

Minutes for STMN Board of Directors Meeting 9/2/2020
Conducted VIA Zoom Platform
Scheduled 7:00-8:00

Attendees

Bibi Dalrymple*, Chuck Blend*, Randy Bissell*, Rosemary Plank*, Cindy Frank, Leslie Hoekstra, Phil Woods, Michelle Alvarez, Kimberly Ogden, Jean Meadors, Tom Emmons – *Verified EC Quorum.

Call to Order – 7:08 pm Bibi Dalrymple

Reading of Prior Minutes – Randy Bissell

Sent to prior attendees via email – changes made.
Minor edits, amendments, and changes.
Minutes accepted as read.
Archived in digital files.

Initial Training Overview – Phil Woods (from Phil's notes)

We have held our first two Virtual training classes. We now have 14 Trainees and we have had good attendance at our meetings. In August, the rules from the State chapter were changed to allow larger groups with appropriate Covid distancing methods. We are going to continue our virtual meetings for the lecture portions of our training. We are looking for Basic training videos that we can use virtually for initial training. We are working with the seashore to be able to virtually view their "Cold Stunned Turtle Training"

In September we will be going to Hazel Bazemore county Park for our trial run of outdoors training. We are going to break into small groups with members of the Chapter leading each subject. If this goes well, we plan on doing Mustang Island and perhaps Padre Island National Seashore in small groups in October. We are not opening any event to chapter members as we have in the past, due to the Covid restrictions.

WE had one intern retire before our second meeting and we refunded the registration fee per P. 30 in the PPP. This entry needs to be tailored as we have taken the book out of the registration fee.

We will continue to use virtual training for lectures. The next virtual training will be a journaling class from the Nueces Delta.

- Changes needed to PPP to reflect possible refunds to those who discontinue training.
- Lari Jo Edwards is offering virtual journaling classes the next several Fridays.

Communications Committee – Randy Bissell

- Working with volunteers, including new trainees on helping with our Facebook Site and TMN Website.
- Continuing to improve website to host relevant and useful content.
- Looking at VMS system and integration with reliable and consistent email notifications across the Chapter.
- Concern that chapter-wide email lists are not consistent between officers and committees. Would like to broadcast a monthly active list to limited senders:
 - Newsletter
 - Chapter Notices
 - Dues/Financial
 - AT Opportunities
 - Volunteer Opportunities
- Future recommendation that ALL chapter correspondences come from single source like VMS, Mail Chimp, or Constant Contact.

Membership Committee – Michelle Alvarez

Met on August 19, 2020 | 6:15 p.m. - 7:00 p.m.

- Meeting to discuss membership committee goals, intentions, and roles.
- General Committee Comments
- Intention: Membership committee should try to engage current membership and attract new membership.
- Concept: Directly inviting members to accompany us to volunteer activities, trainings, etc.
- Concept: Having someone from executive committee & someone from mentoring committee present at initial trainings.
- Idea: Virtual socials (trivia, discussion topics, show & tell, breakout rooms)
- Idea: Reaching out to inactive members.
- Mentoring Sub-Committee (Chair: Charlie)
 - Mentoring sub-committee is seeking to engage new virtual interns.
 - Idea: coordinating with Education committee to host mini-field trips of a couple people.

- Mini-field trip groups would be varied to allow for better socialization.
- Hospitality Sub-Committee (Queen: Christy)
 - Hospitality sub-committee currently on pause with virtual meetings.
 - Moving forward, the hospitality sub-committee would like to share the responsibility of meeting snacks via a sign-up system.
- Publicity Sub-Committee (Chair: Jen)
 - No publicity sub-committee members currently present.

Nominating Committee – No report, discussion by Bibi, Chuck, and Rosemary.
Included VP Report by Chuck Blend.

- No self-nominations for Vice-President or Treasurer.
- Rylee (member in training) has indicated a willingness to help with Treasurer.
- Speakers are lined up for virtual meetings through the end of the year.
- Next Chapter Meeting – September 15, 2020 at 6:30 pm ZOOM

Presidents Report – Bibi

- Desire to align Chapter Operations with PPP.
- PPP Committee. Cindy, Art, Chad, Bibi, Chuck, Rosemary.
- Looking at meeting on September 22 at 7 pm.
- Changes by end of year.
- Need to get ready for Ad Hoc committee for financial examination.
- Committee includes VP, Treasurer, Secretary, Class Representative, Advisors.
- VP is chair, records reviewed, recorded minutes, verified by affidavits.
- There is an AgriLife form to show financials.
- Ad Hoc committee presents to Board of Directors in late November.
- New budget goes before Board at same time.
- Meetings may push into December.

