



**TMN-COT BOARD MEETING**  
**Wednesday, May 1, 2024, 9:05 a.m. – 10:59 a.m. (HYBRID)**  
**at Texas AgriLIFE Extension Service, Angleton TX**

**9:05 a.m. Call to Order**

**Kathy Pittman (absent)**

Jimmy Salinas, presiding for Kathy Pittman, welcomed everyone in attendance or participating online. He introduced Sabrina Smith and advised the Board would hear her first.

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

(see Attendance Record attached as Item 1)

**Board Address (Volunteer Hours Limit, Animal Rehabilitation)**

**Sabrina Smith**

As arranged with Kathy Pittman, Sabrina Smith, TMN-COT member and Gulf Coast Wildlife Rehabilitation volunteer addressed board members about the limitations on credit for her volunteer hours for animal rehab care. She is in her fourth season of working with songbirds (usually nest babies) and on a typical day, begins at 6:30 a.m. and ends at 8:00 p.m. Sabrina lives in Alvin, but owns a business in Pearland, so takes the birds to work with her to continue their care.

She feeds about every 30 minutes to an hour, which involves 10-15 minutes preparation/feed time per bird. Antibiotic medications are administered twice daily to those who are "cat-caught" also. Birds who fledge are transported to a Danbury rehab volunteer for continued care. She also mentioned the only other volunteer in the area is in Bay City, and noted they help each other when necessary. As an example, she reported the prior day was a "babysit day" for her.

Sabrina reported she performs most of the care alone. The average day entails about two and one-half to three (2.5-3) hours of care, three (3) hours per day during peak bird season, not including transport time. This exceeds the three (3) hour limitation allowed per Appendix 11.1.6(a) of the Chapter Operating Handbook (COH):



"11.1.6 Animal Rehab Done at Home"<sup>1</sup>

- a. Because at-home animal rehab includes limited or no involvement of others, the state TMN suggests that credit for volunteer hours on this activity is limited. The COT Board limits at-home animal rehab to three hours per week. Any variance to this rule may be appealed to the Board. All animal rehab volunteer work must be reported under the "Other: Animal Rehab" opportunity code."

C. Stolte clarified that, while the chapter set this limitation, the total of hours submitted under the "Other" category cannot exceed more than five percent (5%) of our total volunteer hours. She further mentioned there is also a mechanism to record time spent on birds of greatest conservation need, as identified in the Texas Parks & Wildlife Department (TPWD) endangered species list #1279. Connie e-mailed the link to the board for their reference.

In continued discussion, Sabrina stated many of the birds she cared for were "cat-caught" or injured due to human activities, such as "spring cleaning on property", i.e., trees cut down, such as seen with Carolina chickadees, wrens, blue jays, red-bellied woodpeckers and others. She closed by thanking the board for their time and attention to the matter.

J. Salinas thanked Sabrina for her address. He noted board meetings are open to visitors and advised the board would review chapter procedures. John O'Connell stated he would follow-up with the state coordinators, the Executive Board, elected officers and advisors for their input and help with the matter.

- Agenda Additions/Corrections - None presented.
- Approve Previous Board Minutes - The draft copy of the minutes of the April 3, 2024, Board meeting was sent via e-mail to Board members for review. No changes were requested prior to the meeting.
- **Minutes Approval -**

Motion	Motion to Approve	Motion Seconded	Vote
Approve the April Board minutes	M. Dufilho	R. Wagner	Minutes approved.

**Review Action Register and Update as Needed**

**Jimmy Salinas**

The Board took the following actions upon review and discussion of the Action Register:

- Review/revision of TMN-COT Brochure was tabled until the June meeting.
- The Urban Wildlife Project was closed.
- Review/update COH Guidelines was added (Appendix 11.1.6(a) re volunteer time limitation and Species of Greatest Conservation Need as per the Texas Parks & Wildlife Department endangered species list #1279 (link sent by C. Stolte).

<sup>1</sup> <https://txmn.org/tmncot/files/2023/07/tmn-cot-chapter-operating-handbook-07-12-2023.pdf>



## Training

### Melanie Hollenshead

M. Hollenshead reported the training team continues to work on the calendar for the next intern class, which begins June 8, 2024. Field trips will be scheduled for Saturday mornings or Wednesday evenings to minimize heat stress. She also mentioned she will follow up with Migration Celebration attendees who expressed interest in the training program.

