



TMN-COT BOARD MEETING
Wednesday, June 5, 2024, 9:07 a.m. – 11:32 a.m. (HYBRID)
at Texas AgriLIFE Extension Service, Angleton TX

9:07 a.m. Call to Order

Kathy Pittman

Kathy Pittman welcomed 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)	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
Chapter Advisor(s)		Ruby Lewis (Outreach Dir.)	A
John O'Connell (AgriLIFE Extension)	X	Larry Peterson (Communications Dir.)	X
Jordan Kieffer (TPWD: Sea Center Texas)	A	Kristine Rivers (Advanced Training Dir.)	X
Guests/Other		Connie Stolte (State Rep.)	V
Luanne Salinas	X	Rose Wagner (Chapter Host)	V
X - present, V - virtual & A - absent		Quorum	Yes

(see Attendance Record attached as Item 1)

- Agenda Additions/Corrections - None presented.
- Approve Previous Board Minutes - The draft copy of the minutes of the May 1, 2024, Board meeting was sent via e-mail to Board members for review. Kathy Purvis reported changes were made as requested to reflect the appointed Class Representative serves from the end of the class to the end of the next class. The Action Register was updated and attached.
- **Minutes Approval -**

Motion	Motion to Approve	Motion Seconded	Vote
Approve the May Board minutes	R. Wagner	K. Rivers	Minutes approved.

Update - Animal Rehab Hours

Kathy Pitman

K. Pittman briefly reviewed the challenges Sabrina Smith presented to the Board in the previous meeting, which focused on the stipulated limitations on rehab hours. Kathy presented volunteer hours data from the past year with respect to animal rehab. The hours were recorded under the "OT Other" VMS category, which includes animal rehab activities. Pertinent aspects of the telephone consult with Michelle Haggarty and Mary Pearl Meuth on June 4 were also discussed, noting the focus of animal rehab is aimed at species of greatest conservation need. J. O'Connell proposed leaving the COH (Chapter Operating Handbook) wording "as is" and to allow a variance as appropriate with follow-up monitoring. C. Stolte



suggested tweaking the wording might also be helpful. Kathy will provide Sabrina with an update and will also check with D. Brandes about sea turtle transport. She and Connie will also review the verbiage in the handbook. The action register will be updated as indicated.

Training

Melanie Hollenshead

M. Hollenshead reported the orientation for the first summer session will be held on June 8 at the Angleton Library. Heat stress training was added to the orientation schedule and more classes will be conducted at the library, with field trips scheduled for Saturday mornings, when possible, to avoid heat exposure. Melanie stated 21 orientees had registered for this training program, some of whom are returning from prior classes. She asked for the names of mentors and said she would like for them to attend the orientation. In continuing discussion, Melanie reported she needs to order 48 additional textbooks. K. Pittman stated she approved this and asked Melanie to give the information to D. Sabathier.

AT Director

Kristine Rivers

K. Rivers stated 84 individuals had registered for the June AT Day, five (5) of whom are non-members, with 25 registered for the mothing event as well. M. Dufilho will be the Chapter representative for the mothing event. Kristine discussed the raffle items and asked that the items be brought to the event site on Friday from 4:00 p.m. - 6:00 p.m. R. Wagner asked those donating plant materials to send her information as to the names/types and numbers of plants being donated.

K. Pittman proposed the Chapter make a financial donation to Brazos Woods. Mickey suggested the donation be made to the COT Conservancy, earmarked for Brazos Woods, then made a motion to that effect, which was seconded by K. Purvis and passed.

Bat Monitoring Project

Mickey Dufilho

M. Dufilho opened by reporting the team had experienced problems with the "Minibat", the easiest monitor to work with, but O. Atkins found and resolved the problem. L. Peterson was able to read his and Barbara Whaley's data and identified eight (8) different species. The bats cannot be specifically identified without Kaleidoscope Pro, an analysis software that sells for \$399. Mickey noted she planned to buy the software later this summer for her personal use but added she had applied for a grant from Wildlife Accoustics to enable our Chapter to buy the software as well.

