OLD RAG MASTER NATURALISTS
BOARD OF DIRECTORS MEETING
January 3, 2018

Call to Order: President Gail Swift called the seventh meeting of the 2017-18 Board of Directors to order at 10:05 a.m. on Wednesday, January 3, 2018, at the Culpeper Regional Library.

The secretary informed the President that a quorum was present. The following Board members were in attendance: Dan Beisner, Grace Cangiolosi, Deirdre Clark, Mary Frances leMat, Jeff Smith, Dana Squire, VMN-VMS Coordinator, and Gail Swift. Also present were Caroline Watts, Project Committee Chair, Barry Buschow, Bill Bynum, Dave Cooper, Dera Cooper, and DeeDee Lyon.

Agenda Approval: The agenda for the meeting was approved with the addition of a closed session discussion of an email letter received from an ORMN member, and an update on the Annual Report, as well as suggesting a standard item for a VMN-VMS report.

Approval of Minutes: The minutes from the December 6 meeting were approved with the clarification that Deirdre Clark has only volunteered to plan one membership field trip.

Officers' Reports:

President's Report: Gail officially appointed Berni Olson and Bill Birkhofer as Education Committee Co-chairs.

Treasurer's report: Ellen had distributed by email copies of the financial statement. (Attached.) Barry Buschow questioned whether we were financially liable for expenses incurred related to the Yowell Park project. He was assured that our agreement precludes that liability.

Vice President's Report: Connie had circulated a list of meeting dates for 2018 (attached).

Secretary's Report: Mary Fran reported that the changes in Board members and Committee Chairs had been reported to VMN leadership. She mentioned that she and Dana are working on the Annual Report which is due January 10, and inquired about the outstanding project descriptions.

Education Committee: Neither Berni Olson nor Bill Birkhofer, co-chairs, were present.

Membership Committee: Roberta reported that we have 11 applications for the training.

Communications Committee: No report.

Projects Committee: No report.

Operating Handbook Committee: Connie had distributed several portions of the draft Operating Handbook for review and approval: ORMN Projects, ORMN Project Approval Guidelines, and the Selection Process – Class 9/Ongoing, (attached)

There were no changes to the Project Guidelines.

With respect to the Selection Process, it was suggested and, after considerable discussion, agreed that the point system be deleted from the description of the trainee selection process, and that the other criteria be reconsidered and revised, consistent with the comments from the group. Dana will work with Roberta to redraft the document for purposes of the Operating Handbook.

There was discussion about the proposed guidelines for the Mentor Program. It was suggested that the Membership Committee be responsible for the coordination of the Mentor Program. A question was raised about the criteria for matching mentors and mentees. Dana will redraft the mentor policy for the Operating Handbook committee.

VMN-VMS Report

There was a question about whether a master naturalist can get CE credit for attending a Basic Training class.

Dana reported that we have 100 Chapter members, 74 active and 58 certified. Dana will prepare a brief executive report for the Annual Report to summarize the membership and volunteer hours statistics.

Old business: Grace reported that the VFW will not let us use the kitchen for meetings or for Basic Training. We will ask Len to discuss this with his contact at the VFW.

The meeting went into Executive Session for discussion of a letter of concerns received from a member.

Gail will prepare a "State of the Chapter" email to update the membership on our accomplishments and in so doing, respond to some of the concerns expressed in the letter.

Adjourn: The meeting was adjourned at 11:35.

