



TMN-COT BOARD MEETING
Wednesday, December 4, 2024, 9:00 a.m. – 11:00 a.m. (HYBRID)
at Texas AgriLIFE Extension Service, Angleton, TX

9:01 a.m. Call to Order

Kathy Pittman

Kathy Pittman welcomed everyone in attendance and 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)	V	Oron Atkins (Volunteer Service Dir.)	X
Kathy Purvis (Secretary)	X	John Boettiger (Membership Dir.)	A
Don Sabathier (Treasurer)	X	Donna Rich (2024 Class Rep.)	X
		Melanie Hollenshead (New Class Dir.)	V
Chapter Advisor(s)		Ruby Lewis (Outreach Dir.)	X
John O'Connell (AgriLIFE Extension)	X	Larry Peterson (Communications Dir.)	V
Jordan Kieffer (TPWD: Sea Center Texas)	A	Kristine Rivers (Advanced Training Dir.)	A
Guests/Other		Connie Stolte (State Rep.)	X
Luanne Salinas	V	Rose Wagner (Chapter Host)	V
Patty Brinkmeyer	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 November 6, 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 November Board minutes	C. Stolte	O. Atkins	Minutes approved as amended.

Training

Melanie Hollenshead

M. Hollenshead addressed ideas for two (2) of the training team members to assist her with the Spring training schedule development and deployment. She stated she had talked with Barbara Whaley and Sarah Castillo, and both agreed to take on active leadership tasks under her direction. There are 17 individuals interested in the Spring class and 10 interns are expected to continue their training. The ensuing discussion identified tasks to support the schedule and the training team.

AT Director

Kristine Rivers (absent)

Mickey Dufilho reported AT Day is scheduled for February 15, 2025, at First Presbyterian Church of Angleton. The team has targeted programming to introduce biodiversity species of greatest conservation



need, along with guest speaker, Craig Hensley, and others, including David Heinecke, Jennifer Wilson, Angela Griffin and Chris Knuepper.

State Representative

Connie Stolte

C. Stolte presented the following proposed modification options to the Chapter Operating Handbook ("COH") for discussion:

Modification 1: Clarification to training class representative term of office

CURRENT GUIDELINES FROM PAGE 10:

3.3.6 Training class representative

Note about term of office: Class representative serves from the end of a training course until the end of the next training course.

- a. See 3.1 – Duties of all board members
- b. Represent the previous training class as a member of the board, attending board and chapter meetings
- c. Participate as a member of the annual financial examination committee [see 5.2.1]
- d. Report back to the previous training class to provide information about chapter business
- e. Talk to the current training class about selecting a training class representative
- f. Optional: participate as a member of the training committee [see 5.1.4] planning for the subsequent class

SUGGESTED CHANGES:

Option A

Note about term of office: The Training Class Representative will serve from January through December and be selected from the previous year's graduates. (Example, a member who graduated anytime during 2024 may serve as Training Class Representative for the 2025 calendar year.)

Option B

Note about term of office: One Training Class Representative will serve from each training class from January to December and be selected from each of the previous year's graduates. (There may be more than one representative on the board depending on the number of training classes offered the previous year.)

Modification 2: Clarification of Animal Rehab hours

CURRENT WORDING ON PAGE 20:

11.1.6 Animal Rehab Done at Home

- 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.



SUGGESTED REVISION:

Option A

11.1.6 Animal Rehab Done at Home

- a. The TMN State Program recommends limiting volunteer service hours spent on animal rehabbing. The TMN mission is better aligned with supporting overall habitat and population management as opposed to individual species/animal management. In addition, the care of rehab animals at-home includes limited or no education and outreach of others. The TMN State Program advises that the total of hours reported by the chapter in the "Other" volunteer service category shouldn't be more than 5 % of the total volunteer service time reported by the chapter.
- b. The chapter does not limit volunteer service time reported for transporting injured, native wildlife to a licensed wildlife rehabilitation service. Volunteer service conducted whole picking up and transporting injured native wildlife often involves outreach and education of others.
- c. The chapter limits at-home animal rehab to three hours per week. Any variance to this rule may be appealed to the Board. (**Option B** - The chapter limits at-home animal rehab to 150 hours per week year. Any variance to this rule may be appealed to the Board.)
- d. All animal rehab volunteer work done at home must be reported under the "OT: Animal Rescue/Animal Rehab" opportunity code. There are other volunteer service hours that are reported in the "Other" category and count towards the chapter's total hours in this category.
 - (i) OT: Animal Rescue/Rehab (Service Project) - this is used for rehabbing as well as pick up and transport.
 - (ii) OT: Incidental Project Activities - this is used for working on the Friends board (treasurer duties).
- e. Item 11.1.6.c does not apply if the animal cared for at home is listed by Texas Parks and Wildlife as a "Species of Greatest Conservation Need" (SGCN). In this case, it is considered a "species rescue" and should be reported under the Natural Resource Management opportunity code. Volunteer service hours reported for SGCN are not limited since they do not fall in the "Other" category.