Continuing discussion noted additional funds were needed to cover purchases for items related to the bat project. It was noted \$108.00 had already been approved, but an additional \$185.41 was needed this month. K. Pitman suggested a line item be added to the budget for "field research/bat project" for such expenses. The additional expenditure was approved, and new the line item will be added upon the motions by K. Purvis and K. Rivers.

VMS Status Changes

Kathy Pittman

K. Pittman referenced Attachment 1 for the full list, along with Dave Brandes' comments.

New Class Representative

Kathy Pittman

As follow-up to the previous meeting, K. Pittman requested we check for volunteers among the recent graduates who might be interested in serving as the class representative. M. Hollenshead will poll the class for any interest, but if there is none, M. Nation may continue to serve if he wishes.



Action Register Review/Updates

Kathy Pittman

K. Pittman reported she sent a photo of the award plaque to Bridgett Norris to assist her with designing a printable paper plaque suitable for posting online. The President's Call to Service Award (PCTSA) will continue to recognize service hours. We will continue to showcase those recipients on the website.

M. Dufilho reported the following individuals will serve on the nominating committee for the next slate of officers: Jimmy Salinas, Luanne Salinas, Tara Lawrence and Barbara Whaley.

President's Report

Kathy Pittman

- Cancel the July Board meeting.
- Old Pearland Farmers Market Event on May 18 was successful but had less foot traffic than expected. Five (5) volunteers had very good interactions with attendees, discussing the importance of native plants and their relationship to the food web. There were also art activities for the children.
- K. Pittman requested M. Hollenshead and D. Sabathier to select a day in June to clean out the upstairs storage room. Kathy could do this on Monday mornings, Wednesdays after 11:00 a.m., or anytime on Thursday are workable for Kathy.
- Chapter Brochure – Kathy asked that anyone with an interest in helping revise the current brochure (any rewording, favorite pictures, etc.) contact her.
- Presidents' meeting, May 28:
 - Chapter Liaison, Hannah Ferguson, based in the Houston area, is available to come talk to Chapters about the State program office (Intern training or Chapter meetings).
 - A Training Survey is due May 31 (Melanie) and developing a speaker list is due June 30 (Jimmy).
 - Ongoing curriculum survey – will be revising/updating textbook.
 - The State is developing Canva templates for brochures, rack cards, social media and training certifications. Chapters would be able to print these documents themselves.
 - Annual meeting: The hotel link is open; conference registration and agenda will open July 1.
 - Other VMS updates: There will be a new onboarding module volunteers will need to work through before being fully on-boarded. Kathy is not yet clear whether this will apply to current volunteers.
 - Nominating committees – look through information from VMS profiles from new members to see if any backgrounds would be useful for serving on Board.

Past President

Mickey Dufilho

M. Dufilho had no further report, other than that given earlier.

Vice-President/Programs

Jimmy Salinas

J. Salinas reported plans for the following speakers:

- June - Curtis Jones and Ryan Vice, USFWS will present on controller burns
- July - Interns will present their projects; L. Salinas and R. Wagner will coordinate the potluck.
- August - Chris Kneupper will present on Velasco
- September - Alenka Cardenas, Bayou City Waterkeepers

There will be no October speaker/activity as the State will be meeting. Jimmy plans to contact Hannah Ferguson to ascertain whether she might speak at the November meeting.



Treasurer

Don Sabathier

D. Sabathier presented the summary report as of May 31, 2024. He stated he found some challenges with the bank statement for April/May, as some of the numbers were combined.

May 2024*

BEGINNING BALANCE	\$15,361.67
Revenue Summary	1,225.52
Expense Summary	<u>396.98</u>
ENDING BALANCE	\$16,190.21

* Refer to Item 2 for the Full Income Statement, to be appended.

