

Hays County Master Naturalist Board Meeting Minutes
November 12th, 2015 at 6:30 PM
Camp Jacob Watershed Education Center

The meeting was called to order at 6:42 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 and (acting) Advanced Training Committees

Richard Parrish, Extension Agent

Judy Burdett, Membership Committee

Mary Dow Ross, Host Committee

Roxanna Donegan, Host Committee

Jane Dunham, Webmaster

Not Present:

Gordon Linam, TPWD Representative

Tom Watson, Historian

Hope Shimik, Newsletter

Candy Spitzer, Willett Grant Committee

1. President – **Art Arizpe**

- a. **Approve previous minutes** – Karen made a motion to approve the October minutes, Larry seconded. Minutes approved.
- b. **Review October Action Items** – Regarding training on the new hours reporting system, Brad is not available so we will need to schedule & conduct the VMS training ourselves. December has traditionally been training for new board members, but maybe it would be good time to do the VMS training. **NEW ACTION ITEM** – Art will draft an email as follow up to see who is interested in training in December. Dixie suggests multi-city to cover the entire county. Judy & Art worked with Brad & transferred most of the data to new system. **NEW ACTION ITEM** - Art is not sure if all the user logins have been created. Art did talk to Ben to get updated information. Financial audit is scheduled for next Wednesday. Bounced email problem is probably taken care of by sending out more emails to smaller groups. **NEW ACTION ITEM** – Art will send Willett Committee minutes to the Secretary for distribution to membership.

- c. **Announcements** – 2016 Texas Night Sky Festival will include a photography contest. Entries will be accepted for 3 weeks beginning January 1st.
 - d. **Board Calendar** – Upcoming dates – everything is on track. The Nov. 9th hours report has already been sent out to the Awards Committee. **ACTION ITEM** – Art please add the years of service report to the board calendar, due Nov. 1st along with the milestones report.
2. Vice President – **Karen Archer** – January 28th will be Professor Ian Duncan, (UT professor of geology) at the Episcopal Church. The topic is Fracking.
 3. Secretary – **Tracy Mock** – Men’s medium shirt needs a home. Dick already got the shirt.
 4. Treasurer – **Beth Ramey** –

Checking Account balance as of 10/31/15	\$ 24,099.69
Balance of Willett funds	\$ 17,450.00
Available Funds	\$ 6,649.69

The 2015 Year-to-date Budget report was distributed to the board (via email) for review & discussion.

2016 dues are due January 1st. **ACTION ITEM** - Beth will draft an email regarding 2016 dues & forward to Secretary for distribution.

5. AgriLife Agent – **Richard Parrish** – Nothing to report
6. TP&WD Representative – **Gordon Linam** (absent)
7. Past President – **Larry Calvert** – Linda is ready to put the gala program together so Larry needs names of businesses or individuals to acknowledge in the program. Larry also discussed gathering information for annual report.
8. State Representative – **Dixie Camp** – Already discussed annual report requirements.
9. Training Committee – **Dick McBride & Susan Neill**
 - a. Training Committee – Per Dick, graduation is in 9 days. Per Susan, there are 3 people who will not graduate. The 2016 Training Committee members were presented as follows: Coordinator-Susan Neill, Asst. Coordinator-Cate Sitton, Meals-Judy Behrens Lori Trevino and Linda Brown, Registration-Lynne Edleson and Peggy Wilfong, Site Visits-Judy Elliott, Jenni Marino, Mary O’Hara

and John Montez, Speakers-Steve Janda and Lauren Young, Videographer-Dick McBride, Nature Watch-David Wormer. Beth made a motion to approve the members as presented. Larry seconded the motion. A vote was taken and the list of 2016 Training Committee members were approved.

- b. Tuition – The recommendation of the committee is to keep dues \$175. Art made a motion to approve the tuition as recommended. Larry seconded, and the motion was approved. The discussion continued with possible shirt options for future classes. To be considered at a later date.

10. Advanced Training Committee – **Beverly Gordon (acting)** – Two handouts were given, one with an AT suggested outline, and another with a the quick reference guide for how to enter AT hours into the new VMS.
11. Membership Committee – **Judy Burdett** – Please keep detailed records of what you are reporting. In VMS training, it is so important to report timely. Michelle Hagerty says the first year on the new system there are always a lot of hours that get “lost”. Per Dick – it would be a nice service to have someone at every chapter meeting to help folks log in and report their hours. The biggest benefit will be that people will be able to log in and see their own hours without having to ask Membership for a recap. Everyone needs to have all their 2015 hours input by 12/31/15 because all that information will be copied over to the new system on January 1st. **ACTION ITEM** – Judy – please draft an informational email and send to the Secretary for distribution to the membership. **ACTION ITEM** – Website needs to reflect new reporting link on January 1st, and remove the old link.
12. Outreach Committee – **Helen Bowie** – Busy recently with Rainwater Revival and a new program for homeschooled children which includes a “harvest” event this Saturday at King Feed. A new project that is being considered is with the Austin YMCA and is called Camp Cypress Conservation Plan. An 85 acre nature preserve. They would like MN’s to engage in an inventory of flora and fauna in the preserve. We need to decide if this will be an approved project. It’s not necessarily an “outreach” program. We need clarity about who will be using the camp? Is it going to be open to the public? We also need a HCMN project leader. **ACTION ITEM** – Helen or Dixie needs to draft a message to be distributed to the membership to see if there is someone interested in taking the project lead, or possibly put it under another already existing project. **ACTION ITEM** – Dixie is working with the contact to get all questions answered.
13. Host Committee – **Roxana Donegan & Mary Dow Ross** -
 - a. Graduation / Gala Plans – Need 15 tables (8 people at each table) for seating, plus some additional tables for service. Are there any other guests expected? Board members need to arrive at 4 pm to

help set up. Beth has a helper for the dues/registration table. Dick will bring projection equipment. Art is working on the power point. Linda Calvert is going to produce the printed program. 6:15 pm registration begins, 7 pm dinner, welcome (while people are still eating), graduation, recognition of previous classes (Dixie), awards (Art), financial report & review of budget (Beth) election of new officers. Breakdown & cleanup must happen before 10 pm.

14. Willett Project Committee – **Candy Spitzer** (absent) & **Beth Ramey** – Project kickoff meeting held yesterday, Nov. 11th with the marketing firm. Hard deadline for public website is March 1st, 2016.
15. Historian – **Tom Watson** (absent)
16. Volunteer Services – **Dixie Camp** – Nothing else to report.
17. Calendar – **Beverly Gordon** – Look at website – it's updated and still lots of stuff out there.
18. Newsletter Committee and Editor – **Hope Shimek** – November newsletter was distributed.
19. Web Master – **Jane Dunham** – Domain registration will be due in the spring. Hosting is paid for month by month. Needs to be transitioned away from Herb's server, hopefully by January 1st. **ACTION ITEM** – Jane will look at how is the best way to transition that along with all the archives.
20. Adjourn – Larry made a motion to adjourn, Helen seconded. Meeting adjourned at 8:26 pm