u>
Total Liabilities	-953.92
Equity	
3100 · Funds	
3160 · Memorial, Toomey	2,715.63
3180 · Bedayn Thomson Grant Fund	<u>1,448.17</u>
Total 3100 · Funds	4,163.80
3900 · General Operating Fund	79,689.13
4298 · Unrealized Gain or Loss	5,853.73
Net Income	<u>-8,136.71</u>
Total Equity	<u>81,569.95</u>
TOTAL LIABILITIES & EQUITY	<u>80,616.03</u>

ATTACHMENTS

FY 20 21
FINAL
budget
adjusted and
approved

AQA

	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	TOTAL Apr '20 - Mar 21
Ordinary Income/Expense													
Income													
4000 · Dues	5,000.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	24,000.00	44,000.00
4100 · Income Events													
4101 · Registration	0.00	0.00	0.00	3,600.00	1,300.00	15,000.00	4,000.00	0.00	0.00	0.00	4,000.00	12,000.00	39,900.00
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	200.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	600.00
4104 · Auction	0.00	0.00	0.00	0.00	400.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	4,400.00
4105 · Refund	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
4106 · Merchandise Sales	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
Total 4100 · Income Events	0.00	0.00	0.00	3,600.00	2,400.00	15,000.00	8,400.00	0.00	0.00	0.00	4,000.00	12,000.00	45,400.00
4300 · Sales and Donation Income													
4305 · Merch/Memorabilia Sales	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	800.00
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	5,866.67	4,066.67	66.67	1,866.67	66.67	66.67	1,866.67	66.67	2,066.67	1,866.67	66.67	66.67	18,000.04
4300 · Sales and Donation Income - Oth	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
Total 4300 · Sales and Donation Income	5,866.67	4,066.67	66.67	1,866.67	166.67	166.67	1,966.67	166.67	2,166.67	1,966.67	166.67	166.67	18,800.04
Gross Profit	10,866.67	5,566.67	1,566.67	6,966.67	4,066.67	16,666.67	11,866.67	1,666.67	3,666.67	3,466.67	5,666.67	36,166.67	108,200.04
Expense													
5000 · Magazine Expense													
5001 · Magazine Preparation/Editing	0.00	500.00	0.00	1,667.00	0.00	1,667.00	0.00	1,667.00	0.00	1,667.00	0.00	1,667.00	8,835.00
5003 · Magazine postage	600.00	0.00	450.00	0.00	430.00	0.00	430.00	0.00	430.00	0.00	430.00	0.00	2,770.00
5004 · Magazine Printing	2,100.00	0.00	2,100.00	0.00	1,334.00	0.00	1,334.00	0.00	1,334.00	0.00	1,334.00	0.00	9,536.00
5005 · Magazine Editor	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
5006 · Magazine Shipping	400.00	0.00	250.00	0.00	215.00	0.00	215.00	0.00	215.00	0.00	215.00	0.00	1,510.00
Total 5000 · Magazine Expense	4,000.00	500.00	2,800.00	2,567.00	1,979.00	1,667.00	2,879.00	1,667.00	1,979.00	2,567.00	1,979.00	1,667.00	26,251.00
5050 · Web Site Management Expenses	900.00	0.00	4,000.00	900.00	0.00	0.00	900.00	0.00	0.00	900.00	0.00	0.00	7,600.00
5100 · Expense Events													
5101 · Site/setup	0.00	0.00	0.00	0.00	2,000.00	0.00	1,600.00	0.00	0.00	0.00	0.00	0.00	3,600.00
5103 · Lodging & Travel	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
5104 · Merchandise & Promotion expens	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	2,216.15	300.00	328.51	3,144.66
5105 · Credit Card 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
5106 · Food & Catering Expense	0.00	0.00	0.00	0.00	1,800.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	11,800.00
5107 · Equipment, Materials & Supplies	0.00	0.00	0.00	0.00	1,600.00	0.00	1,000.00	0.00	0.00	0.00	0.00	197.34	2,797.34
5108 · Office Supplies and Misc Expens	0.00	0.00	0.00	0.00	500.00	0.00	300.00	0.00	0.00	0.00	1,000.00	4,500.00	6,300.00
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	3,500.00	3,500.00
5230 · Demonstrator Pay & Expense	0.00	0.00	0.00	0.00	3,500.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	7,000.00
Total 5100 · Expense Events	0.00	0.00	0.00	0.00	10,100.00	0.00	16,400.00	0.00	0.00	2,216.15	1,300.00	8,525.85	38,542.00
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	1,000.00	500.00	1,500.00
5305 · Misc. Ed. Expense	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
5306 · Instructor Demonstrator	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	1,000.00
5307 · Education Chair Stipend	1,800.00	0.00	0.00	1,800.00	0.00	0.00	1,800.00	0.00	0.00	1,800.00	0.00	0.00	7,200.00
5308 - Education Chair Un-filled Stipend	-600.00	0.00	0.00	-600.00	0.00	0.00	-600.00	0.00	0.00	-600.00	0.00	0.00	-2,400.00
5500 · Library	125.00	0.00	0.00	125.00	0.00	0.00	125.00	0.00	0.00	125.00	0.00	0.00	500.00
Total 5300 · Education/Instructor Training	1,490.00	165.00	165.00	1,490.00	665.00	165.00	1,490.00	165.00	165.00	1,490.00	1,165.00	1,165.00	9,780.00
5400 · Scholarships and Grants													
5405 · Grants	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	4,000.00

