



# North Texas Master Naturalists

Bruce Stewart  
President





# Agenda

- Texas Master Naturalist Program
- NTMN Activities
- NTMN Organization
- 2019 Chapter Meeting Schedule
- 2019 Plans





# What We Won't Cover Today

- How to enter your hours into the Volunteer Management System (VMS)
  - Updating your profile on VMS – this should already be done
- Logging onto the Website
  - You should already have the ID and password for the website

A close-up photograph of several yellow flowers with white centers, likely a species of Aster or similar daisy-like flower. The flowers are in various stages of bloom, with some fully open and others as buds. The background is a soft, out-of-focus green and yellow, suggesting a natural outdoor setting. The lighting is bright, highlighting the texture of the petals and the intricate details of the flower heads.

# Program's Mission Statement

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 in the state of Texas.



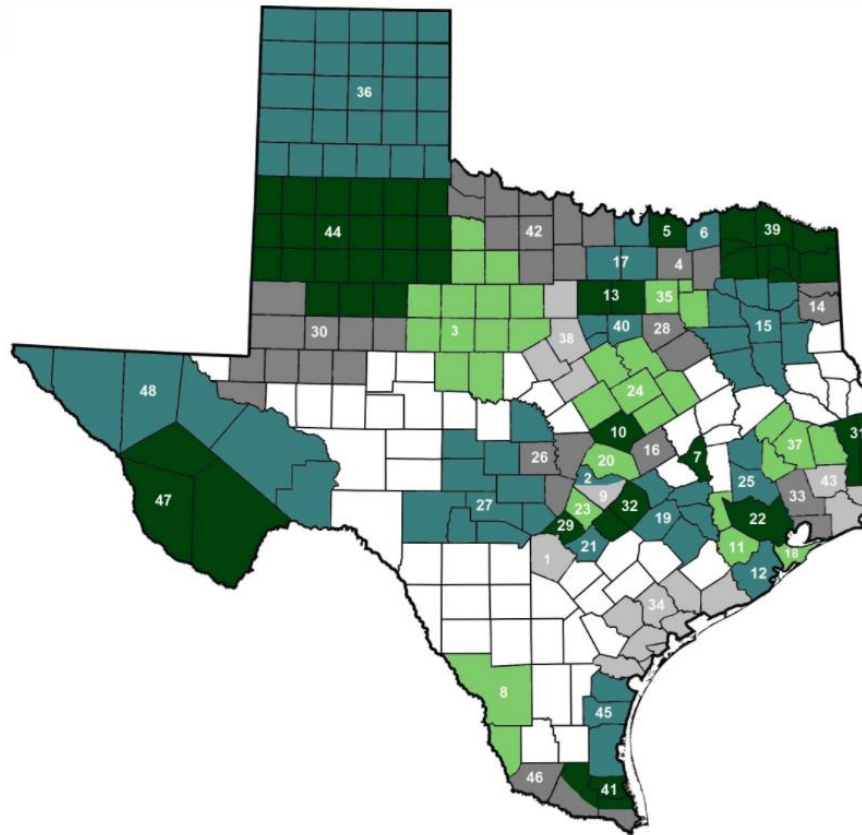
A close-up photograph of several bright yellow flowers with white centers, likely a species of aster or daisy, set against a blurred background of more flowers and greenery. The lighting is soft, highlighting the texture of the petals and the intricate details of the flower heads.

# Texas Master Naturalist Program Goals

- To develop a statewide Master Naturalist volunteer network that efficiently and effectively :
- Improves public understanding of natural resource ecology and management.
- Enhances existing natural resource education and outreach activities.

# Texas Master Naturalist Chapters

- 48 Chapters
- 370 + Partners
- 200 Counties
- Over 78% of Texas
- 8,850+ Volunteers
- 82 Chapter Advisors
- TPWD
- AgriLife Extension

