

# Hill Country Chapter

## Texas Master Naturalist New Class Committee Guidelines



## Preface

Congratulations on your appointment to the New Class Committee and thank you for stepping-up to help review/refine the program for future Texas Master Naturalists! The year ahead will be an exciting and rewarding volunteer service activity with the Texas Master Naturalist, Hill Country Chapter. The plans you make this year for our new trainees will help determine how well they are educated, how willing they are to volunteer, and how dedicated they will be to serve the needs of the community.

There are several important factors in addition to the details of planning, scheduling, monitoring, and evaluating the classes. The whole committee helps establish an enthusiastic and relaxed environment that allows students to feel comfortable and prepared to learn a lot of new information. Your demonstrated active and motivated volunteer behavior in your interactions with the students and each other reinforces that type of environment. New Class Committee members and student mentors should encourage trainees to participate early-on in volunteer projects, advanced training, and attending the monthly and annual meetings. Consider inviting a student to participate with you. Stress the importance of passing on the information they learn to the next generation.

It is recommended that you keep the class schedule to a minimum of 40 hours of classroom time, including field trips. Keep in mind the TMN mission as you perform your tasks and interact with students: "To develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities for the State of Texas". Continue to reinforce this mission statement throughout the training program. The most difficult task we face as an organization is the ability to secure willing volunteers at the time and the need of continued service.

Preparing for and running the new class each year is probably the most important chapter function. It is fundamentally the Chapter's Board of Directors responsibility to see that the training is done well, and the New Class Committee, like all other chapter committees, should conduct its duties in consultation with the Board and all related Directors. We must maintain open communication between the Board and the New Class Committee. This is primarily accomplished through the New Class Director's membership on the Board.

Most important, have fun!

**Texas Master Naturalist, Hill Country Chapter  
New Class Committee Guidelines**

**Table of Contents**

<b>Section</b>	<b>Topic</b>	<b>Page</b>
	PREFACE	i
	TABLE OF CONTENTS	ii
I.	DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS	1-14
II.	BUDGET AND EXPENSES	14
III.	PUBLICITY	14
IV.	ADDITIONAL SUGGESTIONS	15
V.	COURSE GUIDELINES FROM CHAPTER MANAGEMENT & OPERATING PROTOCOLS	15-17
VI.	REQUIREMENTS	17
VII.	TMN STATEWIDE CURRICULUM GOALS AND OBJECTIVES	18
VIII.	HILL COUNTRY SPECIFIC CURRICULUM RECOMMENDATIONS	18-21
IX.	SUGGESTED TIMELINE FOR NEW CLASS COORDINATION	22-23
X.	EXAMPLE SCHEDULES/AGENDAS FOR NEW CLASS WELCOME, WEEKLY CLASSES, & COMMENCEMENT	24-36
XI.	SPEAKERS CONTACT INFORMATION	37-41
XII.	MEETING PLACES, PARTNERS, INSTITUTIONS	41-42
XIII.	HILL COUNTRY CHAPTER LEADERSHIP INFORMATION	43-45

Key TMN resources/references used in these guidelines are as follows:

- *Chapter Operating Handbook, Feb 2016,*  
([https://txmn.org/hillcountry/files/2010/03/HillCountryCOH\\_R2016.pdf](https://txmn.org/hillcountry/files/2010/03/HillCountryCOH_R2016.pdf)) See also *Chapter Documents* under the Chapter tab of the Hill Country Chapter website:  
<http://txmn.org/hillcountry>.
- *Chapter Management and Operating Protocols, Dec 2017,*  
(<https://txmn.org/files/2018/03/Chapter-Management-and-Operations-Protocols-for-2018.pdf>) See also the Chapter Resources tab of the state website:  
<http://txmn.org>.

## **I: DUTIES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

*\*All committee actions and appointments are subject to review and approval by the Board which has final authority.*

*\*\* The duties/responsibilities of the Director and Committee members listed herein are guidelines. The current version of the Chapter Operating Handbook (COH) as posted on the chapter website is the document of authority.*

### **New Class Director**

- a. Recommend appointees of New Class Committee to Board, to include representatives from two or more previous classes.
- b. Manage New Class Committee and delegate New Class Committee duties.
- c. Represent New Class Committee on the Board.
- d. Coordinate Chapter's training program; plan, implement, and evaluate the Chapter training curriculum; develop training calendar.
- e. Ensure that State and Chapter minimum requirements are met.
- f. Make a monthly written report to the Board.
- g. Arrange for location, room seating, and equipment for all classes.
- h. Select all presenters and make arrangements for their class/presentation including materials, handouts, and audio-visual equipment needed for the class/presentation.
- i. Recommend the class tuition to the Board by March 1 based on proposed budget for current year's class expenses.
- j. Provide the Board with a list of topics to be covered in the New Class for Board review and approval; list should be provided by March 1 in electronic format so that details can be included in the relevant recruiting materials.
- k. Work with Membership and Communication Directors to update brochure for use during annual membership drive.
- l. Provide the Board with the basic class schedule in electronic format by June 1, including details on topics and speakers, for inclusion in the acceptance letters to New Class members.
- m. Acquire and prepare class manuals (Curriculum book and Notebook).
- n. Arrange for speaker gifts, travel and lodging needs, and confirmation and thank you notes.

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- o. Work with the Membership Director as needed on recruiting mentors and pairing mentors with trainees. (*see Appendix F: Mentor Program; COH*).
- p. Work with the Membership Director to update the New Class Application packet (cover letter, application, maps, acceptance letter, etc.) by March 1 and present to the Board for review and approval at the March Board meeting.
- q. Work with Membership Director to make name badges for trainees. Plastic holder is reusable.
- r. Work with Membership Director and Class Photographer to put student head shots and their abbreviated bios together. This document is sent to the Chapter Newsletter editor for publication and ultimately printed out for each student.
- s. Maintain attendance records during class training period.
- t. Facilitate classes and serve as class manager for New Class through commencement.
- u. Assist trainees in locating and reporting make-up classes, approving same; report approved make-up classes to Membership Director and Chapter VMS Data Analyst for certification purposes.
- v. Review and update New Class Committee Guidelines as needed for next year's New Class Committee.
- w. Ensure New Class Committee Guidelines reflect the most current version of all documents referenced herein: *Chapter Operating Handbook, Chapter Management and Operation Protocols, Statewide Curriculum Guidelines, etc.*
- x. After commencement, ensure an up-to-date list of the class members is provided to the Website manager, who will update the master chapter member list.

### **Committee Members**

- a. Perform duties and responsibilities as agreed upon with New Class Director.
- b. Assist the New Class Director and act for the Director in his/her absence during classes.
- c. Refer to the following table for basic descriptions of roles and functions of class committee members.
- d. More detailed "tips/guidelines" for each role is follows the table.

**\_\_YEAR\_\_ TEXAS MASTER NATURALIST CLASS COMMITTEE  
HILL COUNTRY CHAPTER**

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>VOLUNTEER #1</b>	<b>VOLUNTEER #2</b>
Class Director	<ul style="list-style-type: none"> <li>• Coordinate &amp; oversee all activities related to __Year__ New Class</li> <li>• Provide Class Committee minutes to Board</li> <li>• Attend monthly Board meetings</li> <li>• Keep Board apprised of Class progress</li> <li>• See Class Director responsibilities in TMN Basic Training Program Guidelines (HC Chapter) for additional details</li> </ul>		
Class Committee Members	<ul style="list-style-type: none"> <li>• Attend monthly committee meetings</li> <li>• Perform additional function (one of below)</li> <li>• Attend all classes, AT &amp; Field Trips as able</li> </ul>		
Committee Secretary • 1 person	<ul style="list-style-type: none"> <li>• Take minutes for each meeting</li> <li>• Consolidate &amp; summarize speaker &amp; course critiques</li> </ul>		
Coffee/Food • 1-2 people	<ul style="list-style-type: none"> <li>• Coordinate 1<sup>st</sup> class day food (provided by committee)</li> <li>• Arrive at UGRA and other locations early each class day to set up &amp; make coffee/tea</li> <li>• Coordinate student food providers</li> <li>• Ensure adequate utensils, etc. (\$ reimbursed)</li> <li>• Clean up</li> </ul>		
Volunteer Fair • 2 people	<ul style="list-style-type: none"> <li>• Coordinate project subject matter experts &amp; logistics (tables, rooms, etc. at UGRA)</li> </ul>		

Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

FUNCTION	DESCRIPTION	VOLUNTEER #1	VOLUNTEER #2
Speaker Coordinator • 1 person	<ul style="list-style-type: none"> <li>Coordinates speakers for entire course curriculum using provided resources</li> <li>Keeps course director apprised of any issues or changes in speaker availability</li> <li>Coordinate speaker fee or honorarium w/Class Director</li> </ul>		
Field Trips • 1 person	<ul style="list-style-type: none"> <li>Coordinate class field trip locations, make reservations, etc. using available resources</li> </ul>		
Advanced Training • 1 person	<ul style="list-style-type: none"> <li>Coordinate speaker, room reservations, logistics, etc. using available resources</li> <li>Coordinate w/ AT director re: requirements</li> </ul>		
Photographer • 1 person	<ul style="list-style-type: none"> <li>Take class individual photos (~1<sup>st</sup> or 2<sup>nd</sup> week)</li> <li>Take spontaneous photos during class, field trips, etc.</li> <li>Provide Social Media rep photos for posting, etc.</li> </ul>		
Social Media • 1 person	<ul style="list-style-type: none"> <li>Work w/other TMNs to develop &amp;/or promote use specific for class ("closed" Facebook page, class presentation)</li> </ul>		
Speaker Gifts • 1 person	<ul style="list-style-type: none"> <li>Coordinate speaker gifts &amp; thank you notes (\$ reimbursed)</li> </ul>		
Class Commencement	<ul style="list-style-type: none"> <li>Coordinate location, food source/amount, etc., set up/break down</li> <li>Coffee/Food class representative(s) have lead on coordination</li> </ul>	Class committee	

Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

<b>OTHER/ADVISORS</b>			
AV & Mentor	<ul style="list-style-type: none"> <li>Bring all required AV support (computer, cords, microphone, etc.) to all classes</li> <li>Set up prior to speaker</li> <li>Assist speaker set up/close out</li> </ul>		
Speakers & Mentor	<ul style="list-style-type: none"> <li>Work w/Course Director to ensure all speakers are lined up</li> </ul>		
Membership & Mentor	<ul style="list-style-type: none"> <li>Coordinate solicitation of next year's class w/Class Director</li> <li>Coordinate solicitation of mentors for next class</li> <li>Coordinate applications &amp; selection process</li> </ul>	Membership Director	
Class Welcome Reception	<ul style="list-style-type: none"> <li>Coordinate location, set up/break down, food contributors</li> <li>Work w/Membership Director for AV support (computer, microphone), presentations (program of events)</li> </ul>		
TMN Merchandise	<ul style="list-style-type: none"> <li>Sell TMN merch periodically at UGRA on class days</li> </ul>		

**TMN New Class Committee Collateral Duties Description & Tips  
Hill Country Chapter (12/2019)**

The following information was compiled by the 2019 New Class Committee based on their experiences. Some tasks/activities are not written in stone, but information is provided to help subsequent New Class Committee members understand the roles and types of things that need to be done to support the class.

Volunteer hours are approved for your time as a New Class Committee member. You are expected to attend the monthly meetings led by the New Class Director.

Volunteer hours are also accumulated when you are performing actions specific to the role you have. If you attend class sessions you are expected to help the Class Director or other committee members with whatever needs to be done.

- VMS: HC-00-A Recommended description: Communication, planning, and preparations for xxxx (year) TMN class.

Thank you for volunteering...great things happen because of great volunteers!



### **WELCOME RECEPTION**

- Gracie Waggener has a group of members who help with this. Coordinate with her regarding any additional assistance she might need.
- Class Director makes reservation at the Kerr Arts and Cultural Center (\$175.00).
- The Board of Directors provides the food and beverages for the event.
- Class Director will circulate a sign-up sheet for items at one of the Board meetings.
- There is a kitchen, tables, chairs for our use.
- Gracie goes to KACC just prior to the reception to see the lay out of the rooms. Set up will be dependent upon what exhibits are being shown at the time.

### **COMMITTEE MEETING NOTE TAKER**

- Class Director sends out agenda of committee meetings. Use this to take notes on. Keep notes brief.
- Recommend talking briefly with the Class Director directly after the meeting to make sure you've got the main points down.
- Note short turn-around time. Send draft of meeting notes to Class Director by Friday after the Wednesday meeting. Class Director must review and submit to the Chapter President by Saturday, who then sends them out to Board on Sunday for a Monday meeting.

### **ADMINISTRATIVE/COMPUTER SUPPORT**

#### Each Week before Class

- Prepare form (Class Director has electronic form), adding class date, subject matter and speaker.
- Email form to Class Director for review.
- After approval by Class Director, email for printing (copy for each class member plus two extra) a pdf version of form to [kim.keese@ag.tamu.edu](mailto:kim.keese@ag.tamu.edu), secretary at Texas A&M AgriLife Extension Service located at 3775 Highway 27 in Kerrville. Kim will let you know when printing is complete. Pick up copies and bring copies to class. Give copies to Class Director for distribution to class members.

#### Each Week after Class

- Pick up completed speaker evaluations at the end of class.

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- Summarize speaker evaluations (Class Director has electronic template) and save document with all speakers' evaluations together. Also, save a separate version for each speaker. The individual evaluations get sent to the speaker by the Class Director.
- Email summary and pdf for each speaker to Class Director.
- Class Director will send speaker the collated summary feedback.

### End of COURSE EVALUATIONS

- Form prepared by and distributed by Class Director.
- Class Director will provide individual hard copy and electronic submissions to you. Summarize activities and comments (Class Director has electronic template).
- Email summaries to Class Director.

### End of class MENTOR SURVEYS

- Form prepared by and distributed by Class Director.
- Summarize questions and comments (Class Director has electronic template).
- Email summaries to Class Director.

## **REFRESHMENT COORDINATORS**

- UGRA auditorium is the primary site for classes, with a few exceptions. Reservations for the use of the room are made at the end of the current class for the next year (by Reggie Cox, UGRA/Chapter Liaison).
- The main entrance door opens around 7:30 a.m., which can be used to access kitchen area adjacent to the auditorium; the keys to auditorium and to thermostat controls (in kitchen area and auditorium) can be obtained from UGRA reception desk at 8:00 a.m. (no earlier).
- There is an ice machine in the kitchen area.
- Building entry door near auditorium is opened by UGRA around 8:00 a.m.

### Weekly

- When class is at the UGRA Building, go by building the day before to set up tables for coffee, breakfast foods, etc. and connect the large Bunn coffee maker to a timer to begin heating two hours before class begins.
- If class is at another site, call and/or go by the facility a few days before class to verify availability of coffee makers, water, ice, etc. (work with New Class Director re: points of contact, specific room availability, etc.). This information is known

Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines at the time of reservation being made.

- Check coffee/kitchen supplies (list below) after each class and purchase needed supplies before next class. (Note: Submit receipts for reimbursement to Chapter treasurer.)
- Arrive one hour before class begins to make coffee, finish setting up, etc.
- Continue to make coffee until last break.
- Assign three to four members of class (depending on size of class) to bring breakfast foods for next class and give names to Class Director. (Tip: Use class member list sorted by city to use as a guide to assign food responsibility; i.e., those living near Fredericksburg can bring food for class in Fredericksburg; those near Boerne bring food for class in Boerne.) The Class Director will announce in class the members who will be responsible for bringing food to the next class and will ask those members to check with the Refreshment Coordinators before leaving class as to what foods to bring so there is a variety.
- **\*\*Note:** New Class Committee brings food for the first class.
- Assist Class Director as needs arise.
- Clean up after last break.
- **\*\*Note:** NO food items are to be placed in the ice machine located in the kitchen. Remind students of this and be aware that UGRA staff use the kitchen area also, so be observant if they do this.

#### Supplies

- Supplies are kept in plastic bins that can be stored under the tables in the kitchen area during the 12-week course. These bins cannot be left at UGRA after commencement.
- Coffee (Regular Coffee – Folger’s Black Silk Dark Roasted; Decaf – HEB Medium Dark Blend).
- Coffee filters – large and small
- Napkins
- Plastic forks, knives, and spoons
- Lightweight 9-inch heavy duty paper plates to fit into plate holders (wipe down after use, as needed)

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- Students are asked to bring their own cups/mugs to reduce waste. There are some donated mugs for speakers to use, if desired. Otherwise, have paper cups (not plastic) available for speakers to use for water.
- Rainwater for coffee making (obtain from Member who has a rainwater harvesting system – possibly a New Class Committee member). Ideally, this person would drop off water Tuesday afternoon. Approximately \_\_\_\_\_ gallons.
- 1-quart whole milk & 1-quart half and half (keep cool in large bowl with ice)
- Sweetener (sugar and substitute)
- Tea bags (regular and decaf)
- Paper towels
- Cleaning spray
- Table cloths (plastic) are kept in supply bin
- Ice water dispenser

### Commencement

- Event is held at UGRA.
- Chapter provides BBQ meat (historically ordered by Class Director from Buzzie's). Have two New Class Committee members serve/portion out the meat.
- Coffee and drinks provided by Chapter (coordinated by Refreshment Coordinators)
- Members of class bring side dishes, bread, condiments, and desserts (coordinated by Refreshment Coordinators).
- There are plenty of side dishes that will satisfy vegetarian or vegan eaters.
- Table set up for food, serving of food is coordinated by Refreshment Coordinators with the assistance of New Class Committee members. Arrive early to get this done well before start time.
- Set up some round tables and chairs in kitchen area as some students and guests may prefer to eat there vs. in the auditorium.

### Budget

- Communicate with the Class Director re: budget amount. Keep Director informed periodically of balance and if there are any unexpected expenses.

