

TOP OF THE STATE UNIT – BCHC
Membership Meeting Minutes
Fort Jones City/Community Hall
November 6, 2025
7 p.m.

President Michele Machado called the meeting to order at 7:06 p.m.

Officers:

Michele Machado Woods (President)
~~Debbie Bacigalupi~~ (Vice President)
Alan Woods (Secretary)
Caralee Scala (Treasurer)

Directors:

~~Ashley Adkins~~ ~~Kyle Adkins~~ Laurie Robustellini Robert Robustellini ~~Janice Rushton~~

Alternates:

Gail Lyons ~~Michael Stapleton~~

Members and Guests: Kathy Graves, Jamie Hayden, Vose Hayden

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: None
- Additional agenda items: Chaps, chinks and farrier apron donation from Kathy Graves
- Introduction of Guests: None

Approve Minutes of October 2, 2025 Meeting. Robert moves to approve the minutes and Gail seconds. Motion carried.

Correspondence:

- On October 9, BCHC Secretary, Susie Patton, sent an email on behalf of BCHC Grant Writer, Lucy Badenhoop, regarding BCHC packing intern pledges for 2026. Note, this is the packing intern for the Inyo National Forest in the Eastern Sierras. As of Oct. 9, they were short \$3600 in matching funds. Per Lucy: The only grant available in time for our intern program has an application deadline of 28 Oct. I need a week to work the process. Without additional pledges by 20 Oct and the grant, we will not be able to field an intern in 2026.
- On October 10, BCHC Secretary, Susie Patton, sent a Draft version of the October 4 BOD state meeting minutes.
- On October 11, BCHC Volunteer Hours coordinator, Cindy McMurry, sent an email to all Unit Presidents updating us on the new deadline for BCHC volunteer hours: January 1, 2026. This date is sooner than usual because BCHA changed their reporting date to January 15. Michele will get an email out to Penny asking members to get their volunteer hours in by December 15 so Michele can compile our Unit hours. Work party hours are already accounted for on separate sheets.
- On October 27, Michael Kauffman from the Bigfoot Trail Alliance, followed up with past meeting participants to update us on plans for the 2026 Wilderness and Primitive Trails Summit scheduled for January 8 in Eureka. Michael asked for additional feedback and ideas to make the 2026 event even better. Michele forwarded the email to Jamie Hayden and Jamie Essex in hopes that Outfitters Legacy Project leadership will attend this event as well.

Treasurer Report: Caralee Scala reported that the Checking balance as of September 30, 2025, was \$15,134.63. Total income for October was \$84.50 for dues rebate. Expenses for October were \$79.70 (\$35.18 for GoDaddy domain renewal, \$44.52 for chain and bar oil). Checking balance as of October 31, 2025, was \$15,139.43. Bills to

pay are \$100 for PCTA membership renewal. Gail moves to approve the Treasurer Report and pay bills. Laurie seconds the motion. Motion carried.

Committee Reports:

- Education: Debbie Bacigalupi not in attendance; nothing to report.
- Membership: Jennifer Bull reported via email that we have 97 Voting Members. She sent out 4 expiration letters and 1 new member packet.
- Newsletter: Michele Machado Woods nothing to report
- Insurance: Michele Machado Woods nothing to report
- Website: Kathryn Matthews reported via email that she was having email application issues with MailChimp. She reported that the Unit has been using MailChimp since the “olden days” for bulk emails to members. MailChimp lets her know who opened Unit emails and how many times they opened it. She said now it’s getting harder to have multiple users of MailChimp (her, Jennifer Bull and Penny Wells-Thomas).
- Adopt-A-Highway: Michael Stapleton not to attendance; nothing to report
- Public Lands: Michael Stapleton/Michael Journey not in attendance; nothing to report
- Work Parties: Robert Robustellini reported that Trevor from Siskiyou Mountain Club hasn’t gotten back to him regarding chainsaw training and certification, Robert to follow up with Trevor.
- Fish Plants: Don Menne will not return to this chair, per the last meeting; need to fill this spot. Robert picked up 19 ice chests, 6 sets of panniers and 1 set of slings, all inside the Unit trailer. Cody is the person to contact at the fish hatchery.
- Programs and Events: Debbie Bacigalupi not in attendance; need to talk more about December 6 Christmas party/potluck; those in attendance discussed whether we should have the party this year. Robert moves that since there is so many other events that we should cancel the Christmas potluck and Alan seconds the motion. Discussion was that there are not enough people to help put on the event. Motion carried. Gail will follow up with the City Hall to let them we are not going to use the hall on Dec. 6.
- Parades: VACANT Kelly York said our Unit has been invited to carry the colors (flags) for the Fort Jones Christmas Parade on December 13. Kelly would like to ride, but does not want to be in charge of gathering and organizing other members for the parade. Need another member to step up to lead this if we want to participate. If we don’t carry the colors, the parade organizers will ask the Rodeo Queens (Montague and Etna) to do this task. OLP may be interested in doing it. Jamie Hayden will follow up with Michele after the Etna Veteran’s Day parade.
- Scholarships: Penny Wells-Thomas not in attendance, nothing to report
- Trail rides: Michele Machado Woods and Laurie Robustellini: Michele talked about Obstacle course and Robert talked about the Bacigalupi ride on Oct. 4. Both events were well attended.
- Publicity/Social Media: Michele Machado Woods nothing new report

