

September 26, 2022 Minutes for Meeting of Board of Hill Country Chapter, Texas Master Naturalists

Place: Riverside Nature Center & Zoom

Time: 2:30 p.m.

Present In Person: Frank Garcia, Ron Scoggins, Dot Maginot, Jane Jamison, Alice King, Mark Hults

Present on Zoom: Carla Stang, Vern Crawford

Not Present (w/prior notice): Tom Burke, Diane Gierisch, David Mathews, Lisa Flanagan

Carla called the meeting to order at 2:30.

Summary of Action Items:

1. Alice to add note to June 27, 2022 Board minutes clarifying that the \$1000 donation in honor of Fritz Snyder was raised by the Class of 2022 and Mark will post the corrected version of the minutes on the website.
2. Carla to work with David Mathews to have proposal for Fall Class of 2023 ready for Board discussion and approval at the October Board meeting. Carla will contact David and Carra to make sure they are clear on the information that is needed.
3. Mark to include information about visits to Chapter website in October Communications report.
4. Carla to send a "Save the Date" communication for the Volunteer Appreciation Party to be held at Camp Capers on December 17.
5. Carla to complete fillable form for revised Bylaws published by State with a 1 year term for officers and to include the 501(c)(3) addendum. The State office will return an updated version of the Bylaws to her, which will then be presented/discussed/and voted on with chapter members at the October meeting. Final Bylaws will be submitted electronically to the State before January 2023 meeting and will be effective at that time.
6. All officers and directors to review their role description in the current chapter copy and compare it to the version of the Chapter Operating Handbook (most current version from the State) and provide suggested revisions to Carla. Carla will email the version and/or link from the State to use for comparison.
7. Dot will submit order online for purchase of 25 TMN Textbooks and coordinate with an attendee (probably Carra or David) to transport books home from the Annual Conference.

APPROVAL OF MINUTES:

On motion by Ron, seconded by Frank, the Board unanimously approved the minutes from the August 22, 2022 meeting.

Jane asked that there be a correction to the Minutes for the June 27, 2022 meeting to clarify that the \$1000 donation in honor of Fritz Snyder had been raised by the Class of 2022. Alice asked if there were objections to this edit and none were made. Alice is to add a note to the previously published minutes noting this correction.

APPROVAL OF TREASURER REPORTS:

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.

Treasurer – Ron Scoggins

1. Ron reviewed the August financial transactions, noting payments for the storage unit, AV supply reimbursement, and the PO Box renewal.
2. Ron directed the Board's attention to the bi-monthly page of his report, which shows projected expenses to exceed projected income by \$3,088 for 2022. Ron said that this was not a crisis given that the Chapter has sufficient cash to cover the shortfall, but that he wanted to bring this to the Board's attention.

On motion by Frank, seconded by Mark, the Board unanimously approved the Treasurer's reports.

ANNOUNCEMENTS

1. Carla reported that Tara Bushnoe, Resource Manager at UGRA and Diane McMahon, UGRA Board President, planned to recognize the Chapter's work on the UGRA EduScape at the Chapter meeting and asked that key contributors be photographed with Tara for publicity (website, newsletter, newspaper, Facebook as appropriate).
2. Carla reviewed the registration deadlines for in-person and virtual attendance at the TMN annual meeting as well as the deadline to contribute photos or artistic work for inclusion in Power Point presentations to run at the opening and closing meetings.
3. The Board discussed the timing of the award of the \$100 stipend from the State TMN organization and decided to wait until the October meeting given that the deadline for virtual registration is October 23.

REPORTS:

Vice President – Frank Garcia

1. Frank noted that he had updated the cover page for his report to meet the details of the requirements in the Chapter Operating Handbook.
2. Frank reported that the speaker for the October Chapter meeting (Cheryl Hamilton) was taking the \$50 honorarium and planned to contribute it to the Salsa Squad, a team of Master Naturalists based in San Antonio, that focuses on invasive plant removal.
3. Frank reported that he had identified speakers for October and November and January, but not December, since there is no chapter meeting in December. Frank suggested that the Board consider whether the incoming Vice President for 2023 should be asked to arrange the speaker for February rather than the outgoing Vice President. There was a discussion of how the Vice President and other Board roles are transitioned. Frank agreed that he would be available to assist the incoming Vice President.

New Class – Carla Stang in David Matthews' absence

1. Carla shared David's written report on the presentation screen. There was a discussion of whether Frank should book dates at UGRA in case the facilities at Schreiner were not available. There was a discussion around the organization of the Fall 2023 Class generally.
2. Carla suggested that the Board not make decisions until David could present a proposal to the Board for discussion and approval and said that she would work with David to have this ready for October.
3. As a reminder, Carla reminded the board that David, Carra, and Carla will meet with Michelle Haggerty to review the proposed curriculum and methodology for the 2023 class. Approval from the State is necessary since there is a significant change to how our course has been done in the past.

Membership – Dot Maginot

1. Dot reported:
 - a. that she was continuing to see 6 – 7 expressions of interest per month from individuals interested in taking the TMN class.
 - b. that the Class of 2022 now had 10 certified members;

- c. and that the next outreach would be at the Every Drop Counts event, where two Chapter members would man an outreach table.
2. Dot reported that she was continuing to work on pin distribution and things were generally “business as usual.”

Advanced Training – Carla Stang in Diane Gierisch’s absence

1. Carla shared Diane’s report on the presentation screen. Carla noted that there were fewer AT events on the calendar for the second half of the year, but that this was typical and that the number of events available for the second half of the year would likely increase over time.