Membership

John Boettiger

2024 May TMN-COT Hours and Impact Report

Initial Certifications	Recertifications	Milestones
Anneliese Glover	Hannah Beckett	Paula Hanson (1000)
Donna Gregurek	John Boettiger	Mel McKey (1000)
Brian Hanson	Dennis Charleton	
	David Dungan	
	Jim Nance	
	Marlon Nation	
	Jimmy Salinas	
	Warren (Andy) Smith	
	Sherry Summers	
	Barbara Yoder	

VMS Data –

		May 2024	Year to Date
Hours *	VT –	1,247	7,532
	AT –	119	975
	Total -	1,365	8,507
Impact data*	Adults	283	4,640
	Youth	1,791	14,940
	Total	2,074	19,590

*will not be considered final until mid-July 2024



State Representative

Connie Stolte

There was no report.

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 – June 3 and July 8 (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)

K. Pittman reviewed the schedule as follows:

- BCLS Summer Reading Series (June) - refer to the volunteer calendar for dates, times and locations; contact Ruby Lewis.
- GCBO Summer Bird Camp 2024 - June 10 - 14, 2024, 9:00 a.m. - 1:00 p.m.; contact Celeste Silling.
- BCPD Nature Camp at Camp Mohawk, June 17 - 20, 2024; contact Nathan Murphy at nathanm@brazoriacountytx.gov, although it was reported they have enough volunteers at this time.

Kathy mentioned she was aware there had been an issue where the West Columbia staff turned away a group of adult-aged special needs persons. They will set up an event specifically for them. She also stated there may be a new outreach opportunity in Pearland. A group of master gardeners met at the Nature Center and are exploring a joint project with TMN to clean up the overgrowth and plants.

Chapter Host

Rose Wagner

R. Wagner reported she sent out an e-mail request for refreshment volunteers for the general meeting and for AT Day snacks. She'll have a sign-up sheet for AT Day volunteers at the general meeting.

Communications

Larry Peterson

Analytics 2024 - Website and Social Media Analytics

Website Sessions, PageViews, Users

2024

MAY Sessions 514, Pageviews 893, Users 298

Apr. Sessions 354, Pageviews 668, Users 210

Mar. Sessions 398, Pageviews 787, Users 222

Feb. Sessions 423, Pageviews 896, Users 217

Jan. Sessions 304, Pageviews 531, Users 224



2023

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, 1023 pageviews, 241 users
 April: Sessions 444, 1229pages 234users
 March: Sessions 634, 1319pageviews, 325users

Facebook:

2024

MAY Followers 2011, Reach 4.7K, Engagement 2.7K, Published 92
 Apr. Followers 1989, Reach 2.14K, Engagement 1.2K, Published 120
 Mar. Followers 1978, Reach 3.6K, Engagement 1.8K, Published 141
 Feb. Followers 1802, Reach 3.1K, Engagement 1.3K, Published 113
 Jan. Followers 1728, Reach 8.4K, Engagement 11 2.0K, Published 109

2023

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

Class 2023 Representative

Marlon Nation (absent)

There was no report.

Chapter Advisors

John O'Connell /Jordan Kieffer

J. O'Connell reported he had rain barrels for the workshop, but that individuals will need to pay for the fittings. K. Pittman will contact Dana Arnold to set a date for the training. John also mentioned he will be collaborating on a coastal ecology curriculum unit and will be soliciting images that reflect coastal ecology. Anyone interested in sending photos should contact him for a release form.