Option C

11.1.6 Animal Rehab Done at Home

- a. The TMN State Program recommends limiting volunteer service hours spent on animal rehabbing. The TMN mission is better aligned with supporting overall habitat and population management as opposed to individual species/animal management. In addition, the care of rehab animals at-home includes limited or no education and outreach of others. The TMN State Program advises that the total of hours reported by the chapter in the "Other" volunteer service category shouldn't be more than 5 % of the total volunteer service time reported by the chapter.
- b. The chapter does not limit volunteer service time reported for transporting injured, native wildlife to a licensed wildlife rehabilitation service. Volunteer service conducted whole picking up and transporting injured native wildlife often involves outreach and education of others.
- c. The COT Board closely monitors all volunteer service reported in the "Other" category on a quarterly basis. The board, at its discretion, may limit the number of hours recorded in the "Other" category so that the state limit of 5% is not exceeded.
- d. All animal rehab volunteer work done at home must be reported under the "OT: Animal Rescue/Animal Rehab" opportunity code. There are other volunteer service hours that are reported in the "Other" category and count towards the chapter's total hours in this category.
 - (i) OT: Animal Rescue/Rehab - this opportunity code is used for rehabbing as well as pick up and transport.



- (ii) OT: Incidental Project Activities – example-- This opportunity code is used for reporting hours when volunteering as an officer of another natural resource conservation related board of directors.
- e. Item 11.1.6.b does not apply if the animal cared for at home is listed by Texas Parks and Wildlife as a “Species of Greatest Conservation Need” (SGCN). In this case, it is considered a “species rescue” and should be reported under the Natural Resource Management opportunity code. Volunteer service hours reported for SGCN are not limited since they do not fall in the “Other” category.

*** As a reminder - Here is the current procedure to modify the COH:**

- 9.2.1 Board approval - Amendments or revisions to this COH must be approved by a two-thirds vote of the board members in attendance, either in person or remotely/virtually, at a regular board meeting
- 9.2.2 Notification requirements - The general membership must be notified in writing (conventional mail, email, or other equivalent means) of the proposed amendments or revisions at least 15 days before the next chapter meeting, with notice that the ratification vote will be held at that meeting.
- 9.2.3 Membership approval - The general membership will have the opportunity to discuss the changes at the meeting. Approval requires a majority vote of those in attendance, either in person or remotely/virtually.

Board discussion first considered both options and the timing of selection of the training class representative. There seemed to be agreement for each class to select its representative after four (4) or more weeks into training, to allow class members to become more familiar with one another, and for such appointment to extend one (1) year.

Consideration of animal rehab options and the state limitation of 5% of the total volunteer time of the Chapter followed, with some consensus regarding Option C. Given the time dedicated to discussion about the COH changes, Connie suggested she would revise the verbiage to reflect the points made for the Board's further consideration, which was agreeable to all.

Action Register Review/Updates (see attached)

Kathy Pittman

K. Pittman announced the following updates:

- Milestone plaques - Bridgid Norris continues to work on the design.
- The slate of officers for 2025 was sent out to the Chapter. Officers will be elected at the Chapter meeting next week.

President's Report

Kathy Pittman

- There was no separate Presidents' meeting this month.
- Eco Fund - Kathy would like to revise the project selection process to include at least one (1) advisor on the review committee and will talk with K. Rivers. Discussion agreed with the idea.
- The January Board meeting was re-scheduled to Thursday, January 2, 2025.
- Kathy sent out information from David Heinicke about a training opportunity at Brazos Bend State Park.
- HEB Pollinator's Grant Program - Kathy submitted two (2) applications for grants: 1) Camp Mohawk (for Dick Schaffhausen) and 2) Resoft Park, related to the work being done by Kate Harris.



There was limited discussion about the Eco Fund. J. O'Connell reported he planned to apply for the Eco Fund grant to develop the watershed game.

Vice-President/Programs

Jimmy Salinas

J. Salinas reported the following schedule for speakers:

- 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 (Shore Birds)
- April - Jimmy reported he wanted to explore the possibility that Arlan Marsh, a talented Kerrville, Tx photographer would speak about photography.

Secretary

Kathy Purvis

There was no report.

