

Minutes

Northwest Blacksmiths Association (NWBA) Board Meeting

April 27, 2019

By

Dorothy Cordochorea, Assistant to the Secretary

The NWBA Board Meeting was called to order at 1:25pm, by the NWBA President, Lee Cordochorea.

Roll was called.

Directors present:

- Lee Cordochorea, President
- Kellen Bateham, Vice President (via telecomm)
- Clayton Tupper, Secretary
- Jim von Mosch, Treasurer
- John Huffstutter (via telecomm)
- Silas Maddox (via telecomm)
- David Tuthill (via telecomm)

Directors Absent:

- Jeff Cawley

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*) (via telecomm, arrived later)
- Spencer Knight

Appointment of Ninth Board Member

- Due to relocation, Andrew Germann has had to resign from the Board of Directors. Another Director needs to be appointed.

- Spencer Knight (present at the meeting) is willing to serve as a Director of the NWBA.
 - Clayton Tupper moved that the President appoint Spencer Knight as a Director of the NWBA. Jim von Mosch seconded the motion.
 - Motion was approved unanimously.
 - Lee Cordochorea as President appointed Spencer Knight to serve as a Director of the NWBA for the remainder of Andrew Germann's term.
- After this appointment, the nine members of the Board of Directors, in alphabetical order, are:
 - Kellen Bateham
 - Jeff Cawley
 - Lee Cordochorea
 - John Huffstutter
 - Spencer Knight
 - Silas Maddox
 - Clayton Tupper
 - David Tuthill
 - James von Mosch

Minutes of the previous Meeting

- Minutes for the January 26, 2019 Board Meeting were presented.
- It was moved and seconded that the Minutes be approved with one correction: the spelling of John Huffstutter's name.
- Motion was passed. Minutes approved as corrected.

Treasurer's report

- Jim von Mosch, Treasurer, presented the Treasurer's report.
 - Current NWBA Account Balances:
 - Main account: \$47,706.19
 - Mentoring Center account: \$ 8,598.62
 - Paypal : \$ 4,463.01
 - Total: \$60,767.82

- Treasurer presented a printed NWBA Profit and Loss statement for January through March of 2019, for the perusal of the Board.
- Silas Maddox asked about the Mentoring Center Account, and whether it can be used for improvements to the MC, such as replacing / repairing the forges, moving the piping, etc. Yes, it can -- those are very appropriate uses of Mentoring Center funds.
- Kellen Bateham and Silas Maddox requested a budget report giving an overview of the NWBA finances over more than one year, to help give perspective. They requested that the years 2016 through 2018 be included. The Treasurer indicated he could do that.
- Since Jeff Cawley had spear-headed the film project for the 40th NWBA Anniversary, and Jeff is now ill, the question arose of what was happening with the film project, and whether help is needed.
 - Kellen Bateham said that the film is actually being done by Jeff's photographer friend Kevin.
 - Kellen offered to help Jeff Cawley with being the NWBA contact for Kevin for the film project.
 - So far, Kevin has 9 edited minutes of the film done, with a total length expected to be about 12 to 15 minutes long. He is confident we will have it before the Spring Conference.
 - The total file is 255 GB -- We need a hard drive to store it on. A 500 GB hard drive is recommended. Board approved by consensus. Kellen Bateham will buy the hard drive.
- Rea Newman has made a donation of \$700 in Cash re: "liquidation of blacksmith's assets". Thank you has been attended to.

Secretary's report

- Clayton Tupper had nothing in particular to report.

