

May 23, 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, Tom Burke, Dot Maginot, Trudy Eberhardt

Present on Zoom: Vern Crawford, Elsa Roberts, Diane Gierisch

Not Present: Carra Milikien (with notice)

Action Items Summary:

1. Carra to present a plan for Board consideration and vote for two classes per year. Plan to be presented for discussion and vote prior to the new New Class Committee beginning its planning for 2023.
2. Ron to prepare a report on net financial results of New Class (tuition vs. expenses) for next Board meeting.
3. All Board members to continue efforts to identify someone for Communications Director and IT role.
4. Each Board member to review their position description within the Chapter Operating Handbook and provide recommendations to Elsa for changes, if any.
5. Carla to invite Ramon Baez to begin attending Board meetings as New Class Representative and to invite David Matthews (New Class Director "Orienteer") to attend as a guest.

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Carla called the meeting to order at 2:30.

Approval of Minutes

Ron noted a typo to be fixed in the April 25 minutes ("Hartford" instead of "Harford"). On motion by Ron, seconded by Frank, the minutes of the April 25 Board meeting were unanimously approved.

REPORTS

Treasurer – Ron Scoggins

1. **Note to Chapter membership – financial reports available to active members in good standing on request. If you would like to see financial reports, please send an email to treasurer@hillcountrytmn.org.**
2. Ron reviewed April transactions and year-to-date income and expense, noting that most expenses related to the New Class, but also noting expense for the Chapter's storage unit at Clima Storage, merchandise costs, and expense for plants at the pollinator garden at Lady Bird Johnson Municipal Park in Fredericksburg. Ron noted that most of the \$1400 received for the month was for merchandise sales. Ron noted that year-to-date the Chapter's balance was down by about \$2,000 but also explained that the tuition for the New Class had been recorded last year.
3. Ron reviewed the financial results for the plant sale, reporting that net income to the Chapter from the plant sale was \$1,452.41. Ron reported that there was approximately \$10,000 in expense (most of which was to purchase plants) and approximately \$16,000 in plant sale revenue. Ron noted that proceeds from the plant sale were split 50% to Riverside Nature Center and 25% to each of the Chapter and Native Plant Society of Texas.

Elsa noted that the Chapter's share of proceeds was about average with prior years results for public sales, although less than proceeds from member only sales held under COVID conditions.

On motion by Frank, seconded by Tom, the Board unanimously approved the financial report.

President (Carla Stang)

A special board meeting will be held on June 2, 2022 at Schreiner University with Karolyn Andrews to start discussing more details about the partnership and moving forward with TMN classes with SU. Discussion about class(es?) for 2023 and budget will be very important in getting a full perspective on what the board needs to consider for decisions.

Vice President's Report (Frank Garcia)

1. Frank reported that he had arranged speakers for May (Joyce Moore), June (Cullom Simpson) and August (Lonnie Childs) but was still looking for a September speaker. Carla reported that the monthly Chapter meetings were still staying within Zoom attendee limits, noting that Facebook livestreaming was handling some attendees and therefore keeping Zoom numbers lower. Carla noted that she planned to pursue field trips starting in September when weather cooled down.
2. Frank mentioned that it was time to plan for the Volunteer Appreciation Party. There was a brief discussion of financial arrangements for the party.

Programs (Tom Burke)

1. Tom reported that there was one new project in Bandera at the Pioneer Museum garden but that for VMS it would be combined with the Bandera Natural History museum project as the "Bandera Museum Gardens."
2. There was a discussion of work planned by Sherry Wilson and Laurel Rhodes to remove invasives from the Guadalupe River Trail and the complexity of meeting the various requirements of different government agencies, such as the City of Kerrville and the UGRA. Tom noted that volunteer time on this project could be reported in VMS under the "Invasives of Texas Removal Project" code.

