

## **January 24, 2022 Minutes for Meeting of Board of Hill County Chapter, Texas Master Naturalists**

**Place:** Riverside Nature Center & Zoom

**Time:** 2:30 p.m.

### **Present In Person:**

Carla Stang, Frank Garcia, Ron Scoggins, Alice King, Carra Milikien, Dot Maginot

### **Present on Zoom**

Elsa Roberts, Diana Gierisch, Trudy Eberhardt, Vern Crawford (joining late at around 3:30)

### **Not Present**

Tom Burke (with advance notice), Ron Childers (with advance notice)

### **Detailed Meeting Minutes Below; Action Items Summary:**

1. Tom to check with Project Leads for projects having special fund designations – Report at Feb meeting
2. Alice and Carla to coordinate on purchasing food for New Class Reception (held on 2/16/22)
3. Agenda item for February – visibility of financial reporting to Chapter as a whole
4. November Board meeting date changed to 28<sup>th</sup> instead of 21<sup>st</sup>

## **January 24, 2022 Minutes for Meeting of Board of Hill County Chapter, Texas Master Naturalists**

Carla called the meeting to order at 2:35.

### **Opening Announcements**

Carla reported:

1. Board roster updated and in One Drive
2. Plans to reach out to our TPWD Advisor (a new employee of TPWD; office at AgriLife)
3. One Drive training (by Carla) is set up for new Board members who missed earlier training; all Board welcome to attend if they want a refresher

### **Approval of Minutes and Annual Financial Review Minutes**

1. Carla submitted for approval the minutes from the December 13, 2021 meeting prepared by former Secretary Jeralyn Hathorn. Carra made a motion to approve; Diane noted a change to the spelling of her name and correction to her title. Alice noted that Board approval would be for the minutes with these corrections; Frank seconded the motion to approve minutes; the minutes were approved by unanimous voice vote.
2. Carla submitted for approval the Minutes approving the Financial Review for 2021 prepared by former Secretary Jeralyn Hawthorn. Alice noted that she planned to attach the Financial Review to the minutes in the Minute Book so that it was clear what had been approved. Carra made a motion to approve the minutes and Frank seconded the motion; the minutes were approved by unanimous voice vote.

## **REPORTS**

### **Treasurer – Ron Scoggins**

1. Ron reviewed the register for month of December.
2. Ample time was spent reviewing all financial documents from the treasurer since most board members are new to the board.
3. The meeting noted the several special project fund designations, some of which appeared to be inactive or have minimal balances. The Board would like Tom to communicate with the project lead for each project for a status update and report back to the Board at the February meeting. Carla will discuss this with him.
4. Reviewed the Income and Expense statement for 2021
5. Elsa noted that the Chapter had not made a donation to the State Meeting and the Board noted the importance of making one for 2022; If during TMN State President's meetings there is a remaining deficit in reconciling the 2021 conference costs, Carla will ask the Board to consider a donation at that time.
6. Board members noted the "Miscellaneous" expense category and Ron reported that detail for each month could be found in the financial records on One Drive
7. The Board discussed whether and how to make the financial reporting more visible and accessible to the Chapter generally and decided to make this an Agenda item for the February Board meeting

On motion by Carra, seconded by Alice, the Treasurer's Report was approved by unanimous voice vote.

### **Vice President – Frank Garcia**

1. Frank reviewed his efforts to identify speakers for the Chapter meetings
2. Frank noted that the AV equipment now filled two portable carrying cases
3. Carla noted that donations of IT equipment and supplies should be recorded in some way and the meeting decided that the following should be reflected in these minutes:
  - a) Alice donated the following items to the Chapter in January: small webcam, Snowball microphone, Logitech speakers, rolling padded carrying case for AV/IT equipment, larger plastic carrying tub with wheels for AV/IT equipment
  - b) Frank donated the following items to the Chapter in January: tripod, cables, mouse
4. Carla noted for future discussion to possibly use a survey to solicit input from members re: AT topics.
5. Ron noted that we had a 100-person attendance limit on Zoom and the meeting determined this was sufficient for now given the number of attendees in the past.

