

TMN – COT
Board of Directors Meeting
Wednesday, January 5, 2011
The AgriLife Building - Angleton, Texas

Attendees: Ed Barrios, Dave Brandes, Laura Brandes, Barbara Burkhardt, Marty Cornell, Jerry Eppner, Sandy Henderson, Mary Helen Israel, Jerry Krampota, Neal McLain, Candace Novak

Start Time: 3:00

The meeting began with a discussion that family obligations will prevent Vice President Mary Holler from attending board meetings held on Wednesdays between 3:00 and 5:00. The board thus voted (4 in favor, 3 opposed) to move our meeting time to between 1:00 and 3:00 on the first Wednesday of each month. Barbara Burkhardt is to contact Stephanie Taylor [AgriLife Secretary] to reserve the small conference room at the AgriLife building for this new time slot.

Review Action Register

The December 2010 board meeting tabled to this January meeting a decision on a memorial site or sites for deceased COT members. Jerry Eppner moved and Laura Brandes seconded a motion to continue our current practice of publishing a Membership Memorial on our web site [see <http://tmn-cot.com/archives/in-memoriam/>]. The motion was unanimously accepted. All other action items from the last meeting have been cleared.

December Agenda Review

The proposed agenda was accepted without modification.

Treasurer Report

Treasurer Sandy Henderson presented the summary of our 2010 cash flow vs. plan and 2009 actual. It was noted that the cash for the upcoming COT trip to Matagorda Island flowed through the chapter. See "CRADLE OF TEXAS 2010 INCOME AND EXPENSE BUDGET," Page 4.

Discussion highlighted a requirement in our Policies and Procedures (P&P) for an internal audit of the chapter financial books. Jerry Eppner and Barbara Burkhardt will conduct this audit before the next board meeting.

Sandy Henderson presented a proposed chapter budget for 2011. Discussion concerned combining the intern training and general meeting beverage allocations, but it was agreed to keep these cost items separate. Ed Barrios motioned and Jerry Eppner seconded to approve the 2011 budget as proposed. See "CRADLE OF TEXAS 2011 INCOME AND EXPENSE BUDGET," Page 5.

A discussion ensued on ordering shirts for the general membership. Jerry Eppner comment that this practice would be OK as long as payment was made upfront, before the order was placed. Barbara Burkhardt noted that any order needs to limit the items made available to green or blue denim t-shirts, sweat shirts, and polo shirts.

Program Chair Report

No report was given as Mary Holler was absent.

Project Reports

Migration Celebration

Ed Barrios noted that the largest changes for MC11 would be the addition of 8 new discovery stations from Coastal Expo and the decision to repeat most Saturday activities on Sunday afternoon, April 17th. This decision will create a challenge to find enough volunteers. We are hopeful that the AmeriCorps crew will be back, and note that Mickey Dufilho recruits a substantial number of her students to cover the Discovery stations. The kickoff fundraiser at RiverPlace in Freeport on Friday evening, April 15th, will use the same format as last year. This year's speaker will be Kathy Adams Clark; she will address the art of taking nature photography. [For MC10, TMN-COT supplied 30% of the 155 different volunteers who serviced the three-day event.]

Camp Mohawk Camp

Richard Herd of the Brazoria County Park System wants COT to again run activities at a summer event. Ed Barrios will contact Richard to get "what" and "when" detail, including the BCPD advertising/promotional plan. Efforts need to be made to increase the likelihood that The Facts will correctly publish times and dates.

Eagle Flight Cage for WR&E

Cheryl Rogers of Houston's Wildlife Rescue & Education has applied for a grant to build a 100-foot-long by 16-foot-wide raptor flight cage on her property in West Columbia. She would like volunteer construction help from COT members. Concern was expressed that she might expect us to build the whole thing, which might be a bit much of our aged members. It was also noted that several of our members routinely build boardwalks, so construction is certainly within our capability. It was concluded that **Barbara Burkhardt will ask Cheryl to present her case at a future board meeting.**

Summer Library Program

Ruby Lewis was not present to present her plans for the summer program at Brazoria County Libraries. To a concern about liability, it was mentioned that this program is officially an extension of the USFWS DEEP.

DEEP

The regular portion of school year DEEP is well understood and no discussion ensued.

INEOS EE

The INEOS Environmental Education Program at Chocolate Bayou is well understood and no discussion ensued.

