



CRADLE OF TEXAS CHAPTER

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

TMN-COT BOARD MEETING
December 7, 2022 9:00 AM – 10:30 Hybrid
at Texas AgriLIFE Extension Service, Angleton TX

President Kathy Pittman called the meeting to order at 9:10am, 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.)	✓
Secretary (Vacant)		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	✓	Class of 2021 Rep (Vacant)	
		Quorum	Yes

Approve Previous Board Minutes—The November Board and General Meeting minutes were sent to the Board for review. There was one correction. The minutes were approved.

Minutes Approval—

Motion	Motion to	Motion Seconded	Vote
Approve the November Board and	Rose Wagner	Larry Peterson	Minutes approved by unanimous voice vote of Board members present

Approve the November General Meeting minutes	Larry Peterson	Rose Wagner	Minutes approved by unanimous voice vote of Board members present
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Motions—

Motion	Motion to Approve	Motion Seconded	Vote

Action Items - Added in December

New Action Items December	Who	Comments
Develop 3 year rolling average for the budget planning meeting for 2024	Don	
Revise the 2023 Budget and send out revised budget	Don	
Update the website with people who have 4000 hours	Mickey	

BOARD REPORTS

President’s Report— Kathy

- The next TMN Tuesday will be Dec. 13. Leadership Transitions – Dr. Kenneth Taylor
- VT time is at 70% pre-Covid. Need to focus on this in the new year.

Vice President/Programs and Advanced Training – 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)



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- February: Levi Jordan and Varner-Hogg Plantations (William Polley & Kennedy Wallace, Interpreters, Texas Historical Commission)
- March: TBD

VP/Advanced Training – Kristine Rivers

- December – Melanie Hollenshead – Karankawa Indians
- January – Shells of Brazoria County (Mel McKey)
- February – Levi Jordan and Varner-Hogg Plantations (William Polley and Kennedy Wallace, interpreters, Texas Historical Commission)
- March: Eagles – Eagle Nests: from Bobble Heads to Beauties -Mary Schwartz

Treasurer – Don Sabathier

COT TREASURER REPORT

November 2022

BEGINNING	
BALANCE	\$10,682.23
Revenue Summary	2,041.30
Expense Summary	4,959.77
ENDING BALANCE	\$ 7,763.76

Financial Review of the 2022 books Dec. 7 starting at 8:00 AM – review will be conducted by Mickey, Paul, John. Oron will also review since some of audit committee is absent.

Budget was discussed at length. Don will update the budget to reflect changes in several categories.

Intern Budget was reviewed. Mary recommended we keep \$150.00 for the Intern Training. Another issue is the charge by Varner Hogg of \$20.00 for each person for intern training. This issue needs to be resolved with Varner Hogg to get this reduced.

Intern Training
Budget

Per Intern Cost	15	\$154.00	\$2,310.00
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Item	Quantity	Cost	Total Cost	Comments
Curriculum Books	15	\$55.00	\$825.00	
Name Badges	15	\$4.00	\$60.00	
Polo Shirts	15	\$19.00	\$285.00	Average price



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Tee Shirts	15	\$13.00	\$195.00	Average price
Varner Hogg	15	\$20.00	\$300.00	\$10 per person if 20 people
Frames	5	\$20.00	\$100.00	Order as needed
Class Poster	1	\$50.00	\$50.00	
Bottled Water Cases	2	\$5.00	\$10.00	Variable expense
Snacks	1	\$25.00	\$25.00	Variable expense
Zoom Subscription	1	\$160.00	\$160.00	Variable expense
Scholarships	2	\$150.00	\$300.00	Variable expense

Membership Director – John Boettiger

Initial Certifications	Recertifications	Milestones
Adriance, William	Martinez, Lisa	
	Eppner, Jerry	

VMS Data

	Oct	Year to Date
Hours		
VT –	965.00	12,088.14
AT –	64.25	1,837.65
Impact data		
Adults –	161	8,550
Youth -	357	22,622
Total -	518	31,172

