



**CRADLE OF TEXAS CHAPTER
AGRI LIFE EXTENSION BLDG.**

21017 CR 171, Angleton, TX 77515-8903
<http://tmn-cot.org>

TMN-COT BOARD MEETING
Wednesday, January 6, 2015 10:08 a.m. – 11:40 a.m.
AgriLife Extension
Angleton, Texas

President Dave Brandes called the meeting to order and presented the agenda at 10:08 a.m.

Attendance:

Elected Members of Board	Present	Appointed Members of Board	Present
Dave Brandes (President)	X	Jerry Eppner (Membership)	X
Jill Carroll (Vice-President)	X	Neal McLain (Publications)	X
Mike Mullins (Past-President)		Pete Romfh (Volunteer Service)	X
Ed Barrios (State Representative)	X	Peggy Romfh (Advanced Training)	X
Jean Britt (Secretary)		Carolyn May-Monie (Training)	X
Don Sabathier (Treasurer)	X	Pam West (Chapter Host)	
		Ruby Lewis (Outreach)	
Board Advisors		Dick Schaffhausen (Publicity)	
John O'Connell (AgriLife Extension)	X	Patty Brinkmeyer (Intern Rep.)	
Connie Stolte, TPWD	X		
Guests			
Roy Morgan	x	Quorum	Yes

Minutes Approval:

Meeting Minutes	Motion to Approve	Motion Seconded by	Vote
December Board	Jerry Eppner	Ed Barrios	Minutes approved by voice vote.
December General Meeting	Jerry Eppner	Ed Barrios	Minutes approved by voice vote.

Action Register Review was led by Dave Brandes [See Table of Action items at end of minutes.]

Election of Officers at December General Meeting: The election of officers for 2016 was done at the December general meeting. There were no nominations from the floor so the slate of officers presented by the nominating committee was accepted by acclamation. They are:

- President – Dave Brandes
- Vice-President – Jill Carroll
- Secretary – Jean Britt
- Treasurer – Donald Sabathier

Appointed Board Members: Dave Brandes proposed that the Board accept the proposed appointments to the Board for 2016 to include

- Past-President – Mike Mullins
- Membership Coordinator – Jerry Eppner



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Training Coordinator – Carolyn May-Monie
 State Representative – Ed Barrios
 Volunteer Service Coordinator – Pete Romfh
 Advanced Training Coordinator – Peggy Romfh
 Outreach Coordinator – Ruby Lewis
 Chapter Host – Pam West
 Publicity Coordinator – Richard (Dick) Schaffhausen
 Publications Coordinator – Neal McLain
 Class of 2015 Representative – Patty Brinkmeyer

	Motion to Approve	Motion Seconded by	Vote
Appointed Board Members	Don Sabathier	Ed Barrios	Appointments approved by vote from elected Board members present.

Treasurer’s Report:

- Audit of TMN-COT finances for the fiscal year. Jill Carroll and Jerry Eppner met with Don Sabathier on Jan. 6th at 9:30 a.m. to conduct the audit. After review of paper and bank balances, they determined that the financial records were in order. They recommended that the Board approve the financial audit results.

	Motion to Approve	Motion Seconded by	Vote
2015 Financial Audit	Ed Barrios	Pete Romfh	Financial audit results were approved by voice vote of all Board members.

- Treasurer’s Report for December 2015

Don Sabathier showed the Board a summary spreadsheet he has prepared with monthly revenue and expenses for all of 2015 (see next page) and presented the December Treasurer’s report.

Date: December 1 – December 31, 2015		
<u>Beginning Balance</u>		\$ 6,884.40
Revenue Summary		\$ 1,025.00
Membership Dues	425.00	
New Intern Class Payments	600.00	
Interest		\$ 1.61
Expense Summary		57.51
<u>Ending Balance</u>		\$ 7,853.50



