



8Jan14

LE OF TEXAS CHAPTER
AGRI LIFE EXTENSION BLDG.
21017 CR 171, Angleton, TX 77515-8903
<http://tmn-cot.org>

TMN-COT BOARD MEETING

Wednesday January 8, 2014 10am-noon
AgriLIFE® Extension Building
Angleton, Texas

Attending Elected Members of the Board: Ed Barrios (State Representative), Becky McClendon (Secretary), Jerry Eppner (Membership Director), Mike Mullins (President), Peggy Romfh (Vice President), Roy Morgan (Training Director), Gerald Forrest (Treasurer).

Absent Elected Members of the Board: None

Quorum: 13/14 of the Elected Members of the Board were present; thus a quorum was reached. Per the TMN-COT Policies and Procedures Guidelines (P&P) Revised December 2013 to read, "More than fifty percent of the elected **and appointed** members of the Board of Directors shall constitute a quorum for the transaction of business."

Attending Advisors and Appointed Members of the Board: Barbara Burkhardt (Past President), Chris Kneupper (Representative of the 2013 Intern Class), Jerry Krampota (Chapter Host), Neal McLain (Webmaster), Pete Romfh, (Volunteer Service Manager), Ruby Lewis (Outreach Chair), Tom Morris (Advanced Training Manager), Connie Stolte (Chapter Advisor, Texas Parks and Wildlife Dept.)

Absent Advisors and Appointed Members of the Board: Andy Smith (Chapter Calendar), John O'Connell (Chapter Advisor, AgriLIFE® Extension Agent), Dick Schaffhausen (Representative of the 2013 Intern Class) and Mary Holler (LEEP Coordinator).

Non-Board Visitors: None.

President Mike Mullins called the meeting to order at 10:00am and welcomed new members, Gerald Forrest, Becky McClendon, and Roy Morgan.

Minutes:

Secretary Becky McClendon presented the draft of the minutes from the December **General Meeting**, as revised by email comments. Ellis Burkhardt was added to list of those receiving recertification. Peggy Romfh motioned to approve the minutes of the December General meeting, as so revised. This motion was seconded by Barbara Burkhardt. The motion passed by a unanimous voice vote.

Becky presented the draft of the minutes from the December **Board Meeting**, as revised by email comments. Barbara Burkhardt motioned to approve the minutes of the December Board Meeting as so revised. This motion was seconded by Ed Barrios. The motion passed by a unanimous voice vote.



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Action Items were presented by Mike Mullins for a review, as shown below, updated to reflect the current status of outstanding items. New action items are included on this table.

Cradle of Texas Board Action Register January 2014				
Action Item	Who?	Due Date?	Complete/ Pending	Comments
			Complete	
Draft a Records Retention Guideline for our P&P	Ed Barrios	7-Aug-13	Pending	09/04/13: Ed to add to appendix 10/02 pending
Create 5000 hour and emeritus plaque(s) to hang in AgriLIFE building.	TBD	TBD	Pending	1/08 need 3 plaques
Modify P&P for background check to allow for use of other agencies for background checks	Ed Barrios	6-Nov-13	Pending	
Clarify the willingness of BISD to share their background checks of COT members	John O'Connell		Complete	BISD said NO
Create a link on the chapter Facebook page to the COT photo gallery	Dick Schaffhausen	TBD	Pending	
Develop a list of potential projects that might qualify for "Horny Lizard" grants.	Ed Barrios and Peggy Romfh	TBD	Pending	
Develop a list of COT projects to be used for scheduling five-minute reports at COT General Meetings	Mike Mullins and Pete Romfh	TBD	Pending	Mike and Pete to meet



