

TOP OF THE STATE UNIT – BCHC  
Board of Directors Meeting Minutes  
Fort Jones City/Community Hall  
May 7, 2026  
7 p.m.

President Robert Robustellini called the meeting to order at 7:00 p.m.

**Officers:**

Robert Robustellini (President)  
Debbie Bacigalupi (Vice President)  
Michele Machado Woods (Secretary)  
Caralee Scala (Treasurer)

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**Directors:**

Laurie Robustellini     ~~Janice Rushton~~     Alan Woods

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**Alternate:**

Michael Stapleton

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**Members and Guests:** Gail Lyons

**Administrative:**

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: None
- Additional agenda items: Robert has an addition for Treasurer Report
- Introduction of Guests: None

Approve Minutes of April 2, 2026 Meeting. Caralee moves to approve the minutes, Debbie seconds.  
Motion carried.

**Correspondence:**

- Michele emailed BCHC Treasurer Lynn Joiner and BCHC Education VPs Ruthie Huer and Denise Robinson on April 28 to ask the status of our Top Hand award and \$150 BCHC Unit Education award. Both awards were announced and handed out at Rendezvous at the end of March and neither award has been sent to our Unit. Per call from Ruthie, Top Hand award will not be mailed, but will be available at the next BCHC State board meeting this fall.
- On April 30, Michele received an email from the BCHC Shasta-Trinity Unit inviting our members to their May 9 campground cleanup event at Preacher Meadows near Trinity Center. Michele posted the information on our Unit Facebook page.
- Robert got an email from BCHC regarding change in rebate dues, was initially \$5 to the state and now it will be \$6 to the state to pay for BCHC insurance
- Robert handed out the list of trails that are open per Ellen Andrews (KNF)
- Robert read details from Public Lands BCHC meeting minutes regarding USDA Trail Program and USFS

Treasurer Report: Caralee Scala reported that our Checking Balance as of March 31, 2026, was \$15,445.71. Income for April was \$964.00 (\$82.00 for dues rebate; \$230.00 for St. Patrick's Day dinner attendance; \$317 for dinner raffle; \$335 for dinner dessert auction). There were no expenses for April.

Michele moved to pay the Scott Valley Pleasure Park sponsorship \$150 and approve the Treasurer Report and Laurie seconds. Motion carried. Robert checked with Mechanics Bank and we don't have exempt status anymore. Need to confirm with BCHC (Lynn) that our Unit is under them for non-profit.

#### Committee Reports:

- Education: Debbie Bacigalupi reported that she has not done anything with the fair booth entry. No ideas yet. She asked if we want to do a booth this year or let OLP know they can do? Michael moves to not do a booth this year, Alan seconds the motion. Motion carried.
- Membership: Jennifer Bull reported via email that we have 86 voting members and 1 young adult member.
- Newsletter: Michele Machado Woods nothing to report
- Insurance: Michele Machado Woods nothing to report
- Website: Kathryn Matthews nothing to report
- Adopt-A-Highway: Michael Stapleton said he has been sidelined by shoulder surgery and will schedule a cleanup for next spring.
- Public Lands: Michael Stapleton/Michael Journey; Michael Stapleton talked about the EcoForest land, 40,000 acres. Quartz Valley tribe will be taking over ownership, may shut down roads and start logging. Includes road to Shackelford TH and Kidder Lake TH. Robert talked about an email from BCHC President Doug Dollerhite requesting input about delisting the wolf.
- Work Parties: Robert Robustellini (and Michele and Alan) reported on Juanita Lake CG cleanup on May 2. Met with Nate Parks from the Goosenest RD. We bucked downed hazard logs into firewood and larger pieces to square off the campgrounds. Robert talked to Nate about an old plan to do a trail from Martins Dairy to Juanita Lake. Nate said he'll look into it and see if project can get re-started.
- Agency/Partner Liaison: Michele Machado Woods reported on:
  - Plans for Carter Meadows work on June 3-8
    - Receiving RSVPs from quite a few new people, including one gal from the Sutter Buttes Unit.
    - Working with Shelby and Sarah to get all sites at Hidden Horse "reserved" because we'll have plenty of people to fill both HH and the Group CG
  - Per Facebook post, KNF opening Hidden Horse on May 15. Michele said she would talk to KNF staff to see if we may need to get up to that area before May 15 to clean up the campground and/or clear CG to TH feeder trails.
  - Michele has form for parents to fill out for youth participation at Carter Meadows event in June. She will send to Jamie Essex and Shasta-Trinity Unit contact to ensure we get the forms back in time for June 1 deadline.
  - Michele has list of open trails from Ellen to read off and share with members; Robert shared printed copies with meeting attendees
  - Will likely schedule campground cleanup event at Martin's Dairy equestrian CG in the near future.
- Fish Plants: VACANT; Nothing to report
- Programs and Events: Debbie Bacigalupi talked about the Siskiyou Agriculture day for May 14. Volunteers scheduled are Caralee (may have irrigation water), Robert, Debbie. Debbie will reach out to Kathryn and Kyle to see if they can help. Laurie may be able to help.
- Parades: VACANT; Nothing to report
- Scholarships: Penny Wells-Thomas; still need to discuss future of this program. Discussed at March meeting about changing this chair to "Education Donation Program"; nothing new discussed at this meeting
- Trail rides: Michele Machado Woods and Laurie Robustellini nothing to report
- Publicity/Social Media: Michele Machado Woods nothing to report

Unfinished Business:

- Bylaws update: Michele sent updated copy of bylaws to all Board members. No one had any edits to make. Alan moves to approve the bylaws as amended, Laurie seconds. Motion carried. Will sign at next meeting.
- State of Jefferson Expo: Unit leadership gave recap of event on April 11-12. We got to have our “booth” in the livestock show arena. OLP youth were doing demonstrations. Had a table with flyers and photos and a wall tent. Good exposure for our Unit and had a few people come in and talk to us.
- 2025 Audit committee: Kathryn, Gail, Janice. Caralee reported it hasn't been done yet.
- IRS letter update – Caralee was to find out from BCHC leadership whether we are covered under state umbrella.
- Mechanics Bank – Robert gave update on signatories. Did we find out about the issue(s) with EIN number?
- Outfitters Legacy Project Young Mule Co. may be planning a local mule day instead of going to Bishop Mule Days, may use the \$1000 that we voted for Bishop Mule Days for this event instead. Any update on this event? Per Laurie, no new information about this event.

New Business:

- Items from Board members or Unit members in attendance, if necessary. Nothing to add.

Announcements:

Next Meeting: May 28, 2026, (June meeting), Grenada Fire Hall, 7 p.m.

Adjourn: 7:51 p.m.