

TMN-COT BOARD MEETING
June 1, 2022 9:00 AM
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 (Past president)	✓
Kristine Rivers (Vice-President/Programs)	✓	John Boettiger (Membership Dir.)	✓
Pat Jeffreys (Interim 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)	✓
Melanie Hollenshead	✓	Roxanne Walkowiak	✓
		Quorum	Yes

Approve Previous Board Minutes—The May Board and General Meeting minutes were sent to the Board for review, and the corrections suggested by Board Members were made. The minutes were approved.

Minutes Approval—

Motion	Motion to Approve	Motion Seconded	Vote
Approve the May Board and General Meeting minutes	John Boettiger	Don Sabathier	Minutes approved by unanimous voice vote of Board members present

Motions—

Motion	Motion to Approve	Motion Seconded	Vote



Board voted to proceed with the process to change COH in Appendix A – Additional New Member Training Guidelines	John Boettiger	Bob Whitmarsh	Motion approved by unanimous voice vote of Board members present
Motion was made for chapter to pay for the first replacement nametag. Additional nametags will be paid for by the member.	Rose Wagner	Connie Stolte	Motion approved by unanimous voice vote of Board members present
Motion was made to accept the VPAR	Don Sabathier	Bob Whitmarsh	Motion approved by unanimous voice vote of Board members present

Action Register Review—Other than items related to Board Reports, the register was not reviewed as the meeting ran long. [See COT Board Action Register at end of minutes.]

New Action Items	Who	Comments
Put chapter on list for OWLS loaner	Kathy	
Send check for \$300.00 for State Meeting Sponsor	Don	
Ask membership to volunteer for State Meeting	Kathy	Put on Agenda for June General Meeting
Ask membership to volunteer to select field sessions	Kathy/Connie	Put on Agenda for June General Meeting
Submit Brazoria County Spider Project to State for consideration for Project Fair	Melanie Hollenshead	Sherri Mathison would be a resource for video for state project
Kathy will present small components of the board retreat and encourage membership to get involved.	Kathy	
Ask for members to serve on the nominating committee at General membership meeting	Mickey	
Put together a proposal to fund CO2 for the Spider Project	Melanie	
Put together a proposal to fund a Spider Exhibit	Melanie	



Update the display plaques in the display case with current milestones	Mickey	John will get the information from Dave for the updates
Mickey will check with Brazosport College about having a table at orientation.	Mickey	
Check with Alvin Community College about how to recruit members	Rocky W.	

BOARD REPORTS

President’s Report—

- State Presidents meeting
 - The next TMN Tuesday will be June 14th, time TBD. Live session with astronaut Kjell Lindgren
 - Fall Training schedules – send in for joint publication in State press release; keep local website updated over the summer
 - Website to be updated over the next few months
 - OWLS loaner program – are we interested in using?
 - Kathy will put Chapter on list for loaner for Chapter to try
- Annual meeting - Houston Omni.
 - Dates Oct 20-23rd, 2022
 - Our Chapter will team up with the Lower Trinity Basin Chapter to cover registration on Thursday and Friday, then cover Information Desk as needed rest of conference
 - Sponsorship can be paid at any time. Chapter will send \$300.00 for sponsorship.
 - Annual Meeting Timeline:
 - May 31 – deadline for proposals
 - Kathy sent in Sea Center for a field trip
 - July 22 – Agenda launches, fee schedule
 - August 1st – registration will open
 - September 28th – registration will close
 - September 1 – 30th – all contests/entries accepted (Photo/Art/Media, Video, Chapter advisors, Newsletter, Projects)
 - October 11 – TMN Tuesday – Chapter Project Fair presentations

- Melanie will submit the Brazoria County Spider Project
- Meeting “Short Agenda”
 - Thursday October 20th - Presidents/Advisors Luncheon & Attendee Welcome Dinner
 - Friday October 21st - Keynote Luncheon, Social Dinner
 - Saturday October 22nd - Conservation Science Fair Luncheon, Award Ceremony Dinner
 - Sunday October 23rd - Contest Awards and Pin Announcement Breakfast
- Breakout sessions for various Board positions can be planned – contact Mary Pearl. There is a session being planned for Training Directors.
- Board Retreat – what/how do we need to communicate?
(Kathy needs to complete notes)
 - Kathy will present small components of the board retreat and encourage membership to get involved.
 - Mickey will check with Brazosport College about having a table at orientation.
 - Rocky W. will check with Alvin Community College about how to recruit
 - Need to build in scholarships for students.

