

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

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker:
- Additional agenda items:
- Introduction of Guests:

Approve Minutes of October 2, 2025 Meeting.

Correspondence:

- On October 9, BCHC Secretary, Susie Patton, sent an email on behalf of BCHC Grant Writer, Lucy Badenhop, 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, 2025. 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:

Committee Reports:

- Education: Debbie Bacigalupi
- Membership: Jennifer Bull
- Newsletter: Michele Machado Woods
- Insurance: Michele Machado Woods
- Website: Kathryn Matthews
- Adopt-A-Highway: Michael Stapleton
- Public Lands: Michael Stapleton/Michael Journey
- Work Parties: Robert Robustellini
- Fish Plants: Don Menne will not return to this chair, per the last meeting; need to fill this spot. Robert was planning to pick up the equipment and panniers from Don. Was this task done? Any interest from members to fill this role?
- Programs and Events: Debbie Bacigalupi; need to talk more about December 6 Christmas party/potluck
- 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.
- Scholarships: Penny Wells-Thomas

- Trail rides: Michele Machado Woods and Laurie Robustellini
- Publicity/Social Media: Michele Machado Woods

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? Can ask for donations at the Dec. 6 Christmas party.
- 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. KNF recreation employees likely not working during shutdown.
- Outfitters Legacy Project: Teaming up for some events in 2026. Any updates?
- Trail work tool inventory check, do we need to do one? Do we need a form to fill out to do the inventory? Are there any tools in the Unit trailer?

New Business:

- Unit member Carrie Owan (Heart's East 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:

BCHC Top of the State Board Members 2025-2026

Officers:	Name	BOD Term Expires
President	Michele Machado Woods	2026 Resigning officer position as of Dec. 31, 2025
Vice President	Debbie Bacigalupi	2026
Secretary	Alan Woods	2026 Resigning officer position as of Dec. 31, 2025
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:

Next Meeting: Dec. 4; location TBD (likely Mayten Fire Hall or Grenada Fire Hall)

Adjourn: