

MINUTES

HAYS COUNTY MASTER NATURALIST BOARD MEETING

Thursday, 18 January 2007
7:00pm – 9:00pm
Wimberley (Susan Nenney's Home)

In attendance: President Dale Shively, Newsletter Chairman Richard Barnett, Training Committee Chairperson Nancy Turner, Treasurer Winifred Simon, Secretary Susan Nenney, Vice President Dixie Camp, Membership Chairperson Judy Telford, Jean McMeans, Laurel Robertson, Walt Krudop.

Dale called the meeting to order.

1. Approval of Agenda

Judy requested that the National Backyard Bird Count project proposal to the agenda. Nancy Turner moved and Judy Telford seconded that the agenda be approved as amended. The motion passed.

2. Officer Reports

- Membership - Judy Telford presented a final 2006 report on volunteer hours. Initially the chapter did not categorize hours. She noted that categorization of hours has become more refined beginning in late 2003. Class hours were not broken out in 2005, but were in 2006. The categories used are state-defined. The Board discussed the distribution of hours and noted the increase from 2005 to 2006 which can be attributed to more active volunteers, more thorough reporting of hours by members, and a streamlined on-line reporting system. ACTION: Judy will calculate percentages of category activities.
- Treasurer – Winifred Simon distributed a treasure's report. Last year was the first year the chapter incurred notable expenses. This is in part due to catered chapter meals replacing pot luck dinners, with some members failing to pay for unused meal reservations. In 2006 the chapter's closing balance was \$306 less. The Gala incurred expenses which were not included in the reservation price. In addition to membership dues, income was generated by the Field Day held at Freeman Ranch, tee-shirt sales for the July 4 parade participants and the County Bird List. Winifred noted that the chapter should avoid a practice of annual losses.

The board reviewed the report and discussed options and strategies for balancing the budget for 2007. Walt noted that by subtracting the purchase of a projector and member awards expenses, the chapter basically broke even. Ideas included pursuing unpaid meal reservations, increasing dues in 2008, more field days, newsletter subscriptions for mailed issues, sales of the County Bird Lists. The group also discussed in general terms the class account and its relation to the chapter account.

Winifred also recommended the chapter develop a mechanism for advanced approval for expenses. She has received expenses for items that were not previously approved. Example: Although a supply of paper goods are kept by Winifred, several people were buying paper goods for various events. Dixie proposed that a finance committee approve expenses and a committee structure be developed to review them. Walt noted that unauthorized expenses are rare.

Susan suggested that the development of the 2007 calendar with planned activities will help guide the budget process.

Dixie proposed that members be asked to participate in finance and other committees.

3. Housekeeping

Board members were encouraged to pay their dues. Several did.

The Board approved the adoption of the Great Backyard Bird Count as a HCMN volunteer project. (approved Winifred, Susan, Judy, Nancy)

In the interest of time, the discussion of other housekeeping items (HCMN Participation at Earth Day at Emily Ann Theatre/Butterfly Festival April 2007 and Order of Training Manuals for chapter members) was tabled.

4. Appointment of Committee Chairpersons/board members (Operating Handbook B)

Historian: Dale announced that Laurel Robertson has accepted the position of historian and will be gathering information for a chapter history. Laurel also volunteered to help with the newsletter. The group discussed the tasks needed in both archiving and history development. Susan has the secretary's carton of materials and Bryan has an annual documentation of chapter progress. Laurel will ask for a few volunteers to help.

Chair, Newsletter Committee: Dale noted that Richard has agreed to continue as the chair of the Newsletter Committee and is open to assistance. Laurel will assist as the history project becomes current.

Appointment of state representative/discussion of role: Walt explained his participation in a state committee composed of Texas Parks and Wildlife Department and Texas Agricultural Extension staff as well as some individuals who serve at Michelle's request. The state organization's Volunteer Representatives Council is composed of a representative from every chapter. In the past, they met each year once or twice but now are likely to meet regionally 4-5 times for informational meetings, workshops and to have a connection to the state. Otherwise the chapters have no direct connection to the state organization. The state organization is being revised. After that the state committee will be restructured. The chapter never really picked a state rep although Walt attends those meetings along with his other duties. Dale nominated Tom Watson as chapter representative to the Volunteer Representatives Council. Dixie moved and Nancy seconded that Tom Watson be appointed as state rep. The motion passed. Dale noted that the past president serves if there is no state rep.

Chair, Host Committee: Dale nominated Jean McMeans to serve as Host Committee chair. This job will entail coordinating meals for the class and the chapter meetings. Nancy moved and Dixie seconded that Jean be appointed Host Committee Chair. The motion passed.

Chair, Public Relations Committee: Dale nominated Walt as chairman of the Public Relations Committee. The group discussed the PR Committee and its various possible tasks, including advocacy, policymaker education, promotion and publicity for chapter news. Dixie moved and Winifred seconded the nomination of Walt. The motion passed. Walt will form a committee to discuss possibilities.

5. Training Committee

Location: Dale opened a discussion of a suitable place for a class in the Wimberley area following the board's recent decision to hold the 2007 class in Wimberley. Nancy suggested and Dale supported the option to hold the first class at the Extension office to create the initial bond with the Extension Service and to facilitate an easy distribution of class notebooks and other materials.

Nancy reviewed the process last year using the White Wings facility. Overall there were pros and cons, a major con being a reduction in classroom space from previous years. She visited the Wimberley Committee Center and has discussed the use of the facilities with Andrea. The Center does meet the list of space requirements submitted last meeting. The fee for use of the Bronco Room there is \$40 for 3 hours plus \$5 for each additional hour with a 10% discount for prepaying or for meeting monthly. The typical training class routine is to set up around 5:30 p.m. and be out by 10:00 pm (4 ½ hours). The room capacity is 55, seating 27 with a U-shaped table arrangement with additional space at the back for chairs. Andrea would like to work to accommodate the class needs. The Board discussed the pros and cons of White Wings and the Community Center as a base of operations for the 2007 class.

Susan moved and Walt seconded that the Training Committee Chair be authorized to negotiate with The Wimberley Community Center to be the primary class location for the 2007 training class. The motion passed.

Budget: Dale asked Nancy to prepare and submit a training budget for the next meeting.

6. First chapter meeting – February

Walt proposed that Dixie identify a speaker and then find a date. The Board discussed a possible target as the week of the 19th, possibly 22nd with a 6:30 dinner and 7:00 program.

7. Next Board meeting The next Board meeting was set for Monday, Feb 12 Monday, 7:00, 600 Red Hawk Road (home of Winifred Simon)

It was moved and seconded that the meeting adjourn. The meeting was adjourned at 9:15.

**MINUTES ADDENDUM
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BOARD MEETING**

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As the new President, Dale Shively will arrange to meet with Tom Watson to add his own name to the list of signers for the checking accounts and to remove Tom's name.

Respectfully submitted,

Susan Nenney
Secretary