

Texas Master Naturalist, Hill Country Chapter
Board Meeting at Riverside Nature Center
May 20, 2015

Present: Kathy Ward, Paul Person, Sarah Hilburn, Judy Gausnell, Brenda Fest, Diane McMahon, Liz Ross, Bob Wiedenfeld, and Lisa Flanagan

Quorum met: 82% present

Absent: Vern Crawford, Pat McCormick

Also present: Sandy Leyendecker

President Kathy Ward called the meeting to order at 1:30PM.

Strategic Initiatives

Report from Sandy Leyendecker:

**Volunteer Management System Notes
Michelle Haggerty, May 15 and 18, 2015**

“VMS is a log book style data recording system – hours entered mostly daily or weekly, not like our present system of reporting at the end of the month. Members have only 45 days to report hours. If a member does not have access to a computer, then the data can be sent in like we do now.

‘Survey’ is the term used for reporting volunteer service hours and AT.

Current members will begin using VMS as they report their hours for January 2016.

Class of 2015 will begin using VMS in August – will not use the old system at all.

Hill Country Chapter Team (5) should be Data Manager, Membership Director, AT Director, Volunteer Project Director, and 2015 Class director – unless board desires other choices. Training for Chapter team will be in June or early July by Michelle and the training is about 3 hours.

Projects and AT can begin being entered when training is complete by directors.

September – begin training current members through newsletters, chapter meetings, workshops, link on our website to VMS, and links to videos, etc. A committee could handle much of this like was discussed at the subcommittee meeting led by Brenda Fest on May 14, 2015.

Michelle Haggerty’s implementation team will assign the first user ID and passwords for members – then the members will set their own password. Members should have their user ID and password before viewing training videos 1 and 2. Video 3 is for new volunteers that do not have an ID and password.

Background Checks – Michelle recommends that all chapters require all members to sign up for the VMS background checks. The VMS guidelines now just include those members working with youth under 17 years of age; those with access to TPWD and Texas AgriLife Extension equipment; and those handling money. Hill Country Chapter has probably already addressed this.

Preparation work will be done by data manager. This includes history of AT & Volunteer hours per member and individual member history with chapter since our chapter inception in 2002. I have the templates to use to get this data ready so it can be uploaded into the system before the end of August. There is not a fee if I can get it all completed by that time, otherwise the cost is \$100 for the system upload from the templates.

The VMS will be extremely helpful on the many reports that are now done by local chapters and will assist in obtaining state and federal grants. Members will be able to quickly use the system to see how close they are to recertification or milestones.”

Background Check: The Board agreed to go with Michele Haggerty’s suggestion that the Hill Country Chapter Volunteer Management System (VMS) Training team will consist of the Data Manager, Membership Director, Advanced Training Director, Volunteer Project Director, and 2015 Class Director. Kathy Ward will contact Pat McCormick. This team will be trained by Michele in June or July. Paul Pearson will contact Michele Haggerty to see if she is available to train our Chapter at the October 22, 2015 or November 16, 2015 Chapter meeting. We will have a Question and Answer session at the Chapter meeting in January 2016.

Kerr County Youth Exhibit Facility: The visit is rescheduled to June 17, 2015 at 1:00 then the Board meeting will meet at 1:30 at the AgriLife Extension Office. Brenda Fest will make the arrangements with Jodi.

Resource Development

2015 Class Update: Brenda Fest reported that the class meeting was canceled due to rain. The notebooks are put together and the resource bags will be assembled next. They have had some schedule changes.

Membership Applications: Lisa Flanagan has emailed the Board members 10 applications and she has four more to send, 14 total. Lisa spoke with Rick Phips with Encore Radio to advertise our application on air. Bob Wiedenfeld sent announcements in 17 publications today. Lisa will also contact someone from Texas Public Radio.

Operational

Approval of April 21, 2015 Minutes: Diane McMahon made a motion to accept the amended minutes. Lisa Flanagan seconded the motion. Motion carried.

Approval of the Treasurer's Reports: Diane McMahon passed out a copy of the checking account balance. Liz Ross made a motion to accept the treasurer's reports. Lisa Flanagan seconded the motion. Motion carried.

Diane reported that there were no State Holding Account transactions during April. Diane reported that she has not received an invoice from the Cincinnati Insurance Company. Judy Gausnell will contact the insurance company. Diane reported that Amazon had reported that our account would be shut down.

Vice-president's Report on Programs:

June-Jessica Alderson, "Wildlife Conservancy in Texas"
July-Michael Murphy, "Invasive Plants and Insects"
August-New Member Reception
September-Charlie Flatton, "The Future of Water".
October-Michelle Haggerty, VMS
November-Commencement (Board meeting will be after commencement)
December-Christmas Party
Judy Gausnell will continue to look for venues to host our Christmas Party.

Director's Report

AT: There is a River Trail planning meeting at 1:00 on May 22, 2015 at Kerrville-Schreiner Park. Our Chapter will have a table at the Grand Opening of the River Trail on June 13, 2015 at Kerrville-Schreiner Park.

Membership: Lisa Flanagan will continue to email Board members the new class applications as she receives them.

Communications: Bob Wiedenfeld sent out announcements to 17 contacts.

2015 Class Representative: The committee will have a field trip to Honey Creek on May 23, 2015 at 12:00.

Kathy Ward: Reported that she has not contacted a "Cave without a Name" for a field trip. Kathy asked Lisa Flanagan to forward the information from Michele Haggerty about asking for presentations for the state annual meeting to all of our membership.

Sarah Hilburn: Nothing else to report

Diane McMahon: Clarified that our Chapter should not be charged to use the Kerr County Youth Center for our Chapter Meetings.

Meeting Decisions:

- *Approved the Hill Country Chapter VMS Training team suggested by Michele Haggerty
- *Approved the April 21, 2015 minutes
- *Approved the treasurer's reports

Announcements

The next Chapter meeting will be June 22, 2015.

The next Board meeting will be June 17, 2015 at 1:30 at the Kerr County Youth Exhibit Center.

There being no further business, the meeting was adjourned at 3:35PM.

Respectfully Submitted,
Sarah Hilburn
Secretary