

TOP OF THE STATE UNIT – BCHC
Board of Directors Meeting Agenda
Grenada Fire Hall
December 4, 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 November 6, 2025 Meeting.

Correspondence:

- On November 13, Larry Shuman from the Shasta-Trinity Unit included Michele on an email regarding a December 10 meeting they have schedule with the Shasta-Trinity NF to talk about 2026 work and the packing intern. Michele responded to Larry to let him know we still have \$2,000 in our budget for the intern which we did not pay out this year.
- On November 17, Shasta-Trinity NF Packer, Katy Bartzokis, reached out to Michele, Larry Shuman (Shasta-Trinity Unit) and Cindy McMurry (High Country Unit) regarding scheduling an event or events for our youth packers. **From Katy:** *I have a short presentation that I already made on skill development for a career in packing, or we would be happy to do a demo or workshop on any subject, or simply help with any practice or events that you guys already have planned for the teams. December is very quiet for us so it might be a good time to plan something.* Michele responded back to Katy and copied Jamie and Vose Hayden and Jamie Essex so they can continue the conversation on behalf of Outfitter Legacy Project.
- On November 17, Shelby Weister, Recreation Volunteer and Partnership Coordinator with the Klamath National Forest, reached out to our Unit and other north state partners to check in and let us know she'll be following up in early December to schedule partner meetings in December or January to talk about 2026 work and get volunteer service agreements signed.

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: VACANT
- Programs and Events: Debbie Bacigalupi
- Parades: VACANT
- Scholarships: Penny Wells-Thomas
- Trail rides: Michele Machado Woods and Laurie Robustellini
- Publicity/Social Media: Michele Machado Woods

Unfinished Business:

- RAC – Resource Advisory Committee: Per discussion initiated by Jamie Essex, Michele will reach out to Klamath National Forest regarding RAC grant money. Michele will report back on this topic at this meeting.
- Outfitters Legacy Project: Teaming up for some events in 2026. Any updates?

- Reminder: The deadline to turn in our BCHC Volunteer hours is January 1, 2026. All members who participated in any events or did any volunteer work this year need to compile their hours and miles ASAP by using the form on our Unit website at <https://tos-bchc.com/forms>. Send form to Michele Machado Woods at meechelle418@gmail.com no later than December 15, 2025. Work hours and miles driven have already been accounted for official work party events at Juanita Lake, Carter Meadows or Grider Creek campgrounds.
- Election of board members/officers staying on or nominations to fill vacant spots:
 - Follow up from November meeting: Michele was to 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?
 - From BCHC State bylaws (SECTION 6. LOCAL UNIT STRUCTURE): The local unit shall elect officers and director(s) to carry out the direction of BCHC, Inc. and the local units shall establish their own procedures and rules for the election of those officers and director(s), unless directed to do otherwise by action of BCHC, Inc. directors and officers. Each local unit shall formulate, adopt and be governed by bylaws that have been approved by the BCHC, Inc. Executive Committee. Any amendments to local unit bylaws must be submitted to the Parliamentary Advisor for review and recommendation to the Executive Committee (EC). If approved by the EC, the State Board of Directors shall be informed the unit's bylaws were updated. If not approved by the EC, the bylaws shall be returned to the unit with recommendations of what items should be corrected and resubmitted.
 - Top of the State Unit bylaws (Article VII. Board Responsibilities): The Board is to be composed of a minimum Four (4) Officers and Five (5) Directors for a maximum number of Nine (9) Officers & Directors.
 - Our bylaws also allow for 2 Alternate Directors
 - Need discussion if we want to reduce number of Directors to 3 or try to fill the vacant spots. Number of Officers would stay the same. Do we still need 2 Alternate Directors or just 1?
 - Need to elect Officers at this meeting

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

New Business:

- January BOD meeting scheduled to fall on January 1 (first Thursday) or January 8 (same date as the Wilderness and Primitive Trails Summit in Eureka; Michele wants to attend). Do we want to have a meeting in January or cancel and reconvene on February 5?

Announcements:

Next Meeting: TBD (see above); location TBD

Adjourn: