

Minutes

Northwest Blacksmiths Association (NWBA) Board Meeting

January 27, 2018

By

Dorothy Cordochorea, Assistant to the Secretary

The NWBA Board Meeting was called to order at the regular Longview Library Meeting Room at 1:34pm., by Lee Cordochorea, who was presiding as Past President until a new President could be determined.

Roll was called.

Out-going Directors present:

- Lee Cordochorea, 2017 President

Current and new Directors present:

- Kellen Bateham, 2017 Vice President (current and newly re-elected Board Member)
- Peggy Gudgell, 2017 Secretary (current Board Member)
- Jim von Mosch, 2017 Treasurer (current and newly re-elected Board Member) (by telecomm)
- Jeff Cawley (current Board Member)
- Steve McGrew (current Board Member) (by telecomm)

Directors Absent:

- Silas Maddox (newly elected)
- John Paul (current)
- Paul Thorne (current and newly elected)
- David Tuthill (new elected)

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*) (by Telecomm)
- Byron Johnson
- Andrea Lisch
- Darryl Nelson

Introduction of New Board Members and Election of Officers

- Results of the election were discussed.
 - The Board is grateful for the service of out-going Directors Lee Cordochorea and

Hunter Dahlberg.

- The Board will be pleased to welcome the new members of the Board of Directors.
- None of the new Directors just elected to the Board were present, so they were not introduced.

- Election of Officers

- Treasurer

- Jim Von Mosch was asked and expressed willingness to continue to serve as Treasurer.
- Kellen Bateham moved that Jim Von Mosch be elected as Treasurer. Jeff Cawley seconded the motion.
- Board voted unanimously that Jim Von Mosch continue to serve as Treasurer.
- Jim Von Mosch agreed to do so, but requested that someone be found for him to start training to replace him.
- Amy Mook volunteered to be trained, although she is not and does not anticipate becoming a Board Member, until someone else can be found, so the procedures will be known by more than the current Treasurer, and she can serve as a back-up.

- Secretary

- Peggy Gudgell was asked and expressed willingness to continue to serve as Secretary.
- Jeff Cawley moved that Peggy Gudgell be elected as Secretary. Kellen Bateham seconded the motion.
- Board voted unanimously that Peggy Gudgell continue to serve as Secretary.

- President

- The Board Members and others present (with the exception of the one presiding over the meeting), expressed astonishment, dismay, and some consternation that the sitting President of the NWBA for 2017, Lee Cordochorea, had not been re-elected to the Board. According to Darryl Nelson, this is the first time in the history of the Association that the sitting President has not been re-elected to the Board. Many said they had anticipated and hoped that Lee Cordochorea would continue on the Board as President in 2018, and were frustrated.
- Darryl Nelson pointed out that according to the ByLaws, there is no requirement that the President of the Association be a member of the Board of Directors. Discussion followed.
 - It was noted that in many corporations, the Officers are separate from the Board of Directors.
 - Lee Cordochorea quickly reviewed the Bylaws for guidance regarding what was proper under the circumstances.
 - Lee Cordochorea, because he is no longer a Member of the Board, would

not be able to vote, but the President does not vote on matters before the Board except to break a tie vote. There has been no need for a vote to break a tie for at least two years.

- Jeff Cawley moved that Lee Cordochorea be elected President.
- Before anyone could second the motion, Lee Cordochorea found and shared a relevant passage in the Bylaws, which stated that upon the request and approval of the Board, the President could appoint an Officer for the Association.
- Because he did not want to set an unfortunate precedent for the Association, and to avoid any appearance of impropriety, Lee Cordochorea was unwilling to appoint himself as President.
- It was pointed out that when the President cannot act, the Vice President, serving as acting President, can act in his stead. Therefore Kellen Bateham, past Vice President not yet replaced, could act as President and make such an appointment if that was the Board's will and instruction to him.
- Discussion followed regarding how to best fill the position of President at this juncture. Both Lee Cordochorea and Kellen Bateham had the support of the Board as potential President of the NWBA.
 - Lee Cordochorea stated that he had come expecting to pass the gavel to someone else and retire from the Board after that, sitting in a comfy chair in the back and commenting as needed. He had felt some relief that he had not been re-elected to the Board. But he has benefitted from the NWBA more than he feels he can ever repay, and so will continue to serve as he is able. Therefore, if asked, he would be willing to continue to serve as President, but he wants what is best for the NWBA.
 - Kellen Bateham, before learning the results of the election, had planned to support Lee as President, and continue to serve as Vice President. When Lee was not re-elected to the Board, Kellen anticipated the possibility that he might end up President. He came prepared to take that office on, but his preference had been that Lee continue in office, and he continue as Vice President to support Lee as President and work with him.
 - The Board suggested that Lee and Kellen discuss the matter there in the meeting. The Board authorized and requested that Kellen, as Vice President and acting President for this task, either appoint Lee Cordochorea as President of the NWBA for 2018, or present himself as candidate for the office, whichever he felt was best for the NWBA and the Board of Directors.
 - After some conversation, Kellen Bateham moved that with the authority and approval of the Board of Directors, he, as acting President for the task, appoint Lee Cordochorea to serve as President of the NWBA for 2018. Peggy Gudgell seconded this motion.