Past President – Mickey Dufilho

- Mickey will ask for volunteers to serve on nominating committee at the June Membership meeting.

VP/Programs—Kristine Rivers

- **June** – Sue Heath, GCBO, American oyster catchers
- **Future** – Mike Lange acquisitions for Nature Conservancy, Jim Nance on Geology, Mike Mullenweg
- **August** – Megan Mainer, City of Angleton

Treasurer’s Report—Don Sabathier – May 1 – 31

BEGINNING **\$12,451.50**

BALANCE

Revenue Summary 187.56

Expense Summary 0.00

ENDING BALANCE \$12,639.06

For discussion – (questions from Kathy)

- remit Annual Meeting Sponsorship. Budgeted at \$300, can we raise it to \$500? Agreed on \$300.00
- Are there projects that we could help fund?
 - Melanie will make a proposal to fund CO2 for spider project and a spider exhibit.

Membership Director – John Boettiger

Data Manager Dave Brandes provides for inclusion in the minutes the impact and recertification data as of the end of month

- It was noted the Milestone plaques in the display case need to be updated. Mickey will get the updated. John will get the information to Mickey

Initial Certifications	Recertifications	Milestones
Hugo Martinez	James Calvert	Brenda Martin (250 hrs)
Roxy Walkowiak	Mickey Dufilho	Jim Nance (500 hrs)
	Jackie Hicks	Mary Schwartz (1000 hrs)
	Rainbo Johnson	Roy Morgan (5000 hrs)
	Chris Kneupper	
	Don Sabathier	
	Andy Smith	
	Bob Whitmarsh	
	Kristine Rivers	

VMS Hours

	May	Year to Date
Hours	VT – 922	5073
	AT – 61	964

Impact data	Adults – 534	3792
	Youth - 1448	17,336
	Total - 1982	21,128

State Representative – Connie Stolte

- Review proposed COH Training rules – See Attachment A
- Mary and Connie reviewed the COH and made the changes
- Motion was made by John B – To proceed with proposed changes. 2nd by Bob W..
 - These changes will be voted on in the July board meeting. If the changes are approved, they will be sent out to the membership 14 days before the Aug General Membership Meeting. The changes will be voted on by the General Membership at the August General Membership Meeting

Training Director – Mary

- Fall class will be an in person daytime class
- Motion was made by Rose for chapter to pay for the first replacement nametag. Additional nametags will be paid for by the member. Motion was 2nd by Connie. Motion passed unanimously.

Volunteer Service Director – Oron Atkins

- **VPAR discussion – Levi Jordan Plantation**
 - Volunteer opportunities – pollinator garden, artifact recovery, education of visitors
- Motion was made to accept the VPAR by Don S. with 2nd by Bob W. Motion passed unanimously.
 - **how to present to Membership?**
 - Present at General Meeting

Upcoming VT Opportunities – June/July

- **Exploration Green Work Day** – every Wed/Thur, 8 AM to 11 AM – contact Christie Taylor
- **GCBO Nursery Garden Work Day** – every Thursday, 9 AM to 12 PM – contact Chris Kneupper
- **Trash Collection/Disposal Analysis Project** – self directed
- **Beach Sweep** – 6/9 & 7/7 (Thursdays), 8 AM Quintana Jetties– contacts Jimmy/Luanne Salinas

- **BCPD Trail Work Day Hanson Park** – 6/16, 8 AM to 12 PM – contact Mike Mullenweg
- **Pearland Parks & Recreation Natural Resources Workday** – 6/2 & 7/7, Locations TBA (check Pearland website) 8 AM to 11 AM
- **Apple Snail Harvesting at Hudson Woods** – dates/times TBA – contact David Heinicke
- **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

