

TOP OF THE STATE UNIT – BCHC  
Board of Directors Meeting Minutes  
Fort Jones City/Community Hall  
September 4, 2025  
7 p.m.

President Michele Machado called the meeting to order at 7:04 p.m.

**Officers:**

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

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**Directors:**

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

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**Alternates:**

Gail Lyons ~~Michael Stapleton~~

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**Members and Guests:** Sherry Glendenning, Kathy Graves, Kathryn Mathews, Barbara Schuyler

**Administrative:**

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: None
- Additional agenda items: Free water collapsible water bucket available at FS. Email from BCHC packing intern.
- Introduction of Guests:

Approve Minutes of July 10, 2025 Meeting. Caralee moves to approve the minutes and Gail seconds the motion. Motion carried.

**Correspondence:**

- On July 28 and again on August 24, BCHC Public Lands VP, Troy Patton, sent emails to Unit Presidents about the Forest Service/USDA reorganization. The August 24 email included a letter Troy was going to send to the USDA expressing BCHC's concerns about the reorganization and what it may mean for our future relationships with the Forest Service. Contact Michele if you want the emails/information forwarded to you.
- On August 19, Klamath National Forest District Recreation Officer, Sarah Borman, emailed Michele to let us know there are KNF-donated hard hats at Fort Jones office for us to pick. Michele asked Robert to pick up the hard hats for future work party events.
- On August 24, Michele emailed BCHC Saw Program Coordinator, Dan Chartier, to inquire about the status of three member saw cards for Jeff McCabe, Kyle Adkins and Michele Machado Woods.
- On September 1, our Unit received an email from Mathilda Barr, the 2025 BCHC Packer Intern for the Inyo National Forest. She is moving to Siskiyou County when her internship ends at the end of September. She said she loved getting to work with the BCHC and hopes to get involved with the Top of the State Unit. Michele will follow up with Mathilda to ensure she has a change to join our Unit.

Treasurer Report: Caralee Scala reported our Checking balance as of June 30, 2025, was \$14,084.63. Income for July and August was \$183.50 (\$126.00 for June dues rebate and \$57.50 for July dues rebate). There were no expenses to report and no bills to pay for July or August. The Checking balance as of August 31, 2025, was \$14,268.13. Kathryn said we have a bill to pay of about \$30 for GoDaddy to keep our website URL. Kathryn will get the bill to Caralee. Debbie moves to approve the Treasurer Report and Robert seconds. Motion carried.

#### Committee Reports:

- Education: Debbie Bacigalupi has nothing to report
- Membership: Jennifer Bull reported via email that we have 94 Voting Members.
- Newsletter: Michele Machado Woods reported she will get the next newsletter out at the end of September.
- Insurance: Michele Machado Woods has nothing to report
- Website: Kathryn Matthews reported that she is still using her personal credit card for the GoDaddy account. If anyone wants to see anything new or different on the website, please let her know. MailChimp for emails requires a code to use the program. Penny was having issues being a third person using the account because the text code goes to Kathryn and the email code goes to Jennifer. Will need to figure out how to get Penny access to the account. Kathryn will give Penny a call to work it out.
- 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 talked about cutting logs off the Long Gulch trail; Michele talked about the metal fire pits, new campground sign and the new kiosk that members helped install on July 26. Robert talked about rock fire pits being busted up by the FS Wilderness Rangers and pack crew. Robert showed the collapsible buckets for putting out fires, etc. The buckets are free at the Fort Jones FS office. Michele reported about Erica's text about continued efforts to get Wilderness signs on the PCT at the Russian Wilderness boundaries.
- Fish Plants: Don Menne not in attendance, nothing to report
- Programs and Events: Debbie Bacigalupi has nothing to report
- Parades: VACANT
- Scholarships: Penny Wells-Thomas not in attendance, nothing to report
- Trail rides: Michele Machado Woods and Laurie Robustellini; Deer Mountain trail ride and lunch potluck scheduled for September 13; trail ride at Bacigalupi Ranch on October 4. Robert talked about riding in the morning around 9:30 or 10 a.m. at the Bacigalupi Ranch. Lunch BBQ and potluck after the ride. Need RSVP for ride and lunch. Robert and Michele will work together to get an email out to members.
- Publicity/Social Media: Michele Machado Woods has nothing new to report

#### Unfinished Business:

- Audit of 2024 financial records: Was this completed? Yes. Everything is OK. Caralee to bring paperwork to next meeting.
- Fundraiser tickets? None of the youth packers, parents, grandparents were in attendance at this meeting. Michele and Robert have heard that the youth packers have done a GREAT job of selling tickets. Michele will follow up with youth packer folks to ensure we get all money and tickets back before or on October 2.
- BCHA put out newsletter in email, applications for youth program grant, \$500. Robert printed out the form and stopped when he got to the part about the specific project. Not submitting form at this time. Barbara asked about the Young Mule Co. and their connection to our Unit. Kathy said the Siskiyou County Historical Society had offered a window display to the Young Mule Co. We can have a window as well to promote our Unit.
- Reminder: Leadership roles will need to be filled at the end of the year, including President and Secretary. There are five Board of Directors spots to be renewed/filled by the end of 2025 (Caralee, Kyle, Ashley, Laurie and Janice).
- 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?
  - Ideas from last meeting
    - 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:

- October 18 obstacle course event: Michele and Alan are thinking of making this event a play day instead of a competition. Will still have Halloween decorations out. Public is welcome to attend.
- BCHC State Board meeting is scheduled for Oct. 3 and 4 in Hilmar, CA. Michele will not be attending and will send proxy with Shasta-Trinity Unit representative or High Country Unit representative. Michele reported there weren't any hot topics on the State BOD agenda.
- Kathy talked about her access to historical archive. Slide program of photos of pack trains for a meeting or dinner event early next year.

Announcements:

Next Meeting: October 2 or 4: BOD meeting, may schedule this meeting for October 4 where we can have a ride at Bacigalupi Ranch, BBQ picnic and meeting. Details to come.

Adjourn: 8:27 p.m.