



TMN-COT BOARD MEETING
Wednesday, January 2, 2025, 9:00 a.m. – 11:00 a.m. (HYBRID)
at Texas AgriLIFE Extension Service, Angleton, TX

9:03 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)	A
Jimmy Salinas (Vice-President/Programs)	V	Oron Atkins (Volunteer Service Dir.)	X
Kathy Purvis (Secretary)	X	John Boettiger (Membership Dir.)	A
Don Sabathier (Treasurer)	V	Donna Rich (2024 Class Rep.)	X
		Melanie Hollenshead (New Class Dir.)	A
Chapter Advisor(s)		Ruby Lewis (Outreach Dir.)	A
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		Rose Wagner (Chapter Host)	A
Luanne Salinas	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 December 4, 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 December Board minutes	O. Atkins	Don S.	Minutes approved as amended.

Training

Melanie Hollenshead (absent)

K. Pittman gave a brief update about the Intern Orientation to be held at the Angleton Library on February 1. She referred to M. Dufilho's e-mail with the defined training schedule and the speakers having been identified. L. Peterson stated the registration link is active and a link to the schedule is available, but he has not been asked to add a payment link yet.

AT Director

Kristine Rivers (absent)

K. Pittman reported that Craig Hensley will be the keynote speaker for AT Day, which is scheduled for February 15, 2025, at First Presbyterian Church of Angleton.



State Representative

Open

K. Pittman led the carryover discussion from the previous meeting due to the open position of State Representative for the Chapter with the resignation of Connie Stolte effective December 31.

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 revision

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.)

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

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 should not 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 150 hours per year. Any variance to this rule may be appealed to the Board.
- d. 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.
- e. 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).
- f. 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.

*** 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 included one (1) appointment for the year vs. one (1) representative for each class and whether consideration should be given to the 12-month period following initial certification. It was decided to again table further review and discussion until the next Board meeting.

Action Register Review/Updates (see attached)

Kathy Pittman

K. Pittman reviewed updates to the open items in the Action Register:

- Milestone plaques - Brigid Norris reported the design for the milestone plaques was almost complete. An SVG (Scalable Vector Graphic) for two (2) dimensional graphics is needed.
- Officers were elected at the Chapter meeting last month.
- The financial audit was completed last month by the following individuals: Jimmy Salinas, Donna Rich, Mickey Dufilho and John O'Connell.

John O'Connell also mentioned a four-hour CPR training class is scheduled for this month (either the 16th or 21st). He will send an e-mail out about two (2) seats available for our Chapter.



President's Report

Kathy Pittman

- There was no separate Presidents' meeting this month.
- Eco Fund - Kathy would like to add a minimum of one (1) advisor to the review committee.
- Conflict of Interest forms - Board members e-mailed or turned their forms in.
- Kathy will do a year-in-review at the January Chapter meeting.

Vice-President/Programs

Jimmy Salinas

J. Salinas reported the following schedule for speakers:

- 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 - possibility 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 December (see Item 2 for the Full Income Statement).

December 2024	
BEGINNING BALANCE	\$10,555.90
Revenue Summary	78.92
Expense Summary	<u>399.00</u>
ENDING BALANCE	\$10,235.82

There has been no update about action on the Amazon charge to the bank account. The draft 2025 Budget sent out prior to the meeting was presented. The Board added \$750 for the Bat project and approved the budget by voice vote on the motions of K. Purvis and O. Atkins.

Membership

John Boettiger (absent)

There was no report.

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 and February 3 (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.
- Deck Construction Project at GCBO - Dates/times TBA, contact Oron Atkins if interested.
- Delores Fenwick Nature Center, Educational Pond and Native Garden Habitat Workdays - future date(s); contact Kathy Pittman

Oron reported he checked the trails at GCBO and found rotted boards at the Wingspan station that need to be replaced. He also mentioned work on the three (3) Brazos Woods trails had been completed and that Robin Townsend will join the project team.

Outreach

Ruby Lewis

- There are no events scheduled until the Spring Break BNWR Discovery Center Open House, which will be March 8 - 16, 11:00 a.m. - 4:00 p.m. Contact Ruby Lewis to volunteer.

Chapter Host

Rose Wagner

There was no report.

Communications

Larry Peterson

Analytics 2024 - Website and Social Media Analytics

Website

2024	Sessions	Pageviews	Users
Dec.	335	656	192
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

Facebook

2024	Followers	Reach	Engagement
Dec.	2076	5.1K	306 (25 posts)
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

Larry reported that December was a soft month, which is typical. He opened a trouble ticket because of ongoing calendar issues on our website for more than a month.

Class 2023 Representative

Donna Rich

There was no report.

Chapter Advisors

John O'Connell

J. O'Connell reported the virtual link for the Prescribed Burn Briefing is available for review.

New Business

All

L. Salinas reported having seen an article in *The Facts* about kids asking for owl pellets, which are very expensive. K. Pittman stated FOBNWR usually buy those. She will check with Ed Barrios to ascertain whether they will have them for the next open house.