Unfinished Business:

- Fundraiser tickets and raffle update: We drew the Unit raffle ticket winners on October 11 at the Essex Purrfect Paws Grand Opening and Animal Fair. The winners were:
 - Fly Fishing Trip: Heather Wermington
 - Shasta Valley Chainsaw \$500 gift card: Alice Aceves
 - Robert and Kyle followed up with the winners to let them know how to get their prize.
 - We made \$3548 from ticket sales for this raffle. We are still missing \$250 from a batch of tickets that were sold but lost. Jamie Essex was going to see if she could get a sponsor for this lost \$250.
 - We had 21 tickets that were not sold.
 - UPDATE: We received \$240 in donations at the October 18 Obstacle Course play day, which Michele and Alan will donate to this fundraiser. **This brings our total earned to \$3788**
 - Are there any members who would like to donate the remaining \$212 to reach our fundraising goal of \$4,000?
- RAC – Resource Advisory Committee: Per discussion initiated by Jamie Essex, Michele will reach out to Klamath National Forest regarding RAC grant money. We do have a RAC a Siskiyou County, but is it active? The Unit has received RAC money in the past. Michele was to follow up but has not done this task. Michele will report back on this topic at December meeting.
- Outfitters Legacy Project: Teaming up for some events in 2026. Any updates? Will brainstorm more events later. Caralee said she had someone who can do CPR class.

- Trail work tool inventory check, do we need to do one? Do we need a form to fill out to do the inventory? Robert said we have one large chainsaw in the Unit trailer.

New Business:

- Unit member Carrie Owan (Heart's Ease Equine Bodywork) is hosting an event called Hands on Harmony on November 15 at Rising Hope Stables in Ashland. Cost is \$195 and registration deadline is November 10. Learn more and register at www.myheartsease/events-1
- Election of board members staying on or nominations to fill vacant spots: Table nominations and election until December meeting. Michele will consult State bylaws on ways we can merge with Shasta-Trinity Unit if we cannot fill these board spots. What is the minimum number of Board Members that a Unit can have? Can we change our Bylaws to have less Board members?

BCHC Top of the State Board Members 2025-2026

| Officers: | Name | BOD Term Expires |
|---------------------|-----------------------|--|
| President | Michele Machado Woods | 2026 Resigning officer position 12/31/25 |
| Vice President | Debbie Bacigalupi | 2026 |
| Secretary | Alan Woods | 2026 Resigning officer position 12/31/25 |
| Treasurer | Caralee Scala | 2025 Confirmed will return |
| | | |
| Directors: | BOD Term Expires | |
| Kyle Adkins | 2025 | Not returning, need volunteer/nomination to fill spot |
| Ashley Adkins | 2025 | Not returning, need volunteer/nomination to fill spot |
| Laurie Robustellini | 2025 | Confirmed will return |
| Robert Robustellini | 2026 | |
| Janice Rushton | 2025 | Confirmed will return |
| | | |
| Alternates: | BOD | Term Expires |
| Gail Lyons | 2025 | Not returning, need volunteer/nomination to fill spot |
| Michael Stapleton | 2025 | Confirmed will return |

Announcements: None

Next Meeting: Dec. 4 at Grenada Fire Hall, 7 p.m.

Adjourn: 8:23 p.m.