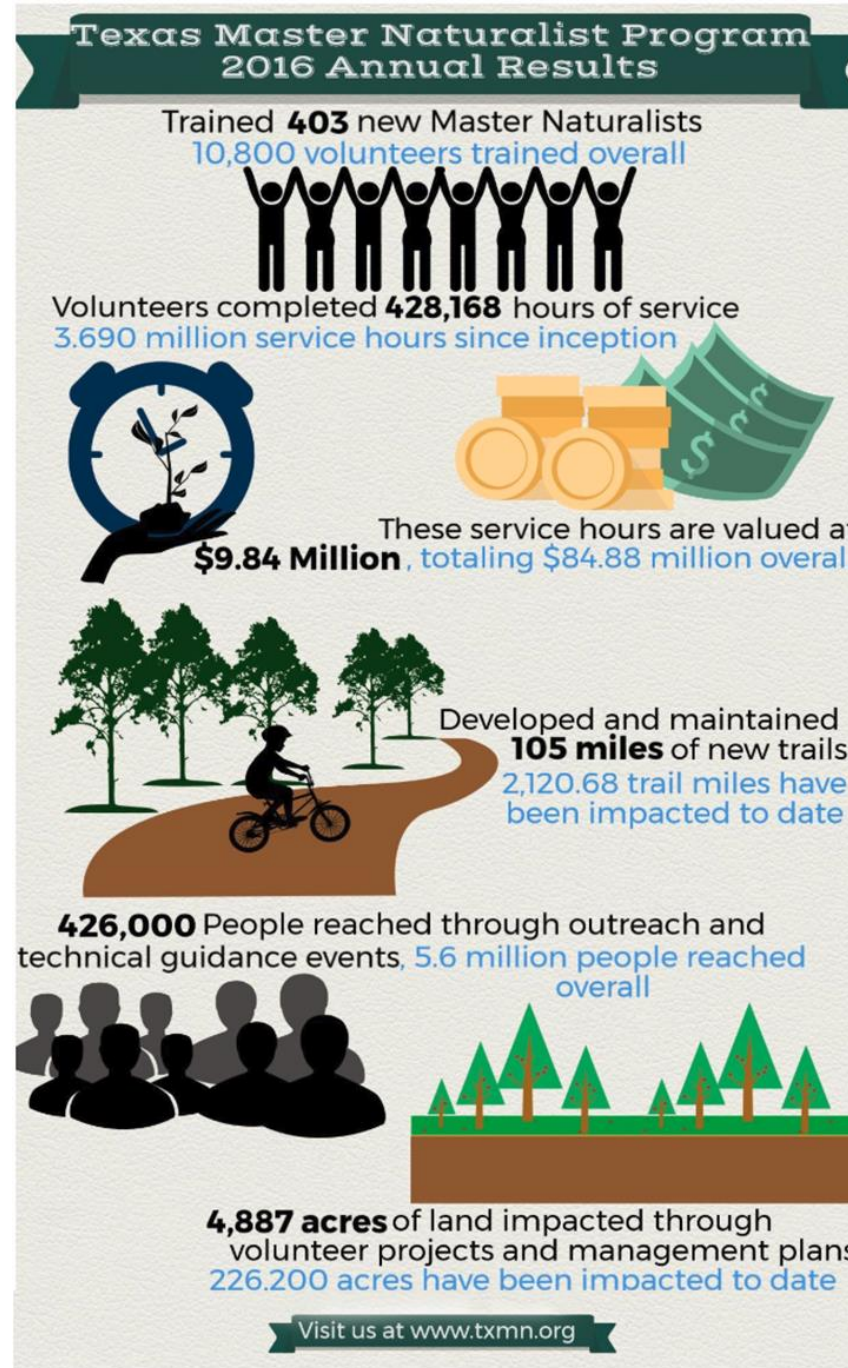


Date: 2/7/2017

1 Alamo Area	9 Capital Area	17 Elm Fork	25 Heartwood	33 Lower Trinity Basin	41 Rio Grande Valley
2 Balcones Canyonlands	10 Central Texas	18 Galveston Bay Area	26 Highland Lakes	34 Mid-Coast	42 Rolling Plains
3 Big Country	11 Coastal Prairie	19 Gideon Lincozum	27 Hill Country	35 North Texas	43 Sabine-Neches
4 Blackland Prairie	12 Cradle of Texas	20 Good Water	28 Indian Trail	36 Panhandle	44 South Plains
5 Bluestem	13 Cross Timbers	21 Guadalupe	29 Lindheimer	37 Piney Wood Lakes	45 South Texas
6 Bois D'Arc	14 Cypress Basin	22 Gulf Coast	30 Llano Estacado	38 Prairie Oaks	46 South Texas Border
7 Brazos Valley	15 East Texas	23 Hays County	31 Longleaf Ridge	39 Red River	47 Tierra Grande
8 Brush Country	16 El Camino Real	24 Heart of Texas	32 Lost Pines	40 Rio Brazos	48 Trans Pecos



# Priorities of the Texas Master Naturalist Program



This is the summary of 2016 activities statewide that the Texas Master Naturalist Program published.

# What About the Money?

- Dues are \$30 a year
  - Your Dues are paid through December 31, 2019 included in the class fee
- Where does the class fee of \$180 go?
  - The textbook is included
  - There are fees charged for the class field trips
  - There are funds set aside for the class projects (3 or 4)
  - Room rental
  - Chapter dues are paid through December 2019
- Where does the \$30 dues go?
  - We try to have a balanced annual budget
- Are there other sources of income?
  - Gifts to the chapter
  - In-kind payments for employees and retirees for volunteer hours
    - Texas Instruments, Merrill-Lynch and others



# Funds Exchanged Between the State and Local Chapter

- The local master naturalist chapters do not send any money to the Texas Master Naturalist state organization.
- The Texas Master Naturalist doesn't send funds to the local chapters.

# Where Does Texas Master Naturalist State Office Get Funds?

- Sale of the Texas Master Naturalist license plate gives \$22 of the \$30 fee to the state organization.
- Sale of fishing and hunting licenses generates about \$50 million a year.
  - A fraction of these fees is used for conservation.
- A fund was established in 2016 that could be used to fund some of TMN activities.
- But the bulk of the income is ...



# What Pays the Bills?

- The Texas Master Naturalist organization is able to secure grants based upon the volunteer work done by master naturalists in Texas.
- Each volunteer hour is worth approximately ...

**\$23**

- That is why logging each volunteer hour is so important.

# What Is Our Legal Status?

- The North Texas Chapter is a non profit organization
  - We are an independent 501 (c)( 3) organization.
    - We do not have to pay taxes.
    - We can accept donations and give a statement to acknowledge the gift to the donor for their records.
    - The donor can use the donation and apply the current tax law to determine if it is deductible from their taxes.
- The Texas Master Naturalist program is also a 501 (c) (3).



