

**Texas Master Naturalist - Hill Country Chapter**  
**Board Meeting**  
**May 16, 2012**

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

**Absent:** Eileen Gotke, Phyllis Muska

**Also Present:** Bernadette DeShields

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

Bernadette DeShields was invited to put before the board a question she had regarding volunteer hours. Bernadette had worked on some naturalist projects in Montana and Idaho recently and asked if those hours could be counted among her other volunteer hours with the Hill Country Master Naturalists. Michelle Haggerty responded that according to the terms of the Texas Master Naturalist grant, hours worked outside of Texas can not be used.

**Acceptance of Minutes for April 2012 Meeting:** Tom Hynes made a motion to approve the minutes. The motion was seconded by Sally Garrett. Motion carried.

**Treasurer's Report:** Floyd Trefny presented the Treasurer's Report. He said that the chapter is doing quite well financially. There were quite a few checks which had not cleared, mostly certification refunds. Paula Smith made a motion to approve, which was seconded by Tom Hynes. Motion carried.

The April Budget Report presented by Floyd shows that we are on track with income and expenses compared to budget. The year-to-date report now becomes more important: As of the end of April the projected income was \$1700. We have received \$2600. Projected expenses as of the end of April were \$2800. We have spent \$1958. Year to date we are \$1000 under budget.

**Treasurer's Activities:** An account for the TMN state funds has been set up with the Kerr County Federal Credit Union. Checks for this account have been received and deposit slips have been given to Michelle Haggerty. Those who are able to draft on this account are Priscilla Stanley and Floyd Trefny. There is no limit on the amount. A new report on this account will be included periodically with the Treasurer's Report.

The 990N form reporting 2011 federal taxes for the chapter has been sent to the IRS. Floyd was able to do this online.

**Purchase of Chapter Laptop Computer:** This laptop will be used for classes and for chapter meetings. Phyllis Muska and John Huecksteadt put together the specs which were emailed to all of the board members. Phyllis will be responsible for maintaining and updating the laptop. Daneshu Clarke will be responsible for having it available for class sessions and Tom Hynes will be responsible for chapter meetings. It was suggested that there be a log for tracking who is in possession of the laptop and when it will be returned.

There is an \$1100 surplus in funds for this month. This means that the funds are available to purchase the laptop, but there is no line item. Paula Smith made a motion to amend the budget by \$900.00 to cover the purchase. Steve Clyburn seconded the motion. Motion carried. Floyd will give Phyllis the chapter EIN to set up an account and get a discount.

**Policy for Use and Management of Chapter Laptop:** Several changes were suggested to the draft policy which Priscilla had sent to all board members. Floyd pointed out that he had sent out changes to Priscilla's draft. Not everyone had had a chance to read Floyd's proposed changes so Paula suggested that we postpone discussion and approval of the policy until next meeting.

**Chapter Picnic:** It was decided not to invite the Junior Naturalists as the picnic is more for adults – members and spouses. Tom suggested a silent auction with a portion of the proceeds going to Muleshoe Ranch, site of the picnic. The board was not in favor of assigning the auction proceeds in this manner. The consensus favored making a donation from the chapter separately. Tom will explore the auction possibility. A donation from HCMN will be made to Muleshoe Ranch after the picnic.

Everyone attending the picnic should bring their own food. Beverages will be provided by the chapter.

**Chapter Slogan or Tagline:** Sally Garrett said she has already received some taglines. She will do another email blast soon asking for more members to submit suggestions. Those submitted will be presented to the board before the picnic. The winner will be announced then.

Because we often send out announcements to all chapter members, Floyd suggested a List/Serv just for the chapter. This would allow for maintenance of a master list of members. Perhaps we could ask John Huecksteadt or Dean Schmelling about uploading lists already available.

**Rack Cards:** Paula Smith sent a template of the proposed rack card to all board members. She can have 1000 made for \$100.00. Reidun Hilleman made a motion to proceed with this project. Daneshu seconded the motion. Motion carried.

**HCMN 10<sup>th</sup> Anniversary Celebration:** A logo has been created. A list of the 2002 class members is being included in the chapter newsletters. Paula will interview those that she can.

**Reporting Volunteer Hours:** The importance of monthly reporting of all volunteer hours was stressed. It was stated that not everyone is reporting their hours. It is extremely important that everyone report their activities. Steve Clyburn commented that the reporting format is not user-friendly. Michelle stated that 2 reporting systems are being tested for statewide use. Volunteer hours are important as matching funds for grants to help support the TMN State Program Office and we need to remind the membership regularly to report their hours.

**The State of Water TPWD Videos for the Public:** Kits are available for each chapter to host a presentation. Preparing for such a presentation requires a lot of time and effort. The board decided to look at this as a possibility in the future.

### **Officers and Directors Reports**

**Steve Clyburn:** The Google Calendar needs to be more powerful. Phyllis, Dean and John are working on this. Currently there are over 80 AT numbers assigned to training events.

**Floyd Trefny:** Passed around the Texas sales tax use permit that the chapter has received from the state.

**Reidun Hilleman:** Has gotten in touch with Rufus Stephens regarding the cowbird trapping at the 3K Ranch. The training is online. Reidun will go to the property to determine what needs to be done.

**Daneshu Clarke:** Has begun ordering supplies for the new class. The curricula for the new class will be for example, \$1600 - \$1700. The chapter can be billed by the provider and the invoice sent to Floyd's email or home address. A member may also pay the vendor directly and be reimbursed by presenting the invoice to Floyd. The 2012 budget for this line item is \$1200.

**Tom Hynes:** A flyer for the Chapter Picnic on June 23 will be in the newsletter. Tom will also send out a flyer on the Canyon Gorge field trip. He asked Sally Garrett to send out, once a week to the board members, any taglines submitted. Reidun suggested that now would be a good time to start thinking about the Holiday Party and Tom, as Vice President, could find someone from Gillespie County to chair it.

**Priscilla Stanley:** Asked that the three directors (Eileen Gotke – Membership Director, Reidun Hilleman – Volunteer Projects Director and Steve Clyburn – AT Director, as well as Sandy Leyendecker – Chapter Database Manager) who will speak at the 2<sup>nd</sup> class session, write out their presentation and send with any power point to Priscilla who will put the presentations into one document to be reviewed by all the Board members and the New Class Committee simultaneously.

The meeting was adjourned at 3:03 PM.

The next meeting will be **Wednesday, June 20 at 1:30 PM at RNC.**

Respectfully Submitted,  
Anne Cassidy  
Secretary