



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

**TMN-COT BOARD MEETING**  
**September 7, 2022 9:00 AM – Virtual**  
**at Texas AgriLIFE Extension Service, Angleton TX**

President Kristine Rivers called the meeting to order at 9:00am, presented the agenda and asked for additions or corrections. Kathy Pittman was out of town

**Attendance—**

<b>Elected Members of Board</b>	<b>Present</b>	<b>Appointed Members of Board/Committees</b>	<b>Present</b>
Kathy Pittman (President)		Mickey Dufilho (Past president)	<input type="checkbox"/>
Kristine Rivers (Vice-President/Programs)	<input type="checkbox"/>	John Boettiger (Membership Dir.)	<input type="checkbox"/>
Pat Jeffreys (Interim Secretary)	<input type="checkbox"/>	Mary Schwartz (New Class Dir.)	<input type="checkbox"/>
Don Sabathier (Treasurer)	<input type="checkbox"/>	Larry Peterson (Communications Dir.)	<input type="checkbox"/>
		Ruby Lewis (Outreach Dir.)	
<b>Chapter Advisor(s)</b>		Kristine Rivers (Advanced Training Dir.)	<input type="checkbox"/>
John O'Connell (AgriLIFE Extension)	<input type="checkbox"/>	Oron Atkins (Volunteer Service Dir.)	<input type="checkbox"/>
Paul Cason (TPWD: Sea Center Texas)		Connie Stolte (State Rep.)	<input type="checkbox"/>
<b>Guests/Other</b>		Rose Wagner (Chapter Host)	<input type="checkbox"/>
Melanie Hollenshead	<input type="checkbox"/>	Roxanne Walkowiak	
Amanda Gabehart	<input type="checkbox"/>	<b>Quorum</b>	<b>Yes</b>

**Approve Previous Board Minutes—**The August 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 August Board and General Meeting minutes	Mary Schwartz	Don Sabathier	Minutes approved by unanimous voice vote of Board members present
--	---------------	---------------	---

**Motions—**

Motion	Motion to Approve	Motion Seconded	Vote
To lock in 3 years Insurance payment to Travelers Insurance	Rose	Connie	Passed unanimously

**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
VPALS need to be updated for website	Oron and Larry	
Need a backdrop logo for the auditorium		
Order enough certification pins from state to be able to give them at the meetings and to pick up at the State meeting	John	

**BOARD REPORTS**

**President’s Report— Kristine**

- The next TMN Tuesday will be September 13th at 10 AM – Note time change!!! John Nielson Gammon, Texas State Climatologist, Summer 2022: What Happened and Why
- Recognition Committee – still looking for a lead
- Annual meeting - Houston Omni.
  - Dates Oct 20-23rd, 2022
  - Annual Meeting Timeline:

- Registration is now open, with fees and schedule online (late reg fee Sept 1)
  - 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
  - 350 registered so far. Virtual option added. All in person registrants will have access to recorded sessions.
  - Online Pop-up Store – items will be delivered at meeting.
  - Bulk curriculum orders (10 textbooks or more) – order by Oct 12th and will be delivered at meeting and save shipping
  - Galveston Bay Chapter looking for donations for Silent Auction
  - Service pins, Certificates, initial and recert pins – consider ordering at end of September, and these will be delivered to Chapter presidents at Thursday luncheon.
  - Photos from each Chapter – have asked Angela Griffin and Dick Schaffhausen to decide on 10 pictures to send in.
  - In memoriam pictures – have asked Lisa and Mickey to pull pictures
- State has revised several operating Documents (Bylaws, CMOP and COH). Changes to be posted and discussed at Sept 20th Presidents/Advisors meeting. Some changes will need to be formally adopted by the chapters.
  - Consider setting up Amazon Smile account and get members to link to it – portion of sales comes back to Chapters.
  - Discuss plan to move November meeting to Daytime, alternate venue – Birds of Prey demonstration (from Phil H.) Discuss, motion, vote, inform membership.
    - Board decided to not move the November meeting to daytime because we need to be consistent and not keep changing the meeting times.
    - Phil will do Birds of Prey Program at November 6 at Membership Family Picnic. Phil said he will get the Birds of Prey for free.

