MINUTES
Old Rag Master Naturalists
Board Meeting
April 4, 2018

Call To Order: The meeting was called to order at the Culpeper Library by President Gail Swift at 10:05 a.m.; the secretary informed that there was a quorum. The following members were in attendance: Directors: Dan Beisner, Grace Cangialosi, Connie Chamberlin, Deirdre Clark, Ellen Early, Mary Frances leMat, Gail Swift; Committee Chairs: Roberta Jalbert—Recruitment and Selection, Watt Hypes—External Communications, Dera Cooper—Member Services; other members: David Cooper, Barry Buschow. Directors Len Cowherd, Jeff Smith, and Dana Squire were absent.

Agenda Aproval: The agenda was approved.

Minutes Approval: The minutes of the last meeting were approved.

Officers' Reports:

President: None

Vice President: None

Secretary: A revised draft committee list has been emailed to the directors incorporating the changes resulting from the revised Operating Handbook (OH). Mary Frances recommended that the website committee list on the Leadership page include the Purpose and Responsibility as reflected in the OH, the Chair, and the members, and that other more detailed tasks be incorporated with the annual committee program plan in a separate document on the Website. There was general consensus on this suggestion. She will update the list to include all new chairs and members and send it to the President for posting. Updated list as of the date of the Board meeting is attached.

Treasurer: The Treasurer had distributed the 2017-2018 Financial Report and the proposed budget for 2018-2019 by email. Several minor changes were discussed. The versions incorporating those changes are attached.

Committee Reports

1. **OH/Bylaws:** Connie had distributed proposed Bylaws changes to correspond to certain changes in the OH. She requested that the board recommend approval to the membership. The motion was made, seconded and approved.
2. **Basic Training Committee:** (Bill Birkhofer, in absentia) (1.) We have now completed 5 of 14 class segments of the Class IX BTC. We have 3 trainees requiring makeups, but all are underway. Regrettably, one trainee has had to

withdraw due to an injury restricting activities for 3 months. (2) Instructor/class segment evaluations continue to be highly scored. Quality of Interaction between trainees and instructors is also very high. Class times, including question/answer interaction, is averaging approximately 3 hours and 45 minutes. (3.) Based on conversations with trainees, mentor engagement seems to be satisfactory. We are averaging 4 MNs in attendance at each class. Class hosts are adding value, based on trainee reviews/comments; Bowman and Neely were specifically complimented. (4.) We are accommodating 2 trainees from Shenandoah Chapter at the Climate Change class segment on 4/17. So far, we have two requests from ORMN members to attend this class. If others, especially Board members, wish to attend, please advise as soon as possible.

3. **Continuing Education Committee:** Dan thanked Grace for recruiting a speaker on very short notice. There was discussion about attempting to schedule speakers three meetings in advance, and confirming speakers in time for them to be announced to members 30 days prior to the meeting.
4. **Online Communications Committee:** Gail announced that in addition to Kris Eggleston and herself, Mary O'Meara (Google Group) and Jack Price (FaceBook) had joined the committee.
5. **External Communications Committee:** Watt Hypes asked for clarification of the duties of the committee. The duties are largely related to the ad hoc committee portions of the Operating Handbook..
6. **Meetings and Logistics Committee:** Grace Cangialosi presented the benefits of St Stephens as a meeting place for our member meetings. She also suggested that the Basic Training class could be held there for future meetings.
7. **Member Services Committee:** Dera Cooper has agreed to chair and Cherri Lawson will be on the committee.
8. **Recruitment and Selection Committee**: Roberta has completed the committee's work for Class IX.
9. **Projects Committee**: No report.
10. **Nominating Committee Report** -(Dana, in absentia) Grace Cangialosi has agreed to replace Nora Rice on the Nominating Committee. Nora can no longer serve on the committee. Other members are Ed Dorsey, Ken Cranston, and Wendy Short. We will meet April 10 to discuss nominees for open seats and will present our report to the board at the May Board meeting. Len, Dan and Ellen are all going off the board in June.
11. **VMN-VMS Report** - (Dana, in absentia) Dera Cooper has joined the Committee.
12. **Action Plan Progress:** Connie quickly walked the group through updates to the Action Plan. *(Dana, in absentia) As part of the VMN-VMS responsibility (1. Increase participation), I'm submitting the names of our committee members: Alex Bueno, Dera Cooper, Rhonda Foster, and myself as chair.*

