

Master Naturalist/DNR Advisory Board Meeting
November 7, 2019

In Attendance:

DNR Personnel: Kieran O'Malley, Jim Fregonara, Gregory Phillips, Scott Warner

Chapter Members: Steve Swank, New River Gorge; Becky Linger, Kanawha Valley; Doretta Malone, Monongahela; Carol Nix, Monongahela; Sue Flowers, Mid Ohio Valley; Emily Grafton, Mid Ohio Valley; Andrea Dalton, Canaan Valley; John Bocan, Monongahela; Denise Gwinn, Monongahela; Tommy Zeitz, Tygart Valley

Meeting called to order at 10:06 a.m.

Welcoming remarks from Andy and Scott.

Scott: We should be looking forward to the next year for items to accomplish. Starting in the Fall is best.

Approval of the Minutes from March 27, 2019: Presentation of the Minutes of the previous meeting held on March 27, 2019. Motion to approve by Tommy, second by Denise. Unanimous approval with no changes.

Treasurer's report: We have \$6386.70 in our checking account, and \$100 in our PayPal account. All checks from the conference have been cashed and all expenses paid. Conference expenses were \$18,600.70 and receipts were \$19,299 for a total profit of \$698.30. Refunds were \$235 and PayPal fees were \$492.55. Pipestem Resort was paid \$9,033.65 for their services. The West Virginia Humanities grant for \$1,446 covered Doug Wood's presentation. Costs for other presenters was \$2,184. For attractions, Ace Adventure Resort, pig roast, cave tour, mine tour and Three Rivers Avian Center cost was \$5,055.61. Miscellaneous fees, microphones, etc. were \$200.70. Respectfully submitted by Carol Nix, Treasurer.

Website Coordinator Report: Denise lost her hard drive and thus lost all the backups of the webpage. She has a new computer and is in the process of accessing the webpage. She may investigate hiring someone to help with the technical aspects of managing the site. She's been having issues with items being sent to be placed on the website that are links to other webpages. Andy suggested that Denise simply uses her judgement on adding links to the page. Denise could also let the board know that something is being uploaded and let the board decide if it should be posted. Chapters are using Facebook; the state organization could have a Facebook page as well. John Bocan was asked to help with this project and enthusiastically agreed to do so.

Invasive Species Removal Projects: North Bend State Park Project: Emily. Invasive species removal was successful. Where garlic mustard and barberry were pulled, it had not reestablished. Will be holding a two-day activity at Northbend SP in the spring. Emily will let Denise know the date to be published to the membership.

Potomac Valley MN did an oriental bittersweet pull at Cacapon. First round on November 2nd and the next date is November 15th.

If any chapter has a plan to have a big project, we can advertise this to the state membership. Make sure that the area chosen is workable. The State Parks are willing to give us free housing to do invasive removals, but the

Clements Tree Nursery in Columbia, WV on the Ohio River near Point Pleasant is struggling. We could offer volunteers to help them. It's operated by the Division of Forestry and have the native American Chestnut trees among other trees. Also use inmates from the women's prison in the area. Steve will give us more information after getting a point of contact from Scott. Bundles of 25 are \$50.

Chapter Updates

Mid Ohio Valley: Signed up new members and regularly gets 12-14 members at each class. Going to Babcock SP to look at different habitats. Needs to do greater promotion. Worried that her chapter may be tapping out the area. Alex Silvis did a wonderful program on Bats. He is the endangered species specialist for the DNR in Elkins and is in high demand with the pipeline projects. Schedule far in advance to ensure that he is available.

Monongahela: 24 new members in 2019. Holds classes in WVU facilities. Advertising in the Dominion Newspaper. Have geology outings, had 14 different instructors for classes. Had several recertifying members and were able to donate \$500 to the Botanical Gardens to purchase a microscope for their childrens programs. Registration fee is \$60 and includes a loupe and a Tree Finder book. Holds a regular book club in the winter and is starting to outgrow its facility.

Kanawha Valley: Registered 31 new members in 2019. Certified six members. Established the chapter as a non-profit, tax-exempt public charity.

New River: Keith was unable to attend, but Steve Swank presented. Have about 12 members. Lewis Cook oversees scheduling speakers and could really use a list of speakers who would be willing to come to the chapter. Sissy Summers out of the DNR office in Charleston with State Parks and she could help with this. She may be able to identify folks in the Beckley area. Andy is working on creating a list of instructors' contact information, fees and requirements (lodging, etc.).

Potomac Valley: Kieran O'Malley. Anne Wakeford gave a report on the Potomac Valley chapter. Had quite a few people show up for the invasive species removal at Cacapon on the first day, but the second day only have four or five people. On November 15th and 16th she has nine volunteers. Cacapon offered three free rooms for volunteers

Earlier this week, KO was at Cacapon at The Spotted, Blanding's, and Wood Turtle Conservation Symposium with biologists from across the country (<http://www.americanturtles.org/2019symposium.html>). Master Naturalists were volunteering at the registration and sales tables.

DNR will be hosting the Northeast Partners in Amphibian and Reptile Conservation Meeting (<http://northeastparc.org/>) at Canaan Valley from Tuesday, August 11 to Thursday, August 13, 2020. The dates of the conference are August 12 through 14, 2020.

Tygart Valley: Membership is still a challenge. Advertises in the local paper. Membership meeting has a speaker. Signed up seven new members. The last meeting is coming up this Saturday and will start back up in three or four months. Attendance is low, depending on the speaker. With membership, the members get a loupe, snacks at every meeting and sometimes the Tree Finder book.

