



TMN-COT BOARD MEETING
Wednesday, December 6, 2023, 9:04 a.m. – 11:09 a.m. (HYBRID)
at Texas AgriLIFE Extension Service, Angleton TX

9:04 a.m. Call to Order

Kathy Pittman

- Welcome to everyone in attendance or participating online.

Elected Members of Board	Present	Appointed Members of Board/Committees	Present
Kathy Pittman (President)	✓	Mickey Dufilho (Immediate Past President)	✓
Jimmy Salinas (Vice-President/Programs)	✓	John Boettiger (Membership Dir.)	✓
Kathy Purvis (Secretary)	✓	Melanie Hollenshead (New Class Dir.)	✓
Don Sabathier (Treasurer)	✓	Larry Peterson (Communications Dir.)	✓
Chapter Advisor(s)		Ruby Lewis (Outreach Dir.)	✓
John O'Connell (AgriLIFE Extension)	✓	Kristine Rivers (Advanced Training Dir.)	V
Jordan Kieffer (TPWD: Sea Center Texas)	V	Oron Atkins (Volunteer Service Dir.)	V
Guests/Other		Connie Stolte (State Rep.)	V
Luanne Salinas	✓	Rose Wagner (Chapter Host)	N
		Pam Lewis (2023 Class Rep)	N
		Quorum	Yes

- Agenda additions or corrections - None presented.
- Approve Previous Board Minutes - The draft copy of the minutes of the November 1, 2023, Board meeting was sent via e-mail to Board members for review. Changes/corrections were made as requested, and the final draft of the minutes was distributed via e-mail to Board members for review. No additional changes were requested.
- **Minutes Approval —**

Motion	Motion to Approve	Motion Seconded	Vote
Approve the November Board minutes	M. Dufilho	M. Hollenshead	Minutes approved by unanimous vote of attending Board members.

President's Report

Kathy Pittman

- Numerous phishing scams are circulating on the Internet. Members have been warned and should continue to be very cautious and suspicious of e-mails wanting a favor, etc.
- K. Pittman addressed follow up of the request for a juvenile to audit our Intern Training program. Kathy is working with the State office to obtain a waiver. She also noted this individual will not be able to volunteer for activities or submit hours.
- Members of the Audit Committee are requested to complete the Finance Audit at the December General Meeting or make alternate arrangements to do so. D. Sabathier sent an e-mail notice to committee members to advise the binder is ready for review.



- J. O'Connell will be away beginning December 11. K. Pittman will need IT help during the General meeting on December 13. C. Andablo will set things up for the meeting. Zoom will be the online platform, and M. Hollenshead will send out the e-vite for the meeting. Kathy will check with R. Wagner about snacks for the meeting. M. Dufilho will check with E. Barrios about the start time for the Wild Hog party.
- November President's Meeting
 - The VMS will be re-built over the next year and testers will be needed. We will probably not see any changes to the system during this time.
 - A new Chapter account with AgriLife for fulfillment has been set up for ordering pins and other materials from the State office. We will use our debit card. The process for 4000+ hour awards will not change; forms will go to Michelle.
 - The 2024 recertification pins will be available in late January or early February.
 - Information on training classes has been requested. M. Hollenshead has submitted the material.

Past President

Mickey Dufilho

Mickey announced a new Citizen Science Project for 2024 - the TPWD Statewide Bat Survey. The project may run as long as three (3) years and will look at the distribution of bat species for which there are conservation concerns. Each TMN chapter will receive recording devices for monitoring bat activities. Webinar training will be provided January 23 for participants.

Vice-President/Programs

Jimmy Salinas

- Jarett (Woody) Woodrow, USFWS Coastal Restoration Biologist, will be this month's speaker. He will provide an overview of restoration actions on the Texas Mid-Coast, primarily for birds. J. O'Connell advised he had not received the presentation file from Mr. Woodrow. M. Hollenshead suggested J. Salinas have Mr. Woodrow to bring the file on a thumb drive with him.
- Buddy Ortego will be our guest speaker in January. He is a wetlands consultant who works with the Army Corps of Engineers.

Treasurer

Don Sabathier

November 2023*

BEGINNING BALANCE	\$10,503.81
Revenue Summary	48.91
Expense Summary	<u>501.40</u>
ENDING BALANCE	\$10,051.32

* Refer to **Attachment 1** for the full Income Statement.

Don reminded the group the binder is available for the 2023 Audit. Members of the Audit Committee include Kathy Purvis, Pam Lewis, Jimmy Salinas and John O'Connell.



