



TMN-COT BOARD MEETING
Wednesday, February 4, 2015 10:00 a.m. – 12:25 p.m.
AgriLife Extension Building
Angleton, Texas

President Dave Brandes called the meeting to order at 10:00am.

Attending Elected Members of the Board: Dave Brandes (President), Leo Novak, (Vice President), Mike Mullins (Past President) Ed Barrios (State Representative), Gerald Forrest (Treasurer), and Linda Sluis (Secretary).

Absent Elected Members of the Board: None.

Attending Advisors and Appointed Members of the Board: Neal McLain (Publications Coordinator), John O’Connell (Chapter Advisor, AgriLife® Extension Agent), Ruby Lewis (Outreach Coordinator), Joycelynn Grigson (2014 Training Class Representative), Jerry Eppner (Membership Coordinator), Peggy Romfh (Advanced Training Coordinator), Pete Romfh (Volunteer Service Coordinator), and Dick Schaffhausen (Publicity Coordinator).

Absent Advisors and Appointed Members of the Board: Connie Stolte (Chapter Advisor, Texas Parks and Wildlife Department) and Briana Kitchen (2014 Training Class Representative).

Quorum: 14 of the Elected and Committee Coordinator members were present; thus a quorum was reached.

Meeting Minutes	Motion to Approve	Motion Seconded by	Vote
January Board	Jerry Eppner	Gerald Forrest	Minutes approved by voice vote.
February General Meeting	Jerry Eppner	Gerald Forrest	Minutes approved by voice vote.

Table of Action Items is included at the end of the minutes.

Action Register: Dave

- **501(c)(3), Ed Barrios:** The application is still pending.
- **VPAL and VPAR, Pete Romfh:** The agreement has been sent to Pearland Parks and Recreation, but a response has not been received. Gulf Coast Wildlife Refuge has signed the agreement, and it will need to be renewed in three years.
- **Policies and Procedures Handbook, Ed Barrios:** This action remains pending.



- **Partnership with Brazosport Planetarium, Jerry Eppner:** The request for a new partnership remains pending.

Layna Lewis reported that the Brazoria County Library System is currently revamping the ebranch to include five data bases and additional resources for research as well as additional resources for wildlife and academic searches. These new resources will be available to all TMN-COT members who have a library card. She will make a presentation to the general meeting on April 8th at 9:30 a.m. for AT credit.

COT Brochure: Dick Schaffhausen, Publicity Chairman, reported that the last update of the COT brochure was in December, 2009. This brochure is used for outreach as well as recruitment. Figures for the cost of printing by Baystar Printing ranged from \$250 for 500 copies to \$305 for 1,000 copies. Dick asked approval for this expenditure. Peggy Romfh moved to approve the expenditure for 1,000 copies. However, after discussion it was decided that AgriLife Extension can print 200 copies per month. TMN-COT will provide the shiny paper and either an e-copy or hard copy, pdf. Mike Mullins will contact Becky Duke to get the correct paper.

Audit Committee Report: Jerry Eppner reported that he and Sandy Henderson audited the chapter books and concluded they are consistent with the credit union's beginning and ending balances. Also, the records retention policy needs to be verified. The current retention is three years.

General Meeting Attendance Employment Waiver: Jerry Eppner reported that seven members had fallen into the inactive category due to employment. An employment waiver request was received by Janet Clemenson. Mike Mullins made the motion, seconded by Pete Romfh to approve an employment waiver for Janet Clemenson. The motion was approved.

Roster Inactives Update: Jerry Eppner, Membership Coordinator, indicated that there are 18 members currently on the inactive roster. If membership dues are not received by the end of March, they will be removed from the district list.

VT Time for At-Home Animal Rehab: A request was received to receive VT hours for at-home squirrel rehabilitation. After discussion, Jerry Eppner proposed that we limit the number of hours for animal rehab other than for endangered species. He will draft a letter regarding this situation for consent to be reviewed by Dave Brandes at the next board meeting.

Volunteer Service Coordinator, Pete Romfh, reported that the partnership request was received from Gulf Coast Wildlife Refuge and the documents were forwarded to the City of Pearland for their consideration of the agreement with them.



A request was received from Chris Kneupper for a project for educating the Boy Scouts in nature at Camp Karankawa. Mike Mullens moved to accept the project. It was seconded by Gerald Forrest, and approved.

A request was received from Thomas Adams to partner with Project BudBurst by putting together a list of selected plants. He needs someone to observe the growth of plants and the effects of global warming. Thomas sent a list of plants to observe. Pete Romfh moved, seconded by Ed Barrios to approve participation in Project BudBurst as requested by Thomas Adams. The motion passed.

Pete also reported that the Muckers trip in mid-March will be approved for VT hours if a report is made. The official report will be posted by Neal McLain on the website.

Cradle of Texas Conservancy: Mike Mullins is to contact Chris Kneupper and will report at the general meeting.

Chapter Host Board Position: Dave Brandes indicated that the responsibilities of the chapter host will be reviewed at the general meeting. It was recommended that a team of members providing snacks will also coordinate with the intern classes. Carole Wenny has agreed to buy supplies.

Advertising, Content, and Layout of Canopy Space When We Use Friends' Canopy: Mike Mullins is working on advertising for the canopy. Ed Barrios reported that Marty Cornell has the canopy ready to go. It will be used at Brazoria Heritage Celebration on March 7th. Mike will work on the introductory greeting to explain TMN-COT to be used inside the canopy.