Canaan Valley: Thirteen new members registered. Has a rolling enrollment. Does not have a regular meeting room. Had meetings all over the valley this year. For volunteer activities, they don't have a set program. The members use the volunteer record sheet, but rarely turn in their data. A discussion of getting

folks to report their volunteer hours ensued. Working with the local schools to get the children into the forest.

Other Updates

DNR Update: In January, Andy will attend the Park Superintendent's meeting in January to present on the North Bend project. Will ask for other ideas to work with the State Parks. Will have a half-day on wildlife to discuss ideas.

Continuing to work on Conservation Focus Areas. Looking at species of greater conservation needs. As the DNR comes into your area, you will be invited to attend. Will be in the Ohio Valley to Morgantown in 2020. Wants to get more conservation groups to be involved. Also looking at revising the Reptile and Amphibian Regulations

(http://www.wvdnr.gov/Wildlife/PDFFiles/Reptile_and_amphibian_regulations_100319.pdf) saying what types of amphibians you could take. Scott be presenting this at the Commission meeting in February. Will put this out for public comment. A survey will be sent out to the chapters to look at the proposals. Trying to make it more restrictive on what species can be collected.

Feb. 8, DNR hosts the R3 Summit. Based on national declines in outdoor activities, esp. hunting and fishing. Need a couple of people from the MN to work with the DNR to get more folks engaged in outdoor recreation. Will be on a Saturday at Stonewall Resort. Don't forget to file your annual report. Scott will be sending out a reminder email.

Digital Manual Update: John Bocan. Member of the Entomological Society, which will hold their meeting on January 3rd. Asking for feedback on the digital version of the manual. Members really like it. Suggests that the thumb drives be available to purchase at the Annual Meeting.

2019 Conference Report: What help is needed to get the 2020 Conference going. Steve Swank: Videotaped the lectures and sent those out to influential folks. There wasn't much interest. The videos were not very professional. Denise put the links up on the website. What were the results of the conference survey? Andy has not sent out the results of the survey but will work on that and send it out. Despite the weather, it was a great conference! We attracted about five or six attendees from out of state.

For 2020, have 75 rooms reserved for Thursday and 150 for Friday and Saturday. Will cost \$79 or 89 for Thursday and well over \$100 for Friday and Saturday. We should have a designated photographer for the conference. Suggested that photos are taken of all volunteer activities for posting on the website and Facebook. Theme will be "We're All in this Together," focusing on connectivity. Zack Fowler and Katherine Gregg will be working on a presentation on the mycorrhizal layer. Will have a "Fun with Microscopes" class. Laura Miller and Cheryl Channing will bring in items to show what can be seen. Will be using dissecting microscopes borrowed from Davis and Elkins College. For classes: Hydrology, Bogs and fens, Mycorrhizal Layer, Brook Trout (Glen Nelson from Save our Streams), Soils, Bats. Andy hopes to have the speakers finalized by the end of November. Steve suggests a class on Vultures with Katy Fallon. Discussions with the Park Superintendent could generate some interesting workshops to develop areas for monarch monitoring.

For preconference activities: lots of choices. Legacy of Coal, looking at the coke ovens in the area. Dolly Sods trip with Bill Beatty. Bog walks, Sinks of Gandy, Seneca Rocks, Nelson Rocks, Moon Rocks, Train ride in Elkins, Canoe/kayak trips, mountain bike rides, a town tour of Davis and Thomas, an evening at the Purple Fiddle, Bioblitz, acclimatization activities, forest bathing. Andy plans to put out a survey to have folks vote on the activities to choose the top few; will categorize as a driving tour, walking tour, etc.

Will need to give more details of the trips: How arduous? Are there bathrooms? The condition of the roads for the carpools. Will do the same types of write-up as the Wildflower Pilgrimage.

Bylaws Update: Changes to the Bylaws were evaluated and changes to the proposed language was done. Sue Flowers mad a motion to accept the Bylaws as revised. Tommy Zeitz seconded. Unanimously approved. (Approved Bylaws will be attached to these minutes as Appendix A.)

Insurance Update: CIMA Insurance. Have multiple types of insurance. Rates are reasonable; for accident, \$4.25 per person, volunteer liability, \$2.05, minimum of \$100. www.cimaworld.com. For insuring chapter coordinators, would need Directors and Officers insurance.

Electronic Format of Chapter Details: Gregory Phillips. All information has been digitized. A database has been established. There are no more physical files at the Elkins office.

Redesign of Brochure: Scott. Has 1,000 copies of a brochure based on an old design. Would work with a group at WVU Extension that could design the brochure for \$1,000 to include design and 5,000 copies. Rachel Davis from New River Gorge is a graphic designer and has offered to design the brochure and do other items for the Program. She would charge us to do rec cards, email campaigns, social media. Scott suggests that we start with using WVU Extension and then later we could consider hiring a marketing specialist. Rachel will be invited to our Spring meeting.

Developing a Junior Master Naturalist Program: Sue, Keith and Scott have met to discuss this. Sue provided a box of materials used in outdoor outreach with children. Keith is working with the Fayette County School Board and has a property that has been donated. The DNR and the DEP have toured the area. One area will be planted in American Chestnut trees. There's a grant for \$50,000 to work on the area. Will set up boardwalks in the area. The property is accessible from the elementary, middle and high schools through their parking lots. Met with Sheldon Owen and his wife to develop a curriculum that meets the Department of Education requirements. Potential to work with WVU and WVU Extension to have a grad student develop curricula at the elementary, middle and high school levels. Training teachers in this curriculum would count as continuing education. There's an opportunity for establishing a Master Naturalist Student Chapter for college students who are pursuing environmental, conservation and wildlife degrees. The service hours would be job experience activities. Talking to folks at West Liberty it appears they are onboard. Potential to have chapters at the colleges and universities around the state.