- The board voted and unanimously approved the motion.
- Kellen Bateham asked Lee Cordochorea if he accepted the appointment as President of the NWBA for 2018. After a brief hesitation and consultation with his wife, Lee Cordochorea accepted. (He then swore softly under his breath when he realized he would have to continue writing Messages from the President for the *Hot Iron News*.)
- Vice President
 - Kellen Bateham indicated his willingness to continue to serve as Vice President.
 - Jeff Cawley moved that Kellen Bateham be elected Vice President. Peggy Gudgell seconded the motion.
 - The Board voted, and unanimously elected Kellen Bateham as Vice President.
- Summary
 - The Board of Directors of the NWBA for 2018, in alphabetical order are:
 - Kellen Bateham
 - Jeff Cawley
 - Peggy Gudgell
 - Silas Maddox
 - Steve McGrew
 - John Paul
 - Paul Thorne
 - David Tuthill
 - James von Mosch
 - The Officers of the NWBA for 2018 are:
 - Lee Cordochorea, President
 - Kellen Bateham, Vice President
 - Peggy Gudgell, Secretary
 - James von Mosch, Treasurer

Minutes of the previous Meeting

- Minutes for the October 27, 2017 Board Meeting were presented.
- All Directors present had seen and read them.
- There were no amendments or corrections.
- Kellen Bateham moved that the Minutes be approved as written. Jeff Cawley seconded the motion.
- Motion was passed. Minutes approved as written.

Treasurer's report

- Jim von Mosch, Treasurer, presented the Treasurer's report.
 - Regarding the unification of the two NWBA Key Bank checking accounts, the Treasurer reported that he had discussed the matter with a consultant at Key Bank.
 - There is no fee for either account, so there is no monetary savings for consolidating both accounts into one. Both accounts have separate checkbooks and debit cards.
 - There is advantage to using the second account as a cash account for the Mentoring Center.
 - That checkbook, debit card, and the endorsement stamp can be kept securely in the Mentoring Center, which would allow someone with appropriate access besides the Treasurer to make any needed purchases when Jim Von Mosch is not available.
 - The NWBA accounting is unified already in QuickBooks.
 - Therefore the Treasurer Jim Von Mosch recommends keeping both accounts. His recommendation was accepted by consensus of the Board.
 - Regarding the previously proposed and approved purchase of a subscription to Quickbooks Pro, to allow more people (especially Secretarial Assistant Amy Mook) to have access, the Treasurer reported that he consulted with the CPA.
 - The CPA pointed out that such a subscription can become expensive as the NWBA would need to pay for each person on the subscription.
 - A less expensive option that the CPA recommends is to access QuickBooks Pro using the CPA's hosting of that application. It would cost \$75 one-time set-up fee plus \$45/month.
 - This would move the NWBA data to the hosting (will be cloud-based), improving security, in the event that the laptop were stolen or damaged.
 - The hosting would allow multiple authorized people in the NWBA to access Quickbooks Pro, although only one can use it at a time. Such access can be restricted as deemed appropriate or wise. The people authorized to access the NWBA's Quickbooks on the hosting would be
 - The Treasurer
 - The Secretary
 - Secretarial Assistant Amy Mook
 - The CPA
 - The Treasurer Jim Von Mosch therefore recommends that the NWBA use the CPA's hosting of Quickbooks.
 - Kellen Bateham moved to accept Jim Von Mosch's recommendation (above). Steve McGrew seconded the motion.
 - Board voted and approved the motion.

- The Treasurer Jim Von Mosch will meet with the CPA this coming week to move the NWBA Quickbooks data to the CPA's remote hosting.
- Regarding the previously reported mysterious \$95.60 check received by the NWBA, with no information regarding who it is from or what it is for:
 - It remains mysterious for the foreseeable future, there being no way to track down the source or purpose. It will remain recorded as a donation until such time as this is found to be in error.
 - Jim Von Mosch reports that this problem happens when third party checks are received without any further information about who they are from or what they are for. There is no way to track them.
- Jim noted that recently a check amounting to \$400 to \$500 was received in the NWBA mail in error, as it was delivered to us when it should have gone to a similarly named organization (NW ?? Association) at a different Post Office Box number. Jim tracked down the correct recipient of the check and forwarded it to them.
- Jim Von Mosch noted that auction donations have been noted as "other income", but recommends that they should instead be recorded as donations. The Board agreed.
- Jim Von Mosch reported the balances in the various NWBA accounts as follows:
 - Main account: \$54,449
 - Mentoring Center Account: \$7,798
 - PayPal account: \$4,688
- Outstanding NWBA bills currently include Cowlitz County Fairground Mentoring Center rent, which is \$4,400 annually. Jim Von Mosch recommends that he pay the annual amount now, rather than pay monthly rent. Board by consensus approves of this plan.
- Jim von Mosch also noted that Darryl Nelson donated his fee of \$250 for his demonstration at Swaptoberfest for the purpose of repairing or acquiring a better demonstrator's forge. Jim von Mosch also plans to donate some money toward this purpose, and is willing to make the necessary purchases, but needs to know the specifications for the purchase. The matter was discussed.
 - Kellen Bateham has found a blower that works, and Darryl Nelson will build the forge.

Quorum issues

- At this point, Steve McGrew, who was attending the meeting remotely while apprentices and students were working in his shop, said that he would need to check on them, which would take him away from the meeting for a while. He said he gave Jim Von Mosch authority to vote as his proxy if he had to be absent during a needed vote, in order to maintain the quorum required to do business.
- The President Lee Cordochorea asked that if a vote is needed and only four Board members are present, that there be emails afterwards to and from Steve McGrew to confirm how he voted,

and allow the option afforded in the ByLaws for the Board to take action without a Meeting.