In continuing discussion, Melanie reported challenges with new members not getting e-mails via the distribution list. L. Peterson stated our e-mail distribution list includes 149 members, which is fewer than the VMS member list (157). Melanie referenced a new member checklist she developed to onboard interns, i.e. photo, biography, shirt size, etc., and indicated she would provide it as a resource.

## AT Director

### Kristine Rivers

K. Rivers reported registration was scheduled to open this date for members only and reviewed the catered lunch menu. Discussion also addressed the mothing event, as well as native plants and insect books to be given as door prizes. Program participation will be limited to physical attendance only.

## Bat Monitoring Project

### Mickey Dufilho

M. Dufilho reported on progress with the program rollout. She stated 40 hits were detected Friday night with the station she is monitoring, but only one (1) on Saturday and none on Monday or Tuesday. In continuing discussion, she requested the board approve \$100 in expenses for batteries, SD cards and other items. D. Sabathier reported he posted \$108 for batteries paid by R. Wagner with her debit card, which needed no approval. Mickey explained additional funds would be needed as she had already spent \$50 to purchase three (3) adapters to read the SD cards. The Board voted to approve the request for an additional \$100 upon the motion made by K. Rivers and seconded by K. Purvis.

## President's Report

### Kathy Pittman (absent)

- Nathan Murphy, who is continuing as an intern, will take 10 mins at the May general meeting to talk about Nature Camp and request volunteers.
- Brookside Village Farmers Market Event on April 14, 2024, was successful, despite less foot traffic than expected. There was good volunteer participation, Marlon Nation wrote a wonderful article for the newsletter.
- President's Meeting – K. Pittman wrote she would send out any urgent information from the Presidents' meeting on Tuesday, April 30, 2024.
- The State requested a photo to place on the VMS "landing page" for each chapter and K. Pittman submitted a photo from the Farmers Market.
- K. Pittman requested M. Hollenshead and D. Sabathier to select a day in May to clean out the upstairs storage room. Kathy could do this on Monday mornings, Wednesdays after 11:00 a.m., or anytime on Thursday.
- Anyone interested in revising the current Chapter brochure (any rewording, favorite pictures, etc.) was requested to notify Kathy Pittman. Discussion noted Amanda Gabehart had expressed interest in helping with this.

## Past President

### Mickey Dufilho

M. Dufilho had no further report, other than the bat project as discussed earlier.



### Vice-President/Programs

**Jimmy Salinas**

J. Salinas reported Kati Krouse from BEARS, Etc. will attend and speak at the May meeting about the East Texas Black Bears. Curtis Jones from the U.S. Fish & Wildlife Service will speak about controlled burns at the June meeting. Jimmy mentioned the July program had not been scheduled yet. Ensuing discussion revisited a previous question in the meeting about intern projects, and the Board agreed the group would be interested in learning about the recent intern projects completed.

### Treasurer

**Don Sabathier**

D. Sabathier presented the summary report as of April 30, 2024. He stated it was a preliminary report and did not include interest but would be updated as available.

April 2024\*

<b>BEGINNING BALANCE</b>	\$15,334.50
Revenue Summary	1,416.09
Expense Summary	<u>1,398.92</u>
<b>ENDING BALANCE</b>	\$15,361.67

\* Refer to Attachment 1 for the Full Income Statement, to be appended.

### Membership

**John Boettiger**

John stated the report would be available on May 2, 2024. The VMS data report also was unavailable.

### State Representative

**Connie Stolte**

C. Stolte reported she sent the board the link to the TPWD Species of Greatest Conservation Need list as per earlier discussion.

### 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.
- Beach Sweep, Quintana Jetties – May 6 and June 3, likely re-scheduled to June 10 (weather permitting), 8:00 a.m. - 10:00 a.m.; contact Jimmy or Luanne Salinas.
- Sea Turtle Patrol (PAIS & local training required) - daily, began April 1 and continues to July 14, contact Roland Davis.

### Outreach

**Ruby Lewis (absent)**

Oron Atkins reviewed the schedule as follows:

- DEEP - May 14 and May 16, 8:00 a.m. - 2:30 p.m., contact Ed Barrios.
- Old Pearland Farmers' Market, Independence Park - May 18, 9:00 a.m. - 2:00 p.m., contact Kathy Pittman.
- BCLS Summer Reading Series - refer to the volunteer calendar; contact Ruby Lewis.



