

**Texas Master Naturalist - Hill Country Chapter  
Board Meeting  
January 2013**

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

**Also Present:** Kristie Denbow, Lenore Langsdorf

**Absent:** Paula Smith, Valeska Danielak, Michelle Haggerty

President Vern Crawford called the meeting to order at 1:36 pm.

**Review Agenda:** Agenda was reviewed and accepted.

**Review Procedures/Expectations:** Vern discussed the importance of time management. Board members agreed to strive for board meetings to end by 3:30.

**Acceptance of Minutes for December 2012 Meeting:** The December minutes were recorded by Anne Cassidy. Floyd Trefny made a motion to approve the minutes. The motion was seconded by Stephen Bishop. Motion carried.

**New Webmaster Presentation:** Kristie Denbow presented the excellent new website explaining the layout and answering questions.

**Board and Chapter Meeting Schedule for 2013:** Tom Hynes will develop a list of dates for chapter meetings and board meetings and copy board members.

**Contact information:** Vern shared a document with contact information for board members that was sent to the TMN State Program Office. The Chapter's physical mailing address remains the current PO Box in Kerrville. Vern has both keys to the box and proposes that the Membership Director be given one key and the other held by the president. All agreed.

**Chapter email Address:** Note that the email address on the new website differs from the prior address, but all messages will be forwarded to the Membership Director.

**Treasurer's Report:** Floyd Trefny presented the Treasurer's Report. Floyd called attention to checks that have been outstanding since October. Efforts have been made to contact recipients of un-cashed checks. Floyd will attempt again. Chapter account balance is \$13,929. Good donations were received at end of 2012.

Holding Account balance is \$10,468.

Stephen made a motion to approve the Treasurer's report; Daneshu seconded. The motion carried.

**2013 Budget:** Floyd Trefny presented the 2013 Budget. Floyd noted that each month's budget review should include last month and this month from last year. Income and Expenses are both included. Document attached.

**Role for New Class Representative:** See the Chapter Operating Handbook for the responsibilities of the New Class Representative and all board members.

**Hill Country Alliance – a proposal:** Tom Hynes reported that Bill Wren from McDonald Observatory is the HCMN chapter meeting speaker for March, "Better Lights for Starry Nights". Bill would like to have HCMN collaboration with Hill Country Alliance to help in compensating for the long distance Bill needs to cover. If approved, we would combine the promotion for the monthly meeting program with Hill Country Alliance in hopes of opening the meeting to more of the public. The main issues discussed were having combined efforts on publicity with another group and having enough seating for all of our members and visitors in the lecture hall.

Floyd made a motion to collaborate with the Hill Country Alliance for the March meeting. Daneshu seconded. Priscilla abstained from voting. Motion carried.

**Background Screening Statement on New Class Application:** Priscilla Stanley stated that a statement needs to be added to the New Class Application informing each applicant that both of our sponsors, Texas AgriLife Extension Service and TPWD require background screening on volunteers who will be in direct contact with youth. Currently only Texas AgriLife Extension Service is mentioned on the application.

Priscilla also noted that HCMN has never done background screening, because any screening that is necessary is performed by the organization being served by our members. Around 2005 we corresponded with a Texas AgriLife Extension attorney and sent various potential volunteer project descriptions asking about the requirement for screening and the response that came back was that most of the described volunteer opportunities would not require background screening at that time.

Daneshu made a motion to update the new class application and forward to membership director for inclusion in the 2013 New Class application. Tom seconded the motion. Motion carried.

**Status of Annual Report:** Priscilla Stanley stated it has been filed without finalized meeting dates.

**Update Handbook review of certification requirements:** Daneshu reported that the Chapter Operating Handbook needs to be updated regarding the requirements for receiving an HCMN nametag. It was decided that Appendix C was the best place to include the statement. The new statement was submitted for review and approval to be placed in the handbook.

Floyd stated that there are more updates for review to the Chapter Operating Handbook and suggested that all recommended updates should be submitted for approval at one time. Floyd also suggested that the board members each review and 'redline' the handbook for changes. Priscilla noted that changes must be announced to general membership 10 days prior to the board voting for amendment(s) giving the general membership opportunity to voice any concerns.

Daneshu said it is important that all changes should be approved prior to April when New Class Training applications will be available.

### **Officers and Directors Reports**

Vern Crawford: 25 members will be receiving awards this month and there are two first time certifiers and no transitions.

Tom Hynes: Deciding on date for May picnic. Communications are going out with no tag line and so no contact information for AT, UGRA meeting specifically. Asked that meeting AT codes be placed on the chapter calendar but not be publicized to general members until two weeks before the event so as to minimize confusion.

Stephen Bishop: Stated that he is reviewing documents and making changes to typos in names and projects. Stephen also noted that there will be a new Bluebirds project that needs a project coordinator and project code.

Becky Etzler: Provided handout on 2013 class which is attached. Thanked Kristie for agreeing to add class documents and handouts on the website. The New Class Reception will be hosted by the board members on August 28 this year. A decision has been made to not change the New Class fee this year.

Daneshu Clarke: 46 AT codes have been added.

### **Meeting Decisions:**

- Each board member has been asked to submit a short bio with a head shot photo to Kristie Denbow for the Board of Director's page on the website.
- Tom Hynes will set dates for chapter meetings and for board meetings and will distribute to the board for review. Approval for dates to be ratified at February board meeting.
- Floyd will coordinate compiling changes to the Chapter Operating Handbook.

There being no further business, the meeting was adjourned at 4:02 PM.

The next meeting will be February 20, 2013 at 1:30 pm.

Respectfully Submitted,  
Carolyn Bean  
Secretary