



WV Master Naturalist CQI Committee Meeting Minutes

Date: 12-16-2025

Attending: Rich Brager (CQI Chair), Ken Wright (SAC VP), Laurie Moy (IT Director), Lou Scavnicky, Kieran O'Malley (DNR MN Program Coordinator), and Scott Warner (DNR MN Program Director)

Absent: Barry Curry (SAC President), Mike Vernon (CQI Secretary), Andy Dalton and Becky Linger (SAC Secretary)

1. Call to order (Rich Brager):

- The Zoom video meeting was called to order by Rich at 3:05pm.
- The minutes from the recent past meeting were accepted without corrections.

2. Better Impact Software Implementation (Laurie):

- **Software Update:**

Laurie reminded everyone that the WVMNSAC had voted to purchase the Better Impact Software at their last meeting. Since then, she has contacted the vendor, and they sent her a quote. The original quote contained some minor errors that Laurie corrected, also, the quote had Laurie as the signing officer and Laurie felt that a higher MN officer should sign the agreement, so the vendor wrote a new quote with Barry Curry, MNSAC President, as the signing officer. The total cost of the software is \$4250.00/year. We will have to pay for the first instalment for the software in January.

The quote/agreement is for software that will have five (5) subaccounts, one for each MN Chapter; unlimited number of login accounts; up to 1000 members; free importing of previous data and set-up fees that will include an orientation call; six (6) group training courses and three (3) consultations. Laurie will forward the internet link to the quote to all CQI members.

Rich asked if we had enough money in the WVMNSAC treasury to pay

for the software and if we have received the promised donations from the membership for the software. No one on the committee had an answer to his question, but felt the monies were in the treasury for the software. Rich also asked if all of the chapters have named their data entry person and Laurie said that she will be contacting the data entry people from each chapter now that we have the agreement and we have to set-up the training sessions.

Rich commented that the new software will be a beneficial addition to the MN program and he thanked Laurie for all of the work that she has done with the software purchase for the MN program.

3. Action Items from November Meeting (Committee):

- **WVMNSAC Bylaws Committee:**

Ken noted that the bylaws committee had met and that he was chosen as the Chair of the committee. The committee is composed of himself, Mike V, Kieran O and Barry C. There was a question of whether the bylaws that were on the WVMNSAC website were correct. Mike went through the past minutes and past versions of the bylaws and reconstructed a corrected, current version that Jamie Chambers has added to our internet website and distributed to the bylaw committee members.

Some of the changes to the bylaws will include the addition of an IT and a Funding Director to the list of WVMNSAC officers.

Additionally, the CQI committee will be terminated and become the WVMNSAC Executive Committee. Rich asked if the CQI principles will be written into the new Executive Committee charter and who will be on the committee. Ken said that the final listing of members for the Executive Committee hasn't been determined but will, at a minimum, contain the WVMNSAC lead officers, i.e., the President, Vice President, Treasurer, Secretary, Funding Leader and IT Director.

Ken noted that amending the bylaws is a very involved process that includes (1) the committee drafting the bylaw change (s); (2) review of the amendments by the DNR; (3) review by the WVMNSAC; (4) sending the amendments to the membership 30 days prior to the annual meeting and then (5) having the membership vote on the amendments at the annual meeting. Kieran noted that the DNR will be reviewing the bylaws to make sure they were legally correct and acceptable to the DNR mission.

Rich asked when the Executive Committee would be replaced by the CQI committee and Ken said that the conversion will take place after the annual meeting if the membership accepts the bylaw change.

- **Funding Leader Description**

Rich had sent out several broadcast emails to the membership telling them about the Funding Leader position and asked for nominees. He didn't receive any candidates for the position.

To expand upon the importance of having external funding for the WVMN program, Rich reviewed the funding activities of the Potomac Valley Audubon Society (PVA). He displayed on the Zoom screen (1) a table listing the sources of income that the PVA received from grants and (2) a pie chart with data showing the money throughput for the PVA. In total, they collected \$114,175.00 from external sources and have a \$1.25 million annual budget. This is way more money than the WVMN Program would need, but just a small portion of this income would greatly expand the activities and benefits of the MN Program. Rich enumerated several activities that the WVMN program could implement if they had the funding, including having a permanent CEO position that would allow for continuity between different Presidents. The PVA has 8 paid employees that help run their activities. Both diagrams that Rich showed the committee are contained in the Appendix of these minutes.

Ken reminded everyone that grants are given for specific reasons and the recipient of the grant can only spend grant money on the defined activities of the grant. Additionally, a detailed annual report must be submitted to the granting agency showing the outcomes of the grant. If the granting agency feels that the grant outcomes were not met, they can retract future grants.