#### **Vice President – Kristine Rivers**

- Kristine will get a presenter for the November meeting.
- October is Fall Field Day
- December will be officer election with no speaker
- February will be presented by Mary Schwartz

#### **Past President – Mickey Dufilho** Discuss opportunities for get-togethers

- Cookie contest for November Meeting



- Nov. 6 will be family picnic. Potluck and Birds of Prey Program
- Tom Morris is planning a Whooping Crane Boat Tour Feb. 15 for \$85.00
- Nominating committee – Jim and Luanne Salinas have agreed to serve jointly as VP of programming. Still no candidate for secretary.
- Mickey will invite Jim and Luanne to attend Board Meetings for the rest of the year.

**Treasurer - Don Sabathier**

Aug. 1 – 31, 2022

BEGINNING BALANCE	\$12,772.84
Revenue Summary	775.01
Expense Summary	159.71
ENDING BALANCE	13,388.14

- Will need to pay for annual Go Daddy Website
- Rose moved to pay Travelers Insurance (board insurance) for three years (Annual \$551.00) to save money. 2<sup>nd</sup> by Connie. No further discussion. Motion passed unanimously.

**Membership Director – John Boettiger**

Initial Certifications	Recertifications	Milestones
Forster, Matt	Martin, Brenda	Griffin, Angela (500 hours)
Matheson, Sherri	Mosis, Karen	
	Mosis, Malcolm	
	Stitt, Brenda	

**VMS Data**

**August Year to Date**

	Month	YTD
Hours VT –	760.05	8,482.29
AT –	52.25	1,160.50
<b>Impact data Adults –</b>	<b>746</b>	<b>6,416</b>
Youth -	1,135	20,906
Total -	1,881	27,322

**Summary of membership**



**Text for SEPT '22 News Letter  
(goes with Milestone Hours)**  
Our COT Chapter is in its 21st  
year of operation and has had  
310 member in total.

At the beginning of 2022 we  
COTs numbered 130. At July  
31st of this year our numbers  
fell to 117 with 10 move-aways &  
sadly three deaths... over 80%  
of our COTs are 70-80 years  
old. A new Training Class has  
just begun & our numbers  
should grow before the end of  
2022.

Stay Active & Volunteer a lot!

John Boettiger  
Membership Director  
Class of 2001

#### **Chapter Operating Document. – Connie**

- Amendment to Training Certification Requirements passed. Connie will change Chapter CMOP and send to State and to Larry for posting on website. (See attached Appendix A)

#### **Training Director – Mary Schwartz**

- The use of lapel microphone needs to be modified. It must be clipped on will need a wind screen to prevent clicking and other noises
- Handheld is designed to pick up voice from top of microphone, not the side.
- Training class has 15 interns. And Mary has checks for intern training to give to Don.

#### **Popup Outreach – Melanie and Amanda**

- Brazoria Wildlife Refuge on 9/10 and 9/11
- Spider Surveys 9/18, 9/22 and 10/8

#### **Volunteer Service Director – Oron Atkins**

##### **Upcoming VT Opportunities – Sept /Oct**

- Exploration Green Work Day – every Wed, 8:30 AM to 11:30 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
- GCBO Plant Watering Crew – 8/15 thru 9/30 – contacts Celeste Silling and Martin Hagne
- GCBO Grounds Work Day – 9/3, 8 AM to 12 PM – contact Celeste Silling
- Beach Sweep – 9/8 & 10/3 - 8 AM Quintana Jetties– contacts Jimmy/Luanne Salinas
- USF&W Refuge Trail Maintenance – Cedar Lake Plantation – 9/12, 8AM to 12 PM – contact Lisa Myers
- Basic Fishing Clinic SCT – 9/17 & 10/15, 9 AM to 2 PM – contact Mason Gilfoil
- BCPD Trail Work Day Hanson Park – 9/15, 8 AM to 12 PM – contact Mike Mullenweg
- Pearland Parks & Recreation Natural Resources Workday – 8/4 & 9/1, Locations TBA, 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
- Youth Fishing Day SCT – 9/3, 9 AM to 11 AM – contact Juliana Moore
- GCBO Xtreme Hummingbird Xtravaganza (XHX) – 9/17 & 9/24, 8 to 12 PM – contact Celeste Silling
- Surfside Nature Fest Oct 8