Showcasing the WVMN: Need to continue to promote the Master Naturalists. Needs to be put on the next agenda. Sometime in the first of the year, we need to do a general news release to state that the MN is accepting memberships. Any events at the chapter level can be highlighted by the DNR.

Conference Planning Package: Tabled until next meeting.

Potential New Chapters: Will be talking with an individual in Wheeling who wants to start up this chapter again. Also, there's individuals in Huntington who are interested in starting a chapter.

Partnership Opportunities

Monarch Initiative: Sue Olcott. Also pollinators. Involves fieldwork, some bushwhacking. Integrated Monarch Monitoring program. (Handouts are attached as Appendix B.) Looking to establish a Master Naturalist team to implement the monitoring program.

Monarch Larva Monitoring Project: through the University of Minnesota. Monitoring "patches" for larva. Would set up a monitoring grid to count eggs and larva and identify the plants that are being used. Also, "Journey North" is a volunteer opportunity to monitor the migration.

Moth monitoring: Sue can come up with protocols to use for this. Very easy to implement. Need to take high res photos and be able to identify.

If your chapter is interested, contact Sue Olcott. She will set up a training session for your group. Sue is willing to teach at the state conference.

Action items for next meeting:

- Develop a Charter Document (Scott and Becky).
- Report from road trip to Northern Panhandle (Scott and Andy).
- Meet with WVU Extension to find a grad student to develop the Junior MN curriculum (KO and Scott).

Spring meeting may move from North Bend SP to Stonewall Jackson Dam location.

2021 conference location: possibly Stonewall Resort, hosted by Monongahela chapter. Other options, Oglebay Resort.

Meeting adjourned at 2:37 p.m.

APPENDIX A

West Virginia Master Naturalist Program

Bylaws



West Virginia Master Naturalist Program
West Virginia Department of Natural Resources
324 Fourth Ave
South Charleston, WV 25303

West Virginia Master Naturalist Program BYLAWS

The mission of the West Virginia Master Naturalist Program is to train interested people in the fundamentals of natural history and nature interpretation and teaching, and to instill in them an appreciation of the importance of responsible environmental stewardship. The program will also provide a corps of well-qualified volunteers to assist government agencies, schools, and non-government organizations concerned with research, outdoor recreation development, and environmental education and protection.

ARTICLE I. The Organization

A. Parent Organization. The parent organization is the West Virginia Master Naturalist Program™ or “State Program”. Sponsors for the statewide West Virginia Master Naturalist (MN) Program are the West Virginia Division of Natural Resources’ (WVDNR) Wildlife Resources Section and its partners: the West Virginia University Extension Service, WVDNR State Parks. The WVDNR Wildlife Resources Section will house the offices of the State Program Director and State Program Coordinator.

B. MN State Advisory Committee. The Master Naturalist State Advisory Committee (MNSAC) is comprised of certified West Virginia Master Naturalist volunteers and State Program Sponsor employees and/or their designees. The State Advisory Committee sets the minimum standards and curriculum requirements of the statewide program. The Committee also plans the state MN Conference; develops and publishes the manual and other printed materials; charters local chapters, maintains the state MN web site, maintains records and develops the educational curriculum. The committee will meet quarterly in person or by conference call.

1. Membership: The membership of the MNSAC includes the coordinator (or appropriate designee) of each of the state’s chapters, representatives of the parent and sponsoring organizations, two at-large Master Naturalist members, the manager of the web site and the manager of the digital MN manual. Past MNSAC members are also welcome to attend meetings as observers. All members, except the representatives of the parent and sponsoring organizations and the observers are voting members. A quorum is defined as 50% of the membership plus one. As of November of 2019, there are 13 voting members.

Appointed Members with special expertise: The upkeep of the WVMN webpage (mnofwv.org) and the WVMN Manual require managers with special skill sets. The WVMNSAC will seek individuals to oversee these tasks from the general membership who have demonstrated ability to maintain these essential items of communication and education. The term of service for these MNSAC members is not limited, however, any member holding such a position should give the MNSAC significant notice (at least three months, preferably) of their resignation so that another manager can be found as a replacement.

At-Large Members: Members of the state chapters (statewide members) are welcome to be nominated as an at-large member of the MNSAC. One member is elected for a two-year term in consecutive years, i.e.: one year, one member is elected, the second year, another member is elected. Unlike the other officers, the at large members are limited to a maximum of two terms for their service in the MNSAC.

2. **Officers:** The officers of the MNSAC will be drawn from the non-DNR MNSAC members and include a Chairperson, a Vice-chairperson, a Secretary and a treasurer. Service is a two-year term. Officers may serve more than two terms, with a maximum of two consecutive terms.

The duties of these officers are as follows:

Chairperson: Coordinate meetings, advise chapter leaders, assist in planning the state conference and work with the State Program Director and State Program Coordinator to facilitate all aspects of the Program. Once the chair steps down, that person may continue attending for an additional term as an advisor to the group and a voting member.

Vice-chairperson: Assist the chairperson as needed; serves as the Chair of the Curriculum Committee and assist in the planning of the State MN conference.

Secretary: The secretary records and distributes the minutes of all meetings. The position of secretary requires a level of proficiency and experience taking and recording meeting notes and providing relative correspondence. From time to time, it may be necessary to look outside of membership of the MNSAC to fill this position. Therefore, general members may be called upon to hold this position if the expertise cannot be found within the committee.