Respectfully submitted,

Mary Frances leMat

Mary Frances leMat
Secretary

OLD RAG MASTER NATURALIST

2017-2018 BUDGET

REVENUE	2017 Budget	2017 Actual	2018 Budget	2018 YTD	NOTES
Dues - Current members	2000.00	1760.00	3000.00	2,100.00	70 paid members
Donations	500.00	665.00	250.00	375.00	$350 from memb.
Butterfly Count	325.00	332.00	275.00	305.00	
Class 8 - 9 Basic Trainee fees	2100.00	2100.00	2100.00		
Class 8-9 Dues	300.00	300.00	450.00		
Transfer from Reserves	1680.00				
Canopy Sale		$75.00			
Amazon proceeds				6.26	
TOTAL REVENUE	**$6,905.00**	**$5,232.00**	**$6,075.00**	**$2,786.26**	
EXPENSES	**2017 Budget**	**2017 Actual**	**2018 Budget**	**2018 YTD**	**NOTES**
Administration					
Membership Support	175.00	242.55	175.00	10.5	Rep. name tags
State Corp. Commission	25.00	25.00	25.00		
Meeting Rental	150.00	0.00	150.00		
Annual Meeting	500.00	375.87	500.00		
GoDaddy Internet Support	0.00	0.00	0.00		
WebWeaving Consulting	0.00	0.00	0.00		
Weebly (website)	325.00	494.73	275.00	33.90	
Honorariums	100.00	50.00	100.00		
Postage & Supplies	100.00	105.46	110.00	20.32	
Liability Insurance	800.00	783.00	783.00	783.00	
Subtotal	**$2,175.00**	**$2,076.61**	**$2,118.00**	**$847.72**	
Communications Committee					
Printing	$350.00	$0.00	100.00		
Signs	$50.00	$0.00	0.00		
Subtotal	**$400.00**	**$0.00**	**$100.00**		
Education Committee					
VDOF Books	$150.00	75.03	75.00		
SNP Books	$445.00	684.60	700.00	80.00	VA Native Plants
Name tags/table tents	$25.00	0.00	50.00		
Binders and Printing	$290.00	352.17	400.00		
Refreshments	$200.00	0.00	0.00		
Misc. Supplies - DVDs, etc.	$400.00	173.16	175.00		
Facility Donation	$500.00	500.00	500.00		
Gifts for speakers		202.18	200.00		
Video Camera					
Subtotal	**$2,010.00**	**$1,987.14**	**$2,100.00**	**$80.00**	
Membership Committee	**$150.00**	**$0.00**	**$0.00**	**$0.00**	
Hospitality Sub-Committee	**$120.00**	**$130.67**	**$100.00**	**$0.00**	
Projects Committee	**$350.00**	**$0.00**	**$75.00**	**$0.00**	

January 3, 2018

OLD RAG MASTER NATURALIST

2017-2018 BUDGET

EXPENSES	2017 Budget	2017 Actual	2018 Budget	2018 YTD	
Projects:					
Butterfly Count					
ORMN fee/NABA fee	150.00	0.00	120.00	167.00	
Brochure lamination	75.00	0.00	75.00	71.44	
Plants - Postage	15.00	0.00	15.00		
Facility Rental/ID Training	150.00	0.00	150.00	25.00	
Youth Butterfly Outing	75.00	0.00	75.00	84.95	
NABA Annual Report	20.00	0.00	20.00		
Flyers, copies, handouts	120.00	0.00	75.00	109.98	
Gift & Lunch for Presenter	45.00	0.00	45.00		
Water, ice, snacks	50.00	0.00	50.00	48.08	
Subtotal	**$700.00**	**$0.00**	**$625.00**	**506.45**	
Child Help	**$0.00**	**0.00**	**$0.00**		
Culpeper Sports Complex	**$250.00**	**$101.61**	**$0.00**		
Reconnecting With Nature	**$150.00**	**0.00**	**$0.00**		
Socrates	**$300.00**	**$0.00**	**$300.00**		
TOTAL EXPENSES	**$6,605.00**	**$4,249.66**	**$5,418.00**	**$1,434.17**	
		(Includes $3.43 overrun from DEQ Grant)			
Am't transferred to Reserves			**$657.00**	*	
TOTAL BUDGET FOR 2018			**$6,075.00**		

2018 Budget Notes: 1) Dues are based on 100 members @ $30 each.

- **2) $507.00 was held in Reserve to purchase audio visual equipment for new classes.**
- **At 8/17 mtg. the Board voted to move $300 to Socrates to replenish earlier donations.**
- **At 8/17 mtg. the Board also approved $300 for display board (Butterfly Project).**

Checking Account Balance as of 12/17/17: $5,394.96

Savings Account Balance as of 9/30/17: $3,018.47

Old Rag Master Naturalists
Board and Membership Meeting Schedule
2018

Board meetings (always on a Wednesday):
(At the Culpeper Library from 10 to 12 unless otherwise noticed)

January 3
February 7
March 7
April 4
May 2
June 6
July 11
August 1
September 5
October 3
November 7
December 5

Membership meetings (always on a Monday except for the annual meeting, which is on a Saturday *(location TBD, 6 – 8 pm unless otherwise noticed)*

February 12
April 9
June 23 (annual meeting) *3 – 6 pm*
August 13
October 8
December 10

For discussion at January 3, 2018 Old Rag Master Naturalists Board Meeting

Various policies for board review and approval for incorporation into the operating handbook. Most of these are revisions of previously approved policies.

