

TOP OF THE STATE UNIT – BCHC
Board of Directors Meeting Minutes
Mayten Fire Hall, Big Springs
October 2, 2025
7 p.m

President Michele Machado called the meeting to order at 7:02 p.m.

Officers:

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

Directors:

~~Ashley Adkins~~ ~~Kyle Adkins~~ Laurie Robustellini Robert Robustellini Janice Rushton

Alternates:

Gail Lyons ~~Michael Stapleton~~

Members and Guests: Darlene (guest of Wes), Wes Chancellor, Jamie Essex, Christine Naumens, Ayesha Falconer, Craig Coggins, Chance Baiza, Pam Baiza

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: None
- Additional agenda items: Michele talked to Trevor with SMC, finally received saw eval from May; trail work tool inventory check, do we need to do one? Fish plants. RAC and OLP (Jamie)
- Introduction of Guests: Wes introduced his friend, Darlene. Craig, Pam and Chance introduced themselves.

Approve Minutes of September 4, 2025 Meeting. Caralee moves to accept the minutes; Robert seconds the motion. Motion carried.

Correspondence:

- On September 15, Michele received an email from Mark Mezzano, District Field Representative for California State Assemblywoman Heather Hadwick. Mark attended the April Rendezvous in Corning and was following up to ask if we can keep him in the loop on the activities of the Backcountry Horsemen. He said, “I am always looking for an opportunity to gain knowledge on the various organizations within our district. As a District Field Representative for Assemblymember Hadwick in AD 1, I routinely attend events in her absence and relay information back to her.” Michele followed up with Mark and said we would keep him in the loop for events. Michele will ask Penny, Kathryn and Jen to add Mark to our email list.
- On September 24, Michele received an email from BCHC Secretary, Susie Patton, regarding information received from Randy Hackbarth from BCHA for its fundraising campaign to raise \$15,000 to become a part of the National Forest Service Museum in Missoula, Montana. BCHC members can learn more about this project and donate via this link: <https://tinyurl.com/h9ns8zzc>.

Treasurer Report: Caralee Scala reported that the Checking Balance as of August 31, 2025 was \$14,268.13. Income for September was \$866.50 (\$850 for raffle ticket sales and \$16.50 for August dues rebate). There were no expenses for September. The Checking Balance on September 30, 2025 was \$15,134.63. Bills to pay were \$35.18 to Kathryn Matthews for website domain renewal and \$44.52 to Alan Woods for a chainsaw chain and bar oil for our Unit chainsaw. Robert moves to approve the Treasurer Report and pay bills and Janice seconds. Motion carried.

Committee Reports:

- Education: Debbie Bacigalupi said there will be a presentation at our Oct 4 BBQ at her family's ranch regarding wolves. Mike Ensley from Working Circle will do the presentation.
- Membership: Jennifer Bull reported via email that we have 99 Voting Members. There are several memberships that expired last month, at least one which was sent in but not received by the state membership chair. She is giving a month grace period before removing from the total. She will send out expiration letters.
- Newsletter: Michele Machado Woods sent out Fourth Quarter newsletter. Robert asked that Mark Mezzano receive a copy of the latest newsletter.
- Insurance: Michele Machado Woods has nothing the 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 said we have a couple of people interested in becoming saw instructors/evaluators. Siskiyou Mountain Club saw instructor Trevor said he can't certify our members as instructors/evaluators because we are not members of their club. Trevor is going to talk to Jason Murieen about how to work out the logistics. We'll need to work with Dan Chartier on how to get at least one of our members as a saw evaluator. More info to come.
- Programs and Events: Debbie Bacigalupi started the conversation regarding our scheduled Christmas party Dec. 6 at Fort Jones City Hall, potluck with turkey and ham. 5:30 and eat at 6:30. Will talk more at November meeting.
- Parades: VACANT Nov. 8 Veteran's Day parade, Outfitter Legacy veterans may participate.
- Scholarships: Penny Wells-Thomas not in attendance; nothing to report
- Trail rides: Michele Machado Woods and Laurie Robustellini, Saturday Oct. 4 riding at Bacigulupi ranch, we have about 15 RSVPs for ride and BBQ, Robert said he and Jerry worked on the trail, attendees need to bring their own chairs. Arrive by 9:30 a.m., be ready to ride 10 a.m. Jerry is excited that we're having the ride. Robert is going to put signs up to direct people to the correct place.
- Publicity/Social Media: Michele Machado Woods has nothing new to report.

Unfinished Business:

- Audit of 2024 financial records: Caralee reported at the September meeting the audit was done in August. Report was presented at this meeting. Gail Lyons reported that committee was herself Barbara Schuyler, and Kathryn Matthews and they found the Treasurer of the Unit appears to have followed all duties and responsibilities in accordance with the Unit bylaws and responsibilities of Officers. Recommendation was that room reservations should only be made so you can get a refund. Gail provided audit sheet to Alan and Michele.
- Fundraiser tickets? We did not have all of the tickets in at this meeting so we will attempt to do the drawing at the Oct. 4 BBQ to ensure all tickets are in.
- At the May 29 meeting, Gail asked that we encourage more members to come to meetings. Need new ideas to keep the Unit going. Need to talk more about future of the Unit. How do we get in front of the public more often? **New: Michele included a "We need your ideas" flyer in the Fourth Quarter newsletter.**
 - Ideas from past meetings.
 - Schedule a planning meeting to talk about and schedule events for coming year, including work party ideas to discuss with Forest Service
 - More trail rides (Kyle Adkins to take over Trail Rides chair?)
 - More events for horses and mules
 - Work events that also include plenty of time to ride equines
 - NEW IDEAS are always welcome, but need more people to step up and take leadership when they have ideas

New Business:

- After stepping down as President, Michele would like to continue her role as point of contact for the Klamath National Forest and area trail stewardship non-profits. Michele would like to propose a new leadership position/chair in our Unit called "Agency/Non-profit Liaison" or something similar. This role would work

with the incoming President to continue to build strong relationships with government agencies, etc. Debbie moves that we create this new role for Agency/Non-profit Liaison or Unit Liaison, Laurie seconds motion. Motion carried.

- Fish plants: Don talked to Robert and he won't be doing Fish Plants. We haven't had fish plants for the past two years. May need to partner with S-T Unit for fish plants. Robert will pick up the equipment and panniers from Don.
- 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.
- Outfitter Legacy Project: Jamie handed out tentative schedule for 2025-2026, OLP did get their 501c3, group wants to partner with our Unit for lots of events like CPR training, saw training, rides, etc. Will do a live hunter safety course with CDFW, veterans program first retreat weekend is 11/14-11/16, 2025 at Double H Ranch in Yreka.
- Need confirmation of board members staying on or nominations to fill potential vacant spots:

BCHC Top of the State Board Members 2025-2026

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

Directors:	BOD Term Expires
Kyle Adkins	2025 Michele to follow up
Ashley Adkins	2025 Voted into position in March, 2025 (vacated by Sandy Mason)
Laurie Robustellini	2025 Will return
Robert Robustellini	2026 Voted into vacant position in May, 2025
Janice Rushton	2025 Will return

Alternates:	BOD Term Expires
Gail Lyons	2025 Gail is retiring
Michael Stapleton	2025 Michele will follow up

Announcements: Saturday free grant writing clinic and Yreka library, 1 p.m.

Next Meeting: November 6 Membership meeting, 7 p.m., Fort Jones City/Community Hall:

Adjourn: 8:21 p.m.