**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 September  Board 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 Meeting  For 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 |  |  |  |  |  |
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| 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**

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| 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 | |  | | | | |