- BCPD Nature Camp at Camp Mohawk, June 17 - 20, 2024; contact Nathan Murphy at [nathanm@brazoriacountytx.gov](mailto:nathanm@brazoriacountytx.gov).

#### Chapter Host

**Rose Wagner**

R. Wagner suggested a potluck meal for the interns be moved to July, given the work being done in the kitchen. Discussion agreed this would coincide with the intern projects being presented.

#### Communications

**Larry Peterson**

#### Analytics 2024

The report was deferred.

#### Class 2023 Representative

**Marlon Nation (absent)**

There was no report. A question arose about a class representative being appointed for the recently graduated intern class. Connie Stolte cited Section 3.3.6, page 10, of the COH, which states a class representative serves from the end of the class to the end of the next class. Based on this guideline, appointment of a representative from this recent graduated intern class is in order. This will be added as an action item and brought to K. Pittman's attention.

#### Chapter Advisors

**John O'Connell /Jordan Kieffer**

There was no report from either advisor.

#### New Business

**All**

Discussion sympathized with the recent loss of a member's spouse. K. Rivers made a motion to make a memorial donation of \$100 to Friends of the Brazoria Wildlife Refuge, which was seconded by M. Dufilho. Upon the board's unanimous vote, R. Wagner stated she would make the donation.

The next Board meeting will be held on Wednesday, June 5, 2024, at 9:00 a.m. Please send K. Pittman any agenda items by the Sunday evening prior to that date.

**President:** J. Salinas adjourned the Board Meeting at 11:13 a.m. upon motions made by Rose Wagner and Mickey Dufilho.

Respectfully submitted,

Kathy Purvis, Secretary

cc: Board Members  
 Clara Tyler, AgriLIFE Secretary ([Clara.tyler@ag.tamu.edu](mailto: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
<b>Elected Board Members</b>													
Kathy Pittman - President	X	X	X	X	A								
Jimmy Salinas -VP	X	X	A	X	X								
Don Sabathier - Treas.	X	X	X	X	V								
Kathy Purvis - Secretary	X	X	X	X	X								
<b>Advisors</b>													
John O'Connell - AgrLife	X	A	X	X	X								
Jordan Kieffer - TPWD	V	A	V	V	V								
<b>Immediate Past President</b>													
Mickey Dufilho	X	A	X	X	X								
<b>Appointed Board/Committee Members</b>													
Oron Atkins – Volunteer Ops	A	V	X	X	X								
John Boettiger- Membership	A	X	A	X	X								
Marlon Nation - 2023 Intern Rep	V	A	X	X	A								
Melanie Hollenshead - Training	X	V	X	V	X								
Ruby Lewis - Outreach	X	A	X	X	A								
Larry Peterson - Communications	V	X	X	A	X								
Kristine Rivers – AT	X	V	A	A	V								
Connie Stolte – State Rep	A	V	V	V	V								
Rose Wagner, Chapter Host	V	A	V	X	X								
<b>Guests</b>													
Luanne Salinas	X	X	A	A	X								
Kate Harris – Mentor Pgm.	X	A	A	V									
Amanda Gabehart		V											
Barbara Adelsperger		X											
Brenda Stitt		X											
Sabrina Smith					V								



Item 1, April Income Statement

**COT MASTER NATURALIST INCOME STATEMENT for 2024**

	2024							Budget Delta
	Budget	January	February	March	April	May	Totals	
Opening Balance		\$10,700.59	\$13,306.01	\$14,822.02	\$15,334.50			
<b>INCOME ITEMS</b>								
Membership Dues	2,900	1,126.29	937.72	274.65	595.65		2,934.31	-34.31
Interest Income	10.00	0.22	0.23	0.26			0.71	9.29
Member Donations	300	23.79		62.58	23.79		110.16	189.84
Sponsor/Non-member Donations			75.00	24.99			99.99	-99.99
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					331.40		331.40	-331.40
<b>Sub Total</b>	<b>3,350</b>	<b>1,150.30</b>	<b>1,012.95</b>	<b>362.48</b>	<b>950.84</b>			
New Intern Class Receipts	4,500	\$1,550.00	830.00	225.20	475.00		3,080.20	1,419.80
<b>INCOME TOTALS</b>	<b>7,850</b>	<b>\$2,700.30</b>	<b>1,842.95</b>	<b>587.68</b>	<b>1,425.84</b>		<b>3,145.17</b>	<b>4,704.83</b>

