**OLD RAG MASTER NATURALISTS**

**BOARD OF DIRECTORS MEETING**

**February 1, 2017**

**Call to Order:** The seventh meeting of the 2016-17 Board of Directors was called to order by President Gail Swift at 9:36 a.m. on Wednesday, February 1, 2017, at the Culpeper Cooperative Extension Office at 102 West Street, Culpeper VA.

The secretary informed the President that a quorum was present. The following Board members were in attendance: Dan Beisner, Connie Chamberlin, Bill Clark, Len Cowherd, Ellen Early, Jinx Fox, Roberta Jalbert, Peggy Kenney, Mary Frances leMat, and Gail Swift. Also present were Caroline Watts, Projects Committee Chair, and Dana Squire, VMS Coordinator. Not present were Board members Grace Cangiolosi and Nora Rice.

**Agenda Approval**: The agenda for the meeting was approved.

**Approval of Minutes:** The minutes from the January 4 meeting were approved.

[Action items agreed on during the meeting are in bold print below.]

**Officers’ Reports:**

 **President’s Report:** Gail thanked Bill Clark for chairing the nominating committee for the new board, which will be voted on at the next quarterly meeting. At this point we do not have a speaker for that meeting. Several possible speakers were proposed.

 **Vice President’s Report:** Peggy stated that the Committee Info on the Website will need to be updated at some point, and identified several specific changes. She also mentioned that the Board and Officer info will need to be updated after the March Quarterly meeting. **Gail stated that she would work with Kris Eggleston to make all the required changes**.

 **Secretary:** Mary Frances had no report.

**Treasurer’s report:** Ellen had distributed the budget report by email and reported that 10 active people still had not paid dues. There was some discussion about making final calls to active people whose dues were still outstanding, while being careful not to harass people who are not active.

**Committee Reports:**

**Education Committee**: Peggy reported on the status of the preparation for the new class. She reviewed the previously sent email attachments for the class schedule, the instructors and the resources.

**Membership Committee**: Roberta reported that we have our class filled with 15 excellent trainees. They have been interviewed and references have been checked. She reports that they are all very enthusiastic about the class. She had distributed by email the list as well as some guidelines for mentoring. There was discussion about being sure that the mentors are properly educated for training their mentees on how to report hours.

**Communications Committee:** Jinx submitted a Work Plan for the Communications Committee. The work plan was approved. There was some discussion about the organization of items on the website. **As previously mentioned, Gail will work with Kris Eggleston on making suggested adjustments.**

**Nominating Committee:** Bill had previously distributed the nominees for the new Board. He reported that identifying new board members was a daunting task, and advised that the new committee, when formed, begin immediately with identifying new members. **Bill will call a brief meeting of the new board immediately after the March Quarterly meeting. Term assignments will be made and officers will be elected.**

He noted that at least 3 classes were represented as required by the By-Laws. It was then discovered that that requirement had been deleted, inadvertently, from the new By-Laws. **That requirement will be addressed in the Operating Handbook instead.**

Bill also mentioned that the State Website does not properly identify the ORMN coverage area. **Gail will contact Michelle about this.**

**Operating Handbook Committee:** The committee has begun their review of the Handbook, and realized that it is not a simple task. They will meet again in March.

**Projects Committee:** Caroline did not have a Committee report, but she mentioned that she is participating in the Madison Earth Day event, and suggested that we might consider broader recognition of Earth Day across the Chapter by identifying and communicating events happening in other counties.

**Old Business:**

**Annual Report:** The Annual Report was submitted on time. **Dana will update the contact information and Mary Frances will update the Report with the new Board Members.**

**Leadership Day**: There was discussion of considering the development of Ground Rules by the new Board, perhaps scheduling a 4-hour meeting. We need to review the materials before we discuss them.

**Action Plan:** Several minor changes were suggested and will be updated.

**New Class:** There was discussion about how the fees will be collected from the trainees. **Several of us will sit at the table and collect checks as we distribute the materials.**

**New Business:**

 **Ad Hoc Outreach Committee:** Gail noted that Joyce Wenger and her team did an excellent job of brainstorming ideas. The consensus was that the ideas need to be reviewed one at a time by the Board to decide which things we can undertake and how they will be executed. There was discussion about the issue of not having enough volunteers for doing administrative tasks.

 **Annual Meeting:** The location of the meeting has been confirmed to be at Earle Martin's farm, StonyBrook, in the wonderful barn made available to us the last three years.

**Next meetings:** Next BOD meeting will be March 1 at the RRRC Building, at 420 Southridge Parkway, #106, Culpeper, VA, 22701. The first meeting of the new Board will be April 5, and will be a planning session for Ground Rules, and discussion of back-ups for Committee chairs. [This was later reconsidered by email and the March meeting will be delayed until after the new board has been formed. Date and location TBD.]

The meeting was adjourned at 11:31 a.m.

Respectfully submitted,

Mary Frances leMat

Secretary