



TMN-COT BOARD MEETING
Wednesday, March 6, 2024, 9:07 a.m. – 10:45 a.m. (HYBRID)
at Texas AgriLIFE Extension Service, Angleton TX

9:07 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)	X	Mickey Dufilho (Immediate Past President)	X
Jimmy Salinas (Vice-President/Programs)	A	John Boettiger (Membership Dir.)	A
Kathy Purvis (Secretary)	X	Melanie Hollenshead (New Class Dir.)	X
Don Sabathier (Treasurer)	X	Larry Peterson (Communications Dir.)	X
		Ruby Lewis (Outreach Dir.)	X
Chapter Advisor(s)		Kristine Rivers (Advanced Training Dir.)	A
John O'Connell (AgriLIFE Extension)	X	Oron Atkins (Volunteer Service Dir.)	X
Jordan Kieffer (TPWD: Sea Center Texas)	V	Connie Stolte (State Rep.)	V
Guests/Other		Rose Wagner (Chapter Host)	V
Luanne Salinas	A	Marlon Nation (2023 Class Rep.)	X
X - present, V - virtual & A - absent		Quorum	Yes

(see Attendance Record attached as Item 1)

- Agenda Additions/Corrections - Kathy Purvis asked about the status of the incident report discussed in the January meeting. Kathy Pittman reported she had heard nothing back from the State yet. Melanie Hollenshead drafted a form to use until another format becomes available from the State.
- Approve Previous Board Minutes - The draft copy of the minutes of the February 7, 2024, Board meeting was sent via e-mail to Board members for review. Kathy Purvis reported two (2) verbiage changes were made with respect to outreach activities and a donation in the Treasurer's Report as per suggestions made by Kathy Pittman.
- Minutes Approval -**

Motion	Motion to Approve	Motion Seconded	Vote
Approve the February Board minutes	L. Peterson	M. Dufilho	Minutes approved by unanimous vote.

K. Pittman reminded members to review and sign the annual Conflict of Interest statements sent January 30 by Connie Stolte. Two (2) members present submitted their signed statements.

Review Action Register and Update as Needed

Kathy Pittman

- K. Pittman addressed VPAR agreements and review requirements, noting a number are out of date as per the worksheet Oron Atkins provided. Discussion noted some individuals who signed



them are no longer active. Oron also identified those activities we no longer participate in. Kathy Pittman will check with the State for their position/guidance on such agreements.

See Action Register attached as Item 2.

President's Report

Kathy Pittman

- Brazoria County Parks Department (BCPD) - K. Pittman reported Patty Brinkmeyer raised a question as to how BCPD employees are to record/report their volunteer service time for activities they perform during their course of their workday and for which they are paid by BCPD. Kathy will contact Michelle Haggarty, TMN State Program Coordinator to clarify the applicable rules.
- Total Solar Eclipse, April 8 - K. Pittman noted the solar glasses will be put out at the General Meeting for those who want them.
- Presidents' Meeting included the following:
 - April – Volunteer Month
 - Virtual Volunteer Fair – April 9
 - City Nature Challenge – April 26 - 29
 - IT staff shortage was resolved, and Word Press sessions have resumed.
 - The State Office has asked chapters not to plan meetings or activities during the Annual meeting if possible.
 - Websites – temporary security measures continue until “bot attacks” subside.
 - VMS rebuild - The new account manager and rebuild manager are in place. We may experience some challenges as data is copied and moved over. If any are encountered, please log tickets to let them know of any issues.

Training

Melanie Hollenshead

Sixteen (16) interns should graduate by the end of March. One (1) intern, Anna Loonam, has already finished. The graduation date has not been set. M. Hollenshead also reported a summer session will be scheduled. There are 28 people currently on the roster.

Past President

Mickey Dufilho

There was no report.

Vice-President/Programs

Jimmy Salinas (absent)

- Kathy Pittman reported Jennifer Wilson (Gulf Coast Bird Observatory) will speak at this month's General Meeting to provide an interim update about the Shrike Survey. She will return later with the final report.
- Craig Henley, TPWD, is scheduled to speak about the Statewide Bat Survey in April.