AQAA													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
Total 5400 · Scholarships and Grants	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	4,000.00
6000 · Admin Expense													
6010 · Bookkeeping 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
6011 · Tax Preparation	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	300.00	0.00	0.00	1,100.00
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
6015 · Software Expense	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
6016 · Postage	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
6018 · Officer Stipend Treas/Secretary	1,800.00	0.00	0.00	1,800.00	0.00	0.00	1,800.00	0.00	0.00	0.00	1,800.00	0.00	7,200.00
6020 · Taxes & fees	0.00	232.00	0.00	0.00	7.75	7.75	7.75	7.75	7.75	7.75	7.75	7.75	294.00
6030 · Bank charges	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
6035 · Investment Account Charges	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
6040 · Credit Card Payment Fees	800.00	358.60	183.70	51.70	229.90	134.20	550.00	391.60	55.00	121.00	114.40	187.00	3,177.10
6060 · Membership Software	0.00	0.00	0.00	0.00	0.00	0.00	1,728.00	0.00	0.00	0.00	0.00	0.00	1,728.00
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	1,062.75	0.00	0.00	1,062.75	0.00	0.00	1,062.75	0.00	0.00	1,062.75	4,251.00
Total 6000 · Admin Expense	2,780.00	770.60	1,426.45	2,031.70	1,217.65	1,384.70	4,265.75	579.35	1,305.50	608.75	2,102.15	1,437.50	19,910.10
Total Expense	9,170.00	1,435.60	9,391.45	6,988.70	13,961.65	4,216.70	25,934.75	2,411.35	4,449.50	7,781.90	6,546.15	13,795.35	106,083.10
Net Ordinary Income	1,696.67	4,131.07	-7,824.78	-22.03	-9,894.98	12,449.97	-14,068.08	-744.68	-782.83	-4,315.23	-879.48	22,371.32	2,116.94
Other Income/Expense													
Other Income													
4400 · Other Income													
4299 · Interest Income	0.45	0.45	0.45	0.45	0.46	0.44	0.46	0.44	0.46	0.38	0.21	0.12	4.77
Total 4400 · Other Income	0.45	0.45	0.45	0.45	0.46	0.44	0.46	0.44	0.46	0.38	0.21	0.12	4.77
Total Other Income	0.45	0.45	0.45	0.45	0.46	0.44	0.46	0.44	0.46	0.38	0.21	0.12	4.77
Net Other Income	0.45	0.45	0.45	0.45	0.46	0.44	0.46	0.44	0.46	0.38	0.21	0.12	4.77
Net Income	1,697.12	4,131.52	-7,824.33	-21.58	-9,894.52	12,450.41	-14,067.62	-744.24	-782.37	-4,314.85	-879.27	22,371.44	2,121.71
	1,697.12	5,828.64	-1,995.69	-2,017.27	-11,911.79	538.62	-13,529.00	-14,273.24	-15,055.61	-19,370.46	0	0	
Projected Cash flow:	\$34,697.12	\$38,828.64	\$31,004.31	\$30,982.73	\$21,088.21	\$33,538.62	\$19,471.00	\$18,726.76	\$17,944.39	\$13,629.54	\$12,750.27	\$35,121.71	

Adjustments:
 Cut education expense 75%
 Cut Magazine expense 40%
 Treas/Ed stipend paused
 Add donations from board members