



**TMN-COT BOARD MEETING**  
**Wednesday, November 6, 2024, 9:00 a.m. – 10:55 a.m. (VIRTUAL ONLY)**

**9:00 a.m. Call to Order**

**Kathy Pittman**

Kathy Pittman welcomed everyone participating online and introduced Donna Rich as the new Training Class Representative for 2024. Donna spoke briefly about her Master Naturalist experience, having enjoyed her time as an intern. Kathy Purvis made a motion to approve Donna's appointment as the 2024 Class Representative, which was seconded by Melanie Hollenshead and affirmed by unanimous vote.

| Elected Members of Board                         | Present | Appointed Members of Board/Committees     | Present    |
|--|---------|---|------------|
| Kathy Pittman (President)                        | V       | Mickey Dufilho (Immediate Past President) | A          |
| Jimmy Salinas (Vice-President/Programs)          | V       | Oron Atkins (Volunteer Service Dir.)      | V          |
| Kathy Purvis (Secretary)                         | V       | John Boettiger (Membership Dir.)          | V          |
| Don Sabathier (Treasurer)                        | V       | Donna Rich (2024 Class Rep.)              | V          |
|  |         | Melanie Hollenshead (New Class Dir.)      | V          |
| <b>Chapter Advisor(s)</b>                        |         | Ruby Lewis (Outreach Dir.)                | A          |
| John O'Connell (AgriLIFE Extension)              | A       | Larry Peterson (Communications Dir.)      | V          |
| Jordan Kieffer (TPWD: Sea Center Texas)          | A       | Kristine Rivers (Advanced Training Dir.)  | V          |
| <b>Guests/Other</b>                              |         | Connie Stolte (State Rep.)                | V          |
| Luanne Salinas                                   | V       | Rose Wagner (Chapter Host)                | V          |
| <b>X - present, V - virtual &amp; A - absent</b> |         | <b>Quorum</b>                             | <b>Yes</b> |

*(see Attendance Record attached as Item 1)*

- Agenda Additions/Corrections - None presented.
- Approve Previous Board Minutes - The draft copy of the minutes of the October 2, 2024, Board meeting was sent via e-mail for review. Requested changes were made prior to the meeting.
- **Minutes Approval -**

| Motion                            | Motion to Approve | Motion Seconded | Vote                         |
|-----------------------------------|-------------------|-----------------|------------------------------|
| Approve the October Board minutes | R. Wagner         | D. Sabathier    | Minutes approved as amended. |

**Nominating Committee Update**

**Mickey Dufilho (absent)**

K. Pittman reported the Nominating Committee compiled the slate of officers for 2025: Kathy Pittman (President), Jimmy Salinas (Vice President), Kathy Purvis (Secretary) and Don Sabathier (Treasurer). Kathy has not seen the documented slate, but noted the Board does not approve it. She will request Mickey to distribute the slate to the Board, as it should be included in the general meeting.

**Bat Project Update**

**Mickey Dufilho (absent)**

K. Pittman gave a brief report for Mickey, noting we did not get the first grant for the second set of software. She was unsure about the status of the second grant application. The bat project competed

successfully against other master naturalist projects nationwide and received the award.

### State Representative

**Connie Stolte**

C. Stolte reviewed and discussed two (2) updates needed for the Chapter Operating Handbook (COH):

- The training class representative term (3.3.6) - Discussion noted different options, including 1) a representative to serve from the end of a training course until the end of the next training course, 2) serving for the duration of the calendar year after being selected from the previous year's graduates, 3) a representative from each class in a year and 4) a representative from each class.
- Animal rehab done at home ((11.1.6) - Discussion addressed various points as well as the State's position that "other" activities should not exceed five percent (5%) of the total volunteer time of the Chapter. The OT codes were discussed, with recommendations made for the COT board to closely monitor reported hours. K. Pittman and C. Stolte will work on this and report the findings to the Board at its next meeting.

