**TMN-COT BOARD MEETING**

**October 5, 2022 9:00 AM – 10:30 Hybrid**

**at Texas AgriLIFE Extension Service, Angleton TX**

PresidentKathy Pittman called the meeting to order at 9:00am, 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.)  | 🗸 |
|  |  | Mary Schwartz (New Class Dir.)  | 🗸 |
| Don Sabathier (Treasurer)  | 🗸 | Larry Peterson (Communications Dir.)  | 🗸 |
|   |   | Ruby Lewis (Outreach Dir.)  | 🗸 |
| **Chapter Advisor(s)**  |  | Kristine Rivers (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  | 🗸 |  | 🗸 |
|  Amanda Gabehart | 🗸 | **Quorum**  | **Yes**  |

**Approve Previous Board Minutes—**The September Board and General Meeting minutes were sent to the Board for review. There were no corrections. The minutes were approved.

**Minutes Approval—**

|  |  |  |  |
| --- | --- | --- | --- |
| Motion  | Motion to  | Motion Seconded  | Vote  |
| Approve the SeptemberBoard and General Meeting minutes  | Mickey Dufilho | Don Sabathier  | Minutes approved by unanimous voice vote of Board members present  |

**Motions**—

|  |  |  |  |
| --- | --- | --- | --- |
| Motion  | Motion to Approve  | Motion Seconded  | Vote  |
|  |  |  |   |

**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  |
| Survey Membership at November Meeting about days and times for General Membership Meeting  | Kathy |  |
| Check with other chapters on dates and times for General Meetings | ? |  |
| Send out new conflict of interest form to the board to be returned to John O’Connell | Connie |  |
| Do a virtual poll at the General Membership MeetingFor voting anonymously  | John O. |  |

**BOARD REPORTS**

**President’s Report— Kathy**

* + The next TMN Tuesday will be October 11 – Chapter Projects will be presented. Time TBA
	+ Annual meeting - Houston Omni - Oct 20-23rd, 2022
	+ Thanks to Melanie/Sherri - Spider project/video
* State has revised several operating Documents (By-Laws, 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. See email with links from Mary Pearl
* Discuss recording of General Meeting VT and exception/increased allowance for drive time – Decision was to keep the same policy for drive time.
* Survey of meeting times for members? Other chapters? – Survey at Next Board Meeting

**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 and Spider Hunt
* Tom Morris is planning a Whooping Crane Boat Tour Feb. 15 for $85.00
* Wild Hog Party at Ed Barrios immediately after December Meeting
* Nominating committee – Jim and Luanne Salinas have agreed to serve jointly as VP of programming. Still no candidate for secretary

**Vice President – Kristine Rivers**

* October: Fall Field Day – Galveston trip
* November: Feathers (Marty Cornell)
* December: No speaker; brief business meeting for voting
* January: Shells of Brazoria County (Mel McKey)
* February: Levi Jordan and Varner-Hogg Plantations (William Polley & Kennedy Wallace, Interpreters, Texas Historical Commission)
* March: TBD

**Advanced Training – Kristine Rivers**

* Fall field day
	+ Rose, Mickey, and Kristine toured the pavilion in Galveston
	+ Don will do directional signs to get folks to the pavilion
	+ The chapter will pay for parking in advance. Members will print off parking permit
	+ Mickey and Rose will provide table decorations
	+ Rose will work with caterer for boxed lunches

**Treasurer - Don Sabathier**

September 1 – 30, 2022

BEGINNING BALANCE $13,388.14

Revenue Summary 920.64

Expense Summary 1,804.97

ENDING BALANCE 12,503.81

**Membership Director – John Boettiger**

|  |  |  |
| --- | --- | --- |
| **Initial Certifications**  | **Recertifications**  | **Milestones**  |
| None | Beverly Walton | Paula Hanson (500 hours) |
|  | Paula Hanson |  |

