

TOP OF THE STATE UNIT – BCHC  
Board of Directors Meeting Minutes  
Grenada Fire Hall  
December 4, 2025  
7 p.m.

President Michele Machado called the meeting to order at 7:06 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:** Wes Chancellor, Christine Nahmens

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: None
- Additional agenda items:
  - Email from Troy Patton regarding Ann Lange Public Lands Award, nominations are due by February 1, 2026. This award is for an individual who has shown outstanding work in the public lands arena. They should be involved in legislation, meeting with agencies, helping to keep trails open, and have a true passion for public lands. The award will be presented at the 2026 Rendezvous. Robert said he will nominate Michele if Michele will write up the nomination.
  - Saddle fitting event tentatively scheduled in February at Iron Horse (Ruth Altes) in Mount Shasta. Carrie Owan idea. Michele will get more information out.
- Introduction of Guests: None

Approve Minutes of November 6, 2025 Meeting. Robert moves to approve the minutes and Debbie seconds. Motion carried.

Correspondence:

- On November 13, Larry Shuman from the Shasta-Trinity Unit included Michele on an email regarding a December 10 meeting they have scheduled 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.

- Michele read off mail correspondence, including State of Jefferson Expo invite from Siskiyou Fairgrounds. We might have a booth with OLP.

Treasurer Report: Caralee Scala reported that our Checking balance as of October 31, 2025, was \$15,139.43. Income for November was \$2,529 (\$20 for sale of hat, \$240 for donations from Obstacle Course play day and \$2,269 from drawing donations). Expenses for November were \$100 for PCTA Membership. The Checking balance as of November 30, 2025, was \$17,568.43. Bill to pay is \$68 to Postmaster for Etna P.O. Box Rent. Debbie moves to approve the Treasurer report and pay bills and Robert seconds. Motion carried. Caralee reported that Jennifer Bull said the Unit copy machine needs service. She's going to look into it and see if it's worth it to get it serviced or just buy a new one.

Committee Reports:

- Education: Debbie Bacigalupi has nothing to report.
- Membership: Jennifer Bull reported via email that we have 96 Voting Members. She sent out 4 letters for expired memberships.
- Newsletter: Michele Machado Woods reported that she will send out our End of Year report on January 1.
- Insurance: Michele Machado Woods has nothing to report. Unit bylaws may need an update to reflect new rules with BCHC insurance.
- 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; Michael Stapleton reported via email that he submitted a comment to BLM on keeping the Public Lands Rule on Nov. 1
- Work Parties: Robert Robustellini has nothing to report
- Fish Plants: VACANT Robert had talked to Vose Hayden about taking on this role. Youth would be involved.
- Agency/Partner Liaison: Michele Machado Woods reported that she plans to attend Backcountry and Primitive Trails Summit on January 8 in Eureka. Robert moves that the Unit pays for the hotel or fuel for event. Debbie seconds the motion. Motion carried.
- Programs and Events: Debbie Bacigalupi has nothing to report. St. Patrick's Day potluck dinner/fundraiser will be on March 14 (Saturday) or March 21 depending on hall availability. Debbie talked about how preparing for a dinner is not as difficult as it may seem. The consensus at the last meeting was the group didn't have enough time and there are a lot of competing events for a Christmas dinner
- Parades: VACANT
- Scholarships: Penny Wells-Thomas not in attendance, nothing to report. We need to discuss in January/February whether we are going to give a scholarship in 2026.
- Trail rides: Michele Machado Woods and Laurie Robustellini have nothing to report
- Publicity/Social Media: Michele Machado Woods has nothing new to report.

Unfinished Business:

- RAC – Resource Advisory Committee: Per discussion initiated by Jamie Essex, Michele will reach out to Klamath National Forest regarding RAC grant money.
  - From Alicia Deery at KNF: The Siskiyou RAC still does not have enough members to assemble. Website with more information: <https://www.fs.usda.gov/r05/klamath/working-with-us/committees>
  - Follow up to see how many members are needed on the RAC
- Outfitters Legacy Project: Teaming up for some events in 2026. Any updates? Robert provided updated calender. January 10 is the Dave Stamey and Jeff Carson fundraiser dinner and concert. Silent auction. Discounted rooms (20 rooms blocked off). Outfitters Legacy Facebook page has the website to buy tickets for the event.
- 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](mailto: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
  - Discussion: Do 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? Debbie asked what would be the advantage of reducing the number of board members. Would establish a new quorum number. Caralee asked if we can have the flexibility to have five or seven. After discussion, Robert moves to amend the bylaws to reduce the number of board members from nine to seven (four officers and three directors) and number of Alt board members from two to one. He also moves to update bylaws as necessary to comply with state bylaws, including updates to insurance. Alan seconds the motion. Caralee asked if there is a specific procedure to reduce our board and Michele re-read the BCHC excerpt from the state bylaws. Motion carried. Robert suggested that the officers should meet to review the Unit bylaws and make recommended updates. This meeting will happen in 2026.
  - Election of 2026 Officers: Michele offered to move into Secretary and Robert agreed to be President. Debbie will stay on as VP and Caralee will stay on as Treasurer. Janice moves that we accept Robert as new President and Michele as new Secretary and Debbie and Caralee as staying in their positions. Alan seconds the motion. Motion carried.

#### **For reference: 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 <b>Not returning</b>
Ashley Adkins	2025 <b>Not returning</b>
Laurie Robustellini	2025 Confirmed will return
Robert Robustellini	2026
Janice Rushton	2025 Confirmed will return

  

Alternates:	BOD	Term Expires
Gail Lyons	2025	<b>Not returning</b>
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? Janice moves to cancel our January meeting and Laurie seconds the motion. Motion carried.

Announcements:

Next Meeting: February 5, Grenada Fire Hall

Adjourn: 8:21 p.m.