### Secretary

**Kathy Purvis**

J. Salinas raised a question regarding no information about the November speaker in the approved September 4, 2024, minutes. There was no indication the information was available for that meeting; but was reported during the Chapter meeting and documented. Discussion agreed no action was needed and none was requested. Kathy also praised the content and layout of the November newsletter edition compiled by Patty Brinkmeyer.

### Action Register Review/Updates (see attached)

**Kathy Pittman**

K. Pittman reported the bat monitoring project and Resoft Park Workday would be closed. O. Atkins suggested she ask Kate Harris to let him know where help is needed at Resoft. Other updates included:

- Kathy has heard nothing further from Brigid so will reach out to the next point of contact about milestone plaque recognition.
- She has not gotten with Amanda Gabehart yet about the brochure.
- The Spring 2024 Intern Class Representative need is resolved. D. Rich volunteered and has been appointed to the position.
- The nominating committee's work on the slate of officers for 2025 is done. Kathy will request M. Dufilho present the slate and will close this task.
- Old Pearland's Farmer's Market outreach will be closed until next year. We may have a volunteer member who will take on this project.
- The Delores Fenwick Nature Center project can be closed. Kathy sent VPAR information to O. Atkins.
- New items to be added include Spring AT Day, presenting the slate of officers to the Chapter, the Board election and the financial audit.

### President's Report

**Kathy Pittman**

- Reminder for new members with respect to the rules for using the TMN title - avoiding advocacy, political information and use for business purposes.
- List VMS codes and descriptions on all events. O. Atkins includes this information with the event descriptions in the Volunteer Calendar.
- **Annual meeting, October 24 -27 was awesome!** The two (2) field trips Kathy attended were very very good (many others were available).



- The bat project won a national award, as reported earlier.
- The TMN state program won an international award.
- The 2025 annual meeting will be held in College Station.
- The pin for 2025 will be the Western (Greater) Roadrunner.
- The COT Bobcat Woods project was included in the 25th anniversary report, page 51, <https://txmn.tamu.edu/25th-anniversary/>.

**Vice-President/Programs**

**Jimmy Salinas**

J. Salinas reported the following schedule for speakers:

- November - Ron Weeks (E-Bird Presentation)
- December – John Boettiger (White Tailed Deer)
- January - David Heinicke (Identifying Snakes)
- February - David Gwin (Time to Restore Texas)
- March - Sarah Belles, American Bird Conservancy, Gulf Coast Avian Ecologist and Galveston Bay Area Chapter Texas Master Naturalists (Beach-nesting bird work)

**Treasurer**

**Don Sabathier**

D. Sabathier presented the summary report for October (see Item 2 for the Full Income Statement).

|                          |               |
|--------------------------|---------------|
| October 2024             |               |
| <b>BEGINNING BALANCE</b> | \$11,917.37   |
| Revenue Summary          | 48.94         |
| Expense Summary          | <u>401.84</u> |
| <b>ENDING BALANCE</b>    | \$11,564.47   |

The financial audit will be conducted following the December board meeting.

**Membership**

**John Boettiger**

**October TMN-COT Hours and Impact Report**

|                                 |                         |                      |
|---------------------------------|-------------------------|----------------------|
| <b>Initial Certifications</b>   | <b>Recertifications</b> | <b>Milestones</b>    |
| Nicole Lochmann<br>Katie Maddox | Betty Taylor            | Barbara Whaley (500) |

**VMS Data**

|                     |               | <b>Oct. 2024</b> | <b>Year to Date</b> |
|---------------------|---------------|------------------|---------------------|
| <b>Hours*</b>       | <b>VT</b>     | 545              | 12,296              |
|                     | <b>AT</b>     | <u>183</u>       | <u>2,040</u>        |
|                     | <b>Total</b>  | 728              | 14,336              |
| <b>Impact data*</b> | <b>Adults</b> | 46               | 8,417               |
|                     | <b>Youths</b> | <u>0</u>         | <u>25,469</u>       |
|                     | <b>Total</b>  | 46               | 33,886              |

