

**Minutes**  
**Northwest Blacksmiths Association (NWBA) Board Meeting**  
**October 27, 2017**

**By**  
**Dorothy Cordochorea, Assistant to the Secretary**

The NWBA Board Meeting was called to order at the Mentoring Center at 1:21pm.  
Roll was called.

Directors present:

- Lee Cordochorea, President
- Peggy Gudgell, Secretary
- Jim von Mosch, Treasurer (by telecomm)
- Jeff Cawley
- Steve McGrew (by telecomm)

Directors Absent:

- Kellen Bateham, Vice President
- Hunter Dahlberg
- John Paul
- Paul Thorne

Association members present:

- Dorothy Cordochorea (Assistant to the Secretary for Minutes and Agenda)
- Amy Mook (Assistant to the Secretary, Editor of the *Hot Iron News*)
- Dean Mook
- Ronnie Selby

Minutes of the previous Meeting

- Minutes of the July 27, 2017 Board Meeting were presented.
- All Directors present had seen and read them.
- There were a few corrections: the spelling of a donor's name, the location of this meeting, and such -- to be entered
- Steve McGrew moved that the Minutes be approved as corrected.

- Peggy Gudgell seconded.
- Motion was passed. Minutes approved as corrected.

### Treasurer's report

- Jim von Mosch, Treasurer, presented the Treasurer's report, a written version of which was distributed to the Board members present.
  - Jim Von Mosch pointed out an entry under donations for the amount of \$95.60, saying that this was a check that the NWBA received without information about who it was from. We don't know who it came from and have no way to return it, and the amount is unusual. He put it in as a donation, but is cautious about considering it really NWBA money. He plans to consult with an NWBA attorney regarding this matter.
- Jim von Mosch brought up the issue of what to do about people who attend the Mentoring Center sessions but do not pay. The matter was discussed.
  - He tracked the frequency that this happens with some care, and it isn't often -- three people out of nineteen that he observed failed to pay, sometimes because they didn't have cash.
  - He wanted to know how that Board wants to deal with this situation, suggesting that sending a Paypal invoice is an option.
  - The consensus is that the vast majority are basically honest, and that we do not wish to shame folks.
  - On the other hand, we do not want to get lax about asking for payment, out of concern that this might encourage increasing frequency of nonpayment.
  - The following plan / suggestion was agreed upon by consensus:
    - As each attendee arrives, ask them: "How would you like to pay?"
    - If the attendee finds he or she does not have a means to pay, ask: "Would you like for us to send you an invoice?" and get their information for the invoice.
    - Invoice may be sent by PayPal, other online means, email, or paper invoice snail-mailed.
- Jim von Mosch also reports that the costs of the Mentoring Center are almost made up by the fees collected.
- Jim von Mosch reported that he tracked down the previously reported \$18 monthly mystery charge. There was an old account that wasn't closed, but the bank was still charging fees for card processing. Jim closed that unused account.
- Follow up on previous discussion of the fact that The NWBA has two bank accounts (and a

PayPal account):

- Now that the NWBA financial accounts are on Quickbooks Pro, having two accounts is no longer necessary.
- Jim von Mosch moved that we unify the two checking accounts at the end of this year.
- Jeff Cawley seconded the motion.
- Board voted and motion was approved.
- Jim Von Mosch brought up that it is not clear when the Treasurer needs to write a check for grants, etc.
  - The Treasurer needs authorization other than by email, because of problems with email scams.
  - The Treasurer needs authorization in a Board Meeting and/or an invoice.
  - He asked if a special procedure was needed for the Al Bart Grant.
    - Jeff Cawley and/or Steve McGrew should authorize Al Bart Grant checks to be written, as they are the Al Bart Grant subcommittee members who select recipients from among applicants.
    - Note: The Al Bart Grant was recently awarded to pay for a recipient to attend a class, but the class has been cancelled as the teacher (Tim) is going to have cardiac surgery. Jim Von Mosch will contact the recipient to let him know.

#### Secretary's report

- The Secretary Peggy Gudgell says the mail keeps coming in and she has nothing special to report.
- Amy Mook, Assistant to the Secretary, had two items.
  - Amy says she needs a form documenting donation of a blower, etc. to give to donors Chuck and Loretta Graff. Jim Von Mosch will call her to take care of this matter.
  - Amy brought up a concern about issues of the Hot Iron News that are returned as undeliverable and postage due. She has not been picking them up because of the expense. Discussion followed.
    - Question: does the kind of account we have cover returns?
    - Amy needs to get the issues that are returned as undeliverable in order to properly maintain the address list
    - Amy will call the printer to revisit what kind of account we have and deal with this issue.

- Jim Von Mosch said that donation forms are issued upon request by the donor, not routinely.
- Amy also reported that a jail inmate had requested information on how to become a blacksmith, and in response to his request, he is receiving the Hot Iron News as a member.

Agenda items: Committee reports

Finance & Budget Committee: James von Mosch (Chair), Darryl Nelson

- No report.

Assets & Inventories Subcommittee: Hunter Dahlberg (Chair), entire Board

- As Hunter was absent there was no report.

Auctions subcommittee: Peggy Gudgell (Chair)

- Pictures of the tire hammer being made for the Auction are still needed, so it can be advertised to the membership and fetch a better price in the auction.
- Amy Mook will call Randy C. and Ronnie S. regarding this.

Audit subcommittee: Entire Board

- No report

Donations 501(c)3 Subcommittee: Jeff Cawley (Chair)

- Donations from the private shop near (Cougar? Tiger?) Mountain have been picked up.

Insurance Subcommittee: Peggy Gudgell (Chair)

- The Inventory List is online.
  - Peggy Gudgell reports that she needs values for the items on the inventory list so she can shop for better insurance for the Association.
  - The Inventory List is an interactive document available to all Board Members, who are asked to provide values for the items listed.
  - Each and any Board member can put in a value for an item where no

value is yet entered. It is okay to add comments, but no snark, please.

- Jim Von Mosch will talk to a CPA about the NWBA assets. Currently just cash assets have been reported to insurance -- the Archives are not on the insurance list, and need to be.
- Jim Von Mosch recommends that the insurance premium be paid annually, not monthly. Recommendations approved by consensus.

Member Services Committee: Jeff Cawley (Chair)

- no report.

Archives Subcommittee: Jack Slack (Chair), Andrea Lisch, Jeff Wilson, Darryl Nelson

- Jeff Cawley reports there has been no further action on the “Blacksmith's Garden” traveling displays project since it was last discussed.
- Lee Cordochorea to email points.
- Jim Von Mosch knows a library that would be interested in displaying the Archives. Jeff Cawley wants the specifics for the library (space, etc.)

Grants, Education, & Workshops Subcommittee: Steve McGrew (Chair)

- Steve McGrew reports that Tim's class, the subject of the most recent Al Bart Grant Award, has been postponed, so that Al Bart Grant is pending. As previously noted, the awardee will be notified.

Library subcommittee: Dave Neely

- Pockets and book cards have been ordered and will be sent to the Secretary, Peggy Gudgell
- Peggy Gudgell will bring the book pockets and cards to the Mentoring center so they can be inserted in the NWBA Library books and used.

Board Training Subcommittee: James von Mosch

- The online training is available on the website. Lee Cordochorea reported he sent an email, and received the training.

Communications Committee: Jeff Cawley (Chair), Amy Mook

Hot Iron News and Website Editor: Amy Mook

- Amy reports that the pictures in the last *Hot Iron News* were too grainy. She has gotten a new camera and is trying to fix the problem.
- November 27th is the drop dead deadline for submitting items for the next *Hot Iron News*.
- Amy reports she can always use articles submitted for the *Hot Iron News*. Currently she has “good filler”.

Manuals Subcommittee: Lee Cordochorea (Chair)

- Lee Cordochorea reports that the Policy and Procedures Manual is online, and available to Board Members, and to Amy Mook. Amy Mook would be able to get it to anyone who needed it. Let Lee Cordochorea know if you need a hard copy.
- Peggy Gudgell and Lee Cordochorea are to work on a Conference Manual.
- Jim Von Mosch is working on a “Treasurer’s Timeline”.
- Peggy Gudgell expressed a strong desire and need to ease in new Board Members and Officers in part through “pass down” manuals and procedures for new Board Members. The Board expressed agreement with this, and encouragement to each officer / committee chair to think of writing down manuals of procedures followed/needed for their office/committee work.

