

Hays County Master Naturalist Chapter Board Meeting Minutes

2018-03-08 6:30 PM

AgriLife Meeting Room

200 Stillwater Drive, Wimberley

In Attendance:

President – Anne Child
Past President – Beth Ramey
Vice President – Mary O’Hara
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
TPWD Representative – Gordon Linam

Not Present:

AgriLife Extension Advisor - Jason Mangold
Newsletter - Tom Jones & Betsy Cross
Host Committee - Roxana Donegan
Host Committee – Mary Dow Ross

Order of business

1. Call meeting to order – Anne Child – The meeting was called to order at 6:30 pm.

- a. Review & Approve minutes of February meeting. The number of paid members corrected from 139 to 138. An action item was added for Larry (to check on gala deposit), and clarification about the \$500 increase of budget (for Outreach) was added. Beth made a motion to accept the minutes and Dixie seconded the motion. Corrected minutes approved.

2. Officer Reports/Announcements

- a. President – Anne Child
 - i. Updated board calendar – any corrections? No changes
 - ii. 500 hours in 2017 awards... need to get those working – Discussion followed. **ACTION ITEM:** Beth to send U.S. President’s Volunteer Award log-in information to Ann.
- b. Vice President – Mary O’Hara – February fieldtrip was successful. March and April meetings set up. Needs help in Wimberley to set up for both March and April chapter meetings
- c. Secretary – Tracy Mock – Nothing to report.
- d. Treasurer – Larry Calvert – Report given.
 - i. February Treasurer’s report – Bank balance is \$22,973.69
- e. Past President – Beth Ramey
 - i. Survey Monkey survey for Annual Report – No update.
 - ii. Wimberley Library Charette – Beth and Larry attended meeting with architect. Update given.

3. Committee Reports/Announcements

- a. Advanced Training Committee – Beverly Gordon – Lots of AT posted on the calendar. Over 300 hours reported so far in the VMS.
- b. Calendar – Beverly Gordon – Nothing else to report.
- c. Historian – Dana Martensen -
 - i. Active member list? Discussion followed. Beth made a motion we stop updating and remove the member directory from our website. Motion passed.
- d. Host Committee – Mary Dow Ross & Roxana Donegan – Not present.
 - i. 2019 summer social and gala venue update? Mary emailed her update to Anne.

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- e. Membership Committee – Jane Dunham – VMS access discussed. Remove Judy B. and add Anne C. instead. Inactive status happens when there are no dues paid and no hours reported for 24 months.
- f. Website Administrator – Jane Dunham -
 - i. How to create/update member list – from VMS? Include emails? Discussed earlier with Membership.
- g. Website modernization – Discussion followed. **ACTION ITEM**: Jane to come up with a proposal for website reconfiguration, to modernize our look, and to address archival of older records. Mark and Dana will help form sub-committee that will need to work out details. Beth will join on the sub-committee to lend the user perspective. Art suggests checking out the template offered by the TMN.
- h. Outreach & Marketing Coordinator – Art Arizpe
 - i. Outreach Events
 - 1. Progress to replace Roxana – No change. Probably okay for the upcoming events, but will definitely need help eventually. **ACTION ITEM**: Art will regroup with Roxana, and then would like suggestions from board members.
 - ii. Speakers Bureau – Art – 3 Recent requests for speakers that Art is trying to fill. All our current presentations are for adults. **ACTION ITEM**: Art will ask the Wimberley Outdoor Educators to share with us some of their prepared presentations that are specifically aimed at children.
 - iii. Beautifulhayscounty.org – Art
 - 1. Website rollout plan – Would like to coordinate with springtime events coming up. Other social media (see New Business, below), and consider development of a speaker’s bureau presentation that is only about website promotion. **ACTION ITEM**: Art will draft a press release and a request for volunteers for the specific areas he still needs help, perhaps bloggers, and regular contributors. Target dates shared (March and April).
 - iv. Newsletter – Tom Jones & Betsy Cross – Not present.
 - i. Training Committee Coordinator –Mark Wojcik
 - i. Ben and Lori Broughton – refunded? Yes and replacements found. Class stabilized at 43 students.
 - j. State Representative – Dixie Camp
 - i. 20th anniversary update – Work is underway.
 - k. Volunteer Services – Dixie Camp – Report given. **ACTION ITEM**: Art will take a look at project expiration dates in the VMS and make edits where appropriate.

4. Advisors

- a. TP&WD Representative – Gordon Linam – Nothing to report.
- b. AgriLife Extension – Jason Mangold – Not present.

5. Unfinished Business

- a. TMN Operation Docs – update – Beth – Nothing new to report.
- b. Feedback/ideas for signs. Beth sent out pictures as samples. Importance on material and durability. Discussion followed about both temporary and permanent signs.

6. New Business

- a. Social Media Policy and Guidance

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- i. Hiram's draft – Well done. **ACTION ITEM**: Beth will review and try to incorporate social media policy into a bigger, over-arching policy related to the public facing website to hopefully combine into just one policy.
 - ii. State would like to coordinate / use ours – hold off for now.
 - iii. Other social media presence – Goes hand in hand with Beautifulhayscounty.org website, but things to consider would be Twitter, Instagram, and others.
- b.** Dick McBride suggests ability to share class videos with other chapters. Discussion followed.
- c.** Do we need a procedure documented for transferring in a member from another chapter? Starts with MEMBERSHIP. **ACTION ITEM**: Anne will draft a checklist of items for new members.

7. REVIEW ACTION ITEMS

- a. Upcoming Calendar events reviewed. **ACTION ITEM**: Ann to add December submission of class schedule to State by the Training Committee
- b. April Board Meeting – 4/12/2018

Mo.	Day	Task	Responsible role
2	any	Complete annual report for State TMN	Past President
3	1	Get names for Presidents Volunteer Services Awards - 500 Vol hour in prior calendar year - order awards	President
3	10	Hold Board meetings at least quarterly	President
3	any	Present to class re: How to Report Hours – usually in the first 2-3 classes	Membership
4	1	Submit taxes to the IRS	Treasurer
5	any	Select Training Class Board members (2) so they can start attending in June	Training Chair

- 8. Adjourn** – Larry made a motion to adjourn. Mary seconded. Meeting adjourned at 8:36 pm.