



TMN-COT BOARD MEETING
Wednesday, January 5, 9:00 a.m. – 11:15 a.m.
at Texas AgriLIFE Extension Service, Angleton TX

President Kathy Pittman called the meeting to order, presented the agenda and asked for additions or corrections.

Attendance—

Elected Members of Board	Present	Appointed Members of Board/Committees	Present
Kathy Pittman (President)	✓	Mickey Dufilho (Immediate Past President)	✓
Kristine Rivers (Vice-President/Programs)		John Boettiger (Membership Dir.)	✓
Vacant (Secretary)	✓	Mary Schwartz (New Class Dir.)	✓
Don Sabathier (Treasurer)	✓	Larry Peterson (Communications Dir.)	✓
		Ruby Lewis (Outreach Dir.)	
Chapter Advisor(s)		Bob Whitmarsh (Advanced Training Dir.)	✓
John O'Connell (AgriLIFE Extension)	✓	Oron Atkins (Volunteer Service Dir.)	✓
Paul Cason (TPWD: Sea Center Texas)	✓	Connie Stolte (State Rep.)	
Guests/Other		Rose Wagner (Chapter Host)	✓
		Roxanne Walkowiak (Class 2021 Class Rep)	✓
		Quorum	Yes

Approve Previous Board Minutes—The December Board and General Meeting minutes were sent to the Board for review. The minutes were approved

Minutes Approval—

Motion	Motion to Approve	Motion Seconded	Vote
Approve the December Board and General Meeting minutes with the change	Mickey Dufilho	Oron Atkins	Minutes approved by unanimous voice vote of Board members present

Motions—

Motion	Motion to Approve	Motion Seconded	Vote
To accept the 2022 Budget	Don Sabathier	Mickey Dufilho	Unanimous
Purchase a Lapel Microphone	Don Sabathier	John Boettiger	Unanimous

Action Register Review Kathy Pittman reviewed COT Board Action Register at end of minutes.

Completed Action Items	Who		Comments
COT 20 th Anniversary Celebration Committee (Jan 2021)	Rose Wagner, Mickey Dufilho, Lisa Myers, Connie Stolte		
Investigate less expensive option to orange, waterproof	Mary Schwartz; Don Sabathier		



journals for interns (Sep 2021)			
New Training Class Meet-and-Greets (Nov 2021)	Mickey Dufilho		
Hold a virtual vote to accept the 2022 budget after edits discussed at the December meeting are incorporated	Mickey Dufilho	ASAP	Budget voted on at Jan meeting. Budget accepted.

BOARD REPORTS

President’s Report—Kathy Pittman reported and/or led the discussion on the following:

- Visibility in parking lot for night meetings. Oron has a green light he can put at entrance. Parking lot attendants will be in parking lot with reflective vests and flashlights. **Need to communicate to membership to turn at green light**
- 2022 Budget – Don moved to accept the proposed 2022 budget. 2nd by Mickey. Budget approved unanimously
- Board Retreat – Maybe at February board meeting – Kathy will get team to plan. Possible agenda items listed below
 - Explore ideas for volunteer opportunities in northern Brazoria County
 - Review total certs/total members, number of active members – comparison to previous years.
 - Review duties of officers
 - Review Chapter Operating Procedures and Bylaws
 - Succession Planning
- Create Executive Board email group for sensitive items (discussion of individual members, dues issues, etc). We should not be discussing specific individual’s status in open meeting. Larry will set up this Google Group
- Vacant Secretary Position – **Kathy will announce at meeting and send out an email.**
- State Presidents meeting
 - Update VMS officers list – email purposes
 - “Slack” – collaboration platform – takes place of emails.
 - Reviewed Annual meeting stats – 475 virt/216 in person. 106 speakers, 128 sessions, 15 field trips, 44 of 48 Chapters represented.
 - Recordings still available until 90 days – will be downloaded for access later. Can be viewed thru April for AT
 - \$121K in revenue but awaiting final bills. Net will be applied to 2022 meeting. Contracts still in place from 2020 with Houston Omni.

- Dates Oct 20-23rd, 2022
- Planning – Houston site visit in March/April – stay tuned
- Moving meeting to last Tues each month
- “GRIT” Pin for 2021 – same as 2020. 1 hour VT and 8 hr AT. Will be mailed in Feb/March, based on VMS reports @2/15/2022
- Review data retention policies and act accordingly. Delete old financial docs, chapter lists, etc. Add this to action item list at another board meeting
- Review all management and organizational documents with incoming leadership.
- TMN Tuesdays will continue.
- Be the Change Virtual Workshop – 1st week of April. They will be sending out a survey.
- Virtual Volunteer Fair – end of April/1st of May
- Getting a dedicated Website support specialist.
- Logo/branding guidelines will be changing.
- Bookstore – curriculum books – 10 or more – 50% off cover price
- SLACK – Kathy will investigate the use of SLACK and will check with President of Coastal Prairie Chapter

Past President – Mickey Dufilho requested the board vote on the 2022 proposed budget because she forgot to call for a vote by email in December. Don made the motion to accept. Mickey 2nd the motion. The 2022 budget was accepted unanimously.