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, reviewed items covered in her recent letter to the board regarding the work she is doing. (See *Communications Committee Report to NWBA Board of Directors*, dated January 25, 2018.)
- Amy reports that she gets occasional requests for discounted memberships and such, and so far has been dealing with them on an individual basis. There was some discussion of whether there might be a need for a Discount Request Information form, to be completed and brought to the Board to discuss. Such requests are not frequent, but do continue to occur. It was decided for now to continue with the status quo, which is Amy dealing with each such request individually as it arises.
- Amy commented that she looks forward to working with Quickbooks, as this will improve the maintenance of the membership list. Jim von Mosch added that Quickbooks also helps to track and deal with who owes how much.
- Kellen Bateham brought up Amy Mook's recent letter requesting a raise for her work for the NWBA as assistant to the Secretary for membership tracking and communications, webmaster, and Hot Iron News editor, in which she also requested a contract. (See *Communications Committee Report to NWBA Board of Directors*, dated January 25, 2018 for details).
 - She requests a raise from a total salary of \$1200 per month to \$1500 per month. In return, she will agree to work at least through 2019 for that increase in wages. With or without the increase, she promises to give a full year notice when she decides to retire from this work, and will train a replacement in that time.
 - Kellen and the Board agree that Amy does a lot for the NWBA and her services are needed.
 - Kellen Bateham moved that the Board accept Amy's proposal as described in her letter, give her the requested raise, and sign a contract with her at the next Board Meeting.
 - Peggy Gudgell seconded this motion.
 - The Board voted and approved the motion unanimously.
 - Amy will send a contract to the Board.
- Kellen also brought up discussion of the compensation for Dorothy Cordochorea as Secretarial Assistant for taking minutes and producing the agenda for the Board Meetings (the Minute-taker). He noted and others agreed that the amount of work this entails and its importance to the Association warrants better compensation than she is currently receiving.
 - Kellen Bateham moved that Dorothy Cordochorea's compensation for minute taking and creating the agenda for the Board Meetings be increased to \$300 plus travel expenses for

each meeting's minutes and agenda, including any special meetings.

- Peggy Gudgell seconded the motion.
- The board voted unanimously to approve the motion. Dorothy expressed her gratitude.

Agenda item: Committee reports

- President Lee Cordochorea noted that as we go through Committee reports, the Board needs to confirm and/or appoint Committee Chairs and members.
- Darryl Nelson noted that all committees must have not only a chair but at least one member in addition -- no one-person committees.

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

- ByLaws require that the Treasurer be the Chair of the Finance and Budget Committee, so Jim von Mosch will remain Chair. Darryl Nelson agreed to continue to be a member of this committee.

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

- Hunter Dahlberg will step down as chair of this committee.
- Kellen Bateham moved that the Board appoint John Paul to be Chair of this committee. Peggy Gudgell seconded the motion.
- Board voted and unanimously approved the motion.
- Jim Von Mosch agreed to notify John Paul of his appointment to Chair of the Assets & Inventories committee and to detail his duties in this capacity (“all the stuff you haven’t been able to do yet, Jim”).
- The entire Board will continue to be members of the Assets and Inventory subcommittee.
- Andrea noted that she has a list of the archives that she got from Jack Slack. This should be added to the Inventory.
- Amy Mook noted that if she has access to that list, she can update the list with photos and newer archived items. She and Andrea will confer about this and communicate with the Chair John Paul.

Auctions subcommittee: Peggy Gudgell (Chair), John Paul

- Peggy Gudgell agreed to continue to serve as Chair of the Auctions subcommittee.
- For the sake of those present who didn’t know, it was noted that Ronnie Selby and Randy Cryderman are making three tire hammers, one for each of them and a third to donate to the NWBA Auction at this year’s Spring Conference.
- Amy Mook will follow up on pictures and information needed to advertise the

tire hammer in the auction to the membership beforehand.

- Kellen Bateham moved that John Paul be appointed to serve as a member of the Auctions Committee. The Board approved this appointment by consensus.
- Peggy Gudgell recommended that the Auction tags should include a “Do you need a receipt?” box for the donor to check if desired.

Audit subcommittee: Entire Board

- The entire Board of Directors remain members of the Audit subcommittee. No Chair was selected.
- No report

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

- Jeff Cawley agreed to continue as Chair of the Donations 501(c)3 subcommittee.
- The Donations 501(c)3 committee needs at least one additional member.
- Amy has sent two receipts for donations which were picked up from the private shop near Cougar Mountain -- one receipt with a value noted and one without.
- It is not necessary nor generally appropriate for the NWBA to determine the value of an item that has been donated -- that section of the receipt is left for the donor to fill in. In the case of the Cougar Mountain donations, the person who donated the items needed and requested input about their value, as they had no idea of the value.

Insurance Subcommittee: Peggy Gudgell (Chair)

- Peggy Gudgell agreed to remain Chair of the Insurance subcommittee.
- The Insurance subcommittee requires at least one additional member.
- Now that the Inventory List is online and values assigned, Peggy will shop for better insurance for the NWBA.

Member Services Committee: Jeff Cawley (Chair)

- Jeff Cawley agreed to continue as Chair of the Member Services Committee.
- The Member Services Committee needs at least one additional member.
- No report.

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

- Andrea Lisch indicated that Jack Slack will continue as Chair of the Archives subcommittee. She can serve as liaison with him if and as needed.
- Andrea Lisch and Darryl Nelson both indicated that they are willing to continue to serve as members of the Archives subcommittee.
 - Andrea Lisch noted that Jeff Wilson has the paper archives, including archives of copies of the *Hot Iron News*, but he hasn't been heard from in

a while. She suggested that a Board member contact him.