Business

- **Old Business**
 - None that would not be covered under committee reports

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- **New Business**
 - **Proposed NWBA Youth Program**
 - Kellen Bateham reports that there are several members of the Association and of the Board who are interested in creating an NWBA Youth Program.
 - Human resources available for the task of creating an NWBA Youth Program include, among others, Alair Wells and Rochelle Hamms, who have both volunteered to be a part of any Youth Program subcommittee.
 - A 12 year old boy has already applied for an Al Bart Grant to attend the Spring Conference, and Alair will serve as his Guardian for the conference. The boy wants to write an article for the *Hot Iron News* and do a Mentoring Center Demo for youth as his paying-it-back for the grant.
 - The Youth Program will NOT be just finding ways to provide financial support at need for Youth to attend our conferences, but a real, more comprehensive set of offerings for youth who are interested in the craft of the blacksmith.
 - Discussion followed, and it was clear that the Board is enthusiastically supportive of the idea of creating an NWBA Youth Program.
 - Kellen Bateham moved that the NWBA Board of Directors create a Youth Program Subcommittee under the Member Services Committee, to work together to devise and propose plans for a Youth Program within the NWBA. Founding members of the Youth Program Subcommittee would be Kellen Bateham (Chair), Alair Wells, Rochelle Hamms, and Spencer Knight, who also expressed his interest.
 - Silas Maddox seconded the motion.
 - Board voted -- motion was passed unanimously. The NWBA now has a Youth Program subcommittee under the Member Services committee.
 - Kellen Bateham indicated that their first order of business will be to

consider and propose a budget for the Youth Program.

- **For the Good of the Order**

- Clayton Tupper shared that there is an opportunity for free advertising -- see Lloyd Hedgman, Columbia Reader, p.28

Committee Reports

- **Events and Programs Committee:** David Tuthill (Chair), Kellen Bateham, Silas Maddox, Darryl Nelson, Clayton Tupper

- **Audio Visual Subcommittee:** Mark Manley (Chair), Kellen Bateham, Lee Cordochorea

- Silas Maddox noted that demonstrations and presentations used to be videotaped. That stopped when Grant Sarver died, and it needs to be re-started.
- Kellen added that he hopes to videotape Anton (the main visiting demonstrator) at the Spring Conference.
- Discussion followed.
 - The possibility of live-streaming the Mentoring Center demonstrations raises promising possibilities. Live webinars are a potential model that could be of benefit to members, especially those who live farther away from the Mentoring Center.
 - Lee Cordochorea volunteered to research the physical technology needed to hook up video cameras and projector.
 - Kellen Bateham is familiar with the CoMag video camera and projector.
 - Recommended: two video cameras and a projector to start.
 - Spencer Knight is okay with coordinating videotaping at the Spring Conference.
- Silas Maddox moved that the NWBA purchase two video cameras and a projector, with a budget of \$1200 for the purchase. Kellen Bateham seconded the motion.
- Board voted and approved the motion unanimously.
- Lee Cordochorea will research and make the purchases of the video

cameras and projector for the NWBA. They will need to be available and figure out by the Spring Conference.

- **Spring Conference Subcommittee:** Silas Maddox (Chair), Kellen Bateham, Lee Cordochorea, Hunter Dahlberg, Clayton Tupper

- **Reports on 40th Anniversary Spring Conference 2019** planning, preparation, needs
 - The Mentoring Center will remain in its old, current location for this conference as the new location, the Ag building next door, is not available until after July.
 - Demonstrator forges: Two are newly refurbished. Kellen Bateham and Silas Maddox will check the other forges after this meeting.
 - Archives: All the Archives will be displayed at the Spring Conference, and photographed while there professionally. Location of the display will be in the big banquet room or possibly the Ag Building as a way to introduce the membership to the new Mentoring Center location. A tour of the archives with commentary will be arranged.
 - NWBA Video of founders/ oldtimers. Discussed previously. To be shown at the conference, in the big banquet room.
 - NWBA Tree project:
 - Jim reported on the plans for fabricating the Tree itself. It was recommended that much of the fabrication happen before the Spring Conference, to facilitate final assembly at the Conference.
 - Dorothy Cordochorea reported on the leaves, making and stamping them with member's names, how they are attached to chain "withies", and pragmatics of helping the membership to start making leaves and using the Tree. She and Alair Wells have been talking about how repousse and Alair can support this project, as the Tree

and Repousse station will be located together in the Ag Building.