Treasurer: The treasurer will keep records of all financial transactions and work with the State Program Director to manage the finances. In addition, it is the responsibility of the treasurer to file annual reports and other-state-required documentation of the organization's tax-exempt status. The treasurer shall sign all checks, drafts or other instruments for payment of money or notes. When payment exceeds \$500.00, the check should be approved by the chairperson of the MNSAC. From time to time, it may necessary to look outside of membership of the MNSAC to fill this position. Therefore, general members may be called upon to hold this position if the expertise cannot be found within the committee.

3. **Election of officers:** The Nominating Committee will be chaired by the Past MNSAC Chair and two MNSAC members, selected by the Chair. The Nominating Committee shall submit a slate of candidates to be voted on to fill officer and at-large member positions that are vacant. The Nominating committee will publish the slate to the chapter coordinators who will distribute it to their chapter membership in writing 15 days prior to the Annual Meeting at the MN State Conference. Nominations for all positions will be accepted from the floor prior to the election at the Annual Meeting.

The election shall take place by secret ballot of the membership of the MN program at the Annual Meeting and winners determined by a simple majority. If only one candidate is nominated for an office, that candidate may be elected by voice vote. The new Officers shall assume their duties at the conclusion of the Annual Meeting.

C. Establishing New Chapters

The success of a chapter relies on the interest of the population in the area of the proposed new chapter. Once it has been determined that a group of people would be interested in pursuing certification through the Master Naturalist Program, the Chair of the MNSAC will work with interested community members to establish the structure of the chapter. A detailed checklist of necessary activities for new chapters is found in Appendix A.

D. Chapter Commitment to West Virginia Master Naturalist State Program.

In return for the general supervision, guidance, supplies, resources and cooperative helpfulness provided by the West Virginia Master Naturalist Program, a Chapter of the Master Naturalist Program, agrees to comply with all requirements, guidelines and standards and to produce and submit a “Chapter Annual Report” (Appendix B) to State Program Director that conforms to the standards set forth.

ARTICLE II. Chapter Sponsors, Partners and Donors

- A. Chapter Sponsors.** Chapter Sponsors for a Chapter of the West Virginia Master Naturalist program are permanent and committed to a long-term relationship with the Chapter. Chapter Sponsors provide Advisors to the chapter. Local Chapter Sponsors have been identified through the Chapter’s Charter Application. While it is not required, a chapter is encouraged to seek sponsorship.
- B. Partners.** Partners of a Chapter of the West Virginia Master Naturalist Program are the Chapter Sponsors described previously and other providers of resources in exchange for volunteer service. Partners of and the resources provided to a Chapter of the West Virginia Master Naturalist Program are outlined in the chapter’s annual report to the State Program Director and the State Advisory Committee. Partners of the Local Chapter may change on a regular basis depending on the project needs of the community and the resource needs of the Chapter.
- C. Donors.** Donors of a Chapter of the West Virginia Master Naturalist Program are those businesses, organizations or persons giving, donating or presenting money, supplies or other resources for Chapter activities for no return compensation from the Chapter. Donors and their donations are reported through the “Chapter Annual Report” (appendix A) to the State Program Director and the State Advisory Committee.

ARTICLE III. Purpose of Chapter

- A. Overall Purpose.** A Chapter is not organized for profit, nor shall any of its net earnings inure in whole or in part to members, employees, or other individuals. In support of the West Virginia Wildlife Resources Section and its partners, this Chapter shall be an educational, non-profit, volunteer organization dedicated to fulfilling the State Program’s mission 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 for the State of West Virginia with the following objectives:
 - 1. Natural Resource Service.** To provide, promote and fulfill volunteer service while recognizing and utilizing sound natural resource management, enhancement and conservation practices in accordance with the Partners’ and Program’s mission.
 - 2. Public Understanding.** To improve public understanding of natural resource ecology and management by developing a pool of local knowledge about natural resource ecology that can be used to enhance education efforts within local communities.
 - 3. Enhance Education and Outreach.** To enhance existing natural resources education and outreach activities the chapter provides natural resources training at the local and state level, thereby developing a supply of dedicated and informed volunteers.
 - 4. Volunteer Network.** To develop a West Virginia Master Naturalist volunteer network that can be utilized to provide naturalist volunteers to organizations in the local communities.

- B. Advocacy Prohibition.** No part of the activities of the Chapter shall be devoted to advocacy, lobbying, politically or privately promoting issues, agendas or businesses and personal endeavors, by propaganda or otherwise using the Master Naturalist name or themselves as a West Virginia Master Naturalist.

ARTICLE IV. Membership

A. Membership Requirements

- 1. Statement of Diversity.** Membership in the Chapter is open to qualifying individuals regardless of race, sex, sexual orientation, religion, disability, or national origin.
- 2. Age.** The age limit of membership is at the discretion of the individual chapters.
- 3. Ethics.** All members of the Chapter will adhere to the “Code of Ethics and Standards of Conduct” (Appendix C) as established by the West Virginia Master Naturalist Program
- 4. Multiple Memberships.** Membership in multiple chapters is not permitted.
- 5. Transfer of Membership.** A member may transfer to another chapter.
- 6. Advocacy Prohibition.** A member is free to advocate, lobby, politically or privately promote issues, agendas to advocacy, lobbying, politically or privately promoting issues, agendas or businesses and personal endeavors, however they must not use the Master Naturalist name in their advocacy.

B. Member Categories

- 1. West Virginia Master Naturalist Candidate.** Volunteer Participant in an official class from the first day of class to the end of the training period (1-4 years) continuing until the member has completed all Certification requirements including completion of initial volunteer hours.
- 2. Certified West Virginia Master Naturalist.** Volunteer of a completed class or previous Certified West Virginia Master Naturalist who has completed the full training class, any advanced training required and volunteer service hours for the current calendar year.
- 3. Honorary Membership.** An Honorary West Virginia Master Naturalist is a person who has made a substantial contribution to the furtherance of the activities of the chapter. Honorary Members shall be entitled to all the privileges as a West Virginia Master Naturalist Member of the Chapter without payment of dues, including right to vote. Honorary members shall be selected by the governing body of the chapter.

