

**Minutes for South Texas Chapter
Texas Master Naturalist
Board of Directors Meeting 02/06/2023
Conducted VIA ZOOM Platform
7:02 pm**

BOARD MEETINGS WILL START AT 6:30 PM STARTING MARCH 6, 2023

Attendees: Michele Connolly, Michelle Alvarez, Leslie Albrecht, Chad Huckabee, Jean Meadors, Leslie Hoekstra, Mike Wensel, Cindy Frank, Bibi Dalrymple, Dawn Bissell, Phil Woods, Kevin Gibbs, Art Siebert, Toni Briscoe, P.J. Pratt, Holly Grand, Ann Flanagan

Prior minutes posted on the website. There were no changes. Minutes accepted as posted.

Bibi Dalrymple moved that we move the time of the Board meeting from 7:00 p.m. to 6:30 pm. It was 2nd by Cindy Frank. The board approved moving meeting time. It will start at the March 6th meeting.

Budget Discussion

It was brought up that the table fee at Earth Day, Bay Day is \$60.00. It was also brought up that the rental for the Archamedes is \$500 for March trip. Initial training expenses are not included in the committee expenses. Member's education includes initial training.

See 2023 Budget at end of report.

Invoice-line items are just suggestions. Art Siebert stated that Michele Connolly has the right to move money without asking permission. Dawn Bissell asked if we were going to charge people to go on Archamedes. She stated we've been trying to do a group trip since before covid. An email blast or a google sign-up. We can have around 30 people go. We need to collect names. There will be no charge for the trip. Archimedes leaves from Cooper street t-head. Need to register by March 1st. The trip is March 14th. Pill Woods stated it's in newsletter.

Michele Connolly-Will split membership education into 2 lines. Everything is flexible. Leslie Albrecht moved to accept the budget. Dawn Bissell seconded. Budget approved.

Committee procedure of updates

Finance committee set.

VMS committee will add Jenny Dailey

Communication-need to make push.

Training-John Brandt bowed out as trainer, Do we have a soil scientist? Kevin Gibbs stated they do not have one in Agri-life, there might be one at center. Add Phil Woods to the list.

Michelle Alvarez-Can we use drop-box for storing documents digitally. Bibi asked if is it a valid use of money to pay for drobox? Leslie asked-can we store it on our webpage? Michelle A is looking into storage options for the board.

Officer and Director reports:

Michele Connolly – President

Will make adjustments to lists. She attended the state meeting last week. We will receive recertification pins in mid February. The 25th celebration will be during eclipse in the valley. They have not asked for our help. State needs to understand we are in the middle of the eclipse too.

Each board member needs to give Michele their updates to the Chapter Operating Handbook (COH). Updates sent via email are preferred.

Role of a VMS leader needs to have two who can do VMS.

We have a finance committee. We need to have someone who has a history of what we do.

We also need “desk procedures” for items that are more detailed than the COH. Things like the procedure of changing signatures at the bank, initial training, outreach procedure. Need to store in google drive.

Leslie Albrecht – Vice President

Getting people for meetings. February- we will have Kevin Gibbs, Holly and Sara Rock. March-Jacob Dikes, wildlife specialist. She will get the rest of the guests lined up by the end of February.

Jean Meadors - Secretary

No report.

Ann Flanagan– Treasurer

Mary Grace Lopez needs to send in receipts. Many people have paid dues.

Bibi Dalrymple – Immediate Past President

For outreach-need to send the number needed, which campus, dates, etc. Send Bibi your legal name for school districts.

Chad Huckabee – Advanced Training

There have been 2 new advanced training classes added, One is with Phil and Art, the other at the Hopkins library, ice age bones

Mike Wenzel – Communications Director

Needs to have a new clicker for the tv at Harte. He has tables. Dawn? Mentioned clickers don't work on tv. Needs to be a laser pointer.

Michelle Alvarez – Membership Director

No updates. She will look into digital storage places.

Dawn Bissell– New Class Director (Initial Training)

Working on schedule for next fall. Will visit all same places. Elba Sanchez will speak.

Dharma Webber – New Class Representative – not present

Cindy Frank – Volunteer Management

No report but we need to get a project for the state meeting.

Advisors:

Kevin Gibbs-No report

Holly Grand-No report

Meeting adjourned at 8:20 pm by Michele.

Administrative/Board meeting 1.5

Texas Master Naturalists: South Texas Chapter
2023 Annual Budget

January 1, 2023 – December 31, 2023			
Finance Committee			
Chairman: Cindy Frank			
Member at Large: Art Siebert			
Treasurer: Leslie Hoekstra			
INCOME			
Membership Dues	70 x \$25.00	\$1,750	
Intern Training	25 X \$125.00	\$3,125	
Other: Grants, Donations, etc.	0	0	
TOTAL		\$4,875	
EXPENSES			
MISSION BASED			
Membership Education – Field Trips (boat, other)			\$1,000
Membership Education – Initial Training/Outreach			\$1,000
Earth Day/Bay Day			\$50
SUPPORT			
State Conference President Attendance Support			\$600
State Texas Master Naturalist Foundation			\$100
State Meeting Auction			\$ 50
OPERATIONAL EXPENSES			
Stamps, printing, paper, cards, receipt books, checks, bank fees, etc.			\$300
Committee Expenses			\$350
Name Badges			\$450
Annual Zoom			\$150
Annual Storage			\$825
TOTAL		\$4875.00	\$4875.00