- We need Letter stamps for this project, and they would be good to have as part of the repousse equipment anyway. Alair offered to pick up two sets of different sizes at Harbor Freight -- this plan approved.
 - Alair also recommended that there be a volunteer to help with the NWBA Tree leaf-making and attaching process. Kellen will arrange for such a volunteer.
 - Dorothy hopes to complete leaves stamped with the Founders and Old Timers names by the Spring Conference.
- 40th Anniversary Auction: Auctioneers lined up, discussion of what other staffing needed and who will do it.
 - Volunteers: Kellen will be managing volunteers. He will have a list of specific jobs for volunteers, and each volunteer will be expected to sign up for a specific job.
 - Demonstrations: Papers need to be signed to allow for the demonstrator from Russia to travel here -- BS, but discussed and will be done. Silas Maddox reports that all demonstrators and hands-on classes are worked out.
 - Schedule: David Tuthill reports that the schedule is online, and any updates should be sent to Amy.
 - Repousse staffing to assist Alair and Louis discussed and worked out.
 - Registration Training will take place Thursday evening at the Registration desk, for all Board members and such staff for Registration. Training will include
 - using the Square, etc
 - Jim von Mosch will bring Banquet tickets
 - Amy will make/bring the pre-registration stickers and buttons for the bags
 - Board members will fill in their schedule.
 - Midnight Madness discussed, worked out.

- Banquet needs to be ordered. Silas Maddox will order it.
- Apparel / Merchandise:
 - Kellen Bateham reports we need to order hats. He is willing to order them. General consensus is that hats sell -- go for it.
 - David Tuthill is handling T-shirts. Kellen will call Peggy Gudgel re: t-shirt sizes needed. Kellen will also inventory the current cloth merchandise in stock and compare it with past orders.
 - Kellen Bateham brought up the idea of a 40th Anniversary pin -- a cheaper one could be free, with a nicer one available for sale. There was interest in this idea. Kellen will check out cost and feasibility and order if it makes sense.
- The Friday night Potluck is in hand.
- David Tuthill has the contests in hand.
- Publications:
 - Lee Cordochorea will need to know where and when events are taking place, and access maps, so he can print schedules, including larger ones for on doors. A Big Schedule is recommended for the Registration area.
 - Donation forms, needed and discussed
 - Membership Application forms discussed.

- **Planning for Spring Conference 2020**

- Planning Committee changes for 2020: David Tuthill will take over as Chair. Kellen Bateham and Silas Maddox plan to continue to serve on this planning committee, presumably along with others. No other changes or additions discussed at this time.
- Dates: In order to avoid both Mother's Day and Memorial Day weekends, proposed dates for the 2020 Spring Conference are May 15 through 17. Kellen will check with fairground contact

re: availability and reserve that weekend if it is available.

- **Swaptoberfest Subcommittee:** Silas Maddox (Chair), Kellen Bateham, David Tuthill
 - No report, discussion deferred.

- **Safety Subcommittee:** Lee Cordochorea (Chair), John Paul, David Tuthill
 - we have what we need for Spring Conference (eye/ear protection)

- **Mentoring Center Subcommittee:** Clayton Tupper (Chair), Lee Cordochorea (steward), Silas Maddox
 - The hoped-for new location of the Mentoring Center, the Ag Building, is not available until after July.
 - Kellen and Mike (of the Cowlitz COunty Fairgrounds) are still negotiating regarding having a 12 month, year-round lease, but Mike does understand our needs. Kellen hopes to have a commitment from the Fairgrounds soon.
 - The 12 month year round lease would require that we be open for the Fair, as is the case for our current location.
 - Kellen is also checking in to getting a permanent porta-potty for the NWBA Mentoring Center. Regarding the question of hooking up the MC/Ag building to the sewer, it is difficult to get answers.
 - (Discussion of insurance issues moved to insurance subcommittee report)
 - Camping is available for Mentoring Center events -- we just need to report it to Mike and pay. (MC staff will get reimbursed for that cost.) Other people besides MC staff can camp, too -- they just need to pay.
 - A Checklist of Mentoring Center Staff is needed.
 - There are three categories of Mentoring Center staff:
 - Mentoring Center Coordinator -- There is one Mentoring Center Coordinator. Duties:

