**LINDHEIMER MASTER NATURALISTS**

**BOARD MEETING**

**JANUARY 23, 2017**

**MEMBERS PRESENT:** Joel Dunnington, Kim Wright, Jim Teeling, Rich Nielson, Sara Riggs, Jeanie Springer, Art Williams, Debbie Kyrouac, Marie Miller

**MEMBERS ABSENT:** Cheryl Trock

**GUESTS:** Troy Luepke (chapter advisor), Bill Suddith (chapter photographer)

**CALL TO ORDER:** Joel Dunnington called the meeting to order at 6 PM.

**APPROVAL OF MINUTES:** Kim Wright had sent out the minutes from the November Board Meeting for corrections (no meeting in December other than the Annual Election). Corrections were made and amended copies sent to the BOD and chairs. Rich Nielson moved that the November minutes be approved; Jim Teeling seconded. Motion passed. Minutes were approved.

**PRESIDENT’S REPORT:**

1. **NEW MEETING OPERATIONS---**Joel Dunnington is requesting that members raise hands to

be recognized to speak and to take turns. He would like for us to follow Robert’s Rules of

Order to maintain efficiency at the meetings.

1. **CONFLICT OF INTEREST STATEMENT---**Since our chapter is a 501c3 organization, the BOD was supposed to sign a Conflict of Interest form that prohibits any board member from profiting directly or indirectly from any association with the chapter. There is no form on our website nor the State’s website. Joel Dunnington had asked Michelle Haggarty about this and she had no knowledge of it. The State needs to investigate. Jim Teeling’s wife is a lawyer, so Jim will ask her to draft a statement for us. Sara Riggs said there are some of these statements on line that we may be able to adopt.
2. **NEW PAST PRESIDENTS’ PLAQUE-**--Art Williams said that the chapter needs a larger plaque now to be able to include all past presidents of our chapter. The existing name plates will be transferred to the new plaque.
3. **TMN STATE REPRESENTATIVE-**--Jim Teeling is our representative to the State organization. Marie Miller has put that information on the website.
4. **FINANCIAL EXAMINATION COMMITTEE-**--Joel said that our chapter has never had a financial committee to do quarterly or annual reviews of our finances. Rich Nielson could be a member of the committee since he is our treasurer. This review could take place prior to our audit in the fall.
5. **CHAPTER OPERATING HANDBOOK-**--Joel Dunnington has reviewed our COH and ByLaws extensively and found no provision for making amendments. The BOD reviewed all suggested changes to wording in the COH and approved them. The changes will be presented at the next chapter meeting for approval by the membership. Joel added a sentence to the COH that states “ -officers are elected annually”. He also added that the standing committee chairs are appointed by the BOD and each class would have a class representative. Joel also said that he will add the information about the new Milestone Pins which recognize service of 15,000 and 20,000 hours. Joel also added that we will use the latest version of Roberts Rules of Order for any parliamentary questions.
6. **MEMBER IN TRAINING REPRESENTATIVE-**--Joel Dunnington asked if the BOD would want a new class member to be a representative on the Board. Troy Luepke said that other chapters have one. Sara Riggs said that maybe one person could attend each BOD meeting or a different person each month could attend the BOD meeting. This person would receive Volunteer Hours for their attendance. Troy thinks this is a good idea. Art Williams thought that it should be optional and not required. Sara said she would approach the new class about this opportunity.
7. **CHANGES TO COH-**--see  **f.** above.
8. **REQUIRED ATTENDANCE AT CHAPTER MEETINGS-**--Joel Dunnington asked the BOD if the chapter should require members to attend at least one chapter meeting a year. Art Williams asked if they do not attend, are they kicked out of the chapter? Troy Luepke thought that there was no harm in attending at least one meeting. Joel remarked that he has not been able to award service pins to members because they never attend the chapter meetings. It was decided to post the names of recipients on Out and About or send the individual an email letting them know that they will receive their pin at the next meeting.
9. **LIABILITY WAIVERS-**--Printed liability waivers are no longer needed since we are on the VMS system and their forms are sufficient.
10. **NAME TAGS FOR TRANSFER MEMBERS-**--Joel Dunnington wanted to know who pays for transfer members’ new name tags. Art Williams said that the chapter has paid for the transfer tags and lost tags in the past. Rich Nielson will get a new name tag for the new transfer member.
11. **APPROVED PROJECTS REPORT-**--Joel Dunnington wanted to know if we should have a report of approved projects each month. Jeanie Springer, the new Projects Chair, said that she sends these out to the BOD, the Project Committee, and the Membership Chair when they are approved. The majority of approved projects for January 2017 were for Advanced Training. Joel suggested that the monthly approved projects list be included in the monthly minutes and also posted on the website (Sara Riggs posts new projects on the Out and About calendar). Art Williams said that our projects list needs to be cleaned up each year if no hours have been reported during the past year. These projects should be moved to the Inactive Projects list. Marie Miller will need to check with the Membership committee about doing this.
12. **OLD PINS-**--Joel Dunnington asked what he should do with the old recertification pins that have not been claimed. It was decided that they should be kept in the box where they have been.
13. **PARTNERS---**Joel Dunnington asked if we should recognize our chapter partners who have donated to our chapter. Art Williams thought it would be a good idea to post our partners on the website (like Fischer Park).
14. **BACKGROUND CHECKS-**--no report.
15. **FOLK FEST-**--Jim Teeling reminded us that Folk Fest is April 8-9, 2017.