Membership

John Boettiger

Initial Certifications

Recertifications

Milestones

Bill Adriance
 Susan Conaty
 Mike Hampy
 Kyle Purvis
 Brenda Stitt
 Cindy Vincent

Kathy Purvis (500)
 Lisa Martinez (1000)
 Angela Griffin (1000)

J. Boettiger addressed difficulty with obtaining information as to the hours posted. D. Brandes explained he reviews/approves an entry to VMS; however, the entry is not cleared by the State office immediately. Anyone who has not entered hours for this year must enter at least one (1) hour by January 3. Other discussion noted the State has guidelines for active status. Dues are to be paid by January 31, with March 31 set as the deadline for payment. A member who fails to meet the deadline will become inactive. He also noted an inactive member can petition the Board to be reinstated or returned to active status.

VMS DATA

		November	Year to Date
Hours*	VT	575	13,334
	AT	<u>45</u>	<u>1,943</u>
	Total	620	15,277
Impact Data*	Adults	61	4,966
	Youth	<u>104</u>	<u>17,489</u>
	Total	165	22,455

* will not be considered final until mid-January 2024

State Representative

Connie Stolte

There was no report. Thanks for a great year!

Training

Melanie Hollenshead

There are 16 individuals confirmed for Intern Training, five (5) of whom are continuing their training and one (1) who is tentative and not confirmed. Two (2) have already submitted payment. The start date for training will be the week of January 15, with classroom meetings one (1) evening per week, either Wednesday or Thursday, and field trips on Saturdays. Training will probably be moved to Thursday evenings during the months we have evening General Meetings.

Volunteer Service

Oron Atkins

- Exploration Green Workday – every Wed., 9:00 a.m. - 12:00 p.m.; contact Christie Taylor.
- Trash Collection/Disposal Analysis Project – self-directed.
- Beach Sweep – December 7 (re-scheduled) and January 8, 8:00 a.m. - 10:00 a.m.; contact Jimmy or Luanne Salinas.
- Nurdle Beach Patrol – self-directed; contact Jace Turnell.
- Brazoria County Comprehensive Spider Survey – self-directed, contact Melanie Hollenshead.
- Adopt-a-Loop for TMN – self-directed, contact Debbie Nance.



- Christmas Bird Counts* (CBC's) :
 - Brazos Bend (TXBZ) - 12/16
 - Freeport (TXFR) - 12/17
 - Matagorda County (TXMM) - 12/18
 - Galveston (TXGA) - 12/19
 - Attwater Prairie Chicken NWR (TXAP) - 12/20
 - Bolivar Peninsula (TXBP) - 12/14
 - San Bernard NWR (TXSB) - 12/15
 - Brazoria-Columbia Bottomlands (TXBR) - 12/30
- * Check the Houston Audubon website for updates.

Outreach

Ruby Lewis

- DEEP - January 16 and 18, 8:00 a.m. - 2:30 p.m. Contact Ed Barrios to volunteer.
- Brazoria National Wildlife Refuge, Discovery Center Open House - December 26 - January 1, 2024. The next open house will be the second week of March. Ruby stated she needs more volunteers for this event. It takes eight to ten (8-10) volunteers each day to cover the programs, such as bug sweeping.

Oron and George recently met with Susan Conaty about some work needed for a boardwalk. She also discussed the seed collection project. O. Atkins will apply for the EcoFund to help with costs. There may also be some work needed at Brazos Woods.

Chapter Host

Rose Wagner (absent)

There was no report. K. Pittman reiterated she will check with R. Wagner about snacks for the General Meeting.

Communications

Larry Peterson

ANALYTICS 2023

Website Sessions, PageViews, Users

Nov. Sessions 293 Pageviews 599 Users 150
Oct. Sessions 360 Pageviews 796 Users 180
Sept Sessions 312 Pageviews 666 Users 155
Aug. Sessions 344 Pageviews 742 Total Users 187
July Sessions 323 Pageviews 666 Total Users 159
June Sessions 435 Pageviews 1000 Total Users 213
May: Sessions 451, 1023 pageviews, 241 users
April: Sessions 444, 1229pages 234users
March: 634sns 1319pageviews 325users
FEB 569sns 1403pageviews 225users
JAN 659sns 1759pvs 260usrs
Dec 330sns 677pvs 192usrs



Analytics 2023, Website Sessions (continued)

