

**Texas Master Naturalist - Hill Country Chapter
Board Meeting (Transition)
December 12, 2012**

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

Also Present: Carolyn Bean, Stephen Bishop, Vern Crawford, J.D. Clarke, Becky Etzler

Absent: Valeska Danielak

President Priscilla Stanley called the meeting to order at 1:30 pm.

Eileen Gotke presented outgoing President, Priscilla Stanley, with a gift of appreciation from the 2012 board.

Acceptance of Minutes for November 2012 Meeting: Reidun Hilleman made a motion to approve the minutes from the November meeting. Daneshu Clarke seconded the motion. Motion carried.

Treasurer's Report: Floyd Trefny presented the Treasurer's Report. There were a number of transactions in November. Expenses were related to class training and promotional merchandise purchases. Income came from fund raising and promotion merchandise sales. There are a number of outstanding checks issued for the purchase of promotional merchandise. Floyd will look into this. The chapter register shows a balance of \$12,702.54. The Holding Account report is a screen print from the bank's web access system. The bank statement for the Holding Account had not yet been received. Expenses include a balance due for Camp Allen, purchase of items to be given out as awards and a \$10,000 deposit towards next year's annual meeting venue, TBarM. Paula Smith made a motion to approve the Treasurer's report; Tom Hynes seconded. Motion carried.

The Budget Report presented by Floyd covers activity through November 2012. Actual income was well over the monthly budget because of the Down-by-the-Riverside plant sale. Year-to-Date income is over the expected income by \$3088.03. YTD expenses, however, are running over budget by \$663.25. Expenses and income from the Holiday Party are yet to be accounted for.

Proposed Budget for 2013: The proposed budget for 2013 was presented by Floyd. Total income is projected to be \$16,625 with expenses projected at \$15,900. This is only a cushion of \$700. Priscilla Stanley pointed out that the Down-by-the-Riverside proceeds are budgeted according to what we made this year. She suggested that expected proceeds for 2013 be adjusted since she had donated 300 plants that she raised and will not have that many ready for the plant sale again this year. Paula Smith suggested increasing the donations line item and campaign for donations (to improve our cushion). It was then suggested that DBTR income be reduced from \$1650 to \$1200 and the difference go into donations. Tom Hynes suggested that \$675 be used in place of \$1000 for speaker honorariums. \$925 was approved by the board to purchase a water catchment tank and tree for Muleshoe Ranch. The tank has been purchased but the acquisition of the tree has been postponed due to the drought. It was recommended that the amount still available to purchase the tree be made a line item in the budget.

Discussion of the Projects line item for \$1500 has been deferred until the January board meeting. Tom stated that the UGRA room rental remains the same for 2013 as it was for 2012 - \$526.50. Certification refunds have increased due to more new members being certified.

Based on the above discussion, Paula made a motion to approve the 2013 budget to include a reduction in the income expected from the DBTR plant sale; increase the donations line item; change the UGRA room rental amount and carry over the remainder of the donation to Muleshoe Ranch. Reidun seconded the motion and the motion carried. Floyd will make the corrections and send the revised 2013 to everyone.

Approved of New Directors: Priscilla announced the new directors appointed to the 2013 board. They are: Director Membership, Valeska Danielak; Director Volunteer Projects, Stephen Bishop; Director New Class, Becky Etzler; Director Advanced Training, Daneshu Clarke. According to the Chapter Operating Handbook, these new directors must be approved by the 2012 board members by a majority vote. Steve Clyburn made a motion to accept the 4 newly appointed directors; Reidun seconded the motion. The motion carried.

Annual Audit Report: Floyd reported that the Audit Committee had met prior to the board meeting to review the income and expenses of the chapter. The Audit Committee consisted of the Treasurer, Floyd Trefny, the Vice President Tom Hynes, New Class Representative Sally Garrett and Secretary, Anne Cassidy. Also in attendance was Carolyn Bean, Secretary-elect. All invoices and deposits were found to be in order.

Review of Holiday Party: Tom reported that attendance was good. Income was \$792 from 72 paying attendees. Expenses were approximately \$1300 for food, entertainment and publicity. The budget for this event was \$1800. Everyone agreed that it was an excellent event with delicious food.

Donation to Camp C.A.M.P.: Anne Cassidy recommended that the Hill Country Chapter consider a monetary donation to Camp C.A.M.P. Discussion followed this suggestion with Michelle Haggerty recommending several points to consider before deciding to do this. Michelle stated that we should state what the money is to be used for; is it in keeping with the Master Naturalist program; how would the MN logo be used (if used) and to make sure the money is not used for a political campaign. All agreed that the mission and operations of Camp C.A.M.P. are in keeping with the mission of the Texas Master Naturalist program. Daneshu made a motion to donate \$200 to Camp C.A.M.P. for projects. Tom seconded the motion. The motion carried. Floyd will contact Bob Tanner, Facilities Manager and a Hill Country Chapter member and send the check to the Center Point camp.

Disclaimer in Chapter Newsletter: Michelle stated that there is no particular opinion from the Texas Parks and Wildlife office as to a disclaimer for the chapter newsletter. She thinks our disclaimer is fine. Paula stated that she had gathered 4 publications from various non-profits which contain disclaimers. She felt that the Communications Committee needs to work through this issue and not spend board time on it. The other members of the committee, Kristie Denbow and Lenore Langsdorf agree that we should always maintain professionalism in our communications. Therefore, the committee should review the issue and bring recommendations back to the board. Floyd made a motion to defer the disclaimer item back to the committee; Anne seconded the motion. Motion carried.

Officers and Directors Reports

Floyd Trefny: Floyd reported that the presentation to Gracie Waggener, recognizing her efforts in promoting the chapter through chapter merchandise, will be made at the January Chapter meeting on January 28.

Eileen Gotke: Eileen reported that a card had been received from the Brazos Valley Chapter thanking the Hill Country Chapter for their donation to the memorial bench in honor of Chris Northcliffe. There are 13 members who received awards in November.

Daneshu Clarke: Daneshu has transferred all of her records to Becky Etzler, the New Class Director for 2013. She thanked everyone for help in making the 2012 class such a success.

Reidun Hilleman: Reidun said that everything will be transferred to the new Volunteer Projects Director, Stephen Bishop by the end of the month.

Becky Etzler: Passed around a list of the New Class Committee. Mary Muse, Executive Director at Riverside Nature Center, has agreed to have the committee meet at RNC. The AgriLife Extension office in Kerrville is agreeable to providing copy resources. Bamberger Ranch has been locked in for a class field trip on September 21.

There being no further business, the meeting was adjourned at 3:25 PM.

The next meeting will be **Wednesday, January 23, 2013 at 1:30 PM at RNC**

Respectfully Submitted,
Anne Cassidy
Secretary