

PVMN Coordinating Committee Meeting Minutes

January 8, 6-8 pm, ZOOM

Attending: Lou Scavnicky, Rich Brager, Susan Wolcott, Kelly Wolf, Stacy Toup, Phyllis, Diane Fletcher, Jim Stearns, Lynn Kubik, Barbara Spicher, Janice, Mary Palmer, Deanna Thorsell, Sonja

1. Call to order – Lou
2. Recorders report – Susan
December meeting minutes accepted and approved
3. Co-chair report – Lou
2024 CC – Known open positions to fill:
 - Co-chair
 - Communication Leader (needs to be computer literate)
 - Facilitator (needs to be someone able to work in Google drive)
4. Treasurer's report – Jim
No change from last report. He needs to get access to bank account. Lou will find out about transitioning treasurer position and work with Jennifer and Jim to get this done. Jim indicates that Jennifer has things in great shape and he will continue in the same manner.
5. Data Management report – Lynn
 1. Volunteer hour update: recent increase in documentation of hours after reminder sent. Annual totals for 2023 slightly higher than 2022
Education: 959
Service: 4111
 2. Annual report goes to State and data is used to secure funding. Information has gone to Lynn and Dave for state reporting. Rich will help with annual reporting.
 3. Hours also used to determine individual re-certification.
6. Student Coordinator report – Mary
 1. 12 students enrolled. Open house 1/20/24 at Cacapon; hope to pick up more applicants there.
 2. Need another newspaper ad and/ or other publicity. Sonja indicated that there is a monthly program at NCTC this Wednesday 1/10, and it was agreed that this was a great venue. Lou will ask Mark Madison (NCTC) if he can have a minute to announce. PVMN will also have an informational table.
 3. Most applicants express interest in writing/communication; working with children more than adults; Citizen Science interest high; community service and volunteer activities low. Highest interest in nature trips and hikes.
 4. First class is a Sat/Sun and she is preparing for that. (March 23/24)
 5. If no class facilitator, Mary and Barbara have gone over details and are prepared for the first class without a facilitator.
7. Instruction & Training Coordinator report – Barbara
 1. Orientation March 16 at NCTC, 8-9am. CC members can attend and help educate new students about volunteer hours, etc. Let Barbara know if planning to attend so she can put you on the list for NCTC security.
 2. All instructors and schedule on website.
8. Facilitator report – (no current Facilitator)
9. Recognition, Recruitment and Retention Coordinator report – Diane
 1. Lifetime Member award presentation to Ellen Murphy at PVMN annual gathering / meeting, Feb 24, 11-1 at Hospice.
 2. Certificates will be printed once data is received indicating who is recertifying.
 3. Discussion of digital program versus printed to reduce waste. It was agreed that this was a better format.
10. Continuing Education report- Roy (not present)
 - a. Kahoots

b. Continuing Education Plans

11. Technical Leader report - Kelly

1. Lou suggests a training session to improve competency with Google Drive. Those interested can stay after next meeting for 30 minutes or so and Kelly will take through the steps.
2. February 12 meeting at Hospice (location confirmed).
3. Class schedule on website.

12. Communication Leader report –

13. PVAS Input – Sonja

1. Volcanoes education to be rescheduled; Sonja will get with Rich to schedule this.
2. Several trainings coming up for volunteers: docent at CS, leading programs.
3. Full moon walks got a great response and several persons have reached out to lead.
4. What about docent training for each preserve? Eidelon, Yankauer, Stauffer's Marsh. Sonja will take this under consideration. She and Kris Phillips are working on position description and tips for various volunteer roles.

14. Activity Event Leader - Priscilla

1. Annual meeting / gathering. What still needs done / coordinated? Since Priscilla is new, she needs guidance on what needs to be done.
 - a. She will take care of bid sheets and arranging donated items on tables.
 - b. Diane will need help day of with potluck food. (Susan and Janice have also volunteered to help).
2. Planning for activities: Priscilla has reviewed a survey from a couple of years ago and has lots of ideas of what members want in terms of activities. She will put together a list and we can discuss at next meeting.
3. Green Bandana volunteers for the 2024 conference – have 16, could use more. Will talk it up at the annual meeting.

15. Members-at-large:

Deanna did a pinecone owl craft project and small hike at CS and she had 20 people in attendance, including many children.

19. Any additional business / discussion items

- a. 2024 PVMN conference date July 18 – 21. Next planning committee meeting Jan 18, 3:30 by Zoom

. PVMN Membership / yearly dues ? ? ?

2. Report of meet with VA MN President - collaboration efforts

3. Michele Fonda (WV DNR), short Woods In Your Backyard presentation at our annual February meeting.

20. Additional business / discussions - none

Meeting adjourned at 7:15pm.

Next Meeting: February 12, 2024, 6 to 8 pm at Hospice of the Panhandle. Zoom option will also be available.