

## PVMN Coordinating Committee Meeting Minutes

May 13, 2024, 6 - 8 pm, via Zoom

Attending: Lou Scavnicky, Kelly Wolf, Phyllis Bryant-Shoenly, Susan Wolcott, Sonja Melander, Jim Stearns, Deana Thorsell, Lynn Kubik, Diana Fletcher, Mary Palmer, Roy Boyle.

1. Call to order – Lou
  - a. Trail Guide Docent Project: Mary, Priscilla, Deanna, Jim
    - i. Plan to begin in June with Cool Spring. Developing trail guides, which will enhance trail map at CS, help hikers learn what's on the trail.
    - ii. Need funding to cover development costs, estimate \$500. If project goes well, perhaps PVAS would take over funding.
    - iii. Paper vs QR code? Some sites don't have internet, so laminated guides are necessary. They will be laminated. Primary used by a leader with a group.
    - iv. \$500 for printer and paper. Deferred this discussion until treasurer's report.
    - v. Suggestion that signs be made for along the trail, so people could get the information independently not just when with a leader.
  - b. Lou has provided a six foot projection screen for PVMN.
2. Records report – Susan
  - a. April meeting minutes approved.
3. Presidents report – Lou
  - a. Current cohort, two persons interested in Communication Leader.
    - i. Laurie Moy and Krista Mazel are interested in the Communication Leader position. Will be Communication Leaders, both serving in that role, which is an at-large position.
    - ii. Mary will contact Laurie and Krista about the position to finalize.
  - b. No interest has been expressed in the Facilitator position.
4. Treasurer's report – Jim
  - a. Suggested budget / financial tracking sent by email for review. Please send comments or questions to Jim.
  - b. Jim wants to start using a more formal request system to develop a good paper trail.
  - c. Track it Forward payment was made, possibly it was PVAS credit card. Jim will ensure the correct entity gets reimbursed.
  - d. Moved and approved to set up a \$500 fund for the purpose of docent training and facilitation. This will include printer, paper and supplies.
5. Data Management report – Lynn
  - a. Volunteer hour update: 208 education/610 service
  - b. TIF cost increase (significant increase, now \$588) payable in May. She will pay and request reimbursement.
  - c. Part of the TIF increase is due to increased membership, cost is based on numbers. We need to purge the list of inactive persons in TIF to bring numbers to where they should be.
  - d. Reviewed TIF category options on screen with discussion. What categories are used depends on how we want to use data.
    - i. Lynn will send categories list out and members can review and send comments.
    - ii. Lynn will contact Michelle Fonda at DNR to determine what data they need.
6. Student Coordinator report – Mary
  - a. Last two instructors had great reviews by class. They are providing good feedback. Cohort is engaged and knowledgeable.

- b. Splitting into smaller groups for bird hikes to make it easier to hear.
  - c. Cost of food is less this year due to simpler snacks.
  - d. Most, if not all, have signed up for WVMN State Conference.
- 7. Recognition, Recruitment and Retention Coordinator report – Diane
  - a. Nothing to report this month.
  - b. Priscilla asks: what keeps us together? Ideas:
    - i. Monthly newsletter for all MN as a way to keep everyone informed of what is going on. Could be role for Communication Leaders or members who need volunteer hours. Could be sent monthly with minutes.
    - ii. Quarterly meetings with potluck, speaker, topic to discuss.
- 8. Continuing Education report- Roy
  - a. Kahoots:
    - i. Reptiles: got locked out because of language used in description, had to postpone for a week.
    - ii. Wildflowers last month. Consistently 10-12 persons attend.
    - iii. Kahoot.com is where information from monthly Kahoots is posted. Could do self study as there is a single player mode. Good way to learn!
    - iv. Will resume in the fall.
- 9. Technical Leader report - Kelly
  - a. Master list of email addresses
    - i. Sent email to emails in TIF offering opt out; archive email list also sent opt out email.
    - ii. Will send April minutes to both TIF and archive lists with another opportunity to opt out, will consider list current after that.
  - b. Master list of CC members - Kelly will ensure list is accurate and provide a list to be used when sending CC emails.
  - c. Need a list of active voting members. Per Lynn, in TIF she has lists for active, archive (those who asked to be removed), and student. Could distinguish as certified; Lynn will confirm this can be added in TIF.
- 10. PVAS Input – Sonja
  - a. She is preparing nature guide training: how to lead groups on trails. Focus is on techniques: how to engage, risk management, etc.
  - b. Other trainings: how to teach a group in a classroom setting and docent training.
- 11. Activity Event Leader - Priscilla
  - a. Looking at a visit to Blue Ridge Wildlife August 17 or 24.
  - b. Working on a private archive tour of NCTC.
  - c. Conference volunteers Saturday, June 29 at Cool Spring. May need to schedule an alternate date for those who can't make June 29.
- 12. Additional business / open action items
  - a. Conference scholarships taken: 14/15.

Meeting adjourned at 7:40pm.

Next Meeting:  
IN PERSON at Hospice of the Panhandle  
10 June 2024, 6 to 8 pm