

Galveston Bay Area Master Naturalists
Board Meeting Minutes
October 2, 2018
Texas AgriLife Building– Carbide Park

The meeting was called to order by George Kyame at 1:04 pm.

Present: George Kyame, Julie Massey, Jo Monday, Lynn Wright, Jim Duron, Patty Trimmingham, Susette Mahaffey, Robin Kendrick-Yates, Mike Petitt, Tim Long, Rick Becker

George welcomed everyone and went over the safety of the building, the fire evacuation route, location of fire extinguishers and AED devices.

Old Business

1. Sept 4th Board Meeting Minutes (George)
 - a. The minutes of the Sept 4, 2018 board meeting were reviewed.
 - b. A motion to approve the minutes was made by Lynn, seconded by Susette. Motion was passed.

2. Proposed revisions to the Chapter Operating Handbook (COH) and Bylaws (Lynn)
 - a. Lynn expressed appreciation to Chatt Smith for taking time to read all the documents and bring his concerns to the Sept. board meeting.
 - b. Although Chatt brought up some good questions regarding the CMOP, we will not be addressing those at this time.
 - i. Changes to the CMOP would have to be sent to Mary Pearl Meuth and Michelle Haggerty.
 - ii. We need to get through the bylaws and COH changes first since they have taken a tremendous effort.
 - c. No additional changes to the bylaws.
 - d. Minor additional changes to the COH based on the discussion with Chatt Smith:
 - i. Page 6, Duties of Directors, last sentence in first paragraph now reads "Voting shall be by individuals and no one may cast more than one vote even though they may be appointed or elected to more than one Board position.
 - ii. Page 7, under Communications Director a: remove the word 'Manager' from first bullet point "Publicity Manager".
 - iii. Page 7, under Communications Director, a: add new bullet point for "Social Media"
 - iv. Page 11, after Advanced Training Committee added new bullet point for "Communications committee"
 - v. Page 12, after Advanced Training Committee bullet point, added new bullet point for Communications Committee responsibilities. BYLAWS: It was noted the bylaws do not require board members to be Certified Master Naturalists at the time of election.
 - vi. Page 15, #4, changed wording to be "Two documents are required of all members and will be held in the office of the Chapter's Advisor. These documents may be printed on the same page".
 - e. Motion by Lynn to accept the Proposed Sept 2018 Bylaws and the Sept 2018 Draft COH with suggested changes. Seconded by Jo Monday. Motion passed with a unanimous vote.

- f. Bylaws will be sent to the state for approval
 - g. The updated version of the COH will be posted on the website and sent to the membership.
 - h. Membership vote will be at the December meeting.
 - i. Kudos to Lynn for all her hard work on getting this task completed!
3. Class Representatives Pins (George)
 - a. There was confusion as to who had the Pelican pins.
 - b. The representatives will receive their pins at the Nov. board meeting.
 4. State Conference (George)
 - a. George has been helping to transcribe some of the chapter videos.
 - b. He will attend the conference and represent our chapter.
 5. Award Applications (George)
 - a. National Association of Environmental Professionals (NAEP)
 - i. Our chapter submitted the application for Pollution and Community Outreach
 - b. Texas Environmental Excellence Award (TEEA)
 - i. Our chapter submitted the application for "Community"
 - c. We need to find a place to save these type of applications and the data so that it will be easy to reproduce for the next award application.
 - i. Perhaps where ever we decide to keep the historical information
 - d. George thanked Stennie, Maureen Nolan-Wilde, Robin Kendrick-Yates and Sandy Parker for providing the information and data.
 6. NNOCCI (George)
 - a. Julie sent out an email requesting help for this event.
 - b. George will help out at the meet and greet on the 18th, maybe doing a shrimp boil.
 - c. There will be approximately 20 people attending.
 7. Plaques (Lynn)
 - a. The email vote was inconclusive.
 - b. Motion to approve the expenses (\$613) for new plaques.
 - i. Julie purchased the plaques that are used for recognizing members when they hit the various hour milestones.
 - ii. Patty seconded. Motion passed.