*\*Will not be considered final until mid-December 2024*



**Upcoming VT Opportunities – November/December 2024**

**Oron Atkins**

- Exploration Green Workday – every Wednesday., 9:00 a.m. - 12:00 p.m.; contact Christie Taylor <https://www.explorationgreen.org/>.
- Trash Collection/Disposal Analysis Project – self-directed.
- Beach Sweep, Quintana Jetties – December 2 (weather permitting), 8:00 a.m. - 10:00 a.m.; contact Jimmy or Luanne Salinas.
- Nurdle Beach Patrol – self-directed; contact Jace Turnell, <https://www.nurdlepatrol.org/app/>.
- Brazoria County Comprehensive Spider Survey – self-directed, contact Melanie Hollenshead.
- Adopt-a-Loop for TMN – self-directed, contact Debbie Nance.
- Fall Bats and Blooms Bioblitz - Houston Humane Society Nature Center (across the street from Delores Fenwick Nature Center), September 23 thru October 23, self-directed.
- Storm Debris Clean-up, Brazoria County Wildlife Refuge, Brazos Woods Preserve, Hanson Park and GCBO - times and dates to be announced (ongoing); contact Oron Atkins.
- Delores Fenwick Nature Center, Educational Pond and Native Garden Habitat Workdays (O. Atkins will meet with K. Harris about this tomorrow.)

**Outreach**

**Ruby Lewis (absent)**

O. Atkins reported the following:

- DEEP - November 5, 7 and 14, 8:00 a.m. - 2:30 p.m.; contact Lee Gaston.
- Freeport Elementary - STEM Family Science Night, November 14, 5:30 p.m. - 7:00 p.m. (volunteer form required), <https://www.brazosportisd.net/cms/one.aspx?pageid=551540/>. Additional information is needed, particularly the number of volunteers needed.

**AT Director**

**Kristine Rivers**

Fall Field Day was very successful, with about 45 participants. K. Rivers also mentioned attention was focused on AT Day, which will be held on Saturday in mid- to late February. The topic will be biodiversity species of greatest conservation need. There are about 90 of these in Brazoria County.

**Chapter Host**

**Rose Wagner**

No report.

**Communications**

**Larry Peterson**

**Analytics 2024 - Website and Social Media Analytics**

**Website**

| 2024  | Sessions  | Pageviews | Users      |
|-------|-----------|-----------|------------|
| Oct.  | 355 (+6%) | 632 (-9%) | 212 (+17%) |
| Sept. | 328       | 690       | 179        |
| Aug.  | 416       | 741       | 235        |
| Jul.  | 382       | 631       | 283        |
| Jun.  | 601       | 1,060     | 342        |
| May   | 514       | 893       | 298        |
| Apr.  | 354       | 668       | 210        |



Website (continued)

|             |     |     |     |
|-------------|-----|-----|-----|
| Mar.        | 398 | 787 | 222 |
| Feb.        | 423 | 896 | 217 |
| Jan.        | 304 | 531 | 224 |
| <b>2023</b> |     |     |     |
| Dec.        | 357 | 729 | 189 |
| Nov.        | 293 | 599 | 150 |
| Oct.        | 360 | 796 | 180 |

Facebook

| 2024        | Followers | Reach | Engagement |
|-------------|-----------|-------|------------|
| Oct.        | 2074      | 1.7K  | 5.41K      |
| Sept.       | 2074      | 9.8K  | 1.5K       |
| Aug.        | 2061      | 10.4  | 1.5        |
| Jul.        | 2037      | 1.1K  | 422        |
| Jun         | 2028      | 2.5K  | 1.26K      |
| May         | 2011      | 4.7K  | 2.7K       |
| Apr.        | 1989      | 2.14K | 1.2K       |
| Mar.        | 1978      | 3.6K  | 1.8K       |
| Feb.        | 1802      | 3.1K  | 1.3K       |
| Jan.        | 1728      | 8.4K  | 1.2K       |
| <b>2023</b> |           |       |            |
| Dec.        | 1699      | 1.7K  | 807        |
| Nov.        | 1696      | 1.8K  | 609        |
| Oct.        | 1690      | 2.9K  | 1513       |

Donna Rich suggested it would be helpful to include information about Chapter protocols. K. Pittman asked about our e-mail lists, noting she thought the current e-mail lists included the extended board with voting and non-voting members. She stated it might be good to have an executive board group with elected members, the Chapter advisors and State representative. Issues using the Google group were discussed. L. Peterson stated he could create a referral e-mail and add specific individuals.