**OFFICER AND COMMITTEE REPORTS:**

1. **TREASURER---**Rich Nielson reported that he had computer issues and had to rebuild his file, so he did a single reconciliation report for the entire year of 2016. See report. He has prepared the budget for 2017. He eliminated the State Convention Annual Meeting, the State Convention Award ( this was a scholarship for the member who manned the silent auction), and storage fees (since we have storage at Agrilife now). Marie Miller thought that the scholarship should be left in the budget. Susan James ( past Communications Chair) had asked for $500 for her committee. There was $150 left from 2016, so added to the $500 budgeted for 2017, Marie Miller’s committee now has $650. This money had been appropriated for the tri-fold brochures that never were printed. Jim Teeling said that he had a request from the Canyon Lake Chamber of Commerce for some fold-outs or business cards. Bill Suddith said that he will no longer be using the Drop Box for photographs. There has been $500 budgeted for field trips, $400 for the Open House, and $300 for Earth Day. Rich Nielson moved that the Treasurer’s Report be approved; Jim Teeling seconded. Motion passed. Rich did report that he has sold all of the new TMN text books and requested permission to purchase another 12 books. Rich Nielson moved that 12 new books be purchased; Kim Wright seconded. Motion passed.
2. **VICE PRESIDENT-**--Art Williams reported that it is his responsibility to book the speakers for the chapter meetings. He has lined up Nancy Pappas from the Headwaters of the Comal for April. He has approached the county judge, Sherman Krause, about development of Comal County. He has not heard back from him yet. Art said that one member suggested a talk on bees and beekeeping.

Art wants to emphasize our Outreach efforts more. He thinks we do well on Education and Service, but fall short on Outreach. We need to appoint an Outreach Chair. Art said he would like our chapter to initiate, fund, and perform services more on our own and not related to another entity. We seem to be doing service for other organizations. Our only stand-alone projects are the Arboretum, the Bogle Butterfly Garden at TPML, and Earth Day. Green-Up Comal was also our project. Art said he had a project in mind that would expose the LMN chapter to the public. The North Pole Village at CRRC is a miniature village with shops and stores for the children to enjoy at Christmas. Art suggested that our chapter build a Nature House. He thought that $300-400 would cover the cost of materials. We would provide staff during the 2 weeks the Village is open. The building would be built off-site and then erected and torn down on site. Art moved that the BOD approve the chapter’s involvement in North Pole Village project in 2017, and to authorize the Vice President to develop a plan to ensure that the project takes place. Rich Nielson seconded. Motion passed. Art will go back to CRRC with our proposal for the Nature House. Jim Teeling said that this is definitely an Outreach project. The question arose whether we need only an oversight person for this project or a permanent chair. Joel Dunnington thought that we need to pursue an Outreach Chair. Marie Miller wanted to have Outreach removed from under the Communications committee, so if an Outreach Chair is procured, Outreach would stand alone as its own committee.

1. **PAST PRESIDENT---**Jim Teeling had no report.
2. **COMMUNICATIONS---**Marie Miller reported that things are going well with Communications. Carmen Horn is working on getting a complete Newsletter prepared. Art Williams said that there are 3 projects on-going with the Historian, Marilyn McFarland. She is getting with past and current members who have memories to share from past years in LMN. She also wants hard copies of past Membership Manuals. Marie has also spoken with Marilyn about the scrapbook. Bill Suddith said that he was approached by Henry Hahn to do a 2016 scrapbook, but he needs help with it. Bill said he has photos of members-in-training and has a location for the storage of past years. Bill suggested that each class have their own Historian who would be responsible for their class history. This person would collect and coordinate information and organize it into some sort of record. He also suggested that each class have 2-3 people who could serve as class photographers who would record activities through pictures. Bill also suggested a class roster with pictures of each student. The Communications Committee will address these issues at their next meeting. Debbie Kyrouac said she has the Earth Day scrapbook. Kim Wright reported that she has hard copies of years of past BOD meeting minutes. Art Williams said he will check with Edie Zaiontz, who had made digital copies of all previous years’ minutes, to see if she still has the hard copies that Kim gave her.
3. **EDUCATION---**Sara Riggs asked for clarification for the new class about how to report the chapter meetings. The business portion of the meeting would count for 1 Volunteer hour plus travel time up to 1 hour. The speaker portion would count as 1 hour Advanced Training. If a member brings food, they would receive 1 Volunteer hour. If they help set up/tear down at the meeting, they would receive Volunteer time.
4. **MEMBERSHIP---**Cheryl Trock was absent. She had sent an electronic report for December 2016. See report.
5. **PROJECTS---**Jeanie Springer reported that Judy Brubacher, previous chair, has remained on the committee and it has helped her tremendously. The committee has approved 8 Advanced Training applications and 2 Volunteer projects so far in 2017.

**COMMENTS AND OBSERVATIONS:**

Troy Luepke reported that with the rodeo coming up, he will not be able to attend our BOD meetings for the next 2 months. He also said that on February 7, 2017, the Texas Watershed Stewardship will present a seminar on Dry Comal Creek Project. The creek and the Comal River have had high levels of e coli. This seminar will count for Advanced training.

Open House will be Saturday, April 29, 2017. Sara Riggs would like to have a Save the Date put out on Out and About.

**OLD BUSINESS:** no old business.

**NEW BUSINESS:** no new business.

**ADJOURNMENT:** Kim Wright moved that the meeting be adjourned; Marie Miller seconded. Motion passed. Meeting was adjourned at 7:30 PM.

**Next meeting: February 27, 2017 at 6 Pm at Agrilife.**

Respectfully submitted by:

Kim Wright, Secretary

Lindheimer Master Naturalists