**VMS Data**

 **September Year to Date**

 **Month YTD**

**Hours VT – 754.60 9,497.14**

 **AT – 135.75 1,307.25**

**Impact data**

**Adults – 527 7,047**

 **Youth - 188 21,223**

 **Total - 715 28,270**

**State Representative – Connie**

* State mandated document changes were reviewed – key points – all board members need to revie CMOP and Chapter Operating Handbook by November board meeting.
	+ Updated confidentiality
	+ Adopt Bylaws
		- Terms of office – 1 year
		- 501c.3 – board form concerning conflict of interest – Connie will send out the form to board and it will be returned to John O’Connell
	+ John O. will do a virtual poll at November Membership Meeting for voting anonymously.
* Annual Meeting Volunteers – Connie will send out a reminder on days and times for volunteers
* Field Session – Sea Center for state meeting – Paul reports all items for this are complete

**Training Director – Mary Schwartz**

* Training class has 15 interns. Only issue is Verner Hogg charged admission for Interns.

**Volunteer Service Director – Oron Atkins**

 **Upcoming VT Opportunities – Oct/Nov**

* 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
* Beach Sweep 10/7 & 11/7 - 8 AM Quintana Fishing Pier – contacts Jimmy/Luanne Salinas
* USF&W Refuge Trail Maintenance –
* Basic Fishing Clinic SCT – 10/15, 9 AM to 2 PM – contact Mason Gilfoil
* BCPD Trail Work Day Hanson Park – 10/20, 8 AM to 12 PM – contact Mike Mullenweg
* Pearland Parks & Recreation Natural Resources Workday – First or second Thursdays, Locations TBA, 8 AM to 11 AM (see calendar )
* 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
* November 19 – Bobcat Woods Trail Refuge Open House

**Outreach Director –** Ruby Lewis

* Kid's Fishfest @ Bass ProShops in Pearland, TX – 10/15, 10 AM to 2 PM – contact Mike Mullenweg
* Sea Center Texas Halloween Spooktacular – 10/23, 2 PM to 6 PM – contact Ruby Lewis
* Surfside Nature Fest Oct 8 – 10:00 – 3:00
* KBR Kids Day – 10/22
* Presbyterian Church 10/29
* Brazors Bend 12/10

**Pop up Outreach meeting update - Melanie**

* + - * Pop-Up Events Additions to the Calendar
			* “Reptile Encounter” – as Scheduled by Ruby
			* Proposal to Board for $150 to cover expenses for developing 2 Trunks for presenting “Effects of Litter on Wildlife”.  One trunk to be kept in northern part of County, other in southern part of County.

**Chapter Host –** Rose Wagner

* Rose will help with sign up for Nov. Family Picnic

**Communications Director**—Larry Peterson

* After much discussion it was determined the OWL loaner from the State is not suitable for General Meetings. It will be returned to the State office
* Report on Website – data is flat for website and Facebook

**Be the Change – Kristine**

* No report

**Class 2021 Rep. - Open**

* No report

**Chapter Advisors – John O, Paul**

* No Report

**Action Register – Did not review**

**President:** Kathy adjourned the Board Meeting at approximately 10:30 AM

Respectfully submitted,

Mickey Dufilho (acting secretary)

cc: Board Members

 Crystal Andablo, AgriLIFE Secretary Crystal.Andablo@ag.tamu.edu

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| **Attendance 2022**  | **Jan** | **Feb**  | **Mar**  | **Apr**  | **May**  | **Jun**  | **Jul**  | **Aug**  | **Sep**  | **Oct**  | **Nov**  | **Dec**  | **Total**  |
| **Elected Board Members**  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kathy Pittman  | X  | X |  X | X | X  | X  | X  | X  |   | X  |   |   |   |
| Kristine Rivers  | X | X | X  | X | X  | X  | X | X |  X | X  |   |   |   |
| Sabathier, Don  | X | X | X  | X | X  | X  | X | X |  X | X  |   |   |   |
| Pat Jeffreys  |   |   |   |   | X  |   | X | X |  X |   |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| O'Connell, John  | X | X | X  | X  | X  | X  | X | X |  X | X  |   |   |   |
| Cason, Paul  | X | X |   |  X |   |   | X |  X |   | X  |   |   |   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Atkins, Oron  | X | X | X  | X  | X  | X  | X | X |  X | X  |   |   |   |
| Boettiger, John  | X | X | X  | X  |   | X  | X | X |  X | X  |   |   |   |
| Dufilho, Mickey  | X | X | X  |   | X  | X  | X | X |  X | X  |   |   |   |
| Lewis, Ruby  |  | X |  X |   | X-  | X  | X | X |   | X  |   |   |   |
| Peterson, Larry  | X | X | X  | X  | X  |   | X | X |  X |  X |   |   |   |
| Schwartz, Mary  | X | X | X  | X  | X  | X  | X | X |  X | X  |   |   |   |
| Stolte, Connie  | X | X |   |   | X  | X  | X | X |  X | X  |   |   |   |
| Wagner, Rose  | X | X | X  |   | X  | X  | X | X |  X | X  |   |   |   |
| Whitmarsh, Bob  | X | X | X  |   | X  | X  | X | X  |   |   |   |   |   |
| Roxanne Walkowiak  | X | X |   | X  |   |   | X | X  |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |  |  |  |  |  |  |  |  |  |  |  |  |
| Crystal Andablo  |   |   |   |   |   |   |   |   |   |   |   |   |   |
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**Attachment A**