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Amend the COT Bylaws to add the new 4,000 hour VT recognition level and the new protocol for instituting the President's Call to Service award.	Ed Barrios	TBD	Pending	
Amend appendix to reflect new dues schedule	Ed Barrios	TBD	Pending	
Develop promotional packages and press released to help recruit interns and send to Newspapers	Dick Schaffhause n and Barbara Burkhardt	TBD	Complete	
Send webinar links to all board members	Mike Mullins	TBD	Complete	
Discuss with Connie Stolte the possibility of Sea Center Texas paying for these plaques.	Mike Mullins	TBD	Pending	
Apply to TP&WD for a grant to support HWEE	Ed Barrios and Peggy Romfh	TBD	Pending	
Check on status of modifying the state P&P Guidelines	Ed Barrios	TBD	Pending	
Get approval of Jennifer Sanchez to install purple martin houses at SBNWR	Mike Mullins	31-Jan-14	Pending	Jerry E. to get commitment for perpetual care
Amend chapter roster, send to board, then resend to members	Jerry Eppner	TBD	Pending	
Post approved Webinar list on website	Neal McLain	TBD	Pending	Tom M. to get AT approved Webinar list to Neal
P&P	Ed Barrios	TBD	Pending	
Figure out how to track Webinar AT hours	Neal McLain	TBD	Pending	
Develop new form for Outreach Data	Barbara Burkhardt	TBD	Pending	



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Treasurer's Report:

Treasurer Gerald Forrest reported a balance of \$5,344.92 at the end of 2013. There was an interest of \$1.14 for December added.

Becky Duke has 2 checks from interns / background checks to be deposited.

Notes: Dues for 2014 will be \$25 member, \$400 life membership
Deadline for dues is March 31, 2014.

Jerry Eppner recommended the audit committee accept the books submitted by John Marshall. The books were accepted by the committee.

Membership:

Membership Chair Jerry Eppner reported that to date 87 members had turned in time sheets, 62 members had recertified, and 8 interns had certified. From the time sheets turned in, members had logged 15,086 hours this year with only one time sheet not completed. The Chapter's total volunteer hours are 136,046. Ed Barrios had 4,000 hours and two people had 2,500 hours each.

Jerry will amend and resend the Members Distribution Roster. *Action Item #20

Training:

Training Director Roy Morgan reported that to date there are 13 interns. #13 is Gretchen Minor and #12 is Joycelynn Grigson. There are two prospective interns, Garry and Janet Ellis. The Ellis' already volunteer at Sea Center. Roy will send bios of all interns to board members.

January 29, 2014 will be the first Intern Training Class. A proposed training schedule will be sent out to the board.

Barbara Burkhardt submitted an article to the Facts outlining the Intern program for Master Naturalists. It was published twice.

Advanced Training:

Advanced Training Manager Tom Morris reported on Webinar training.

- + Most Webinar presentations are 2 hours in length for AT credit
- + Handout showed the sign-in set up for typical Webinar
- + Tom will have approved list for website
- + Time sheet will have places for time, date, certificate number, and name of course



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Neal - put approved Webinar list on website. *Action Item #21

Ed - P&P *Action Item #22

Neal - figure out how to track Webinar AT hours. *Action Item #23

Media:

Webmaster Neal McLain questioned the definition of “partner”. The current list of partners on the website and current list of partners as cited in PPH are different. The lists need to be reconciled. Attempt was made to reconcile the lists during the meeting. The website will be updated with reconciled list.

Programs Update:

Vice President Peggy Romfh noted that planned programs are Jim Renfro who will address the January 15th general meeting with an update on the Big Pond bird banding program, and Andy Sansom who will speak on a topic relating to water at the February 12th general meeting. Peggy challenged the board to come up with follow-up questions for Andy’s presentation. According to Peggy, his presentations are short and he allows for a long question/answer period.

Peggy is working with Roy on March’s general meeting presentation plans.

Denis Mudderman has postings on Project NOAH, and he wants to be on the February agenda.

Gallery:

Peggy reported that the chapter photo gallery now has 1600 photos that include 629 species and has to date received 23.000 hits.

Volunteer Updates:

Volunteer Service Manager Pete Romfh asked if we needed further definitions to clarify VT hours. Ed Barrios contends that the “Mucker” definition will fit for photo-taking opportunity/reporting results in the Gallery.

