

**WVMNSAC**  
**May 28, 2025**  
**Zoom Meeting**  
**10:00 AM**

Present on Zoom: Rebecca Linger, Jessica Chambers, Kay Hart, Kieren O'Malley, Rich Brager, Scott Warner, Steve Swank, Emily Grafton, Mike Vernon, Andy Dalton, Tommy Zietz, Nicole Svajlenka, Laurie Moy

1. Welcome: Rebecca Linger  
Introduced Jamie Chambers, our new treasurer, and Laurie Moy, in charge of CQI
2. Minutes from March 12, 2025  
Approved
3. Continuous Quality Improvement Committee: Mike Vernon & Rich Brager  
Our objective is to enhance continual quality improvement using the Deming philosophy for the MN program.
  - Maintain monthly meetings
  - 13 Categories
  - a. Advisory Committee Meetings open to members by Zoom
  - b. Distribute meeting minutes to all members
  - c. Motion made that members attending Zoom meetings open to public will be muted; Motion – Mike Vernon; 2<sup>nd</sup> – Andy Dalton; Motion passed
  - d. Motion made to send minutes to all members; Motion – Rich Brager; 2<sup>nd</sup> – Mike Vernon; Motion passed
  - e. Have at least one SAC meeting in person per year
    - Should include a meal
    - DNR offered to host and pay for meal
    - Have meeting in October to avoid bad weather and to discuss year's upcoming events
    - Scott Warner will check on Weston Facility for October
  - f. Motion for at least one in person SAC meeting per year; Motion Tommy Zietz; 2<sup>nd</sup> Grafton; Motion passed
  - g. Bylaws require 4 SAC Meetings per year
  - h. Motion to require Chapter President or Alternate to attend SAC Meetings; Motion – Zietz; 2<sup>nd</sup> – Mike Vernon; Motion passed
  - i. Have each chapter elect an at large member to attend SAC Meeting
    - Mike Vernon move to table the motion and discuss during By-Laws; 2<sup>nd</sup> Emily Grafton
  - j. Expand Committee duties
4. Nominations for Officers:
  - Mike Vernon President – Open
  - Vice President – Open
  - Secretary – Becky Linger
  - Treasurer – Jessica Chambers
  - At-Large Member -
5. Changes to Bylaws – Becky Linger
  - a. Accept change to Duty Roster
  - b. Changes to article 1
    - Chapter President – No term limits
    - At Large Member – 2 yr term
    - DNR Representatives do not vote
    - Officer name changes
      - Chairperson becomes President
      - Vice Chairperson becomes Vice President

- Change Strategic Action Committee to Strategic Action Council
- c. Next meeting we will discuss making non-profit umbrella treasury changes for chapters
- d. Appendix C – For profit or to advocate, lobby, or promote political agendas or business endeavors under the Master Naturalist Auspices
- e. Motion to approve bylaws as amended to be emailed to the membership; Motion – Mike Vernon; 2<sup>nd</sup> – Andy Dalton; Motion passed

6. 2026 WVMNSC State conference at Camp Dawson Event Center

- a. Active military base near Fairfield
- b. Reasonable prices
- c. All attendees must have a real ID and short background check
- d. No on site registration available
- e. Dates July 23-26, 2026

7. CQI Presentation – Laurie Moy

- a. Functioning Areas
  - Statewide communication and database
  - Accessible anywhere
  - Built in redundancies
  - Allow us to grow
  - Centralize and researchable
- b. Database Options
  - Hub Spot - \$800.00 per month
  - Constant Contact - \$160.00 per month
  - Intuit Mail Chimp - \$60.00 per month
  - Not a tool for reporting volunteer hours; newsletter possibilities; recommend website audit

Potomac Valley uses Track It Forward for tracking volunteer hours - \$1500.00

8. New Business – Kay Hart

- a. Reminder for Chapter displays
- b. Silent Auction items from each chapter
- c. Meeting at 4 PM Friday at the conference
- d. 163 people are currently enrolled

9. Motion to Adjourn – Motion – Rich Brager; 2<sup>nd</sup> – Kay Hart; Motion passed