- Wants time on the agenda for the June general meeting

Outreach Director – Ruby Lewis

- BCLS Summer Reading Club/Library programs – see attachment B
- Camp Mohawk Nature Camp – 6/13 thru 6/16, 9 AM to 12 PM – contact Mike Mullenweg
- Ruby has planned for the ability of members to sign up online. John O will explain how to sign up online at the General Meeting
- Ruby is making phone calls to get help for upcoming events

Chapter Host – Rose Wagner

- Recognition for Jim and LuAnne Salinas at the General Meeting

Communications Director—Larry Peterson – no report

Chapter Advisor—John O’Connell – no report

Items for General Meeting

- **Ask membership to volunteer for state meeting to help with registration and help desk**
- **Ask membership to volunteer to help select field sessions**



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Action Register – Did not review

President: President adjourned the Board Meeting at 11:44 AM

Respectfully submitted,
Mickey Dufilho

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



Attendance 2022	Ja n	Fe b	Ma r	Ap r	Ma y	Ju n	Ju l	Au g	Se p	Oc t	No v	De c	Total
Elected Board Members													
Kathy Pittman					X	X							
Kristine Rivers					X	X							
Sabathier, Don					X	X							
Pat Jeffreys					X								
O'Connell, John					X	X							
Cason, Paul													
Atkins, Oron					X	X							
Boettiger, John						X							
Dufilho, Mickey					X	X							
Lewis, Ruby					X-	X							
Peterson, Larry					X								
Schwartz, Mary					X	X							
Stolte, Connie					X	X							
Wagner, Rose					X	X							
Whitmarsh, Bob					X	X							
Roxanne Walkowiak													
Crystal Andablo													

Attachment A

**Appendix 2
Additional New Member Training Guidelines**

The Texas Master Naturalist-Cradle of Texas Chapter (TMN-COT) offers new member training at least annually. The requirements for graduation for the new member (intern) training class are outlined in the *Chapter Management and Operations Protocols*, Article IV Requirements Section. Some additional guidelines are outlined below for TMN-COT. The list may not be all-inclusive. All questions should be directed to the TMN-COT New Class Director or Board of Directors.

1. Interns must attend a minimum of 10 combined classroom and field trip curriculum unit sessions of the Cradle of Texas intern training program. The combined classroom and field experience must total a minimum of 40 hours. Make-up sessions are required for classroom and field trip curriculum units missed.
2. If only eight or nine of the required 10 sessions are attended, make-up of as many as two missed classroom curriculum unit sessions and two field trip curriculum unit sessions is permitted. Subject to the approval by the New Class Director and/or approval by the Board, make up is limited to:
 - a. Attendance at an intern training session(s) at another TMN chapter. These make up training sessions must not have the same content as an intern training session attended for the Cradle of Texas chapter.
 - b. Attendance at the missed session in a future intern course given by Cradle of Texas chapter.
 - c. Equivalent training hours at a pre-approved Advanced Training session covering the missed topics. Pre-approval by New Class Director is required.
 - d. Extra curriculum unit session topics may be offered in each intern training class. The extra session(s) can be used as a make-up.
 - e. If there are videos available, watching videos of the missed chapter training session(s) can be used as make-up if the following conditions are met. First, a training team member must be in attendance, and second, the instructor must be available to answer questions after the intern views the video.
3. Interns have a maximum of 12 months from the start of their intern training classes to complete the above requirements. For example, if they began their classes September 1, 2019, then certification must be completed by August 31, 2020.
4. Exceptions to these guidelines will be handled by the Board of Directors on a case by case basis.
5. If an intern is unable to continue with the training classes, the intern will be given the opportunity to return next year to complete the training at no extra charge and the trainee will keep the training material.
6. The first priority of training classes shall be the certification of new members. Maximum class size and guest attendance shall be determined by the New Class Director with Board of Director approval.