New Business

1. Photo Contest (George)
 - a. Photo contest is complete.
 - b. There were over 90 submissions, a new record.
 - c. First places will be announced at the Chapter meeting.
 - d. Second and third places will be send to the State conference along with the first place winners.
2. Monofilament presentation (Rick Becker)
 - a. Rick went through a power point that explained how the monofilament project was started and where it was now.

- b. The project has three teams.
 - i. Location – locate all the tubes in Galveston County
 - ii. Ownership – determine who owns/monitors the tubes
 - iii. Repair and maintain
- c. Items that are needed:
 - i. More tubes – it cost less than \$25 to make one.
 - ii. Purchase new signs that will be in English, Spanish, Vietnamese and Korean.
 - iii. Outreach kit that can be taken to various events
 - iv. Grate on the tubes to keep out trash
- d. The last phase of the project will be to develop an evergreen process whereby the tubes are monitored/maintained.
- e. Maureen is actively talking to other states about what we are doing.
- f. The team wants to build a process that others can use.
- g. Would like to put monofilament recycle boxes in the large stores (Academy, Walmart, Cabella's, etc).
- h. Rick estimated the budget is just shy of \$10,000.
 - i. The remaining money in the Kempner grant will be used.
 - ii. Applying for a new Kempner grant.
 - iii. Rick asked for an additional \$500 (will be voted on later in the meeting)

3. 2019 Budget (Lynn)

- a. Lynn handed out the proposed 2019 budget and asked everyone to look over it; send her any changes.
- b. The budget should be a reflection of what is needed to complete our goals.
- c. She reached out to all the committee chairs to find out their needs. Not a lot of changes. Below outlines the changes to the draft 2019 budget.

INCOME

- i. Increased the corporate contributions by \$500 to \$7500. Lynn will contact each of them to see if they will continue their donations.
 - Corporate donations cannot be designated for a particular project.
- ii. INC03 Donations – Increase from \$0 to \$500.

EXPENSES (Increases/decreases from the 2018 budget are listed below.

Accounts not listed below stayed the same as in the 2018 budget.)

iii. Advance Training

- ADT02 Refreshments increased by \$125 to \$350.
- ADT03 Facilities fee, increased from \$0 to \$250.

iv. Chapter meetings & Activities

- CHA06 Office Supplies/bank fees – reduced by \$150 to \$200.
- CHA09 Technology & Website fees – reduced by \$50 to \$300.
- CHA10 Associate Sponsorship – increased by \$250 to \$500.
- CHA17 Emeritus Program – Decreased from \$150 to \$0.

v. Education Outreach

- EDO01 Educator Training – reduced by \$5,650 to \$100.
- EDO02 Dolphin Challenge – Increased from \$0 to \$200.
- EDO08 Junior Naturalist – Reduced by \$80 to \$0.
- EDO09 Adopt a Highway – Increased from \$0 to \$100.
- EDO10 P3 Partnership – Increased by \$300 to \$500.

- vi. Stewardship
 - STW04 Hawkwatch – Increased from \$0 to \$500. Possibly purchase T-shirts.
 - STW05 Monofilament Recycling – Increased from \$0 to \$500.
 - STW06 Injured Bird Rescue – Increased from \$0 to \$500. There is a need to purchase boxes, nets, possibly t-shirts or vests.
- vii. Training Class Expenses
 - TRC01 Speaker gifts – Reduced by \$75 to \$775.
 - TRC03 Badges – Increased by \$30 to \$200.
 - TRC04 Facilities Fees – Increased by \$650 to \$1950.
 - TRC08 Refreshments – Increased by \$75 to \$275.
 - TRC09 Supplies – Decreased by \$100 to \$300.
 - TRC11 Training class Scholarship – Decreased by \$225 to \$150. This is for 2 - \$75 scholarships.
- d. We will finalize the 2019 budget at the Nov. meeting.
- e. Motion by Tim to endorse the monofilament team to apply for the Kempner grant. Jo seconded. Discussion around reporting requirements that might be necessary. Motion passed.