- Jeff Cawley will reach out to him regarding the archives he is storing.
- Jeff Cawley reported on the “Blacksmith's Garden” traveling displays project.
 - He needs input and assistance from those storing / familiar with the physical archives (Darryl Nelson) to distil down what will make a good display and will pack into two or three plastic tote boxes and can be shipped by UPS (i.e., total weight per container <70 lbs.) Darryl is willing to provide his input.
 - Kellen Bateham recommended that a specific date goal be set for a first shipment of the “Blacksmith’s Garden” or other Archive display to a display location. Discussion followed.
 - For a date to be set, the organization that would be displaying the collection would need to be consulted regarding when they would be ready to display it, and the size and number of the display cases/settings.
 - Potential venues need to be identified and consulted.
 - Jim von Mosch has been in communication with the Library at White Salmon, and they are interested in displaying the archive collection.
 - White Salmon Library has three displays, each 32” square by 8’ tall.
 - Jim von Mosch volunteered to pick up the packed Archive items selected for display (the “Blacksmith’s Garden?”) at the Mentoring Center and transport them personally to the White Salmon Library.
 - It was suggested that the archives for display be brought to the Mentoring Center for pick-up by Jim von Mosch in March, and transported to White Salmon Library for display in April.
 - Jim von Mosch will check with the White Salmon Library regarding their display availability.
 - The Longview Library has also expressed interest in displaying a collection of NWBA Archives, but it has been about a year since this was last discussed with them.
 - Jeff Cawley will check with the Longview Library after the meeting today regarding their interest in such a display.
 - Steve McGrew commented regarding emailed information / pictures of the items contemplated for display. Discussion followed.
 - Steve McGrew suggested the idea that in addition to the Archived items, current projects by members of the NWBA could be considered for such displays.
 - Many of the Archive items suggested for inclusion in the

display(s) are incomplete. Completed items might be better understood by the public.

- Andrea Lisch commented that completed items are good for public display. Also displays showing the process of forging a piece from beginning to finish are good, but incomplete pieces that only a blacksmith might understand are not so good for display to the public.
- Byron Johnson suggested that digital picture displays that rotate through a slideshow and videos might be good additions to a display, as they tell a more complete story.
 - Such digital displays draw the eye with movement.
 - Picture that include a human being (e.g., the smith) also draw the eye, and could add to the effectiveness of the overall display.
 - Jeff Cawley will research such digital displays and report back.

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

- Steve McGrew is willing to continue as Chair of the Grants, Education, and Workshops subcommittee.
- The Grants, Education, & Workshops subcommittee needs at least one more member.
- No report other than what has already been emailed to Board Members prior to this meeting.
- Steve suggests the idea of targeting grants to teachers as a means of promoting the craft.
 - Lee Cordochorea supports this idea and says that this is a valid and intended function of the Al Bart Grant. He adds that a leading action to make it happen is to contact the appropriate teachers at High Schools that still have Shop classes.
 - Appropriate teachers at Community Colleges and Tech Schools should also be contacted.
 - Lee Cordochorea and Peggy Gudgell volunteered to do some initial research to identify such schools. Others are encouraged to do the same.
- Kellen Bateham brought up concerns about the NWBA's Mark Aspery Workshop currently scheduled for March 27-29, and 31.
 - Kellen asked if anyone in the Board Meeting was the contact person heading up the Mark Aspery Workshop, and no one was. Such a person is needed.
 - Kellen also expressed concern about whether the NWBA should be doing such workshops.

- He stated that the last NWBA Mark Aspery Workshop had such problems that he was embarrassed. Putting on such a workshop takes more than arranging for the demonstrator and sending out invitations.
- He also worried that when the NWBA runs such a workshop, it takes attendees and money from other players (e.g., Pratt, CCAC) that are already putting on such workshops. While Kellen admits that since he is also a member of the Board of such an organization, and so is not unbiased, he feels this remains a valid concern. He expressed frustration that his other organization has also planned a Mark Aspery Workshop, and now with competition from the NWBA, it may not receive enough registrations to go forward.
- The NWBA has committed to the Mark Aspery Workshop at the Mentoring Center in March, and has eight people registered and paid for the event. We need to make sure it goes well.
- Specific concerns that need to be addressed regarding the March NWBA Mark Aspery Workshop (dates March 27-29) and Mark Aspery demo at the Mentoring Center on March 31:
 - A reliable and competent NWBA member needs to be identified as point person/ contact to make sure that the event(s) go well.
 - That person's duties, among others, will include:
 - Making sure that there is steel and any other needed materials on hand.
 - Making sure the propane tanks are full and safely set up and turned on at the time.
 - Unlocking the Mentoring Center in the mornings, and closing it up and locking it properly afterwards.
 - Taking money from attendees.
 - Seeing that anything that may be needed is acquired at the time, including making any necessary purchases.
 - Seeing that Mark Aspery is paid.
 - Dan Bowyer, one of the people registered to attend, has an Al Bart Grant to attend, and is a reliable person. Lee Cordochorea will contact him, and ask that he be the point person, in return for his Al Bart Grant, and get back to Kellen regarding the outcome.
 - Kellen suggested that Kenny O'Laughlin, also attending, could be a backup if Dan cannot do it.
 - Dorothy Cordochorea volunteered to help with the Tuesday through Thursday workshop *if necessary only*, although she cannot assist with the materials or propane. Consensus was that

her assistance will probably not be necessary.

