

TOP OF THE STATE UNIT – BCHC
Board of Directors Meeting
Fort Jones Community Center
January 4, 2024
7 p.m.

President Michele Machado called the meeting to order at 7:01 p.m.

Officers/Directors:

Debbie Bacigalupi	Michele Machado Woods	Sandy Mason	Laurie Robustellini
Robert Robustellini	Janice Rushton	Caralee Scala	Alan Woods
Alternates:	Gail Lyons	Michael Stapleton	Kelly York

Members and Guests: Penny Wells-Thomas, Judy York

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speakers: None
- **Additional agenda items:** Update to correct dates for BCHC state meeting to February 9-10; Shasta-Trinity intern Zoom meeting (8 a.m. Jan. 8) forward to Robert; email from Ian Nelson regarding meeting to discuss PCT trail work for this year; email from Redwood Unit Mary Moore via Michael.
- Introduction of Guests: None

Approve Minutes of November 30, 2023 Meeting (new date for December meeting): Caralee moves to approve the minutes, Janice seconds. Motion carried.

Correspondence:

- On December 1, our Unit received a letter from Mary Ann Busby, Junior/Senior Counselor at Yreka High School asking if we are still giving a scholarship. NEED TO DISCUSS and VOTE for 2024. If we are continuing this scholarship, we need to add it to our budget. We also need to send an updated scholarship application and information, as well as a contact person, to Mary Ann ASAP (mbusby@yuhd.net or 530-842-6151 ext. 112). Need to do the same for other area high schools (Etna, Mount Shasta, Weed, McCloud, Dunsmuir, etc.). See discussion below in Committee Reports.
- On December 4, Sarah Borman, Recreation Officer from the Klamath National Forest, reached out to Michele regarding our Sam.gov registration information and to set up a time to chat about disaster supplemental funding for 2024. Michele sent our Sam.gov information to Sarah on December 29.
- On December 4, Sarah Borman returned the email from Michele and Laura Rodger (Shasta-Trinity Unit) regarding a possible work party to replace the stock corrals at the Big Flat Campground at the end of Coffee Creek. The previous corrals were destroyed because of the fires a couple of years ago. Sarah said they would be delighted to have some assistance replacing those corrals and the location might be a good candidate for installation of metal panels. She said she would also need to check in with their Archeologists, and added this might be a great opportunity to replace the corrals and install our bear lockers at the same time. A Zoom call in early 2024 will likely be the next step.
- On December 6, Shelby Weister, new Volunteer and Partner Coordinator for the Klamath National Forest, Salmon/Scott Ranger District, reached out to Michele and other area volunteer organizations to introduce herself. Moving forward, Shelby will be a main point of contact for each partnership crew and volunteer group coming to the KNF Salmon/Scott Ranger district. Michele and Robert will meet with Shelby in February or March to secure our Volunteer Service agreement and discuss

projects. Michael would like to join with the meeting as well. Would like to know how we're contracting to get more trails cleared.

- On December 7, Larry Shuman from the Shasta-Trinity Unit emailed Michele to report that he talked to Adam Sommers of the CCC Foundation regarding handling the north state BCHC packing intern grant. The CCC Foundation will take it on and handle the HR etc. Larry reported that Adam talked to Aaron McBride (Shasta-Trinity NF) and has a good idea of USFS needs and our (BCHC) needs. Larry will meet with Adam after the first of the year and get the process going so they can advertise and hire the 2024 packing intern. Michele emailed Larry to let him know the Top of the State Unit is still committed to providing \$2,000 for this north state intern in 2024.
- On December 10, Kelly York forwarded correspondence from USPS to Michele and Caralee regarding the renewal due date for our post office box in Etna. Renewal fee of \$62 was due December 31, 2023. Caralee confirmed via email that the bill was paid around December 15.
- On December 14, BCHC Membership VP, Chip Herzig, reached out again to ask for our Unit Officers. Michele reported our Officers for 2024, including Debbie Bacigalupi as Vice President (pending vote at this meeting, see below).
- On December 27, Carol Jo Hargreaves (Editor, The Backcountry News) sent an email to Unit newsletter editors and Presidents that the deadline to send stories and photos for the Winter 2024 edition of the BCHC newsletter is January 15. Michele will send a short writeup about one of our late year events (likely the Obstacle Course event in October and/or the Fort Jones Christmas parade).