Details will be presented in later meeting.

Other Presidential Items – Bibi

- We need to align committees with State Guidelines and bylaws.
- In January, we will have sign up sheets for committees.
- Need to think about the slate of chairs first, then have the chairs invite members to work with them on committees.

- Nominating Committee still needs to meet.
- Will get agenda out for Sept. 15 meeting soon.

Treasurer Report – Rosemary Plank

Motions for EC decision.

1. Move \$25.00 from Expenses Allowed item Name Tags to item State Conference Attendance Support and the remaining \$225.00 into Contingency Fund. RATIONALE: Name tag budget; will not be used due to intern training process.
2. Move \$100.00 from State Meeting Auction funds into Contingency Fund. RATIONALE: No auction at on-line state meeting.

President suggested passage by acclamation of EC – moved and passed.

- Randy is good at filling out forms.
- Chapter is donating book to TPWD Interpreter, Josie Gunther, at Lake CC State Park.
- ~~Randy submitted cost-sharing request for his Zoom account.~~ Withdrawn. Paid for by another organization.

Call to Adjourn – Bibi

7:52 PM – One-hour meeting.

Agenda for STMN Board of Directors Meeting 9/2/2020

Call to Order

Review and approval of August minutes

Reports of standing committees and officers

Initial training – **Phil**

Communications/Outreach – **Randy**

Membership Committee – **Michelle**

Nominating committee – **Blyth**

Vice-President – **Chuck**

President – **Bibi**

New business

Form ad hoc Financial Examination Committee -- **Chuck**

Set agenda for September 15 chapter meeting – **Bibi**

Move unused money into contingency fund and state conference support– **Rosemary***

Discussion

PPP – committee chairs – questions/comments regarding PPP that applies to them

Board of Directors meetings – verify next meeting date

Adjourn

Administration/BoD meeting ___ hours

* indicates action item requiring a vote



**STMN BOARD OF DIRECTORS
MEETING**

Wednesday, September 2, 2020

Agenda

* requires a vote

- Call to order
- Review and approval of minutes – Aug 4 meeting
- Reports of standing committees and officers
 - *Initial Training Subcommittee* – **Phil**
 - *Communication/Outreach* – **Randy**
 - *Membership Committee* – **Michelle**
 - *Nominating Committee* – ~~Blyth~~ **Chuck**
 - *Vice-President* – **Chuck**
 - *President* – **Bibi**
- New Business
 - *Form ad hoc Financial Examination Committee* – **Chuck**
 - ~~Set agenda for September 15 chapter meeting~~ – **Bibi**
 - *Move unused money into contingency fund and state conference support* – Rosemary *

Last meeting's minutes were emailed on August 7, 2020. Are there any corrections to the minutes? The minutes will stand as emailed and corrected.

PPP committee will meet week of Sept 21 to reconcile our board structure with the state's mandated structure.

PPP changes require member notification at least 15 days prior to the meeting at which the vote will be called. Nov 2 would allow vote at Nov 17 chapter meeting. This gives us the Oct BD meeting to discuss as a board before presenting to chapter for vote in Dec.

Chairs/directors will be appointed by the president and approved by Executive comm + advisors after final (Nov) chapter meeting. This could take place in December.

During January chapter meeting Directors/Chairs will recruit members to serve on their committees. They should be prepared to explain the duties, perks, time required, etc, so that members know what will be expected of them.

If anyone does not want to chair their committee again next year, please let me know so that the nominating committee can begin searching for replacements.

Article IX of Bylaws:

Financial Examination. The Chapter will conduct an examination of the financial

records of the Chapter prior to the last scheduled Board meeting of the calendar year to review the Chapter's financial activities since the prior examination. **The Treasurer will present the Chapter Financial Books to an ad hoc Financial Examination Committee.** Results of the financial examination will be reported to the Board of Directors for approval at the last scheduled Board meeting of the calendar year. The report or a summary thereof may also be presented to the membership at the first general membership meeting of the new calendar year.