New Class (Carla Stang)

1. Carla presented a report on the New Class in Carra's absence. Carla explained that before the New Class Committee began its planning for 2023 she would like the Board to have the opportunity to vote on a plan for two classes. Carla noted that she would like Carra to present a plan for the Board to consider. Carla noted that the second class *could be* conducted in partnership with Schreiner University. There was a discussion of whether there was a need to plan now for the Fall of 2023 and most Board members agreed this was necessary given the opportunity to handle the outreach for speakers, volunteers, and other resources in a unified way for both classes.
2. In response to a question from Diane, Ron committed to reviewing the "profitability" of the class in terms of tuition vs. expenses to run the class. Vern reported that in past years the class had been self-supporting and there had not been an attempt to make money with the New Class. Diane noted that merchandise purchases by new class member contributed to the revenue generated.

Membership (Dot Maginot)

1. Dot reported that interest in the New Class had picked up, noting that this was due to the actual application date getting closer.
2. Dot reported 31 individuals had indicated a strong interest. Dot reported that there were 56 recertifications year-to-date.

Advanced Training (Diane Gierisch)

1. Diane reported that class availability had slowed down for the summer months and that there were therefore fewer opportunities on the calendar.
2. Diane reported on her effort to parse VMS data for insights into AT attendance noting that it was relatively easy to count people and hours, but very time consuming to determine how many members were at each event. Diane reported that there was no data field that would allow sorting by subject matter of the training. Diane reported that approximately 80 people earned about 300 AT hours per month. Diane said that she welcomed requests for VMS reports and she would assess the difficulty to produce.

Communications (Carla Stang)

1. Carla noted that she did not have a social media report from Catherine for the month.
2. Carla reported that MacKenzie was delayed in posting Board minutes to publicly accessible pages as well as posting some oral history materials due to some personal matters that required his attention. Carla reported that the State TMN had started weekly WordPress training on the first Tuesday of each month for 30 minutes at noon and that links to the training could be found on the State website.
3. There was a discussion of the need for an IT person and the open position for this role. Trudy noted that it would be helpful to have an overall position description. Diane noted that things had smoothed out now that the Chapter had completed the migration to Microsoft Office and WordPress. Carla asked that the minutes reflect an Action Item to fill the Communications and IT roles until those roles were filled.

Other

1. There was a discussion of plant sale planning for the Fall. Elsa reported that the planning would start in August for an October 3 sale date. There was a discussion of plant sale committee staffing – with Linda Fiore apparently taking the lead role for RNC. Elsa described her role in the past plant sale (managing volunteers). Dot agreed to take the lead role for the Chapter. Alice and Trudy committed to supporting the plant sale committee.
2. The meeting re-visited the Communications Director role. Carla explained that the Communications Director would coordinate various other roles (website, print media, social media, newsletter) but that each of those roles could be filled by a different individual (i.e., the Communications Director role did not involve personally doing all of the tasks related to communications).
3. The meeting discussed plans to revise some of the Chapter governance materials, namely the position descriptions in the Chapter Operating Handbook. Carla asked that each Board member review their position description and provide any recommendations for changes to Elsa. Carla noted that this work needed to be complete by mid-September since changes required a vote at the November Chapter meeting. This item will be followed up in Old Business – reporting who has submitted their revisions (as a reminder to us all that we need to do our part to help with this task).
4. There was a discussion of the oral history project. Ron noted that Catherine Gauldin had done an impressive job summarizing the information from past newsletters. Carla noted that Catherine had a plan to record interviews with members and their contributions and memories of early chapter work. Ultimately, the Chapter website will have links to these.
5. There was a discussion of the timing for seating the New Class Representative given that the Board generally felt that the individual elected by the class should be seated at once, but that the Bylaws did not specify this. Trudy agreed that the New Class Representative should be seated at once and also suggested that the title be changed to “Class of [Year] Representative.” Carla thanked Trudy for her service and said she would reach out to Ramon Baez about beginning his attendance at

Board meetings. Carla also said she would invite David Matthews (New Class Director "Orienteer") to attend Board meetings as a guest.

6. There being no further business, the meeting adjourned at 3:55.

Minutes taken and submitted by: Alice King, with edits by Carla Stang