ARTICLE V. Chapter Management

- A. Size.** Chapters vary greatly in size and composition. It is not reasonable to construct a set of rules for individual chapter management. Rather, the chapter coordinator with an advisory board made up of active members is in the best position to determine management procedures for an individual chapter.
- B. Officers.** In addition to the Coordinator, the chapter, at a minimum, should have a Treasurer, a Record Keeper and a Secretary.
- C. Curriculum.** The state directed core curriculum must be followed. Class descriptions and outlines are available to all chapters and should be provided to all instructors to follow shared with instructors to

follow to maintain consistency in class objectives and delivery of stated content. Elective classes should be chosen based on local resources and available instructors. Students should be allowed to have classes taken at other West Virginia chapters count towards their certification. Credit for classes taken at Master Naturalist chapters in other states will be determined by the chapter coordinator.

ARTICLE VI Financial Controls

A. Fiscal Year. The fiscal year shall be from January 1 through December 31.

B. Chapter Funds

- 1. Bank Account.** Each chapter will maintain its own bank account for chapter business.
- 2. Signature Authority.** The Treasurer or Chapter Coordinator shall sign all checks, drafts or other instruments for payment of money when dealing with Chapter business.
- 3.** All donations from the chapter and any outside expenditure other than necessary for the operation of the chapter shall be approved by the chapter's advisory committee.

C. Annual Financial Reviews The Chapter's and the MNSAC's financials should have an annual financial review that is conducted by an outside source preferably, or by any chapter's officer at any time, but at least once a year. A public review of a chapter's financials may be requested by any chapter member. All chapter and MNSAC financials are subject to WVDNR review.

D. Establishment of Non-Profit Status at the Chapter Level

A chapter may wish to pursue non-profit status and tax exemption from the state and federal governments. As the rules and requirements of this process are subject to the legislatures of these two entities, the details of the process should not be outlined here as what is written may be out of date. Appendix D gives a general outline of the activities and government entities to contact to establish non-profit and tax-exempt status.

E. Gifts and donations.

- 1. Authority.** The Chapter is authorized to accept and receive contributions, donations, and grants from all sources.
- 2. Endorsement.** Acceptance of any grant or gift, restricted or unrestricted, does not imply any form of endorsement by the Chapter for the source, services, products, or policies. Nor does it imply any benefit, past, present, or future, to be granted by the Chapter. Acceptance of any contract will not imply any endorsement, benefit or product beyond the deliverable services and products expressly contained in the contract.
- 3. Right of Refusal.** It will be the general policy of the Chapter to accept contributions from any source. However, the Chapter retains the right to refuse any gift where, in the judgement of the Board of Directors, the reputation or perceived image of the grantor may be deemed injurious to the Chapter.

F. Commerce within the WVMN Program

The rules of the non-profit status of the WVMN precludes members from profiting from the organization. Any outside entity that wishes to vend at WVMN events must first be approved by the WVMNSAC. These activities include but are not limited to services and products including photography, catering, clothing, memorabilia, lectures, instructions and guided hikes.

ARTICLE VII Dissolution of a Chapter

A. Dissolution Procedures. A chapter may be dissolved by either of the following procedures:

1. By the Membership of the Chapter.

- a. Prior to a vote on dissolution, the State Program Director must approve the proposed dissolution.
- b. The proposal for dissolution must be presented at a regular or special meeting of the Chapter with 30 days prior notice.
- c. A vote of 2/3 of the certified members of the chapter present at the regular or special meeting is required for dissolution.
- d. A letter must be submitted to the MNSAC stating the results of the vote and why the chapter chose to dissolve.

2. By the MNSAC.

- a. This action shall be taken for reasons of gross malfeasance or serious violation of the “Ethics and Standards of Conduct (appendix C) of the MN Program by the Chapter and the belief that the situation is endemic and irreconcilable within the Chapter.
- b. The Program Coordinator and Advisory Committee will follow the procedures defined in the Chapter Management Guidelines.
- c. The Program Coordinator will give notice of this action to the Chapter President and Board of Directors.

B. Distribution of Remaining Assets. Upon the dissolution of the Chapter, its net remaining assets shall be distributed to the State Program Coordinator to continue support and resources for the Chapters and Statewide Program or to other non-profit or charitable organizations involved in our Master Naturalist Program activities as approved by the MNSAC.

ARTICLE VIII. Amendment of Bylaws

A. Amendment Proposals. Any member of the West Virginia Master Naturalist Program may propose an amendment to this document. Proposed changes must be accompanied by a brief explanation detailing why the amendment is being proposed and what the amendment is intended to accomplish. Proposed changes will be made in the form of text and may propose new verbiage or revisions of sections of the Bylaws, noting new language and striking out old language. Proposed amendments should be sent to the Chairperson of the MNSAC.

B. Approval before Vote. To ensure consistency, continuity and adherence of statewide guidelines, all proposed amendments to these bylaws must be approved by the State Program Director before submission to the general membership for a vote to determine if legal review necessary. Once the State Program Director approves the amendments, the MNSAC can submit amendments to the statewide membership for a vote.

C. Notification to the statewide MN Membership. Notice of all proposed amendments to the bylaws with the date, time and place of consideration shall be presented in written form and delivered by conventional mail, email or other equivalent means to members at least 30 days prior to consideration by the membership.

