

**Texas Master Naturalist - Hill Country Chapter
Board Meeting
April 17, 2013**

Present: Carolyn Bean, Vern Crawford, Tom Hynes, Floyd Trefny, Stephen Bishop, Becky Etzler, Priscilla Stanley, Valeska Danielak, J.D. Clarke, Daneshu Clarke

Absent: Michelle Haggerty, Paula Smith

Also present: Diane McMahon

Vern Crawford called the meeting to order at 1:34 pm.

Acceptance of Minutes for March 2013 Meeting: Tom Hynes made a motion to approve the March minutes. The motion was seconded by Daneshu Clarke. Motion carried.

Treasurer's Report: Floyd Trefny presented the Treasurer's Report. The summary report for March 2013 shows a balance of \$11,023.56. The holding account for the TMN State Program has a balance of \$10,628.96.

The recruiting brochures for the new class were approximately \$400 and a donation was generously made by Paula Smith to cover the expense. Vern Crawford voiced appreciation for the donation and noted that a laser printer may be a less expensive means of printing future brochures. Priscilla Stanley recommended that we check printing prices at Schreiner University for future brochures.

Daneshu Clarke made a motion to approve the Treasurer's report; Becky Etzler seconded. Motion carried.

Floyd Trefny reviewed the budget to date and noted that donations are up and recruiting brochures were a little more expensive than originally thought, but overall we are in about the same place as last month.

Maintenance on RNC Rainwater Collection System – Diane McMahon spoke to the board regarding John Quinby's request to reactivate the maintenance on the Riverside Nature Center rainwater collection system. Diane noted that this project involves manpower and not funds.

Earth Day and Chapter Picnic – Priscilla Stanley updated the board on the chapter picnic stating that the day's schedule will not be strict, but that it would be good to offer a birding walk or an activity for any children in attendance. Priscilla noted that it would also be good to have an estimated head count because the chapter is providing sodas and water.

TMN Certification and Recertification – Valeska Danielak announced that there are members of the class of 2012 that will be receiving a third pin for completion of the required hours. A member earns their first dragonfly pin upon completion of the class curriculum plus 8 hours of AT and 40 volunteer hours. The member can then earn a special first year recertification pin if an additional 8 hours of AT and 40 hours of volunteering are completed before the end of the next calendar year. There are members from the class of 2012 that have completed a third set of 8 hours of AT and 40 hours of volunteering in 2013 and will receive an additional pin for this special recertification.

2013 Class Update – Becky Etzler stated that the New Class Curriculum has been completed and the team is working on the mentoring project. The team is taking off the month of May because the deliverables now due have been completed or are ahead of schedule. Vern Crawford noted that Becky and Valeska Danielak identified Barbara Oates as a committee member who will be taking the lead in the mentoring portion of the project.

AT for Monthly Meetings – Vern Crawford addressed a memo received by the board regarding some discrepancies in the number of Advanced Training hours reported for attending monthly meetings. He clarified that the AT hours should be the time that the speaker is making the presentation and the question and answer portion that follows, but should not include chapter business time or travel time. Valeska Danielak suggested that since AT reporting is the responsibility of her team, she be the one to address the issue. Floyd Trefny suggested that in the future we could use the mentor who was assigned to the chapter member with the discrepancy to handle this type of an issue. After further discussion it was decided that Valeska would manage the issue.

Discussion of Group Email List Maintenance and Procedures - Floyd Trefny noted that historically, when emailing communications to the entire membership, board members have needed to create their own distribution lists. Each

distribution list may vary to some degree and not all members are represented on every distribution list. Additionally, there have been message failures due to incorrect addresses.

Google, Google+, ListServe and special email accounts setup for each board position performing membership communications were all suggested as possible solutions by board members. Becky Etzler noted that Kristie Denbow has added a tool on-line which allows for individuals to fix email address issues, but the tool does not update the board's individual lists. Valeska Danielak manages the roster and is responsible for keeping it updated. Floyd Trefny suggested and the board agreed that this is also a communication issue and that Paula Smith and Kristie should address the issue.

Should We Consider Select Newspaper Advertising for New Class? – Floyd Trefny asked the board members if we should occasionally take out a small ad in the local paper(s) because we ask the paper(s) to advertise for us without charge. After discussion, the board generally agreed not to change the relationship at this time.