- Regarding the steel/materials:
 - Lee Cordochorea will email Mark Aspery and ask him what materials he will require. He will forward the information to Kellen and Jeff.
 - Kellen Bateham and Jeff Cawley will be responsible for getting the steel and making sure it gets to the Mentoring Center in time.
 - It was suggested that since such materials are needed on an ongoing basis, it would make sense to get extra to have on hand at the Mentoring Center.
- Jim von Mosch has already planned to have the propane tanks refilled, as they need refilling now.
- Regarding paying Mark Aspery:
 - Darryl Nelson said that unless his fees have changed, he will be asking for \$400 per day.
 - Estimated amount he will be owed is \$1600 + \$? for room and travel.
 - Jim von Mosch pointed out that probably it will be alright to mail the check to Mark Aspery after the events, when exact amounts will be known.

Library subcommittee: Dave Neely (Chair), Lee Cordochorea

- Lee Cordochorea will contact Dave Neely to confirm whether he is still willing to serve as Chair of the Library subcommittee.
- Lee Cordochorea volunteered to be a member of the Library subcommittee.
- The book pockets and cards are in the Mentoring Center ready to be inserted into the Library books and materials.
- Lee will test them out today after the meeting when he inserts a pocket and card into the book he wants to borrow.
- Kellen suggested that the task of inserting pockets and cards into the books might be accomplished by recruiting four or five volunteers to do so at the Spring Conference.
- The Library needs to be inventoried again, as books and other materials have been added to it, and it is possible that some have been lost. Such an inventory can be accomplished as part of the process of inserting pockets and cards into the Library materials.

Board Training Subcommittee: ~~James von Mosch~~ Paul Thorne (Chair)

- James von Mosch wants to resign as chair of this committee.
- Kellen Bateham moved that Paul Thorne be appointed Chair of the Board

Training subcommittee. Peggy Gudgell seconded the motion.

- Board approved the motion unanimously.
- Jim von Mosch will email Paul Thorne to tell him that he has been appointed Chair of the Board Training subcommittee and to tell him what his duties are.
- The Board Training Subcommittee needs at least one additional member.
- Those who have taken part in Board Training have found it to be helpful.
 - Andrea Lisch has attended a Board Training seminar in the past in Oregon, and found it to be helpful, although it would have been more helpful had it been oriented to Washington state organizations.
 - Lee Cordochorea reminded those present that Training for Boards of Directors for nonprofit organizations is available online at the NWBA website. He has taken that training, and found it helpful, despite the fact that some of it is oriented toward larger organizations than the NWBA.
 - Board members are encouraged to take advantage of the free online training.

Communications Committee: Jeff Cawley (Chair), Amy Mook

- Jeff Cawley agreed to continue to serve as Chair of the Communications Committee, and Amy Mook agreed to continue as a member.

Hot Iron News and Website Editor: Amy Mook

- Regarding the *Hot Iron News*:
 - Amy reports that the *Hot Iron News* has grown from about 24 pages when she started to about 36 to 44 pages in length..
 - February 26th is the deadline for submitting items for the next *Hot Iron News*.
 - Amy reports that she does get articles from NWBA members and is appreciative of them. However, she continues to write most of the articles that are published in the *HIN*. She can always use articles submitted for the *Hot Iron News*.
 - She compared the *Hot Iron News* with similar publications, and is pleased with the comparison in quality.
 - Amy researched the issue of postage owed on *Hot Iron News* issues that are returned to the Post Office as undeliverable.
 - If they did not have “Address Correction Requested” on them, they would be recycled at the post office and no postage due.
 - Peggy Gudgell reports that the typical amount of postage owed for a stack of undeliverable *HIN* has been \$13 to \$15.
 - After discussion, consensus of the Board is that the “Address Correction Requested” remain on the *HIN*, and that the returned issues be picked up and the postage paid, so that the Membership

list can be better maintained, and we won't continue to send to addresses that don't work.

- Regarding the Website, *Blacksmith.org* and other online communications:
 - Amy is still working to balance what she publishes on the Website public area vs what she reserves for the Association Members Only area.
 - She solicits any suggestions or guidance that the Board may have regarding this balance.
 - Forum activity is still very light, but friendly.
 - Amy also manages the NWBA Facebook page, responding to posts, and posting occasional videos supplied by members and such.
 - Often the posts we receive on the NWBA FB page are people asking where they can find a blacksmith to do a project for them. Amy typically responds by providing keywords for them to use in a Google search.
 - The question was raised regarding whether the NWBA wants to create a list of blacksmiths doing such work for use in responding to such inquiries. This idea was discarded as problematic for the Association because of issues of potential liability, not wanting to appear to endorse some smiths over others, or smiths who may end up failing to please the customer, and potential problems related to the NWBA's nonprofit 501(c)3 status. In short, the consensus was that the idea was a can of worms that the NWBA should avoid.
 - The Facebook page also gets inquiries about joining the NWBA, and Amy responds appropriately regarding how to do this, and referring to the NWBA website.
 - One hundred people have signed up to request more information in the past year. People are finding and liking the NWBA Facebook page.
 - Jeff Cawley recommended that we encourage reposts of appropriate posts from NWBA members' Facebook pages on the NWBA Facebook page.