D. Statewide MN Membership Vote. These bylaws may be amended by a two-thirds vote of members constituting a quorum after the proposed amendment has been approved by the MNSAC.

APPENDIX A

Establishing a New Chapter of the West Virginia Master Naturalists

The success of a chapter relies on the interest of the population in your area. Once you have determined that a group of people would be interested in pursuing certification through the Master Naturalist Program, you can begin to establish the structure of your chapter.

1. Read through the WVMN Bylaws.
2. Identify a chapter coordinator and other officers. You should at least have a treasurer, however, other officers to help with the running of the chapter will lessen the load on the coordinator.
3. Report the chapter officers to the WVMNSAC.
4. Establish a charter with the DNR stating that the Chapter is part of the WVMN.
5. Find a meeting place for your classroom. This could be the local college or high school or a church fellowship hall.
6. Establish a bank account and establish check signing procedures. Designate which officer(s) have the power to sign checks.
7. Decide if you are going to charge a fee per class or a single registration fee. The State DNR charges \$40 per person for membership to the WVMN. This membership includes a copy of the WVMN Manual, a name badge and the certificate of completion.
8. You may want to seek a sponsor to support your chapter. While this is not required, some chapters have sponsors. If you would like further information about sponsorship, please ask the WVMNSAC.
9. Your chapter coordinator is now part of the WVMNSAC and should plan to attend all meetings and conference calls with this committee. If the coordinator cannot make a meeting, a chapter member should be identified to the President of the WVMNSAC as the attendee.

Appendix B

West Virginia Master Naturalist Program

Chapter Annual Report

Reporting Period: _____

Due to the State Office no later than March 1 of the following year.

Email to: scott.a.warner@wv.gov

This report is a critical summary of the state program and results for the year. It is crucial that we represent the activities of the chapters to federal, state and local program sponsors, partners and potential donors.

Chapter Name	Kanawha Valley
Current Membership of Chapter	
New Members enrolled during reporting Period	

Volunteer Events

Event Name and Description	# of Members Participating	Total Hours

Total volunteer hours: _____

Statistics

Classes	
Distinct Students	
Distinct Instructors	
Core Class	
Elective Class hours presented during reporting period	
Members certified during reporting period	
Members recertified during reporting period	

Narratives

1. Describe your recruiting efforts. How did you advertise the program? Were there events where you presented the program to potential new members?

2. Describe the locations of your classes. What classroom environments are you using? What natural environments are you accessing?

APPENDIX C

West Virginia Master Naturalist Program Code of Ethics and Standards of Conduct

- Maintain high standards of integrity, conduct, service and performance.
- Know and follow established program guidelines and policies.
- Be courteous and respectful of others and their views.
- Promote a spirit of cooperation in all activities.
- Act as trustworthy and ethical stewards of the environment.
- Encourage the use of sound biological information in education and in management decisions.
- Use of the West Virginia Master Naturalist title or logo for personal profit is prohibited.

APPENDIX D

Establishing your Chapter as a Non-Profit Entity

(adapted from the West Virginia Non-Profit Association)

The West Virginia Master Naturalist Program is a non-profit entity under IRS code 501(c)3. While not required, pursuing non-profit status at the chapter level may be something you are interested in doing.

1. Reserve a name with your state's Secretary of State (Go to: <http://business4wv.gov>)
2. Select individuals to serve on the board of directors and designate officers to serve on the board.
4. Develop a nonprofit operating plan, which is like a business plan for nonprofit organizations, and includes a description of the organization's location, staffing, activities, funding, fundraising plan and budget. You can follow the WVMN Bylaws for your operating plan, although you may want to expand your chapters' activities.
6. Create by-laws. You can adopt the WVMN Bylaws as your own or use these as the scaffold for your chapter's bylaws.
7. Your treasurer will need to create accounting records and financial reports. You may want to retain an accountant for annual audit and mandatory government filings. Understand that organizations with gross revenues greater than \$500,000 must undergo a financial audit by an independent CPA. If revenues are greater than \$200,000 but less than \$500,000 (excluding grants and monies from private foundations) you can file a financial review.
8. Incorporate or form a trust to protect its founders and principals from personal liability.
9. If you choose to incorporate or form a trust, you need to elect corporate directors and officers. You must file a corporate annual report every year on or before June 30th to avoid revocation.
10. Apply to IRS for an employer identification number (E.I.N.).
11. Apply to the IRS for tax-exempt status filing the 1023EZ form.
12. Apply to the West Virginia Tax Board for tax-exempt status.

WV Master Naturalist/DNR Advisory Board Meeting

7 November 2019

Stonewall Jackson Lake office

Monarch and Pollinator Volunteer Opportunities

Integrated Monarch Monitoring Program (IMMP)

- Administered by Monarch Joint Venture (contact person Laura Lukens: llukens@monarchjointventure.org) – online at <https://monarchjointventure.org/immp>
- Designed for large scale properties (not gardens – see below) – to collect monarch, milkweed and nectar resource data nationally
- Minimum size 1 acre (block or linear) – 1 hectare (~2.5 acres) preferred - random point or participant selected
- WV has the one site
- Data collection includes (* required):
 - site characteristics*
 - milkweed and blooming plant survey – 2 levels (species ID or just occurrence)
 - monarch egg and larva survey
 - adult monarch survey
 - monarch survival and parasitism (this last one not done for DNR pilot program)
- Participants choose which parts of the program and timing they implement – very flexible
- Based on our experience this year – each set of surveys will likely require a full day in the field – participants should expect to get sweaty and tired
- Data entry – send in data sheets or enter on an app (Survey 123) – working on online data entry portal
- DNR proposes that the MN chapters pool resources to create one or more Monarch Survey Teams to do surveys around the state – this is something the DNR needs, and all hours can fulfill the annual requirement
- Susan Olcott can train the team(s), or online training available