This is how the **COH** addresses the Financial Examination:

The Chapter must perform the following functions outlined below}

- Annual Financial Examination Committee. Responsible for conducting the annual examination of the financial records of the Chapter. Members will include the **Vice-President, New Class Representative, Secretary and Advisor(s) if applicable.** The President appoints the Chair. The Treasurer provides the financial records for review. **The results of the Financial Examination will be reported to the Board and recorded in the minutes of the following Board meeting with signed attestations from each member of the committee.**

Treasurer's report

Treasurer's UPDATED Report 4 August, 2020
Texas Master Naturalists: South Texas Chapter

21-Jan-20	2020 Budget	April 17 Report	May 19 Report	June 19 Report	July 21 Report	
		Mar-20	April-2020	May-2020	June-2020	NET Budget
Please NOTE: Bank Statements Received Reflect Previous Month						
Projected Income						
Membership Dues	\$1500 (60 paying mem)	\$225.00	\$25.00	\$25.00	\$25.00	Total Paid 1056.00
Intern Classes (original)	\$2475 (15 persons)					
Member-in-Training virtual classes replace	intern Classes in person					\$580.00 To date
Total Dues Income/ Amount Collectable		\$225/944.00	\$250/919.00	\$25/294.00	\$25/269.00	
Expenses Allowed based on Projected Income						
		Expenses	Expenses	Expenses	Expenses	
State of Texas MN Foundation	\$100.00	\$0.00	\$0.00		\$100.00	
South Texas Botanical Gardens	\$350.00	\$0.00	\$0.00	\$350.00		
Committee Expenses	\$500.00	\$0.00	\$0.00			500.00
Membership Education	\$575.00	\$0.00	\$0.00			575.00
State Conference Attendance Support	\$250.00	\$0.00	\$0.00			250.00
State Meeting Auction	\$300.00	\$0.00	\$0.00			300.00
TAMU University Press	\$1,000.00	\$0.00	\$0.00			1,000.00
Name Tags	\$250.00	\$0.00	\$0.00			250.00
Op. Exp. Office Supplies	\$300.00	\$0.00	\$0.00			300.00
Contingency Fund	\$250.00	\$0.00	\$0.00			250.00
Youth Support	\$300.00	\$0.00	\$0.00			300.00
Net Income/Expense		\$225.00/0	\$25.00/0	\$25.00/\$350.00	\$25.00/\$100.00	
BANK REPORT DATE						
	12/31/2019	3/31/2020	4/30/20	5/31/20	6/30/20	Accrual 6/31/2020
Share Act Total: \$7,838.82		8,854.36	8890.74	8577.53	8,614.18	8,614.18
Savings: \$316.10		316.30	316.30	316.30	316.50	316.50
Business Simple: \$3,360.60		4,341.60	4,366.60	4041.60	4066.60	4066.60
2 YR CD: \$4,162.12		4,196.46	4,196.46	4219.63	4231.08	4231.08
Maturity 11-14-2021		11.73	11.38	11.79	11.45	YTD 568.96

Note due to \$ inclusion for Conference: Virtual Master Natural Conference October 14-17 with four days of sessions, interactive programs, Cost per day = \$35.00

Motion:

Move \$25.00 from Expenses Allowed item Name Tags to item State Conference Attendance Support and the remaining \$225.00 into Contingency Fund.

RATIONALE: Name tag budget will not be used due to intern training process.

Motion:

Move \$100.00 from State Meeting Auction funds into Contingency Fund.

RATIONALE: No auction at on-line state meeting

August bank statement is not in yet from bank.

Two items which have occurred, and EC should be knowledgeable of are:

Randy submitted a Committee Fund Request for ½ payment of Zoom license (valued at 149.90 to be split between the Master Naturalist and Corpus Christ Geological Society, both 501 (c)(3) organizations. If other members would like to use it for a presentation which supports the mission of the MNs, contact Randy for information. If it does not conflict with the Intern Training schedule, he will assist you.

Committee Fund Requests may be approved by the FC or the Board.

Approved by FC 8/30/2020, check sent.

Randy is supporting Josie Gunther Corpus Christi Interpreter at Lake Corpus Christi by providing a MN text per request. The text will be taken from inventory; we have 9 textbooks that have not been used, texts cost us \$38.70.

Randy has been asked to complete an Affidavit fund request which is done if there is no receipt.

Agenda(cont.)

* requires a vote

- Discussion
 - ~~— PPP committee chairs questions/comments regarding PPP that applies to them~~
 - Board of Directors meetings – verify next meeting date
- Administration/chapter meeting **1** hours