# Who Are Our Sponsors?

- We are sponsored by
  - Texas Parks and Wildlife Department (TPWD)
  - Texas A&M Agrilife Extension
- Everyone in the North Texas Master Naturalist is a volunteer
  - The only people paid in the organization are the advisors who are on the payroll of TPWD and Agrilife respectively. Their duties include other things besides us.

# Master Naturalist Sponsors





## Requirement to be a Certified Master Naturalist

- Each year a member is expected to:
  - Volunteer for at least 40 hours each year and also
  - Complete 8 hours of Advanced Training
- Volunteer hours are the time spent doing the task
  - May include travel time to and from the place
  - Maximum of 2 hours travel each way
- Once a certified master naturalist, always a certified master naturalist.

# Becoming a Certified Master Naturalist

- If your background check is complete, you may begin to get Volunteer Hours (VH) and Advanced Training (AT).
- As a member of the Fall 2018 class you have a few options:
  - Your initial certification should be complete by December 31, 2019
  - Initial Certification includes
    - 40 hours of VH
    - 8 hours of AT
  - Double Certification
    - 80 hours of VH
    - 16 Hours of AT
    - Only applies to first year trainees – hours earned by December 31, 2019
- What you get as a Certified Master Naturalist
  - When you earn the Initial Certification you get
    - The NTMN name badge
    - Dragonfly pin for initial certification
  - When you earn Double Certification you get
    - The name badge and a pin for the initial certification
    - The annual certification pin for that year (we don't know what the 2019 certification pin will be)

# Opportunities for VH and AT

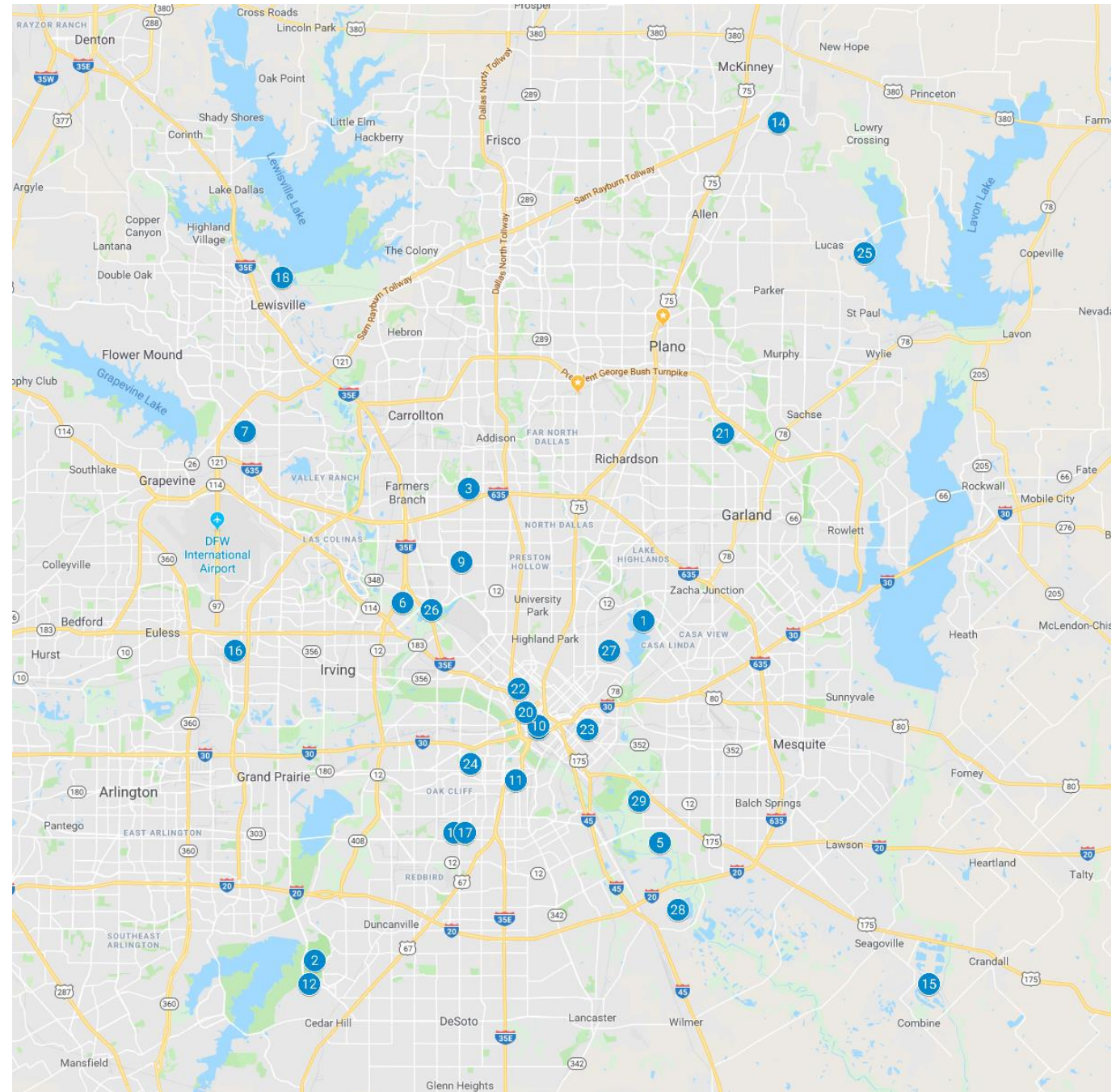
- Volunteer Hours
  - Are readily available in the spring and fall.
  - You may count as VH the time spent on a class project
  - Class field trips can't count as either VH or AT.
- Advanced Training opportunities are training beyond that in the original class.
  - Monthly chapter meetings count as 1 hour
  - Check the member's calendar for additional AT
  - If you see something that you feel is an AT opportunity and it is not on the calendar, you must get permission to count it as AT.
    - Contact VH/AT Director: [activities@ntmn.org](mailto:activities@ntmn.org) OR
    - AT administrator: [advtraining@ntmn.org](mailto:advtraining@ntmn.org)