New Business

All

M. Dufilho stated she had some donated items from TMN members and will bring them to the general meeting. The next Board meeting will be held on Wednesday, August 7, 2024, 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 11:32 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	X	A	X							
Jimmy Salinas -VP	X	X	A	X	X	X							
Don Sabathier - Treas.	X	X	X	X	V	V							
Kathy Purvis - Secretary	X	X	X	X	X	X							
Advisors													
John O'Connell - AgrLife	X	A	X	X	X	X							
Jordan Kieffer - TPWD	V	A	V	V	V	A							
Immediate Past President													
Mickey Dufilho	X	A	X	X	X	X							
Appointed Board/Committee Members													
Oron Atkins – Volunteer Ops	A	V	X	X	X	X							
John Boettiger- Membership	A	X	A	X	X	X							
Marlon Nation - 2023 Intern Rep	V	A	X	X	A	A							
Melanie Hollenshead - Training	X	V	X	V	X	X							
Ruby Lewis - Outreach	X	A	X	X	A	A							
Larry Peterson - Communications	V	X	X	A	X	X							
Kristine Rivers – AT	X	V	A	A	V	X							
Connie Stolte – State Rep	A	V	V	V	V	V							
Rose Wagner, Chapter Host	V	A	V	X	X	V							
Guests													
Luanne Salinas	X	X	A	A	X	X							
Kate Harris – Mentor Pgm.	X	A	A	V									
Amanda Gabehart		V											
Barbara Adelsperger		X											
Brenda Stitt		X											
Sabrina Smith					V								



Item 2, May Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024							Totals	Budget Delta
	Budget	January	February	March	April	May	June		
Opening Balance		\$10,700.59	\$13,306.01	\$14,822.02	\$15,334.50	\$15,361.67	\$16,190.21		
INCOME ITEMS									
0 Membership Dues	2,900	1,126.29	937.72	274.65	595.65	149.75		3,084.06	-184.06
1 Interest Income	10.00	0.22	0.23	0.26	0.25	0.27		1.23	8.77
2 Member Donations	300	23.79		62.58	23.79	23.79		133.95	166.05
3 Sponsor/Non-member Donations			75.00	24.99				99.99	-99.99
4 Member Payments for New Shirts	40							0.00	0.00
5 Special AT event- Non Member fees	100							0.00	100.00
6 Sale of extra TMN Books/Food					331.40			331.40	-331.40
7 Sub Total	3,350	1,150.30	1,012.95	362.48	951.09	173.81		3,650.63	
9 New Intern Class Receipts	4,500	\$1,550.00	830.00	225.20	475.00	1,051.71		4,131.91	368.09
1 INCOME TOTALS	7,850	\$2,700.30	1,842.95	587.68	1,426.09	1,225.52	0.00	7,782.54	67.46

COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024							Totals	Budget Delta
	Budget	January	February	March	April	May	June		
EXPENSE ITEMS									
25 Approved Donations	300				300.00	104.42		404.42	-104.42
26 Speakers Bureau								0.00	0.00
27 Speaker Travel Mileage/Motel/Tolls	200							0.00	200.00
28 Membership Director Expenses	50							0.00	50.00
29 Office Supplies, Postage Etc.	30	7.12						0.00	30.00
30 Special Annual AT Event/Fall Field D	1,750							0.00	1,750.00
31 Member Shirt Purchases (if any)	40							0.00	40.00
32 Special Recognition	200							0.00	200.00
33 Travelers D&O Ins. Premium (Paid 3 years in 2022)								0.00	0.00
34 Godaddy Website maintenance	200		176.95					176.95	23.05
35 New Officer/Member Name Tags	40							0.00	40.00
36 Registration & Expenses	1,500.00							0.00	1,500.00
37 Scholarships	750.00								750.00
38 Materials	500				108.16	289.31		397.47	102.53
39 EcoFund Projects	500							0.00	500.00
40 Chapter Host-Meeting/Party Supplie	400	12.76	24.99	40.21		3.25		81.21	318.79
41 Chapter Host- Recognition Party/Cak	175			34.99	40.99			75.98	99.02
13 Sub Total	6635	19.88	201.94	75.2	449.15	396.98	0.00 #	1,143.15	5,491.85

Sabbathier:
 \$300 Sponsorship,
 \$300 scholarships



Item 2, May Income Statement (continued)

COT MASTER NATURALIST INCOME STATEMENT for 2024												
	2024											
	Budget	January	February	March	April	May	June	July	August	September	Totals	Budget 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								150.00	-150.00
Sub Total	3550	75.00	125.00	0.00	949.77	0				0	1149.77	2,400.23
EXPENSE TOTALS	10,185.00	94.88	326.94	75.20	1,398.92	396.98	0 #	## #	0.00	2,292.92	7,892.08	
	(2,335)											
Ending Balance		13,306.01	14,822.02	15,334.50	15,361.67	16,190.21	16,190.21 #	## #	0.00			
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												

Attachment 1 – VMS changes – From State, forwarded by Dave Brandes (Comments from Dave in GREEN)

New TMN Status Fields

We are expanding and changing our TMN Status Fields to be more in line with TPWD and our volunteer statuses.

