

**Texas Master Naturalist - Hill Country Chapter**  
**Board Meeting**  
**January 18, 2012**

**Present:** Anne Cassidy, Daneshu Clarke, Steve Clyburn, Sally Garrett, Eileen Gotke, Reidun Hilleman, Tom Hynes, Phyllis Muska, Paula Smith, Priscilla Stanley, Floyd Trefny

**Also Present:** Vern Crawford

President Priscilla Stanley called the meeting to order at 1:30pm. She welcomed everyone and asked all to verify their contact information from the list that was passed around.

**Acceptance of Minutes for December 2011 Meeting:** Steve Clyburn made a motion to approve the minutes from the December Board Meeting. Sally Garrett seconded the motion. Motion carried.

**Treasurer's Report:** The budget report from December 2011 was presented by the Treasurer, Floyd Trefny as information only. Floyd then presented the Treasurer's Report for January 2012. He explained that he had created a report in Quicken which reconciled the checks against the bank statement. He also presented a different format for the Treasurer's Report with the reconciliation summary being the first page. There are 4 outstanding checks from 2011 which were never cashed by the payee. Discussion followed as how best to handle this in the bookkeeping system. Checks not cashed are not income. It was decided that the individuals would be contacted.

Floyd passed around a list of options for checks given to speakers and newly certified Master Naturalists. These options included how to donate the money back to the chapter: a) cash the check and write a personal check to the chapter, b) give the check back to any chapter board member or, c) endorse the check back to the chapter.

Floyd also suggested that the 1<sup>st</sup> page of the Treasurer's Report, the reconciliation summary, be sent to the Webmaster, Dean Schmelling, to be posted on the website after approval of the report. A motion was made by Reidun Hilleman to approve the Treasurer's Report pending correction of check #1744 which was paid to Cibolo Nature Center, not Reidun Hilleman. The motion was seconded by Daneshu Clarke. Motion carried.

**Role of New Class Representative:** Priscilla Stanley reviewed the role of the new class representative:

- Represent the new Master Naturalists on the board of directors.
- Participate on the new class committee.
- Participate as a member of the audit committee.

**2012 Budget Review:** Floyd Trefny presented the proposed budget for 2012. He has constructed the budget from the perspective of expenses and income assigning individual categories to each. The bottom line currently is a negative \$740.00. The board was asked to review the proposed budget by looking at the elements of expenses and income. A suggestion was made to reduce the room rental at Riverside Nature Center to \$50 since we no longer hold our monthly chapter meetings at RNC.

A suggestion was made to consider raising the tuition or discontinue the refund given to newly certified MNs. Discussion followed. Reidun Hilleman made a motion to increase tuition to \$175. Paula Smith seconded the motion. Motion carried.

With the approval of the tuition increase, the bottom line would then be in the black. Other items in the proposed budget were discussed, but approval was deferred until the February board meeting.

**New Class Committee:** Daneshu Clarke presented the members of her committee for approval by the board. Members of the committee are: Vern Crawford, Lenore Crawford, Mary Frances Watson, Jim Burgin, Jim Stanley, Sally Garrett, Kathleen Mundy, Rheda Boardman, Sharron Jay, and Tim Lewis. Paula Smith made a motion to approve the committee; Reidun Hilleman seconded. The motion carried.

**Hill Country Chapter Annual Report:** Phyllis Muska reviewed the highlights of the chapter annual report which had been submitted to the state office and is posted on the website. Of note was the total number of approved volunteer service hours conducted by members last year – 21,225 hours. This number represents almost 20% of the total number of volunteer hours since the chapter began recording approved hours.

The board was interested in knowing the dollar value of these hours. Phyllis will look up the dollar rate per hour for volunteers.

**Options for selling our TMN shirts and hats, etc.:** There has not, previously, been a sales tax associated with the sale of our HCMN inventory. There seems to be some confusion as to whether we must as a 501(c)(3) organization, charge sales tax on the shirts, hats, signs, etc. that we sell to raise funds for the chapter. Priscilla stated that if we did not apply to the State Comptroller's office for a Texas Sales Tax permit as a 501(c)(3), we would be limited to 2 days a year to sell items tax free. Floyd has spoken to Michelle Haggerty about this issue and other chapters have the same questions. Priscilla will call the State Comptroller's office to get clarification.

**Review and Discussion of Updated Chapter Operating Handbook:** Priscilla reminded everyone that final approval of the revised operating handbook will be made by the general membership. Additional proposed changes are as follows:

- III:, Vice President – add **'j. Schedule chapter picnic and notify membership'**
- III:, Treasurer – add into item e, **'Unbudgeted'** expenditures over \$100 require...; into item f, delete **'monthly or'**
- IV:, Director – New Class – add into item e, ...for all classes **'and reception'**
- IV:, Director – Membership – add into item l, ...review and comment **'at the March board meeting'**

Floyd explained the "banking" we do for Michelle Haggerty for the annual state TMN meeting. He suggested some changes to the Treasurer's duties to cover this responsibility: **"Provide accounting, banking, and reporting of state Texas Master Naturalist annual meeting revenue and expenses as directed by the chapter president and the Master Naturalist Program Coordinator."** Reidun Hilleman made a motion to adopt this language to cover the state account. Tom Hynes seconded the motion. Motion carried.

Floyd also proposed opening a separate account for these state funds instead of co-mingling with the chapter funds in the same account. Paula Smith made motion to create a separate account for

the state funds. Tom Hynes seconded the motion. Motion carried. Paula also requested that the board receive a report on this account periodically.

The remainder of the discussion on the operating handbook was tabled until the February board meeting. Phyllis will send out the changes made to the handbook so far.

### **Directors' and Officers' Reports:**

**Floyd Trefny** reported on the changes to the 'donate' function on the website. He stated that it is difficult to change the structure of the donate function in the website system. However, the text can be changed. He suggested giving users 2 options only which would be less confusing: 1) Donate by check; download form. 2) Donate on-line; use PayPal. Donors will be acknowledged in the newsletter.

**Daneshu Clarke** applauded the members of her new class committee and announced that they had had their first meeting January 17. The dates of the new class have been set with the reception to be held August 20 and graduation to be November 14. Texas Lions Camp has been approved for the classes. Speakers are being contacted. The committee is working on the field trips. Baron Rector will be the commencement speaker.

The meeting was adjourned at 4:20 PM.

The next meeting will be **Wednesday, February 22 at 1:30 PM at RNC.**

Respectfully Submitted,  
Anne Cassidy  
Secretary