ConocoPhillips LEEP

Frustration with the lack of action with the CP-Sweeny environmental education program was expressed. Some thought that neither ConocoPhillips nor the Sweeny ISD is committed, evidenced by no queries on their parts to the lack of an active program. Another comment was that trying to serve first- through fifth-grade was inappropriate. The notebook, assembled by Carolyn May-Monie, which describes the class sessions per grade level needs to be located and reviewed. **Mary Holler, who serves as the project leader for LEEP, will be asked to provide a status report and suggest an action plan at the next board meeting.**

Committee Reports:

Outreach: No report was given since neither Ruby Lewis nor Justina Dent, Outreach co-chair, were present. Bob Schwebel has asked COT to display at the March 5th Brazoria Heritage Day. Sea Center Texas will be hosting their nature day on this same date. The board will defer to **Ruby to resolve this conflict and to contact Bob with her decision.**

Training/Publicity for Class

Laura Brandes has designed ads of our upcoming training classes, and the first of these has been published in *The Facts*. A larger 3"X5" add will appear next week. A reporter from *The Facts* asked Laura to write articles for the "Seen and Heard" column; Laura is composing one about TMN-COT and another specifically about our training classes.

We currently have ten possible interns for the pending classes that start on February second, plus three carryover interns who started their training last year. There are three folks (all INEOS employees) who paid their fee last year but have not begun their training. Kirk Feuerbacher of the Nature Conservancy will teach the session on prairies, which will feature a field trip to the Nash Prairie.

Membership

The reported 11,331 volunteer hours for 2010 have exceeded, by a couple hundred hours, the total reported last year, even though there were three fewer people reporting their time. Jerry Eppner is working with one of our most active members to help her report her time. Jerry's deadline for turning in VT and AT is January 10th.

Advanced Training

The roles and responsibilities of the COT Advanced Training Chair can be found in the Policies & Procedures (P&P) document as posted on our web site. **Candace Novak will look for additional training opportunities, outside of those presented at our General Meetings, and broadcast them to our membership.** It was suggested that she mine the web sites of neighboring TMN chapters (Galveston, Houston, Mid-Coast, Coastal Prairie) for their upcoming AT sessions as additional opportunities for our members to acquire AT.

Website

Neal McLain announced that there is now a calendar on our web site, and that it is being populated with events. Intern classes will be added shortly.

Hospitality

Jerry Krampota wants snack donations for our general meeting next week at the Brazosport Museum of Natural Science. Candace Novak, Jerry Krampota, and Neal McLain will bring food. At this meeting on January 13th, Jerry will pass around a signup sheet for snack contributions at future 2011 general meetings.

Newsletter

Mary Helen Israel reminded the board that submissions are needed by this Friday for the next newsletter. She reported that *The Source* is quite willing to help publicize COT activities.

2011 Time Accounting Spreadsheet

The 2011 time sheets will be slightly modified from last year's version, adjusted to enable signatures either on paper versions or on the electronic format. The new timesheets will be available on our web site on January 10th.

Volunteer Service

Neal McLain is trying to locate past partnership agreements. Ed Barrios has agreed to track down this documentation and to pass it on to Neal. Neal intends to contact our partners and update these agreements as per the duties of the Volunteer Service Chair; no timeline was stated for completing this momentous task.

There was some question of the need to have these volunteer agreements. Ed Barrios stated that before we had such written agreements, we had often been surprised on the overly ambitious expectations of some of our partners. He believes partnership agreements bring clarity of intent. It was decided to table discussion on the topic until the next meeting.

Neal asked to modify or eliminate Addendum #9 of our P&P Manual, stating "Addendum #9 is a detailed list of approved tasks. It is out-of-date, and keeping it up to date is an endless hassle because of the requirement that changes to the P&P handbook must be approved by the membership. Furthermore, Addendum #9 duplicates (and frequently conflicts with) the Volunteer Project and Activity Lists (VPALs)".

VPAL advantages are that it lists state-prohibited activities and it describes what to expect at each partner's worksite. Sandy Henderson moved to eliminate the current wording of Addendum #9 and to substitute a simple reference to our chapter website for a list of partners and projects and for examples of projects. Laura Brandes seconded the motion. The motion passed by a unanimous vote of the Board. [Secretary's note: it was not made clear who will modify the P&P and if this modification must be taken to the general membership for approval, nor was timing discussed.]