Treasurer

Don Sabathier

February 2024*

BEGINNING BALANCE	\$13,306.01
Revenue Summary	1,842.95
Expense Summary	<u>326.94</u>
ENDING BALANCE	\$14,822.02

* Refer to Full Income Statement below.

D. Sabathier mentioned the \$75.00 donation from Hogg Middle School will be re-classified & moved to another category. He also reported PayPal had revamped its system, which affected our automatic transfer. An unauthorized point-of-sale withdrawal (\$24.99) using our debit card was made. Don reported it to TDECU and will follow up to recoup this loss. The card was cancelled.

February 2024 Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2024															
	2024											Budget Delta			
	Budget	January	February	March	April	May	June	July	August	September	October		November	December	Totals
Opening Balance		\$10,700.59	\$13,306.01												
INCOME ITEMS															
Membership Dues	2,900	1,126.29	1012.72										2,139.01	760.99	
Interest Income	10.00	0.22	0.23										0.45	9.55	
Member Donations	300	23.79											23.79	276.21	
Sponsor/Non-member Donations													0.00	0.00	
Member Payments for New Shirts	40												0.00	0.00	
Special AT event- Non Member fees	100												0.00	100.00	
Sale of extra TMN Books/Food													0.00	0.00	
Sub Total	3,350	1,150.30	1,012.95												
New Intern Class Receipts	4,500	\$1,550.00	830.00										2,380.00	2,120.00	
INCOME TOTALS	7,850	\$2,700.30	1,842.95									0.00	2,163.25	5,686.75	

(February 2024 Income Statement, continued next page)



COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024												Budget Delta		
	Budget	January	February	March	April	May	June	July	August	September	October	November		December	Totals
EXPENSE ITEMS															
Approved Donations	300													0.00	300.00
Speakers Bureau														0.00	0.00
Speaker Travel Mileage/Motel/Tolls	200													0.00	200.00
Membership Director Expenses	50													0.00	50.00
Office Supplies, Postage Etc.	30	7.12												0.00	30.00
Special Annual AT Event/Fall Field Day	1,750													0.00	1,750.00
Member Shirt Purchases (if any)	40													0.00	40.00
Special Recognition	200													0.00	200.00
Travelers D&O Ins. Premium (Paid 3 years in 2022)														0.00	0.00
Godaddy Website maintenance	200		176.95											176.95	23.05
New Officer/Member Name Tags	40													0.00	40.00
State Annual Conference															
Registration & Expenses	1,500.00													0.00	1,500.00
State Meeting Sponsorship & Scholarships	750.00														750.00
Materials	500													0.00	500.00
EcoFund Projects	500													0.00	500.00
Chapter Host-Meeting/Party Supplies	400	12.76	24.99											37.75	362.25
Chapter Host- Recognition Party/Cake	175													0.00	175.00
Sub Total	6635	19.88	201.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	221.82	6,413.18

COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024												Budget Delta		
	Budget	January	February	March	April	May	June	July	August	September	October	November		December	Totals
TMN Text Book Order	1500													0.00	1,500.00
Zeiglers-Intern T-Shirts	1200													0.00	1,200.00
Intern Name Tags	150													0.00	150.00
Intern Class Marketing	100		50.00											50.00	50.00
Intern Class - Zoom Annual fees	250													0.00	250.00
Intern Class Supplies	200													0.00	200.00
Intern Class Scholarships-2	150													0.00	150.00
Intern Registration Reimbursement		75.00	75.00											75.00	-75.00
Sub Total	3550	75.00	125.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0

EXPENSE TOTALS	10,185.00	94.88	326.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(2,335)														
Ending Balance		13,306.01	14,822.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

60 COT Chapter Lifetime membership Dues \$400.00
 61 COT 2024 Annual Dues \$25.00
 62 2024 Intern Class fee: \$150.00
 63 Members attaining 4,000, 5,000 or 10,000 VT hours are exempt from dues the next calendar year
 64 2024 Travel reimbursement: C67/mile



Membership

John Boettiger (absent)

Kathy Pittman gave the report in J. Boettiger's absence:

Initial Certifications

Recertifications

Milestones

Oron Atkins
 Angela Griffin
 Melanie Hollenshead
 Brenda Stitt

Melanie Hollenshead (2,500)

VMS DATA

		February 2024	Year to Date
Hours*	VT	975	2,010
	AT	241	453
	Total	1,216	2,463
Impact Data*	Adults	44	185
	Youth	252	1,159
	Total	296	1,344

* will not be considered final until mid-April 2024

K. Pittman noted there had been a big change from the January data. She also mentioned Dave Brandes had sent out the final report for 2023 (see 2023 Final TMN-COT Hours and Impact Report attached as Item 3).