Unfinished Business: Deirdre Clark gave an update on the plan for a CE day at White House Farm to be held on May 18. She will mail out the details on Google Group.

Annual Meeting: Gail reported that Carolyn Smith will chair the Annual Meeting Planning/Committee; Jeff Smith and Roberta will assist.

Other events discussed were Earth Day events at the Marriott Ranch and in Orange.

The next meeting will be May 2. The meeting was adjourned at 11:50.

Respectfully submitted,

Mary Frances leMat

Secretary

ORMN Program Committees (Rev. 4/19/18)

Online Communications Committee

Purpose: To provide chapter members with readily accessible information about the activities of ORMN.

Responsibility: To manage all internet platforms for the chapter

Co-Chairs: Kris Eggleston & Gail Swift

Members:
Mary O'Meara (Google Group)
Jack Price (Facebook)

External Communications Committee

Purpose: To expand the public's knowledge of natural resource conservation in Virginia by presenting education opportunities to the public and highlighting chapter activities.

Responsibility: To manage all outreach and public relations for the chapter.

Chair: Watt Hypes

Members:

Basic Training Committee

Purpose: To provide the chapter with a group of qualified volunteers to assist in carrying out the ORMN mission.

Responsibility: To organize and run classes for new chapter recruits

Co-Chairs: Bill Birkhofer and Berni Olson

Members:

Bruce Bowman
Katie Burney
Len Cowherd
Phoebe Meunger
Tracy Neeley
Anita Ostrander

Ken Cranston	Gail Swift
Watt Hypes	Dorothy Tepper

Continuing Education Committee

Purpose: To provide opportunities for ORMN members to expand their knowledge and skills.

Responsibility: To manage all continuing education events for the chapter.

Chair: Dan Beisner

Members:

Meetings and Logistics Committee

Purpose: To ensure that the chapter has access to appropriate venues and resources for all ORMN activities.

Responsibility: To coordinate all facilities and equipment needs of the chapter.

Chair: Grace Cangialosi

Members:

Member Services Committee

Purpose: to provide support to trainees and members in order to encourage participation in the work of the chapter.

Responsibility: to provide support services for the membership.

Chair: Dera Cooper

Members: Cheri Lawson

Recruitment and Selection Committee

Purpose: To ensure that there is an adequate pool of applicants for ORMN's basic training class.

Responsibility: To find and recruit new candidates for membership.

Chair: Roberta Jalbert

Members:

Dara Cooper
Cherri Lawson
Nora Rice
Wendy Short
Kris Eggleston
DeeDee Lyon
Marie Riedel

Projects Committee

Purpose: To ensure that ORMN members have access to volunteer opportunities which meet chapter criteria.

Responsibility: To approve projects and supply information about chapter volunteer opportunities.

Chair: Caroline Watts

Members:

Dana Squire
Carolyn Smith
Jane Smith

VMN-VMS Coordinator:

Purpose: To manage the ORMN portion of the Virginia Master Naturalist Management System.