- Lines up demonstrators
 - makes or arranges for major purchases
 - Scheduling
 - Supervises Stewards and registrar
 - Mentoring Center Stewards -- there can be any number of Mentoring Center Stewards, but they must be trained. Duties:
 - A MC Steward needs to be on site for safety and to answer questions
 - turns the gas on and off, certifies people in the use of the power hammer, attends to other safety needs
 - Mentoring Center Registrar / table staff.
 - Sits at the table to greet people, have them sign in
 - takes their money
 - uses Square
 - Current Mentoring Center Staff:
 - Coordinator: Clayton Tupper
 - Stewards: There is more than one person currently trained as a MC Steward, but there is no current list of stewards. Lee Cordochorea is one of the MC Stewards.
 - Registrars: Unfilled position at this time -- and needed.
 - It was recommended that at the Spring Conference Banquet, Clayton solicit people to be trained and serve as MC Stewards and MC Registrars/table staff.
 - Forges: The two in worst shape have been refurbished. The next two will be done soon -- one is just a line clog, with the forge body fine. Kellen will check the main demonstrator forge today.
- **Member Services Committee:** Kellen Bateham (Chair), Jeff Cawley, Lee Cordochorea
 - **Archives Subcommittee:** Jack Slack (Chair), Andrea Lisch (liaison), Amy Mook, Darryl Nelson, Jeff Wilson
 - (see previous discussion under the Spring Conference subcommittee)

- **Grants, Education, and Workshops Subcommittee:** Kellen Bateham (Chair), John Paul, Steve McGrew
 - As previously noted, a 12 year old boy has applied for and been awarded an Al Bart grant to attend the 2019 Spring Conference, write a HIN article on it, and give an MC demo for youth in return.
 - Steve McGrew is still a member of this subcommittee.

- **Library Subcommittee:** Lee Cordochorea (Chair), Dave Neely
 - Lee Cordochorea reports that an audit of library materials is needed.
 - Also, we need to prod people to return items that are long out.
 - Lee will share the library list with Amy

- **Board Training Subcommittee:** Lee Cordochorea (Chair), Silas Maddox
 - no further work has been done yet on the Board Retreat idea. Silas, Clayton, and Dorothy Cordochorea will get together about this, but not until after the Spring Conference.

- **Nominations & Elections Committee:** Jim Garrett (Chair), Amy Mook
 - We need to press for candidates to the Board at the Spring Conference.

- **Communications Committee:** Lee Cordochorea (Chair), Jeff Cawley, John Huffstutter, Amy Mook
 - Hot Iron News & Website Editor: Amy Mook
 - Deadline for submissions to the HIN is 6/7/19
 - Recommended that the Facebook page go public to increase posts. Can keep an additional members-only page.
 - Manuals Subcommittee: Lee Cordochorea (Chair), Steve McGrew, John Huffstutter
 - Jim von Mosch hopes to have the “Treasurer’s Timeline” done by the Spring Conference, and to “hand it over to someone” then.

- **Finance & Budget Subcommittee:** James von Mosch, Treasurer (Chair), Darryl Nelson, John Karlik, and Clayton Tupper.
 - **Assets & Inventories Subcommittee:** John Paul (Chair), Lee Cordochorea
 - report deferred
- **Auctions Subcommittee:** John Paul (Chair), Eric Sporado, David Tuthill, James von Mosch
 - see previous discussion under Spring Conference, otherwise report deferred
- **Donations 501(c)3 Subcommittee:** James von Mosch (Chair), Jeff Cawley, Clayton Tupper
 - report deferred
- **Insurance Subcommittee:** Silas Maddox (chair), Ike Bay
 - Ike Bay got our insurance agent names (company is Liberty Mutual).
 - Silas Maddox will call Ike Bay re: any conversations he has had with them
 - There is a question of a rider (\$300 to \$400) to allow any non-members to attend the Mentoring Center. Further clarification needed.

Schedule of NWBA Board of Directors Meetings:

- Schedule of the next eight Board of Directors' Meetings
 - July 27, 2019 at 1:30 pm in the Longview Library (or telecommute)
 - October 19, 2019 at 11 am (location Longview Library? or ? or

telecommute)

- January 25, 2020 at 1:30 pm in the Longview Library (or telecommute)
- April 25, 2020 at 1:30 pm in the Longview Library (or telecommute)
- July 25, 2020 at 1:30 pm in the Longview Library (or telecommute)
- October 17, 2020 at 11 am (location Longview Library? or ? or telecommute)
- January 23, 2021 at 1:30 pm in the Longview Library (or telecommute)
- April 24, 2021 at 1:30 pm in the Longview Library (or telecommute)
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- The next meeting of the Board of Directors will take place July 27 2019, at 1:30 p.m., at the Longview Library (or telecommute).

Adjournment

- Meeting was adjourned at 4:42 pm