**LINDHEIMER MASTER NATURALISTS**

**BOARD MEETING**

**AUGUST 22, 2016**

**MEMBERS PRESENT:** Jim Teeling, Rich Bradley, Rich Nielson, Judy Brupbacher, Darlene Varga, Val Lefebvre, Cheryl Trock, Susan James, Kim Wright

**MEMBERS ABSENT:** Joel Dunnington

**GUESTS:** Art Williams, Brian Trock, William Suddith, Troy Luepke, county agent and advisor

**CALL TO ORDER:** Jim Teeling called the meeting to order at 6 PM.

**APPROVAL OF MINUTES: Note:** The June meeting was cancelled due to weather. Susan James took the minutes at the July meeting in Kim’s absence. There was one correction on spelling. Rich Nielson moved that the minutes from July be approved; Judy Brupbacher seconded. Motion passed.

**OFFICER AND COMMITTEE REPORTS:**

1. **Treasurer---**Rich Nielson reported that there were no transactions pending. The end balance for July was $7402.86.
2. **Vice President-**--Joel Dunnington was absent. There was no report.
3. **Past President-**--Rich Bradley presented a request for $400 to rent 2 golf carts to transport visitors at the 2017 Open House who need assistance from the parking area. Rich B. moved that the $400 be added to the proposed budget for the rental of the carts; Susan James seconded. Motion passed. (See attached budget).

Rich also presented changes to the wording in the Chapter Operating Handbook concerning recertification within the same calendar year. This wording was approved at the May BOD meeting. However, the Board decided to amend the wording and replace, under “Standards for Graduation, Certification, and Recertification”, “within the current calendar year” with “within the **graduation** year”, and “within one calendar period” with “within the **graduation** year”. Please refer to the attached page. These wording changes will keep us in compliance with State. Rich Bradley moved we accept the wording changes; Judy Brupbacher seconded. Motion passed.

Rich has been working on getting the slate of Officers lined up for 2017 and looking for committee chair replacements. Judy Brupbacher is retiring as Projects Chair, so there will need to be a replacement for her. It will need to be someone either already trained in the VMS system or willing to be trained. Darlene Varga and Val Lefebvre will be retiring as Education Co-Chairs, but they already have their replacements in Sara Riggs and Debbie Kyrouac.

1. **Communications---**Susan James reported that the website will have 2 new articles by Carmen Horn. The subjects are recent topics at our monthly chapter meetings—“Lunar Rocks” and “Fireflies”. Susan is working on gathering our history to post on the website. Marie Miller will upload the new application for the new class. Our chapter photographer, William Suddith, has posted photos on Facebook and also pictures of Ben Pfeiffer’s firefly slides, which may be a copyright infringement. Darlene Varga will first ask Ben if that is OK with him and if not, Susan James will speak with William about it. Val Lefebvre asked William to take pictures of the current class members to make a slide show at graduation. Several board members said they could not open the site where William has posted the latest pictures.

**Outreach---**The Traveling Trunks---Pat Gonser said she still wants to be involved with the trunks. Susan James said that they would concentrate on 3 of the trunks for next year and prepare a 2017 budget. She will reach out to Marilyn McFarland, who presented her idea for a Snake trunk at the May BOD meeting.Susan said she took 3 trunks (Skins, Skulls, and Fossils) to the Farmer’s Market. She said that 4-5 groups want the trunks to visit their facility---several schools and McKenna Children’s Museum.

**Out and About-**--Sara Riggs will continue as chair of this sub-committee for 2017. She has put out an announcement for the new class starting in November.

1. **Education---**Val Lefebvre said that they have had 34 inquiries about the new class. One of those people attended the chapter meeting. On the website, the Join Us tab has had several inquiries. Darlene Varga said that the new replacements for her and Val (Sara Riggs and Debbie Kyrouac) want to limit the class size to 30 students. Any larger class and it can pose a problem for field trips. Rich Bradley thinks that 36 would work. Rich B. moved that the Board recommend that the class be limited to 36; Judy Brupbacher seconded. Motion passed. If the Education Committee wants to allow more than 36 students, they may.
2. **Membership---**Cheryl Trock made a correction to her monthly report. Instead of 28 students in training, there are 27. Cheryl asked if the students are on track with reporting their hours on the VMS. Darlene Varga said that they remind the students each month. Darlene reported that 7-8 students have already recertified for this year and 3-4 more are close. There are a couple of students who will reach 250 hours. Jim will order more pins.

A question arose about a student receiving volunteer hours for bringing refreshments or paper goods to their classes. This is up to the Education Committee to decide. Val Lefebvre moved that 1 Volunteer Hour be given to new class members who bring paper goods, beverages, or food. In the past, the Committee Chairs were providing the paper goods, which became very expensive. Judy Brupbacher seconded the motion. Motion passed.

Another question came up about whether money should be budgeted for hospitality under the Education Committee. It was suggested that $50 be budgeted to purchase items needed for hospitality. Darlene Varga thought that $100 would be more in line with what the committee needs, so she moved that $100 be budgeted for hospitality under the Education Committee; Judy Brupbacher seconded. Motion passed.

