

**Galveston Bay Area Master Naturalists
Board Meeting
January 30, 2018
Texas AgriLife Building Classroom 2 – Carbide Park
Minutes**

The meeting was called to order by George Kyame at 2:06 pm.

Present: George Kyame, Jim Duron, Ellen Gerloff, Janet Mason, Julie Massey, Jo Monday, Andrea Stromeyer, Lynn Wright and Penny Bessire.

George discussed safety of the building and the fire evacuation route; location of fire extinguishers and AED devices.

Old Business

1. December Board Meeting Minutes
 - a. The minutes of the December 2017 board meeting were reviewed.
 - b. Jim asked that the minutes be amended under Membership, page 3, item 1, to reflect 4,934 volunteer service hours YTD.
 - c. Lynn asked that the spelling of Larry Brasfield's last name be amended.
 - d. A motion to approve the minutes as amended was made by Jo, seconded by Lynn. Motion was passed.
2. Day Away Minutes
 - a. Approval of Day Away Minutes not required.
3. 20th Anniversary Project Update (George)
 - a. George reported that the team is making progress. Team is meeting next Wednesday at AgriLife.

New Business

1. Beach & Bay Come Out to Play (Janet)
 - a. Friends of Galveston Island State Park requested a donation of \$250.00. Donation was a budgeted item.
 - b. Jo asked for clarification the donation would be applied to the general event.
 - c. A motion to donate \$250.00 to FoGISP Beach and Bay Come Out to Play was made by Lynn, seconded by Ellen. Motion was passed.
2. Announcements at Chapter Meeting (George)
 - a. George prefers members who need to make announcements address him before the start of the Chapter Meeting.
 - b. Julie suggested announcements be brief to prevent recognition, awards and speaker from pushing the end of meeting too late.

- c. Ellen proposed moving the meeting arrival time to 6pm which would allow for more social time before the potluck starts at 6:30pm. Julie will send an email to notify members to setup by 6:00 pm and eat at 6:15 pm.
 - d. The new training class will receive AT for the February Chapter Meeting.
3. The Midden (George)
- a. The board is now listed.
 - b. List hospitality information in the next two publications.

2018 Goal Updates

1. Communications (Tim)
 - a. Not present to report.
 - b. Constant Contact emails go to Alan Wilde. Maureen and Tim are backup.
2. Non-traditional Audiences (Julie)
 - a. Nothing to report.
3. Emeritus Program (Janet)
 - a. Janet and Penny are meeting with Maureen on Thursday.
 - b. Jim and Julie will supply names.
 - c. Around 20 members participated in prior meeting. Approximately 50 invitations were sent.
 - d. Well received by Emeritus members.
 - e. Julie stated the goal is to get the Emeritus members involved and participating in volunteer service. Help them make connections back to the MN community and maintain those connections. The Emeritus members are the foundations of our Chapter. Find out their goals.
 - f. Janet and Penny continue to receive board minutes after Janet leaves the board.
 - g. Jo suggested quarterly or biannual reports to the board.
 - h. Emeritus and hospitality linked.
4. Grow Hospitality Role (Penny)
 - a. Hospitality Chair reports to Vice President.
 - b. Members not aware to contact Penny.
 - c. Less than 50 contacts so far for people who are ill, hospitalized, death in family, etc.
 - d. Lynn suggested sending cards to members in our Chapter who are being recognized; Master Naturalists in the News. The Wilde's were recognized in Coastal Magazine for oyster gardening.
 - e. Penny has plenty of cards and stamps.
 - f. Email will be distributed on Constant Contact explaining the program.
 - g. Penny will send letters inviting Emeritus members.
5. Leadership (Julie/George)
 - a. Nothing to report.

6. Continue to Grow VMS (Jim)
 - a. Check issues not doing well; profile and background checks.
 - b. Extract data on Chapter to see how we are doing (Chuck).
 - c. George stated there needs to be more people trained in VMS. Three members have stated an interest. Jim will train interested members so responsibilities and duties of VMS can be shared.