## But Wait ... There's More

- We currently have **62** active projects
- In 2018 we have had **660** training events for our members through the end of August 2018
- We have had **272** volunteer opportunities for our members through the end of August in 2018.



# Dallas Area Projects with an Address



# Finding Your Way on the Website

- There are two sections to the website
  - Public
    - Open to anyone
    - No ID or password needed
  - Members Only
    - Open only to members in good standing
    - Valid ID and password are needed.
    - Has content that would not be appropriate for non-members.

# What's on the Public Website

- Public
  - Photo album
  - Video presentations
  - Dragonflyer newsletter
  - Calendar with activities open to anyone
  - How to join
  - Announcements
  - Links we like
  - List of projects
  - Map of project locations

# What's on the Member's Website

- Members Only
  - Report AT and VH hours
  - Pay Annual Dues
  - Announcements
  - Dragonflyer newsletter
  - Minutes of board meetings
  - Calendar
    - Volunteer Opportunities
    - Advanced Training
    - Public events
  - Photo Gallery



# What's on the Member Website, Continued

- Projects
  - Individual Project Description
    - Description of what is done there
    - What NTMN members did there last year
    - Location on map (if applicable)
    - Who to contact
  - Map of all projects (that have an address)
  - How to start a new project
  - Report of all projects for last year

# What's on the Member Website, Continued

- Resources
  - Chapter documents
    - Bylaws
    - Chapter Operating Handbook
  - Forms
    - Reimbursement for expenses
    - Scholarship application
    - Others
  - Class Materials and schedules

# What's on the Member Website, Continued

- Resources, continued
  - Committee descriptions
  - Dallas County Herbarium
  - Member Profiles
  - Nature Discovery Trunk materials
  - Officers and committees
- Awards
  - Volunteer Hour milestones
  - Quarterly Award winners
  - Honorary Members

# Where Can You Get Additional Information?

## Your Mentor

- You should feel free to ask you mentor for help if you have any questions.
  - How to enter hours
  - How to find events on the calendar
  - Who to contact about a particular project

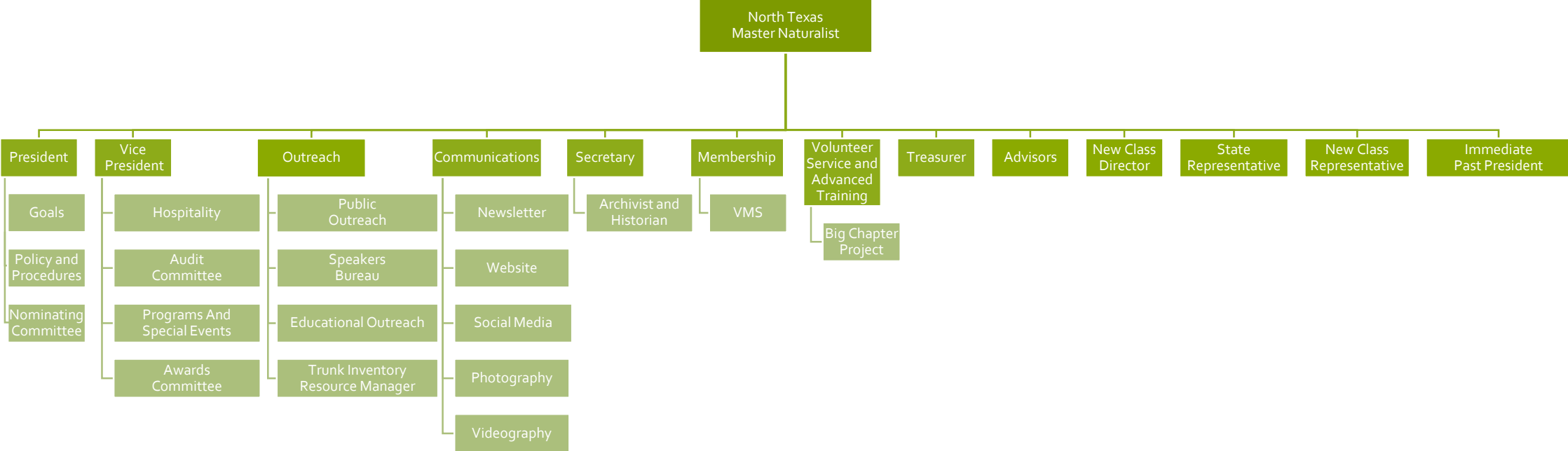


# Class Materials and Class Schedules

Information for each class is on it's own page.