VP/Programs – Kristine Rivers was not in attendance. Kathy reported the Debbie Moran will present “Light Right to Bring Back the Night.” And Melanie Hollenshead will give an update on Ecofund Project.

Secretary - Open

Treasurer’s Report—Don Sabathier presented the December 2021 financial information, below. Don noted that most expenses for December were for the 20th Anniversary Celebration.

1-31 December 2021, COT Treasurer Report

<u>Beginning Balance</u>	\$ 13,317.92
Revenue Summary	\$ 439.18
Expense Summary	\$ 3,820.76
<u>Ending Balance</u>	\$ 9,936.34

Membership—John Boettiger stated that Pins are delayed from the State. John will recognize those that have certified or reached milestones at the meeting without pins. He still has a few pins to be picked up.

Impact Data	# Adults	# Youth	Total
YTD Totals—August 31	3486	5417	8903

Period	VT Hours	AT Hours
YTD Totals—December 2021	12201.88	1804.57

* August only: 1217.10 VT and 45.50 AT Hours

Initial Certifications	Recertifications	Milestones
Pat Jeffreys	Brinkmeyer,	Oron Atkins (5,000)
Lisa Martinez	Patty	Angela Griffin (250)
	Goodrum, Cindy	Mike Mullenweg (250)
	Hampy, Mike	
	Jones, Carol	
	Lewis, Ruby	
	Peltier, Pam	
	Ruhr, Lawrence	
	Salzer, Robert	
	Sluis, Kenneth	
	Sluis, Linda	

State Representative—Connie Stolte not in attendance. No report

Training Director—Mary Schwartz reported the following:

- Spring training will begin on Feb. 3
- Mary is sorting out a registration using the old form with \$100 fee. She is not sure where the form came from.
- Requests help with field trips and training team.
- Mickey reported the Meet and Greets to recruit new members are planned.
 - Thurs Jan 6th – Alvin Library
 - Tues Jan 11th – Angleton Library
 - Thurs Jan 13th – Pearland Library
 - Tues Jan 18th – Lake Jackson Library (?)

Volunteer Service Director—Oron Atkins reported on and/or updated the following opportunities:

- **Upcoming VT Opportunities – Jan/Feb 2022**
 - **Exploration Green Work Day** – every Wed/Thur, 8 AM to 11 AM – contact Christie Taylor

- **GCBO Nursery Garden Work Day** – every Thursday, 8 AM to 12 PM – contact Chris Kneupper
- **Trash Collection/Disposal Analysis Project** – self directed
- **Beach Sweep** – 1/4, 8 AM Quintana Jetties– contacts Jimmy/Luanne Salinas
- **USF&W Refuge Trail Maintenance** – 1/10 Discovery Center, 2/14 Cedar Lake Plantation, 8 AM to 12 PM – contact Lisa Myers
- **Dunes Day Surfside Beach** – 1/15, 9 AM to 12 PM – contact Mike Mullenweg
- **BCPD Trail Work Day Hanson Park** – 1/20, 8 AM to 12 PM – contact Mike Mullenweg
- **Nurdle Beach Patrol** – Jace Turnell - self directed
- **Brazoria County Comprehensive Spider Survey** – Melanie Hollinshead - self directed
- **Adopt a Loop for TMN** – contact Debbie Nance - self directed
- **Pollinator Citizen Science Project 2022** (training/testing required) – self directed

<https://txmg.org/bluebonnet/pollinator-citizen-science-project-opens-again-march-22-2021/#:~:text=The%20purpose%20of%20the%20project,USA%2C%20namely%20Texas%20and%20Oklahoma.>

Advanced Training Director – Bob Whitmarsh – Bob will get with Kristine to review the AT day for Jan. 22. The board decided to postpone the AT day due to Covid Concerns and to reschedule it for another time.

Outreach Director— Ruby was not in attendance.

Chapter Host—Rose Wagner has volunteers for refreshments for the January meeting. She will have a sign-up sheet for the other months at the January meeting.

Communications Director—Larry Peterson reported continued growth for COT posts on social media. For December there were 1123 Facebook followers (39 new), 6293 Views and 1373 Engagements. For the Web page there were 367 sessions and 800 page views. The most active pages are the Home Page, Events, and Intern Training.

Mickey Dufilho volunteered to write up the In Memoriam notifications and Larry will post on the Website.

Class 2021 Representative – Roxanne (Rocky) Walkowaik stated she was just getting started as the representative. She had nothing to report.

