



Space Coast Regional Chapter of the Florida Master Naturalist Program  
Officers Meeting  
August 3, 2015, 3:00-5:00pm  
UF/IFAS Extension Brevard County Office

Officers Present:

Cris Wagner - Past President  
Greg Hendricks - President  
Bert Alm - President-Elect  
Karen Rann - Treasure  
Kerri Lubeski - Secretary  
Ivan Green - Committee Member

Facilitators Present: Holly Abeels

Minutes of Last Meeting: July 6, 2015 Meeting minutes were approved with no changes.

Old Business:

**Chapter Bylaws submitted to Gainesville -**

Holly reported that they accepted them with no further questions.

**Chapter Logo, Stickers & Patches -**

The Board approved an SCRC 4x4 sticker at \$ .75 a piece plus tax and the sew on patch from custompatches.net at \$1.99 a piece plus shipping and tax. Ivan will fund the first order of 100 stickers and 100 patches with reimbursement to follow. Stickers are made locally so there will be no shipping cost as Ivan will pick them up. The stickers will be given to members as part of the membership. The patches will be available for sale for \$5.00. Ivan will look into how much a car magnet with the SCRC logo will cost.

**Newsletter -**

Kerri submitted information for the FMNP August newsletter. She will work on more content for the Website and brochures.

**Chapter Website, Gmail Account, Facebook, Other social Media -**

Cris created an SCRC Facebook, Gmail, and Tumblr; Ivan created a Flickr account. She provided a social media login cheat sheet with account addresses and passwords for the

account administrators. The Board agreed that all accounts and documents should be consistent in writing the Chapter name as Space Coast Regional Chapter of the Florida Master Naturalist Program. Cris is going to make sure all accounts names are consistent with this and make the necessary changes.

Holly will send Linda more content to put on the Chapter Website once the information has been provided.

#### **Chapter Banking & Accounts -**

Karen has created a non-profit profile in Quickbooks for the Chapter. She received approval from Holly to submit the information necessary to obtain a Federal Tax ID. Karen researched different banks and credit unions for opening a checking account. The Board approved Community Educators Credit Union as the financial banking institution for the Space Coast Regional Chapter of the FMNP. The following Board Members will have authorization to sign on the account: Greg Hendricks - President , Bert Alm - President-Elect , and Karen Rann - Treasurer. They will be submitting the necessary paperwork to open an account with a copy of the minutes to the determined Branch in the near future. It was determined that only one Board Member's signature would be necessary to sign checks. A file box will be used as the filing system of all membership applications and necessary paperwork for the Chapter activities. Karen will keep the file box in her possession.

#### New Business:

#### **Chapter Membership form -**

Cris will update the membership form to reflect the change in the Chapter name. She also created an Outreach and Events Contact form.

#### **Chapter release forms -**

The Board reviewed the following waivers: SCRC of the FMNP Educational Activities and Outreach Events (public and private property on the same waiver), Release and waiver of Liability for Members, Photo/Video Release, Field Trip Property Owned by Local, State, or Federal Government, and Field Trip to Privately Owned Property. A decision as to which waivers to include in the Membership materials and which waiver to use on site of an event will be on the agenda for the next meeting.

#### **On-line Reporting -**

Holly will assist in the administration of using the software to help record volunteer hours. We are also going to record on paper so we have a paper record.

### **Activities & Events -**

Kerri and Greg are going to draft some speaking points for everyone to use at outreach locations so the message is consistent. We will ask the students if they would be willing to share their final project at the November 5 meeting as educational backdrops and discussion topics.

Cris is going to make some rack cards once the content has been written.

The following is a list of dates that we are going to various locations to promote SCRC and the Chapter Reception Meeting. Specific presentation dates TBD.

Cris and Ivan - Uplands Systems in Brevard (Oct. 12 - Nov.17)

Kerri and Greg - Freshwater Systems in St. Johns (Aug. 4 - 20)

Greg, Bert, and Karen - Wildlife Monitoring in Brevard (Sept. 11 -19)

Kerri - Freshwater Wetlands Systems in Volusia (Sept. 18 - Oct. 23)

Kerri and Karen - Uplands System in Orange (Oct. 2 - Nov. 6)

Greg, Ivan, and Bert - Coastal Systems in Volusia (Oct. 16 - Nov. 20)

Bert, Ivan, Greg, and Cris - FMNP Regional Meet up in Key Largo (Oct. 16 -17)

### **Educational Excursions -**

Archbold Biological Station camp out was discussed as an overnight trip. Greg will find out what the minimum and maximum number of attendees are. Current date is Feb 19 - 20, 2016. More discussion to follow at the next Board Meeting.

### **Reception Meeting Planning -**

Holly and Cris will work on EventBrite page for Nov 5 meeting

### **Membership Dues Payments -**

Greg, Karen, Ivan, Bert, Cris, and Kerri filled out a Membership Form and submitted payment to the Treasurer.

### **Update Next Meeting -**

It has been determined that Board of Director Meetings will be held monthly on the first Wednesday of the month from 3 - 5 p.m. at the University of Florida IFAS Extension Brevard County 3695 Lake Drive, Cocoa FL 32926

### **Agenda Items for Wednesday, Sept. 9 Meeting -**

Bert - present draft agenda for November 5 meeting

Lock down some dates for activities and events with the goal of having one activity a month

Waivers

5:15 p.m. Meeting Adjourned