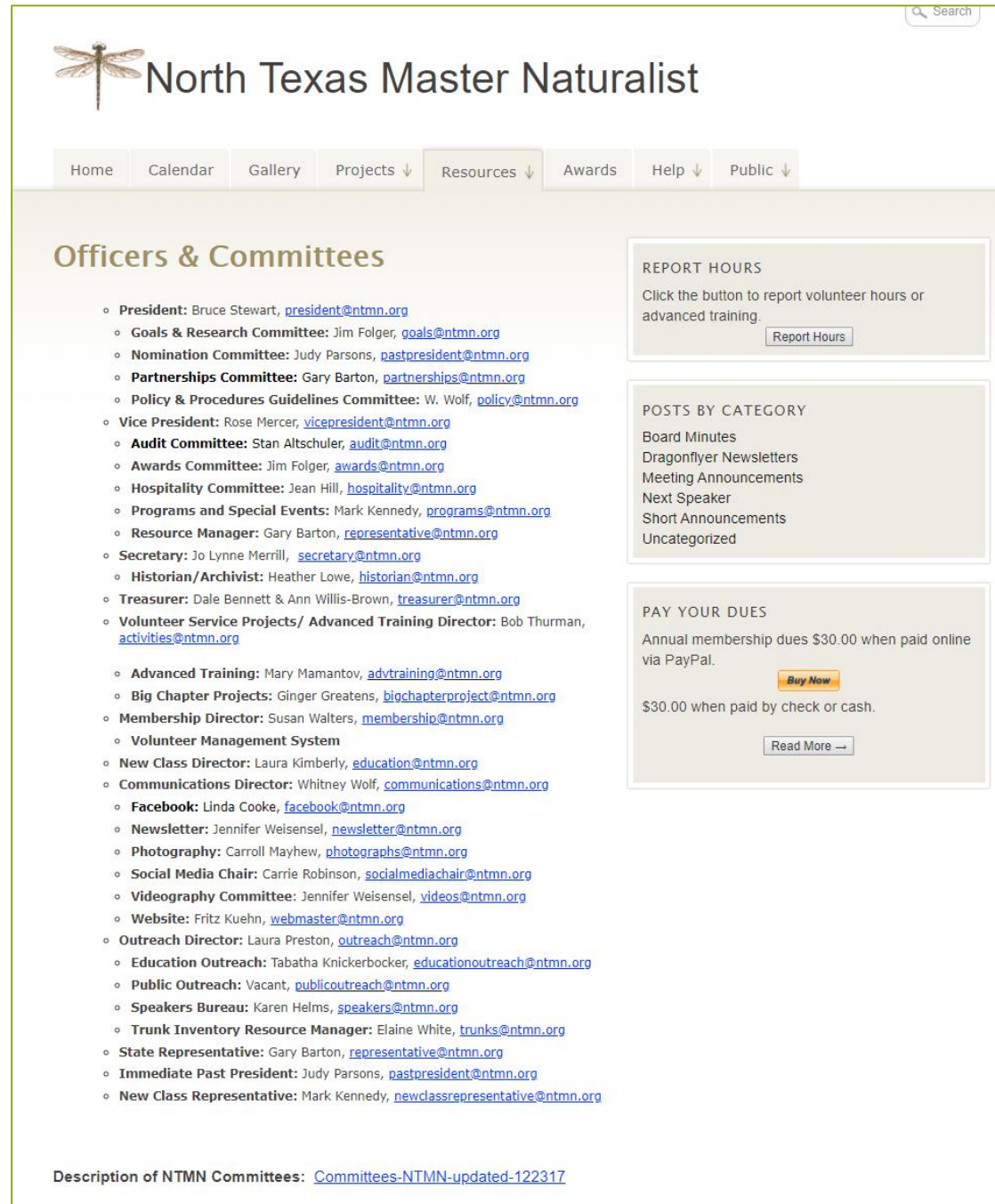
- [Fall 2018 Class Materials](#)
  - Homework
  - Certification Process and Timeline
  - Class and Field Trip Topics
  - Field Trip Schedule
  - Materials and Resources
    - Class Handout Materials
    - Field Trip Resources
- [Spring 2018 Class Materials](#)

# North Texas Master Naturalist



# NTMN 2018 Officers & Committees

- Each person is linked to their email address: just click to send an email to them.
- A description of each position and the duties of that office are on the web site in the Chapter Operating Handbook (under the resources tab).