Treasurer Report: Caralee Scala reported that our Checking Balance as of Nov. 29, 2023 was \$19,441.11. She reported that we got a \$200 refund in November for rent of the Fort Jones Hall for our Christmas dinner. Income for December was \$576 (\$45 for hats and \$331 for raffle tickets, both sold at our Christmas party). Expenses for December were \$278.33 (\$116.33 for Christmas party supplies, \$100 for PCTA membership and \$62 for Etna P.O. Box rent). One bill to pay for December was \$14.40 to Robert Robustellini additional supplies for the Christmas party. Michele disclosed, per a text from Kelly, that we'll need to pay \$15 for each time we rent the Fort Jones Hall. Will have Kelly get us an invoice for six meetings for 2024. Janice makes a motion to approve the Treasurer report and pay bills and Gail seconds. Motion carried.

Committee Reports:

- Education: Debbie Bacigalupi not in attendance; no report.
- Membership: Jennifer Bull reported via email that we have 99 voting members and 3 Associate members.
- Newsletter: Michele Machado Woods sent out first quarter newsletter. She will send at least one article to the BCHC state newsletter. Will also send Kathryn's lookout story and photos to the BCHA newsletter.
- Insurance: Kelly York not in attendance; nothing no report
- Grants: Joe Croteau not in attendance; nothing no report
- Website: Kathryn Matthews not in attendance; nothing no report
- Adopt-A-Highway: Michael Stapleton reported that he will schedule a date in the spring, will aim for a Sunday this time.
- Public Lands: Michael Stapleton/Michael Journey; Michael Stapleton said we need to push for contract group to clear of trails. Can be a topic when we meet with KNF.
- Work Parties: Robert Robustellini talked to Elliott Scott about Grider Creek. Whenever weather breaks, we'll schedule the corral build; talked to him about corrals at Mule Bridge TH. Would prefer metal corrals; Elliott did repair the wood corrals at Mule Bridge last year; Elliott will be in touch about campgrounds that may need work.
- Fish Plants: Don Menne talked to the folks at the fish hatchery; still have frog studies. No guarantee that our Unit will have lakes. Guy at the fish hatchery said to name some lakes to plant and Don gave

them Summit, Cliff, Syphon, Deep and Hogan Lakes as a “wish list” of lakes we’d like to plant this year.

- Programs and Events: Debbie Bacigalupi not in attendance; nothing no report. Let’s plan for March 16 for the St. Patrick’s Day dinner in Fort Jones. Judy will have Kelly ask to rent the Fort Jones Hall.
- Parades: Kelly York not in attendance but reported via text that we won our category at the Fort Jones Christmas parade on December 9. She said she appreciates the good turnout of members for the parade. Judy confirmed that we have been asked back to carry the colors for the Fort Jones Christmas parade for 2024.
- Scholarships: Penny Wells-Thomas opened the discussion saying we should give \$1000 scholarship like we have in the past, with the same requirements as we have had in the past. Janice thinks the scholarship benefits the Unit for the publicity and maybe the recipient may join the Unit. Robert asked if we could use the BCHC Education Fund money, and it was decided likely not since this was not an education initiative for the Unit. We could use the March dinner proceeds to help fund the scholarship. Robert moves that we provide a \$1000 scholarship this year, Janice seconds. Motion carried. Penny will work to update the scholarship documents and get them up on the website (with help from Kathryn) and out to area high schools.
- Trail rides: Michele Machado Woods and Laurie Robustellini will try to get Bacigalupi ride back on the schedule. Gail talked about in the past about how we had rides every month in the backcountry. Will try to get more rides on the calendar. Michele asked that if anyone has ideas for rides to scout the trail(s) and help with leading the effort to get the rides scheduled.
- Publicity/Social Media: Michele Machado Woods will keep updating the Facebook site. Gail asked that we need to make sure we’re reaching out to folks who don’t get emails. Janice volunteered to reach out to members who can’t be reached in other ways. Robert asked that Michele send the newsletter to the KNF folks. Caralee suggested that we have a separate person send newsletter by mail.
- Youth Wilderness Program: Caralee Scala and Kelly York; Caralee talked to Jackie Zediker and we don’t have do finger printing/background checks for the Siskiyou Ag Day. Kids are under the control of the school. Robert asked if we would need background checks for wilderness program if we coordinated with PALs.
- 2025 Rendezvous organizing committee: Michele Machado Woods asked if there are any others in the Unit leadership who are interested in helping plan this event. Robert has contacted Cindy Munson with Tractor Supply regarding sponsorship. Will give information to Larry. Janice and Sandy said they can help with our Unit’s part in organizing the 2025 event.