Manuals Subcommittee: Lee Cordochorea (Chair)

- Lee Cordochorea is willing to continue as Chair of the Manuals subcommittee.
- The Manuals subcommittee needs at least one additional member.
 - Feedback on the Policies and Procedures Manual
 - Lee noted that there is a provision that a \$200 discretionary spending limit is specified for Board Members for NWBA purchases, but it is not specified whether this limit is per expenditure, per day, per quarter, or per some other unit of time.

- He asked if we needed to make the wording more specific. Discussion followed.
- The consensus was that the discretionary limit was not being abused, so there was no need to address this issue at this time.
- The Conference Manual
 - The Conference Manual is about one-third of the way to completion.
 - It has been shared with Kellen Bateham, who suggested adding pre-conference tasks. The Conference Manual currently focuses on tasks during the Conference.
 - Others that want access to the Conference Manual should contact Peggy Gudgell.
 - It was noted that the budget for the Conference should not include Auction proceeds.
 - The California Blacksmiths Association (CBA) website has Conference guidelines. It was recommended that the NWBA Conference Manual authors refer to these guidelines to help complete our Conference Manual.
- The Treasurer's Timeline
 - Jim von Mosch, the Treasurer, reports that the Treasurer's Timeline is a journal of what he does, how, and when as Treasurer.
 - For example, how do you create a Paypal receipt, invoice, etc. -- the instructions found on Paypal are not always adequate. His journal fills out what can be found online to better assist the next Treasurer to know how to do his job.
 - The Treasurer's Timeline is on paper at this time. Jim von Mosch plans to put it online as a Word file.
 - He hopes to have the Treasurer's Timeline ready by the Spring Conference.
- Any other manuals/written procedures in progress or needed?
 - None reported.

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

- This is not an official subcommittee, but more of an ad hoc group.
- The equipment and instructions for taking payments are now at the Mentoring Center.
 - Lee Cordochorea reports that it works, as he successfully used it to pay his fee today.
 - There is a flow chart in the box with the equipment that shows how to use it to successfully take payments and follow through.

- Jim von Mosch notes that if more than ten sheets of receipts are generated, then to mail them, two stamps will be required on the envelope, not just one.
- Jeff Cawley reported regarding the Go-To-Meeting stuff used to allow the Directors and others to attend the Board of Directors meeting remotely.
 - Amy Mook has alerted them that using TechSoup for nonprofits will allow the NWBA to use Go-To-Meeting for \$100/year (half the usual price).
 - Jeff Cawley recommends that the NWBA buy/set up a TechSoup account and use Go-To-Meeting through that account, as it will be cheaper and work better.
 - Jim von Mosch will need to be involved in the set up as he will need to supply certain NWBA organizational information.
 - Jim von Mosch is willing to do this, but will need help with the technical aspects of the setting up.
 - Jeff Cowley will help Jim with the process. (Amy can help as well, if needed.)
 - Lee Cordochhorea pointed out that the expenditure involved falls within the \$200 discretionary spending limit for Board Members, so Jeff Cawley and Jim von Mosch should just make this happen.

Events and Programs Committee: ~~Peggy Gudgell~~ Kellen Bateham (Chair), ~~Rashelle Hams,~~ Darryl Nelson, Hunter Dahlberg, Peggy Gudgell

- Peggy Gudgell moved that Kellen Bateham replace her as Chair of the Events and Programs Committee. Jeff Cawley seconded the motion.
- Board voted, motion approved.
- Rashelle Hams is no longer able to serve as a member of the Events and Programs Committee.
- Darryl Nelson and Peggy Gudgell agreed to continue as members of the committee.
- Hunter Dahlberg was added as a member of the Events and Programs Committee.

Audio Visual Subcommittee: Mark Manley

- Mark Manley was not present, and we need to confirm whether he is willing to continue as Chair of the Audio Visual Committee.
- This committee needs at least one member in addition to the Chair.
- No report.

Swaptoberfest Subcommittee: David Tuthill (Chair), Silas Maddox

- The first Swaptoberfest was deemed to have gone reasonably well after some early glitches, and seemed to be well-received.
- There was a positive return on investment, financially.

- Consensus was to do it again.
- What to do differently:
 - There was not quite enough advance preparation and set-up.
 - The starting time needs to be published -- a lot of people showed up the night before, expecting the event to start Friday morning.
 - The Board Meeting should not be scheduled for the first day of the event.
 - Only about 10 out of 30 vendors ended up paying for their booth, and all should have paid. Recommended:
 - Number the Vendor Booths to be sold, and give the vendors a full sheet (not ¼ sheet) booth label with number as they buy their booths, so it will be more apparent that a vendor who is set up has paid.
 - Registration and finance paperwork and equipment (Square) -- the ability to take registrations and payments -- needs to be set up earlier (like, on time).
 - Maybe the event could be a little shorter, or perhaps have one less demonstrator?
 - More advance planning is needed for this event.
 - A Swaptoberfest Planning subcommittee is needed
 - Kellen Bateham suggested that David Tuthill and Silas Maddox be appointed to the Swaptoberfest subcommittee
 - The Board unanimously approved this suggestion.
 - Regarding Sunday morning of the event, “Cheap Tricks and Special Effects” was suggested.