Cheryl Trock said that 1-2 people are interested in transferring into our chapter from another chapter. Those people must contact their chapter’s Membership Chair in order to facilitate the transfer. Brian Trock mentioned that there are inactive members who want to become active again, but he doesn’t have their volunteer hours and advanced training hours histories. Therefore, they are not entered on the VMS system. Art Williams said that he has all of the members’ VH and ATH records for the period 2000-2009 and can get that information to Brian.

1. **Projects---**Judy Brupbacher sent out a request to current committee members to see if anyone was interested in taking over as Chair. She said that the committee members are staying the same except for herself, as she is retiring as Chair and leaving the committee. Mary Mathey is the only committee member who has been trained on VMS. Judy suggested a new person on the committee receive the VMS training in case Mary does not want to become chair. Val Lefebvre asked Judy for a list of the Projects Chair duties to see if there is a student who would be interested in chairing. Judy handed out a page showing the changes that VMS has made to the responsibilities of the Projects Chair and moved that these changes (noted in blue) be added to the Chapter Operating Handbook; Darlene Varga seconded. Motion passed. See attached.

Brian Trock said that he has asked State to allow us another e-coordinator for VMS in addition to Cheryl Trock, Brian Trock, Marie Miller, Mary Mathey, and Judy Brupbacher. Since Judy is retiring as Projects Chair, and possibly Mary Mathey leaving, we will need another person trained on the system. Rich Bradley reminded us that he has been trained, but he doesn’t want to become an e-coordinator.

Brian’s comments were historical in nature, explaining how our chapter came to have 5 VMS coordinators. The State started us with 3 (2 for Membership and 1 for Projects). Brian said that at the time, he felt the Webmaster also should be included as a VMS coordinator. Later we added Mary Mathey to assist Judy with Projects since Judy was having trouble setting up the Chapter’s Opportunity titles. The five coordinators formed their roll-out committee to transition to the new system. In the future, we should be thinking of decreasing the number of coordinators. Since the roll-out, only the Membership Coordinators have been active in the VMS. Only in the instance that we need to add a new Opp title would Projects be in the VMS as a coordinator. State has told Brian that the fewer people involved, the better. As long as Mary is willing to be an e-coordinator for Projects, we do not need another person. If and when Mary leaves the Project Committee, then the Project Chair will need the training for VMS. In a pinch, Membership can do Opp titles also.

**COMMENTS AND OBSERVATIONS FROM TROY LUEPKE:** Troy had no comments.

**NEW BUSINESS:**

1. **Tye Preston Memorial Library Contribution---**TPML is undergoing a fundraising campaign. Art Williams, Val Lefebvre, Susan Bogle, and Jim Teeling attended a meeting at the library. They want the chapter to consider making a donation to the library since we hold our monthly chapter meetings there and attendance has been 50+ each month. Rich Bradley moved that our chapter donate $150 to TPML; Judy Brupbacher seconded. In discussion, Art Williams suggested that someone meet with Roxanna at the library or someone from the Friends of the Library to see if there is something we could purchase that they need or want instead of a monetary donation that would not necessarily be something tangible that we could see. It could be Master Naturalist themed and would represent our chapter. Judy Brupbacher removed her second; Rich Bradley removed his motion. Art Williams will meet with Roxanna to discuss options. He will bring ideas to the next BOD meeting.
2. **Questions about the VMS System and Background Checks-**--Joel Dunnington was absent, so this was tabled until next month.
3. **William Suddith Questions-**--William, who is the chapter photographer, said he doesn’t know where to put some of the pictures he takes. Not everyone uses Facebook, so if posted there, many will not have access. The website has a drop box, which the chapter pays $100 annually, but no one uses it because it is a complicated procedure. William asked if the pictures can be posted somewhere on the website, possibly under Members Only. There was a question about how much space is there? Would it be possible to rotate pictures in and out as new ones are taken? William spoke with Henry Hahn about the chapter scrapbook. Can old pictures be put on a CD to create a photo library? Susan James asked what the turn around time would be. She said if members can go to the website, they can use Facebook. She said that the photos need to be reduced in numbers for the website. The pictures could be rotated off the site periodically. Cheryl Trock suggested an SD card for photo storage, or an external hard drive. Do we want pictures on the website? Susan James said she would talk with Marie Miller to see what is possible.

**COMMENTS AND ADJOURN:**

Brian Trock asked where the Christmas Party will be held. Since we have been having our meeting at TPML, would it be there? Or back at Agrilife? Not sure.

Brian also wants to expose the new class to the VMS system. The Education Committee would probably handle that. He reminded us that the training would need to be done within 45 days of Orientation, since students will be accumulating hours right away.

Rich Nielson moved that the meeting be adjourned; Judy Brupbacher seconded. The meeting was adjourned at 7:50 PM.

Respectfully submitted by:

Kim Wright, Secretary

Lindheimer Master Naturalists