X

**Action Register**

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| **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/Jun/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  |
| Investigate the use of SLACK for chapter  | Kathy  | 1/12/2022  | Ongoing  | May – State postponed training and will reschedule |
| 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. * 8/13 Kid’s Day @ Brazos Mall – Effects of Litter on Wildllife.
* 9/10-11 Sweeping for Aquatic & Terrestrial Invertebrates @ BNWR
* Reptiles as Scheduled by Ruby
 |
| Purchase gift cards for special recognition at each meeting  |  Rose |  Ongoing |  |   |
| Kathy will present small components of the board retreat and encourage membership to get involved.  | Kathy  |   |  |   |
| Put together a proposal to fund a Spider Exhibit  | Melanie  |   |  |  No action yet. (Melanie) |
| VPALS need to be updated for website  | Oron and Larry |  |  |  |
| Need a backdrop logo for the auditorium  | Mickey |  |  |  |
| Order enough certification pins from state to be able to give them at the meetings and to pick up at the State meeting | John |  |  |  |

**Completed Action Items**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Begin the process of changing Chapter Operating Handbook to reflect current State guidelines for intern training (Aug 2021)  | Connie Stolte  |   | Complete | 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 July : Changes made and Board approved.Will present at Aug Gen, meeting |
| 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  |
| 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  |  |
| Planning for Board Retreat  | Kathy  | 1/12/2022  | Completed  | **May -Kathy to compile notes**  |
| Set up nominating committee and begin to solicit for new board members  | Mickey  |  |  Complete | By July  |
| Send names and pictures of Intern class and pictures of current members of each class to Larry to post on website  | Mickey  |  |  Complete | By July  |
| Invite Tom Schneider to August membership meeting for special recognition  |   |  Complete |  **July** : Rose has arranged for Tom to be at the August Meeting. Completed. |
| Order name tags, check with general membership to see if others need new nametags  | Mary  |  Complete |  **July** : Nametags arrived, will give out at August General Meeting |
| Find presentations on State Website that could be modified and used by our speakers  | Mickey  |  Complete | Could not locate |
| Put chapter on list for OWLS loaner  | Kathy  |  Complete | **July** : Kathy wants to wait till she has used it at Training  |
| Send check for $300.00 for State Meeting Sponsor  | Don  |  Complete |   |
| Ask membership to volunteer for State Meeting  | Kathy  |  Complete | Put on Agenda for June General Meeting**July**: Need formal sign-up list to present at August General Meeting |
| Ask membership to volunteer to select field sessions  | Kathy/Connie  |  Complete  | Put on Agenda for June General Meeting  |
| Submit Brazoria County Spider Project to State for consideration for Project Fair  | Melanie Hollenshead  |  Complete | Sherri Mathison will do video. Spider Project has been accepted by Sate for Project Fair.  |
| Ask for members to serve on the nominating committee at General membership meeting  | Mickey  |  Complete |   |
| Put together a proposal to fund CO2 for the Spider Project  | Melanie  |  Complete |  No action yet. (Melanie) |
| Update the display plaques in the display case with current milestones  | Mickey  | Complete |  |
| Check with Alvin Community College about how to recruit members  | Rocky W.  |  Complete |  |