

TOP OF THE STATE UNIT – BCHC
Board of Directors Meeting Agenda
Fort Jones City/Community Hall
May 7, 2026
7 p.m.

Administrative:

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

Approve Minutes of April 2, 2026 Meeting.

Correspondence:

- Michele emailed BCHC Treasurer Lynn Joiner and BCHC Education VPs Ruthie Huer and Denise Robinson on April 28 to ask the status of our Top Hand award and \$150 BCHC Unit Education award. Both awards were announced and handed out at Rendezvous at the end of March and neither award has been sent to our Unit.
- On April 30, Michele received an email from the BCHC Shasta-Trinity Unit inviting our members to their May 9 campground cleanup event at Preacher Meadows near Trinity Center. Michele posted the information on our Unit Facebook page.
- Robert got an email from BCHC regarding change in rebate dues; will get full report at meeting.
- Robert to report if we received anything in the mail

Treasurer Report: Caralee Scala:

Committee Reports:

- Education: Debbie Bacigalupi; update on fair booth entry
- Membership: Jennifer Bull
- Newsletter: Michele Machado Woods
- Insurance: Michele Machado Woods
- Website: Kathryn Matthews
- Adopt-A-Highway: Michael Stapleton
- Public Lands: Michael Stapleton/Michael Journey
- Work Parties: Robert Robustellini (and Michele and Alan) to report on Juanita Lake CG cleanup on May 2
- Agency/Partner Liaison: Michele Machado Woods to report on:
 - Plans for Carter Meadows work on June 3-8
 - Per Facebook post, KNF opening Hidden Horse on May 15. Michele to report on how/if this will affect Carter Meadows work; may need to get up to that area before May 15 to clean up the campground and/or clear CG to TH feeder trails.
 - Will likely schedule campground cleanup event at Martin's Dairy equestrian CG in the near future.
- Fish Plants: VACANT
- Programs and Events: Debbie Bacigalupi
- Parades: VACANT
- Scholarships: Penny Wells-Thomas; still need to discuss future of this program. Discussed at March meeting about changing this chair to "Education Donation Program"
- Trail rides: Michele Machado Woods and Laurie Robustellini
- Publicity/Social Media: Michele Machado Woods

Unfinished Business:

- Bylaws update: Michele sent updated copy of bylaws to all Board members. Need to discuss any issues and/or questions. If none, need to vote to approve and get appropriate signatures.
- State of Jefferson Expo: Unit leadership to give recap of how this event went on April 11-12.
- 2025 Audit committee: Kathryn, Gail, Janice. Caralee were to schedule time and place.
- IRS letter update – Caralee was to find out from BCHC leadership whether we are covered under state umbrella.
- Mechanics Bank – Robert to give update on signatories and next steps. Did we find out about the issue(s) with EIN number?
- Outfitters Legacy Project Young Mule Co. may be planning a local mule day instead of going to Bishop Mule Days, may use the \$1000 that we voted for Bishop Mule Days for this event instead. Any update on this event?

New Business:

- Items from Board members or Unit members in attendance, if necessary.

Announcements:

Next Meeting: May 28, 2026, (June meeting), Grenada Fire Hall, 7 p.m.

Adjourn: