

**MINUTES**  
**MID-COAST CHAPTER, TEXAS MASTER NATURALIST**  
**OCTOBER 16, 2023 BOARD OF DIRECTORS MEETING**

The Mid-Coast Chapter, Texas Master Naturalist™, Inc. Board of Directors met via Zoom only at 6:30 pm on October 16, 2023.

**Business Meeting**

The business meeting was called to order at 6:35 by President Bob Cunningham. Kris Kirkwood recorded the minutes. The meeting adjourned at 10:10 for 3.5 hours CB: Chapter Business/Chapter Meeting.

**Meeting Attendance**

Directors and members attending the meeting signed in using the Zoom chat function. Eleven voting members of the board were present (counting the IT team as one vote), constituting a quorum. In addition, 7 members in good standing were in attendance.

**Secretary’s Report by Ele Chew**

Minutes of the July Board of Directors meeting were posted on the chapter website at and published to the membership. Claire Barnhart moved to accept the minutes as published on the chapter website and Bill Burge seconded. Motion passed.

**Treasurer’s Report by Julie Hejducek**

Bank balance as of 09/30/2023: .....	\$44,746.94
Plus outstanding items: .....	261.00
<b>Bank balance as of 9/30/2023:.....</b>	<b>\$45,007.94</b>
Total Income as of 9/30/2023 .....	\$14,809.21
Total Expenses as of 9/30/2023 .....	\$15,032.28
Net Loss as of 9/30/2023 .....	<b>\$ -223.07</b>

Plant sale revenue has covered YTD expenses. The Chapter will receive revenue from 1) Initial Training and 2) dues in 4Q23 and 1Q24. There is \$3,000 in the budget for IT income to be received in 2023, and \$1300 for dues, of which it’s estimated that about half will be received by the end of the year.

**Plant Sale**

Plant Sale Net Revenue (Inc post sale & charge card fees): .....	\$13,249.08
Plant Sale Expenses: .....	6,655.78
Net Profit: .....	<u>\$ 6,593.30</u>

**Post Office Box**

Julie Hejducek reported that the current large Fulton PO Box was renewed through Jan 2024 and annual cost has increased.

After discussion, Bill Burge moved that the board allow the Treasurer the latitude up to \$200 per year to move to a smaller box at the Fulton post office and reconsider in 2025 as suggested. Ray Kirkwood seconded and motion passed.

## Board of Director Reports:

- [President's Report](#)
- [Vice-President's Report](#) — November chapter meeting
- [Treasurer's Report](#) — Budget vs. Actuals and informational items
- [Membership Report](#) — current member numbers, new applications
- [Advanced Training Director](#) — number of ATs approved in 2023
- [Initial Training Report](#) — proposed 2024 curriculum, venues, and scheduling
- [Projects Report](#) — philosophy, volunteer service numbers, new TG opportunity
  - [Plant Sale Report](#)
- [Communications Report](#) — publicity, outreach, newsletter, social media, historian, website
- [Technology Report](#) — current status
- [Past President Claire Barnhart](#) — Nominating committee report: 2024 officer candidates
- [Class Representative Report](#) — Class of 2023 status
- Chapter Advisor — no report

## Old Business

**2024 Initial Training**—Jeremy and Kate presented the proposed training schedule for 2024 initial training class with all dates, venues, and ambassadors confirmed. The overall curriculum and hybrid virtual/field model are expected to parallel previous year subject to follow-up with session ambassadors. Motion to approve by Bill Burge, second by Ray Kirkwood. Motion passed. See the proposed schedule in the Initial Training report.

**Leadership Recognition award**—Brigid Berger reported that she and Membership Director Dee Mahaffey worked on development of the award and associated State parameters and nomination procedures. The board expressed approval of the award in principle, but due to lack of 2023 discretionary funds, final approval and funding is deferred to January board meeting to include the \$325 cost of 100 pins in the 2024 budget.

## New Business

### ***Amy Nowlin request for appointment as chapter advisor***

Amy Nowlin is now employed as the Coastal Marine and Resources Agent for Matagorda County and has volunteered to serve as an AgriLife advisor to our chapter. She will join Trey Barron of TPWD, giving us an advisor from each of our sponsoring agencies. She is currently Class Rep for the Class of 2023, and State recommends that she not hold both positions at the same time. Motion by Bill Burge and seconded by Claire Barnhart that she be appointed to serve as advisor beginning January 1, 2024 and a new Class Rep be chosen by the Class of 2023 to represent them on the board until the Class of 2024 representative takes office (COH 3.3.6). The motion passed unanimously.

**Scholarship Request**—Membership Director Dee Mahaffey reported that one prospective member who is a college student requested a scholarship. Action deferred for further investigation. It was noted that the chapter should improve procedures for scholarships and develop a formal scholarship application form.

### ***Proposal for chapter funding of transportation costs for junior master naturalist program***

Class of 2023 member Martha McLeod created and is teaching an elementary naturalist class at Fulton Learning Center as a paid contract employee.

Discussion included State's recommendations against chapters donating to other organizations (CMOP 7.2).

Steve Simmons moved that the \$5,000 donation made earlier by chapter member Liz Branch in honor of Ray and Kris Kirkwood be allocated to Martha McLeod's Junior Master Naturalist program and a committee be formed to develop appropriate procedures. Ray and Kris Kirkwood approved that use of the donation. Bill Burge seconded, and motion passed unanimously by a roll-call vote. . A committee will develop a process that complies with CMOP donation guidelines and pertinent accounting requirements. [COH 6.5; 3.2.1.1; 3.2.4; Appendix C]

***Chapter administrative leadership transitions in 2024-2025:***

Kris Kirkwood presented an [information-only report](#)—no vote needed.

**Adjournment**

Ray Kirkwood moved to adjourn and Claire Barnhart seconded. Motion passed. The meeting was adjourned at 10:10.

Respectfully submitted,  
Kris Kirkwood for Ele Chew  
Mid-Coast Chapter Secretary

## REPORTS AND AUXILIARY MATERIAL TO THE MINUTES

### President's Report by Bob Cunningham

Bob announced that Bill Burge will chair of the financial review committee in its operations early in January. This committee will comprise the vice-president, secretary, training class representative, and chapter advisor and will also include two additional chapter members appointed by the chair who are not members of the board (COH 5.2.1).

Bob called upon Claire Barnhart, past president and chair of the nominating committee to present the slate of officer candidates for the election at the November general membership meeting. The nominating committee comprised Claire Barnhart, Greg Simmons, Sally Scroggs, and Steve Marwitz. [See slate of officer candidates](#) at the Past-President's report.

Bob reported that Brigid Berger attended the chapter leadership meeting at the State Meeting in his place and he reported several items from his online participation:

1. A rebuild of VMS with a rollout late in 2024 is being planned. We expect major changes and the need for reeducation in using VMS.
2. Phishing scams have been reported by several chapters when new leaders are announced, and chapters need to be on the lookout for them.
3. To deal with funding and auditing issues, a new 501(c)(3) entity—Friends of Texas Master Naturalist—is being put in place and will receive money for funding the annual Texas Master Naturalist meeting.
4. At the State Meeting, Brigid Berger picked up award pins and new stand-alone banners and TMN Project signs that State is providing that can be used in chapter outreach efforts.

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### Vice President's Report by Bill Burge and Brigid Berger

The November chapter meeting is set for Saturday, November 11, 2023, 10:00 am at Victoria Education Gardens, 259 Bachelor Dr, Victoria, TX 77904. We will gather at the VEG Pavilion, which is between the garden and the 4-H building (the name, *Victoria Educational Gardens Pavilion*, is on the building).

Several of our Mid-Coast TMN chapter members who are also Victoria Master Gardeners will be hosting the November chapter meeting. Helen Boatman (Class of 2004) will present "History of an Educational Garden, The VEG " followed by a guided tour of the gardens. Election and business meeting to follow, and potluck to follow the business meeting.

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### Treasurer's Report by Julie Hejducek

CATEGORY	2023 BUDGET EXPLANATION	2023 BUDGET	2023 ACTUALS
<b>INCOME</b>			
<b>Dues</b>	Annual dues (\$13/person average x 100 paying members)	1,300.00	979.96
<b>Donations</b>	Samsung (\$40/mo.), Amazon Smile, Plant Sale	600.00	116.52

<b>Initial Training Fees</b>	Initial training (20 FOR 2024 class)	3,000.00	-
<b>Plant sale</b>	Hummerbird	12,000.00	13,160.08
<b>Book Sales</b>	Book Sales	250.00	538.65
<b>Badge Replacement</b>		50.00	14.00
<b>TOTAL INCOME</b>		<b>\$17,200.00</b>	<b>\$14,809.21</b>
<b>EXPENSES</b>			
<b>Administrative</b>			
VP Expenses	Supplies & other expenses incurred by VP, hotspot plan \$600	800.00	
VP Expenses for Meetings - Capital Expense	laptop case \$25, laptop \$280, monitor \$250, Owl case \$90, Owl Zoom Equip \$1200	2,150.00	2,021.09
Storage	A/C Storage Unit, Insurance, Incidentals (Shelving, Locks)	750.00	436.31
Secretary's Supplies	Paper, ink, postage, other supplies	100.00	
Treasurer's Supplies	Paper, ink, postage, checks, Treas laptop IT Maint - \$200	300.00	266.72
Treasurer - Capital Expense	Mouse \$50	50.00	14.99
Historian and scrapbook	Toner, Paper, Scrapbook pages, Storage, etc.	100.00	
Project Director Expenses	Future Proposed Projects	1,400.00	
Membership	Plaques (2 cases @\$139.75 ea) - \$280 name badges - \$13*20=\$260 mailing awards @\$4.50 ea. - \$200	750.00	454.70
Communications - Website & IT	website domain name \$15, hosting \$165 & improvements \$270; Wufoo online data support \$350; Zoom license \$150	950.00	179.88
Communications - Newsletter/Gen Marketing	MS Pub fee 9x12=\$108, Const Contact 10x12=\$120 Boosted FB ads 10x12=\$120	348.00	115.13
Communications - Outreach	Monthly outreach event supplies 10x\$100 + \$50 misc. expense	1,050.00	612.33
Communications - Outreach - Capital Expense	Outreach table skulls, pelts, etc. - \$1784 Geocaching, other gadgets & gizmos \$119	1,903.00	1,750.71

PO Box Rental	Post Office box rental - Fulton	200.00	147.00
Discretionary	Honorariums, TMN annual silent auction contrib, etc.	350.00	
<b>Total Administrative</b>		<b>\$11,201.00</b>	<b>\$5,998.86</b>
<b>Advanced Training</b>	Instructor/speaker fees	<b>250.00</b>	-
<b>Training - Initial</b>			
Boat / Touch Tank Fees	RV Katy for Bay and Barrier Island Ecology	800.00	850.00
Books - Purchased	12 Statewide Curriculum (TAMU Press), 20 My Brush Country Backyard	920.00	955.80
Instructor Fees	Honoraria or expense reimbursements (2 X \$250 assumed)	500.00	250.00
Venue	Fees	75.00	
Contingency Fund	Other expenses (15% contingency)	470.00	
Supplies & expenses	Note pads, printing, binders, badges, etc.	845.00	1,222.41
Masks	Masks and hand sanitizers	-	-
IT Fees - Withdraw refund		-	
<b>Total Initial Training</b>		<b>\$3,610.00</b>	<b>\$3,278.21</b>
<b>Plant Sale</b>			
HummerBird Fee	For outside space	105.00	150.00
Plants	Plants purchased	5,000.00	4,859.35
Sales Tax	Tax for sales other than 2 "free days". Total taxable amount.	150.00	452.10
POS Supplies	paper/labels/ink \$100, hotspot access fee \$60; barcode font license \$120	280.00	-
Supplies & Misc expenses	Misc needed for sale	300.00	-
Equipment Upgrades - Capital Expense	cart wheels - 220; trays - 300	520.00	293.76
<b>Total Plant Sale</b>		<b>\$ 6,355.00</b>	<b>\$ 5,755.21</b>
<b>TOTAL EXPENSES</b>		<b>\$21,416.00</b>	<b>\$15,032.28</b>
<b>TOTAL NET INCOME</b>		<b>-\$4,216.00</b>	<b>-\$223.07</b>
<b>NET PLANT SALE INCOME</b>		<b>\$5,645.00</b>	<b>\$7,404.87</b>
<b>CAPITAL EXPENSE</b>		<b>\$4,623.00</b>	<b>\$4,080.55</b>

***Treasurer's Informational items:***

### **Amazon account**

We have a business Amazon account, no annual fee and tax free. If anyone else wants to order from Amazon, let the treasurer know and she will send an invite or order your item for you. After discussion, the Treasurer will investigate shipping costs.

