

TOP OF THE STATE UNIT – BCHC
Board of Directors Meeting Minutes
Casa Ramos Restaurant, Yreka
December 5, 2024
6:30 p.m.

President Michele Machado called the meeting to order at 6:30 p.m.

Officers:

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

Directors:

Kyle Adkins ~~Sandy Mason~~ Laurie Robustellini Janice Rushton ~~Kelly York~~

Alternates:

Gail Lyons ~~Michael Stapleton~~

Members and Guests: Robert Robustellini

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: None
- Additional agenda items: Volunteer hours
- Introduction of Guests: None

Approve Minutes of November 7, 2024 Meeting: Gail makes a motion to approve the minutes, Janice seconds the motion. Motion carried.

Correspondence:

- On November 12, Klamath National Forest Saw Instructor, Jason Murieen, reached out to Michele via text message about scheduling a local chainsaw class. Michele is still trying to confirm dates and locations for classroom and field day. We have at least five members interested in getting A or B certifications.
- BCHC Secretary, Susie Patton, sent an email November 24 reminding Unit Presidents about sending in year-end Unit reports.
- BCHC VP of Membership, Chip Herzig, sent an email on November 16 asking for Unit Presidents to send our list of Officers for 2025. Michele will send our list after this meeting.

Treasurer Report: Caralee Scala reported that our Checking balance as of Oct. 31, 2024, was \$18,713.72. Income for November was \$66.44 for dues rebates. Expenses for November were \$100.00 for PCTA Membership. Checking balance as of Nov. 30, 2024 was \$18,547.28. Bills to pay for November were \$38.12 to Caralee Scala for the purchase of 1 turkey and 2 hams for the Christmas dinner, and \$373.43 to Michele Machado Woods for State BOD meeting expenses (\$275.00 for two hotel rooms, \$73.47 for fuel and \$24.96 for meals). Janice makes a motion to approve the Treasurer report and pay bills and Laurie seconds. Motion carried.

Committee Reports:

- Education: Debbie Bacigalupi has nothing to report.
- Membership: Jennifer Bull reported via email that we have 92 Voting members and 1 Associate.
- Newsletter: Michele Machado Woods will get the 2025 First Quarter newsletter out at the end of month.
- Insurance: Kelly York not in attendance, nothing to report.
- Grants: Joe Croteau not in attendance, nothing to report.
- Website: Kathryn Matthews not in attendance, nothing to report.

- Adopt-A-Highway: Michael Stapleton not in attendance, nothing to report.
- Public Lands: Michael Stapleton/Michael Journey not in attendance, nothing to report.
- Work Parties: Robert Robustellini has nothing to report. Robert and Michele said they will try to talk to KNF staff at the Christmas Dinner and/or at our 2025 planning meeting about Deer Mountain horse camp.
- Fish Plants: Don Menne not in attendance, nothing to report.
- Programs and Events: Debbie Bacigalupi spoke about her Christmas Potluck table decorator helpers, Erica, Sherry, Robert. Gail will drop off raffle items before dinner; Erica has table clothes. We're anticipating about 35 attendees. Michele will take care of setting up the raffle. Robert is bringing kitchen items and coffee pot for kitchen and food prep. Need to bring extra plates and utensils for those who forget. Debbie will decorate. Need to find out if we owe the Fort Jones hall for rental for this dinner. Gail to find out.
- Parades: Kelly York not in attendance. Fort Jones Christmas parade is December 14. According to Robert, nobody has contacted Kelly about being a flag bearer.
- Scholarships: Penny Wells-Thomas not in attendance; Michele asked if we want to continue scholarship and keep in budget for 2025. Will discuss again at next meeting.
- Trail rides: Michele Machado Woods and Laurie Robustellini nothing to report.
- Publicity/Social Media: Michele Machado Woods reported that she posts on Facebook when necessary and sends items to Penny to send to members, when necessary.
- 2025 Rendezvous organizing committee: Michele Machado Woods and Robert Robustellini reported on plans in progress
 - Unit/area specific baskets for raffle – need ideas. All raffle items are welcome, including those from local businesses.
 - Unit can present special awards or recognition at Friday night dinner
 - Unit table decoration for Saturday night dinner, need volunteer(s) to do this
 - Need to contact local FFA leaders regarding assembling teams for HS packing education/competition. Which Unit members can mentor/prep FFA kids before competition? Consensus from last meeting was we need more details before we reach out to local FFA leaders. Full information regarding HS packing education and competition will be available in December. Competition will be free to enter and cash prizes will be awarded to 1st-3rd place teams. Teams of four, ages 12-17. For 4-H, reach out to Jackie.
 - Event packets will be ready by first week of January. Mailed-in packets will need to be returned no later than March 17.
 - TrailMeister cinch-making clinic will require pre-registration and \$100 via TrailMeister website.
 - Michele to send vendor and sponsorship forms to leadership to reach out to business.

