

**Texas Master Naturalist - Hill Country Chapter  
Board Meeting  
February 22, 2012**

**Present:** Anne Cassidy, Daneshu Clarke, Steve Clyburn, Sally Garrett, Eileen Gotke, Tom Hynes, Phyllis Muska, Paula Smith, Priscilla Stanley, Floyd Trefny

**Absent:** Reidun Hilleman

President Priscilla Stanley called the meeting to order at 1:30pm.

**Acceptance of Minutes for January 2012 Meeting:** A correction was made to the minutes on page 2 under **Options for selling our TMN shirts and hats, etc.** The sentence should correctly read: Priscilla stated that if we did **not** apply to the State Comptroller's office for a Texas **Sales Tax permit** as a 501(c)(3), we would be limited to 2 days a year to sell items tax free. Paula Smith made a motion to approve the minutes as corrected. The motion was seconded by Sally Garrett. Motion carried.

### **Treasurer's Report**

#### **2012 Budget**

Floyd Trefny presented the revised budget for 2012. With an increase in tuition, we will be \$1,175.00 in the black by the end of the year. Floyd also submitted a graph showing cash flow throughout the year. The checking account will decrease until June when tuitions begin to come in. Motion to approve the 2012 budget as submitted was made by Floyd Trefny. This motion also includes the following: "The Treasurer is authorized by the board to pay all expenses covered by the annual budgeted amount for each category presented without further board review. The Treasurer will bring to the board any expenditure not reasonably covered by one of the categories listed or if expenditures in a category are projected by year end to exceed the approved annual amount." Tom Hynes seconded the motion. Motion carried. We will use the budget to monitor expenses through the year.

#### **Treasurer's Report**

Floyd presented the Treasurer's report for February 2012. This report was compiled using Quicken software. There is 1 check which has not been cleared from last July. The individual has been contacted. Tom Hynes made a motion to approve, Steve Clyburn seconded. The treasurer's report was approved and the summary will be posted to the website.

#### **Budget Report**

The report shows the January 2012 budget amounts vs. the January actual amounts. Expenses were slightly above budget. In the future, the second part of the report will show cumulative income and expenses for year to date. No approval is necessary for this report as it is informational only.

**Selling TMN Hats, T-Shirts, etc.:** We are in agreement that we, as a chapter, wish to sell items such as hats, t-shirts, signs, etc. to raise funds for the chapter. However, we will have only one day each year when we can sell items and not collect sales tax since, when we co-sponsor Down By The Riverside with Riverside Nature Center, at which time sales taxes are not collected for the native plants, each organization must use one of their two annual tax-free days. Therefore, we will need to apply for a Texas Sales Tax Permit.

The sales tax will have to be paid to the state, quarterly and we can obtain the collection form on line. Four officers of the board will need to submit their social security numbers to obtain a Texas Sales Tax Permit. Paula Smith will get the permit.

Quoted prices for our TMN shirts, hats and bags, etc. will include tax. Floyd will calculate the tax based on items sold each quarter and remit to the state.

**TMN Specialty (Dragonfly) License Plate:** Priscilla stated that if the TMN State Program Office were to have the plates made through a private contractor, they would not make as much money from the sales as they would going through the legislature, which would take longer. Floyd suggested using the dragonfly logo with the word 'naturalist' instead of Master Naturalist. Tom suggested that raising money this way for the Texas Master Naturalists might be a conflict with TPWD fundraising. Eileen Gotke offered to check with the Master Gardeners to find out how successful their license plate sales have been.

Michelle Haggerty, one of our chapter advisors and the TMN State Program Manager, will be attending the board meeting in March. This topic will be tabled until then in order to get her input.

#### **Chapter Operating Handbook:**

**Treasurer:** Add: "Pay sales tax from promotional sales quarterly as required by state law." Also add the items from the January minutes.

**Vice President:** Item f. revision: "Develop calendar of activities and provide this information to the Communications Director." The phrase which begins "keep a written record..." will be included under duties of the Communications Director.

**Membership Director:** Item b. will be combined with item r.

**Communications Director:** Item b. will be combined with item f.

Paula Smith proposed that we have a Hill Country Chapter FaceBook page. Eileen Gotke made a motion for a FaceBook page. Tom Hynes seconded the motion. Motion carried. This will be added to the Communications Director's job.

**Standing Committees:** Previously it was proposed that Volunteer Service Projects committee and Advanced Training committee be deleted. The board agreed that these 2 standing committees should remain in the operating manual as originally stated.

**Other:** Priscilla will check on the liability form which needs to be kept forever.

Floyd proposed that Priscilla send to him, electronically, the proposed changes to the COH so that he can create a "red-line" document and send comparative documents, noting the changes, to the membership for comment.

**Miscellaneous:**

There was a brief discussion on what constituted “membership” in the chapter. There are several people who are inactive. There are also “members’ who did not finish their class work. Others have moved out of the area.

**Officers’ and Directors’ Reports:**

**Paula Smith** requested that board members clip articles that pertain to the Master Naturalists so that she can see what is being published and where.

**Daneshu Clarke** reported on the new class progress to date: All the speakers are in place. New speakers this year are Dr. Carter Keairns. Geology, Dr. Weldon Hammond, Hydrology and Water Resources, Sky Lewey-Jones, Riparian Area Management, Steve Clyburn, Rainwater Harvesting, Phyllis Muska and Jim Stanley, Exotic & invasive Plants/Exotic Animals. A list of the topics to be presented was passed around to all board members.

There will be 3 field trips:	Geology, Hondo Creek	September 8
	Bamberger Ranch	September 15
	Kerr Wildlife Management Area	September 28
	Ryan Reitz will talk about plants and forage	

Tentatively, there will be a trip to Herff Farm on October 27.

Advanced training and volunteer hours reporting will be the second class after the new class reception.

Volunteer project booths will be on October 24

**Floyd Trefny** stated that he had received a letter through the USPS from Chevron stating that he could log on to the Chevron website to receive a “matching donation”. The board agreed that this needed further investigation.

The meeting was adjourned at 3:30 PM.

The next meeting will be **Wednesday, March 21 at 1:30 PM at RNC.**

Respectfully Submitted,  
Anne Cassidy  
Secretary