### **Microsoft for Nonprofit**

A Microsoft 365 Business Basic (Nonprofit Staff Pricing) has been approved by Microsoft for Mid-Coast Master Naturalist. Business Basic includes desktop versions of Excel, PowerPoint, and Word. In the event a new PC is purchased, Microsoft can be added free.

### **Storage Unit**

Beginning Nov 1, Kool Storage will begin charging a \$12 service fee if rental is paid via check. The Treasurer has set up an auto-pay beginning with the November rental to avoid this fee, using the chapter debit card.

### **Post Office Box details**

Yearly fee on a large P.O. box at the Fulton Post Office has increased from \$200 to \$294. Prices were compared at the Fulton post office and Rockport Mail Center. A smaller box at Fulton can be used instead of the larger box. A small box is available at Fulton for \$146/year with no charge to rekey. A small box is available at Rockport Mail Center for \$134/year with a \$20 fee to rekey. Small is available at both locations and are comparable in size. Julie recommends staying with Fulton for the present and will stop by in December to renew in January. Julie further recommends keeping the Fulton post office, but moving to a smaller box at \$146 per year vs Fulton large box at \$294 or Rockport Mail Center at \$154. If Fulton increases fees in 2025, reconsider moving to Rockport Mail Center. As indicated in the Minutes above, the Board authorized latitude up to \$200 per year to move to a smaller box at the Fulton post office and reconsider in 2025.

### **2024 Budget**

Julie will work with Charla Ingalls in preparing for the 2024 budget and reminded directors to be preparing their budget funding needs.

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### **Membership Director Report by Dee Mahaffey**

In the month of September 2023, the chapter completed 1391.75 hours of volunteer services and 118 hours of advanced training, with 59 members reporting on 26 different opportunities for a value of \$34,724.25. During all of 2023, 10,633.5 hours of volunteer service and 1330.75 hours of advanced training have been completed with 93 members reporting over 51 different opportunities for a value of \$275,177.75.

- The Mid-Coast Chapter has a total of 111 members eligible to report hours and 93 members have reported hours since the beginning of the year, which is 83.8% of the total eligible members.
- 47 members have recertified for 2023 so far

The waiting list for the 2024 initial training class is now up to 28 applicants, with 15 stating that their payment has been sent. Dee will work with the Treasurer and communicate with unpaid

applicants to determine whether they are still interested and request that they pay the fee in order to be included in the class.

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### **Advanced Training Director Report by Debbie Kucera**

Debbie Kucera reported that 108 AT requests have been approved so far in 2023. Members are notified by email of upcoming sessions and they are all posted on the chapter calendar.

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### **Initial Training Directors Report by Jeremy Miller & Kate Geer-Miller**

Jeremy and Kate recommend virtual forms, including confirmation link for overall course basics (training hours, volunteer/advanced training requirements) as well as chapter-provided and maintained photo and liability release forms They are scheduling a 4Q 2023 training committee gathering for ambassadors in coordination with prior IT directors Greg & Sally. Proposed 2024 Initial Training Curriculum:

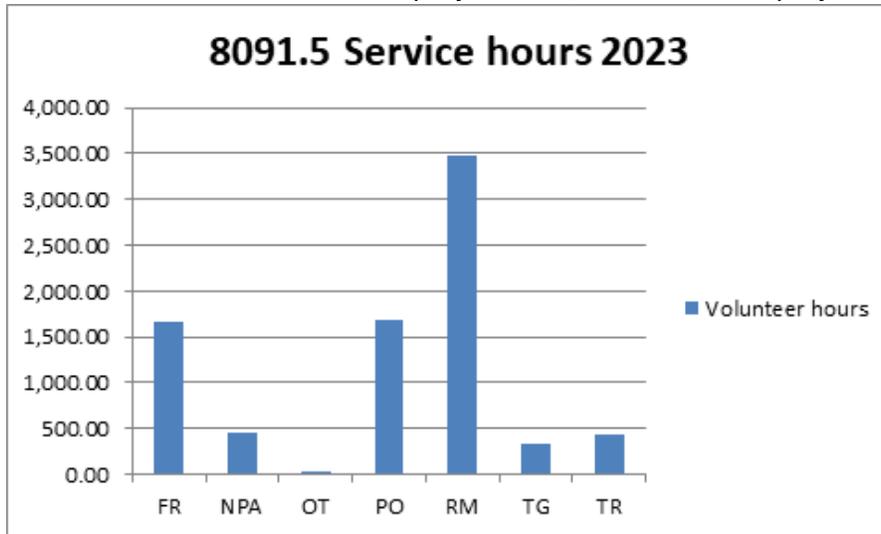
- **Orientation** – February 3  
Texas AgriLife Extension, 829 Airport Rd, Rockport, TX 78382 (Not booking for next year until end of Oct/early Nov)
- **Geology Virtual** – February 8
- **Archaeology** – February 17
  - Museum of the Coastal Bend, 2200 E Red River St, Victoria, TX 77901
  - Debbie Griffith, Ambassador (Debbie prefers 0900 or 0930 start)
- **Upland Ecology** – Virtual February 29, field March 2
  - Welder Wildlife Refuge, 10429 Welder Wildlife, Sinton, TX 78387
  - Angie Arredondo, Welder contact
  - Ray and Kris Kirkwood, Ambassadors
- **Mid-Coast Ecology** – Virtual March 21, field March 23
  - Aransas National Wildlife Refuge, 1 Wildlife Circle, Austwell, TX 77950
  - Vmx left on 9/25 asking to reserve classroom, followup this week
  - Phil and Rebecca Stapleton, Ambassadors
- **Riparian Ecology** – Virtual April 4, Field April 6
  - Fennessey Ranch, FM 2678, Woodsboro, TX 78393
  - Bill Burge, ambassador
- **Interpreting Nature** – Virtual April 18, Field April 20
  - Lake Texana, 46 Park Rd 1, Edna, TX 77957
  - Dee Mahaffey, ambassador
- **Coastal Prairie Ecology** – Virtual April 25, Field April 27
  - Powderhorn Wildlife Mgmt Area, 10769 FM 1289, Pt O'Connor, TX 77982
  - Brigid Berger, ambassador
- **Bay and Barrier Island Ecology** – Virtual May 16, Field May 18
  - *R/V Katy*, 732 Channel View Dr, Port Aransas, TX 78373
  - Mustang Island State Park, 9394 TX-361, Corpus Christi, TX 78418
  - Greg Simmons and Sally Scroggs, ambassadors
- **Native Plants and Graduation** – Virtual May 30, Field June 1
  - Barnhart Ranch, FM 883, Berclair, TX 78107

- Claire Barnhart and Wilfred Korth, Ambassadors

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**Projects Director Report by Ray Kirkwood**

The State mission is to **develop** a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities. The Mid-Coast chapter projects philosophy is to **provide & support** proposed activities of education, outreach & service that benefit Mid Coast area natural resources and natural areas. Current available projects 179; current active projects 41



**8091.5 hours performed by 94 members in 41 different projects**

We developed a new category of volunteer service in developing our new COH: Technical Guidance (TG) volunteer service that requires serving on the board of—or attending meetings in an advisory capacity with—another organization in order to provide TMN-mission-related resource management technical expertise or guidance. Such a member volunteer will be designated as a Mid-Coast chapter technical advisor/consultant, consulting with or advising the organization while promoting the Texas Master Naturalist program/organization. Currently we have 11 such volunteers:

- Bill Burge (3 orgs)
- Claire Barnhart
- Wilfred Korth
- Linda Shirey
- Maureen Crocker
- Patrick Hartigan
- Janet Price
- Kris Kirkwood
- Ray Kirkwood

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**Plant Sale Manager Report by Debbie Minns**

Post Plant Sale Final Report

	2022 Actual	2023 Budget	2023 Actual
Net Sales after fees	13137.92	12000.00	13412.08
Expense	7036.39	6355.00	6655.78
Net Income	6101.53	5645.00	6756.30

**Successes:**

Forced location change because of construction at the high school; the plant sale team rallied and the consensus was that we liked the vibe on the grassy area better than on the sidewalk under the awning.

Milkweed/Monarch Education was very popular. Milkweed sold out on Saturday. Many of our attendees participated in learning about the importance of milkweed, and how to grow. Several took advantage of the discount for multiples. Ideas for improvement is to have larger numbers of several varieties available and include maps/zones/growing conditions for each as our customers were from across our state and beyond.