It was agreed that each Member of the Board should review the VPALs on our website in preparation for a discussion of their content at the next Board meeting.

Report to State

Barbara Burkhardt is working with Jerry Eppner and Neal McLain to finish our annual report to the TMN State, due January 15th.

Miscellaneous

Laura Brandes asked if someone who is not certified serve on the board. A requirement for certification could not be identified at the meeting.

Laura emphasized that she needs a backup for intern training.

Neal McLain will send out a reminder to the membership reminding them that next week's general meeting will be at the Brazosport Museum of Natural Science.

Ed Barrios believes we need additional state-sanctioned awards to recognize folks between the 2500 hour and 5000 hour levels. Ed will approach the state (Michelle Haggerty) with this proposal.

Review Action Items

The action items, all highlighted in yellow in the above text, were reviewed.

The meeting was adjourned at 4:40 pm.

Marty Cornell, Secretary, Texas Master Naturalist Cradle of Texas Chapter

CRADLE OF TEXAS 2010 INCOME AND EXPENSE BUDGET

INTERN CLASS REVENUE/EXPENSES		2009 Actual	2010 Budget	2010 Actual
Revenue	Class fee	\$880.00	\$750.00	\$450.00
	Intern Manual payment	\$515.00	\$450.00	\$270.00
Expenses	Intern Manual purchases	\$569.90	\$500.00	\$608.82
	Social expenses, name tags, postage, shirts	\$1,197.42	\$1,000.00	\$462.56
	Net Gain (Loss)	-\$372.32	-\$300.00	-\$351.38
NON-CLASS REVENUE/EXPENSES		2009 Actual	2010 Budget	2010 Actual
Revenue	2010 dues paid in 2009	\$465.00		
	2010 dues paid in 2010		\$85.00	\$170.00
	2011 dues paid in 2010			\$455.00
	2012 dues paid in 2010			\$30.00
	Interest Income	\$46.95	\$50.00	\$30.19
	Matagorda trip payments			\$945.00
	Misc. Inc.			\$50.00
	Total Income	\$511.95	\$135.00	\$1,680.19
Expenses	Administrative Expenses	\$28.32	\$100.00	\$89.93
	Drinks and supplies for social events	\$163.16	\$150.00	\$225.13
	Officer badges	\$42.00	\$42.00	\$42.00
	TMN Meeting Registration	\$90.00	\$90.00	\$0.00
	Video camera for training		\$750.00	\$0.00
	Matagorda trip expenditures			\$770.00
	Misc. Exp.			\$92.00
	Total Expenses	\$323.48	\$1,132.00	\$1,219.06
	Chapter Profit (Loss)	-\$183.85	-\$1,297.00	\$109.75
	Carry over from 2009			\$5,644.93
	TMN-COT Balance			\$5,754.68

CRADLE OF TEXAS 2011 INCOME AND EXPENSE BUDGET

INTERN CLASS REVENUE/EXPENSES		2010 Actual	2011 Budget	2011 Actual
Revenue	Class fee	\$450.00	\$750.00	\$0.00
	Intern Manual payment	\$270.00	\$450.00	\$0.00
Expenses	Intern Manual purchases	\$608.82	\$700.00	\$0.00
	Social expenses, name tags, postage, shirts	\$462.56	\$500.00	\$0.00
	Net Gain (Loss)	-\$351.38	\$0.00	\$0.00
 NON-CLASS REVENUE/EXPENSES		 2010 Actual	 2011 Budget	 2011 Actual
Revenue	2011 dues paid in 2011	\$0.00	\$100.00	\$0.00
	2012 dues paid in 2011	\$0.00	\$400.00	\$0.00
	Interest Income	\$30.19	\$35.00	\$0.00
	Misc. Inc.	\$50.00	\$0.00	\$0.00
	Total Income	\$80.19	\$535.00	\$0.00
Expenses	Administrative Expenses	\$89.93	\$100.00	\$0.00
	Drinks and supplies for social events	\$225.13	\$200.00	\$0.00
	Officer badges	\$42.00	\$42.00	\$0.00
	TMN Meeting Registration	\$0.00	\$90.00	\$0.00
	Misc. Exp.	\$92.00	\$100.00	\$0.00
	Total Expenses	\$449.06	\$532.00	\$0.00
	Chapter Profit (Loss)		\$3.00	\$0.00
	Carry over from 2010			\$5,754.68
	TMN-COT Balance			\$5,754.68