Butterfly Garden Grant Request – Priscilla Stanley mentioned that the volunteer group has worked on the Butterfly Garden donating their time and some supplies for 12 to 15 years. Priscilla also stated that the city is not helping provide for the garden. She noted that because the garden consists of native plants, educational signage, and provides an excellent example of water conservation this would be a reasonable place for the chapter to make a donation. The grant request is for \$500.

Daneshu Clarke made a motion to approve the grant for the Butterfly Garden; Priscilla Stanley seconded. Motion carried. Floyd Trefny will add a line item to the budget and notify Cathy Downs.

Stream Team Grant Request – Floyd Trefny said that the grant is for two kits suggesting that one be stored at RNC and checked out by teams as needed. Vern Crawford suggested that the grant be modified to cover only one kit. Floyd agreed.

Tom Hynes made a motion to approve the modified grant for the Stream Team; Stephen Bishop seconded. Motion carried. Floyd Trefny abstained.

KROC Funding Request – Rheda Boardman has requested \$100 for the KROC program.

Valeska Danielak made a motion to approve the Funding Request for KROC; Stephen Bishop seconded. Motion carried.

Electronic Signature on Membership Application – Valeska Danielak reported that interested applicants for the new class can now complete an application on the chapter website. Michelle Haggerty has agreed that the electronic signature captured on-line would be legal. On-line payment for the class was discussed because the chapter overhead for using PayPal is approximately \$5.00 per transaction. Vern Crawford said he believes it is the cost of doing business and we should embrace the new technology. Priscilla Stanley asked that the website give the option of being able to process online or to download and mail.

Carolyn Bean made a motion to allow the online application with the electronic signature. Becky Etzler seconded the motion. Motion passed.

Review Revisions to Chapter Operating Handbook – Floyd Trefny projected Draft 6 of the Chapter Operating Handbook with suggested changes received after Draft 5 had been presented to the membership for approval. The board reviewed the changes included in Draft 6 and discussed whether they should be accepted and presented to the membership for approval.

Stephen Bishop made a motion to accept Draft 5; Daneshu Clarke seconded. Motion carried. J.D. Clarke, Becky Etzler and Valeska Danielak abstained. Tom Hynes and Priscilla voted no.

Officer and Director Reports:

Tom Hynes: Asked what costs are associated with the newsletter. Floyd Trefny said it is budgeted at \$400 for the year to be used for such things as mailing expenses.

Valeska Danielak: Asked if Tom Collins could receive his certification pin first at the monthly chapter meeting so that he could say something about monarchs because this year's pin is a monarch.

Stephen Bishop: Reported on two new projects. The first new project is Cibolo Creek Restoration with Daneshu Clarke acting as project coordinator. The second is a proposal for the ABK Ranch and with Tara Randle as project coordinator.

Daneshu Clarke: Reported there are 116 AT codes assigned to date. Daneshu will not be available to approve AT codes May 17 – 31 and needs all AT requests in prior to that time. If a member attends a training event or sees something that should be considered for AT approval during her absence, please send the information to her or go online to submit it. After May 31 she will process the requests.

Becky Etzler: Nothing to report.

Priscilla Stanley: Nothing to report.

J. D. Clarke: Nothing to report.

Floyd Trefny: Will modify the budget as agreed during the discussion of approved grants. Floyd mentioned that in Draft 5 of the Chapter Operating Handbook, the board is required to approve the New Class Application. Valeska Danielak noted minor changes to be made prior to approval.

Floyd Trefny made a motion to approve the New Class Application with the noted changes; Tom Hynes seconded. Motion carried.

Meeting Decisions:

- Daneshu Clarke will change the chapter calendar to reflect the next board meeting on May 15 and to reflect that there will be no chapter meeting in May due to the chapter picnic
- Draft 5 of the Chapter Operating Handbook, approved by the membership, will be finalized by Floyd Trefny
- Valeska Danielak will address the allowed earned hours for AT during the chapter's monthly meetings
- Paula Smith and Kristie Denbow will address the issue of the distribution lists used by the board

There being no further business, the meeting was adjourned at 3:40 PM.

The next meeting will be Wednesday, May 15, 2013 at 1:30 PM at RNC.

Respectfully Submitted,
Carolyn Bean
Secretary