Spring Conference Subcommittee: Peggy Gudgell (Chair), Lee Cordochorea, Kellen Bateham, Hunter Dahlberg

- Kellen Bateham and Hunter Dahlberg are doing a lot and it seemed appropriate to add them as members of the Spring Conference subcommittee.
- Both Kellen Bateham and Lee cordochorea brought printed copies of the proposed budget, with estimated amounts for categories of costs and income. They were similar. Lee Cordochorea recommended we use the copy that Kellen brought for discussion. (see *2018 NWBA Spring Conference Budget prepared by Kellen Bateham*).
- Demonstrators
 - Kellen Bateham reports that Rachelle Davis from New Orleans will be the main demonstrator as previously announced, but she will be using a local person (Sasha _____ Cawls?___, who works for Steve Lopes) for her assistant instead of Ben Beames, as previously planned and announced. Kellen and Hunter talked with her about the change while firming up her arrangements. Because of the change in assistant, the

NWBA will pay her \$2000 (not \$2500) plus c. \$800 travel. She is fine with this change.

- Another demonstrator, Scott _____, will use Bryon _____ as striker/assistant.
- Both Sasha and Bryon will get free admission to the Conference.
- Hands-on Demonstrators
 - Three hands-on demonstrators had been lined up, but one has had to cancel due to surgery.
 - Silas Maddox will be offered the third hands on demonstrator position.
- Sunday Morning: No one is signed up to do a demonstration on Sunday
 - Darryl Nelson suggested doing a “Hot Tips Live” instead. This is something that has been done in the past and well-received, but has not been done recently. It involves having 3 or 4 people do short (30 minutes, maximum 45 minutes) demonstrations or presentations, one after the other.
 - Morgan Kirk offered to do a short demo, so he would be a candidate for one the “Hot Tips Live” presenters.
 - Corey Whitlock would be another candidate -- she just needs a push.
 - The presenters in the “Hot Tips Live” series would be offered free registration to the conference as their compensation.
 - Kellen and Hunter will put this together.
- Issues of compensation for teachers & volunteers at the Repousse table.
 - There was apparently some confusion, potential conflict, and hard feelings on the part of Louis and Alair, who were both volunteer teachers at the Repousse table last year. Kellen spent some time talking with them.
 - One source of confusion/conflict regarded which of them was in charge of the Repousse table and classes.
 - Another source of hard feelings was they felt they were putting in many hours of work but were not fairly compensated in comparison with the Demonstrators.
 - Kellen worked out a proposal with them which he presented to the Board for approval:
 - He proposed to pay each of them \$300 for their work at the Repousse station.
 - They would also receive two complimentary admissions each, so each could bring an apprentice if they desired.
 - In return, they would be expected to keep the Repousse station open and staffed as follows:
 - Friday 10am to 5pm

- Saturday 10am to 5pm
 - Sunday 9am to 12 pm
- Any apprentices receiving a complimentary admission to the conference would be expected to spend 6 hours staffing the Repousse station.
- They could take a reasonable lunch break.
- They would also be responsible for setting up and taking down the Repousse station and inventorying the Repousse materials, tools, and any other equipment.
- Kellen also proposes that we waive conference entry fees for the hands-on demonstrators.
- Total value of fees waived = c. \$720
- Board discussed the proposed agreement reached with Louis and Alair by Kellen. It was noted that the Repousse volunteer/teachers put in more hours than the demonstrators, and will be doing a much-needed inventory.
- Kellen also proposed a plan designed to alleviate overworked volunteers at the Registration table, and allow people who have in the past missed much of the conference because they are stuck at Registration to attend more of the Conference. His proposal is as follows:
 - There would be defined three-hour shifts at the Registration table:
 - Friday and Saturday: 8am to 11am, 11am to 2pm, 2pm to 5pm
 - Sunday: 9am to 12pm
 - Each shift would have a defined number of people needed to staff the Registration table:
 - 3 people from 8am to 11 am Friday and Saturday
 - 2 people from 11am to 2pm Friday and Saturday
 - 2 people from 2pm to 5pm Friday and Saturday
 - 1 person from 9am to 12pm Sunday
 - One member of the Board of Directors or Officers of the NWBA would be required as part of the Registration staff during each shift, with the remaining staffing being recruited from other volunteers.
 - Volunteers would be recruited by offering them \$45 off their Conference admission for working one three-hour shift at the Registration Table.
 - A total of 15 shifts manned would mean $15 \times \$45 = \675 reduction in admission fees received.
- Kellen also proposed a similar plan to ensure that the Mentoring Center is available and staffed for “Midnight Madness” by offering \$45 off for reliable people who volunteer to work a three hour shift at the Mentoring Center.
 - Shifts: 6pm to 9pm, 9pm to 12am, Friday and Saturday.
 - Only one person required per shift.
- Board discussed these proposals.

- Although there was some concern about the reduction in Conference fees received, the Board felt it was worthwhile to give this proposal a trial at the coming Spring Conference.
- It is recommended that the Registration form include an option for members to *apply* to serve as volunteers to staff a shift at the Registration Table and/or Mentoring Center (“a limited number of positions are available”) in return for the \$45 reduction in their Conference admission fee so that appropriate reliable people can be selected.
- The Banquet
 - We are required to use a larger banquet room this year as we have outgrown the one we have been using.
 - The cost of renting the larger room is factored into Kellen’s budget estimates.
 - The larger room is quite ample in size.
 - It will allow us to have two lines to get food, cutting down the time it takes for people to serve themselves.
 - It also allows extra room for people who have not attended the banquet to be seated during the Auction, rather than stand in the back of the room.
 - Kellen also notes that attendees absolutely must *not* bring our own alcoholic drinks into the Conference center building, as it jeopardizes their liquor license and insurance.
 - The restriction against alcohol in the building must be published and emphasized in the *Hot Iron News*, as well as announced and passed on verbally.
 - Ordering food for the Banquet (“The Dessert Issue”) was discussed.
 - History of costs and ticket fees collected was reviewed. There is never a guarantee, but generally the costs of the Banquet have been covered, or nearly so, by Banquet ticket fees collected.
 - Concern is having both enough food and having desserts, as the members definitely complain if either the food runs out or there are no desserts.
 - In the past, if only two entrees are ordered, food has run out. Three entrees is an option, but costs more.
 - Desserts also cost more.
 - After consideration of costs and the happiness of the members, the Board recommended ordering three entrees and also desserts.
 - Peggy Gudgell will pick out the food -- three entrees plus dessert.
- Apparel
 - Lisa Gertson is working on a design for T-shirts.
 - People want hats as well.

