

Hays County Master Naturalist Chapter Board Meeting Minutes

May 10, 2018 - 6:30 PM

AgriLife Meeting Room

200 Stillwater Drive, Wimberley

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

Volunteers & State Rep. - Dixie Camp
Host Committee - Roxana Donegan
Host Committee – Mary Dow Ross
Newsletter - Betsy Cross

Not Present:

Outreach & Marketing – Art Arizpe
TPWD Representative – Gordon Linam
AgriLife Extension Advisor - Jason Mangold
Newsletter - Tom Jones

Order of business

1. **Call meeting to order – Anne Child** – The meeting was called to order at 6:31 pm.
 - a. Review & Approve minutes of previous meetings – April. Larry made a motion to accept the corrected minutes. Mary seconded, minutes approved.
2. **Officer Reports/Announcements**
 - a. President – Anne Child – Nothing to report. **ACTION ITEM:** Anne will email Jason to see if the AgriLife office will share WiFi password with us for meetings.
 - b. Vice President – Mary O’Hara –
 - i. Fieldtrip to Bracken Cave is tomorrow night, and almost full with 41 attendees.
 - ii. June chapter meeting is arranged. **ACTION ITEM:** Mary will send June announcement to Newsletter, Calendar and Secretary.
 - iii. Speaker for Summer Reunion is already lined up.
 - c. Secretary – Tracy Mock – Nothing to report.
 - d. Treasurer – Larry Calvert
 - i. April Treasurer’s report – Adjustment made to report to move a 2019 down payment out of the 2018 report. Membership payments remain steady at 148.
 - e. Past President – Beth Ramey – Annual report submitted. Emailed to the board on 3/31/18.
3. **Committee Reports/Announcements**
 - a. Advanced Training Committee – Beverly Gordon – Nothing to report.
 - b. Calendar – Beverly Gordon – Up to date.
 - c. Historian – Dana Martensen – Seeking 3 or 4 drawer metal file cabinet.
 - d. Host Committee – Mary Dow Ross & Roxana Donegan – Nothing to arrange for the May meeting. Working with caterer for bid on the food for summer reunion.
 - e. Membership Committee – Jane Dunham – Hours updated after returning from vacation. Nothing else to report.
 - f. Website Administrator – Jane Dunham – Nothing to report.
 - g. Outreach & Marketing Coordinator – Art Arizpe, not present. Update emailed, read aloud by Beth.
 - i. Outreach Events – Still seeking an Events Coordinator. **ACTION ITEM:** Board members send ideas to Art. Mary is willing to take the position next year, starting in January 2019.
 - ii. Dana is working on plans for July Fourth parade. Discussion followed regarding t-shirts.

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- iii. Speakers Bureau – Art – Roxana is taking cards to an event this Saturday. Nothing else to report.
- iv. Beautifulhayscounty.org – Art – Update given via email. **ACTION ITEM**: Larry will draft wording for permanent signage to mark projects, and send to Beth. Discussion followed.
- v. Newsletter – Tom Jones (not present) & Betsy Cross – Nothing to report.
- h. Training Committee Coordinator – Mark Wojcik – Two students have dropped.
 - i. Class reporter for newsletter – Has been established, Andy Witkowski.
- i. State Representative – Dixie Camp – Nothing to report.
- j. Volunteer Services – Dixie Camp – Report given.

4. Advisors

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

5. Unfinished Business

- a. Feedback/ideas for signs. Discussion followed.
- b. Chapter Marketing Policy and Guidance --Combined website / social media document – Discussion followed, one edit requested. Dixie made a motion to approve, Dana seconded. Policy approved. The approved policy needs to be sent to the state MN office.
- c. State conference - 20th anniversary
 - i. Sponsorship request – We have donated \$300-\$500 in the past. Discussion followed. Beth made a motion we donate \$300 for the meeting. Dixie seconded. Motion passed. **ACTION ITEM**: **Larry needs to know who to write the check to.**

6. New Business

- a. Silent Action items for State Meeting – how do we fan out? Newsletter and an email to the membership. **ACTION ITEM**: Anne will pull an announcement together.
- b. Wimberley H.O.T. (Hotel Occupancy Tax) funds are available to organizations that hold an event which draws crowds from outside of Wimberley, and that spend at least one night. Discussion followed about what types of MN events may meet their requirements.

7. REVIEW

- a. **ACTION ITEMS** – Reviewed. All items completed except as **highlighted in green**
 - i. **Dixie** will provide Christine the name and contact information for Sun Gatto, who is seeking volunteer opportunity doing computer work.
 - ii. **Mark W.** will make time in either June or July class for Christine to come and talk about her project.
 - iii. **Anne** will send the bird list to Art for the website
 - iv. **Art** will forward an electronic version of the photography contest announcement to Betsy for inclusion in the next newsletter.
 - v. **Beverly** is to send to Beth the names of HCMN members who achieved Texas Water Specialist certification in 2017 for the Annual Report
 - vi. **Beverly** will write something for the newsletter to remind project leaders to send her information on workdays for inclusion on the projects calendar, and also send to Tracy for an email to the Project Leaders email group.
 - vii. **Beverly** can approve hours in Jane's absence.
 - viii. **Art** will ask a particular person to be Outreach lead
 - ix. **Art** update the website with more current dates.
 - x. **Anne** will incorporate VT metrics into a President's Message. *Still working on.*
 - xi. **Beth** will send Media Policy & Guidance again and ask for feedback.

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- xii. **Anne** needs to add items to our board calendar in order to be compliant with the new TMN Operations docs such as setting next year's board meeting dates at the October board meeting, and approving next year's budget. Anne will get clarification on when these changes take place.
 - xiii. **Art** is going to offer the sponsor opportunity for the State meeting to the Willet Foundation.
 - xiv. **Mary** needs to send Bracken Cave field trip details to Secretary for a message to go out to membership next week (by April 20th).
 - xv. **Art** to finish press release.
- b. Upcoming Calendar events – Reviewed. **ACTION ITEM**: Change “Summer Social” to “Summer Reunion”, **ACTION ITEM**: Add item to calendar for after the reunion, someone needs to write ‘Thank You’ notes for door prize donors.
- a. June Board Meeting Reminder – 6/14/2018

Mo.	Day	Task	Responsible role
5	any	Select Training Class Board members (2) so they can start attending in June	Training Chair
6	1	Finalize Summer Social plans and review with board	Host Chair
6	1	Propose class tuition for board approval	Training 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 - 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. Adjourn – Larry made a motion to adjourn, Mary seconded. Meeting adjourned at 7:48 pm.