The next General meeting will be held at 6:00 p.m. on January 8, 2025. Please send any agenda items for the meeting to K. Pittman no later than Sunday evening prior to the meeting.

The next Board meeting will be held at 9:00 a.m. on Wednesday, February 5, 2025. Please any agenda items to K. Pittman 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 2025

Attendance 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Kathy Pittman - President	X												
Jimmy Salinas -VP	V												
Kathy Purvis - Secretary	X												
Don Sabathier - Treasurer	V												
Advisors													
John O'Connell - AgrLife	X												
Jordan Kieffer - TPWD	A												
Immediate Past President													
Mickey Dufilho	A												
Appointed Board/Committee Members													
Oron Atkins – Volunteer Ops	X												
John Boettiger- Membership	A												
Donna Rich - 2024 Intern Rep	X												
Melanie Hollenshead - Training	A												
Ruby Lewis - Outreach	A												
Larry Peterson - Communications	V												
Kristine Rivers – AT	A												
Rose Wagner, Chapter Host	A												
Guests													
Luanne Salinas	X												
Patty Brinkmeyer	X												

Item 2. December Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2024															
	2024 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	\$10,555.90		
INCOME ITEMS															
Membership Dues	2,900	1,126.29	937.72	274.65	595.65	149.75	25.00				24.95	24.95	24.95	3,183.91	283.91
Interest Income	10.00	0.22	0.23	0.26	0.25	0.27	0.26	0.23	0.23	0.20	0.20	0.18	0.18	2.71	-7.29
Member Donations	300	23.79		62.58	23.79	23.79	23.79	23.79	523.79	23.79	23.79	23.79	23.79	800.48	500.48
Sponsor/Non-member Donations			75.00	24.99					20.00					149.99	149.99
Member Payments for New Shirts	40													0.00	-40.00
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	78.92	4,770.32	1,420.32
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				4,562.51	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	78.92	9,352.83	1,502.83



COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024												Totals	Budget Delta		
	Budget	January	February	March	April	May	June	July	August	September	October	November			December	
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						6.80		6.79					20.71	9.29
Special Annual AT Event/Fall Field D	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									900.00			644.10				
Registration & Expenses	1,500.00														1,544.10	-44.10
State Meeting Sponsorship & Scholarships	750.00				300.00				350.00						650.00	100.00
Materials	500					103.90					18.40				122.30	377.70
EcoFund Projects	500							198.89				299.00			497.89	2.11
Unbudgeted Field Research Bat Project					108.16	185.41	32.46							399.00	725.03	-725.03
Chapter Host-Meeting/Party Supplie	400	12.76	24.99	40.21		3.25				30.48					111.69	288.31
Chapter Host- Recognition Party/Cak	175			34.99	40.99										75.98	99.02
Unknown Amazon Debit												114.39			114.39	-114.39
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	399.00	6,056.36	578.64	

COT MASTER NATURALIST INCOME STATEMENT for 2024

	2024												Totals	Budget Delta		
	Budget	January	February	March	April	May	June	July	August	September	October	November			December	
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
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	399.00	9,817.60	367.40	
	(2,335)													-464.77	1,870.23	
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	10,235.82			

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 01/02/25)

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/Jun/Jul 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 Atkins	1st Q 2023	ongoing	Apr/May/June/Jul/Aug 2021: No update Sep: Oron has created a revised Partnership Agreement template and is reviewing existing VPARs Oct/Nov: No update Jan 2022. No update Dec. 2022 Get with Dave and see if people are volunteering - Eliminate if not volunteering
VPALS need to be updated for website	Oron and Larry	1st Q 2023	Ongoing	
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 Bridgett - 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 Bridgett this month. 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. Nov 24 - no response from B. Norris. Will reach out to next graphic arts contact Dec 2024 - B Norris continues to update. We are waiting for Chapter logo from State in SVG format
Plan redo of TMN-COT brochure	KP	June review	pending	Dec 2024 no progress. Jan 2025 pending

Cradle of Texas Action Item Register (UPDATED 01/02/25)

Action Item	Assigned to	Due Date	Status	Comments
Review/update COH Guidelines			in progress	<p>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.</p> <p>June 2024 - met with State. Total "other" up to 5% of Total Volunteer hours. Variance granted to member for rehab efforts for this season.</p> <p>Nov 2024 - Connie Stolte provided first draft to Board for review for Rehab. Board discussed and will review again in Dec.</p> <p>Dec 2024 - discussed options for rehabbing and term of office/number of Class reps. Connie to rewrite based on discussions and send to Mickey and Kathy for comment</p>
Annual AT Day	AT director/ Committee	Start Planning in Oct/Nov	in progress	<p>Dec 2024 - Planning has started. Speakers being scheduled, venue reserved for Feb 15th.</p> <p>Jan 2025 - Craig Hensley will be the keynote speaker.</p>