Outreach:

Outreach Chair Ruby Lewis reported on the calendar from past November and December. There was no report for November. In December, the Eagle Scout Project



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for Reforestation of the Otto Tract resulted in 130 volunteer hours with 20 volunteers. The Brazoria Refuge Open House netted 323 guests and an article in the Facts about the event.

Dunes Day is January 25 and hopefully a group of TMN-COT members will go. Sign-up sheet will be passed around at January General Meeting.

January 9 Ruby will be presenting a program at the First Baptist Church in Lake Jackson for 30 children as an after school event. She does not need any help.

Saturday, February 22, is Nature Day at Sea Center from 10am to 4pm. Sign-up sheet will be passed around at February General Meeting.

Barbara Burkhardt will design a new form for Outreach data. *Action Item #24

HWEEP:

Ed Barrios reported that classes at Hudson Woods should start in February. Pam Davis and Bryan Adams are to start scheduling Tuesday/Thursday classes for third graders in Angleton ISD. More volunteers are needed to cover the classes. 4 picnic tables need to be moved and 650 owl pellets need to be ordered.

Chapter Host Jerry Krampota asked for 5 volunteers to bring food for the January General Meeting, and he would have a sign-up sheet at the January meeting for future meetings.

Becky McClendon reviewed the newly assigned action items numbers 20, 21, 22, 23, and 24.

Mike Mullins worked on the time frame for the January General Meeting.

Mike Mullins adjourned the meeting at 12:00 pm.

Submitted by Becky McClendon
Secretary, Texas Master Naturalist, Cradle of Texas Chapter



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Texas Master Naturalist Cradle of Texas
Volunteer Project & Activity Request Form

To fill out the form electronically, use the tab key to move from blank to blank.

Project/Activity Name:	Wildflower Center Texas Green Ash Seed Collection
Partner Organization or Sponsor:	Wildflower Center, Austin, TX

PURPOSE of PROJECT or ACTIVITY	Citizen Science: Collect seeds from green ash (<i>Fraxinus pennsylvanica</i>) and store at the Wildflower Center in anticipation of the emerald ash borer infestation in the state. This is a state-wide project coordinated by Minnette Marr, Wildflower Center with multiple master naturalist groups participating.
DESCRIBE PROJECT or ACTIVITY	Following a standard protocol from Seeds of Success Program, including landowner permission forms pre-collection checklist, and data form, participants will collect 2500 samaras (winged seeds) from each of 10 - 12 green ash in Brazoria or Fort Bend counties, photograph each tree, seeds, and landscape, record GPS location and other relevant data, label and ship the seeds to the Wildflower Center.
TIME/FRAME (Dates/Times)	Seasonal periods during the months of November - December 2013 and 2014 when mature seeds are available.
TRAINING Required	Minimal training will be provided, primarily around completion of the data collection forms and associated GPS and photographs, method of seed collection, and labeling and shipping processes
SPECIAL SKILLS	Must be able to identify green ash tree and fill out data forms. Ability to use GPS or map to obtain geo-location and to photograph tree and location are required for the collection team.
PERSONAL EQUIPMENT	Yard clippers or lopper, ladder (opt. depending on height of tree), cloth sheet or tarp (for initial collection), cotton bags or plain paper bags for saving collection, labels, cardboard box for shipping, camera, GPS device or Smartphone or camera with GPS. [Pete and Peggy Romfh will record GPS location and take photos at all locations if needed to assist seed collectors.]
PHYSICAL DEMANDS	Physical ability to safely collect seed clusters from trees
REFERENCE MATERIAL	Seeds of Success full Protocol, Wildflower Center abbreviated Protocol for green ash collection, Landowner Permission Form, Pre-collection data form, Field data form (all attached)
Cradle of Texas Chapter Contact:	Peggy.Romfh@comcast.net 832-439-2870
Submitted By:	Peggy Romfh, VP, Program Chair

Submitted by e-mail to Volunteer Chair on: 11/09/2013

Tentatively approved by Volunteer Chair subject to approval by the Board of Directors

Attest: W. Peter Romfh 11/09/2013
 Volunteer chair Date

Approved by the Board of Directors on _____

Attest: _____ Secretary Date