

**Texas Master Naturalist – Hill Country Chapter  
Board Meeting  
December 14, 2010**

**Present:** Daneshu Clarke, Steve Clyburn, Koy Coffey, Cathy Downs, Sally Garrett, Reidun Hilleman, Tom Hynes, John Huecksteadt, Bob McKinley, Susan Longacre, Phyllis Muska, Paula Smith, Priscilla Stanley, Floyd Trefny

**Also present:** Gracie Waggener as acting Secretary and Michelle Haggerty, the new Chapter Advisor from Texas Parks and Wildlife Department.

**Absent:** Anne Cassidy, Eileen Gotke, Vern Crawford, Lisa Williams

The meeting was called to order by President Phyllis Muska at 1:30pm.

**Acceptance of Minutes from November Meeting:** A motion to approve the minutes was made by Cathy Downs. Susan Longacre seconded the motion. The motion carried unanimously.

**Treasurer's Report:** A motion to approve the Treasurer's report was placed by Bob McKinley. The motion was second by Reidun Hilleman. The motion carried unanimously.

**Audit Committee:** The Audit Committee met on Dec 6. Those on the committee were Cathy Downs, Anne Cassidy, Vern Crawford, and Bob McKinley. Tom Hynes, and Floyd Trefny attended as observers. The committee found all the books balanced.

The PayPal button for donations was discussed, and explained how it will work, and how and when funds will be transferred to the Chapter account.

**Checking Limit Increase:** A proposal was placed to raise the limit on a check requiring two signatures from \$250.00 to \$500.00. After being discussed, a motion to approve was placed by Reidun Hilleman. The motion was seconded by Tom Hynes, and the motion carried unanimously. The Chapter Operating Handbook will be amended to reflect the change.

**Other changes to the Chapter Operating Handbook:**

Clarify when new class members can start to report volunteer hours. The change is to read "from first day of class to the first meeting".

However, they cannot turn in hours until it has been covered in class, so they will have to "bank" hours until then. They cannot receive their Certification until all classes are completed, regardless of how many hours they have acquired.

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Add *Appendix E – Criteria for Evaluation of Applications for Chapter Training* with guidelines for selecting class members when there are more applicants than spaces available.

Add the monitoring of the PayPal account to the Treasurer and President's responsibilities. Both will monitor the account.

Add to the Treasurer's responsibility for filing the e-postcard with the IRS for the 501(c)(3).

Add to the President's responsibility, writing Thank you cards for memorial donations to both the donor and the family of the honoree.

**Other changes:**

The Donate button needs to be modified to include a category to designate the donation in the name of an honoree. Floyd will work with Dean Schmelling to see if these changes are possible, and will report to the Board at the next meeting.

All mail donations at present time go to the Chapter mailbox, which is maintained by the Membership Director. They then go to the Treasurer to deposit. The Treasurer will now be required to scan donation letters, and email copies to the President, so that checks can be deposited in a timely fashion and Thank you letters can be written.

Changes to the dates for Chapter Meetings in 2012. Some dates have been moved from the 4th Monday to work around holidays. Dates will be:  
Jan 23, Feb 27, Mar 26, Apr 23, May 21 (changed from Memorial Day) June – picnic, no date yet, July 23, Aug – new class reception, Sept 24, Oct 22, Nov 19 (changed for Thanksgiving) Dec – party, no date yet.

The meeting room at UGRA has been reserved for nine meetings.

Board meeting dates that change will be e-mailed to Board Members by incoming President, Priscilla Stanley.

**OFFICERS AND DIRECTORS:**

**Treasurer:** Profit from the sales of Chapter merchandise was \$1,932.00 for the year. The Chapter came in under budget for the year thanks to several large donations.

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**Volunteer Projects:** Chapter member Renee Skwara has requested a code for a project she has been working on, "America State Parks, Outdoor Nation". The Board will need more information before it can make a decision on the project. Reidun will get the information from Renee, and report back to the Board. Renee, a member of the class of 2010, has missed many classes that she will be required to make up before she can count the hours.

**New Class Director:** Daneshu reported that she has her class committee ready to start on class planning. The committee includes Daneshu, Class Director, Sally Garrett, New class rep, Jim Stanley, Lenore Langsdorf, Mary Frances Watson, Vern Crawford, Jim Burgin, Kathleen Mundy, Rheda Boardman, Sharron Jay, and Tim Lewis. She explained that this is a large committee, and that she is trying to cover all areas, and some will be in "back-up" positions.

**Communications:** Paula Smith reported that she has met with Kristie Denbow. Kristie has been printing and distributing copies of the Chapter newsletter to offices and nature centers in the area. At present she is printing these in black and white. Paula will look into the cost of a color printer, inks and paper to provide to Kristie, and report back to the Board.

The opinion in the room was that there was a lack of interest in the newsletter by the public, as many are seen lingering in the area. The possibility of creating a Rack Card with Chapter information was discussed as an alternative.

**Archivist:** Susan Longacre reported that she now has the Chapter records from 2003 forward. She is still looking for some missing information, and will work with Priscilla and Michelle to see if they can be found.

She is also working on a list of all the speakers and topics of the Chapter meetings. Also, the Chronology of the Chapter to include important events in the Chapter's history.

**Membership:** Koy reported that she will be working with Eileen on the transfer of the membership records, and year end reports.

**Incoming Treasurer-** Floyd Trefny asked for clarification on how long paper records needed to be kept. It was decided that all treasurer's reports and bank statements should be kept, and 6 years of records have to be kept for IRS purposes. All carbon checks can be destroyed.

**Incoming President –** Priscilla thanked all the current Board members, and all those staying on, and welcomed all new Board members.

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**Vice-President** – Bob McKinley is working with Tom Hynes on the transition. They are meeting with UGRA, and Bob will get the information out for the Chapter Meeting in January.

**Incoming Vice-President** – Tom Hynes questioned if there was housing available for out of town speakers. Several members with guest quarters have offered to host speakers.

**Field Trips** – Tom is looking for someone to organize and head-up Chapter field trips, 2 or 3 times a year.

**Advanced Training** – Steve Clyburn reported that Advanced Training for 2012 is already being posted.

Some questions he had were on Webinars. Those sponsored by AgriLife or TPWD, with subjects that pertain to Chapter interests do count. Films and Videos do not count as AT.

**Ten Year Anniversary-** The Fall of 2012 will be the 10 year anniversary of the Chapter. The Chapter will be looking for a way to celebrate the occasion.

The meeting was adjourned at 3:20pm

Respectfully submitted,  
Gracie Waggener  
Acting Secretary