ORMN PROJECTS

A. ORMN Volunteer Service Types

Citizen Science (CS) Volunteer Service:

- Includes monitoring, inventorying, collecting and reporting data to support research. The activities may be a part of a national effort, statewide project or be specific to a local organization.
- The data collected must be reported to an entity that utilizes or provides the data for research in order for the volunteer service to be approved.
- May be performed anywhere in Virginia.
- Includes time spent in the preparation and management of the volunteer service and in traveling to and from the volunteer service location.
- *Examples:* Project FeederWatch, NABA butterfly counts, Wildlife Mapping, FrogWatch, Virginia Working Landscapes.

Education (ED) Volunteer Service:

- Includes educating the public - kindergarten-age children to adults - about natural resources and their conservation.
- Includes interpretive programs or educational presentations to the public or accessible to the public, such as 4-H, garden clubs and public school groups, even If the educational event requires payment of a reasonable registration fee to the organization sponsoring the event.
- May be performed anywhere in Virginia.

- Includes time spent in the preparation and management of the volunteer service and in traveling to and from the volunteer service location.
- *Examples*: Envirothon, Working Woods Walk, staffing Byrd Visitors Center Information Desk, the Socrates Project, Rappahannock 4-H Day Camp Creeks and Critters.

Stewardship (ST) Volunteer Service:

- Includes hands-on service intended to improve habitat and other natural resources, such as removing invasive plants, restoring or installing native habitat, or service intended to improve the ability of the public to access these resources, such as building or maintaining trails.
- May be performed anywhere in Virginia, but stewardship service on private property does not qualify for ORMN credit unless it is performed in conjunction with an organization that promotes the conservation of natural resources.
- Includes time spent in the preparation and management of the volunteer service and in traveling to and from the volunteer service location.
- *Examples*: Old Rag Summit Restoration, Buck Hollow Invasive Plant Removal, Adopt an Outcrop, Thumb Run Habitat Restoration.

Administration:

- Does not need Projects Committee approval.
- Includes efforts spent on leading the chapter, such as being on ORMN committees and the Board of Directors, mentoring, attending membership business meetings, and participating in any other activities that maintain and support the effectiveness of the chapter and the statewide program.
- Includes time spent in the preparation and management of administration activities and in traveling to and from the administration activity.
- No limit to the number of hours of Administration as long as the ORMN member volunteers with at least one CS, ED, or ST project.

➢ All ORMN members are encouraged to participate in the administration activities of the chapter.

B. Current Approved Projects and Activities

Projects and activities that qualify for ORMN volunteer service credit are listed on the ORMN website (https://www.oldragmasternaturalists.org/) and the VMN-VMS reporting website (https://virginiamn.volunteersystem.org/).

C. To Propose New CS, ED, ST Volunteer Service Not Listed

Any CS, ED and ST volunteer service must be approved by the ORMN Projects Committee before an ORMN member can perform the volunteer service for credit. Projects implemented without this prior and specific approval are not considered Master Naturalist activities, service may not be reported for ORMN credit and the actions of the ORMN member will not be protected by the state's liability coverage.

- To request approval for volunteer service not listed on the ORMN website, an ORMN member should
  - Review ORMN Project Approval Guidelines and Responsibilities of ORMN Project Contact/Activity Contacts
  - Submit a completed ORMN Project Proposal Form to the ORMN Projects Committee.

If the proposed volunteer service is approved, it will be added to the ORMN website and the VMN-VMS website.

D. Loss of Volunteer Service Approval

The ORMN Projects Committee will remove volunteer service from the list of approved projects when

- There is a material change from the volunteer service as approved.
- If the ORMN contact requests it.
- If the project has been completed.
- If it was a one-time event not likely to be repeated in its original form.

There may be other reasons that cause the Projects Committee to remove the volunteer service from "approved" status. Lack of volunteers does not automatically cause a the volunteer service to be removed from the list of approved projects.

