

Hays County Master Naturalist Chapter Board Meeting Minutes
March 9, 2017 6:30 PM
Woodcreek City Hall Meeting Room

In Attendance:

Beth Ramey, President
Connie Boltz, Vice President
Larry Calvert, Treasurer
Art Arizpe, Past President
Dixie Camp, Volunteer Coordinator & State Representative
Roxana Donegan, Host Committee
Beverly Gordon, Calendar & Advanced Training Committee
Susan Neill, Training Committee Chair
Gordon Linam, TPWD Representative
Mary Dow Ross, Host Committee
Jane Dunham, Webmaster & Membership Committee

Not Present:

Tracy Mock, Secretary
Jason Mangold, AgriLife Extension Advisor
Hope Shimek, Newsletter
Candy Spitzer, Willett Grant Committee
Lauren Young, Historian (Interim)

- 1. Call meeting to order – Beth Ramey** – The meeting was called to order at 6:32 pm
 - a. Review & Approve minutes of previous meetings. Connie made a motion to approve the February board meeting minutes. Roxanna seconded. Board meeting minutes approved.
 - b. Vote to approve Lauren Young as interim Historian. Larry made a motion to approve and Beverly seconded. Lauren was approved as interim Historian.
- 2. Officer Reports/Announcements**
 - a. President – Beth Ramey
 - i. Beth announced that the letter in support of San Marcos Watershed Protection Plan has been sent.
 - ii. The domain name beautifulhayscounty.org has been acquired.
 - b. Vice President – Connie Boltz
 - i. Next chapter meeting is in two weeks.
 - ii. Continuing to look for a good speaker for the Social in August.
 - c. Secretary – Tracy Mock Not present
 - d. Treasurer – Larry Calvert
 - i. Financial Report – Emailed to board prior to the meeting and reviewed.
 - ii. Larry reported donations for food at the chapter meetings is continuing to increase.
 - e. Past President – Art Arizpe

- i. VMS training for new class – Art provided training to the new class. Jane did most of the setting up of accounts for the new class this year.
- ii. Art has set up an Amazon account with a sales tax exemption for the chapter.
- iii. Art has set up a PayPal account for the chapter and the chapter will be able to use it to collect dues, payments for the Social and Gala, and student tuition.

3. Committee Reports/Announcements

- a. Advanced Training Committee – Beverly Gordon
 - i. Beverly reviewed volunteer and AT time submitted for the first 9 weeks of the year. She reported 323 hours of AT and 2135 hours of volunteer time.
 - ii. Discussion on reported hours ensued. Only 76 members recertified last year. **ACTION ITEM:** Hope should put a reminder in the newsletter each month to remind member to enter their time.
- b. Calendar – Beverly Gordon – Nothing to report.
- c. Historian – Lauren Young not present
 - i. Beth announced that Lauren has met with Tom Watson and now has the hard drive with the historical information.
- d. Host Committee – Mary Dow Ross
 - i. Mary Dow recommended not reminding members to bring their own plates to meetings as most will bring full size plates, while those provided are snack size plates. Using larger plates would increase the amount of food put on the plates. Also, she was concerned that asking folks to bring plates might discourage members from attending the meeting. Discussion concurred with this recommendation.
- e. Membership Committee – Jane Dunham
 - i. Jane has added new class members to VMS.
 - ii. Board email list is working now, but Jason is still not on it. Email is board@haysmn.org. Jason Mangold (jason.mangold@ag.tamu.edu) will have to be added individually when sending an email to the entire board.
 - iii. Jane is creating a master list of board members and contact info for the board members to use.
 - iv. **ACTION ITEM:** Jane will check with Judy to determine who has not received their pin from last year and mail them out. She still needs to get the pins from Judy.
- f. Website Administrator – Jane Dunham – Nothing to report
- g. Newsletter Committee and Editor – Hope Shimek – Not present
- h. Outreach Committee – Roxana Donegan
 - i. Roxana Donegan will take responsibility for outreach activities
 - ii. Request from Stephen Jones re Earth Day activities discussed. **ACTION ITEM:** Dixie to create a response to suggest his info go on the state list serv and note that we have a conflicting major chapter project on the same date.