4. Nominating Committee (Lynn)

- a. Refer to page 13 of the proposed COH; it is time to develop a nominating committee for the 2019 Officers.
- b. Past President should chair; includes Julie and one or two members.
- c. George will get with Maureen to take care of this by Nov. 15th.

Board Reports

President (G. Kyame)

- 1. Comments were made under new business.

Vice President/State Representative (T. Long)

- 1. Speaker lined up for the Oct. meeting (Teresa Morris on micro plastics).
- 2. Communication survey went out. Tim will have paper copies available at the Chapter meeting.

Secretary (P. Trimmingham)

- 1. Discussion on possibly setting a time limit for guest speakers at the Board meetings.
 - a. Board meeting facilitator should let the speaker know in advance what their time limit is.

Treasurer (L. Wright)

- 1. The September financial reports were presented.
 - a. The monofilament team will be using the remaining balance of the existing Kempner Grant.
 - b. We will pay sales tax at the end of the year.
 - c. There were only 4 transactions.
- 2. Motion to accept the September financial reports by Patty. Seconded by Tim. Motion passes.

Membership (J. Duron)

1. Jim produced the Education outreach report for September.
 - a. He tried running the report the 'new' way, but was unsuccessful so he went back to his 'old' way of running the report.
2. We have 231 active members (228 active members + 3 lifetime).
 - a. 130 recertification's, 188 have logged at least 1 hour, a new chapter record.
3. Jim has been updating member profiles with the date they certified and when they last paid their dues.
4. There was a recent upgrade to the VMS system. Jim noticed two people went missing. One was recovered (Gail, an active member), the other (Sue, inactive) was not.

AT Director (P. Trimmingham for E. Gerloff)

1. Upcoming AT classes:
 - a. Last for the year GBAC Sponsored AT: Nov 17th , 9:30 – noon: Ecology Matters! Part 2, Cindy Howard.
 - b. Several of our partner organizations such as ABNC, Audubon TERN and NPSot, continue with AT approved presentations through the rest of the year. They are announced to the chapter by Constant Contact from Alan Wilde.

Volunteer Services (J. Monday)

1. The updated volunteer opportunity request form will be put on the web.
2. Discussion on volunteer hours at GISP versus AT hours. AT hours are required training. If someone is shadowing beach walks, it is not AT. That would be considered volunteer hours.

Class Representatives (R. Kendrick-Yates, S. Mahaffey, M. Pettit)

1. Susette reported the class will complete the center pieces tomorrow. This is probably a new Chapter record.
2. Susette suggested having the monofilament team present their project at a future Chapter meeting.

Chapter Sponsor (J. Massey)

1. Julie is recommending forming a Stewardship committee since we have had several new projects arise in the last few years.
 - a. This would be a good way to keep informed on what the various projects are doing.
2. Julie has received one scholarship application. She will present it at the next board meeting.
3. NNOCCI (National Network for Ocean and Climate Change Interpreters) workshop is coming up.
 - a. Chapter email has gone out asking for help.
 - b. Julie is trying to arrange a boat trip.
 - c. Attendees are excited.
4. Julie presented at Sea Grant week in Portland, Oregon.
 - a. It went very well. Julie was one of the few presenters who had time for questions.
5. The 4-H Science nights
 - a. Halloween eve "Ick-ology"
 - i. It will be about fish adaptations and dissections.

- b. End of November “Agri-cabana” night
 - i. Focusing on where food comes from

Motion was made by Julie and seconded by Tim to adjourn at 3:30 pm. Motion passed.

Respectfully submitted, Patty Trimmingham