

## **Summary of the Minutes of the Hamilton Naturalists' Club Board Meeting. Thursday, September 5, 2013.**

*By Joyce Litster*

### **Items Discussed**

#### **Presentation to the Board by Volunteer Coordinator, Lee Jones.**

Jen Baker applied for and received a Trillium Grant to hire a Volunteer Coordinator for the Club. The new Coordinator will work for us over the next two years developing policies and best practices in our dealings with volunteers. Lee Jones has a Certificate from the Volunteer Management Program at Humber College. Volunteer Management is the non-profit cousin of Human Resource Management. Over the summer she has studied the Club and developed new policies and procedures based on the Volunteer Code recommended by the government for non-profit organizations. She attended the September Board meeting to explain the policies and procedures to the Board and ask the Board to study and support them.

#### **Long Point Land Trust**

The Long Point Land Trust is purchasing a 50-acre property near Fisher's Glen on Lake Erie and is engaged in fund raising. In July, the HNC Sanctuary Land Trust approved a motion to donate \$5000 to LPLT to help in the acquisition of this property. The HNC Board passed a motion approving the Sanctuary Land Trust motion and will donate \$5000 to the Long Point Land Trust.

#### **Board Membership**

There will be a large turn over in Board membership at the Annual General Meeting on October 7. Positions that are becoming or already are vacant are: on the Executive, Vice-president, Treasurer, and Secretary. Directorships needing to be filled are: Conservation, Publicity, Director-at-Large, and Bird Study Group Liaison. Club members are asked to consider becoming a member of the Board.

#### **Membership Database**

The Club has purchased Charity Master as our membership database, and Maggie Sims has installed it. The developer has rewritten the membership part of the program so that it is more tailored to our needs. Maggie will rewrite the financial part. She will enter our data back six years plus the current year, as required by law and will make hard copy printouts of earlier data. Maggie has asked the developer to correct a little glitch in the printing of receipts, so that all receipts issued to an individual will be tallied on one receipt instead of a single receipt for each transaction.

#### **January and February Meeting Locations**

The RBG will be undergoing some renovations in January and February 2014, so HNC meetings will have to be held elsewhere. Peter Scholtens is looking for an alternative location for those months and will let us know what he is able to find.