**Outreach Director – Ruby Lewis**

- Youth Fishing Day SCT – 9/3, 9 AM to 11 AM – contact Juliana Moore
- GCBO Xtreme Hummingbird Xtravaganza (XHX) – 9/17 & 9/24, 8 to 12 PM – contact Celeste Silling
- Surfside Nature Fest Oct 8

**Chapter Host – Rose Wagner**

- **Library system will be providing refreshments at the General Meeting**

**Communications Director—Larry Peterson**

- After much discussion it was determined the OWL loaner from the State is not suitable for General Meetings. It would be suitable for Board Meetings.
- Report on Website – 620 sessions and Facebook had 52 new likes and 1600 followers and >6000 reached.
- Need updates for VPAL to be posted on the website. Oron and Larry will do them

### **Fall Field Day – Kristine**

- Don has not reserved the Waterfront Pavilion due to issues with the reservation form. He will get those resolved
- Rose will work with the caterer to determine selection of lunches and give to Mickey to put on registration form
- Kristine finalized the agenda for the day. Timing is 10:00 to 2:00.
- Mickey will work with Crystal to send out Evite registration.

### **2023 Meetings – Kristine**

- Consider membership survey to determine meeting nights
- Discussion included feedback from members –
  - do not want to drive at night,
  - Wednesday is church night,
  - when offered evening/weekend intern training, we had very low registration
  - Offer carpooling for night meetings
  - Start at 6:00
  - We cannot make decisions on the exceptions
  - People are difficult to change
  - Evening meetings are well attended on virtual format
  - Ask members of other chapters to talk about their meeting format

### **Class 2021 Rep.**

- No report

**Roxanne**

### **Action Register – Did not review**



## CRADLE OF TEXAS CHAPTER

AgriLIFE EXTENSION Bldg.  
21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

**President:** Krstine adjourned the Board Meeting at approximately 11:03 am

Respectfully submitted,  
Pat Jeffreys

cc: Board Members  
Crystal Andablo, AgriLIFE Secretary [Crystal.Andablo@ag.tamu.edu](mailto:Crystal.Andablo@ag.tamu.edu)





**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

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
<b>Elected Board Members</b>													
Kathy Pittman					X	X	x	x					
Kristine Rivers					X	X	x	x	x				
Sabathier, Don					X	X	x	x	x				
Pat Jeffreys					X		x	x	x				
O'Connell, John					X	X	x	x	x				
Cason, Paul							x	x					
Atkins, Oron					X	X	x	x	x				
Boettiger, John						X	x	x	x				
Dufilho, Mickey					X	X	x	x	x				
Lewis, Ruby					X-	X	x	x					
Peterson, Larry					X		x	x	x				
Schwartz, Mary					X	X	x	x	x				
Stolte, Connie					X	X	x	x	x				
Wagner, Rose					X	X	x	x	x				
Whitmarsh, Bob					X	X	x	x					
Roxanne Walkowiak							x	x					
Crystal Andablo													

## Appendix 1

### 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.



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

- 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.

**Action Register**

<b>Cradle of Texas Board Action Register</b>				
<b>Open Action Item</b>	<b>Who?</b>	<b>Due Date?</b>	<b>Complete/ Ongoing</b>	<b>Comments</b>
Review and update partners webpage (Aug 2019)  (see below also)	Oron Atkins, Larry Peterson	ASAP	Ongoing	<b>Apr/May/June/July 2021:</b> No update <b>Aug:</b> Oron will provide current info to Larry and he will update webpage (including State's definition of "partner" <b>Sep:</b> Oron submitted page updates to Larry including deleting Phillips 66, the combined arts organizations at Center for the Arts, and will add Texas Watershed <b>Oct/Nov:</b> No update Jan. No update