**COT MASTER NATURALIST INCOME STATEMENT for 2024**

	2024							Budget Delta
	Budget	January	February	March	April	May	Totals	
<b>EXPENSE ITEMS</b>								
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 D:	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				108.16		108.16	391.84
EcoFund Projects	500						0.00	500.00
Chapter Host-Meeting/Party Supplie	400	12.76	24.99	40.21			77.96	322.04
Chapter Host- Recognition Party/Cak	175			34.99	40.99		75.98	99.02
<b>Sub Total</b>	<b>6635</b>	<b>19.88</b>	<b>201.94</b>	<b>75.2</b>	<b>149.15</b>	<b>0.00</b>	<b>446.17</b>	<b>6,188.83</b>



Item 1, April Income Statement (continued)

	COT MASTER NATURALIST INCOME STATEMENT for 2024							
	2024							Budget
	Budget	January	February	March	April	May	Totals	Delta
TMN Text Book Order	1500						0.00	1,500.00
Zeiglers-Intern T-Shirts	1200				811.80		811.80	388.20
Intern Name Tags	150				95.00		95.00	55.00
Intern Class Marketing	100		50.00				50.00	50.00
Intern Class - Zoom Annual fees	250						0.00	250.00
Intern Class Supplies	200				42.97		42.97	157.03
Intern Class Scholarships-2	150						0.00	150.00
Intern Registration Reimbursement		75.00	75.00				75.00	-75.00
<b>Sub Total</b>	<b>3550</b>	<b>75.00</b>	<b>125.00</b>	<b>0.00</b>	<b>949.77</b>	<b>0</b>		
<b>EXPENSE TOTALS</b>	<b>10,185.00</b>	<b>94.88</b>	<b>326.94</b>	<b>75.20</b>	<b>1,098.92</b>	<b>0.00</b>		
	<b>(2,335)</b>							
<b>Ending Balance</b>		<b>13,306.01</b>	<b>14,822.02</b>	<b>15,334.50</b>	<b>15,661.42</b>	<b>0.00</b>		
COT Chapter Lifetime membership Dues \$400.00								
COT 2024 Annual Dues \$25.00								
2024 Intern Class fee: \$150.00								
Members attaining 4,000, 5,000 or 10,000 VT hours are exempt from dues the next calendar year								
2024 Travel reimbursement: c67/mile								



Cradle of Texas Action Item Register (UPDATED 5/01/24)

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/July 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 Mar 2024 - update website
Update VPAR agreements (Aug 2019)	Oron Aktins	1st Q 2023	ongoing	Apr/May/June/July/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		
Bat Monitoring Project	Mickey		on going	Dec23/Jan24 - volunteers solicited/recruited. TMN Tuesday general Training session on 1/23/24. Craig Hensley will be at April Chapter meeting
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 - 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. May 2024 - we are set for May 18th - subject will be insects. We will also have a craft activity for children
Planning for AT Day	Kristine	Jun-24	in progress	Mar 26/27- planning meeting held.. Lining up speakers, food, mothing activity and doorprizes

Cradle of Texas Action Item Register (UPDATED 5/01/24)

Action Item	Assigned to	Due Date	Status	Comments
Develop Virtual Option - Milestone Plaques	Kathy Pittman		in progress	Apr 24 - Kathy Pittman - discussed options with Brigid Norris ( contact from Mickey). Once we get plaques back, we will send pictures and names to Bridgitt - she is willing to create file and update for us as needed. Chapter will print/publish as needed May 2024 - KP - I have the plaques back from the engravers and will send pictures to Bridgitt this month
Plan redo of TMN-COT brochure	OPEN	June review	pending	April 2024 - current brochure is not valid, as it does not have the TPWD logo. Hannah Ferguson from State Office has provided examples, and Crystal has our editable copy. We need to consider any other changes ( maybe new pictures as well) May 2024 - tabled until the June meeting
Review/update COH Guidelines			New	May 2024 - Review Appendix 11.1.6(a) of the Chapter Operating Handbook (COH) re volunteer time limitation and Species of Greatest Conservation Need as per the Texas Parks & Wildlife Department (TPWD) endangered species list #1279 (link sent by C. Stolte); J. O'Connell to consult with state coordinators, the Executive Board, elected officers and advisors for input and help.
Appointment of Spring 2024 Intern Class Representative	Open		New	May 2024 - As per Section 3.3.6, page 10, of the COH, which states a class representative serves from the end of the class to the end of the next class, appointment of a representative from this recent graduated intern class is in order.