Appendix B

Summer Reading Club 2022
TMN-COT programs at BCLS

Camp Mohawk June 13-17

Texas Reptiles
Sea and Shore

Monday	Tuesday	Wednesday	Thursday	Friday
		June 1 Morning not available	2 WES 11am	3
6 not available all day	7 ANG 10, 12, 2, & 4	8 Morning not available	9 SWE 2	10 CLU 12 & 2
13 Morning not available	14 Morning not available	15 Morning not available	16 Morning not available	17 Morning not available
20 DAN 10:30	20 MAN 2 & 4	22 ALV 12 & 2	23 FRE 2	24 PEA 10, 12, 2 & 4
27	28 BRA 12 & 2	29 PWS 12 & 2	30 LAK 12, 2 & 4	July 1
4	5 ANG 2 pm	6 Morning not available	7 SWE 2	8 CLU 2
11	12	13 Morning not available	14 FRE 2	15
18	19 BRA 2	20 LAK 2	21 WES 2pm	22 PEA 2
25	26 MAN 2	27 ALV 2	28	29

Alvin Library
105 South Gordon
Alvin, TX 77511
(281) 388-4300

Clute Library
215 North Shanks
Clute, TX 77531
(979) 265-4582

Lake Jackson Library
250 Circle Way
Lake Jackson, TX 77566
(979) 415-2590

West Pearland
11801 Shadow Creek PWY
Pearland, TX 77584
(713) 436-0995

Angleton Library
401 E Cedar
Angleton, TX 77515
(979) 864-1519

Danbury Library
1702 North Main
Danbury, TX 77534
(979) 922-1905

Manvel Library
20514B Hwy 6
Manvel, TX 77578
(281) 489-7596

Sweeny Library
205 W. Ashley Wilson
Sweeny, TX 77480
(979) 548-2567

Brazoria Library
620 S. Brooks
Brazoria, TX 77422
(979) 798-2372

Freeport Library
410 Brazosport Blvd.
Freeport, TX 77541
(979) 233-3622

Pearland Library
3522 Liberty Drive
Pearland, TX 77581
(281) 652-1677

West Columbia Library
518 E Brazos
West Columbia, TX 77486
(979) 345-3394



Action Register

Cradle of Texas Board Action Register				
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/Jul 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/Jul/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 guidelines for intern training (Aug 2021)	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 Oct/Nov: Being worked on Jan. No update June 2022 – Proposed Changes to be reviewed
Determine how to have better visibility at AgriLIFE entrances for night meetings	John O'Connell	Before Jan. 12	completed	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
Communicate Green light at Entrance for night meeting	Mickey		Completed	
Investigate the use of SLACK for chapter	Kathy	1/12/2022	Ongoing	May – State postponed training and will reschedule
Planning for Board Retreat	Kathy	1/12/2022	Completed	May -Kathy to compile notes
NEW Action Item(s) Added at April		Who?	Due date?	Comments
Pop up Outreach – develop plan for more small outreach opportunities		Kristine, Oron, Mary, Melanie, Ruby	ongoing	May – Melanie to lead, with Ruby as “inform”
Special Recognition program				
New Action Items added in May		Who	Due date?	Comments
Find presentations on State Website that could be modified and used by our speakers		Mickey		By June
Set up nominating committee and begin to solicit for new board members		Mickey		By July
Send names and pictures of Intern class and pictures of current members of each class to Larry to post on website		Mickey		By July
Purchase gift cards for special recognition at each meeting				
Order name tags, check with general membership to see if others need new nametags		Mary		
Invite Tom Schneider to August membership meeting for special recognition				



New Action Items added in June	Who	Due date?	Comments
Put chapter on list for OWLS loaner	Kathy		
Send check for \$300.00 for State Meeting Sponsor	Don		
Ask membership to volunteer for State Meeting	Kathy		Put on Agenda for June General Meeting
Ask membership to volunteer to select field sessions	Kathy/Connie		Put on Agenda for June General Meeting
Submit Brazoria County Spider Project to State for consideration for Project Fair	Melanie Hollenshead		Sherri Mathison would be a resource for video for state project
Kathy will present small components of the board retreat and encourage membership to get involved.	Kathy		
Ask for members to serve on the nominating committee at General membership meeting	Mickey		
Put together a proposal to fund CO2 for the Spider Project	Melanie		
Put together a proposal to fund a Spider Exhibit	Melanie		