The screenshot shows the website for the North Texas Master Naturalist. At the top left is a dragonfly logo. To its right is the text "North Texas Master Naturalist". In the top right corner, there is a search bar with a magnifying glass icon and the word "Search". Below the header is a navigation menu with the following items: Home, Calendar, Gallery, Projects (with a dropdown arrow), Resources (with a dropdown arrow), Awards, Help (with a dropdown arrow), and Public (with a dropdown arrow). The main content area is titled "Officers & Committees" and contains a long list of roles and their corresponding email addresses, each preceded by a small circle icon. The roles listed include President, Goals & Research Committee, Nomination Committee, Partnerships Committee, Policy & Procedures Guidelines Committee, Vice President, Audit Committee, Awards Committee, Hospitality Committee, Programs and Special Events, Resource Manager, Secretary, Historian/Archivist, Treasurer, Volunteer Service Projects/ Advanced Training Director, Advanced Training, Big Chapter Projects, Membership Director, Volunteer Management System, New Class Director, Communications Director, Facebook, Newsletter, Photography, Social Media Chair, Videography Committee, Website, Outreach Director, Education Outreach, Public Outreach, Speakers Bureau, Trunk Inventory Resource Manager, State Representative, Immediate Past President, and New Class Representative. To the right of the main list are three sidebars. The first sidebar is titled "REPORT HOURS" and contains the text "Click the button to report volunteer hours or advanced training." and a "Report Hours" button. The second sidebar is titled "POSTS BY CATEGORY" and lists several categories: Board Minutes, Dragonfly Newsletters, Meeting Announcements, Next Speaker, Short Announcements, and Uncategorized. The third sidebar is titled "PAY YOUR DUES" and contains the text "Annual membership dues \$30.00 when paid online via PayPal." and a "Buy Now" button. Below this text is the text "\$30.00 when paid by check or cash." and a "Read More" button with a right-pointing arrow. At the bottom of the page, there is a link: "Description of NTMN Committees: [Committees-NTMN-updated-122317](#)".

**Officers & Committees**

- **President:** Bruce Stewart, [president@ntmn.org](mailto:president@ntmn.org)
- **Goals & Research Committee:** Jim Folger, [goals@ntmn.org](mailto:goals@ntmn.org)
- **Nomination Committee:** Judy Parsons, [pastpresident@ntmn.org](mailto:pastpresident@ntmn.org)
- **Partnerships Committee:** Gary Barton, [partnerships@ntmn.org](mailto:partnerships@ntmn.org)
- **Policy & Procedures Guidelines Committee:** W. Wolf, [policy@ntmn.org](mailto:policy@ntmn.org)
- **Vice President:** Rose Mercer, [vicepresident@ntmn.org](mailto:vicepresident@ntmn.org)
- **Audit Committee:** Stan Altschuler, [audit@ntmn.org](mailto:audit@ntmn.org)
- **Awards Committee:** Jim Folger, [awards@ntmn.org](mailto:awards@ntmn.org)
- **Hospitality Committee:** Jean Hill, [hospitality@ntmn.org](mailto:hospitality@ntmn.org)
- **Programs and Special Events:** Mark Kennedy, [programs@ntmn.org](mailto:programs@ntmn.org)
- **Resource Manager:** Gary Barton, [representative@ntmn.org](mailto:representative@ntmn.org)
- **Secretary:** Jo Lynne Merrill, [secretary@ntmn.org](mailto:secretary@ntmn.org)
- **Historian/Archivist:** Heather Lowe, [historian@ntmn.org](mailto:historian@ntmn.org)
- **Treasurer:** Dale Bennett & Ann Willis-Brown, [treasurer@ntmn.org](mailto:treasurer@ntmn.org)
- **Volunteer Service Projects/ Advanced Training Director:** Bob Thurman, [activities@ntmn.org](mailto:activities@ntmn.org)
- **Advanced Training:** Mary Mamantov, [advtraining@ntmn.org](mailto:advtraining@ntmn.org)
- **Big Chapter Projects:** Ginger Greatens, [bigchapterproject@ntmn.org](mailto:bigchapterproject@ntmn.org)
- **Membership Director:** Susan Walters, [membership@ntmn.org](mailto:membership@ntmn.org)
- **Volunteer Management System**
- **New Class Director:** Laura Kimberly, [education@ntmn.org](mailto:education@ntmn.org)
- **Communications Director:** Whitney Wolf, [communications@ntmn.org](mailto:communications@ntmn.org)
- **Facebook:** Linda Cooke, [facebook@ntmn.org](mailto:facebook@ntmn.org)
- **Newsletter:** Jennifer Weisensel, [newsletter@ntmn.org](mailto:newsletter@ntmn.org)
- **Photography:** Carroll Mayhew, [photographs@ntmn.org](mailto:photographs@ntmn.org)
- **Social Media Chair:** Carrie Robinson, [socialmediachair@ntmn.org](mailto:socialmediachair@ntmn.org)
- **Videography Committee:** Jennifer Weisensel, [videos@ntmn.org](mailto:videos@ntmn.org)
- **Website:** Fritz Kuehn, [webmaster@ntmn.org](mailto:webmaster@ntmn.org)
- **Outreach Director:** Laura Preston, [outreach@ntmn.org](mailto:outreach@ntmn.org)
- **Education Outreach:** Tabatha Knickerbocker, [educationoutreach@ntmn.org](mailto:educationoutreach@ntmn.org)
- **Public Outreach:** Vacant, [publicoutreach@ntmn.org](mailto:publicoutreach@ntmn.org)
- **Speakers Bureau:** Karen Helms, [speakers@ntmn.org](mailto:speakers@ntmn.org)
- **Trunk Inventory Resource Manager:** Elaine White, [trunks@ntmn.org](mailto:trunks@ntmn.org)
- **State Representative:** Gary Barton, [representative@ntmn.org](mailto:representative@ntmn.org)
- **Immediate Past President:** Judy Parsons, [pastpresident@ntmn.org](mailto:pastpresident@ntmn.org)
- **New Class Representative:** Mark Kennedy, [newclassrepresentative@ntmn.org](mailto:newclassrepresentative@ntmn.org)