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

Update VPAR agreements (Aug 2019)	Oron Aktins	ASAP	Ongoing	<b>Apr/May/June/Jul/Aug 2021:</b> No update <b>Sep:</b> Oron has created a revised Partnership Agreement template and is reviewing existing VPARs <b>Oct/Nov:</b> 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	<b>Jul:</b> Kristine will recruit committee members; Mickey will help with recruitment <b>Aug:</b> Kristine has information provided by Connie and Paul <b>Oct/Nov:</b> No update Jan. No Update
Hold a brief training session on entering VMS hours via Smart Phone (Mch 2020)	?	TBD	<b>Tabled</b>	To facilitate the capture of more volunteer hours <b>Apr 2020:</b> Not discussed <b>May:</b> No update <b>Jun:</b> Tabled pending in-person general meetings <b>Aug:</b> 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 <b>Sep:</b> Final wording to be



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

				announced at State Meeting; Connie will work with Mary to ensure wording in training documents; Connie will initiate COH revision adoption procedures <b>Oct/Nov:</b> Being worked on <b>Jan.</b> No update <b>June 2022</b> – Proposed Changes to be reviewed <b>July :</b> Changes made and Board approved. Will present at Aug Gen, meeting
Determine how to have better visibility at AgriLIFE entrances for night meetings	John O’Connell	Before Jan. 12	completed	<b>Jan</b> – 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	<b>May -Kathy to compile notes</b>
<b>NEW Action Item(s) Added at April</b>		<b>Who?</b>	<b>Due date?</b>	<b>Comments</b>



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

Pop up Outreach – develop plan for more small outreach opportunities	Kristine, Oron, Mary, Melanie, Ruby	ongoing	May – Melanie to lead, with Ruby as “inform” Aug '22 – Team met to determine 3 pop-up activities. <ul style="list-style-type: none"> <li>• 8/13 Kid’s Day @ Brazos Mall – Effects of Litter on Wildlife.</li> <li>• 9/10-11 Sweeping for Aquatic &amp; Terrestrial Invertebrates @ BNWR</li> <li>• Reptiles as Scheduled by Ruby</li> </ul>
Special Recognition program			
<b>New Action Items added in May</b>	<b>Who</b>	<b>Due date?</b>	<b>Comments</b>
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		<b>July</b> : Nametags arrived, will give out at August General Meeting
Invite Tom Schneider to August membership meeting for special recognition			<b>July</b> : Rose has arranged for Tom to be at the August Meeting. Completed.



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

New Action Items added in June	Who	Due date?	Comments
Put chapter on list for OWLS loaner	Kathy		<b>July</b> : Kathy wants to wait till she has used it at Training
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 <b>July:</b> Need formal sign-up list to present at August 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 will do video. Spider Project has been accepted by Sate for Project Fair.
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		No action yet. (Melanie)
Put together a proposal to fund a Spider Exhibit	Melanie		No action yet. (Melanie)



**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

Put chapter on list for OWLS loaner	Kathy	Completed – OWL unsuited for Chapter Meetings	
Send check for \$300.00 for State Meeting Sponsor	Don	Completed	
Ask membership to volunteer for State Meeting	Kathy	<b>June:</b> Put on Agenda for July General Meeting. <b>July:</b> Need to formalize so all know exactly what is covered by whom, and a sign-up presented at August General Membership Meeting. <b>Completed</b>	
Ask membership to volunteer to select field sessions	Kathy/Connie	Put on Agenda for June General Meeting June: completed	
Submit Brazoria County Spider Project to State for consideration for Project Fair	Melanie Hollenshead	<b>July:</b> Sherri Mathison is the resource for video. I did not realize that I needed to submit the project. Sherri Mathison has contacted me and offered her assistance. We have not scheduled a meeting yet. (Melanie) Completed – Not going to do this	
Kathy will present small components of the board retreat and encourage membership to get involved.	Kathy	ongoing	
Ask for members to serve on the nominating committee at General membership meeting	Mickey	On going	
Put together a proposal to fund CO2 for the Spider Project	Melanie	Complete	
Put together a proposal to fund a Spider Exhibit	Melanie	No action yet	





**CRADLE OF TEXAS CHAPTER**

AgriLIFE EXTENSION Bldg.  
 21017 CR 171, Angleton, TX 77515-8903  
<https://txmn.org/tmncot/>

Update the display plaques in the display case with current milestones	Mickey	Complete
Mickey will check with Brazosport College about having a table at orientation.	Mickey	BC no longer does face-to-face Orientation; it is all online. Completed
Check with Alvin Community College about how to recruit members	Rocky W.	No report