**Class 2023 Representative**

**Donna Rich**

There was no report.

**Chapter Advisors**

**John O'Connell /Jordan Kieffer (absent)**

There was no report.

**New Business**

**All**

The next General meeting will be held at 6:00 p.m. on November 13, 2024. Please send K. Pittman any agenda items no later than Sunday evening prior to the meeting.

The next Board meeting will be held at 9:00 a.m. on December 4, 2024. Please send K. Pittman any agenda items no later than Sunday evening prior to the meeting.



K. Rivers called the Board's attention to the January meeting, which would normally occur on New Year's Day according to our usual schedule. Following discussion, Kathy stated she will check with Clara Tyler about the availability of the conference room on Thursday, January 2, 2025.

**President:** K. Pittman adjourned the Board Meeting at 11:06 a.m.

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   | X   |     | X   | X   | X   | V   |     |       |
| Jimmy Salinas -VP                        | X   | X   | A   | X   | X   | X   |     | X   | X   | X   | V   |     |       |
| Don Sabathier - Treas.                   | X   | X   | X   | X   | V   | V   |     | X   | X   | X   | V   |     |       |
| Kathy Purvis - Secretary                 | X   | X   | X   | X   | X   | X   |     | X   | A   | X   | V   |     |       |
| <b>Advisors</b>                          |     |     |     |     |     |     |     |     |     |     |     |     |       |
| John O'Connell - AgrLife                 | X   | A   | X   | X   | X   | X   |     | X   | X   | X   | A   |     |       |
| Jordan Kieffer - TPWD                    | V   | A   | V   | V   | V   | A   |     | A   | A   | A   | A   |     |       |
| <b>Immediate Past President</b>          |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Mickey Dufilho                           | X   | A   | X   | X   | X   | X   |     | X   | X   | X   |     |     |       |
| <b>Appointed Board/Committee Members</b> |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Oron Atkins – Volunteer Ops              | A   | V   | X   | X   | X   | X   |     | X   | X   | X   | V   |     |       |
| John Boettiger- Membership               | A   | X   | A   | X   | X   | X   |     | X   | X   | X   | V   |     |       |
| Marlon Nation - 2023 Intern Rep          | V   | A   | X   | X   | A   | A   |     | A   | A   | A   |     |     |       |
| Donna Rich - 2024 Intern Rep             |     |     |     |     |     |     |     |     |     |     | V   |     |       |
| Melanie Hollenshead - Training           | X   | V   | X   | V   | X   | X   |     | A   | V   | A   | V   |     |       |
| Ruby Lewis - Outreach                    | X   | A   | X   | X   | A   | A   |     | X   | V   | X   | A   |     |       |
| Larry Peterson - Communications          | V   | X   | X   | A   | X   | X   |     | X   | V   | X   | V   |     |       |
| Kristine Rivers – AT                     | X   | V   | A   | A   | V   | X   |     | X   | V   | X   | V   |     |       |
| Connie Stolte – State Rep                | A   | V   | V   | V   | V   | V   |     | X   | A   | X   | V   |     |       |
| Rose Wagner, Chapter Host                | V   | A   | V   | X   | X   | V   |     | A   | V   | A   | V   |     |       |
| <b>Guests</b>                            |     |     |     |     |     |     |     |     |     |     |     |     |       |
| Luanne Salinas                           | X   | X   | A   | A   | X   | X   |     | X   | X   | X   | V   |     |       |
| Kate Harris – Mentor Pgm.                | X   | A   | A   | V   |     |     |     |     |     |     |     |     |       |
| Amanda Gabehart                          |     | V   |     |     |     |     |     |     |     |     |     |     |       |
| Barbara Adelsperger                      |     | X   |     |     |     |     |     |     |     |     |     |     |       |
| Brenda Stitt                             |     | X   |     |     |     |     |     | X   |     |     |     |     |       |
| Sabrina Smith                            |     |     |     |     | V   |     |     |     |     |     |     |     |       |
| Donna Rich                               |     |     |     |     |     |     |     |     |     | X   |     |     |       |
| Patty Brinkmeyer                         |     |     |     |     |     |     |     |     |     | X   |     |     |       |
| Jodi Jung                                |     |     |     |     |     |     |     |     |     | X   |     |     |       |