**REPORT HOURS**  
Click the button to report volunteer hours or advanced training.  
[Report Hours](#)

**POSTS BY CATEGORY**  
Board Minutes  
Dragonfly Newsletters  
Meeting Announcements  
Next Speaker  
Short Announcements  
Uncategorized

**PAY YOUR DUES**  
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[Read More →](#)

Description of NTMN Committees: [Committees-NTMN-updated-122317](#)

# Secretary Duties from Chapter Operating Handbook

Appendix E

## **SECRETARY**

- a. Conduct all necessary Chapter correspondence.
- b. Record, publish and preserve the minutes of all meetings of the Board, General Membership meetings or special meetings.
- c. Furnish the minutes and all supporting documents to all Board members and make them available to other Chapter members when requested.
- d. Keep a record of attendance at each Board meeting and whether a quorum is present.
- e. Maintain a hard copy file of all minutes and correspondence.
- f. Record and include results with supporting documentation of any electronic media votes in the following month's board meeting minutes. For example, all emails pertaining to discussions or votes should be retained.
- g. Oversee the work of the Historian/Archivist position.
- h. Administer the annual Conflict of Interest certifications by the officers, directors, and advisors.
- i. Bring to each Board meeting the minutes book, a copy of the Bylaws, State Protocols, the Chapter Operating Handbook, a list of all committee membership and a copy of the parliamentary authority adopted by the Chapter.

Elected in even years, serving in the following odd and even years.

# NTMN 2018 Board

- President: Bruce Stewart
- Vice President: Rose Mercer
- Secretary: Jo Lynne Merrill
- Treasurer: Dale Bennett and Ann Willis-Brown

# Officers

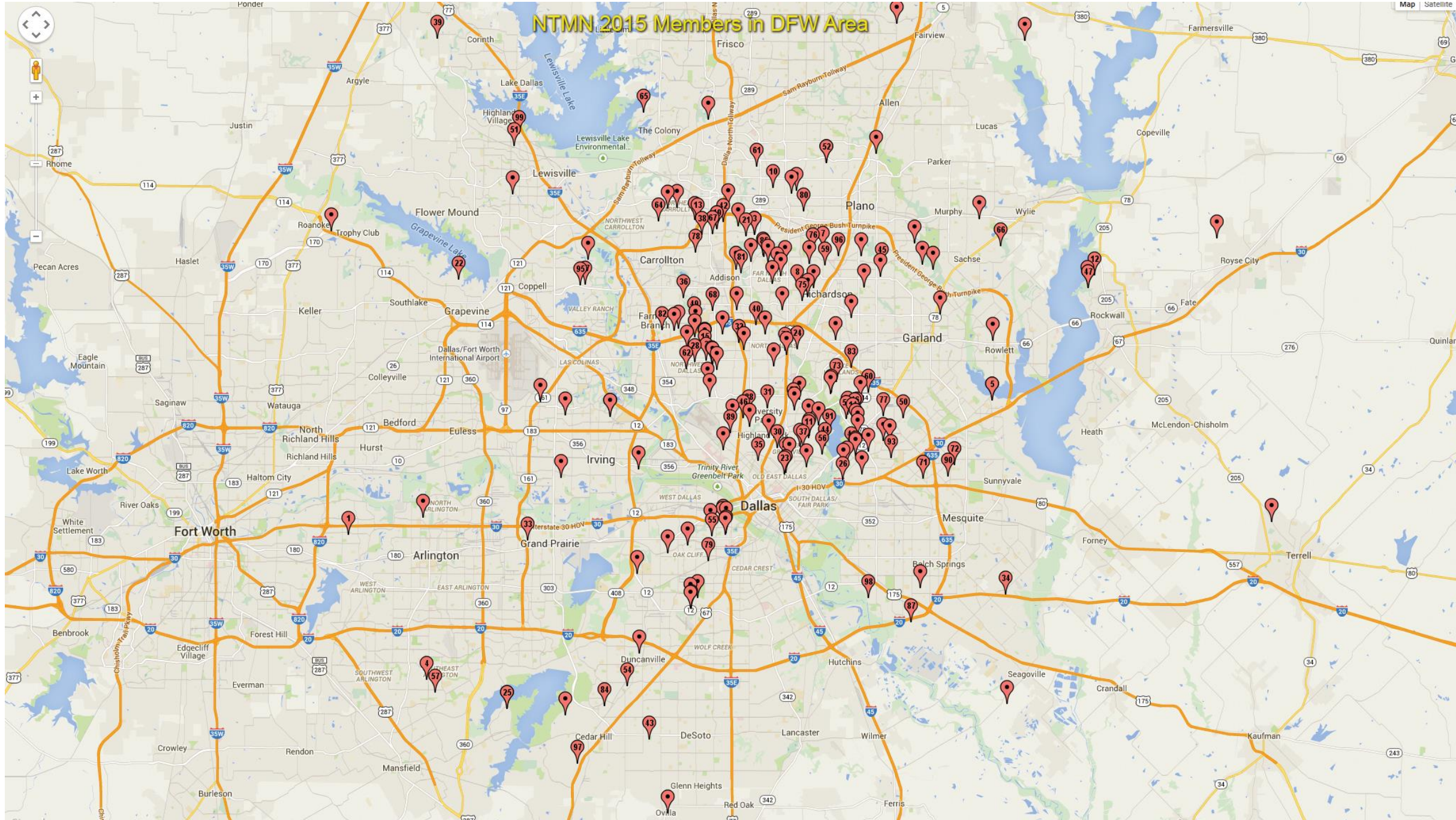
- Communications – Whitney Wolf
- Volunteer Activities and Advanced Training – Bob Thurman
- Membership – Susan Walters
- New Class Director – Laura Kimberly
- State Relations – Gary Barton
- Outreach Director – Laura Preston
- New Class Representative – Mark Kennedy
- Past President – Judy Parsons
- Texas Parks & Wildlife Advisor – Sam Keischnick
- Texas AgriLife Advisor – Elizabeth Rudd



