

PVMN Coordinating Committee Meeting Agenda

10 June 2024, 6-8 pm at Hospice of the Panhandle

Attending: Lou Scavnicky, Kelly Wolf, Phyllis Bryant-Shoenly, Susan Wolcott, Sonja Melander, Jim Stearns, Lynn Kubik, Diane Fletcher, Mary Palmer, Roy Boyle, Stacy Toup, Deana Thorsell, Laurie Moy, Krysta Mayville

1. Call to order – Lou
Committee Member Updates
2. Recorders report – Susan
 - a. May meeting minutes approved
3. Presidents report – Lou
 - a. A person has stepped up to be Facilitator.
 - b. Welcome two new Communication leaders: Laurie Moy and Krysta Mayville. They will interface with news media and PVAS/Sonja to get word out about PVMN happenings.
4. Treasurer's report – Jim
 - a. \$10,658 in account.
 - b. There is a PVMN credit card, Jim will continue to work at locating it.
5. Data Management report – Lynn
 - a. Hours are down from last year, but anticipate it will pick up with summer and conference
 - b. Volunteer hours/travel: only instructors/presenters traveling can count travel time for volunteer hours. The first 30 minutes are not counted.
 - c. Changes to categories/headings on TIF will be put on hold until after conference with a goal to discuss and make changes for 2025. Lynn will bring up again at the August meeting.
6. Student Coordinator report – Mary
 - a. Current MN class going well. Members are engaged and knowledgeable.
 - b. Five students already on the list for 2025.
 - C. Expenses are down for this year due to less food for classes being purchased.
 - D. Discussion regarding having online application available year round, rather than waiting until the end of the year. Currently, names are collected and those people will be notified when the application process opens. Generally, felt that the registration process will open in the fall, hopefully ensuring that persons are actively interested at the time of registration. Decision was made to open registration process on October 1. Registration deadline will remain January 21, 2025.
 - e. WVMN Conference: classes added for Friday morning and afternoon and Saturday afternoon. No communication yet about the added classes, only added to EventBrite. Mary will send class information to Lou, who will send to Rich Brager to send out to state membership. Lou will also send to Kelly who will send to PVMN membership.
The three added classes: Trail docent training; Climate Change with Bob Schwartz; Urban Forestry
7. Instruction & Training Coordinator report – Barbara (not present)

8. Recognition, Recruitment and Retention Coordinator report – Diane

- a. Open houses and other informational events coming up.
- b. Discussion of pairing with PVAS monthly meeting. September meeting will be in conjunction with NCTC event, which is on a Thursday. Suggested to do on the porch of Cool Spring, Shepherdstown Farmers Market. Issue is the display, which needs to be picked up and returned to Rich Brager.
- c. Suggestion for a PVMN newsletter now that we have two persons serving in Communication position.

10. Continuing Education report- Roy

- a. Done with Kahoots until fall. Gets 3-12 persons participating.
- b. Sonja suggested that online registration system can be used and it sends automated reminders.
- c. Continuing Education Plans: Carnivorous plant nursery field trip (Smithsburg, MD) will be late July/early August. Weekend or weekday? Preference for Saturday.
- d. Bob Dean (Hedgesville) has committed to owl banding program In November.
- e. Continuing Ed committee meeting will be scheduled after state conference.

11. Technical Leader report - Kelly

- a. April minutes sent out. Will send out May soon.
- b. Website up to date.

12. Facilitator

a. Need name of person who has volunteered for position. Person is a current student, so best to start after finishing classwork. Meanwhile, she can come early to observe set up for classes to best understand Facilitator role.

13. PVAS Input – Sonya

- a. Lou offers a 4 drawer filing cabinet to have at PVAS, which will partially hold PVMN files.
- b. Suggestion to reduce files by scanning existing files. Great volunteer project.
- c. Need volunteers for Amy's children's programs in Martinsburg.

14. Activity Event Leader - Priscilla

- a. WVMN State Conference:
 - a. most volunteer positions filled.
 - b. June 29 meeting with volunteers at Cool Spring. Before that meeting would like to have check in sheets for classes.
 - c. Need to clarify what is provided by State and what PVMN needs to provide.
 - d. Needs a volunteer for registration desk Friday afternoon. Kelly Wolf volunteers.
 - e. Some CC members will be at Cacapon on Thursday and could assemble packets and open registration, which might help reduce traffic at registration desk on Friday morning.
- b. Trail Guide development in progress.
- c. August 24 field trip to Blue Ridge Wildlife Center. PVAS/PVMN

19. Any additional business / discussion items

a. MN Manuals have arrived in Elkins. Roy may be able to pick it.

Next Meeting: 08 July 2024, 6 to 8 pm, zoom