

TOP OF THE STATE UNIT – BCHC
Membership Meeting Minutes
Fort Jones City/Community Hall
March 5, 2026
7 p.m.

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

Officers:

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

Directors:

Laurie Robustellini Janice Rushton Alan Woods

Alternate:

~~Michael Stapleton~~

Members and Guests: Kathryn Matthews, Gail Lyons, Donna Bacigalupi, Steve Moore, Penny Wells, Tammi VanHousen, Jamie Hayden, Vose Hayden

Special session: 5:30 p.m. Officers and Board members met to discuss bylaw amendments or revisions. Those in attendance were Gail Lyons, Kathryn Matthews, Robert Robustellini, Laurie Robustellini, Alan Woods, Michele Woods, Caralee Scala, Debbie Bacigalupi. Michele will make updates and send to Board for approval at next meeting.

Administrative:

- Establish Quorum/Flag Salute
- Members sign in sheet with miles
- Guest Speaker: Mathilda Barr, BCHC 2025 Packing Intern (Inyo NF), gave a talk with a slide show about her internship
- Additional agenda items: Bank account updates; crosscut saw certifications (Kyle and Ashley Adkins); Ag Day in May and Audit
- Introduction of Guests: Steve Moore

Approve Minutes of February 5, 2026 Meeting. Caralee moves to approve the minutes and Laurie seconds. Motion carried.

Correspondence:

- On February 26, Robert was included in correspondence originally from BCHC Membership VP, Chip Herzig, regarding the BCHC Executive Committee considering changing the deductions from membership renewals to help fund the saw program. \$2 from state, \$1 would go to the saw program. \$1 from Education fund to saw program. Robert commented that the Forest Service used to train us. Lots of comments from those on the email (Unit Presidents). Dan Chartier sent email saying FS is asking for BCHC to help with saw certifications.
- Robert received correspondence from the 2026 Rendezvous coordinators requesting our Unit donate local beer for the Wine/Beer and Cheese Tasting event at Rendezvous. Mathilda is going to Rendezvous and can take beer.
- Unit received a letter from the IRS regarding a missing form for our non-profit status. Robert reported on what the letter content. Caralee to find out from State if we need to file a form or do anything in response to letter.

- Letter from the State BCHC, donation for the live auction. \$2 per member, donate \$180. Michele moves to give \$180, Janice seconds. Motion carried. Caralee to send check to Rendezvous Secretary.

Treasurer Report: Caralee Scala reported that our Checking Balance as of January 31, 2026, was \$15,525.28. Income for February was \$424.00 (\$94.00 for January Membership rebate and \$330 for raffle drawing). Expenses for February were \$162.56 (\$77.56 for Michele Woods fuel for travel to Eureka Trails Summit and \$85.00 for Oscar Arume tax preparation). The Checking Balance as of February 28, 2026, was \$15,786.72. Janice moves to approve the Treasurer Report and Laurie seconds. Motion carried. Robert talked about how he talked to Mechanics Bank to change signatories to current Officers.

Committee Reports:

- Education: Debbie Bacigalupi talked about Ag Awareness Day scheduled for May 14. Attended by fourth grade students, usually there is more than 300 kids. Event starts at 9 a.m. and concludes around noon. There will be a BBQ lunch for volunteers. Event is held at Fairgrounds. We'll do our packing pannier loading contest for the kids, split in teams and they choose the items to put in their panniers, challenge to have balanced panniers. 8-10 minutes per station. Need at least 5-6 volunteers. Kathryn, Caralee, Robert, Debbie agreed to attend. Contact Debbie to volunteer. Will get information for email to members to Penny.
- Membership: Jennifer Bull reported via email that we have 90 Voting Members and 1 Youth.
- Newsletter: Michele Machado Woods will get out the next newsletter by the end of the month.
- Insurance: Michele Machado Woods nothing new to report.
- Website: Kathryn Matthews nothing new to report. Keeps the calendar updated. She asked if anyone wants to take over this chair.
- 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 nothing to report
- Agency/Partner Liaison: Michele Machado Woods reported on:
 - February 20 discussion with Shelby Weister (KNF) regarding youth involvement in work events. Parents need to sign permission form and Michele to turn into FS at least two days before event.
 - Signing of Volunteer Service Agreement with KNF, still waiting on FS signatures
 - March 12-15 Grider Creek PCT work lead by PCTA, in partnership with KNF; Jeff McCabe and Alan Woods to help with chainsaw work.
 - Possible work in KNF Gooseneck Ranger District, including helping clean up and/or maintain the Juanita Lake CG and other CGs in the District
 - Kyle and Ashley Adkins attended BCHC cross-cut training and certification in Weaverville at the end of February
- Fish Plants: VACANT no fish plants this year. Still doing surveys at lakes.
- Programs and Events: Debbie Bacigalupi; discussed plans for March 21 dinner. Fort Jones Hall, 5 p.m. happy hour and 6 p.m. dinner. Keith will do corned beef and potatoes. RSVPs by March 16. Judy York and Shirley Tickner have offered to help with set up and decorating. Will start set up around 1 p.m. for dinner, raffle. Raffle and dessert auction. Potluck for side dishes, appetizers. \$5 per person. Bring plates, utensils and drinks. Need to find out what supplies we have in the trailer. Debbie will buy supplies.
- Parades: VACANT
- Scholarships: Penny Wells-Thomas; discuss future of this program. Last one was 2024. Find out if we should drop the program, do every other year, important for the Unit. Michele talked about the justification about giving \$1000 to the youth packers. Give the youth an opportunity to learn and use skills in this area. Perhaps we redefine to Education Donation program.
- Trail rides: Michele Machado Woods and Laurie Robustellini scheduled event at Mill Creek, March 15, horsemanship workshop, 10 a.m.- 3 p.m. Saturday, April 4, 10 a.m.- 3 p.m. at Mill Creek for horsemanship and playday. \$100 for the whole group for each day. \$5 or \$10 per person. Alan moves to have the Unit pay for one day, \$100, Laurie seconds the motion. Motion carried. March 28 obstacle play day at Machado Ranch obstacle course.
- Publicity/Social Media: Michele Machado Woods nothing new to report.

Unfinished Business:

- Bylaws update: Unit leadership reported on meeting (5:30 p.m., March 5) regarding proposed updates to our Unit Bylaws. Discussed and made amendments to our bylaws to align with State bylaws. Updated bylaws will be available for review and signatures at April meeting.
- State of Jefferson Expo: Unit leadership gave update on our involvement in this event on April 11-12 at the fairgrounds in Yreka. Educational event where we can have flyers for our Unit and Outfitters Legacy Project and Leave No Trace. OLP youth packers and BCHC members to lead packing demos. 20' x 30' space. OLP and BCH need to get together and discuss what activities we'll do and what times of the day. We've received permission to have a small pen for at least 1 or 2 equines. Robert read off the rules regarding setting up and times of the event on Saturday and Sunday. Booths must be set up before 10 a.m. Booths cannot be torn down before 4 p.m. on Sunday. **Action item:** Can we discuss purchasing a few LNT posters for display? Per LNT website, poster prices range from \$4.95 to \$8.95. Michele moves to be allowed to purchase posters, Janice seconds the motion. Motion carried.
- February 7 BCHC State BOD meeting: Any news to report? Nothing to report. Debbie asked if BCHC is going to get involved in the topic of grizzly bears re-introduction. Debbie to reach out the state public lands.
- Unit Financial Statements were due to BCHC Treasurer, Lynn Joiner, by February 28, 2026. Caralee confirmed she sent in our forms.
- Reminder: BCHC 2026 Rendezvous registration packet can be downloaded via link at <https://www.bchcalifornia.org/rendezvous.html>. It's also on the Top of the State Unit website.

New Business:

- 2026 Budget: Caralee to provide 2026 Unit budget for review, discussion and approval. Caralee handed out copies of the budget for Unit leaders and members to look at and discuss. Janice asked about the rent we pay for City/Community Hall in Fort Jones. Laurie suggested we have another raffle to make up some of the money. Robert asked where to find the fundraiser money we made last year. Will table the discussion and vote next meeting.
- Outfitters Legacy Project: Update on partnering with our Unit for events, including youth packing practice and other events. OLP having difficulties getting insurance and we're going to work together on events until they get insurance.
- Michele reported on submitting a BCHC Education Grant application for a joint project/program with Ascend Wilderness Experience, Shasta-Trinity Unit and Outfitters Legacy Project youth packers. Grant would help fund an August 3-9 Stockmanship and Stewardship Teen Internship Trip to Stoddard and Doe Lakes in the Trinity Alps Wilderness.
- 2025 Audit committee: Kathryn, Gail, Janice. Caralee to schedule time and place.
- Mathilda agreed to bring home awards from Rendezvous.

Announcements:

Next Meeting: April 2, 2026, Grenada Fire Hall, 7 p.m.

Adjourn: 8:52 p.m.