Responsibility: Administer the ORMN portion of the Virginia Master Naturalist-Volunteer Management System (VMN-VMS)

Chair: Dana Squire

Members:

Alex Bueno
Dera Cooper
Rhonda Foster

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	2,670.00	89 paid members
Donations	500.00	665.00	250.00	483.50	97.50 - Netwk.Gd.
Butterfly Count	325.00	332.00	275.00	305.00	
Class 8 - 9 Basic Trainee fees	*2100.00*	*2100.00*	*2100.00*	*2,550.00*	
Class 8-9 Dues	300.00	300.00	450.00		
Transfer from Reserves	1680.00				
Canopy Sale		$75.00			
Amazon proceeds				23.62	
TOTAL REVENUE	**$6,905.00**	**$5,232.00**	**$6,075.00**	**$6,032.12**	
EXPENSES	**2017 Budget**	**2017 Actual**	**2018 Budget**	**2018 YTD**	**NOTES**
Administration					
Membership Support	175.00	242.55	175.00	4.5	VMN n. badges
State Corp. Commission	25.00	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**	**$866.72**	
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	0.00	
Binders and Printing	$290.00	352.17	400.00	212.31	
Refreshments	$200.00	0.00	0.00		
Misc. Supplies - DVDs, etc.	$400.00	173.16	175.00	106.99	
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**	**$399.30**	
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**	

April 4, 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**	**$1,772.47**	
		(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 04/04/18: $8,706.52
Savings Account Balance as of 12/31/17: $3,019.24

DATE	CHECK NO.	DESCRIPTION	AMOUNT	DEPOSIT	Education	Admin.	Comms.	Members.	Hosp.	Projects	Culp.Sprts.
7/14/17	712	Kris Eggleston	33.90			33.90					
7/24/17		Deposit - Khalil		25.00							
7/28/17		Deposit - Butterfly		305.00							
8/7/17	713	NABA	167.00							167.00	
8/21/17	714	Kathy Englar	25.00							25.00	
8/21/17	715	Jane Smith	155.33							155.33	
8/21/17	716	Dee Dee Lyon	114.19							114.19	
8/21/17	717	Caroline Watts	44.93							44.93	
8/24/17	718	Ellen Early	20.32			20.32					
9/6/17	719	Dan Beisner	50.00			50.00					
10/2/17	720	Treasurer VA Tech	10.50			10.50					
10/24/17	721	VNPS	80.00		80.00						
10/24/17		Deposit - Khalil		25.00							
11/15/17		Deposit - Amazon		6.26							
11/29/17	722	US Liability Ins. Co.				783.00					
12/7/17		Deposit - Dues		890.00							
12/18/17		Deposit - Dues		1120.00							
1/22/18		Deposit - Dues		765.00							
2/8/18	723	State Corp. Commisson	25.00			25.00					
2/19/18		Deposit - dues		263.50							
2/22/18	724	VA Correctional Enter.	212.31		212.31						
2/12/18		Deposit - Amazon		17.36							
3/13/18		Deposit - Training fees		2610.00							
3/15/18	725	Berni Olson	106.99		106.99						

