

# Hays County Master Naturalist Chapter Board Meeting Minutes

2018-06-14 6:30 PM

## AgriLife Meeting Room

200 Stillwater Drive, Wimberley

Pwd: [HaysCounty2018](#)

### In Attendance:

President – Anne Child  
Vice President – Mary O’Hara  
Past President – Beth Ramey  
Secretary – Tracy Mock  
Treasurer - Larry Calvert  
Historian – Dana Martensen  
Training Committee – Mark Wojcik  
Adv. Training & Calendar – Beverly Gordon  
Membership – Jane Dunham  
Outreach & Marketing – Art Arizpe

Volunteers & State Rep. - Dixie Camp  
Host Committee - Roxana Donegan  
Host Committee – Mary Dow Ross  
Newsletter - Betsy Cross & Tom Jones  
Class Representative – Tyann Osborn

### Not Present:

TPWD Representative – Gordon Linam  
AgriLife Extension Advisor - Jason Mangold  
Class Representative – Patty Duhon

### Order of business

1. **Call meeting to order – Anne Child** – The meeting was called to order at 6:38 pm
  - a. A presentation was given by Tom and Betsy regarding migration of the monthly newsletter from pdf to a website. Discussion followed. **ACTION ITEM:** Tom, Betsy, Art, and Jane will look into how to have a web-based newsletter hosted under one of our existing two domains, rather than purchasing a new (third) domain, and to evaluate how to accomplish this, and **Anne** agreed to be part of the web-based newsletter discussion.
  - b. Review & Approve minutes of previous meetings – May. There were two edits to the May minutes. Dixie made a motion to accept the revised minutes, and Beth seconded the motion. Minutes approved.
  - c. Welcome to Patty Duhon & Tyann Osborn – Class of 2018 board members.
2. **Officer Reports/Announcements**
  - a. President – Anne Child – Nothing to report. WiFi password from Jason does not work...
  - b. Vice President – Mary O’Hara – July speaker moved to October. Seeking replacement.
  - c. Secretary – Tracy Mock - Out of town June 16-27. **ACTION ITEM:** Art will be email back-up so Tracy will send login information.
  - d. Treasurer – Larry Calvert
    - i. May Treasurer’s report emailed, and discussed. 148 paid members for this year.
  - e. Past President – Beth Ramey – Nothing to report.
3. **Committee Reports/Announcements**
  - a. Advanced Training Committee – Beverly Gordon
    - i. New business - online based training – non-interactive criteria
  - b. Calendar – Beverly Gordon – Nothing to report.
  - c. Historian – Dana Martensen – Obtained file cabinets for the storage unit to hold archives.
  - d. Host Committee – Mary Dow Ross & Roxana Donegan – Food for the June and July meetings are planned. Summer Reunion plans underway. **ACTION ITEM:** Mary Dow will create a “Save The Date” to be sent out to membership.
  - e. Membership Committee – Jane Dunham – Report given.
  - f. Website Administrator – Jane Dunham – Nothing to report.
  - g. Outreach & Marketing Coordinator – Art Arizpe
    - i. Outreach Events – Roxana Donegan – July 4<sup>th</sup> Parade update given.
    - ii. Speakers Bureau – Art – Update given.
    - iii. Beautifulhayscounty.org – Art – Press release done. More publicity to follow.
    - iv. Beth – Brochures template created & shared with the board. Discussion followed regarding costs of tri-fold brochures. **ACTION ITEM:** Beth and Roxana will meet to go through the storage unit to take an inventory of brochures on hand, and Larry will add budgeting for tri-fold brochures to the Outreach budget for 2019 based on 2018 usage.
    - v. Newsletter – Tom Jones & Betsy Cross
      1. New business – web-based format for newsletter (moved to the beginning of the meeting).
  - h. Training Committee Coordinator – Mark Wojcik – Report given. Still 41 class members.
  - i. State Representative – Dixie Camp – Nothing to report.
  - j. Volunteer Services – Dixie Camp – Project request discussed.

# Hays County Master Naturalist Chapter Board Meeting Minutes

k. Class of 2018 - Patty Duhon & Tyann Obsorn – Welcome.

## 4. Advisors

- a. TP&WD Representative – Gordon Linam – Not present
- b. AgriLife Extension – Jason Mangold – Not present

## 5. Unfinished Business

- a. Beth - Feedback/ideas for signs. Emailed answers being compiled.

## 6. New Business

- a. Beverly – AT - online based training – non-interactive criteria – Seeking guidance from State. For now, we are staying with the requirement that online AT must be interactive.
- b. Regarding adoption of the amendment to the Chapter Operating Handbook, notice must go out to membership before July 11<sup>th</sup> so it can be voted on August 11<sup>th</sup> at the Summer Reunion. **ACTION ITEM:** Anne needs to send out a notice out to membership

## 7. REVIEW

### a. ACTION ITEMS

- i. Anne will email Jason to see if the AgriLife office will share WiFi password with us for meetings. **Password did not work – Ask Jason how to get internet to work during board meetings.** \*\*
  - ii. Mary will send June announcement to Newsletter, Calendar and Secretary.
  - iii. Board members send ideas to Art. Mary is willing to take the position next year, starting in January 2019. – Roxana will stay on the rest of 2018
  - iv. Larry will draft wording for permanent signage to mark projects, and send to Beth.
  - v. Anne will send Larry info on who to write the check to for State Meeting sponsorship - done
  - vi. Anne will pull an announcement together for state meeting silent auction items - done
  - vii. Anne will incorporate VT metrics into a President's Message. - done
  - viii. Anne will get clarification on when these changes take place in the updated COH – now!
  - ix. Add item to calendar for after the reunion, someone needs to write 'Thank You' notes for door prize donors. – *Actually it is already there... just not in the dates copied to the May agenda.*
  - x. Send approved Chapter Marketing Policy and Guidance to the state MN office. – done
  - xi. Gordon will check the storage facility for the file cabinet from the old extension office. – done
- b. Upcoming Calendar events – Reviewed and discussed
- a. July Board Meeting – 7/12/2018

Mo.	Day	Task	Responsible role
6	1	Summer Reunion - finalize caterer & meal reservations	Host Chair
6	1	Summer Reunion - Appoint someone to receive and track door prize donations.	Vice President
6	1	Summer Reunion - Assign door prize runners	Vice President
6	1	Summer Reunion - Assign someone to man the HCMN booth	Outreach Chair
6	1	Summer Reunion - HCMN board booth	President
6	1	Summer Reunion - Get door prize tickets	Treasurer
6	1	Summer Reunion - Identify projects with tables	Volunteer Project Chair
6	1	Summer Reunion - Print sign-up sheets for project booths	Volunteer Project Chair
6	1	Summer Reunion - Select MC and set agenda	Vice President
6	10	Hold Board meetings at least quarterly	President
7	15	Recommend Training Committee Chair for Board approval	President
8	1 to 31	Summer Reunion and Chapter Meeting – limit announcements and let speaker start on time! Can make announcements after speaker or during meal	Vice President
8	1 to 31	Summer Reunion - Emcee & present Presidents Volunteer Services Awards	President
8	any	Summer Reunion - Send thank you notes for door prize donation	Vice President
8	31	Summer Reunion - Reserve venue for next year	Host Chair

8. **Adjourn** – Mary made a motion to adjourn, Art seconded. Meeting adjourned 8:37 pm.