### **CLASS PHOTOGRAPHER**

- Head shots of students are taken at the second class. Have a system/process in mind when taking the individual photos of the class members to be able to identify the students. For example, have them wear their name badges for the photo, take a slightly wider shot than needed, then crop out the name badge. It will prevent confusion of matching names/faces to their bios.
- Make sure that the photographer is aware of any people who are uncomfortable having their photo made during the course. They can then have a conversation and assure them that they will be cropped out of any photos used for publication and as best as possible, will avoid any photos where they can be easily identified.
- Attend as many of the classes, ATs, Field Trips, volunteering activities, etc. as possible to take *people shots*, not just the back of heads or distance shots where it's hard to identify people. If you are not available to attend an event, coordinate with someone else on the committee to take some photos if possible.
- Send all photos to: Class Director, Facebook Class administrator (new class committee member), the Communications Director, and the Website manager. Recommend establishing a free "Dropbox" account and post the photos here and send the link to those listed above.
- Consider making a Power Point slideshow or video compilation of class photos.

### **SOCIAL MEDIA**

- This role is evolving as use of social media becomes more common.
- A "closed" Facebook page was set up for the class. The only people who had access were: students, New Class Committee, Board, and student mentors.
- Some people are not comfortable or prefer not to use social media. However, those that did use it found it helpful and added to their ability to communicate to fellow classmates.
- Recommend that the Class Director posts items/information to BOTH Facebook and via email to class.
- When using email to communicate to entire class, send it as a BCC. This eliminates everyone from seeing the sometimes-innocuous replies like "OK", "Thanks", etc.

### **SPEAKER GIFTS AND THANK YOU NOTES**

- Coordinate with Class Director which speaker gets gift vs monetary compensation. All speakers are listed on the course curriculum.
- Some speakers received a speaker's fee (non-TPWD or other government agency, or TMN). Those who could not accept monetary compensation received the hand-drawn notecards.
- Speaker gifts are decided upon by committee. 2019 class committee decided to make gifts for speakers. This decision is entirely up to the committee. We gave sets of original hand drawn notecards (printed by Moo.com) of Texas wildflowers. All reference photos for the flowers were taken at the RNC. If you choose to do something similar, it could be anything artistic or a special culinary treat, for example.
- Prepare the gift bags prior to each class and a hand written thank-you card on TMN stationary. TMN stationary is available through the AgriLife Store for purchase, but check with Board members who may have some to provide.
- We included homemade cookies in each bag. Committee members volunteered to make these.
- This committee member will be responsible for preparing and delivering bags for each class. If they cannot attend that week then they are delivered to a member who will be there.
- There is money in the budget for monetary compensation and other gifts.

### **ADVANCED TRAINING**

- New Class committee will determine which AT classes are offered.
- Once confirmed, add classes to Chapter Calendar by using the AT link on Chapter Calendar website and coordinate with Advanced Training Director.

2019 Advanced Training classes offered during the 12-week course were:

VMS Advanced Training, Brenda Fest

Tree Identification, Jim Stanley

Grass Identification, Jim Stanley

Forbs, John Huecksteadt (Jim Stanley is the contact.)

Mexican Free Tail Bats, Nyta Brown

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

### Notes:

- Jim Stanley has been the contact/instructor for the Tree Identification and Grass Identification Advanced Training, and Forbs AT held at Riverside Nature Center.
- These classes were held at the Riverside Nature Center. Jim reserved the room, and set up AV resources for these classes. Confirm the details regarding these classes with Jim prior to adding them to the Chapter Calendar.
- Old Tunnel State Natural Area (Bat emergence) – Contact is Nyta Brown.  
Nyta.Brown@tpwd.texas.gov

### **FIELD TRIPS**

- Kerr Wildlife Management Area class and field trip  
Contact: Ryan Reitz  
Ryan.reitz@tpwd.texas.gov  
Fax: 830-238-4738  
Phone: 830-238-4483 or 830-238-4487

When you contact him requesting the date, he will send you a form to fill out. This will hold the room and arrange for the field trip. We always had the teachings first then the field trip. It has been suggested that the field trip be first when it is cooler followed by classroom portion in the afternoon.

- Selah Bamberger Preserve Ranch  
Contact: Colleen Gardner  
selah@bambergerranch.org

Contact them early! Make sure that they realize we are the Hill Country Master Naturalist Class in Kerrville. (They have gotten us confused with another group before.) They cannot be contacted by phone. They charge \$20.00 per person with a 20-person minimum. Their trailer can accommodate up to 40 adults.  
Note: Have Chapter treasurer send check directly to Colleen at the ranch.

- Honey Creek State Natural Area  
Contact: Nancy Gray  
grayabbott@aol.com  
1-830-438-2656

Mackenzie Brown, chapter member and guide at Honey Creek, was instrumental in setting up an alternate option of a vehicular hike for students who had physical limitations. He was able to accommodate 5 students this way.

- Canyon Lake Gorge  
Contact: Jaynellen Kerr  
tours@canyongorge.org  
1-830-964-5424

They will send you a form to fill out and lots of information along with a liability release and rescue agreement. Class Director will coordinate students filling this out and turning them in to the tour lead at the time of the hike.

### **VOLUNTEER PROJECT FAIR**

- Contact everyone in March via email. You may need to resend and/or call those who do not initially respond.
- Send reminder email to participants about 2 to 3 weeks before the fair.
- You will need to find out if anyone has any special request. Do they want to be placed next to another group or need to have access to an electrical outlet, etc. We placed like groups together like State Parks, bird counts, gardening, etc.
- Also, important to have projects from a variety of the 10-county area our chapter represents.
- You will have access to a classroom and the kitchen area. Try to divide the rooms as evenly as possible. Try to spread the participants out so people will have room to talk.
- The classroom was set up the day before. We could not get in until after 3:30. Having committee members to help set up and break down is helpful. The classroom will have to be arranged exactly as it was found once over. The kitchen area was set up after the second break on the day of the fair.
- UGRA wants to work with one person only from our group. You will have to go through Reggie Cox to reserve the classroom and have permission to set up early.
- Consider using the auditorium to spread participant tables out more. Repeated student feedback is that it is crowded and hard to hear when talking.



### **AUDIO-VISUAL**

- UGRA has a podium with microphone and clip on microphone. Recommend all speakers use the mic. Recommend bringing your own 9V batteries as back-up.
- Brenda Fest maintains the Chapter computer, projector, clicker (advances slides & pointer). She sets these up prior to the class.
- Often is one of the first people to greet the speaker. Helps get them oriented to the room, restrooms, offer coffee/water/food, etc.
- Speakers generally provide a thumb-drive to plug into the computer. Ask the presenter if they will allow us to have a copy of their presentation. If so, the presentation is copied onto the desktop and presentation run from there. The copy of the presentation is posted on the website; coordinate with the Website manager.
- Some speakers will connect their computer directly to the projector.

### **II: BUDGET AND EXPENSES**

- Class Director contacts current Treasurer for annual budget information. The New Class training is a budget line item.
- A stipend is offered to unaffiliated speakers (not working for a government agency, and not a Texas Master Naturalist). Refer to prior course budget notes for more details.
- Class tuition, based on estimated expenses, is discussed at and approved by the Board.
- All expenses receipts/invoices are submitted to Treasurer.
- Historically, TMN Textbooks have been purchased at the annual State meeting to save shipping costs.

### **III: PUBLICITY**

- Work with Communications and Membership Directors to update recruiting brochure for membership drive.
- Review online application prior to going live to ensure information is accurate.
- Explore unique opportunities to publicize TMN and upcoming class with a goal of reaching all Hill Country chapter counties and diversity of applicants.

#### **IV: ADDITIONAL SUGGESTIONS**

- Begin planning by January – some speakers’ calendars fill up early.
- If a speaker cannot commit, ask him/her for a referral and/or check with the committee advisors.
- Ask speakers if they will bring their own handouts or if they will email to you so you can arrange for copies. Remember to 3-hole punch handouts.
- Keep in mind your purpose: classes are an overview; some specific topics might be better as an Advanced Training opportunity.
- Remember that class presentations are complimentary to the textbook content and are intended to augment, not summarize, the content exactly.
- Create name tags with large first names, smaller last names and city.
- Use “name tents”. Students write their name on front and back and place on their desk. This is helpful so you can see student name from different locations in the room.
- Ensure speaker presentations remain within the allotted time. Managed by one of the class committee members holding up “time remaining” cue cards.
- Conduct a volunteer project fair early in the schedule.
- Allow guests and/or mentors to attend commencement; get RSVP.
- Report Committee hours in Volunteer Management System (VMS) under Project ID HC-00-A, selecting “Board/Committee” work and describing planning, preparing, communicating information related to the New Class Committee work.

#### **V. COURSE GUIDELINES FROM STATE CHAPTER MANAGEMENT AND OPERATING PROTOCOLS**

Note: This section contains excerpts from the Revised Dec 2017 version of the *Chapter Management and Operations Protocols* (CMOP) and is included here to provide the New Class Committee an overview as a foundation for working on the TMN curriculum.

The entire document is available at: <http://txmn.org>.

- **Overview:** An important function of the early formation of a Chapter is to establish a strong training program around the TMN Statewide Curriculum. There are many ways for Chapters to conduct training sessions. Many Chapters conduct training programs at different times of day and at different times of year to meet

Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

the demand and needs of the community and clientele in a Chapter's Charter or service area. How the classes are scheduled is at the discretion of the Chapter. Some Chapters alternate a daytime versus evening training programs. Some Chapters alternate spring versus fall. Other Chapters hold two training programs a year.