You will see the new statuses next week - the State Team will update those fields for volunteers as applicable. We will adjust the TMN Standard Grids and Filters, you will need to adjust your chapter specific grids.

We will still have the TPWD status field on the front page of the profile that you should only change if the volunteer has passed away. All other statuses on the front page are for TPWD only.

We expect that the Group Name 'Certifications' will be changed to 'TMN Certifications'.

TMN-Active: (I cannot move them to ACTIVE until they complete their initial certification requirements. Just graduating from your class is not sufficient.)

An active member of your chapter. They currently:

- are signed up as a volunteer member in a chapter;
- have a current and valid background check;
- have a profile in the Volunteer Management System;
- have paid dues (where applicable) for the current year;
- **have completed all the chapter initial training and certification requirements;**
- and—
- have submitted service and/or AT hours for the year in which the last TMN Annual Report was submitted.



(Attachment 1. VMS Changes, continued from previous page)

TMN-Inactive:

Was previously a Master Naturalist volunteer in a chapter and is in VMS

These volunteers:

- have not submitted volunteer service or AT hours to their chapter/program within a calendar year for which the last Annual Report was submitted,
- or—
- they have been deemed ineligible to volunteer by TPWD (*the TPWD status field on the front page of the volunteer profile will be marked as Not Eligible*).
- or—
- they have not paid dues (where applicable) by March 31.
- or—
- they have been removed from the chapter roster for other reasons.

When marked TMN-Inactive, the volunteer is notified, and opportunities are removed.

TMN-In Training:

This volunteer is a 'Texas Master Naturalist Member-in-Training' as stated in the TMN bylaws. **They are a member of an official TMN class from the first day of class until the Trainee has completed both the Chapter Training requirements and the chapter initial certification requirements.**

Once the training and certifications have been completed the status will change to "TMN-Active" in VMS, and they should be removed from the initial training opportunity.

The chapter board shall work with the trainee prior to the deadline to finish the certification requirements. If the trainee is unable to complete the program, they should be marked to a status that reflects their future with the Master Naturalists: TMN-InActive if they are not going to return to the program, TMN-Interested if they would like to return to another class in the future or TMN-Associated if they wish to remain in the system for communication purposes.

During the training process the volunteer will have to have background check.

TMN-Interested: (I must bring them in as TMN-Interested, not in-training. No opportunities may be assigned until after they attend the first class. This means they may not enter time for orientation and you must tell me when they attend their first class.)

Is a potential volunteer who

- has signed up on-line through the TPWD web site, and has not yet attended class or been approved for the initial training class
- or—
- did not complete the TMN initial certification within the time frame allotted for certification but has shown an interest in returning to the program in the future.

The profiles will not have opportunity approvals.

TMN-Advisor: This status is for TPWD and/or AgriLife advisors and sponsors of local chapters. These profiles may or may not have opportunity approvals.

TMN-Deceased: NEW STATUS. Volunteers who have passed. Opportunity approvals for deceased members should be removed.

TMN-Not Eligible: This Category will be removed.



(Attachment 1. VMS Changes, continued from previous page)

TMN-Associates: NEW STATUS

This status is reserved for

- profiles of people that no longer volunteer or have a dues requirement but should still be considered as part of the chapter – i.e. emeritus or honorary members

—or—

- Profiles of people that would like to be on the roster for chapter contacts – i.e. partners or friends of the chapter.

This status does not have opportunity approvals.