Item 2. October Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2024

|   | 2024             |                   |                 |               |                 |                 |                 |               |                 |               |               |             | Totals      | Budget Delta    |                  |
|---|------------------|-------------------|-----------------|---------------|-----------------|-----------------|-----------------|---------------|-----------------|---------------|---------------|-------------|-------------|-----------------|------------------|
|   | Budget           | January           | February        | March         | April           | May             | June            | July          | August          | September     | October       | November    |             |                 | December         |
| Opening Balance                                   |                  | \$10,700.59       | \$ 13,306.01    | \$14,822.02   | \$15,334.50     | \$15,361.67     | \$16,190.21     | 13,567.57     | \$13,386.30     | \$12,657.15   | \$11,917.37   | \$11,564.47 |             |                 |                  |
| <b>INCOME ITEMS</b>                               |                  |                   |                 |               |                 |                 |                 |               |                 |               |               |             |             |                 |                  |
| Membership Dues                                   | 2,900            | 1,126.29          | 937.72          | 274.65        | 595.65          | 149.75          | 25.00           |               |                 |               | 24.95         |             |             | 3,134.01        | -234.01          |
| Interest Income                                   | 10.00            | 0.22              | 0.23            | 0.26          | 0.25            | 0.27            | 0.26            | 0.23          | 0.23            | 0.20          | 0.20          |             |             | 2.35            | 7.65             |
| Member Donations                                  | 300              | 23.79             |                 | 62.58         | 23.79           | 23.79           | 23.79           | 23.79         | 523.79          | 23.79         | 23.79         |             |             | 752.90          | -452.90          |
| Sponsor/Non-member Donations                      |                  |                   | 75.00           | 24.99         |                 |                 |                 |               | 20.00           |               |               |             |             | 119.99          | -119.99          |
| Member Payments for New Shirts                    | 40               |                   |                 |               |                 |                 |                 |               |                 |               |               |             |             | 0.00            | 0.00             |
| Special AT event- Non Member fees                 | 100              |                   |                 |               |                 |                 | 172.08          |               |                 |               |               |             |             | 172.08          | -72.08           |
| Reimbursements                                    |                  |                   |                 |               | 331.40          |                 | 129.75          |               |                 |               |               |             |             | 461.15          | -461.15          |
| <b>Sub Total</b>                                  | <b>3,350</b>     | <b>1,150.30</b>   | <b>1,012.95</b> | <b>362.48</b> | <b>951.09</b>   | <b>173.81</b>   | <b>350.88</b>   | <b>24.02</b>  | <b>544.02</b>   | <b>23.99</b>  | <b>48.94</b>  | <b>0.00</b> | <b>0.00</b> | <b>4,642.48</b> | <b>-1,292.48</b> |
| New Intern Class Receipts                         | 4,500            | \$1,550.00        | 830.00          | 225.20        | 475.00          | 1,051.71        | 150.20          | 300.40        | 0.00            | 0.00          |               |             |             | 4,582.51        | -82.51           |
| <b>INCOME TOTALS</b>                              | <b>7,850</b>     | <b>\$2,700.30</b> | <b>1,842.95</b> | <b>587.68</b> | <b>1,426.09</b> | <b>1,225.52</b> | <b>501.08</b>   | <b>324.42</b> | <b>544.02</b>   | <b>23.99</b>  | <b>48.94</b>  | <b>0.00</b> | <b>0.00</b> | <b>9,224.99</b> | <b>-1,374.99</b> |
| <b>EXPENSE ITEMS</b>                              |                  |                   |                 |               |                 |                 |                 |               |                 |               |               |             |             |                 |                  |
| Approved Donations                                | 300              |                   |                 |               |                 | 104.42          |                 | 150.00        |                 |               |               |             |             | 254.42          | 45.58            |
| 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              |                 |               |                 |                 |                 | 6.80          |                 | 6.79          |               |             |             | 20.71           | 9.29             |
| Special Annual AT Event/Fall Field Day            | 1,750            |                   |                 |               |                 |                 | 1206.29         | 150.00        |                 |               |               | 383.44      |             | 1,739.73        | 10.27            |