State Representative – Connie

Bylaws adoption, Chapter Operating Handbook updates

State mandated doc changes – need to communicate to Membership, vote in Dec

- By-laws- Chapter options were selected (12-month terms and chapter operates as a 501 3 c) and submitted to the state office. A chapter template was provided for us. The template has been approved by chapter advisors (John and Paul). Last meeting, we thought a 15-day notice was needed and then the chapter could vote but we figured out it is actually a 30-day notice to the chapter required. So, the notice can go out this week, we can also notify chapter at the November meeting General meeting and vote at the December meeting. The 2023 board members will need to submit the attached conflict of interest form since we are updating our by-laws to include, we are a 501 3 c. (See pages 14-16 of the attached by-laws)
- CMOP- state mandated policy and procedures- no action required because these are the same statewide for all chapters.
- Chapter Operation Handbook (COH)- chapter specific policy and procedures. The state made consistent with the CMOP and By-laws and added more detail to the template. I recommend a committee be formed to review old and new and finalize a new COH for voting as soon as possible.
- Committee (Connie, Kathy, Mickey, John) will meet after January Board meeting to work on COH updates. Target chapter voting date February or March.

Training

Melanie

- Discuss plans for 2023 Intern Training at January meeting

Volunteer Service Director – Oron Atkins

Upcoming VT Opportunities – Nov/Dec

- Exploration Green Workday – every Wed, 8:30 AM to 11:30 AM – contact Christie Taylor
- GCBO Nursery Garden Workday – every Thursday, 9 AM to 12 PM – contact Chris Kneupper
- Trash Collection/Disposal Analysis Project – self directed
- Beach Sweep – 12/6 and 1/2 - 8 AM Quintana Fishing Pier– contacts Jimmy/Luanne Salinas
- BCPD Trail Workday Hanson Park – 12/15, 8 AM to 12 PM – contact Mike Mullenweg
- Pearland Parks & Recreation Natural Resources Workday – 12/1, TBA January, Locations TBA, 8 AM to 11 AM
- Nurdle Beach Patrol – Jace Turnell – self-directed
- Brazoria County Comprehensive Spider Survey – Melanie Hollenshead - self directed
- Adopt a Loop for TMN – contact Debbie Nance - self directed
- Boardwalk Maintenance & Construction – TBA – contact Oron Atkins



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Outreach Director – Ruby Lewis

- o DEEP at BNWR Discovery Center – 12/8 from 9 AM to 2 PM – contact Ed Barrios
- o BNWR Discovery Center Open House – 12/25 thru 1/1, 11 AM to 4 PM – contact Ruby Lewis
- o Holiday in the Park 2022 – 12/10, 8 AM to 5 PM – contact Ruby Lewis

Action Register

Action Register was reviewed and updated. Attached as a separate document.

Chapter Advisors – John O, Paul

No report

General Meeting Agenda – Next meeting Dec. 14th, 9:00 AM. Will present slate of officers and Bylaws for adoption. Send Kathy any items by Sunday Evening Dec. 11th.

President: Kathy adjourned the Board Meeting at approximately 11:00 AM

Respectfully submitted,
 Mickey Dufilho (acting secretary)

cc: Board Members

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	X	X	11
Kristine Rivers	X	X	X	X	X	X	X	X	X	X	X		11
Sabathier, Don	X	X	X	X	X	X	X	X	X	X	X	X	12
Pat Jeffreys					X		X	X	X				
O'Connell, John	X	X	X	X	X	X	X	X	X	X	X	X	12
Cason, Paul	X	X		X			X	X		X	X	X	8
Atkins, Oron	X	X	X	X	X	X	X	X	X	X	X	X	12



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Boettiger, John	X	X	X	X		X	X	X	X	X		X	10
Dufilho, Mickey	X	X	X		X	X	X	X	X	X	X	X	11
Lewis, Ruby		X	X		X-	X	X	X		X	X	X	9
Peterson, Larry	X	X	X	X	X		X	X	X	X		X	10
Schwartz, Mary	X	X	X	X	X	X	X	X	X	X	X	X	12
Stolte, Connie	X	X			X	X	X	X	X	X	X	X	10
Wagner, Rose	X	X	X		X	X	X	X	X	X	X	X	9
Whitmarsh, Bob	X	X	X		X	X	X	X					
Roxanne Walkowiak	X	X		X			X	X					
Crystal Andablo													