

**Texas Master Naturalist - Hill Country Chapter**  
**Board Meeting**  
**June 20, 2012**

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

**Absent:** Michelle Haggerty

**Also Present:** Cynthia Burgin, Merrily Labarth

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

**Acceptance of Minutes for May 2012 Meeting:** Paula Smith made a motion to approve the minutes. The motion was seconded by Daneshu Clarke. Motion carried.

**Treasurer's Report:** Floyd Trefny presented the Treasurer's Report. This month's report has been expanded to include the new "holding account" that will be used to manage the funds for the state annual meeting. Page 2 shows old checks which have cleared plus donations made to the chapter. Transactions which have not cleared are from June only. The chapter account balance at the end of May was \$10,333.93 which included \$623 for the purchase of our chapter laptop computer. Phyllis Muska stated there could possibly be a little few more expenses for this item in the near future.

The only transactions in the holding account are \$5.00 to open the account and \$20.32 for new checks.

Tom Hynes made a motion to approve the Treasurer's report; Reidun Hilleman seconded. Motion carried.

The May Budget Report presented by Floyd shows that income is tracking ahead of forecast year-to-date; mainly because new class tuitions are coming in earlier than usual. However, Promotional Merchandise sales income is behind projection by \$500. Our expenses are under budget. No one has requested funds set aside for projects at this point.

**Chapter Laptop Computer:** Phyllis Muska announced that the chapter laptop computer has been purchased. She is waiting to receive the Microsoft Office software which she will install. The computer comes with a 2 year warranty and we can purchase accident insurance for an additional \$69 a year. The board agreed not to purchase the accident insurance.

Priscilla Stanley had sent all board members a draft of the policy for use of the projector and laptop to review before the board meeting. A motion was made by Paula Smith to amend paragraph 2 to designate the chapter vice president as the custodian of the projector and the laptop. The motion was seconded by Sally Garrett. Motion carried. The vice president will lend the laptop and/or projector to whichever member may need them and keep track of who has them. Priscilla will change paragraph 2 in the policy and re-issue it.

**Website Improvements:** Paula Smith announced that Michelle Haggerty has enhancements available for our website to allow it to be integrated with the state system. There will be features we don't currently have such as a better calendar and the ability to include pictures with the list of volunteer projects. Dean Schmelling, webmaster, will be available to attend the July board meeting to better explain these enhancements and make recommendations.

**Rack Card Holders:** Prior to the board meeting, Paula Smith had sent out information on the several options available for rack card holders. She suggested that the chapter purchase 20 of the two-tier holders. Floyd noted that we have \$200 in the budget for newsletter expenses which would not cover the purchase of 20 holders. Reidun Hilleman made a motion to increase this line item in the budget by \$120 to cover this purchase. Steve Clyburn seconded the motion. Motion carried.

**Chapter Picnic:** Tom Hynes passed around driving instructions to Muleshoe Ranch. Daneshu Clarke volunteered to send out a flash reminder of the picnic. She'll send a note with the picnic brochure as an attachment. Because of the picnic this month, there will not be a chapter meeting on Monday, June 25.

Cynthia Burgin talked about the activities planned for the day. Tom addressed the possibility of non-members showing up. The board agreed that we should have an "open gate" and whoever shows up is welcome. The Tagline Award will be presented right after lunch and before John Karger's demonstration.

**HCMN 10<sup>th</sup> Anniversary Celebration:** The 10<sup>th</sup> anniversary celebration will take place at the new class reception in August.

**Taglines:** Sally Garrett presented a list of 55 taglines which she had received. All board members were asked to review the list and sent 5 taglines which they preferred. The deadline for getting these to Sally is 6 PM Thursday, June 21. The winner will receive a native salvia greggi, coral-colored.

**“Welcome to the Hill Country Chapter” presentation for the new class:** All board members received a draft of the presentation and the topics to be covered. Priscilla stated that this document in its final form would be a handout for the new class members. It should be completed in time to be included in the notebooks.

Daneshu suggested that individuals presenting should not reiterate their job duties. Phyllis agreed to write a section about the website to be included. Floyd suggested having an activity form filled out and included; or have the trainees fill out the form during class. Priscilla asked that any additional suggestions be sent to her and we will try to finalize this document at the next board meeting. Steve Clyburn commented that while volunteer hours done out of state could not be counted for activity, advanced training done out of state could be counted with prior approval.

**Newsletter Editor:** Paula Smith announced that Kristie Denbow is resigning as newsletter editor ☹. Someone is needed to work with Kristie on the July issue and then will be responsible for the August issue and beyond. No one on the board knew of anyone at the moment to suggest for this position. Paula suggested that we review some of the old applications to see who has had newsletter experience. A general email could also be sent out announcing the open position. Another possibility would be to contact the Graphic Design department at Schreiner University and hire a student.

### **Officers and Directors Reports**

**Tom Hynes:** Tom announced the rotation of the Christmas Party planning for the record: 2010 – Gillespie County, 2011 – Kendall and Bandera Counties and 2012 – Kerr County. Tom has not yet found a member from Kerr County to chair this event. Tentatively, the date is December 8. The venue will possibly be Camp C.A.M.P. Tom also stated that he will be out of town for the next board meeting. If there are any anticipated projector needs, please let him know before July 10. The July chapter meeting speaker will be Scott Richardson from the South Llano Watershed District.

**Eileen Gotke:** Eileen announced that there were 84 attendees at the May chapter meeting. 15 members received awards in June which will be presented at the July chapter meeting. So far 12 applications have been received for the new class.

**Daneshu Clarke:** Daneshu stated that plans are being made for the new class reception. Michelle Haggerty will speak. The board is asked to bring finger food and Sally will create a sign up sheet. Gracie Waggener and Cathy Downs will be asked to set up the room again.

Daneshu and Eileen will work on the mentor list. It was suggested that last year’s mentors and class be asked first. (Last year there were 30 mentors). Floyd suggested some type of evaluation of the mentoring process.

For the class during which the available volunteer projects are presented, Daneshu will begin contacting the project coordinators who had a “booth” last year.

The meeting was adjourned at 3:30 PM.

The next meeting will be **Wednesday, July 18 at 1:30 PM at RNC.**

Respectfully Submitted,  
Anne Cassidy  
Secretary