Telecommunications: (ad hoc group: Kellen Bateham, Steve McGrew, Jeff Cawley)

- There was a discussion of NWBA laptops and similar equipment, their locations, and needs for such equipment.
  - Jim Von Mosch clarified that the Treasurer’s laptop stays with the Treasurer.
  - Needed for NWBA work:
    - A tablet or laptop for Board Meetings, to use for telecommuting to the meeting by Board members at a distance.
    - A tablet or smartphone for collecting payments using a Square reader.
    - The above two (or more) pieces of equipment need to be stored in the safe at the Mentoring Center, so they can be available for use.
    - Jim Von Mosch brought a phone to test for the above noted use.
  - Amy Mook reports that she gets messages from Facebook, emails and she

responds -- “business is happening!”

- Jim Von Mosch that he has a stand-alone copy of Quickbooks Pro on the Treasurer’s laptop. As a result, Amy Mook and he duplicate effort maintaining the membership list.
  - To fix this problem of duplication of effort, Jim Von Mosch recommends that the NWBA subscribe to Quickbooks Pro so it is on the Cloud and available to both Amy Mook and the Treasurer, and updates by either one of them will update for both.
  - Jim Von Mosch and Amy Mook will research whether there might be a special subscription for 501-c3 organizations.
  - The question of security of storing such data on the cloud was asked. Lee Cordochorea (and others?) noted that he trusts the security of storing data on the Cloud more than in hardware, which can be misplaced or stolen.
  - Jeff Cawley moved that the NWBA Board approve spending up to \$30 for a subscription to Quickbooks Pro to allow for accessing it via the Cloud.
  - Peggy Gudgell seconded the Motion.
  - Board voted, motion passed. The Treasurer is authorized to spend up to \$30 for a NWBA subscription to Quickbooks Pro online.

Events and Programs Committee: Peggy Gudgell (Chair), Rashelle Hams, Darryl Nelson

Audio Visual Subcommittee: Mark Manley

- No issues to report -- AV is fine.

Swaptoberfest

- As the Board was Meeting at the beginning of Swaptoberfest, the Board addressed how it seemed to be going so far, what issues have come up, and what needed to be done.
  - One problem is that the start times for Swaptoberfest were not published, so many people arrived last night expecting the event to start this morning, whereas the plan was for it to start this evening. Next year the start time needs to be published.

- Jim Von Mosch needs a list of the demonstrators and how to pay them. Each demonstrator is to be paid \$250.
- Registration needs to be set up, but unfortunately cannot be set up until the Board Meeting is over. Next year, the Board Meeting should not be scheduled for the first day of Swaptoberfest.
  - Jim Von Mosch has the iPads and hot spot needed at Registration.
  - Lee Cordochorea has badges and Vendor labels.
  - Camping tags are still needed
  - Swap Meet Vendors and NWBA Tailgators are to pay the same -- \$10.
  - There is an orphan vendor table available -- criteria for using this table were explained.
  - Jim Von Mosch reports the costs for Swaptoberfest are \$75 per building per day plus camping fees.

Spring Conference Subcommittee: Peggy Gudgell (Chair), Lee Cordochorea

- Jim Von Mosch recommends that we add the camping fee to pre-registration, as this will cut down the huge line at onsite registration.
- We need to nail down camping fees.
- Someone suggested the idea of coordinating with Dennis of *Califorming* to reduce the cost of demonstrators. It is too late to do this for 2018, but it can be discussed as a possibility for later years.
  - This idea can be generalized to coordinating with other organizations as well (e.g., CanIron)
  - A go-to person for any such other organizations would be needed.
- Amy Mook needs the names of demonstrators for the Spring Conference for publication in the *Hot Iron News* -- also T-shirts, etc.
- The Budget for the Spring Conference was presented in outline/spreadsheet and discussed.
  - All meals for demonstrators are paid, as are meals for their sponsor who goes with them.
  - The Banquet was discussed, with special reference to The Dessert Issue.
    - Peggy Gudgell expressed the concerns that affected the Banquet at the last Spring Conference, and resulted in there being no desserts:

- The main issue is concern about the cost. People want dessert (definitely!), but we also don't want to run out of food.
- There are second thoughts about the idea of doing a "Dessert Dash" (providing our own desserts, whether by potluck or other means) -- it may be better to continue to pay for desserts as part of the catered meal, but cost concerns need to be addressed.
- The idea of auctioning off access to desserts by table was set aside -- consensus was that all auction activity should be during the auction after the meal.
- Jim Von Mosch reported that in for the 2017 Spring Conference, \$3,150 was collected, and the NWBA ended up paying \$33 more than that. In other words, the banquet was close to breaking even in terms of expense.
- Jim Von Mosch will check the history of past banquet expenses so the board can have some data to refer to in addressing this issue.
- Another consideration is that the NWBA Spring Conference has outgrown the banquet room we have been using, and must use a bigger banquet room from 2018 on.
- The costs of a bigger banquet room need to be determined.

#### Safety Committee

- This Committee continues to need a new Chair. Further action on this was deferred due to time constraints and lack of a ready and willing candidate.

#### Mentoring Center subcommittee: Peggy Gudgell (Chair)

- The Oxygen tanks and all gas tanks need to be stored outside. There was discussion of how to go about doing this while safeguarding them from the weather, theft and vandalism.
  - Jeff Cowley offered to check into the cost of getting a shed and hoses and report back.

- Chaining the tanks up was discussed.
- Ronnie Selby proposed using the metal in stock to create secure cages for the tanks. This idea was accepted by consensus.
- Getting people to sit at the table and take money at the Mentoring Center remains an ongoing problem. There was discussion of how to get people to take on this job, and the idea of waiving the Mentoring Center fee for the person doing that was discussed, but no decision made.

Nominations and Elections Committee: Jim Garrett (Chair), Kellen Bateham, James von Mosch

- The names of candidates for election to the Board of Directors have been given to Jim Garrett
- Paul Thorne has accepted the Board's appointment to fill out Lyn Gledhill's term/.

Agenda Item -- Old Business:

Follow-up on shopping for oxy/propane torch and tank

- Oxygen and Propane tanks have been obtained. Donation form and thank you letter will be sent.

Follow-up: Identification of other regional blacksmith groups NWBA might be able to assist with funding and their needs

- Lee Cordochorea clarified that nonprofit groups don't normally support each other by passing money back and forth.
- Ways to support other regional blacksmithing groups include:
  - supporting demonstrators at areas / agencies that don't normally get demonstrators.
  - sending demonstrators from the NWBA to other groups
  - outreach
  - schools
- Logistics involved include finding venues such as
  - shops
  - events

Follow-up on Letter from the President to other groups regarding the Al Bart Grant -- contact info

- The idea that a flyer could be devised about the Al Bart Grant was proposed, instead of or in addition to a letter from the NWBA President.
- Groups that might be contacted include:
  - Pratt
  - Steve McGrew's group
  - OCAC
  - Michelle's organization
  - Community Colleges
  - Fort Nisqually

Follow-up on written contracts for demonstrators

- Contracts are done for Spring Conference and Swaptoberfest demonstrators.
- Steve McGrew was to create a contract for Mentoring Center demonstrators based upon results of the discussion at the last Board Meeting.

Further discussion of effort to promote the craft by making attendance at the Spring Conference more affordable to students (and others of limited means?) – fees, policies

- Once again, there was insufficient time to discuss this issue adequately in this Board Meeting.
- Dorothy Cordochorea suggested that interested Board Members compose written proposals for the Board Members to review.
- The Board, and especially anyone writing a proposal whose intent is to promote the craft by making attendance at the Spring Conference more affordable to certain groups such as students, is encouraged to consider the ideas, issues, and concerns that have been brought up and are outlined in the Minutes of the April and July 2017 Board Meeting Minutes.
- The suggestion that this issue be addressed through the means of written proposals was favorably received by those present.
- Lee Cordochorea volunteered to talk with other Board Members regarding writing such proposals if interested.

Agenda Item: New Business

- There was no new business.

For the Good of the Order

- There was no discussion of business for the Good of the Order.

### Scheduling the Next Quarter's Meeting

- The next meeting of the Board of Directors will take place January 27, 2017, at 1 p.m., at the usual room in the Library.

### Adjournment

- Jeff Cawley moved that the meeting be adjourned.
- Jim Von Mosch seconded the motion.
- Motion passed.
- The meeting was adjourned at 3:41pm
- Everybody swarmed out to try to deal with Swaptoberfest.