### **New Class Training – Carra Milikien**

1. Carra noted that the Committee lacked only one speaker to fill out the planned curriculum
2. Carra reviewed the plans for the Welcome Notebook and e-Binder
3. The meeting discussed the need for a COVID waiver and after discussion decided it was not necessary unless it was mandated by the State organization or any local authorities or partners we are associated with for the class.
4. The meeting discussed the plans for providing food for the Welcome Reception and decided to purchase the food; the meeting set a not-to-exceed budget of \$800 for an expected attendance of around 70-80 people; Carra noted that the NCC would provide the drinks
5. Carra noted that the Board would be introduced at the Welcome Reception and asked all to attend (Feb 16, 5:30, Kerrville Arts & Cultural Center)

### **Membership – Dot Maginot**

1. Dot reported on expressions of interest in joining the new class and her efforts to engage with those individuals even though the class is closed for this year
2. A second Zoom mentor meeting held. Mentors and mentees seem to be successfully engaging.
3. Reviewed transfers, total membership and active member numbers.

### **Communications – delivered by Carla Stang in Ron Childer's absence**

1. Carla reporting that she was continuing to serve as the conduit to McKenzie for website changes for the time being;
2. Lenore still doing the newsletter, Catherine Gauldin to remain involved to manage social media, including live streaming, Linda Fiore had agreed to take on the print media function
3. Carla noted that the public is welcome to attend Chapter meetings/AT sessions, regardless of in-person, Zoom only or Hybrid option
4. Carla encouraged each Board member to use assistants as was being handled in the Communications area

### **Projects – delivered by Carla Stang in Tom Burke's absence**

1. Two new projects were identified in Tom's report.
2. Elsa reported that Richard and Teresa Coleman were moving to New Mexico and that a new PGARP lead would be needed for Kerrville; the meeting expressed sadness about losing the Coleman's and discussed how a new project lead might be identified

### **Advanced Training – Diane Gierisch**

1. Diane reviewed her AT metrics showing the number of presentations offered

### **Secretary – Alice King**

1. Alice advised Board that she would be asking each member who had not signed in a prior year to sign an acknowledgement that they had read and understood the Conflict of Interest policy included in the Bylaws

### **NEW BUSINESS**

1. Carla submitted the slate of Directors for approval, namely:

Director, Communications:	Ron Childers
Director, Membership:	Dot Maginot
Director, Volunteer Projects:	Tom Burke
Director, New Class:	Carra Milikien
Director, Advanced Training:	Diane Gierisch
Director, New Class Rep:	Trudy Eberhardt
State Rep:	Vern Crawford

On Carra’s motion, seconded by Dot, the slate of Directors was approved by unanimous voice vote, including the vote of the officers (Carla, Frank, Ron, and Alice and Elsa as the Immediate Past President, in accordance with the Chapter Operating Handbook.

2. Carla asked for feedback on the calendar of meetings for the Board; Carra suggested that the November meeting be moved to November 28 so that it would not fall on the same week as Thanksgiving and all agreed.
3. Carla asked for a Board member to serve as the liaison with the RNC/TMN/NPSOT Plant Sale and Elsa volunteered to take that role.
4. Carla reminded board about the Board retreat scheduled for Feb 3, 2022. 9AM – 3PM at AgriLife Extension office and Zoom.
5. Elsa reported on her plans and timeline to revise the Chapter Operating Handbook, asking for all to provide input on their role description and reporting that she was targeting completion of this project in November 2022.
6. Carla noted that there was still an open Board seat for IT Director and noted that we should consider how this role interacts with the VP role around AV and meetings primarily, but overall for OneDrive and branded email support.
7. Carla passed on information on several items from the State TMN President’s meetings (see agenda).
8. Carla reported a request from the Gardens @ the Ridge for a speaker at a gardening class.
9. Carla noted that the TMN State AT guidance for online training adopted for COVID was still applicable through 2022.
10. A few discussion topics were held over for the Feb meeting due to time constraints. Discussions concluded. On motion by Carra, seconded by Alice, the meeting adjourned at 4:35.

Minutes taken and submitted by: Alice King