# Committee Chairs

- Advanced Training – Mary Mamantov
- Audit – Stan Altschuler
- Big Chapter Projects – Ginger Greatens
- Chapter Photos – Carroll Mayhew
- Chapter Video – Jennifer Weisensel
- Goals and Research – James Folger
- Historian – Heather Lowe
- Hospitality – Jean Hill
- Newsletter Editor – Jennifer Weisensel
- Outreach and Special Events – Currently Open
- Partnerships – Gary Barton
- Policy and Procedures Guidelines – Whitney Wolf
- Programs – Mark Kennedy
- Public Outreach – Currently Open
- Resource Manager – Gary Barton
- Social Media – Carrie Robinson
- Speakers Bureau – Karen Helms
- Trunk Resource Manager – Elaine White
- Website – Fritz Kuehn

# NTMN 2015 Members in DFW Area





# 2019 Meeting Calendar is Set in November 2018

- Chapter meetings are the first Wednesday, except
  - Summer Social on July 10 – the first Wednesday is July 3<sup>rd</sup>
  - Awards Banquet in December - date TBD
- Chapter meeting venues we may use in 2019
  - Texas Discovery Garden
  - Trinity River Audubon Center
  - Meadows Conference Center
  - AgriLife Research Auditorium on Coit
- Board meetings
  - Not always the Monday preceding the chapter meeting, but this is the goal
  - Meetings take place in the Community Room at REI on Northwest Highway



# Major Initiatives for 2018

- 20<sup>th</sup> Year Activities
- 2018 TMN Annual Conference
- Increase Educational Outreach
- Urban Wildlife Conference -April
- Fall 2018 Class – South Dallas County



# Major Initiatives for 2019

- Urban Wildlife Conference – August 19, 2019
- Planning Session for 2019
  - Establishes Priorities
  - Held in January, 2019



# Urban Wildlife Conference

- Scheduled for Thursday August 19, 2019
- Sam will work up the program and interact with the presenters
- NTMN will do everything else
  - Registration
  - Sign-In
  - Coffee and Snacks
  - Lunch
  - Certificates
  - Conference Proceedings
  - Setup and Cleanup



# Contact Us If You Need More Information



Our website: [ntmn.org](http://ntmn.org)



Facebook: [NorthTexasMasterNaturalists](https://www.facebook.com/NorthTexasMasterNaturalists)



Instagram: [NtMasterNaturalist](https://www.instagram.com/NtMasterNaturalist)

# Master Naturalist Sponsors



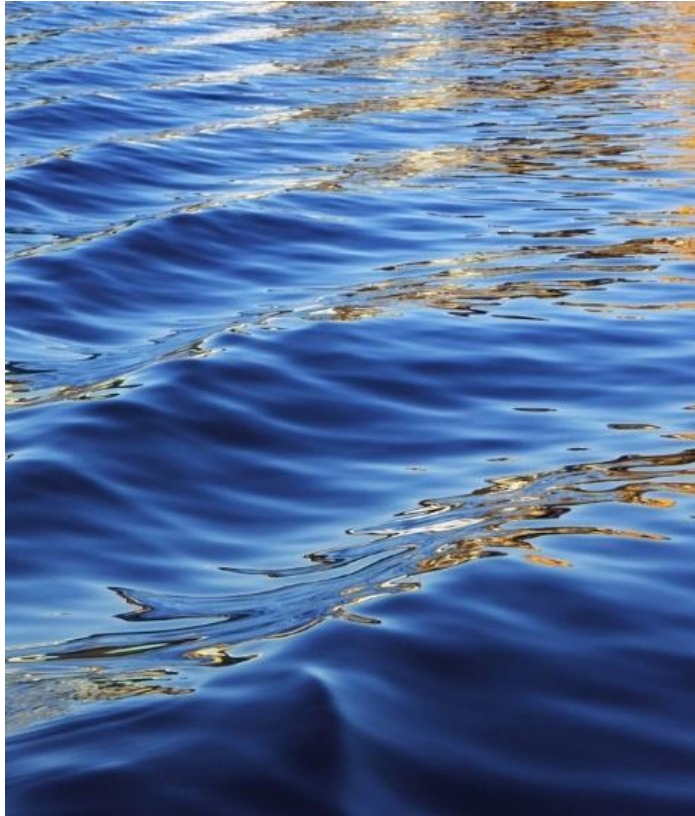
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# Review

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- NTMN Activities
- NTMN Organization
- 2019 Meeting Schedule
- 2019 Plans to be set in January 2019



# North Texas Master Naturalists







# North Texas Master Naturalists

The end