Communications – Mark Hults

1. Mark reviewed his Communications report, noting that he was now asking each of his team members for a “MAR” or monthly activity report. Mark noted that he had added some categories since the August report, and that the report now covers monthly activity around the newsletter, website, social media/youtube, social media/facebook. Mark noted that he would include a print media category on this report starting in October.
2. Mark noted that the Chapter’s Facebook page now has 2,569 followers. In response to a request from Dot, Mark agreed to include metrics on website visitors in the October report. Vern noted that it would be useful to have confirmation from individuals in various counties that the print media in those counties did in fact publish the Chapter’s news releases.

OLD BUSINESS:

1. Volunteer Appreciation Party: The Chapter discussed the arrangements for the Volunteer Appreciation Party and 20th Anniversary Celebration to be held at Camp Capers on December 17. Carla reviewed the plans/program for the event - to have Michelle Haggerty as the keynote speaker, to recognize volunteer milestones, and to have participatory activities like bird and nature walks.
 - a. Frank reviewed and the Board voted on the meal options, with 5 voting for the “holiday meal” (a turkey dinner), and 3 for the chicken marsala. The Board discussed the vegetarian options provided by Camp Capers and concluded that Camp Capers would select the vegetarian option that fit best with the non-vegetarian meal option that the Chapter had selected. The Board discussed dessert options and Frank agreed to fund (donate money) to cover the dessert part of the meal in lieu of the Board members bringing dessert.
 - b. There was a discussion of the timing of communications to Chapter membership based on Camp Caper’s deadline for head count. Carla is to send a “Save the Date” communication and Dot and Carla are to send a formal invitation with a request for an RSVP when we have confirmation of the dates by which Camp Capers needs a head count.
 - c. The Board discussed whether the attendees should be asked to pay all or a part of the cost of their meal. On motion by Carla that the Chapter pay the cost of the volunteers’ meals in full, seconded by Alice, and after further discussion, the Board voted in favor, 7 -1, with 1 abstention.
 - d. The Board discussed whether there should be musical entertainment at the meeting and on motion by Alice seconded by Mark, voted unanimously that there should not be musical entertainment.
 - e. There was a discussion of whether there would be a silent auction and Alice agreed to organize a “low key” silent auction but noted that if there was insufficient interest from the Chapter (less than 15 items committed) that she would drop it.
2. Textbooks for New Class: After discussion of the number of textbooks in inventory (11) and the possibility that some new class members would want to use an electronic version of the textbook, the Board approved the purchase of 25 textbooks to be picked up at the State event.

NEW BUSINESS:

1. Recognition of Nancy Scoggins: The Board expressed appreciation to Nancy Scoggins for organizing a social time with refreshments before the Chapter meeting. Nancy will have signup sheets for volunteers to bring refreshments for the 2 remaining chapter meetings of the year.
2. Every Drop Counts: Event planned with RNC and Kerrville NPSOT in lieu of fall plant sale because of the draught. Dot reported on the plans for the Every Drop Counts event, noting that there would be a fundraising raffle but that the proceeds were not expected to be as significant as a plant sale.
3. Governance Documents: Carla reported on the State's revision of the main governance documents – the Bylaws, Chapter Management and Operations Protocols (the "CMOP"), and Chapter Operating Handbook (the "COH").
 - a. Carla noted that the Bylaws were not editable by individual Chapters except as to the term of office for the Officers and the use of a 501(c) (3) addendum. There was a discussion of whether the term for the Chapter's officers should be one year or two. It was noted that if the Board approved a 1 year term an officer could be elected to a second year term. On motion by Carla that the Hill Country Chapter Bylaws state a one-year term for officers (no change from current version of bylaws), seconded by Dot, the Board unanimous approved a one-year term for officers for the revised version of the Chapter Bylaws. Carla noted that the Chapter had been recognized by the IRS as a 501(c)(3) and so was already required to include the relevant addendum. Carla will present/discuss and hold a vote with chapter members at the November meeting; revised Bylaws become effective January 2023.
 - b. Carla noted that there were no allowable edits to the CMOP. Carla reported that there were no major changes from the prior version of the CMOP and that the State website has a document with "summary of changes" available and that no provision for approval by the Chapter members was necessary. The new version becomes effective January 2023.
 - c. Carla reported that the COH did allow for modifications of role descriptions and asked Board members to submit revisions to their role descriptions, noting that the last revision was in 2016 and things had probably changed. Carla noted that Lisa Flanagan had indicated that she might need to step down as Past President and that the role revisions could be submitted to Carla instead of Lisa.
 - d. Carla noted that the approval process for the revised Bylaws and COH required a Chapter membership vote with an at least 15 day written notice of the changes prior to presentation/discussion at a chapter meeting.
 - e. Carla noted that the Board would need to vote on these at the October Board meeting so that the revisions could be published to the Chapter membership sufficiently in advance of the vote scheduled for the November Chapter meeting.
4. Officer Elections for 2023: Carla discussed the process for a nominating committee and the issues presented if the Past President role were not filled. Vern agreed to serve on the nominating committee. Carla noted that the officer slate would need to be presented to the membership and voted on at the November meeting and needs to have written notice to members at least 15 days prior to the November meeting.

Next Meeting: Carla noted that the next Board meeting would be held on October 24 at 2:30.

There being no further business, the meeting adjourned at 4:30 p.m.

Minutes taken by Alice King with modifications by Carla Stang.