

TO: Attendees\*  
FROM: Elaine George

SUBJECT: WV State Master Naturalist Coordinators Conference Call, 9/9/08

\*ATTENDEES:

Andy Dalton, Canaan Valley	Ora Dixon, Potomac Valley
Penny Miller, Ohio County	Clark Dixon, Potomac Valley
Vicky Markey-Tekely, Ohio County	Wanda Miller, Potomac Valley
John Fitchner, Jackson County	Jim Waggy, Kanawha County
Melissa Brodsky, Marion County	Bill Grafton, Monongalia County
Bill Church, Gilmer County	Jim Fregonara, DNR
Mary Dawson, Pocahontas County	Elaine George (recorder), Canaan Valley
Jodi French-Burr, Fayette County	

1. Etiquette. Reviewed guidelines in WVMN ConfCall Etiquette Guidelines.doc. Postponed decision on defining consensus – one vote per chapter? six of out ten chapters or ten out of ten?
2. Future
  - 501(c)3. DNR cannot carry us as a 501(c)3. The paperwork to set up the 501(c)3 can be daunting; however, IRS rules appear to state that if an organization has less than \$5000 per year in gross receipts, the 10-23 portion of the documentation is not required. Discussion re: would it be best to file as individual chapters or as a whole group? Agreed that individually, it would be easier to stay under the \$5000 limit. We are an “unincorporated, non-profit association.” These groups are already umbrellaed: PV (Audubon), Jackson (4H), Ohio (Olgebay) and Fayette (National Park Service)
  - **ACTION: Andy and Bill G to get definitive answers on what we must do re: government registrations. 10/09/08**
  - **ACTION: Andy and Bill G will also put together a packet of legal paperwork needs for each chapter.**
  - Forming a State Organization. Agreed that a statewide organization could maintain a level of standards, share costs, and use synergy to achieve common goals. Do we want the organization to have a president? co-chairs? how long would terms be? would we have one vote per chapter? should one or more coordinators be on the State Advisory Board?
  - **ACTION: Jim F to review original Memo of Understanding, ANROSP and Texas documents.**
  - **ACTION: Melissa to send out ANROSP and Texas documents to Bill Grafton. Bill Grafton will send hard copies to every chapter.**
  - **ACTION: All coordinators to review above documents and be prepared to discuss at next meeting.**
  - Manuals. Ora provided a very welcome update: NCTC has offered to make copies for a one-time update of all existing manuals. The DNR will send NCTC an updated master by ~10/1 and NCTC will make and ship the copies by ~11/1. NCTC will FedEx bulk copies to coordinators and individual copies to those MNs who have not stayed in contact with their coordinators. The DNR will provide manuals for new members from here forward. Jim F reminded us that the manuals are a work-in-progress; please provide feedback on the manuals to Jim F.
  - **ACTION: Coordinators make sure that Jim F has your numbers and your address plus any individual's address that you don't think you could get to come pick up the new manual from you.**
  - Junior Master Naturalists. Pocahontas County MN volunteers are working with groups in two middle schools. Ohio County, Potomac Valley, DNR and NCTC are working to draft a Junior MN program manual

which could be used by groups (scouts, schools, etc) or individually. The National Park Service's Junior Ranger Program (see [www.nps.gov](http://www.nps.gov)) might be of help.

### 3. Sustainability

- Liability Issues. Who's responsible if a MN "lets" a visitor get stung, etc???
- **ACTION: Jim W to check recent WV legislation which might protect volunteers.**
- **ACTION: Andy and Mary to check opinions of lawyers in their chapters.**
- Sharing Resources. Discussion re: core and/or elective classes should be provided to visitors from other chapters free of charge
- **ACTION: Next Meeting, decide if core classes can be charged for.**
- Recertification. Debbie Cooper (DNR secretary) takes names and submits to Charleston for recertification. Separately, Walt Kordek asks for volunteer hours (for matching grants) in February so we should pull ours together in January.
- **ACTION: Jim F to update certificate templates with current dates, etc.**
- **ACTION: All to increase focus on submitting volunteer hours for grant credit.**
- **ACTION: Next Meeting, resolve what should be on the recertification paper and can recertification be attained after a lapsed year?**
- Website. DNR is may procure a part-time hire who could help with the website and Master Naturalists in general. We could run an independent website linked to the DNR's site for ~\$14/mo for the group or ~ \$14-16/yr for each chapter.
- **ACTION: Bill C to help set up an independent WV MN website.**
- **ACTION: Penny to bring proposal to next meeting as to website content.**
- Fayette County Group. Jim F will be a resource to Jodi as she starts up this new group. Jodi's contact info is: [jodi\\_french-burr@nps.gov](mailto:jodi_french-burr@nps.gov), 304.575.2115. National Park Service, PO Box 246, Glen Jean, WV 25846
- National Meeting. PVMN has submitted a proposal to host the 2009 national meeting at NCTC, 9/28-10/2/2009. The decision should be made short-term.
- Next Conference Call. Main topic will be state organization.
- **ACTION: All to email Andy as to good dates WB 10/13 and best time, 6:30 or 7pm**
- Tabled topics for next month: Research grant opportunities, balancing WVDNR support with community support.

WV Master Naturalist Action Register			
Who	What	When	Status
Andy Dalton Bill Grafton	get definitive answers on what we must do re: government registrations.	10/9/08	
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Jim Fregonara	review original Memo of Understanding, ANROSP and Texas documents.		
Melissa Brodsky Bill Grafton	Melissa to send out ANROSP and Texas documents to Bill Grafton. Bill Grafton will send hard copies to every chapter.		

All	review above documents and be prepared to discuss at next meeting.		
All	make sure that Jim F has your numbers and your address plus any individual's address that you don't think you could get to come pick up the new manual from you.		
Jim Waggy	check recent WV legislation which might protect volunteers.		
Andy Dalton Mary Dawson	check opinions of lawyers in their chapters re liability		
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Bill Church	help set up an independent WV MN website.		
Penny Miller	bring proposal to next meeting as to website content.		
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