- Kellen and Hunter are working on this.
- Jim von Mosch suggests that having such merchandise on the website year-round would make a good revenue stream, and recommends ordering more than just for the Spring Conference.
- Concerns were raised about how to arrange for prompt packing and shipping of any online orders.
- There was insufficient time to discuss this issue further.
- Finalizing the Spring Conference Budget
 - Kellen Bateham moved that the budget he outlined on the paper copy distributed, with one correction of a typo on the last page (total budget should be \$17,500, not \$17,000) be approved. Jim von Mosch seconded the motion.
 - Board voted, and approved the budget as described, with noted correction. See *2018 NWBA Spring Conference Budget prepared by Kellen Bateham*.
- Camping Fees.
 - Camping fees will be added to the pre-registration form to reduce long lines at Registration. Amount needs to be determined.
 - As of January 25th, three individual attendees and 1 household have registered. None have purchased camping. For details, see *Communications Committee Report to NWBA Board of Directors* dated January 25, 2018.
 - \$10/night for tents and \$20/night for RV sites with hook-ups was suggested. Discussion followed.
 - The camping fees are per *night*, not per person, and are charged by the County, not the NWBA. The NWBA must pay the County for camping.
 - The County charges the NWBA \$15 plus tax per night for each camping unit, regardless of whether there are hook-ups or not.
 - Some people camp in tents, some in their vehicles, some in RVs, some under tarps. All such camping is considered camping and the County requires that the camping fee be charged.
 - Concern was expressed about having to debate two different charges for camping when the County charges the same for all campsites.
 - Regarding return on investment, the intent has been to simply pass through the expense of paying the County for camping to the members who are camping.
 - The NWBA has been paying the county slightly more than we have been collecting in camping fees from attendees, such that last year, the NWBA took in 92% of what the Association paid the County, and so was subsidizing costs of camping.
 - This loss is not a major concern, but it would be better to not have

a loss.

- Peggy Gudgell moved that the camping fees charged to members be what the County charges the NWBA, \$15 plus tax per night per site regardless of whether there are hook-ups or not. Jeff Cawley seconded the motion.
- Board voted and approved the motion.

Safety Subcommittee: Paul Thorne (Chair), John Paul, David Tuthill

- Board voted to appoint Paul Thorne Chair of the Safety subcommittee.
- Board appointed John Paul and David Tuthill to serve as members of the Safety Committee.

Mentoring Center subcommittee: ~~Peggy Gudgell~~ Silas Maddox (Chair), Lee Cordochorea (Steward)

- Peggy Gudgell resigned as Chair of the Mentoring Center.
- Board voted to appoint Silas Maddox as Chair of the Mentoring Center subcommittee.
- Lee Cordochorea volunteered to serve as Mentoring Center Steward.
- Concern was expressed about the equipment in the Mentoring Center.
 - There is a question about whether there is an appropriate Oxygen regulator for the Oxygen tank.
 - The demonstrator forge needs repair/replacement/upgrading.
 - Darryl Nelson commented that all the forges in the Mentoring Center need repair/replacement/upgrading.
 - There was insufficient time left to address this issue, so the Board accepted the suggestion that they review the state of the forges and address how to deal with them at the next Mentoring Center gathering.

Nominations and Elections Committee: Jim Garrett (Chair), ~~Kellen Bateham, James von Mosch,~~ Lee Cordochorea, Amy Mook

- Kellen Bateham and Jim von Mosch resigned as members of the Nominations and Elections Committee, as they found out after the fact that members of the Board of Directors are not allowed to serve on this committee.
- Lee Cordochorea and Amy Mook volunteered to be members of the Nominations and Elections Committee.

Agenda Item -- Old Business:

- The Library was closing and the Board Meeting was out of time. The agenda items under Old Business had been discussed earlier in the meeting, so further discussion was tabled.

Agenda Item: New Business

- Lee Cordochorea noted with regret that NWBA member Bryon Johnson had had to leave before he could present the item of New Business that he had hoped to bring to the attention of the Board. Lee Cordochorea will contact him regarding what he wanted to present.

For the Good of the Order

- Darryl Nelson noted that the 2019 Spring Conference will mark the 40th anniversary of the NWBA Spring Conference, and should therefore be of special mark.
- All present agreed, but there was not further discussion at the time, other than that Hunter, Kellen and Darryl Nelson would work on this.

Announcement

- Kellen Bateham got an email while in the meeting that NWBA member Ken Wight had died, and he shared that announcement with those present. Some had already known, and are responding. Those present express their condolences to Ken Wright's family and friends.

Scheduling the Next Quarter's Meeting

- The next meeting of the Board of Directors will take place April 28, 2018, at 1 p.m., at the usual room in the Library.

Adjournment

- Meeting was adjourned at 4:58pm