- Overall, Chapters that hold training classes once a week for 12 to 15 weeks (vs. once a month over the course of a year) have better training class retention, certification rates and long-term Member retention rates.
- Many Chapter training programs include hours above the minimum 40 hours of state required training to adequately cover local issues and regional/state topics.
- **Curriculum Development:** Each Member-in-Training of the Texas Master Naturalist Program shall receive an official TMN Program Statewide Curriculum. The Curriculum is the assurance that every TMN Member has the same basic knowledge statewide.
- Because Texas has such a diversity of climate, population and land types, the natural resources (and their uses) in each area of the state are unique. Therefore, each local Chapter should consider customizing their training program based on the TMN Statewide Curriculum to focus on their local ecological region(s).
- When planning the training schedule, the local New Class Training Committee should try to use expertise from local universities, major educational institutions, nature centers, and research centers, as well as local landowners and managers. The local coordinators should plan and facilitate the training sessions so that class and field sessions adequately cover the following suggested categories of topics. Refer to the source document for description of content for each topic, listed below.
  - **Roles, responsibilities, and benefits of being a Texas Master Naturalist**
  - **Historical perspectives of naturalists in Texas and elsewhere**
  - **Traditional disciplines of a naturalist** - An effective way to incorporate these disciplines into a training session is in a field trip situation.
  - **Ecological concepts** - Ecological concepts may be discussed in a classroom situation – but when combined with case studies and/or field demonstrations, these concepts take on more relevant meaning.

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- **Ecoregions of Texas** - Chapters need to include at least one field session in each of the ecoregion(s) occurring within their Chapter's territory as part of the Chapter's New Class Training Curriculum
  - **Management of natural systems** - training sessions should focus, but be limited to, those managed systems that are a dominant feature in the local ecoregion.
  - **Interpretation and communications**
- The TMN State Office will periodically review the Chapter's curriculum and training agenda to ensure the minimum requirements are being met and delivered. It is required the Chapter have its training agenda reviewed if any curriculum item changes from the last time it was reviewed by the TMN State Office.

## VI. REQUIREMENTS

- **Minimum training requirements:** includes *at a minimum* 40 hours of combined classroom and field experiences. These educational sessions should be designed to expose volunteers to a wide variety of natural resources disciplines, providing them with a high-quality learning experience. The sessions should be designed not only to teach the volunteers, but also to provide them with access to the resources they need in order to teach this information to others in an interesting, useful, and meaningful way.
  - Volunteers have a maximum of 15 months in their first year to complete the above requirements to receive their first certification as a Master Naturalist.
  - A chapter may allow participants to begin earning volunteer service hours once they begin the Texas Master Naturalist training.
  - To become a Certified Texas Master Naturalist, a trainee must complete the following:
    - The state committee approved curriculum with a minimum of 40 hours of combined field and classroom instruction.
    - Obtain a minimum of 8 hours of approved advanced training.
    - Complete a minimum of 40 hours of approved volunteer service.
- **Class attendance**

The TMN State Committee has set the following policy: Each chapter may set a local

Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines standard for the maximum number of classes that may be missed during a given training cycle. Chapters are encouraged to keep this standard to a minimum. See the CMOP for details on decisions and approval for make-up classes.

## **VII. TMN STATEWIDE CURRICULUM GOALS AND OBJECTIVES**

Texas Master Naturalist™ Statewide Curriculum. The 2nd edition of the TMN statewide curriculum (Spring 2016) is a bound book that provides trainees with helpful background information. Sharing goals/objectives of the subject chapter with the presenter will give them an idea of the base knowledge volunteers should have from reading the curriculum chapter prior to attending class. The presenter may teach above and beyond content in the chapter and, ideally, customize their presentation to the very specific issues of the local area.

## **VIII. HILL COUNTRY SPECIFIC CURRICULUM STRUCTURE RECOMMENDATIONS**

The following topics are recommended topics that should be considered for classes in the Hill Country. These are not absolute requirements, and it may not be possible to include all topics in any given year, but these recommendations should be given serious consideration when planning the new curriculum for the Hill Country Chapter. Following the topic listings is an alphabetized list of descriptions for the topics.

### **• Topics by category:**

Category I: Core Topics Consistent with State Curriculum and Focused on Hill Country

- Early Texas Naturalists/What is a Master Naturalist?
- Climate and Weather
- Ecoregions of Texas: Uniqueness of the Hill Country
- Ecological Concepts and Ecosystem Management
- Botany: Overview of Hill Country Plants
- Nature of Naming
- Geology
- Soils and erosion control
- Hydrology
- Entomology
- Ornithology
- Mammals
- Herpetology
- Range Science and Management
- Hill Country Woodlands and Habitat Management
- Aquatic Ecology and Management
- Riparian Ecology and Management

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- Archaeology of Central Texas
- Ichthyology (Fishes)
- Land Stewardship: Key Hill Country Issues
- Volunteers as Teachers: Interpretation and Communication

Category II: Organizational and administrative information that is important to class planning. The schedule should reflect time periods to cover these topics.

- President's Welcome
- Overview of Chapter Volunteer Program
- Overview of Advanced Training Program
- Overview of Chapter Website
- Monthly Volunteer and AT Hours Reporting
- TMN Code of Ethics and Conduct

Category III: Options which may also be considered Advanced Training (AT) topics, but they may have special relevance to Hill Country issues and should be considered as class topics if the schedule allows.

- Oak Wilt, Tree Selection
- Cedar Issues: Facts and Myths
- Deer and Exotics, Overpopulation Issues
- Exotic and Invasive Plants
- Hill Country Ecological changes since 1820
- Ethnobotany and Anthropology
- Wildscapes/Growing Native Plants
- Wildlife Laws and Ethics
- Wildfire Preparedness/Fire Safety
- Prescribed burning
- Texas Water Issues: Overview
- Rainwater Harvesting
- Grass Characteristics
- Community Firewise Concepts
- Pollinators & Importance of Bees

### • **Topic Descriptions:**

- **Botany/Hill Country Forbs/Native Plants** – plant parts, methods of plant identification, examples of most important classes of native Hill Country (HC) plants; their uniqueness and importance to ecosystem; endangered species; propagation and care.
- **Cedar Issues: Facts/Myths** - review real problems of invasive Ashe juniper; review impacts of cedar's water usage and report best science to clarify some misconceptions.
- **Climate and Weather** – local cycles, statistics and extremes (drought, flood, severe weather).
- **Deer and Exotics** – effect of overpopulation on HC habitat, future woody plant population, identification, impact, solutions.

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- **Early Texas Naturalists/What is a Master Naturalist?** – Overview discussing remarkable hardships, tenacity and plant discoveries of a few prominent early naturalists from this general area; TMN background, including mission, goals, responsibilities, requirements, conduct.
- **Ecological Changes in the Hill Country Since 1820** - key changes and reasons for them; outlook for improvements or worsening effects.
- **Ecological Concepts/Management/HC Ecosystems** – emphasis on succession and climax, balances between ecosystems and factors to keep in balance; brief overview of 10 ecoregions in Texas.
- **Entomology** – biodiversity importance, local indicator species, local habitat needs. Overview of HC insects, scorpions, and spiders.
- **Ethnobotany** - study of how people of a particular culture and region make use of indigenous plants in such things as food, shelter, medicine, clothing, hunting, and religious ceremonies.
- **Field Trips** – to include 3-4 of the following: Kerr Wildlife Management Area, Hondo Creek or Love Creek or Canyon Lake Gorge or comparable, Selah Bamberger Ranch or comparable.
- **Grass Characteristics** - fundamentals of grass morphology and growth characteristics; important native grasses of HC; preview of range science and grass identification classes.
- **Herpetology** – amphibians, lizards, snakes, diversity, characteristics and conservation.
- **Hydrology** – emphasis on local watersheds, aquifers and surface water.
- **Ichthyology** – characteristics of major fish groups, local groups, exotics, and local restoration programs.
- **Invasive/Exotic plants** – identification, impact, solutions.
- **Mammals** – habitat, food, habits, diversity, characteristics and impact of changing landscapes.
- **Nature Center Visits** – Think of visits to Nature Centers as introducing the students to fantastic nature resources and as a recruiting tool, of sorts, for students to consider volunteer opportunities available. Fredericksburg Nature Center, Cibolo Nature Center, Riverside Nature Center. (Typically, the class has visited Fredericksburg Nature Center on the same day as the class meets in Fredericksburg, and the Riverside Nature Center in conjunction with the rainwater catchment demonstration.) Historically, a tour of Cibolo has been offered in conjunction with commencement, but this is not currently available due to conflict with a class at Cibolo. In 2017 and 2018 a class was held in Boerne with a Tour of Cibolo after the class.
- **Oak Wilt/Tree Selection** – characteristics, causes, prevention, treatments; how to plant a tree and best trees to plant.