| 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          |               |                 |                 |                 |               | 23.17           |               |               |             |             | 200.12          | -0.12            |
| New Officer/Member Name Tags                      | 40               |                   |                 |               |                 |                 |                 |               |                 |               |               |             |             | 0.00            | 40.00            |
| State Annual Conference Registration & Expenses   | 1,500.00         |                   |                 |               |                 |                 |                 |               | 1250.00         |               |               |             |             | 1,250.00        | 250.00           |
| State Meeting Sponsorship & Scholarships          | 750.00           |                   |                 |               | 300.00          |                 |                 |               |                 |               |               |             |             | 300.00          | 450.00           |
| Education Outreach Support Materials              | 500              |                   |                 |               |                 | 103.90          |                 |               |                 |               |               | 18.40       |             | 122.30          | 377.70           |
| EcoFund Projects                                  | 500              |                   |                 |               |                 |                 |                 | 198.89        |                 |               |               |             |             | 198.89          | 301.11           |
| Unbudgeted Field Research Bat Project             |                  |                   |                 |               | 108.16          | 185.41          | 32.46           |               |                 |               |               |             |             | 326.03          | -326.03          |
| Chapter Host-Meeting/Party Supplies               | 400              | 12.76             | 24.99           | 40.21         | 40.99           | 3.25            |                 |               |                 | 30.48         |               |             |             | 111.69          | 288.31           |
| Chapter Host- Recognition Party/Cakes             | 175              |                   |                 | 34.99         |                 |                 |                 |               |                 |               |               |             |             | 75.98           | 99.02            |
| <b>Sub Total</b>                                  | <b>6,635</b>     | <b>19.88</b>      | <b>201.94</b>   | <b>75.2</b>   | <b>449.15</b>   | <b>396.98</b>   | <b>1,238.75</b> | <b>505.69</b> | <b>1,273.17</b> | <b>37.27</b>  | <b>401.84</b> | <b>0.00</b> | <b>0.00</b> | <b>4,599.87</b> | <b>2,035.13</b>  |
| TMN Text Book Order                               | 1500             |                   |                 |               |                 |                 | 1786.00         |               |                 |               |               |             |             | 1,786.00        | -286.00          |
| Zeiglers-Intern T-Shirts                          | 1200             |                   |                 |               | 811.80          |                 |                 |               |                 | 622.00        |               |             |             | 1,433.80        | -233.80          |
| Intern Name Tags                                  | 150              |                   |                 |               | 95.00           |                 |                 |               |                 | 104.50        |               |             |             | 199.50          | -49.50           |
| 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           |                 | 98.97           |               |                 |               |               |             |             | 141.94          | 58.06            |
| Intern Class Scholarships-2                       | 150              |                   |                 |               |                 |                 |                 |               |                 |               |               |             |             | 0.00            | 150.00           |
| Intern Registration Reimbursement                 |                  | 75.00             | 75.00           |               |                 |                 |                 |               |                 |               |               |             |             | 150.00          | -150.00          |
| <b>Sub Total</b>                                  | <b>3,550</b>     | <b>75.00</b>      | <b>125.00</b>   | <b>0.00</b>   | <b>949.77</b>   | <b>0</b>        | <b>1884.97</b>  | <b>0</b>      | <b>0.00</b>     | <b>726.50</b> | <b>0.00</b>   | <b>0.00</b> | <b>0</b>    | <b>3,761.24</b> | <b>-211.24</b>   |
| <b>EXPENSE TOTALS</b>                             | <b>10,185.00</b> | <b>94.88</b>      | <b>326.94</b>   | <b>75.20</b>  | <b>1,398.92</b> | <b>396.98</b>   | <b>3123.72</b>  | <b>505.69</b> | <b>1,273.17</b> | <b>763.77</b> | <b>401.84</b> | <b>0.00</b> | <b>0.00</b> | <b>8,361.11</b> | <b>1,823.89</b>  |
|   |                  | (2,335)           |                 |               |                 |                 |                 |               |                 |               |               |             |             |                 |                  |
| Ending Balance                                    |                  | 13,306.01         | 14,822.02       | 15,334.50     | 15,361.67       | 16,190.21       | 13,567.57       | 13,386.30     | 12,657.15       | 11,917.37     | 11,564.47     | 11,564.47   | 0.00        |                 |                  |

