

Hays County Master Naturalist Board Meeting Minutes
October 8th, 2015 at 6:30 PM
Camp Jacob Watershed Education Center

The meeting was called to order at 6:31 pm.

In Attendance:

Art Arizpe, President

Karen Archer, VP

Larry Calvert, Past President

Tracy Mock, Secretary

Beth Ramey, Treasurer

Dick McBride, Training Committee Chair-2015

Susan Neill, Training Committee Chair-2016

Dixie Camp, Volunteer Coordinator & State Representative

Helen Bowie, Outreach Committee

Beverly Gordon, Calendar Committee

Richard Parrish, Extension Agent

Gordon Linam, TPWD Representative

Judy Burdett, Membership Committee

Mary Dow Ross, Host Committee

Not Present:

Roxanna Donegan, Host Committee

Leah Laszewski, Records & Membership Committees

Tom Watson, Historian

Susan Kimmel-Lines, Advanced Training

Hope Shimik, Newsletter

Jane Dunham, Webmaster

Candy Spitzer, Willett Grant Committee

1. President – Art Arizpe

- a. Approve previous minutes – Susan Neill has a few edits...Item #10 should be revised to read “Everyone remaining in the class is on track to finish.” Also her name is mis-spelled – there needs to be two LL’s. Helen made a motion to approve the revised September minutes, Karen seconded the motion. Vote taken, minutes approved.
- b. Action Items – There were no September action items in the minutes. Candy forwarded an update on the Willett Foundation which will be discussed later in the meeting.
- c. Announcements – Advanced Training Chair Susan Kimmel-Lines is stepping down, so Beverly Gordon will be taking over for the remainder of the year. A recent Volunteer Management System webinar was attended by the Admin folks (Art, Judy, Beverly). We must go-live on the new system January 1st. We need to consider training for the membership over the next few months. Suggestions

included scheduling a variety of dates & locations to accommodate our membership better, maybe one in San Marcos, one in Dripping Springs, and one in Wimberley. **ACTION ITEM #1** – Dixie will schedule several trainings for the membership over the next few months. **ACTION ITEM #2** – Art and Judy will get with Brad James about the transfer of our access database into the new system. **ACTION ITEM #3** – Art will also get with Ben Adair about the last time we transferred data to Leah's computer. **ACTION ITEM #4** – Art will draft a communication to the membership to stress the importance of getting up to date with the entering of hours in anticipation of the conversion to the new system. Art emailed the updated chapter operating handbook. **ACTION ITEM #5** – All Board Members **Please review the handbook and send comments back to Art by Oct. 15th**. The revisions will need to be voted on by the board and then communicated to the membership during the business meeting part of the gala November 21st. **ACTION ITEM #6** – Art will craft a written notice to go out to the membership 30 days prior to general membership meeting (by Oct. 21st). One last item, Art will not be continuing as President next year. He wants to thank everyone for their service & support during his tenure. If any other Committee Chairs are planning to NOT continue serving in 2016, please let Art know so that the nominations committee can begin planning for a replacement. Karen Archer will also be vacating the VP position next year.

- d. Awards Committee – Dixie (Chair), Larry & Judy will serve.
- e. Board Calendar – Calendar items reviewed & discussed. VP, Secretary & Advisor are required to perform financial audit prior to the gala. **ACTION ITEM #7** – Karen, Tracy, and Richard or Gordon will need to do this at 6 pm on Nov. 12th (prior to the next board meeting). Beth (Treasurer) and Art (President) will also be in attendance.
- f. Question posed to the Board - Do we need “a letter of intent to certify and serve as a volunteer for a period of time” from trainees? There is already a statement on the existing class application, so we don't feel a supplemental statement is necessary.

- 2. Vice President – **Karen Archer** – Next Chapter meeting is Minette Marr on Nov. 22nd. The meeting notice went out yesterday.
- 3. Secretary – **Tracy Mock** – Problems with yahoo mail bounce back messages. **ACTION ITEM #8** – Tracy Needs to draft something for the next newsletter to recap recent emails so that people can try to determine if they are receiving all emails or not.
- 4. Treasurer – **Beth Ramey** Current balance \$33,438.67 – (Willett dedicated funds \$25,000) = \$8,438.67. Also we are heading into the final few months of the year when a lot of expenses will be incurred.

5. AgriLife Agent – **Richard Parrish** – A new tool is available for checkout through the Uvalde office. OK St. Univ. developed a stream trailer which is a large watershed model. Can we get it for the Rainwater Revival on Nov. 7th? **ACTION ITEM #9** – Richard will see if the trailer is available.
6. TP&WD Representative – **Gordon Linam** – Volunteer opportunities coming up in about a month – one of which is the measuring fish that are brought into the lab. The other is the cleaning up of some landscape outside the TP&W office. **ACTION ITEM #10** – Gordon will send a summary of both opportunities to the Secretary for email distribution to membership, and Beverly will add it to the Volunteer calendar.
7. Past President – **Larry Calvert** – Nothing to report.
8. State Representative – **Dixie Camp** – State Representative, Walt Krudop who served for many years but is now “retired” and was replaced by Dixie since we feel there is great value in being represented at the state level, and also hearing what other chapters are doing. The role of the State Rep. is being currently being reviewed and may be redefined by TMN. They will discuss at the upcoming state conference on Oct. 24 & 25.
9. Training Committee – **Dick McBride & Susan Neil** – Next Tuesday is the final class. Susan has next year’s committee put together.
10. Advanced Training Committee – **Beverly Gordon (acting)** – Has been in communication with Susan to learn about AT resources and to keep the AT Calendar updated.
11. Membership Committee – **Leah Laszewski & Judy Burdett** – Leah is in the process of training Judy. There is a lot to learn.
12. Outreach Committee – **Helen Bowie** – Several events coming up. Nothing else to report.
13. Host Committee – **Roxana Donegan (absent) & Mary Dow Ross** – Nothing to report.

Willett Project Committee – **Candy Spitzer** (absent) & **Lin Weber** (absent) – report emailed to Art. **ACTION ITEM #10** – Art will forward to Secretary for inclusion in the minutes. *Done:*

The Willett Committee has submitted the signed contract and the down payment check to Upbeat
 Marketing. The committee is working through the agenda and steps needed to host an internal kickoff
 meeting to begin building the website with Upbeat Marketing. Lin Weber, Beth Ramey, and I are
 meeting this weekend to finalize the group to assemble and suggest dates for the internal kickoff

meeting. We will then have the formal kickoff with UpBeat Marketing. We anticipate the formal kickoff meeting happening in the next two weeks.

1. Historian – **Tom Watson** (absent)
2. Volunteer Services – **Dixie Camp** – Jennifer Richmond & Nancy Russell will be the new Jacob's Well Volunteer Coordinators. New project in the City of Woodcreek, also led by Jennifer Richmond & Linda Land.
3. Calendar – **Beverly Gordon** – There is a lot of great AT on the calendar. Nothing else to report.
4. Newsletter Committee and Editor – **Hope Shimek** (absent) – October newsletter draft was emailed out to the board today. **ACTION ITEM #11** – All Board members - Please review & send comments back to Hope.
5. Web Master – **Jane Dunham** (absent) – Awards page on the website has recently been updated.
6. Adjourn – Larry moved we adjourn, Beth seconded. Meeting adjourned at 7:53 pm.