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

- **Ornithology** – ID tips (beak, wing, tail, legs), migrations, common HC birds, adaptation to environmental changes, rare or endangered and why.
- **Prescribed Burning** – why to do it; how it can be safe.
- **Rainwater Harvesting** – why, how to set up system for potable and non-potable water collection.
- **Range Management**– cedar/water/brush control (including prescribed burns); cedar and rainwater interception (myth and reality), habitat; overgrazing, carrying capacity, stocking rate, grazable acres, increasers/decreasers, grass growth characteristics and how that affects above. Include rainwater demo.
- **Riparian/Aquatic Habitats** – importance, conservation practices, practices to avoid, functions of aquatic systems, local aquatic systems.
- **Soils and Erosion** – soil types, composition, moisture holding ability, and erosion (importance of preventing, how to prevent).
- **Volunteers as Teachers** - importance of teaching as part of TMN mission; meaning/examples of interpretation; opportunities for volunteer service in the Chapter.
- **Water Issues: Overview** - summary of ground and surface water regulation in Texas and specific examples in HC; discussion of enlightened land stewardship on water conservation.
- **Wildfire Preparedness/Fire Safety** – how to protect your home from a wildfire before one occurs.
- **Wildlife Laws and Ethics** - overview of obvious and not so obvious issues affecting land use and management in the HC.
- **Wildscapes/ Growing Native Plants** - show importance of growing native plants as basis for establishing a diverse habitat amenable to both native plant and animal species.
- **Woodlands and Habitat Management** – emphasis on HC landscapes, succession, conservation goals for management (include oak wilt and cedar management), woody plants, native trees, shrubs, oak wilt.
- **Citizen Scientist**– Define citizen science and its history. Become familiar with programs to be involved in the local chapter.



**IX. SUGGESTED TIMELINE FOR NEW CLASS COMMITTEE**

<b>Time</b>	<b>Task</b>
December	-Assemble New Class Committee -Set up meeting location for Committee meetings - Calculate class dates
After committee all agreed	- Schedule committee meeting – meetings are generally held monthly
Before first committee meeting	- Prepare agenda
January	- Review evaluations from prior year(s) - Determine committee responsibilities - Determine start/end dates and location – Previous Schedule example - Determine presentations and field trips -Secure locations for reception, classes, AgriLife Fredericksburg and Nature Centers and Commencement - Prepare Budget and Tuition recommendations if necessary
February-March	-Contact speakers utilizing emails; once classes begin contact speakers one month, one week, and again 2 days before presentation date -Secure locations – reconfirm prior to classes beginning
March-April	- Draft of schedule to Board - All speakers secured - Honorarium and Speakers Gifts Determined -Field trips secured -Nature Centers and Tours Secured, and ATs if desired - Handouts ordered - Current maps for class, field trips, nature centers, reception, etc.
April- May	-Speakers confirmed -Order Curriculum and Binders – 40 maximum - <i>Sand County Almanac</i> – commencement gift (order number needed) -Order stationery supplies from Texas A&M AgriLife bookstore (Thank you notes, folders, binder cover and spine cards) -AgriLife will print for classes and any documents required by the Committee -Coordinate Volunteer Project Fair
June-August	- Assemble curriculum notebooks and handout notebooks - Prepare sign-in sheet, refreshment sign-up sheet, etc. - Arrange for name tags, speaker gifts and other supplies - Provide Board with updated, detailed schedule.
August	-Prepare Mentor Orientation with Membership Director and hand over curriculum binders and handouts. -Review COH; Appendix F: Mentor Program -All responsibilities are assigned to committee members for class -Set up Class Welcome Reception

## Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines

<p>Once classes are in session</p>	<ul style="list-style-type: none"> <li>-Arrive early to prepare facility -Unlock doors, check restrooms, prepare AV equipment, assemble refreshments and prepare announcements</li> <li>-Student Sign in Roster – logged each class - personally</li> <li>-Assist speakers</li> <li>-Ensure class begins on time, speakers and breaks held to schedule</li> <li>-Monitor and facilitate lecture time, breaks, handouts, Q&amp;A</li> <li>-Check sign-in sheets and refreshment signup for compliance</li> <li>-Monitor and coordinate field trips</li> <li>-Coordinate with Membership Director and VMS Data Analyst to receive weekly reports re: VMS entries for AT and Volunteer hours.</li> <li>-Follow up as needed with students re: need for VMS data entry assistance.</li> <li>-Monitor which students are going to meet and/or exceed initial certification requirements. Share status information with class.</li> <li>-Make announcements to class re: New Class Committee importance and their consideration of serving next year.</li> <li>-Reinforce information during announcements re: Board functions and Chapter meetings.</li> <li>-Send periodic emails to class and/or Facebook posts re: TMN/Chapter current events, projects needing volunteers, etc.</li> <li>-Communicate with students who have missed classes re: process for make-up class approval.</li> <li>-Reinforce use of Chapter/TMN website as resource.</li> </ul>
<p>After class ends</p>	<ul style="list-style-type: none"> <li>-Collect and summarize evaluations</li> <li>-Copy electronic data for archives, organize and archive paper data (handouts, etc.).</li> <li>-Provide Webmaster a final, up-to-date class member listing; this will be added to the chapter master member list on the website and for Board use for email distribution.</li> <li>-Update <i>New Class Guidelines</i> document</li> <li>-Conduct a final/summary post-course meeting with the New Class Committee to get their feedback re: the course and lessons learned from their role</li> </ul>

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

**X. EXAMPLE SCHEDULES/AGENDAS FOR NEW CLASS WELCOME EVENT, WEEKLY CLASSES & COMMENCEMENT**

- This document is to be updated each year.
- Electronic files and databases are passed on from the Class Director to their successor.
- New Class Committee members should look for ways to improve and enhance the program based on class evaluations, personal experiences, and mentor suggestions, yet maintaining the high quality and standards of TMN training.

					Credit Hours	<b>TEXAS MASTER NATURALIST HILL COUNTRY CHAPTER 2019 Class Schedule</b>	
	Date	Time	-	Time		<i>Description</i>	<i>Speaker</i>
Monday	19-Aug-19	6:30 PM	-	8:30 PM		<b>WELCOME RECEPTION</b>	
						<b>Kerr Arts and Cultural Center, Kerrville</b>	
	19-Aug-19	6:30 PM	-	7:00 PM		Mingle	
	19-Aug-19	7:00 PM	-	7:10 PM		Welcome and Introductions of Board, Class Committee	Carla Stang
	19-Aug-19	7:10 PM		7:20 PM		About TMN	Lisa Flanagan
	19-Aug-19	7:20 PM		7:25 PM		Membership Director	Reggie Cox
	19-Aug-19	7:25 PM		7:40 PM		More About TMN	Michelle Haggerty

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

	19-Aug-19	7:40 PM	-	8:40 PM		Introduction of New Class Trainees and Mentors	Reggie Cox
				<b>SECTION I TOPIC:</b>		<b>HISTORY AND HILL COUNTRY ECOLOGY</b>	
Wednesday	21-Aug-19	8:30 AM	-	1:30 PM		<b>HISTORICAL OVERVIEW and HILL COUNTRY ECOLOGY, PART I</b>	
1st Class						<b>UGRA, Kerrville</b>	
	21-Aug-19	8:30 AM	-	9:00 AM	0.50	Introduction; Class Business	Carla Stang
	21-Aug-19	9:00 AM		9:15 AM	0.25	Introduction to Becoming a Master Naturalist	Jim Stanley
	21-Aug-19	9:15 AM	-	10:45 AM	1.50	Ecological Concepts and Ecosystem Management	John Herron
	21-Aug-19	10:45 AM	-	11:00 AM		Break	
	21-Aug-19	11:00 AM	-	12:00 PM	1.00	Early Texas Naturalists	Dyanne Fry Cortez
	21-Aug-19	12:00 PM	-	12:15 PM		Break	
	21-Aug-19	12:15 PM	-	1:30 PM	1.25	Cedar; Myth and Management	Jim Stanley

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

Wednesday	28-Aug-19	8:30 AM	-	12:45 PM		<b>HILL COUNTRY ECOLOGY, PART II:</b>	
2nd Class						<b>UGRA, Kerrville</b>	
	28-Aug-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	28-Aug-19	8:45 AM	-	10:00 AM	1.25	Texas Soils and Erosion Control	Pete Van Dyck
	28-Aug-19	10:00 AM	-	10:15 AM		Break	
	28-Aug-19	10:15 AM	-	11:30 AM	1.25	Helpful Information from Chapter Board of Directors	Brenda Fest
	28-Aug-19	11:30 AM	-	11:45 AM		Break	
	28-Aug-19	11:45 AM	-	12:45 PM	1.00	Hydrology of the Southern Edwards Plateau	Charlie Flatten
	28-Aug-19	1:00 PM		2:00 PM	1.00	AT VMS Training AT 19-133 UGRA	Brenda Fest
						Class Photos - take this week	Mark Richardson
						<b>COLOR KEY</b>	
						Scheduled AT	
						Scheduled Field Trip	

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

						<b>Location other than UGRA</b>	
Wednesday	4-Sep-19	8:30 AM		2:00 PM		<b>HILL COUNTRY ECOLOGY, PART III - KERR Wildlife Management Area</b>	
3rd Class							
	4-Sep-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	4-Sep-19	8:45 AM	-	10:00 AM	1.25	Hill Country Ecology Changes Since 1820	Ryan Reitz
	4-Sep-19	10:00 AM	-	10:15 AM		Break	
	4-Sep-19	10:15 AM	-	11:30 AM	1.25	Grassland and Prairie Ecology	Jim Stanley
	4-Sep-19	11:30 AM	-	11:45 AM		Break	
	4-Sep-19	11:45 AM	-	1:00 PM	1.25	Prescribed Burns	Morgan Treadwell
	4-Sep-19	1:00 PM	-	2:00 PM	0.75	<b>Picnic Lunch -</b>	
	4-Sep-19	2:00 PM		4:00 PM	2.00	Kerr Field Trip with Ryan Reitz & Jim Stanley	
Wednesday	11-Sep-19	8:30 AM	-	12:45 PM		<b>LAND RESTORATION and WATERSHED PROTECTION</b>	
4th Class						<b>VOLUNTEER OPPORTUNITIES</b>	
						<b>UGRA, Kerrville</b>	