Chapter Advisor—Paul Cason reported the following regarding Sea Center Texas:

- Jordan Kieffer is the new volunteer coordinator for Sea Center
- Events planned
 - April 16 – Nature Day – would like to have Ruby and the animals
 - April 23 – Fishing
 - June 4 Public Youth Fishing
- John O’Connell
 - Will add Meet and Greet meetings to event page
 - Water Wednesdays will continue through March
 - Will look into replacing microphones – Mary will give John some information on microphones . Don moved to buy a lapel microphone, 2ns by John. Board voted unanimously to purchase a new lapel microphone.

Cradle of Texas Board Action Register – reviewed at Jan. 2022 meeting				
Open Action Item	Who?	Due Date?	Complete/Ongoing	Comments
Review and update partners webpage (Aug 2019) (see below also)	Oron Atkins, Larry Peterson	ASAP	Ongoing	Apr/May/June/July 2021: No update Aug: Oron will provide current info to Larry and he will update webpage (including State’s definition of “partner” Sep: Oron submitted page updates to Larry including deleting Phillips 66, the combined arts organizations at Center for the Arts, and will add Texas Watershed Oct/Nov: No update Jan. No update
Update VPAR agreements (Aug 2019)	Oron Aktins	ASAP	Ongoing	Apr/May/June/July/Aug 2021: No update Sep: Oron has created a revised Partnership Agreement template and is reviewing existing VPARs Oct/Nov: No update Jan. No update
Committee to draft wording for harassment and disability accommodation policies (May 2020) and... Committee to form action plan on diversity/equality/inclusion per State (May 2021)	Kristine Rivers (chair), Mickey Dufilho, Bill Ahlstrom, Lou Golish		Ongoing	Jul: Kristine will recruit committee members; Mickey will help with recruitment Aug: Kristine has information provided by Connie and Paul Oct/Nov: No update Jan. No Update
Hold a brief training session on entering VMS hours via Smart Phone (Mch 2020)	?	TBD	Tabled	To facilitate the capture of more volunteer hours Apr 2020: Not discussed May: No update Jun: Tabled pending in-person general meetings Aug: Bill says there are two sessions on this at State Meeting Jan. no update
Begin the process of changing Chapter Operating Handbook to reflect current State	Connie Stolte		ASAP	Connie will draft wording for Board approval, then announce to membership 30 days in advance of vote to approve Sep: Final wording to be announced at State Meeting; Connie will work with Mary to ensure wording in training documents; Connie will initiate COH revision adoption procedures



guidelines for intern training (Aug 2021)				Oct/Nov: Being worked on Jan. No update
2022 Bonus AT DAY (Nov 2021)	Bob Whitmarsh, Kristine Rivers, Mickey Dufilho, Rose Wagner		TBD	Committee will need to be formed to hold the event in January or February Dec: To be held on January 22; focus is animal behavior Jan. Voted to postpone AT until a later date due to Covid concerns
Determine how to have better visibility at AgriLIFE entrances for night meetings	John O'Connell	Before Jan. 12		Jan – Oron will bring green light to put at entrance – we will have parking lot attendants in lot with vests and flashlights. Mickey has reflectors. Notify members to turn at green light. Review how this works at next board meeting
NEW Action Item(s) Added at January Meeting				
Communicate Green light at Entrance for night meeting	Mickey		1/10/22	
Need to fill vacant Secretary Position	Kathy		1/12/22	Kathy will announce at the January meeting and send out an email.
Investigate the use of SLACK for chapter	Kathy		TBD	Kathy will contact President of Coastal Prairie Chapter to see how they use SLACK
Review Retention Policy to verify our Chapter is in compliance	Larry		TBD	
Review data retention policies and act accordingly. Delete old financial docs, chapter lists, etc. Add this to action item list at another board meeting	Kathy		TBD	Review at another board meeting
Planning for Board Retreat	Kathy		TBD	Kathy will get a planning team together to plan
Set up Google Group email for Executive Board only	Larry		TBD	

President: Kathy Pittman adjourned the Board Meeting at 11:15 a.m.

Respectfully submitted,
Mickey L Dufilho, volunteer Secretary

cc: Board Members
Crystal Andablo, AgriLIFE Secretary Crystal.Andablo@ag.tamu.edu



Attendance 2022	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Kathy Pittman	X												
Kristine Rivers	X												
Sabathier, Don	X												
Secretary Open													
Advisors													
O'Connell, John	X												
Cason, Paul	X												
Immediate Past President													
Mickey Dufilho	X												
Appointed Board/Committee Members													
Atkins, Oron	X												
Boettiger, John	X												
Lewis, Ruby													
Peterson, Larry	X												
Schwartz, Mary	X												
Stolte, Connie													
Wagner, Rose	X												
Whitmarsh, Bob	X												
Roxanne Walkowiak	X												
Guests													