Unfinished Business:

- First aid/CPR training? Can we get this scheduled this winter so members getting saw training can get CPR/First Card taken care of as well? Robert to look at date in January or early February. Terri to get back with Robert for a class in January.
- Need to talk again about filling one Board of Directors spot to replace Kelly. Email went out to members and Michele put a post on our Facebook page. Will put word out at dinner on December 7. Current directors will brainstorm on who to ask.
- Need to get new Committee chairpersons for Insurance, Parades and Volunteer Hours to replace Kelly. Debbie and Michele may need to tag team on Volunteer Hours. Michele will collect volunteer hours for 2024 and will fill Insurance chair as well. Still need a Parade chairperson.
- Michele needs to know if additional leadership members would like to attend the 2025 Wilderness and Primitive Trails Summit on Thursday, January 9, in Eureka. This is a meeting of all Northern California and some Southern Oregon trail work non-profits, the PCTA, and local FS agency partners to talk about future work and collaboration opportunities. Michael and Betsy Stapleton are going.

New Business:

- Will need to confirm Unit Officers at this meeting. No interest from others in leadership or other members to run for an Officer position at this time. Caralee, Michele, Debbie, and Alan have agreed to stay on in their current positions. Robert asked to designate officers in the list at the top of the Minutes. Updates made at the top of this Minutes document to reflect this request.

- Penny Wells-Thomas is pursuing idea to schedule a rattlesnake avoidance event for dogs in 2025. More to come on this as more information is available.
- Need to send email reminder to turn in Volunteer hours. Michele will reach out to Kelly to get tutorial on how to compile hours for whole Unit. Robert will send copies of work party volunteer hours.
- Larry Shuman from the BCHC Shasta-Trinity Unit has confirmed that there are plans for a BCHC North State packing intern for the 2025 season. **Larry has asked if our Unit can match our previous donation of \$2,000 for this intern.** The 2024 intern, Matt Alloway, spent about 30%-40% of his time working on projects in the Klamath National Forest and the expectation is that the 2025 intern would do the same or more. The Shasta-Trinity NF packers would like to invite Matt back for another season in 2025 if the intern funds can be raised. **Discussion at this meeting:** Gail said she is in favor of giving some sum of money. Caralee said we need to be careful with how much we drain the bank account. Debbie would like to have more acknowledgement by the intern. Alan said he is not in favor of doing both scholarship and intern funding. Michele asked that leadership bring ideas for a fundraiser, perhaps sell tickets for one or two raffle prizes. Will table to discuss more at next meeting.
 - Here is intern Matt's end-of-season report for 2024:
 - I would like to start by saying thank you, to the Shasta Trinity Back Country Horsemen of America, (CCC) foundation and the United States Forest Service Shasta Trinity pack team for this memorable internship. I have gained a better understanding and knowledge of mulemanship and horsemanship by some of the best teachers. Throughout the summer season I explored nine separate trails in three different National Forests. I rode a total of ~340 miles and packed 85 loads to support the CCC, Bigfoot Volunteer trail crews and other partnership programs. To say the least, I experienced a great deal and learned a ton. I learned how to pack on an entirely new packsaddle that I didn't even know existed – The Salmon River Saddle. This unique saddle blends the traditional sawbuck and decker packsaddles to better serve the mule in this steep, rocky mountainous terrain of Northern California. I can now say that I know how to pack on all three of the Western packsaddles in the United States. I also learned how to fix tack through utilizing the leather shop. I broadened my knowledge of veterinary first aid. I honed in on my tractor and trailer skills. I also learned how to properly and safely shoe a mule. Both Katy Bartzokis and Erik Cordtz – my teachers, mentors, and experts in this field, have helped me become a better packer and mule skinner. My internship was a great success, and I'm happy to say that I was a part of it.
- Meetings and events for 2025: Gail said she is going to reserve the Fort Jones Hall for 2025, every other month. July 10 for July meeting. March dinner on March 15. We floated an idea to not have Christmas potluck in 2025 and have an outdoor dinner instead during the late spring or early fall. It was suggested that we have a "appreciation" dinner at an area restaurant for the Unit Officers and Board members during Christmas. Will discuss more in February.

Announcements:

January Meeting: Michele asked if we could cancel the January 2 meeting because it is so close to the holidays and we can't meet on January 9 because members of leadership will be in Eureka for the Trails Summit. Debbie moves that we skip the January 2 meeting and resume business at February meeting in Yreka. Laurie seconds. Motion carried.

Next Meeting: February 6, Board of Directors Meeting, 6:30 p.m., Yreka, location TBD

Adjourn: 7:39 p.m.