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

	11-Sep-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	11-Sep-19	8:45 AM	-	9:45 AM	1.00	Hill Country Forest Communities and Stewardship	Susan Sander
	11-Sep-19	9:45 AM	-	10:00 AM		Break	
	11-Sep-19	10:00 AM	-	11:15 AM	1.00	Range Management and Land Restoration	Jim Stanley
	11-Sep-19	11:25 AM	-	11:30 AM		Break	
	11-Sep-19	11:30 AM	-	12:45 PM	1.50	Volunteer Projects Fair	
	11-Sep-19	1:00 PM		3:00 PM	2.00	AT Tree Identification AT 19-134 - RNC	Jim Stanley
Wednesday	18-Sep-19	8:30 AM	-	1:00 PM		<b>OAK WILT, AQUATIC ECOLOGY, CLIMATE</b>	
5th Class						<b>Fredericksburg AgriLife Building</b>	
	18-Sep-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	18-Sep-19	8:45 AM	-	10:00 AM	1.25	Oak Wilt; Identification and Management	Robert Edmonson

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

	18-Sep-19	10:00 AM	-	10:15 AM		Break	
	18-Sep-19	10:15 AM	-	11:30 AM	1.25	Climate and Weather	Paul Yura
	18-Sep-19	11:30 AM	-	11:45 AM		Break	
	18-Sep-19	11:45 AM	-	1:00 PM	1.25	Aquatic Ecology and Management	Megan Bean
	18-Sep-19	1:30 PM				Tour of Lady Bird Johnson Nature Center	Jane Crone
	18-Sep-19	6:30 PM		8:30 PM	2.00	AT Mexican Free Tail Bats - AT 19- 136	Nyta Brown
Saturday	21-Sep-19	8:45 AM		1:00 PM		Field Trip: Selah - J. David Bamberger	
				<b>SECTION III</b>		<b>FLORA AND FAUNA</b>	
				<b>TOPIC:</b>			
Wednesday	25-Sep-19	8:30 AM	-	12:45 PM		<b>INSECTS, FORESTS, BOTANY</b>	
6th Class						<b>UGRA, Kerrville</b>	



Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

	25-Sep-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	25-Sep-19	8:45 AM	-	9:45 AM	1.00	Entomology	Kimberly Lohmeyer
	25-Sep-19	9:45 AM	-	10:00 AM		Break	
	25-Sep-19	10:00 AM	-	11:15 AM	1.25	Firewise Concepts & Practice	Jake Gosschalk
	25-Sep-19	11:15 AM	-	11:30 AM		Break	
	25-Sep-19	11:30 AM	-	12:45 PM	1.25	Botany; Naming and Identification Basics	Brenda Fest
	25-Sep-19	1:00 PM		3:00 PM	2.00	AT Grass Identification - AT 19-135 RNC	Jim Stanley
Wednesday	2-Oct-19	8:30 AM		1:00 PM		<b>RIPARIAN AREA, POLLINATORS, AND EXOTICS</b>	
7th Class						<b>UGRA, Kerrville</b>	
	2-Oct-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	2-Oct-19	8:45 AM	-	9:45 AM	1.00	Monarch Butterfly: A Model for Pollinators	Cathy Downs
	2-Oct-19	9:45 AM	-	10:00 AM		Break	

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

	2-Oct-19	10:00 AM	-	11:15 AM	1.25	Riparian Area Management	David Oppenheimer
	2-Oct-19	11:15 AM	-	11:30 AM		Break	
	2-Oct-19	11:30 AM	-	1:00 PM	1.50	Invasive and Exotic Plants	Cheryl Hamilton
	-						
Wednesday	9-Oct-19	8:30 AM	-	12:45 PM		<b>MAMMALS AND ETHICS</b>	
8th Class						<b>UGRA, Kerrville</b>	
	9-Oct-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	9-Oct-19	8:45 AM	-	10:00 AM	1.25	Hill Country Mammals Part 1	Jessica Alderson
	9-Oct-19	10:00 AM	-	10:15 AM		Break	
	9-Oct-19	10:15 AM	-	11:30 AM	1.25	Hill Country Mammals, Part 2 and Ethics	Jessica Alderson
	9-Oct-19	11:30 AM	-	11:45 AM		Break	
	9-Oct-19	11:45 AM	-	12:45 PM	1.00	White Tailed Deer and Exotics, Overpopulation	Rufus Stephens
	9-Oct-19	1:00 PM		3:00 PM	2.00	<b>AT:</b> Forbs: John Huecksteadt AT 19-137 RNC	John Huecksteadt

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

Saturday	12-Oct-18	12:45 PM		4:00 PM		Field Trip: Honey Creek	
Wednesday	16-Oct-19	9:30 AM	-	2:30 PM		<b>FISH, SNAKES, AQUATICS, ORNITHOLOGY</b>	
9th Class						<b>Patrick Heath Public Library Community Rm Boerne</b>	
	16-Oct-19	8:30 AM		9:30 AM	1.00	Tour of Cibolo Nature Center	Ben Eldridge
	16-Oct-19	10:00 AM	-	10:15 AM	0.25	Introduction; Class Business	Carla Stang
	16-Oct-19	10:15 AM	-	11:15 AM	1.00	How to be a More Bird Friendly Master Naturalist	Patsy Inglet
	16-Oct-19	11:15 AM	-	11:30 AM		Break	
	16-Oct-19	11:30 AM	-	12:45 PM	1.25	Aquatics	Dick Luebke
	16-Oct-19	12:45 PM	-	1:00 PM		Break	
	16-Oct-19	1:00 PM	-	2:30 PM	1.50	Snakes of the Hill Country	Dave Barker

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

				<b>SECTION IV TOPIC:</b>		<b>ARCHAEOLOGY AND GEOLOGY</b>	
Wednesday	23-Oct-19	8:30 AM		1:15 PM		<b>ARCHAEOLOGY AND GEOLOGY</b>	
10th Class						<b>UGRA, Kerrville</b>	
	23-Oct-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	23-Oct-19	8:45 AM	-	9:45 AM	1.00	Archaeology for Master Naturalists	Clark Wernecke
	23-Oct-19	9:45 AM	-	10:00 AM		Break	
	23-Oct-19	10:00 AM	-	11:15 PM	1.25	Geology, Hill Country Context	Ted Schulenberg
	23-Oct-19	11:15 AM	-	11:30 AM		Break	
	23-Oct-19	11:30 AM	-	12:45 AM	1.25	Geology, Hill Country Context, continued	Ted Schulenberg
	23-Oct-19	12:45 PM	-	12:55 PM		Short Break	
	23-Oct-19	12:55 PM	-	1:15 PM	0.33	Canyon Lake Gorge Video	Carla Stang

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

				<b>SECTION V TOPIC:</b>		<b>NATIVES IN YARDS, PLANT USES, RAINWATER HARVESTING</b>	
Wednesday	30-Oct-19	8:30 AM	-	1:00 PM		<b>UGRA, Kerrville</b>	
11th Class							
	30-Oct-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	30-Oct-19	8:45 AM	-	10:00 AM	1.25	Rain Water Harvesting	Gary & Brenda Fest
	30-Oct-19	10:00 AM	-	10:15 AM		Break	
	30-Oct-19	10:15 AM	-	11:30 AM	1.25	Hill Country Wildscapes	Kelly Simon
	30-Oct-19	11:30 AM	-	11:45 AM		Break	
	30-Oct-19	11:45 AM	-	1:00 PM	1.25	Ethno Botany	Patty Leslie Pasztor
After Class	30-Oct-19	1:15 PM				Tour: Riverside Nature Center and Rainwater Harvesting Demonstration; Jim Stanley	
Saturday	2-Nov-19	9:15 AM		1:00 PM		Field Trip: Canyon Lake Gorge	

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

				<b>SECTION VI</b>		<b>WINDING DOWN, THE ECOLOGY OF</b>	
				<b>TOPIC:</b>		<b>DARKNESS, TMN AS</b>	
						<b>TEACHERS, AND LAND STEWARDSHIP</b>	
Wednesday	6-Nov-19	8:30 AM	-	12:45 PM		<b>UGRA, Kerrville</b>	
12th Class							
	6-Nov-19	8:30 AM	-	8:45 AM	0.25	Introduction; Class Business	Carla Stang
	6-Nov-19	8:45 AM	-	9:45 AM	1.00	Ecology of Darkness	Bridget Langdale
	6-Nov-19	9:45 AM	-	10:00 AM		Break	
	6-Nov-18	10:00 AM	-	11:00 AM	1.00	Master Naturalists as Teachers	Cathy Downs
	6-Nov-19	11:00 AM	-	11:15 AM		Break	
	6-Nov-19	11:15 AM	-	12:45 PM	1.50	Land Stewardship	Jim Stanley
	Total Class Hours				60.08		
Graduation	13-Nov- 19					<b>COMMENCEMENT</b>	
						<b>UGRA, Kerrville</b>	
	13-Nov- 19	9:30 AM		10:00 AM		Welcome	Carla Stang