State Representative

Connie Stolte

Members who had not yet submitted their completed Conflict-of-Interest form were reminded to do so. Kathy Pittman advised C. Stolte she would send the updated list to her.

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.
- 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.
- Approx. 1 mile of granite fines edge guard removal at the Dow Woods south trail, currently being done, contact Oron Atkins.
- NestFest (registration required) - March 12, 9:00 a.m. - 12:00 p.m., contact Celeste Silling
- Beach Sweep – April 1 (weather permitting), 8:00 a.m. - 10:00 a.m.; contact Jimmy or Luanne Salinas.
- Sea Turtle Patrol (PAIS & local training required) - daily, April 1 - July 14, contact Roland Davis.
- City Nature Challenge - April 26 - April 29 (take photos) and April 30 - May 5 (identification) - self-directed.



Outreach

Ruby Lewis

R. Lewis reviewed outreach opportunities and related volunteer challenges:

- DEEP - March 26 and 28, April 2 and 4, 8:00 a.m. - 2:30 p.m., contact Ed Barrios.
- BNWR Discovery Center Spring Open House - March 9 - 17, 10:00 a.m. - 4:00 p.m. (9:30 set up), contact Ruby Lewis; volunteers are still needed each day.
- Sea Center Texas Nature Day - April 6, 10:00 a.m. - 3:00 p.m.; volunteers needed.
- Spring Fling (registration required) - April 6 - May 5, two (2) shifts daily (9:00 a.m. - 12:30 p.m.) and (12:30 p.m. - 4:00 p.m.), contact Celeste Silling.
- Migration Celebration - April 27 and 28, 11:00 a.m. - 4:00 p.m., contact Barbara Whaley.
- Camp Mohawk - June 17 - 20.

K. Pittman emphasized Ruby sent an e-mail that volunteers are needed for each day of the BNWR open house. Ruby also mentioned she begun to get requests for career days. The librarian at Angleton Junior High requested volunteers to speak about their careers to the girls' group for "Women in Science". She also mentioned Celeste Silling sent out the web calendar with respect to Spring Fling.

Chapter Host

Rose Wagner

R. Wagner reported she would send a message out to the membership for volunteers to provide snacks for next week's General Meeting.

Communications

Larry Peterson

Analytics 2024

Website Sessions, PageViews, Users	Facebook
<u>2024</u> Feb. Sessions 423, Pageviews 896, Users 217 Jan. Sessions 910, Pageviews 1594, Users 673	<u>2024</u> Feb. Followers 1802, Reach 3.1K Engagement 1.3K Published 113 Jan. Followers 1728, Reach 8.4K Engagement 2.0K Content 109
<u>2023</u> Dec. Sessions 357 Pageviews 729 Users 189 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 Pageviews 1023, Total Users 241 April: Sessions 444 Pageviews 1229, Total Users 234 March: Sessions 634 Pageviews 1319, Total Users 325	<u>2023</u> Dec. Followers 1699 Reach 1.7K Engagement 807 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

L. Petersen reported the numbers were up, particularly January, at 910 website sessions. He also reported Angela Griffin was approved for a non-profit subscription to Canva and is now in the process of learning how to use it.

**Class 2023 Representative****Marlon Nation**

M. Nation reported he would like to meet with Kate Harris, the former 2023 class representative, to learn the duties of this office.

Chapter Advisors**John O'Connell /Jordan Kieffer**

J. Kieffer reported Sea Center is preparing for Spring break and its Nature Day, which is scheduled for April 6. The Center will need help with the fishing event. J. O'Connell the Texas Wildlife Association is doing a "round robin" communication forum open to all 8th graders at Rodeo Palms. This event is held every three to five (3-5) years. John will also be doing the rainfall simulator and ground waters. There will be no Water Wednesdays scheduled for this month, but they will resume in April.