Unfinished Business:

- At the 2023 April First Aid/CPR class we learned about the importance an Automated External Defibrillator (AED) machine. Prices for a new machine can vary between \$1400 and \$2500. Refurbished versions cost around \$700-\$800. **NEW NEWS in October:** Found out from Chip Herzig that we have \$1,870 in our Unit Education Fund sitting in a BCHC state account. Chip said we can use the money to purchase an AED (or two) as long as we have an “education” event to show all potential users how to use it. This could be accomplished at a monthly meeting or at a special First Aid/CPR event. Michele brought up the topic at the Christmas dinner on December 2 and got some positive feedback and several “yes” replies when she asked the attendees if this would be a good investment for the Unit. **Next steps:** need to research how often an AED may go out of date and check into the age ratings for the used versions. Caralee offered to find out more about the OSHA manufacturer dating. Can’t be older than 10 years old.
- Need to turn in all volunteer hours and information to Kelly ASAP. Form is on the website to fill out and send to Kelly. Find the form here: <https://www.tos-bchc.com/forms.html>
- Robert reported at the November 30 (December) meeting that he got the proper paperwork for the salvage title from the DMV. Waiting to see what happens in March to have all the proper paperwork

for whoever gets the trailer. Michele agreed to put information in the next newsletter (published on Jan. 1, 2024) that we will open to offers or highest bid. If no interest by March 16 dinner, then we'll offer it as a silent auction item. Use correct Caralee number for email and social media.

- We have two Board of Directors spots to fill for 2024. Has anyone been found to fill these spots? Laurie said she's feeling better and could stay, if necessary. Robert would still like to step down. Janice said she talked to Kyle Adkins and he's interested in learning more, but he said he may not be able to come to all meetings. Michele said she would reach out to Kyle to talk to him about the vacant spot.

- **BCHC Top of the State Officers for 2024**

Officers:	Name	Term Expires
President	Michele Machado	2024
Vice President	Debbie Bacigalupi	2024 Need vote to confirm
Secretary	Alan Woods	2024
Treasurer	Caralee Scala	2025

Janice moves to approve the officers for 2024 and Michael seconds. Motion carried.

New Business:

- BCHC Board of Directors meeting is scheduled for February 9-10. As of this Jan. 4 meeting, Michele had not received a 30-day notice yet with an agenda and location (likely Visalia). We discussed whether Michele would attend. Consensus was Michele doesn't need to attend meeting and she can send our proxy with the Shasta-Trinity Unit. Michele said she would reach out to Larry Shuman to ask if he would carry our proxy.
- 2024 BCHC Leadership training for the northern Units has been scheduled for February 24 at a site to be determined. Need to know if anyone besides Michele wants to attend. Debbie as new VP? Gail offered to go as well. If so, need a vote to cover travel expenses. Sandy makes a motion to cover hotel, gas, and meals. Gail seconds the motion. Motion carried.
- BCHC awards: Top Hand and Ann Lange award nominations due Feb. 1, 2024. Need suggestions for nominations and help with writing nominations. Sandy offered to reach out to Linda regarding information about nominated Virgil again for Ann Lange. Gail offered to do our Top Hand nomination. Michele called Gail after the meeting to say she would turn in our Top Hand nomination instead.
- 2024 Rendezvous in Ceres: Michele has not received any new information about items, help or money needed from Units for this event.

Announcements:

Next Meeting: February 1, 7 p.m., site TBD in Yreka; possibly Natalie Thai and start meeting at 6 p.m. or 6:30 p.m.

Adjourn: 8:14 p.m.