Nov 405sns 714pvs 242usrs
Oct 459sns 891pvs 272usrs
Sep 438sns 819pvs 251usrs

Facebook:

NOV Followers 1696	Reach 1.8K	Engagement 609
OCT Followers 1690	Reach 2.9K	Engagement 1513
Sept Followers 1680	Reach 2.5K	Engagement 463
Aug: Followers 1669	Reach 964	Engagement 149
July: Followers 1656	Reach 1.5K	Engagement 949
June: Followers 1648	Reach 3211	Engagement 1513
May: Followers 1619	Reach 1288	Engagement 634
April - Followers 1611	Reach 2.3K	Engagement 703
Mar - Followers 1595	Reach 2.1K	Engagement 743
Feb - Followers 1590	3.9K Reach	1.2K engagement

Larry reported the metrics as above. He briefly reviewed cyber security issues, with many e-mail and spam issues, urging members to not click on e-mail links unless they are certain about the source.

AT Director

Kristine Rivers

K. Rivers stated she would send out an e-mail later today about early planning for Spring AT Day 2024. She also mentioned Juli Martin wanted to apply for the EcoFund but was unable to do so. Kristine is now working with Phil Huxford to apply.

Class 2023 Representative

Pam Lewis (absent)

There was no report.

Chapter Advisors

John O'Connell /Jordan Kieffer

J. O'Connell mentioned it is flu season. Jordan reported the next big event for the Sea Center will be Nature Day. It is scheduled for April 6 from 10:00 a.m. - 3:00 p.m.

New Business

All

2024 Budget - Discussion addressed scholarships for interns. M. Hollenshead reported she has offered scholarship amounts of one-half (1/2) of the cost of tuition. D. Sabathier noted the 2023 Budget did not include the EcoFund, but the budget for 2024 does.

The General Meeting will be held on Wednesday, December 13 at 9:00 a.m. Please send agenda items to be included in the PowerPoint presentation to K. Pittman by Sunday, December 10.

The next Board meeting will be held on Wednesday, January 3, at 9:00 a.m. Please send K. Pittman any agenda items by the Sunday evening prior to that date.

President: K. Pittman adjourned the Board Meeting at 11:09 a.m.



Respectfully submitted,

Kathy Purvis, Secretary

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

Attendance 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Kathy Pittman - President	x	x	x	x	x	x		x	x	x	x	x	11
Jimmy Salinas -VP	x	x	x	v	x	x		x	x	x	x	x	11
Don Sabathier - Treas.	x	x	x	x	x	x		v	x	x	x	x	11
Kathy Purvis - Secretary				x	x	x		x	x	v	x	x	8
Lorna Witt - Secretary	x	pe ubisee -u											

Advisors													
John O'Connell - AgrLife	x	x	x	x	x	x		x	x	x	x	x	11
Jordan Kieffer - TPWD	x	x	x	v	v	v		v	v	v	N	x	10
Immediate Past President													
Mickey Dufilho	x	x	N	x	x	x		x	x	x	N	x	9

Attendance 2023	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Appointed Board/Committee Members													
Oron Atkins – Volunteer Ops	x	x	x	x	x	x		x	x	x	v	v	11
John Boettiger- Membership	N	x	N	x	N	N		x	N	x	x	x	6
Kate Harris – 2022 Intern Rep	x	N	x	x	v	x		x	x				
Pam Lewis - 2023 Intern Rep									x	x	N	N	2
Kate Harris - Mentor Program									x	N	v	N	2
Melanie Hollenshead - Training	x	x	x	N	x	v		v	x	x	v	x	10
Ruby Lewis - Outreach	N	x	N	x	N	N		N	x	x	N	x	5
Larry Peterson - Communications	x	x	x	x	x	v		x	x	x	x	x	11
Kristine Rivers – AT	x	x	x	v	v	v		v	v	N	v	v	10



Attendance 2023 (cont.)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Connie Stolte – State Rep	x	x	x	x	v	v		x	N	N	v	v	9
Rose Wagner, Chapter Host	x	x	x	v	N	x		v	N	v	v	N	8
Guests													
Luanne Salinas	x	x	x		x	x		x	x	x	x	x	10
Amanda Gabehart		x		x						x	N	N	3
Kyle Purvis									x				1
Chad Davenport									x				1

