

Prairie Oaks Chapter, Texas Master Naturalists

September 7, 2023

Chapter Board Meeting

In attendance were Karen Aho, Layne Cassidy (Zoom), James Gray, Bill Hopkins, Dayna Inbody (Zoom), Stephanie Keith, Katie Moses, Barbara Salter.

A quorum was present.

President Katie Moses called the meeting to order at 6:45.

Minutes of the April 2023 Board Meeting were approved without corrections.

Officer Reports

- Treasurer James Gray reported the chapter had an account balance of \$3620.81. President Moses reviewed income and expenses compared to the 2023 budget. Overall, the finances are good. All expense categories are under budget. Still some outstanding dues to be received. We will need to dip into reserves to balance budget.
- Secretary Bill Hopkins had no report.
- Vice President Dayna Inbody reported the Star Party is postponed due to COVID uptick. Twelve people have signed up for the Fort Davis trip in the Spring.
- President Katie Moses reported that the state organization needs silent auction items. She is putting in Google Workspace position descriptions and documentation of procedures for each leadership role.

Director/Chair Reports

- Communications Director Layne Cassidy reported that the next newsletter will be sent in the next two weeks. She reported some insights statistics from the Facebook page.
- Membership Director Barbara Salter reported that Gordon Lee has asked for late approval for volunteer hours. Barbara also said that having to go before the board in person to request approvals for late hours makes the reporting even later than it otherwise would be.
Karen moved that the Board may receive a one-time request for late hours approval via email and also approve the request via email. Bill Hopkins seconded. Motion passed.
Stephanie Keith moved that Barbara may enter and approve the late hours for Gordon Lee. Bill seconded and the motion passed.

- Volunteer Services Director Stephanie Keith had no report.
- Advanced Training Director Doris Hasten was not present.
- Training Class Director Karen Aho said the class expected to fill up with 15 + Tarleton students. The committee is working on a flyer with a schedule. They are setting goals for certifications.

The financial assistance application was reviewed. Karen suggested having several options for assistance and making availability more obvious. Katie will check with Colton to see if his company will still underwrite the scholarships. Devin has textbooks for the library and trainees will be able to borrow books if they wish instead of buying their own. A Tarleton donor is paying for student textbooks which are Amazon Kindle editions.

- Training Class Representative Jan Dawson was not present.
- Immediate Past President Karen Aho reminded everyone to fill out their Leadership Survey. Katie will resend the survey.
- Advisor Devin Erxleben was not present.
- Advisor Dr Sonja Swiger was not present. Katie shared that Sonja's schedule is full on Thursdays and we may consider a different day of board meetings next year to make it possible for her to attend.
- Advisor Dr Adam Mitchell was not present.
- Nature Center Chair Meghan Peoples was not present.

Old/Unfinished Business

- Nature Fest. Jan is collecting sponsorships, Layne and her team are handling publicity. There are 20 booths lined up so far. Need to have a Nature Center workday. Kristie Adams from the the high school has reached out to volunteer student help and Katie suggested using them to weed around the tree rings the weekend before the event, September 30. Katie will follow up. Katie is asking HEB to donate refreshments for volunteers, and is also working on stickers. Layne reviewed the marketing plan. Her team also includes Peggy and Karen. The goal is to double attendance from last year to 184. She is distributing flyers, and posting event on various Facebook accounts and inviting people to the event. Layne will use budgeted publicity money to pay for targeted ads on Facebook. Katie mentioned that Staples had donated printing of 150 flyers and she will arrange for distribution. James will take charge of parking. The city has offered to close the street and Katie will follow up with them.
- Storage Options. Karen reported that one of the Tarleton classes builds and sells sheds. Karen will check on this and Katie will follow up with Agrilife about location.

New Business

- Record Retention. Katie said we need to be mindful of the new record retention policy. Dropbox is recommended but for now we will continue to use Google Workspace. We need to get all our documents moved there.
- Officer Selection Process. The nominating Committee will send out a slate by October 30.
- December Meeting. We will do our usual potluck and slideshow.
- Board Retreat. Need to have something in late December with both old and new members.

President Moses adjourned the meeting at 8:36 pm.