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

	13-Nov-19	10:00 AM		11:00 AM		Commencement Address	Craig Hensley
	13-Nov-19	11:00 AM		11:15 AM		Announcements and Committee Thanks	Lisa Flanagan
	13-Nov-19	11:15 AM		11:30 AM		Break	
	13-Nov-19	11:30 AM		12:00 PM		Introduction of New Texas Master Naturalists	Reggie Cox
	13-Nov-19	12:00 PM				Celebrate - Barbeque!	Everyone

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

**XI. SPEAKER CONTACT INFORMATION** (Sorted alphabetically by speaker’s last name)

The following is a list of past, present, and/or prospective speakers for various topics

Speaker Name	Location	Title/Affiliation	Presentation Topic	Email	Phone
Adams, Anne	Boerne	Cibolo Nature Center (retired)	Aquatic Ecology and Management	AAdams@cibolo.org	830-249-4616
Alderson, Jessica	San Antonio	TPWD Urban Biologist	Mammalogy	jessica.alderson@tpwd.texas.gov	210-688-6444
Barker, Dave	Boerne	Herpetologist, Vida Preciosa International, Inc.	Herpetology	vpi@beecreek.net	830-832-1874
Bean, Megan		Ecologist TPWD	Aquatic Ecology and Management	megan.bean@tpwd.texas.gov	512-214-3449
Behringer, Dan	Harper	Hill Country Chapter	Rainwater Harvesting	dbehringer@windstream.net	830-864-5747
Bragg, Amanda	San Angelo	NRCS USDA	Hill Country Soils and Erosion Control	Amanda.Bragg@tx.usda.gov	325-944-0147
Brown, Nyta			Bats	nyta.brown@tpwd.texas.gov	
Carr, Bill	Austin	Botanist, former TX Nature Conservancy; independent consultant	Plants of the Hill Country	bcarr@tnc.org billcarrspruge@gmail.com	512-459-5326
Collins, Allen	Falls City (Technician)	Soil Conservationist USDA/NRCS	Hill Country Soils and Erosion Control	allen.collins@tx.usda.gov	830-583-3224 x3
Collins, Tom	Center Point	Hill Country Chapter	Ornithology	towhee@hctc.net	830-634-3236
Cortez, Dyanne (Fry-Cortez)	Austin	Entomologist, Retired TPWD 2019	Entomology	dycort@att.net	512-739-9524
Crone, Jane	FBG	Hill Country Chapter, Friends of Fredericksburg Nature Center	FNC tour	jcrone@austin.rr.com	830-990-9823
Davis, John		Wildlife Diversity Program Dir TX Parks & Wildlife Department	Wildlife Diversity	John.davis@tpwd.texas.gov	512-389-8587
Dismukes, Diana	Kerrville	TPWD Kerrville	Archaeology		830-792-7500



Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

Downs, Cathy	Comfort	Hill Country Chapter	Interpretation - Volunteers as Teachers Monarchs	mzdowns@hctc.net	830-995-5864
Edmonson, Robert	Johnson City	Texas A&M Forest Service, Biologist (can only teach in FBG)	Native Trees and Shrubs, Oak Wilt	redmonson@tfs.tamu.edu	830-868-7949
Eldredge, Ben	Boerne	Dir. of Education, Cibolo Nature Center and Farm	CNC Tour	ben@cibolo.org	830-249-4616 210-633-7150
Fest, Brenda	Pipe Creek	Hill Country Chapter	Biology	brendafest@gmail.com	830-688-1021
Fest, Brenda & Gary	Pipe Creek	Hill Country Chapter	Rainwater Harvesting	brendafest@gmail.com	830-688-1022
Neill, Rebecca	Bandera	Western Rivers Field Rep, TX Nature Conservancy; Hill Country Chapter	Love Creek	rebecca.neill@tnc.org	210-823-3060
Flatten, Charlie		Water Policy Program Manager, Hill Country Alliance	Hydrology of the Edwards Aquifer	Charlie@hillcountryalliance.org	512-694-1121
Fronimos, Alayne	Live Oak	Adj Faculty, Alamo College	Botany/Hill Country Forbs	Afronimos2@alamo.edu	210-262-5871
Gage, Ed	Pipe Creek	Entomologist, TPWD	Entomology	ecgage@peoplepc.com	830-535-4550
Gallo, Travis	Austin	Research/Training Coord. Lady Bird Johnson Wildflower Center	Invasive Plants	tgallo@wildflower.org	512-232-0116
Gary, Marcus		Senior Hydrologist, The Edwards Aquifer Authority	Hydrology of the Edwards Aquifer	Jsg.utexas.edu/research/marcus_gary mgary@edwardsaquifer.org	210-222-2204 x313 512-479-8029
Gosschalk, Jacob	San Antonio	Wildland Urban Interface Specialist II	Firewise Practices	kgosschalk@tfs.tamu.edu	w - (210) 494- 1742 C - (361) 571- 6923
Hagenbuch, Karl	San Antonio	Instructor, Biology San Antonio College	Botany/Hill Country Forbs	khagenbuch@satx.rr.com	210-733-2697
Haggerty, Michelle		Advisor, Hill Country Chapter	Chapter ethics, protocol, etc.	mmhaggerty@tamu.edu	979-587-2627 830-896-2504
Hamilton, Cheryl		TMN – Alamo Chapter NPSOT – Balcones Invasives	Invasive Plants	cryhm@hotmail.com	210-912-9384

## Texas Master Naturalist, Hill Country Chapter New Class Committee

### Guidelines

Hammond Weldon W.	San Antonio	Director, Center of Water Research, UTSA	Hydrology of the Southern Edwards Plateau Region	weldon.hammond@utsa.edu	210-844-1134
Hardy, Thom	San Marcos	River Systems Institute Texas State University	Aquatic Ecology and Management	Thom.Hardy@TXState.edu	512-245-4490
Heilbrun, Richard	San Antonio	Urban Wildlife Biologist TPWD, San Antonio	Mammals; Law and Ethics	richard.heilbrun@tpwd.tx.us	
Hensley, Craig		Guadalupe River State Park	Dragon Flies, Bats, Birds, Interpretation - Volunteers as Teachers	craig.Hensley@tpwd.texas.gov	210-454-8629
Herron, John	San Antonio	Director of Conservation Programs, Nature Conservancy (Central Texas)	Ecology	jherrontx@sbcglobal.net	210-410-2101
Huecksteadt, John	FBG	Hill Country Chapter	Hill Country Plants, Taxonomy	johnh@beecreek.net	830-456-5061
Inglet, Patsy	Boerne	Ornithology Expert	Ornithology	tpinglet@satx.rr.com	
Jones, Shirley	FBG	TPWD (retired)	Interpretation - Volunteers as Teachers Communication	sjones@fbg.net	830-997-7585
Keairns, Carter	San Antonio	UTSA Geology Dept	Geology	ckeairns@lewisenergy.com carteroil@yahoo.com	512-757-0735 210-394-4855
Kiphart, Kip	Boerne	Hill Country Chapter	Ecological Concepts and Ecosystem Management	skipkip@gvtc.net	830-336-3669
Kniffen, Billy	Menard	Texas A&M AgriLife Extension, Menard Co.	Grasses and Grassland Management; Range Management	b-kniffen@tamu.edu	325-396-4787
Langdale, Bridget	Mason	Hill Country Chapter	Ecology of Darkness	bsl@rabbit66.com	325-805-1176
Langford, David	Comfort	VP Emeritus, TX Wildlife Assn	Water Policy in Texas	dkl@hctc.net	830-995-2147
Lewey, Sky Jones	Uvalde	Nueces River Authority Resource Protection and Education Director	Riparian Ecology and Management	slewey@nueces-ra.org	830-275-1871 830-278-6810
Lindemann, Bill	FBG	Exploration geologist Exxon, retired	Ornithology	billin2@beecreek.net	830-997-8917
Lohmeyer, Kim Dr.	Kerrville	USDA-ARS Knipling-Bushland Livestock Insect Research lab	Entomology	kim.lohmeyer@ars.usda.gov	830-377-4205
Longacre, Susan		Geologist, Chevron Texaco, retired; Hill Country Chapter	Geology	susanlongacre254@gmail.com	830-637-5197

