

**Hays County Master Naturalist Board Meeting**  
**Wednesday March 19, 2008, 6:30 pm**  
**820 Red Hawk Road**

**Attending:** President Dale Shively, Secretary Susan Nenney, Treasurer Winfred Simon, Training Committee Chair Jean McMeans, Volunteer Projects Chair Walt Krudop, Le Ann Linam, TPWD, Membership Chair Beth Ramey  
Chapter members attending: Leah Lazewski.

**Not Attending:** Past President Tom Watson, Vice President Dixie Camp, County Agrilife Sponsor Bryan Davis, Newsletter Chair Richard Barnett, Historian Laurel Robertson.

Dale called the meeting to order at 6:40. The agenda was approved as continued from presented.

### **Officers Reports**

#### Secretary

The roster has been updated to include the class. Walt noted three corrections to the February minutes.

#### Vice President

No report.

#### Training Committee

Jean McMeans reported that two classes have been completed very well. According to Operating Procedures, the Training Committee has the right to select the graduation location. The Training Committee prefers that all awards and certificates will be presented at the graduation including state certification. The group discussed strategies to integrate graduates into the chapter at the Gala. Jean reported that this is a fantastic class, very involved and savvy. The Canyon Gorge field trips are coming up April 12 and 13, 1:00 – 4:00pm; slots not filled by students will be available to chapter members. A \$10 fee is assessed.

The volunteer project approval process is of interest to be sure class members have clarity about the volunteer process from their mentors, so the Board and web site instructions need to be clear.

Once Walt or Betty have approved volunteer projects and their hour value, they need to be immediately posted to the web site.

#### Advanced Training Committee Chair

No report.

#### Volunteer Projects

President Dale Shively noted that some people continue to ask the secretary to distribute unapproved events to the chapter members instead of sending directly to the volunteer chairperson or AT chairperson.

Walt reviewed information sent to the board today regarding the project list. He presented several charts describing percentages of volunteer hours reported for our entire list of projects. The Board discussed paring back the list and discussed criteria including:

1. No recent time charged to project.
2. Project contact reports completion.
3. No project contact.
4. Project no longer meets the criteria.
5. Project can be consolidated with another project.

Dale noted that even if a project meets official criteria, if it has no goals of a certain caliber, that might become a criteria for discontinuation.

A project must meeting the following criteria:

1. The project must support the MN mission.
2. Money cannot be made for another project or agency.
3. The working volunteer must be identified as an MN.

Dale proposed that Walt send an e-mail to all contacts with a project that has no hours charged in last 14 months.

Walt identified two goals of the volunteer hour system: to track information and to manage a list of projects from which people can choose. The group discussed ways to clearly present volunteer options to chapter members.

Susan said that web site reporting interfaces for volunteers should be user-friendly for volunteers and also collect the data the chapter leadership needs to report or wants to know about chapter activities.

Dale proposed that the board develop criteria on how to pare projects back in the short term. Discussion followed on the history, utility usability and logic of the current system.

#### ACTION ITEM:

Walt will do the following:

- 1) Pare the project list. Contacts who do not respond w/i two weeks will have projects dropped. Walt will contact and report to board by e-mail.
- 2) Group remaining activities by some criteria. Beth noted the State of Texas only requests a distinction between “direct” versus “indirect” outreach.
- 3) Promote a select few projects as chapter activities with Board input.
- 4) Develop a reporting system for volunteers that also provides the data the chapter needs.

Dale asked Walt to make a recommendation on the 4-5 projects based on the most potential for positive PR and current participation levels.

Walt reported that he has been approving projects as they arrive at his e-mail. The Board is okay with his single approval. The process once a project is approved has been to send the new projects to Herb for posting on the Web site. Walt will also send copies to Beth and Richard for the newsletter.

## President's Report

Dale asked the Board's response to Herb's on-line forum now in field-testing.

## **Treasurer's Report**

The current chapter balance is \$2,819.51, and the class balance is \$6,033.99. We currently have 58 paid members.

Winifred reported on her suggestions for the Operation Handbook. The chapter is not in compliance on some items, including conducting an internal audit before the annual meeting with a report presented at the meeting.

She had some suggestions about distribution of the class budget, including leaving \$2,000 in the class budget at the end of each class to begin the following year. Excess funds will be transferred to the general chapter account; any shortfall below \$2,000 will be met by the chapter.

The chapter needs a written spending approval policy and process; there is currently no procedure.

She noted that the chapter has now worked out documentation processes with the training class to track incoming funds for future audits. The Membership Chair needs to know how many members we have and needs to be able to tell the audit chairperson how much income to expect. The Training Chair and President should each be able to see bank statements on a monthly basis.

Leah asked for Board approval for advanced training at River Center on specifically on removal of exotic species (elephant ears) and use of systemic pesticides this Saturday, March 22, in the afternoon. The Board approved the event for 1 hour of AT.

A board meeting was set for April 16 Wednesday, 820 Red Hawk Road, 6:30pm.

Jean moved that the meeting be adjourned.

The meeting was adjourned at 8:48pm.