Pre-order System Revamp included a standardized form giving us complete customer contact information and pick-up times. Orders were placed using dropdown menus for sizes. Forms could be printed and compiled without having to retype (and possibly make mistakes). Presale fulfillment and pick up time slots were shortened, eliminating a lot of waiting/deadtime. A special email address for receiving preorders might make things run more smoothly and prevent losing orders.

Propagation receiving timeslots were shortened.

**Equipment Additions:** The new larger cart wheels worked great! The 6-pack carriers made transportation much easier physically. Delivery went smoothly as carriers were loaded right from the truck and plant types stayed together better throughout the sale. We purchased 100 carriers, enough for 600 plants. We could use at least 50 more.

**Formosa Collaboration:** Formosa did provide about 280 plants, though most of them were very small trees. The milkweed they produced were a great addition to the sale. We did sell many of the trees and sent the remainder back to Formosa to continue the grow out. Better communication, next year could maximize the benefit of this collaboration.

Seed Packet price increase to \$2. 281 packets sold for \$562 profit.

**Lessons:**

**Handout Printing:** This was a huge expense this year and many of the handouts were left over. There are several options to reducing/eliminating this expense. Add a page of new plants to left over copies from last year. Print less copies. Prepare the handout as usual but use a QR Code for customers to access it. Or a combination of the above.

**Small mistakes:** Double-checking orders, pre-orders, etc along the way is important and should be implemented throughout the sale.

**Damage and loss:** Heeps and Formosa plants transportation in personal vehicles during our extreme temperatures resulted in some damage and loss. Keeping plants from touching tarps and covers would probably prevent the loss.

**Hold Areas:** Have one area for plants while customers are still at the sale and another for SOLD

plant while customers are at the HBC. Put phone numbers on Sold plants and post a sign “Pick up plants by (time).”

**Suggestions:**

Add credit card convenience fee and charge the customer.

Have Plant Sale Staff T-Shirts so Sales Assistants are easy to spot.

Sell Butterfly Picks.

Have more boxes at the sale. 2022 there were many left over....2023 we were very short and restocked several times during the sale.

**Leftover Plants**

In response to a question from the Board, Debbie Minns reported that after the sale, members, master gardeners, and others were invited to purchase leftovers at the same price as at the sale, which added several hundred dollars to plant sale income. Plants left after that were donated to Wings Rescue Center, where they will be planted and benefit wildlife.

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**Communications Director Report by D’Ann Williams**

**Administration:**

- Signup Genius Platform for the Plant Sale seemed to go well. Let me know of any feedback.
- Looking for passwords for Instagram, etc. to give to Secretary and Technical Director

**Publicity/Social Media:**

- Rockport Pilot did an article from our Press Release about the Plant Sale
- Facebook Ads – Target Audience:
  - 25-mile radius around: Austin, San Antonio, Corpus, Sugarland, Brenham, Austin, Port Lavaca, Port Aransas, Goliad, Bay City
  - With hobbies in Garden design, Gardening, Ecotourism, Nature/Wildlife photography, Garden, Plant nursery, Natural environment, Nature (science), Tourism, Beaches, Birdwatching, Travel, Beekeeping, Birds, Butterfly, Honey Bees
  - Aug. 23rd Created Plant Sale “Event” Created—Ad \$44.66  
Reached 6000, 132 interested/going, 46 shares, 144 clicks
  - Sept 1st - General Festival/Plant Sale Post—Ad \$100  
Reached 18,416 people 4,789 active engagement, 175 shares and had post from people all the way from Mexico!
  - Re-boost of Plant Sale Event 1 week prior—Ad \$75.32  
Upped reach to 8967 people, 302 interested/going, 234 clicks
- Also posted in Nextdoor which received comments and questions.

**Newsletter: New Editor Neli Spurrell**

- Thank you Bobbie Lee for the great work you did on the Newsletter
- Neli Spurrell has offered to take responsibility for our Chapter newsletter and will start using Constant Contact Enews format.
- Please send your ideas, stories about your great works, article ideas, etc. to Neli.

**Outreach:**

- HB Festival –
  - Outreach Table – Thank you to the Stapletons and all for engaging with the public with our new skulls/pelts and more!
  - Monarch Education – Patrick Hardigan was well received!
  - Bent Oaks Rookery Park / Connie Hagar –
    - Thank you to Laura Andersen for your engagement at BORP on Friday and Mary Ann Carr for meeting with the public at CH on Friday/Saturday
    - Team was unable to do all days at Bent Oaks this year, busy with plant sale, etc.
- Next is Monarch Madness at Compass Rose Park and Calhoun County Fair Oct. 21
- We need more members on the outreach committee. Let me know if interested!