New Business**All**

Ruby Lewis will check on TMN brochures and needs the brochure template.

The General Meeting will be held on Wednesday, March 13 at 6:00 p.m. Please send agenda items for the PowerPoint presentation to K. Pittman by Sunday evening prior to the meeting.

The next Board meeting will be held on Wednesday, April 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 10:45 a.m.

Respectfully submitted,

Kathy Purvis, Secretary

cc: Board Members
Clara Tyler, AgriLIFE Secretary (Clara.tyler@ag.tamu.edu)



Item 1. Attendance Record 2024

Attendance 2024	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Kathy Pittman - President	X	X	X										
Jimmy Salinas -VP	X	X	A										
Don Sabathier - Treas.	X	X	X										
Kathy Purvis - Secretary	X	X	X										
Advisors													
John O'Connell - AgrLife	X	A	X										
Jordan Kieffer - TPWD	V	A	V										
Immediate Past President													
Mickey Dufilho	X	A	X										
Appointed Board/Committee Members													
Oron Atkins – Volunteer Ops	A	V	X										
John Boettiger- Membership	A	X	A										
Marlon Nation - 2023 Intern Rep	V	A	X										
Melanie Hollenshead - Training	X	V	X										
Ruby Lewis - Outreach	X	A	X										
Larry Peterson - Communications	V	X	X										
Kristine Rivers – AT	X	V	A										
Connie Stolte – State Rep	A	V	V										
Rose Wagner, Chapter Host	V	A	V										
Guests													
Luanne Salinas	X	X	A										
Kate Harris – Mentor Pgm.	X	A											
Amanda Gabehart		V											
Barbara Adelsperger		X											
Brenda Stitt		X											

Item 2. Action Item Register

RegisterCradle of Texas Action Item Register (UPDATED 3/5/24)				
Action Item	Assigned to	Due Date	Status	Comments
Review and update partners webpage (Aug 2019) (see below also)	Oron Atkins, Larry Peterson	1st Q 2023	Ongoing	Apr/May/June/Jul/Aug 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 Oct/Nov: No update Jan 2022 No update Dec, 2022 - 1st Q 2023 will be done
Update VPAR agreements (Aug 2019)	Oron Atkins	1st Q 2023	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 2022. No update Dec. 2022 Get with Dave and see if people are volunteering - Eliminate if not volunteering
VPALS need to be updated for website	Oron and Larry	1st Q 2023		
Pop up Outreach – develop plan for more small outreach opportunities	Kathy Pittman, Ruby		ongoing suggest closing	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 Wildlife. • 9/10-11 Sweeping for Aquatic & Terrestrial Invertebrates @ BNWR • Reptiles as Scheduled by Ruby Dec. 2022 - nothing scheduled - melanie will get some things on calander Need to get another person to lead this. Aug 2023 - KWP - "northern outreach" group is scheduling events, working with Ruby to pull topics from materials we have, and will look at developing other topics as needed. KWP will head for now.
Put together a proposal to fund a Spider Exhibit	Melanie			No action yet. (Melanie)
Update 4000 Hours	Mickey		in progress	For Website
Bat Monitoring Project	Mickey		ongoing	Dec23/Jan24 - volunteers solicited/recruited. TMN Tuesday general Training session on 1/23/24. Craig Hensley will be at April Chapter

Open items

RegisterCradle of Texas Action Item Register (UPDATED 3/5/24)

Action Item	Assigned to	Due Date	Status	Comments
Urban Wildlife project -	Oron		ongoing	Jan 24 - Dr. Ann Cheek, UH, presented at Gen mtg. Volunteers solicited/recruited. Next monitoring month is April 24. Need to schedule training with Dr. Cheek?
Resoft Park Work day	Oron/Chad Davenport?			work with BCPD to schedule a work day at Resoft Park. Goal is to introduce members to the park as an available vol opp, especially for members in northern BC
Outreach - Brookside Village Farmer's Market	Kathy Pittman (w/ guidance from Ruby	24-Apr	in progress	Feb 24 - "Northern outreach" - need to set up April event with Brookside Village FM. Actively looking for coordinator for this group.
Outreach - Old Pearland Farmer's Market	Kathy Pittman (w/ guidance from Ruby	24-Apr	in progress	Feb 24 - "Northern outreach" - need to set up March event with OPFM. Actively looking for coordinator for this group. Kathy had met with and emailed the manager for OPFM. No response to email. Will reach out again.
Planning for AT Day	Kristine	Jun-24	in progress	
Develop Virtual Option - Milestone Plaques	Kathy Pittman		not started	