Cradle of Texas Action Item Register (UPDATED 11/6/24)

| Action Item  | Assigned to                    | Due Date   | Status      | Comments   |
|--|--------------------------------|------------|-------------|--|
| Review and update partners webpage (Aug 2019) (see below also) | Oron Atkins,<br>Larry Peterson | 1st Q 2023 | Ongoing     | <p>Apr/May/Jun/Jul 2021: No update</p> <p>Aug: Oron will provide current info to Larry and he will update webpage (including State's definition of "partner"</p> <p>Sep: Oron submitted page updates to Larry including deleting Phillips 66, the combined arts organizations at Center for the Arts</p> <p>Oct/Nov: No update</p> <p>Jan 2022 No update Dec, 2022 - 1st Q 2023 will be done</p> <p>Mar 2024 - update website</p>  |
| Update VPAR agreements (Aug 2019)                              | Oron Aktins                    | 1st Q 2023 | ongoing     | <p>Apr/May/June/Jul/Aug 2021: No update</p> <p>Sep: Oron has created a revised Partnership Agreement template and is reviewing existing VPARs</p> <p>Oct/Nov: No update</p> <p>Jan 2022. No update</p> <p>Dec. 2022 Get with Dave and see if people are volunteering - Eliminate if not volunteering</p>   |
| VPALS need to be updated for website                           | Oron and Larry                 | 1st Q 2023 | Ongoing     |  |
| Develop Virtual Option - Milestone Plaques                     | Kathy Pittman                  |            | in progress | <p>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</p> <p>May 2024 - KP - I have the plaques back from the engravers and will send pictures to Bridgitt this month.</p> <p>June 2024 - K. Pittman sent a photo to B. 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.</p> <p>Nov 24 - no response from B. Norris. Will reach out to next graphic arts contact</p> |

Cradle of Texas Action Item Register (UPDATED 11/6/24)

| Action Item  | Assigned to           | Due Date                  | Status  | Comments  |
|--|-----------------------|---------------------------|---------|---|
| 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)<br>May 2024 - tabled until the June meeting<br>Oct 2024 - Kathy and Amanda meeting after 10/7 to start working on updates.<br>Nov 2024 - No update   |
| 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.<br>June 2024 - met with State. Total "other" up to 5% of Total Volunteer hours. Variance granted to member for rehab efforts for this season.<br>Nov 2024 - Connie Stolte provided first draft to Board for review for Rehab . Board discussed and will review again in Dec |
| Annual AT Day  | AT director/Committee | Start Planning in Oct/Nov |         | Schedule for Jan/Feb time period  |
| 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             | Dec                       |         | Vice President, Secretary, Class Rep and Chapter advisor to sign off  |
| Reschedule Jan 2025 Board meeting to Thursday 1/2/25 | JP                    | Dec 15th                  |         | KWP to contact Clara and John O for meeting space. Consider Virtual only meeting if needed.   |