**Historian's Report:**

Kris Kirkwood reports that historical material is being prepared to turn over to the next chapter historian and for storage. More will be discussed under new business.

**Webmaster:**

- Our website is still healthy and useful.
- In the last 30 days, we recorded 1034 sessions by various users.
- Top 3 users this month are from USA, Canada, China

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**Technology Director Report by Steve Simmons**

The Technology Director would like to give three updates to the Board of Directors:

1. All digital assets of the chapter are in the storage unit except for the Treasurer's laptop.
2. Two shelving units have been donated to the chapter. The shelving units have been assembled and the digital assets are off the floor and stored in the shelves. I will be creating labels for the shelves indicating where each digital asset should be returned and stored.
3. The Zoom account for the chapter is in the process of being assigned to Technology Director. Previously it was assigned to the Vice President. The process of re-assigning the Zoom account credentials should be completed within the next couple of weeks.

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**Past President Report by Claire Barnhart**

As head of the nominating committee, Claire introduced the slate of officer candidates for the election at the general membership meeting in November: President-Steve Ferguson, Vice-President-Brigid Berger, Secretary-Ele Chew, and Treasurer-Julie Hejducek.

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**Class Representative Report by Amy Nowlin**

Amy Nowlin, class rep, reported that more than 50% (9 of 17) of the class members have attained initial certification. Of those, five are recertified. Four members are close to reaching initial certification, and one member is close to reaching recertification.

Amy intends to reach out to those with low hours for encouragement. She will make them aware

of upcoming opportunities. Since Oct. 5, 2023, the class reached 1460 total volunteer service hours and a total of 332.25 advance training hours. Volunteer hours increased nearly 300 hours from August. Amy noted that she is proud of the class's accomplishments thus far.

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### **Meeting Attendance**

**Board members in attendance:** Claire Barnhart-Past President, Bill Burge-VP, Ele Chew-Secretary, Bob Cunningham-President, Kate Geer-Miller-Initial Training, Julie Hejducek, Ray Kirkwood-Projects, Debbie Kucera-AT, Dee Mahaffey-Membership, Jeremy Miller-Initial Training, Amy Nowlin-Class Rep, and Stephen Simmons-Technology

**Other chapter members in attendance:** Brigid Berger, Steve Ferguson, Kris Kirkwood, Martha McLeod, Debra Minns, Sally Scroggs, and Greg Simmons

### **New Business—Chapter administrative leadership transitions**

Kris Kirkwood read the following information-only statement:

Ray and I have been members of the Mid-Coast Chapter since the second class in 2001 and have gradually taken on more positions and tasks down through the years. We are doing too much for the optimum operation of the chapter—the work needs to be spread across more members, and members who are younger. To smooth transition, we are willing to help train replacements if wanted. Positions one or the other of us currently holds and our recommendations are:

- New VMS LBE admin – Membership Director take over, or new VMS admin; will need training from a superadmin at State
- New Wufoo administrator—someone with a start on knowledge in using the system and organizational/attention-to-detail skills
- New website maintainers—team; one technically oriented and one content oriented—Organizational/attention-to-detail skills, know WordPress; chapter allocate funds for Studio SR training
- New Historian—call for a long-time member to continue Chapter “corporate memory”
- New Projects Director—

In addition to positions we are filling, I have been taking on tasks for other Chapter positions:

- Sending emails to the membership—given VMS email limitations, Adobe Acrobat may need to be purchased for VMS admin to create reduced-size pdfs. We bought my personal license.
- Ordering new class/replacement badges—Membership director or IT directors could take over
- New class instruction—suggest changeover be complete before the Class of 2025:
  - World geology, Ecozones—
  - ANWR plants—Janet McCrea has agreed to take over and been okayed by Stapletons, who lead Mid-Coast Ecology (Aransas National Wildlife Refuge) initial training. I will train her on Heron Flats
  - Upland Ecology at Welder Wildlife Foundation—
  - Importance of Native Plants (last session)—Janet McCrea has agreed to take over; I will give her my presentation to start from