ORMN Project Approval Guidelines

Question 1.	Is the volunteer service to be performed within the Commonwealth of Virginia? **IF YES, CONTINUE TO QUESTION 2** **IF NO, THE PROJECT/ACTIVITY CANNOT BE APPROVED**	□ yes □ no
Question 2.	Does the volunteer service support the ORMN mission? The mission of ORMN is to develop a corps of volunteers who help Virginia conserve and manage its natural resources and public lands by educating the public, collecting data for scientific purposes, and providing volunteer service to organizations and entities promoting the conservation of natural resources. **IF YES, CONTINUE TO QUESTION 3** **IF NO, THE PROJECT/ACTIVITY CANNOT BE APPROVED**	□ yes □ no

Question 3.	a. Is the volunteer service 1) on or for public lands? OR 2) overseen by a state or other governmental agency? OR 3) overseen by a public organization? OR 4) overseen by an institution of higher learning? OR 5) overseen by a private not-for-profit organization that includes natural resource conservation or environmental education in its mission? **IF THE ANSWER TO ANY OF THESE QUESTIONS IS YES, THE PROJECTS ~~MAY BE APPROVED~~ COMMITTEE WILL PROCEED WITH PROJECT EVALUATION** **IF THE ANSWER TO ANY OF THESE QUESTIONS IS NO,** **CONTINUE TO 3** -b b. is the volunteer service 1) For a project with a private entity, such as a private school, **AND** 2) is ORMN willing and able to perform the same volunteer service for any other similar private entity that may request it? **IF THE ANSWER TO THESE QUESTIONS IS YES, THE PROJECTS ~~MAY BE APPROVED~~ WILL PROCEED WITH PROJECT EVALUAITON**	□ yes □ no □ yes □ no

SELECTION PROCESS
CLASS 9/ONGOING

All applicants will be subject to the same application process.
The initial criteria for selection are: 1) the ability to attend the minimum required number of scheduled classes and field trips; 2) availability to engage in volunteer projects; 3) a record of volunteerism; and 4) the potential to expand the chapter's programmatic and volunteer base.
Beyond those criteria, the amount of time spent to give full answers, the degree of interest the applicant has in telling us about themselves and the energy level expressed are considered. Those applicants that give very scanty information will be flagged for a more in-depth phone interview with the hope they can express themselves better in this format.
Each applicant will be contacted personally by a member of the committee and asked standardized questions such as but not limited to:

- Why are you interested in becoming a master naturalist (expand on application by asking specific questions)
- Do you have specific skills/knowledge that you would bring to the Chapter
- Do you have the time to work on projects during the week
- Are you comfortable working with children/teens, the elderly and professionals
- If you have done volunteer work what would you say was your most rewarding and why
- Is there anything else you would like to share with me

The committee will take into consideration the content and tone of answers to questions on the application AND in the phone interview. All factors will be considered prior to the final decisions regarding the best applicants for the new class.
Once the above steps are completed the committee will use a numerical system to enable the final determination of which applicants are accepted.

NUMERICAL SYSTEM FOR FINALISTS

Candidates that have exhibited initiative by volunteering on ORMN projects OR have been persistent in their desire to become a member (prior qualified applicants) may be awarded 1-4 points

A candidate recommended by a current ORMN or other MN chapter may be awarded 1 point
A candidate that possesses certain skills and/or experience with other service organizations may receive 1-4 points
A candidate from an underrepresented group may receive 1 point (race, color, geographic area, ethnicity)
A candidate that exhibits a strong interest in volunteer work and participation in projects (per the application) may receive 1-4 points
The above is to be part of the OVERALL assessment of applicants, not the single determining factor.

MENTOR PROGRAM

Objective of Mentor Program: To provide a certified Master Naturalist to welcome, assist and support new ORMN students into the basic training class, the ORMN chapter, and the VMN organization

Guidelines:

1. Mentor is a certified Master Naturalist,
2. Mentor needs be involved with student during the class schedule March-June. Relationship may continue beyond that time, but initial commitment is from March-June,
3. Initiates contact with Mentee prior to first class.
4. Welcomes Mentee at first class and participates in get to-know-you activities at first class,
5. Provides additional information regarding volunteer projects,
6. Provides assistance, if needed, regarding student presentations,

Process:

Mentors will be recruited through email to all certified ORMN's. To the extent possible, Mentors and Mentees will be matched up through mututal interests and geographical location.