7. State Bylaw Changes (All)
 - a. Lynn has been comparing Chapter Bylaws and Operating Handbook with the State Master Naturalist documents.
 - b. GBAC latest Operating Handbook – August 12, 2015
 - c. Jim stated there is new information in State documents that are not in GBAC existing approved documents.
 - d. Julie proposed creating a subcommittee to look at GBAC versus State changes to Bylaws and Operating Handbook. Jo made a motion to create a subcommittee to review documents and make recommendations to the Board within three months (May). Andrea seconded the motion.
 - e. Must be voted on by Chapter. Bring before Chapter in August for vote.
 - f. Discussion to amend above motion for subcommittee to make recommendations by this year. Jo made motion to approve as amended. Discussion by Jim. Motion passed.

Board Reports

President (G. Kyame)

1. Have material for Swift towers. Need decision on where to put them.

Vice President/State Representative (T. Long)

1. Not present to report.

Secretary (P. Trimmingham)

1. Not present to report.

Treasurer (L. Wright)

1. Received \$2,000 from Hillcrest Foundation. Warranted a budget update.
2. Budgetary needs requested at Board Day Away:
 - a. Additional scholarships for training class. Julie confirmed five scholarships were requested for a total of \$375.
 - b. The AT team requested \$225 for volunteer appreciation luncheon.
 - c. The Emeritus team requested funds for the program.
3. In preparing these updates, Lynn realized the budget did not include \$4,300 for Educational Outreach. Lynn presented two options to address these issues:

Option 1: Retains the previously approved 2018 budget amounts but requires the use of \$2,325 from last year's surplus. Income is increased by \$2,000

from the Hillcrest Foundation and the following expense categories are increased: AT refreshments to \$225, Emeritus Program to \$150, Training Class scholarships to \$375. Shoreline Recovery was reduced to \$500.

Option 2: Is a zero-based budget not requiring the use of any surplus from last year. Income is increased by \$2,000 from the Hillcrest Foundation and the following expense categories are increased: AT refreshments to \$225, Emeritus Program to \$150, Training Class scholarships to \$375. The following expense categories are decreased: State and Regional Meeting Scholarships, Technology and Website Fees, Grants and Scholarships, Shoreline Recovery, Junior Naturalist, Hawk Watch.

4. Jo made motion to accept Option 2 zero-based budget for 2018. Andrea seconded. Motion passed.
5. Ellen made motion to accept January financials as presented. Andrea seconded. Motion passed.

Membership (J. Duron)

1. Educational Outreach – 7 members reported a total of 59 volunteer hours with 486 adult direct contacts and 170 youth direct contacts.
2. Janet stated that many people have expressed they do not know where to report direct contact numbers. Jim stated Chapter may need to have a class or a training video on reporting direct contacts.
3. Julie has seen a 60% decrease in direct contact hours since 2015.
4. Legislature wants the audiences we work with to reflect the demographics of our area.
5. Jim would like the leads on activities to discuss direct contact reporting with members.
6. Jim presented new guidelines to get Chapter in compliance with state auditors. Jim and Julie will work on the wording of email. Email to be sent to the Chapter members outlining the following changes:
 - The only acceptable fund-raising activities approved for volunteer hours are those that benefit the GBAC. The chapter does not have any fund-raising activities of this type.
 - The only acceptable board service is limited to GBAC members that are a liaison to the Partner organization per request of the Partner. The chapter does not have any members that are a liaison to our Partners.
 - Astronomy does not meet the definition of advanced training or volunteer service.
7. Effective February 15, 2018, the Chapter will no longer approve any service hours performed on or after that date.

Class Representatives (J. Mason, A. Stromeyer)

1. Organizing luncheon for 2018 Training Class.
2. Will have food signup sheet at Chapter Meeting.
3. Andrea will submit email to Alan asking for help from members by bring food for luncheon.

AT Director (E. Gerloff)

1. 2018 Training Class is ready to go!
2. Will have AT opportunities available for sign-up.

Next board meeting will be on Tuesday, March 6th, 2018, at Carbide, 2:00-4:00 pm.

Motion was made by Julie and seconded by Andrea to adjourn at 4:23 pm. Motion passed.

Respectfully submitted,

Janet Mason (for Patty Trimmingham)