

Prairie Oaks Chapter of the Texas Master Naturalist Program

September 1, 2022

Board Meeting Minutes

Board members in attendance: Katie Moses, Dayna Inbody, James Gray, Monica Cortez, Bill Hopkins, Stephanie Keith, Lynn Wood, Barbara Salter, Devin Erxleben, Adam Mitchell.

The meeting was called to order by President Katie Moses at 6:36 PM

1. The minutes from the May meeting were approved.
2. Officer Reports:
 - a. Treasurer (James) - The ending balance as of 7/31 was \$6,568.25. Katie shared an updated budget worksheet showing the year to date spending which will be sent out to the Board in a follow up email.
 - b. Secretary (Monica) - No Report
 - c. Vice President (Dayna) - No Report
 - d. President (Katie) -
 - i. Updates from State Office
 1. TMN Guiding Document updates will be shared in September and will become operationally engaged in January 2023.
 2. Annual Meeting- The early bird registration has ended for the annual meeting. Deadline for bulk ordering of textbooks is October 12th. If needed, pins can also be ordered and picked up at the annual meeting. Deadline for entries to the Photos, Art and Media Contest is 9/30/22.
3. Director/Chair Reports:
 - a. Communications Director (Bill) - No Report
 - b. Membership Director (Barbara) - No Report
 - c. Volunteer Service (Stephanie) - No Report
 - d. Advanced Training Director (Colton) - No Report
 - e. Training Class Director (Lynn) - Working on lining up speakers for the next class.
 - f. Training Class Representative - Katie shared that Matt has stepped down from this position so this will be a vacant seat until next year.
 - g. Immediate Past President (Karen) - No Report
 - h. Advisors:(Devin, Sonja, Adam) - No Report
 - i. Nature Center (Meghan) - No Report
4. Old/ Unfinished Business:
 - a. Financial assistance for community members- The rough draft of the financial assistance application was shared and changes were suggested. Katie will send the updated version to Colton for approval as the company that he works for has

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offered to provide the scholarships. Once the final form is approved, the process for this will be finalized.

- b. Setting up a textbook library for the new training class- Devin has offered to purchase 10 books to set up a textbook library. These books will be loaned to participants that request financial assistance. Once the books are picked up during the Annual Meeting, we will determine a location to store the books and a process for issuing them to participants.
 - c. 5th Anniversary Celebration- Dayna shared a brief update on the current plans. A budget for the event will be presented to the board for approval at a later date.
5. New Business:
- a. Appoint Training Class Director- Katie recommended Lynn Wood for the position of the New Training Class Director. Devin made a motion and Monica seconded. Motion carried and Lynn is appointed as the New Training Class Director for 2023.
 - b. State Meeting Registration scholarship- It was determined that Meghan is the only active member that is currently a college student. Katie will reach out to her to see if she would be able to attend and if not, she will send out another recommendation to be voted on via email. Katie also shared that the State is offering a \$100 discount for one attendee per chapter so she asked for recommendations for that as well.
 - c. Updates to Chapter Documents- In Karen's absence, Katie shared the proposed updates to the chapter documents and opened the floor for suggestions or comments. The only suggestion was that we do not include the cost of dues in the guiding documents but instead lay out the process for how dues are to be set. The comments will be shared with Karen and we will vote on changes at the December Board meeting.
 - d. Revisit the 501c3- Katie has asked the Board to revisit the subject of our chapter becoming a 501c3 and will move towards gathering additional information so that we can bring this to a vote in the near future. Bill will look into D&O insurance and Katie will reach out to other Chapter Presidents to get their input.
 - e. Other Business- Dr. Mitchell shared an opportunity for a Pollinator Research Partnership between TPWD, AgriLife Extension, and the Texas Master Naturalist Program to build a new pollinator garden, to plant milkweed and other natives, and to monitor butterflies during migration. The board was in agreement that this would be something that our chapter, and other surrounding chapters, would like to get involved with.

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6. Announcements

- a. The next chapter meeting is September 15th

The meeting was adjourned at 8:09 PM