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

Luebke, Dick	Kerrville	TPWD, retired	Aquatics	kdl@ktc.com	830-257-4270 830-377-3772
Mace, Robert	Austin	Texas Water Development Board	Hydrology	wcac@twdb.state.tx.us	
Marr, Minnette	Austin	Lady Bird Johnson Wildflower Center	Invasive plants	mmarr@wildflower.org	512-232-0240
McKinley, Bob		Hill Country Chapter	Love Creek Field Trip Intro	bobmac9827@gmail.com	713-503-3914
Nelle, Steve	San Angelo	Wildlife Biologist NRCS, retired	Riparian Ecology and Management; "Watershed Walk"	nelleangelo@suddenlink.net	325-942-9566
Oppenheimer, Daniel	Austin	Hill Country Alliance	Riparian	daniel@hillcountryalliance.org	210 287 0478 (cell)
Pasztor, Patty Leslie	San Antonio	Botanist, author	Ethnobotany	agarita@me.com	210-837-0577
Quinn, Mike	Manchaca	Entomologist, Brackenridge Field Laboratory UT Austin	Entomology	entomike@gmail.com	512-577-0250
Reitz, Ryan	Hunt	Wildlife Biologist TPWD, KWMA	KWMA Field Trip	ryan.reitz@tpwd.texas.gov	830-343-4483
Rose, Bob	Austin	LCRA meteorologist	Climate and Weather	bob.rose@lcra.org	512-473-3200
Runyen, Jason		Lead Weather Forecaster, NWS	Climate and Weather	Jason.runyen@noaa.org	
Rylander, Kent	FBG	Prof., TX Tech Univ. retired	Ornithology	k.rylander@ttu.edu	830-997-0182
Sander, Susan	Kerrville	Texas Forest Service (retired)	Forest Communities of the Hill Country	rainlilyhc@omniglobal.net	830-928-1413
Scherer, Lewis			Prescribed Burns		
Schulenberg, Ted	Kerrville	Retired; Regular speaker at Dietert Center	Geology	schulen@ktc.com	
Simon, Kelly Conrad	Bastrop	TPWD Urban Biologist	Hill Country Wildscapes	kelly.simon@tpwd.texas.gov	512-409-0689
Snodgrass, Dan	Johnson City	Central TX Regional MGR. TX Nature Conservancy	Love Creek Field Trip	dsnodgrass@tnc.org	512-468-6900
Stanley, Jim	Kerrville	Hill Country Chapter; chemist, Union Carbide, retired	Land Stewardship	jstmn@ktc.com	830-257-2094
Stephens, Rufus	Boerne	Wildlife Biologist TPWD, District Manager Retired	Texas Ecoregions: Hill Country Whitetail Deer	Rufus4101@gmail.com	830-446-6217
Stoutmire, Steve	Kerrville		Archaeology and Geology	steve.stoutmire@icloud.com	
Treadwell, Morgan	San Angelo	Texas A&M AgriLife Extension	Prescribed Burns	morgan.treadwell@ag.tamu.edu	

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

Tybor, Paul	FBG	Gen Mgr., Hill Country Underground Water Conservation District	Hydrology	ptybor@gmail.com	830-997-4472
Van Dyck, Pete	Blanco area	Small Business owner	Soils & Water catchment	vandyckdesigns@gmail.com	405-606-5626
Vaughn, David			Soils	davidvettertree@att.net	210-867-5612
Waitt, Damon	Austin	Dir. Native Plant Info Network, Lady Bird Johnson Wildflower Ctr; Pres. Texas Invasive Plant and Pest Council	Invasive/Exotic Plants	dwaitt@wildflower.org	512-232-0116
Wernecke, Clark D.	Austin	The Gault School of Archaeological Research	Archaeology for Master Naturalist	cwernecke@gaultschool.org	851-689-8779 512-232-4912
Wren, Bill		McDonald Observatory	Dark Skies/Light Pollution	wren@nexus.ag.utexas.edu (?)	432-386-6947 432-426-6321
Yura, Paul	New Braunfels	NWS Warning Coordination Meteorologist	Weather and Climate	paul.yura@noaa.gov	830-629-0130 x223

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

<b>XII. Meeting Places, Partners, Institutions</b>				
<b>Organization</b>	<b>County</b>	<b>Phone</b>	<b>e-mail or Web Site</b>	<b>Address</b>
<b>Cibolo Nature Center</b> Ben Eldredge	Kendall	830 249 4616 210 633 7150	www.cibolo.org ben@cibolo.org	140 City Park Rd. Boerne TX 78006
<b>Fredericksburg Nature Center</b> Jane Crone	Gillespie		www.fredericksburgnaturecenter.org jcrone@austin.rr.com	
<b>Kerr Arts and Cultural Center</b>	Kerr	830 895 2911		228 Earl Garrett St Kerrville TX 78028
<b>Kerr Wildlife Management Area</b>	Kerr	830 238 4483	www.tpwd.state.tx.us/huntwild/hunt/wma	2625 FM 1340 Hunt TX 78024
<b>Lady Bird Johnson Municipal Park</b>	Gillespie	830 997 4202 HQ		1606 S Hwy 16 Fredericksburg TX78624
<b>Lady Bird Johnson Wildflower Center</b>	Travis			
<b>National Oceanographic Atmospheric Administration</b>		301 713 1208	www.noaa.gov	
<b>Patrick Heath Public Library Community Room, Boerne</b>	Kendall	830-249-3053 Fax: 830-249-8410	http://www.ci.boerne.tx.us/197/Library HOURS: Mon – Th 9 a.m. - 7 p.m. Friday 9 a.m. - 6 p.m. Saturday 10 - 4	451 N. Main St. Building 100 Boerne, TX 78006
<b>Riverside Nature Center</b> Becky Etzler, RNC Director	Kerr	830 257 4837	www.riversidenaturecenter.org director@riversidenaturecenter.org	150 Francisco Lemos Kerrville TX 78028
<b>San Antonio College</b>	Bexar	210 733 2000	www.accd.edu	
<b>Texas A&amp;M AgriLife Extension</b>	Gillespie	830 997 3452		95 Frederick Rd Fredericksburg TX78624
<b>Texas A&amp;M AgriLife Extension</b>	Kerr	830 257 6568		
<b>Texas A&amp;M University</b>		979 845 3211	www.tamu.edu	
<b>Texas A&amp;M Forest Service</b>	Gillespie, Kerr	830 868 7949		
<b>Texas Lions Camp</b> Stephen King	Kerr	830 896 8500	www.lionscamp.com sking@lionscamp.com	4100 San Antonio Hwy P.O. Box 290247 Kerrville TX 7 8028

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

<b>Texas Parks and Wildlife Dept Bandera</b>	Bandera	830 796 4113		
<b>Texas Parks and Wildlife Dept Fredericksburg</b>	Gillespie	830 997 0713		
<b>Texas Parks and Wildlife Dept Kerrville</b>	Kerr	830 896 2500		
<b>Upper Guadalupe River Authority</b>	Kerr	830-896-5445	Tammy Thompson or Katy for class room and auditorium rentals for classes	125 N Lehmann Dr Kerrville TX 78028
<b>University of Texas</b>		512 499 4566	www.utsystem.edu	

Guidelines

**XIII. HILL COUNTRY CHAPTER LEADERSHIP INFORMATION**

**2020 Board of Directors**

<b>POSITION</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE</b>
President	Elsa Roberts	<a href="mailto:Elsa.roberts@gmail.com">mailto:Elsa.roberts@gmail.com</a>	
Vice President	Katy Kappel	<a href="mailto:katykappel@yahoo.com">katykappel@yahoo.com</a>	512-589-1498
Secretary	Jeralyn Hathorn	<a href="mailto:lodges@swtexas.net">lodges@swtexas.net</a>	
Treasurer	Cathy Binney	<a href="mailto:csbinney@yahoo.com">csbinney@yahoo.com</a>	936-245-1127
Dir, Communications	Catherine Gauldin	<a href="mailto:cgauldin@outlook.com">cgauldin@outlook.com</a>	281-491-5963
Dir, Membership	Carla Stang	<a href="mailto:Stangs94@outlook.com">Stangs94@outlook.com</a>	830-955-7095
Dir, Volunteer Projects	Tom Burke	<a href="mailto:tdannator@gmail.com">tdannator@gmail.com</a>	713-870-2008
Dir, New Class	Sheryl Pender	<a href="mailto:sheryl.pender@gmail.com">sheryl.pender@gmail.com</a>	713-518-6157
Dir, Advanced Training	Deb Youngblood	<a href="mailto:deytech@gmail.com">deytech@gmail.com</a>	210-268-6187
New Class Rep	Frank Garcia	<a href="mailto:fjavgar@aol.com">fjavgar@aol.com</a>	830-895-8849
Past President	Lisa Flanagan	<a href="mailto:terlinguagirl@gmail.com">terlinguagirl@gmail.com</a>	830-928-2080
State Rep	Vern Crawford	<a href="mailto:verncrawford@gmail.com">verncrawford@gmail.com</a>	618-203-8296
<b>Advisors</b>			
Advisor	Michelle Haggerty	<a href="mailto:mhaggerty@ag.tamu.edu">mhaggerty@ag.tamu.edu</a>	830 896 2504
Advisor	Roy Walston	<a href="mailto:r-walston@tamu.edu">r-walston@tamu.edu</a>	830 257 6568

Texas Master Naturalist, Hill Country Chapter New Class Committee

Guidelines

**2020 New Class Committee**

<b>POSITION/FUNCTION</b>	<b>NAME</b>	<b>EMAIL</b>	<b>PHONE</b>
New Class Director	Sheryl Pender	sheryl.pender@gmail.com	713-518-6157
Secretary			
Nourishments/Coffee			
Nourishments/Coffee, Data summary			
Photographer			
AT/Volunteer Fair			
Field Trips			
Social Media			
Past Class Director			
Advisors AV/IT, Mentorship Program, Welcome Event	Jim Stanley, Brenda Fest, Reggie Cox, Gracie Waggener, Carla Stang		



# Texas Master Naturalist, Hill Country Chapter New Class Committee Guidelines