Cradle of Texas Action Item Register - Recurring Tasks					
Action Item	Assigned to	Due Date	Status	Comments	
Set up nominating committee and begin to solicit for new board members	Past President	July			
Present Slate of Officers to Board	Past President	Nov Board mtg			
Present Slate of Officers to Chapter	President	Nov Chapter meeting			
Send Slate of Officers to Chapter via email	President				
Board Elections		Dec Chapter Meeting			
Organize and conduct Financial Audit	Treasurer			Secretary, Class Rep and Chapter advisor to sign off	
"Year in Review" presentation	President	Jan Chapter meeting			
Annual AT Day	AT director/Committee	Start Planning in Oct/Nov		Schedule for Jan/Feb time period	
Fall Field Day	AT director/Committee	Start planning in June/July		Schedule for October Chapter meeting	
December Social	Host/Social Committee	November		plan a year end celebration, if not participating in "Hog Wild" celebration	
Send names and pictures of intern class and pictures of current members of each class to Larry to post on website					
Order name tags, check with general membership to see if others need new nametags	Intern Director/Chapter Host			solicit help with membership orders. order replacements for general membership once/year when ordering intern badges. Members should expect to pay for replacement. if only a few, Chapter Host may decide to cover costs.	
Order shirts, check with general membership to see if others need new nametags	Intern Director			solicit help with membership orders	
Send check for \$300.00 for State Meeting Sponsor	Treasurer				
Budget Review for following year	Treasurer	Nov/Dec Board meeting			
25th Anniversary	Host/Social Committee	December, 2026		20th anniversary was held Dec 2021	
Put up new intern class pictures	Training Director			Display board after class has completed	
Send out new conflict of interest form to the board to be returned to President	Connie			Dec. For incoming board in January	

Cradle of Texas Action Item Register - Closed Items

Action Item	Assigned to	Due Date	Status	Comments
Begin the process of changing Chapter Operating Handbook to reflect current State guidelines for intern training (Aug 2021)	Connie Stolte			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 Aug - voted and passed
Determine how to have better visibility at AgriLIFE entrances for night meetings	John O'Connell	Jan-22	completed	county installed new outdoor lighting
Communicate Green light at Entrance for night meeting	Mickey		completed	
Planning for Board Retreat	Kathy	1/12/22	completed	notes compiled, some stats and comments shared with Chapter
Invite Tom Schneider to August membership meeting for special recognition	Mickey			July: Rose has arranged for Tom to be at the August Meeting. Completed. could not locate
Find presentations on State Website that could be modified and used by our speakers				KWP - believe there are presentations on State Website. Could be under other chapters subwebsites
Put chapter on list for OWLS loaner	Kathy			
Purchase gift cards for special recognition at each meeting	Rose		Ongoing	Larry checked out. Not suited for the auditorium space. Complete
Order enough certification pins from state to be able to give them at the meetings and to pick up at the State meeting	John B			Complete
Communicate Updated State Documents to Chapter, schedule Chapter ratification Vote				Complete
Send Oron the information on the EcoFund	Mickey			Complete
Call meeting for Committee to review Chapter Handbook	Connie			completed - Meeting in January
Conduct Financial Review of 2022 books by committee	Don	Dec general meeting		Mickey, Paul Cason, John O, Kristine, New Class Rep (Roxanne has resigned) Complete
Put up new Intern class pictures	Mary			Completed for 2022
Check with other chapters on dates and times for General Meetings	Mickey			Completed
Do a virtual poll at the General Membership Meeting for voting anonymously	John. O.			Dec. John will do polls ????????
Send Minutes of December General Membership Meeting to the State due to voting on new bylaws	Mickey	ASAP	Done 1/4/23	