Non-Profit status

- The question of whether the MN chapters should have 501(c) 3 non-profit statuses with the government was discussed. It was noted that all chapters should have a charter with the DNR in order to be considered a Non-Profit Organization (NPO). Kieran was asked if he was able to determine if all of the chapters had a charter with the DNR and he didn't know.
- Ken looked up the monetary requirements for applying for NPO status and it is a one-time charge of \$800 for NPO's with an income of >\$50,000 and \$275 for >\$50,000. This may be an expense that some chapters cannot sustain.
- Ken noted that the bylaws committee will be looking into the question of whether chapters should have a 501(c) 3 non-profit status.

Additional Item (Committee):

- Rich noted that there were several action items from the October meeting that were not addressed and that we will need to incorporate them in our next meeting. Kieran asked if a list of these items could be sent to the committee members and Rich said that he would do that.

4. Adjournment (Rich Brager)

- The committee meeting was adjourned by Rich at 3:45pm.
- Rich congratulated the committee for working so hard for the CQI committee in 2025. This meeting was the 12th consecutive CQI meeting.
- The next CQI Zoom video meeting will be held on January 20th at 3:00pm.

Action Items

Better Impact Software

- Laurie will continue working with the software vendor and she will be contacting all of the data entry personnel and setting up training sessions.
- Verify that Barry received and signed the software agreement.
- Confirm that all of the member donations for the software were collected.

Bylaws

- Ken will make a list of bylaw changes, and he will ensure that the CQI principles are integrated into the description of the 'Executive Committee'.

Funding Leader

- Rich will continue to try and locate applicants/nominees for the Funding Leader position.

Non-Profit status

- The question of whether the MN chapters should have 501(c) 3 non-profit statuses will be investigated by Ken and the bylaws committee

Other Items

- Rich will send a listing of CQI action items from the October meeting.

Minutes were collected by Mike Vernon and reviewed by Rich Brager and submitted to the committee members by Rich Brager and Mike Vernon

Appendix

Potomac Valley Grants \$114,175.00

GRANTS

Berkeley County Public Service Stormwater District

\$18,450 to provide PVAS's watershed and tree education programs to Berkeley County students

Chesapeake Bay Trust

\$20,000 to develop a Green Infrastructure Plan for Cool Spring Preserve

City of Martinsburg

\$13,470 to provide PVAS's watershed education and tree programs to students in the City of Martinsburg

City of Ranson

\$3,000 to sponsor PVAS's school programs at Ranson Elementary School

Eastern Area Health Education Center

\$5,000 to promote safe outdoor activity at the preserves with volunteer training and supplies

Eastern West Virginia Community Foundation's Jane P. Snyder Youth Fund

\$3,000 to support PVAS programs at schools to ensure equity of program access in Jefferson County

Eastern West Virginia Community Foundation's Jane P. Snyder Youth Fund

\$2,000 for PVAS to implement "Nature in the Neighborhood" for Jefferson County youth

Eastern West Virginia Community Foundation's Jane P. Snyder Youth Fund

\$1,000 to support PVAS programs at schools to ensure equity of program access in Morgan County

Eastern West Virginia Community Foundation's Mayor Harriet Johnson Memorial Fund for Youth and Education

\$5,000 to support PVAS programs at schools to ensure equity of program access in Berkeley County

Eastern West Virginia Community Foundation's Mayor Harriet Johnson Memorial Fund for Youth and Education

\$3,000 for PVAS to implement "Nature in the Neighborhood" for Berkeley County youth

Eastern West Virginia Community Foundation's Monarch Fund

\$255.40 for general support

Fleming Family Fund

\$7,000 for general support

National Audubon Society

\$15,000 to support two exhibits at Case Nature Center (in progress)

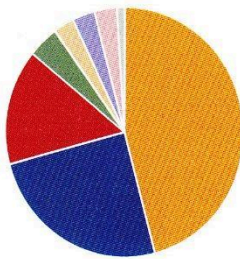
Nora Roberts Foundation

\$18,000 for the general support of youth programs

Potomac Valley Budget

Fiscal Year September 1, 2024 – August 31, 2025

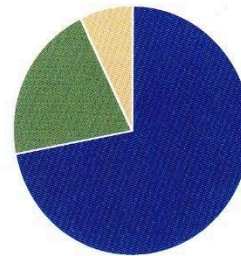
PVAS Income: \$626,565



Contributions	Investment Income
\$288,471 (46%)	\$19,012 (3%)
Programs	Other revenue
\$156,883 (25%)	\$18,427 (3%)
Grants	Memberships
\$95,175 (15%)	\$15,845 (3%)
Special Events	Rental
\$24,243 (4%)	\$8,509 (1%)

Figures do not include in-kind support.

PVAS Expenses: \$657,021



Program Services
\$471,138 (72%)
Management & General*
\$141,155 (21%)
Fundraising
\$44,728 (7%)

*Includes depreciation.

Charts and graphs reflect draft financials. Approved final audited financial statements and Form 990 will be available by December 15, 2025.

www.potomacaudubon.org/about/finances



INVESTING