OLD RAG MASTER NATURALIST
Proposed 2018-2019 BUDGET

REVENUE	2017 Budget	2017 Actual	2018 Budget	2018 YTD	2019 Proposed	NOTES
Dues - Current members	2000.00	1760.00	3000.00	2,610.00	3,000.00	
Donations	500.00	665.00	250.00	483.50	400.00	
Butterfly Count	325.00	332.00	275.00	305.00	275.00	
Class 8 - 9 Basic Trainee fees	*2100.00*	*2100.00*	*2100.00*		*2,100.00*	
Class 8-9 Dues	300.00	300.00	450.00		450.00	
Transfer from Reserves	1680.00					
Canopy Sale		$75.00				
Amazon proceeds				23.62		
TOTAL REVENUE	**$6,905.00**	**$5,232.00**	**$6,075.00**	**$3,422.12**	**$6,225.00**	
EXPENSES	**2017 Budget**	**2017 Actual**	**2018 Budget**	**2018 YTD**	**2019 Proposed**	**NOTES**
Administration						
Membership Support	175.00	242.55	175.00	4.5	200.00	
State Corp. Commission	25.00	25.00	25.00	25.00	25.00	
Meeting Rental	150.00	0.00	150.00		0.00	
Annual Meeting	500.00	375.87	500.00		500.00	
GoDaddy Internet Suppor	0.00	0.00	0.00		0.00	
WebWeaving Consulting	0.00	0.00	0.00		0.00	
Weebly (website)	325.00	494.73	275.00	33.90	500.00	
Honorariums	100.00	50.00	100.00		100.00	
Postage & Supplies	100.00	105.46	110.00	20.32	110.00	
Liability Insurance	800.00	783.00	783.00	783.00	783.00	
Subtotal	**$2,175.00**	**$2,076.61**	**$2,118.00**	**$866.72**	**$2,218.00**	
Communications Committee						
Printing	$350.00	$0.00	100.00		100.00	
Signs	$50.00	$0.00	0.00		0.00	
Subtotal	**$400.00**	**$0.00**	**$100.00**		**$100.00**	
Education Committee						
VDOF Books	*$150.00*	*75.03*	*75.00*		*75.00*	
SNP Books	$445.00	684.60	700.00	80.00	700.00	
Name tags/table tents	$25.00	0.00	50.00	78.75	100.00	
Binders and Printing	$290.00	352.17	400.00	212.31	400.00	
Refreshments	$200.00	0.00	0.00		0.00	
Misc. Supplies - DVDs, e	$400.00	173.16	175.00	106.99	175.00	
Facility Donation	$500.00	500.00	500.00		500.00	
Gifts for speakers		202.18	200.00		200.00	
Subtotal	**$2,010.00**	**$1,987.14**	**$2,100.00**	**$478.05**	**$2,150.00**	
Membership Committee	**$150.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	
Hospitality Sub-Committee	**$120.00**	**$130.67**	**$100.00**	**$0.00**	**$100.00**	
Projects Committee	**$350.00**	**$0.00**	**$75.00**	**$0.00**	**$75.00**	

April 4, 2018

OLD RAG MASTER NATURALIST
Proposed 2018-2019 BUDGET

EXPENSES	2017 Budget	2017 Actual	2018 Budget	2018 YTD	2019 Proposed	
Projects:						
Butterfly Count						
ORMN fee/NABA fee	*150.00*	*0.00*	*120.00*	*167.00*	*150.00*	
Brochure Lamination	75.00	0.00	75.00	71.44	150.00	
Facility Rental/ID Traini	150.00	0.00	150.00	25.00	150.00	
Art Supplies, games, sti	75.00	0.00	75.00		60.00	
Youth Butterfly Outing	20.00	0.00	20.00	84.95	25.00	
Flyers, copies, handouts	120.00	0.00	75.00	109.98	40.00	
Gift & Lunch for Presen	45.00	0.00	45.00		25.00	
Water, ice, snacks	50.00	0.00	50.00	48.08	100.00	
Subtotal	**$685.00**	**$0.00**	**$610.00**	**$506.45**	**$700.00**	
Child Help	**$0.00**	**0.00**	**$0.00**		**$0.00**	
Culpeper Sports Comple	**$250.00**	**$101.61**	**$0.00**		**$0.00**	
Reconnecting With Nat	**$150.00**	**0.00**	**$0.00**		$0.00	
Socrates	**$300.00**	**$0.00**	**$300.00**		**$300.00**	
TOTAL EXPENSES	**$6,605.00**	**$4,249.66**	**$5,418.00**	**$1,772.47**	**$5,593.00**	
		(Includes $3.43 overrun fron		**$1,665.48**		
Am't transferred to Reserves		*	$657.00		$632.00	
TOTAL BUDGETS FOR 2018 and 2019			**$6,075.00**		**$6,675.00**	

2019 Budget Notes: 1) Dues are based on 100 members @ $30 each.

*** 2) $507.00 was held in Reserve in 2018 to purchase audio visual equipment for new classe**

3) Socrates Project - Only the remaining unspent balance for 2018 will be carried over to the 2019 Budget.

April 4, 2018