Treasurer

Don Sabathier

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

November 2024	
BEGINNING BALANCE	\$11,564.47
Revenue Summary	48.92
Expense Summary	<u>1,057.49</u>
ENDING BALANCE	\$10,555.90

Don spoke about the unknown Amazon charge to the bank account he previously reported and stated the debit card had been cancelled and reissued. He was unable to obtain information about the charge from Amazon, but pursued remedy through the bank, and is awaiting a decision. He will send a reminder e-mail about the financial audit and the book will be available for review at the Chapter meeting.

Membership

John Boettiger (absent)

K. Pittman gave the report for J. Boettiger.

November TMN-COT Hours and Impact Report

There were no initial certifications.

Recertifications		Milestones
Jerry Eppner	Denis James	Carolyn May-Monie
Mike Hampy	Chris Kneuper	Sheree Muzny
Paula Hanson	Ruby Lewis	Kyle Purvis
		Sheree Muzny (1,000 Hours)

Discussion noted an intern (name not shown) had logged enough hours to be recertified; however, interns are ineligible for recertification prior to graduation. M. Hollenshead stated she would ask Dave Brandes to check this.



VMS Data

		Nov. 2024	Year to Date
Hours*	VT	619	13,079
	AT	<u>69</u>	<u>2,150</u>
	Total	688	15,229

		Nov. 2024	Year to Date
Impact data*	Adults	47	8,485
	Youth	<u>184</u>	<u>25,808</u>
	Total	231	34,293

**Will not be considered final until mid-January 2025*

Volunteer Service

Upcoming VT Opportunities – December 2024/January 2025

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 – Tuesday, January 7 (weather permitting), 8:00 a.m. - 10:00 a.m. at Quintana Jetties; 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.
- Bushwack new trails at Brazos Woods Preserve - dates and times to be announced; new project - contact O. Atkins if interested.
- Delores Fenwick Nature Center, Educational Pond and Native Garden Habitat Workdays - future date(s); contact Kathy Pittman
- Christmas Bird Counts (CBCs) - December 14 - 20 and January 4; see Chapter calendar for event locations and details.

Oron mentioned a prescribed burn at Nash Prairie had been scheduled for February.

Outreach

Ruby Lewis

- Christmas in Brazoria, Brazoria Heritage Foundation Civic Center, December 14, 8:00 a.m. - 5:00 p.m.; volunteers are needed for the Birds of Prey program; contact Phil Huxford.
- BNWR Discovery Center Open House - December 26 - January 1, 11:00 a.m. - 4:00 p.m.; five (5) volunteers are needed for the reptile program; contact R. Lewis.

Chapter Host

Rose Wagner

R. Wagner stated she would send out a notice requesting volunteers for refreshments at the Chapter meeting scheduled for next week.



Communications

Larry Peterson

Analytics 2024 - Website and Social Media Analytics

Website

2024	Sessions	Pageviews	Users
Nov.	390	748	248
Oct.	355	632	212
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
Mar.	398	787	222
Feb.	423	896	217
Jan.	304	531	224
2023			
Dec.	357	729	189
Nov.	293	599	150

Facebook

2024	Followers	Reach	Engagement
Nov.	2071	6.2K	3.1K (22 posts)
Oct.	2074	1.7K	5.41K (37 posts)
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
2023			
Dec.	1699	1.7K	807
Nov.	1696	1.8K	609

Class 2023 Representative

Donna Rich

There was no report.

Chapter Advisors

John O'Connell /Jordan Kieffer (absent)

J. O'Connell reported he attended a meeting with the Prescribed Burn Association and others. The group will hold a Prescribed Burn Briefing at Wharton County Jr. College in Bay City on January 22, 2025 (9:00 a.m. - 1:00 p.m.). Master Naturalists may attend the program, which should qualify as advance training. He will talk with Kristine Rivers about this.



New Business

All

C. Stolte announced her plan to step down on December 31, 2024, as state representative. K. Pittman asked that anyone interested in the position follow up with her.

The next General meeting will be held at 9:00 a.m. on December 11, 2024. Please send K. Pittman any agenda items for the meeting no later than Sunday evening prior to the meeting.

The next Board meeting will be held at 9:00 a.m. on Thursday, January 2, 2025. Please send K. Pittman any agenda items no later than Sunday evening prior to the meeting.

