

Roanoke Valley Master Naturalists  
Quarterly Meeting  
Sunday January 16, 2011  
Girl Scout Headquarters

**Attendance:** Beth Hawse, Laurie Spangler, Ann Stinnett, Lynda Calkins, Jim Bush, Pat Taylor, Carolyn Greene, Paul Thompson, and Fred Walters

**Call to Order:** Meeting was called to order at 3:15 PM.

**Old Business**

- ✓ **Secretary's Report** - Minutes were reviewed. Lynda motioned to accept minutes as written and Ann seconded. All present were in favor of accepting the minutes as is.
- ✓ **Treasurer's Report** - The balance in our checking account is \$ 864.63. Debit cards for the account have been received. Denny McCarthy has been reimbursed for the tree books purchased for classes. A stamp has been purchased for administrative purposes with Denny's name on it. Brochures have also been purchased for the classes. Flash drives for the 2011 Roanoke Valley Master Naturalist students will be purchased.
- ✓ We discussed purchase of T-shirts, hats, polo shirts etc. Ann told us the fees for the items. This is a good way to market and ourselves when we are doing outreach and activities. Laurie will send out an email to membership to see what sort of item(s) they would like to order for themselves. Deadline "Reply by Feb 1" to Laurie.

**New Business**

- ✓ Denny McCarthy was approached by Victoria Keenum of the Blue Ridge Foothills and Lakes Master Naturalists to get together informally for a picnic and to exchange ideas. This sparked a discussion of including the Allegheny and New River Master Naturalists in a social gathering and adding an advanced training. Laurie will ask Chris Pohlad-Thomas about coordinating something with the Foothills group since he has connections with that area.
- ✓ **501-3-C Non-profit Status** We discussed the pros and cons for applying for 501-3-C non-profit status. Paul Thomson said he could assist with the process if we decide to go for non-profit status in the future. It would enable our group to apply for project grants that are only available to non-profit groups.
- ✓ **Name Tags** Beth H, Lynda C motioned and the group was in favor of the Chapter purchasing name tags for certified master naturalists. Once master naturalists have completed their classes, volunteer hours and advanced training, they should notify Denny McCarthy and their certificates will be ordered and distributed at the meetings.

## Subcommittee Reports

✓ **Executive Committee Report – no report given.**

✓ **Curriculum Committee Report**

The Curriculum Committee has met twice since our last meeting.

The curriculum schedule has been developed and was passed out to the group.

First class is Feb 15 through May 21. A makeup class is included in the schedule and there are 3 field trips scheduled.

We will need class hosts for each class. Several of us present have signed up for class host duties, but we have several open dates to fill. An email will be sent to members that did not attend, requesting their assistance with this task. This is a great way to both make up a missed class and earn volunteer hours toward certification.

Class host duties include:

- Arrive early to set up the room
- Assist the speaker with his/her audiovisual and other needs
- Introduce the speaker
- Pass out hand outs
- Take class attendance
- Place the speaker's presentation on student flash drives
- Presentation of speaker gifts
- Clean up classroom afterwards

Computer needs were discussed for use during the presentations.

Gift ideas were discussed for the speakers. We still have some bird and bat houses but want to be sure not to duplicate gifts for returning speakers.

Discussion of pad-folios as a gift and suggested options were shared. Beth asked what the budget for speaker gifts would be. A range of \$18-24 would cover a nice gift for each speaker this season. Beth Hawse motioned to order the pad-folios with a pocket as a speaker gift. This motion was seconded by Lynda and all were in favor of this purchase for speaker gifts. Beth suggested that the number of pad-folio's we order should depend on the response from our group. Information on these pad-folios will be shared with the other Master Naturalists not present.

There are up to 27 spaces available for the 2011 RVMN class. Cost is \$ 100 for the class or \$ 10 per class.

The 2011 Roanoke Master Naturalists Course will be advertised in the local newspaper and other local media. If members have other venues or opportunities for promoting this class, let the Officers know soon since the first class is February 15.

Next curriculum committee meeting is Tues Feb 8 at 6:15 pm to review master naturalist applications for the 2011 class.

Ann and Lynda are getting items together for the class. Lynda said if we see good naturalist brochures in the area; ask for 30 of them from the organization (if they are free). If there is a fee, call Lynda first, to see if we can purchase them.

- ✓ **Membership/Marketing Committee Report** – No report. We need someone to chair. This group would get the info out about the chapter encourage new members, general marketing, setting up display booths at local events, etc.
- ✓ **Advanced Training/Project committee report** – No report given. This group will facilitate advance training and project opportunities.

Initially we did not have anyone interested in this committee. However, Fred Walters said he would do it if he had help. Laurie and Paul offered to support Fred with help on this committee. We invite more members to assist with committee activities as we need ideas and suggestions for advanced training.

Fred W. also suggested coordinating with other surrounding VAMN groups with Advanced Training opportunities.

We are looking at our membership meeting schedule and would like to set up Advanced Training after the 3 PM membership meeting say from 4-5 pm

Fred W suggested sending out a survey to the group on advanced training interests.

It was suggested that an orientation to using the new Volunteer Management System be an advanced training program.

Communication methods to the membership were discussed. Robert Miller has done a fabulous job setting up our Facebook and Google sites. Beth will also keep sending informative emails to the membership until we streamline our methods of getting info to the membership. We must remember that there are some members without Internet access, too.

#### **Adjournment of Meeting 4:45 PM**

Lynda C motioned to adjourn meeting and Fred W. seconded. All present were in favor.

Minutes recorded and submitted by

Laurie Spangler, Secretary  
Roanoke Valley Master Naturalists