- iii. Roxana will get access from Helen to the storage locker and set up on Friday for the Night Sky Festival
 - iv. Roxana reviewed the list of outreach activities from last year and the board agreed some were not appropriate for outreach.
 - i. Training Committee Chair – Susan Neill
 - i. 41 members in the new class
 - ii. Only 1 has not set up an account in VMS
 - iii. **ACTION ITEM:** Susan to email class to solicit interest in the at large members for the board.
 - j. State Representative – Dixie Camp
 - i. State Meeting
 - 1. Proposals and speakers for 1-4 hour programs for state meeting due June 1.
 - 2. Each chapter gets one scholarship for annual meeting
 - 3. Nominations for Chapter Advisor awards due September 1
 - 4. State wants to encourage more chapter displays and will dedicate a time slot for attendees to view the chapter displays; Discussion occurred on the possibility of highlighting the Willett project for our chapter.
 - 5. Block of 200 rooms have been reserved at the Omni in Corpus Christi. The hotel will give about a week at the conference rate to encourage attendees to come early and stay late.
 - 6. **ACTION ITEM:** Dixie to write an article for the newsletter on the state meeting.
 - k. Volunteer Services – Dixie Camp
 - i. Dixie received a good response to the request for new and maintained Acres and Miles of trail numbers from the project leaders for the Annual Report.
 - ii. Projects with no activity in 2 years will be deleted from the active project list
 - iii. **ACTION ITEM:** Beverly to submit request to create a new project for the Christmas bird counts.
 - l. Willett Project – Candy Spitzer – Not present, no report

4. Advisor

- a. TP&WD Representative – Gordon Linam – No report
- b. AgriLife Extension – Jason Mangold – Not present

5. Unfinished Business

- a. Willett Implementation discussion
 - i. Support structure - New website falls under new outreach person and will need a committee to maintain. Possible positions for the committee include:
 - 1. Editorial staff
 - 2. Multiple writers
 - 3. Subject Matter Experts (SMEs)

4. Main contact for Ask the Expert; an individual to distribute questions to appropriate SME
5. Blogger(s) – could overlap with SMEs
6. Administrative team

ACTION ITEM: Continue to review and firm up positions needed to maintain the Willett site.

- b. Rack cards - Jane has rack cards available for display at outreach events
- c. Changes to the Trainee Application Form – not discussed this meeting; still pending **ACTION ITEM:** Susan will add a statement to reflect Hays Co. as a first selection criteria and any others second. With this change she will delete the *first come first selected* statement. After these changes she will present it to the Board for final approval.

6. New Business

- a. City of Woodcreek is revising its rules for use of its meeting space – Board discussion ensued.
- b. Member Survey Results – Beth; the survey was reviewed with discussion over possible actions in response to the survey. This will continue to be reviewed next month.
 - i. **ACTION ITEM:** Beth to write an article for the newsletter on the results of the survey
 - ii. Consider a biography on Jason Mangold for the newsletter to introduce him to the chapter
 - iii. Need to point to board minutes for members to be more aware of board actions
 - iv. Highlight a project in each newsletter; **ACTION ITEM:** Dixie to email project leads with specific questions to be used to create project highlight articles.
- c. Curriculum Text Donation to Library- Larry - deferred to the next meeting.
- d. 20th Anniversary Project Chair/Team
 - i. 20th anniversary year for the TMN program; Discussion
Oral history for the project has a very structured format defined by the state. **ACTION ITEM:** Susan to contact class members to find those interested in interviewing long standing members. Dixie and Beth to provide most appropriate names to be interviewed.

REVIEW ACTION ITEMS

- e. Upcoming Calendar events

7. **Adjourn** – Larry made a motion to adjourn, Beverly seconded. Meeting adjourned at 8:40 pm.