Attachment 1 – Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2023															
	2023												Budget Delta		
	Budget	January	February	March	April	May	June	July	August	September	October	November-cem.		Totals	
Opening Balance		\$8,205.77	\$ 9,766.12	\$10,917.11	\$11,837.74	\$11,813.72	\$12,979.06	\$12,511.57	\$12,594.54	#####	\$11,500.93	\$10,503.81			
INCOME ITEMS															
Membership Dues	2,650	820.19	981.80	699.30		75.00	49.90	48.97			24.95	24.95	2,725.06	-75.06	
Interest Income	2.15	0.15	0.16	0.19	0.19	0.22	0.21	0.21	0.21	0.19	0.18	0.17	2.08	0.07	
Member Donations	287.64	25.00	47.58		23.79		23.79	23.79	23.79	23.79	523.79	23.79	739.11	-451.47	
Sponsor/Non-member Donations	1,000												0.00	1,000.00	
Member Payments for New Shirts				75.00		273.45							348.45	-348.45	
Special AT event- Non&Member fees	100				84.31	1,146.97	47.58	10.00					1,288.86	-1,188.86	
Sale of extra TMN Books/Food							33.04						33.04	-33.04	
Sub Total	4,040	845.34	1,029.54	774.49	108.29	1,495.64	154.52	82.97	24.00	23.98	548.92	48.91			
New Intern Class Receipts	2,250	751.00	150.20	150.20	0.00	525.00							1,576.40	673.60	
INCOME TOTALS	6,290	1,596.34	1,179.74	924.69	108.29	2,020.64	154.52	82.97	24.00	23.98	548.92	48.91	0.00	5,103.56	1,186.23
EXPENSE ITEMS															
Approved Donations	500					150.00								150.00	350.00
Speakers Bureau														0.00	0.00
Speaker Travel Mileage/Motel/Tolls	250													0.00	250.00
Membership Director Expenses	50													0.00	50.00
Office Supplies, Postage Etc.	30						10.71			6.60				17.31	12.69
Special Annual AT Event/Fall Field Day	2,000					557.20					620.84			1,178.04	821.96
Fall Family Event	1,000													0.00	1,000.00
Member Shirt Purchases	40													0.00	40.00
Special Recognition	400													0.00	400.00
Travelers D&O Insurance Premium (Paid 3 years in 2022)														0.00	0.00
Godaddy Website maintenance	175.00													0.00	175.00
New Officer/Member Name Tags	40													0.00	40.00
State Annual Conference									800.00			501.40		1,301.40	298.60
Registration & Expenses	1,600.00														
State Meeting Sponsorship & Scholarships	750.00						300.00		300.00						750.00
Materials	500													0.00	500.00
EcoFund Projects														0.00	0.00
Chapter Host-Meeting/Party Supplies	500			4.06	132.31	33.95	64.41							234.73	265.27
Chapter Host- Recognition Party/Cakes	200	35.99								34.99				34.99	165.01
Sub Total	8035	35.99	0.00	4.06	132.31	741.15	375.12		1,100.00	41.59	620.84	501.40	0.00	3,552.46	4,482.54



Attachment 1 – Income Statement (continued)

	2023												Totals	Budget Delta	
	Budget	January	February	March	April	May	June	July	August	September	October	November			December
TMN Text Book Order	700												840.20	840.20	-140.20
Varner Hogg Fees	300													0.00	300.00
Ann's Monogramming - Intern Polo's	260													0.00	260.00
Zeiglers-Intern T-Shirts	200					114.15	114.15							228.30	-28.30
Intern Name Tags	60		28.75				97.75							126.50	-66.50
Intern Class Marketing	200													0.00	200.00
Intern Class - Zoom Annual fees	160										85.00			85.00	75.00
Intern Class Supplies	300						34.99							34.99	265.01
Intern Class Scholarships-2	Inte 300													0.00	300.00
Intern Registration Reimbursement														0.00	0.00
Sub Total	2480	0	28.75	0	0	114.15	246.89	0	0.00	0.00	925.20	0.00	0		
EXPENSE TOTALS	10,515.00	35.99	28.75	4.06	132.31	855.30	622.01	0.00	1,100.00	41.59	1,546.04	501.40	0.00		
	(4,225)														
Ending Balance		\$ 9,766.12	10,917.11	11,837.74	11,813.72	12,979.06	12,511.57	12,594.54	11,518.54	11,500.93	10,503.81	10,051.32	0.00		
COT Chapter Lifetime membership Dues \$400.00															
COT 2023 Annual Dues \$25.00															
2023 Intern Class fee: \$150.00															
Members attaining 4,000, 5,000 or 10,000 VT hours are exempt from dues the next calendar year															
Travel reimbursement: c65.5/mile															