Monarch Larva Monitoring Project (MLMP)

- Administered by the University of Minnesota Monarch Lab – online at <https://monarchlab.org/mlmp>; email: assistant@monarchjointventure.org
- Designed to look strictly at milkweed patches to collect data on milkweed and monarch larva occurrence and survival – can be implemented at various scales from garden to field
- WV currently has 14 sites
- Data collection includes (* required):
 - site characteristics*
 - milkweed density*
 - monarch density (preferred as well)
 - rain fall
 - estimating monarch survival (by rearing)
 - comparing milkweed characteristics
 - milkweed aphid distribution and abundance (supplemental)
 - one time milkweed and monarch observations (supplemental)
- Participants choose which parts of the program they implement – very flexible
- Data entry – online data entry portal on website
- Online training available – DNR staff may become trainer(s)

Other Volunteer Opportunities

WV Conservation Agency

- Can use help at festivals and programs to help present agency goals
- Mission statement: To provide for and promote the protection and conservation of our soil, land, water and related resources for the health, safety, and general welfare of the state's citizens.
- Website with information: <http://www.wvca.us/>
- Ag Enhancement Program - The program offers technical and financial assistance as an incentive to implement conservation best management practices. Overall program primary objectives include the reduction of nutrients and sediment from entering the waters within the State and increasing farm profitability and sustainability. Administered by WV's 14 Conservation District – each determine what their district's focus will be annually from a state-wide list – funded through fees.
- Non-point Source Program -Through the 14 Conservation Districts this statewide program assesses, develops and manages federal Clean Water Act, Section 319 programs relating to agriculture, construction and urban storm water management. The primary goal of this program is to reduce nonpoint source pollution.
- Operation, Maintenance and Repair Program - The West Virginia Conservation Agency is responsible for the inspection, operation, maintenance and repair of 170 watershed dams and 22 channels throughout West Virginia.
- WV Chesapeake Bay Program – Reduction of nitrogen, phosphorus, dissolved solid entering Potomac River drainages – funded through federal Clean Water Act – mostly deals with agriculture.
- WV Soil Tunnel trailer - The West Virginia Soil Tunnel Trailer (WVSTT) is an 18-foot tandem-axle box trailer that serves as a mobile learning unit for soil, water, agricultural specialty crops, and non-point source pollution.
- Contact person – Jennifer Skaggs (jskaggs@wvca.us)

INTEGRATED MONARCH MONITORING PROGRAM

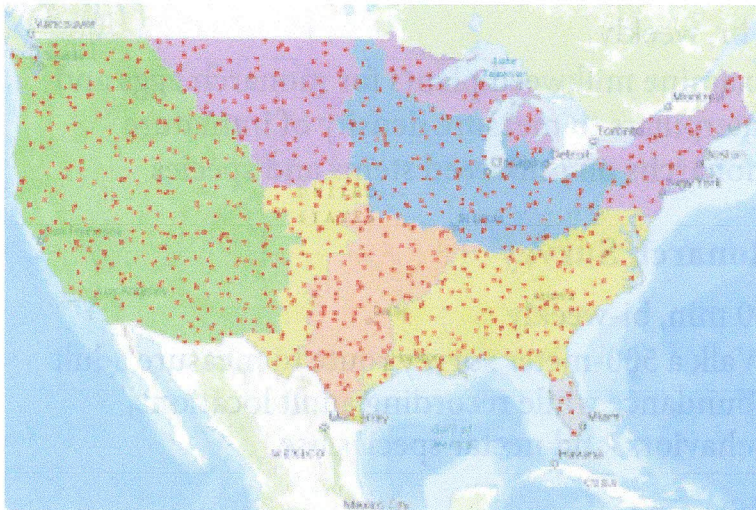
Monitoring monarch butterflies and evaluating habitats to inform conservation efforts

Overview

The Integrated Monarch Monitoring Program (IMMP) is a national initiative to track monarchs and their habitats across their North American breeding range in order to better understand habitat availability, quality, and use by monarchs. Data from IMMP enable researchers to evaluate how all monarch life states interact with habitat characteristics across geographies and through time. To gather information on the vast scale used by this migratory species, this monitoring effort engages a broad network of citizen scientists, biological researchers, resource managers, and landowners. Participants collect data that build a national dataset available for local, regional, or national analyses. Conservation organizations can engage now to develop datasets that will benefit their own monitoring efforts as well as nationwide monarch conservation.

Monitoring Sites

The IMMP accommodates data from almost any location. There are two main ways in which the program identifies sites for monitoring: random and non-random.



Randomly-selected priority monarch blocks. The IMMP has generated random sampling locations throughout the contiguous US.

1) **Random:** Randomly-selected sites are spatially balanced across several land use types (grassland, agriculture, rights-of-way, developed) to gather representative data about habitat availability and monarch use.

2) **Non-Random:** Non-random sites may be selected by landowners or managers. These are typically sites managed for monarch habitat, and help assess the effectiveness of conservation actions and improve our understanding of conservation sites in providing monarch habitat.



Explore other ways to be involved, too! Aside from collecting data in the field, IMMP participants can host their own training workshops, help secure permission to monitor high priority sites, share IMMP information at events, and more! Email Monarch Joint Venture staff to learn more.

INTEGRATED MONARCH MONITORING PROGRAM

Monitoring monarch butterflies and evaluating habitats to inform conservation efforts

Field Activities

Field activities are conducted in a **1-hectare** monitoring plot. Participants may **choose one or more activities** according to their interests or information needs. Data may be collected on a mobile device via Survey123 or on paper and entered online.