A conversation was held concerning the Adobe Creative software package. Neal McLain reported that back in 2010 Krissy Plunkett, on behalf of Friends of Brazoria Wildlife Refuges, purchased three licenses for *Adobe Creative Suite Design Premium* and assigned them as follows:

- One license was assigned to Denis Mudderman for use on an unknown computer.
- One license was assigned to the Dell Computer that Neal originally purchased for Friends of Brazoria Wildlife Refuges for use in the ill-fated Discovery Center touchscreen exhibit. Jeanne Manry now has custody of this computer for her use as Secretary of FOBWR.
- One license was assigned to Neal McLain for use on his personal home computer and is still in use.

Ed Barrios currently has custody of the original installation disks.

Publicity Coordinator, Dick Schaffhausen, will send something every month regarding Master Naturalists to *The Facts*. Publicity information is to be sent to Dick.



iNaturalist Website Participation: Ed Barrios will contact Cullen Hanks to request a presentation providing more information on the iNaturalist website.

Ann McLain provides zoology programs for Master Naturalist interns. For this purpose she borrows animal skulls from USFWS and Brazosport College; however, neither organization has a deer skull. Neal advised the board that Ed Barrios, President of Friends of Brazoria Wildlife Refuges, had authorized him to purchase a deer skull from FOBWR funds. FOBWR will retain ownership.

Reports:

Leo Novak, Vice President/Programs has sent emails to request topics for the planetarium. Susan Canaty will present the program for April.

Training Coordinator, Roy Morgan reported there are 22 interns in the Class of 2015. Volunteers are needed for intern training.

Treasurer's Report:

Gerald Forrest, Treasurer, presented the Treasurer's report for February:

<u>DATE</u>	<u>BEGINNING BALANCE</u>	<u>ENDING BALANCE</u>
01/31/2015 - 02/07/2015	\$6,351.94	\$8,585.75
Revenue Summary		
2015 Membership Dues	\$1,375.00	
New Intern Class Payments	1,500.00	
Interest	<u>1.61</u>	
Total Revenue	\$2,876.61	
Expense Summary		
New Officer Nametags	\$ 95.50	
Website Expense	113.71	
Outgoing President Gift	62.04	
Intern Cancelled Refund	100.00	
Intern Supplies	<u>271.55</u>	
Total Expense	\$642.80	

Advanced Training Coordinator, Peggy Romfh, has posted several Advanced Training topics on the COT calendar and will provide Dave an information slide for the general meeting.



Outreach Coordinator, Ruby Lewis, presented the following dates for outreach activities:

- Feb. 28: Nature Day at Sea Center Texas, from 10:00 a.m.-4:00 p.m.
- March 7: Brazoria Heritage Day at the Brazoria Museum, 10:00 a.m.-4:00 p.m.
 Setup starts at 9:00 a.m.
 Volunteer sign-up sheets will be sent around.
- June: Brazoria Hunting and Fishing Forum Outdoor Exposition (date not set)
- July 4: Coastal Exposition
 Ruby will get the list of volunteer hours to Pete.

Publications Coordinator, Neal McLain, reported that there are website problems with GoDaddy that requires us to move our website to a new server. Neal has completed the move although it took several hours to get it done. To compensate us for the inconvenience, GoDaddy has extended our service plan by one year at no additional charge. Thus, our service plan is paid up through January, 2017. He asked that we let him know if some of the links do not work.

Cradle of Texas Board Action Register January, 2015				
Action Item	Who?	Due Date?	Complete/Pending	Comments
iNaturalist website participation	Ed Barrios	March 2015	Pending	Ed will contact Cullen Hanks to request a presentation.
501(c)(3) Filing	Ed Barrios, Peggy Romfh, Mike Mullins, Gerald Forrest	Mid-year	Pending	Ed will complete.
See VT Coordinator Report	Pete Romfh		Pending	Contact in Pearland is Michelle Graham.
Developing a new Partnership with the Planetarium	Tom Morris		Pending	Jerry Eppner to make contact to request a new partnership.



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Split the Policies and Procedures from the By-Laws	Ed Barrios	Mid-Year	Pending	Awaiting TMN By-Laws update from the state.
Update of the TMN-COT brochure	Dick Schaffhausen		Pending	Currently updating.
Animal at-home rehabilitation VT hours	Jerry Eppner	March meeting	Pending	Letter to be presented to address the issue.
Project BudBurst			Pending	Observe the growth of selected plants and the effects of global warming.
Purchase of Adobe Creator and MS Office	Neal McLain		Pending	Ed Barrios is to obtain pricing for purchase.
Introductory greeting explaining TMN-COT	Mike Mullins	May	Pending	Mike will create an introductory greeting.

President Dave Brandes adjourned the meeting at 12:25 p.m.

Respectfully Submitted,

Linda Sluis, Secretary of TMN-COT



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Date	Jan	Feb	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Board Members													
Barrios, Ed	1	1				n/a							
Brandes, Dave	1	1				n/a							
Forrest, Gerald	1	1				n/a							
Mullins, Mike	-	1				n/a							
Novak, Leo	-	1				n/a							
Sluis, Linda	1	1				n/a							
						n/a							
Advisors													
O'Connell, John	1	1				n/a							
Stolte, Connie	1	-				n/a							
Committee Coordinators													
Eppner, Jerry	1	1											
Lewis, Ruby	1	1				n/a							
McLain, Neal	1	1				n/a							
Morgan, Roy	-	-											
Romfh, Peggy	-	1				n/a							
Romfh, Pete	-	1				n/a							
Schaffhausen, Dick	-	1				n/a							
Quorum	Y	Y				n/a							
Training Class Representatives													
Grigson, Joycelynn	1	1				n/a							
Kitchen, Brianna	1	-				n/a							
						n/a							
						n/a							