President: K. Pittman adjourned the Board Meeting at 10:24 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		X	X	X	V	X	10
Jimmy Salinas -VP	X	X	A	X	X	X		X	X	X	V	V	10
Don Sabathier - Treas.	X	X	X	X	V	V		X	X	X	V	X	11
Kathy Purvis - Secretary	X	X	X	X	X	X		X	A	X	V	X	10
Advisors													
John O'Connell - AgrLife	X	A	X	X	X	X		X	X	X	A	X	9
Jordan Kieffer - TPWD	V	A	V	V	V	A		A	A	A	A	A	4
Immediate Past President													
Mickey Dufilho	X	A	X	X	X	X		X	X	X	A	X	9
Appointed Board/Committee Members													
Oron Atkins – Volunteer Ops	A	V	X	X	X	X		X	X	X	V	X	10
John Boettiger- Membership	A	X	A	X	X	X		X	X	X	V	A	8
Marlon Nation - 2023 Intern Rep	V	A	X	X	A	A		A	A	A			3
Donna Rich - 2024 Intern Rep											V	X	2
Melanie Hollenshead - Training	X	V	X	V	X	X		A	V	A	V	V	9
Ruby Lewis - Outreach	X	A	X	X	A	A		X	V	X	A	X	7
Larry Peterson - Communications	V	X	X	A	X	X		X	V	X	V	V	10
Kristine Rivers – AT	X	V	A	A	V	X		X	V	X	V	A	8
Connie Stolte – State Rep	A	V	V	V	V	V		X	A	X	V	X	9
Rose Wagner, Chapter Host	V	A	V	X	X	V		A	V	A	V	V	8
Guests													
Luanne Salinas	X	X	A	A	X	X		X	X	X	V	V	9
Kate Harris – Mentor Pgm.	X	A	A	V									2



Amanda Gabehart		V																	1
Barbara Adelsperger		X																	1
Brenda Stitt		X							X										2
Sabrina Smith						V													1
Donna Rich										X									1
Patty Brinkmeyer										X		V							2
Jodi Jung										X									1

Item 2. November Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2024															
2024														Budget	
Budget	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Budget	Delta
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				
INCOME ITEMS															
Membership Dues	2,900	1,126.29	937.72	274.65	595.65	149.75	25.00				24.95	24.95		3,158.96	-258.96
Interest Income	10.00	0.22	0.23	0.26	0.25	0.27	0.26	0.23	0.23	0.20	0.18			2.53	7.47
Member Donations	300	23.79		62.58	23.79	23.79	23.79	23.79	523.79	23.79	23.79	23.79		776.69	-476.69
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
Sub Total	3,350	1,150.30	1,012.95	362.48	951.09	173.81	350.88	24.02	544.02	23.99	48.94	48.92	0.00	4,691.40	-1,341.40
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
INCOME TOTALS	7,850	\$2,700.30	1,842.95	587.68	1,426.09	1,225.52	501.08	324.42	544.02	23.99	48.94	48.92	0.00	9,273.91	-1,423.91

COT MASTER NATURALIST INCOME STATEMENT for 2024															
2024														Budget	
Budget	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Budget	Delta
EXPENSE ITEMS															
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											20.71	9.29
Special Annual AT Event/Fall Field Day	1,750					1206.29	150.00		6.79				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&D 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								1250.00				644.10		1,894.10	-994.10
State Meeting Sponsorship & Scholarships	1,500.00														
Education Outreach Support Materials	750.00				300.00									300.00	450.00
EcoFund Projects	500					103.90				18.40				122.30	377.70
Unbudgeted Field Research Bat Project	500							198.89			299.00			497.89	2.11
Chapter Host-Meeting/Party Supplies	400	12.76	24.99	40.21	108.16	185.41	32.46							326.03	-326.03
Chapter Host- Recognition Party/Cakes	175			34.99	40.99	3.25			30.48					111.69	288.31
Unknown Amazon Debit												114.39		75.98	99.02
Sub Total	6635	19.88	201.94	75.2	449.15	396.98	1,238.75	505.69	1,273.17	37.27	401.84	1,057.49	0.00	5,657.36	977.64



COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024 Budget	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Budget Delta
TMN Text Book Order	1500						1785.00							1,785.00	-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
Sub Total	3550	75.00	125.00	0.00	949.77	0	1884.97	0	0.00	726.50	0.00	0.00	0	3,761.24	-211.24
EXPENSE TOTALS	10,185.00	94.88	326.94	75.20	1,398.92	396.98	3123.72	505.69	1,273.17	763.77	401.84	1,057.49	0.00	9,418.60	766.40
	(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	10,555.90	0.00		

1 COT Chapter Lifetime membership Dues \$400.00
 2 COT 2024 Annual Dues \$25.00
 3 2024 Intern Class fee: \$150.00
 4 Members attaining 4,000, 5,000 or 10,000 VT hours are exempt from dues the next calendar year
 5 2024 Travel reimbursement: 457/mile
 6