Site Description

- 5-15 min, each visit
- Record site characteristics and plot information while walking through plot

Milkweed & Blooming Plant Survey

- 1-3 hrs, monthly
- Collect data in 100 quadrats placed along transects to count milkweed and identify blooming nectar plants in order to describe milkweed density, nectar plant frequency, and species diversity

Monarch Egg & Larva Survey

- 1 hr, weekly
- Examine milkweed plants for monarch eggs and caterpillars to measure density of immature monarchs on milkweed stems and species

Adult Monarch Survey

- 30 min, bi-weekly
- Walk a 500-meter survey route to measure adult abundance while recording adult locations, behaviors, and nectar species use

Monarch Parasitism and Survival

- 15 min, daily
- Rear monarch caterpillar(s) to estimate survival and parasitism rates



Remember, you do not have to complete all of the activities per site. Survey frequencies are just recommendations.



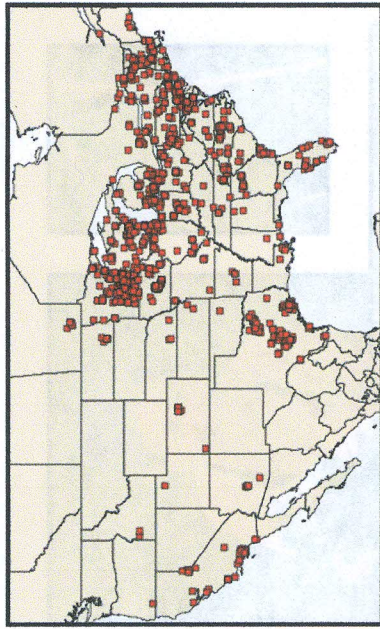
For online training videos, protocol access, and more information visit:
monarchjointventure.org/IMMP

Questions? Email monitoring@monarchjointventure.org

Join Our Network

People like you are monitoring monarchs all over the continent—start monitoring your milkweed patch now!

Long-term data from citizen scientists all over North America help to provide a more complete picture of the health of the monarch population.



Each dot represents a registered MLMP monitoring site. There are over 1200 registered sites throughout the United States, Mexico, and Canada.

Benefits of Monitoring

Collect data that will lead to a better understanding of monarchs and more effective conservation efforts.

Become familiar with the complex community of organisms that call milkweed home!

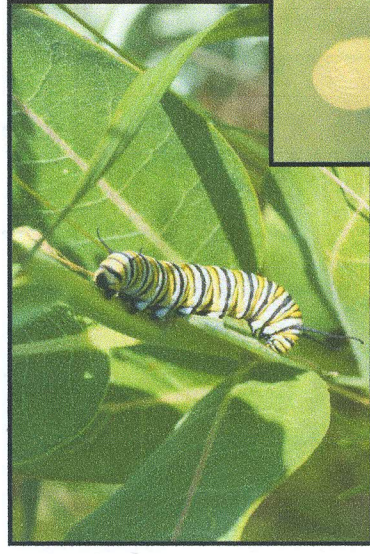
Watch your site change from the beginning of the season to the end, and from one season to the next.



Monarch Larva Monitoring Project

Volunteers and scientists working together to understand monarch butterfly populations across North America

www.mlmp.org



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On Twitter:
www.twitter.com/MLMPCitSci



Made possible with support from the University of Minnesota Monarch Lab, University of Minnesota Extension, and the National Science Foundation.



Become a Monarch Monitor Today!

What is the MLMP?

The Monarch Larva Monitoring Project (MLMP) is a citizen science project involving volunteers from across North America. It was developed in 1996 by researchers at the University of Minnesota to collect long-term data on larval monarch populations and milkweed habitat.

The data that you collect will be used by researchers and conservation managers to protect monarchs and their habitat.



"I really enjoy the weekly connection to the sites I monitor, and find that monarchs are a real focus of my life during the time that they're in Minnesota each year."

-MLMP Volunteer

The overarching goal of the MLMP is to better understand how and why populations of breeding monarchs change over time.

How can I Participate?



Find a Site with Milkweed
Milkweed is the only plant on which monarchs lay their eggs. Monitor milkweed in your backyard, a nearby park, or anywhere that has milkweed!

Monitor
Visit your site alone or with a group once per week. We provide datasheets for you to record your observations.



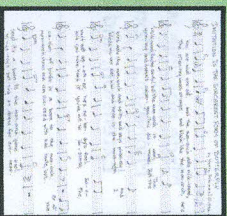
Share Your Data
Submit observations online—www.mlmp.org—and send hard copies to scientists at the University of Minnesota where your data are analyzed.

Submit Anecdotal Observations

Anecdotal observations can be submitted by anyone. These can be sightings of monarchs (eggs, larvae, or adults), milkweed, or other interesting observations at locations not registered as MLMP monitoring sites.

Share Photos, Art, or Experiences

Sign up for our monthly e-newsletter to keep up with research and share your monitoring stories with the rest of the MLMP community. You can also submit photos, artwork, poetry, or even music on our website.



Who can be Involved?

Anyone can join the MLMP! Kids, adults, youth groups, or families—monitoring monarchs provides a fun learning experience for all. Join other volunteers from across North America to help us understand and protect monarch butterflies.



"My enthusiasm to monitor, and raise monarchs is contagious to family, friends, and visitors. Teaching young and young-at-heart about one of nature's magical wonders is truly rewarding."

-MLMP Volunteer and Trainer

Join a team of volunteers from across North America in an effort to understand monarch populations!

www.mlmp.org

