

Prairie Oaks Chapter of the Texas Master Naturalist Program

January 12, 2023

Chapter Board Meeting

In attendance were Karen Aho, Layne Cassidy, Janet Dawson, James Gray, Doris Hasten, Bill Hopkins, Dayna Inbody (Zoom), Stephanie Keith, Dr Adam Mitchell (Zoom), Katie Moses, Meghan Peoples, Barbara Salter, Lynn Wood, Linda Wood.

A quorum was present.

President Katie Moses called the meeting to order at 6:31.

Minutes of the November Board Meeting were approved.

Officer Reports

- Treasurer James Gray reported the chapter had an account balance of \$3,370.85. Currently the president and the treasurer are account signers. New Bylaws specify there must be a third signer.
 - **Barbara Salter moved that the Immediate Past President be added as third signer. All present voted in favor. Motion passed. The motion was later amended to add the Vice President as the third signer as the Chapter Bylaws stated that the third signer must be a chapter officer.**
- Secretary Bill Hopkins had no report.
- Vice President Dayna Inbody reported that the financial review had been completed, and all records were in order.
- President Katie Moses announced leadership positions for 2023.

Director/Chair Reports

- Communications Director Layne Cassidy will be forming transition plans for communication duties.

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- Membership Director Barbara Salter discussed plans for storing membership and volunteer data on the shared drive.
- Volunteer Services Director Stephanie Keith mentioned some upcoming opportunities.
- Advanced Training Director Doris Hasten reported she was learning the job from Barbara and others.
- New Training Class Director Lynn Wood reported last minute preparations for the class.
 - President Moses reviewed the process for appointing a new director at the April meeting since Lynn does not want to continue in the position after this class.
- New Training Class Representative Jan Dawson had no report.
- Immediate Past President Karen Aho had no report.
- Advisor Devin Erxleben was not present.
- Advisor Dr Sonya Swiger was not present.
- Advisor Dr Adam Mitchell had no report.
- Nature Center Meghan Peoples reported she would organize a committee of volunteers.

Old/Unfinished Business

- Chapter Guiding Documents
 - The state has created new documents which we are required to adopt.
 - The new Chapter Management and Operating Protocols have been posted to the website.
 - The new Bylaws have been approved by the advisors and posted to the membership and will be approved at the next chapter meeting.
 - Editing will start soon on the Chapter Operating Handbook.
- Storage options
 - No viable alternatives have been found at this time.

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New Business

- The 2023 Budget was discussed. A budget of \$5,070.00 was proposed using \$1,515.00 from reserves to balance income with expenses.
 - **Lynn Wood moved that the budget be adopted. Stephanie Keith seconded. Motion passed.**
- Board meetings for 2023 will be April 27, September 7 and November 30, with a Board Retreat in February or March.

Announcements

- January meeting will include a year in review for 2022 and the February meeting will have an awards ceremony.

President Moses adjourned the meeting at 8:25 pm.