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COT MASTER NATURALIST INCOME STATEMENT for 2015													
	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Opening Balance	\$6,351.94	\$9,052.80	\$8,278.95	\$8,226.24	\$8,222.40	\$8,013.35	\$7,938.95	\$6,950.53	\$7,102.02	\$6,666.40	\$6,634.81	\$6,884.40	
INCOME ITEMS													
Membership Dues	1,375.00	525.00	175.00					50.00			50.00	425.00	\$ 2,600.00
Interest Income	1.61	1.74	1.76	1.69	1.74	1.64	1.63	1.49	1.38	1.41	1.41	1.61	\$ 19.11
Member Donations								100.00					\$ 100.00
Sponsor Donations											50.00		\$ 50.00
Member Payments for New Shirts					87.00								\$ 87.00
New Intern Class Payments	1,500.00	600.00									200.00	600.00	\$ 2,900.00
Misc Income		7.50											\$ 7.50
INCOME TOTALS	2,876.61	1,134.24	176.76	1.69	88.74	1.64	1.63	151.49	1.38	1.41	301.41	1,026.61	\$ 5,763.61
EXPENSE ITEMS													
Donations to Approved Partners									300.00				\$ 300.00
Background Checks		220.00					500.00		10.00		10.00		\$ 740.00
Speaker Travel Expenses		47.00							77.00	33.00			\$ 157.00
Speaker Gift Book			62.31										\$ 62.31
GoDaddy- website maint	113.71		16.03								29.38		\$ 159.12
Office, Coffee Supplies, Etc.			51.13			76.04					12.44		\$ 139.61
Postage				5.53	6.79							4.01	\$ 16.33
Intern Class Supplies		1,174.04											\$ 1,174.04
G&J Trophy -Intern Badges		271.55					126.00					53.50	\$ 451.05
EPD Payment for New Intern Shirts					291.00								\$ 291.00
Outgoing President Gift	62.04												\$ 62.04
New Officer Name Tags		95.50											\$ 95.50
President Travel Expenses													\$ -
Intern Registration Reimbursement		100.00	100.00										\$ 200.00
Pam West-Party Supplies							111.91						\$ 111.91
Recognition Events Party							252.14		50.00				\$ 302.14
Expense Total	175.75	1,908.09	229.47	5.53	297.79	76.04	990.05	0.00	437.00	33.00	51.82	57.51	\$ 4,262.05
Ending Balance	\$9,052.80	\$8,278.95	\$8,226.24	\$8,222.40	\$8,013.35	\$7,938.95	\$6,950.53	\$7,102.02	\$6,666.40	\$6,634.81	\$6,884.40	\$7,853.50	\$1,501.56

Programs: Jill Carroll reported that Ben Pfeiffer, Education Specialist, Levi Jordan Plantation State Historic Site, will be the speaker at the February General Meeting. Jill proposed that the March presentation topic will be ferns. She is in contact with the Texas Gulf Coast Fern Society to arrange for a speaker. She requested clarification about standardizing the reimbursement of expenses or honorarium offered to speakers and future program plans. The mileage reimbursement rate was clarified. Jill was authorized to purchase additional books to use for speaker gifts. The Board suggested that Jill bring ideas for future speakers to the Board for review and input.

Membership Report: Jerry Eppner reported that several of the 2015 interns have not reported hours to certify. Colene Cabezas will be transferring to the Coastal Prairie chapter. He discussed the data that he will be able to pull from VMS to support the annual report. Some data must be accumulated manually. There was a discussion as to whether the number of VMS codes can be reduced to simplify the system for members.

Jerry will add 2016 interns into VMS as 'Pending' until their background checks have been completed. At that point, their status will change to 'In training.' There was discussion as to whether all future background checks will be done automatically via the VMS system and whether interns enter their training hours into VMS.



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Action: Dave Brandes will send out requests to Board members to provide data needed to complete the annual TMN report for the state.

Action: Dave Brandes will check with Michelle Haggerty at the state TMN office as to whether TPWD will be taking over all background checks.

Action: Jerry Eppner will check into the VMS procedure manual to determine if interns enter their training hours directly.

Action: Dave Brandes will lead efforts to review if number of VMS codes can be reduced.

Display Case Plaques: Jerry Eppner reported that the warping of the display plaques has been repaired.

Volunteer Partner and Project Agreements: Pete Romfh reported that the calendar has been updated with events, dates, and VMS codes for volunteer projects.

Advanced Training: Peggy Romfh reported there were no updates.

Advisor Report: John O'Connell reported he is ready to send in 11 background checks for interns. Don Sabathier will provide a check to pay for them. Connie Stolte reported that Nature Day at Sea Center Texas will be on February 27th.

State Representative: Ed Barrios reported a quarterly conference call is planned but there were no updates.

Training: Carolyn May-Monie reported that 11 people have signed up and paid for training. She reviewed the speakers for the January 27th and February 3rd introductory classes and requested Board help to provide a meal for interns on their first day of class. Barbara Burkhardt has already signed up to bring taco soup. Board members signed up as follows;

- Snacks – Dave Brandes, Jerry Eppner
- Chips – Connie Stolte
- Cheese and salsa – John O'Connell
- Fruit/cheese – Jill Carroll
- Salad – Pete and Peggy Romfh

Action: Board members will provide food for January 27th intern class as noted above.

Outreach: In Ruby Lewis' absence, there was no report. Ed Barrios stated that the County Parks Department has requested that the Nature Camp at Camp Mohawk County Park scheduled in June be changed from a single one week session to two one-week sessions.

Publications: Neal McLain reported that

Newsletter - The January issue of *Chapter News* was published on January 1, 2016 to the Google group (159 email addresses) with courtesy copies to Jennifer Sanchez and Tom Schneider of USFWS. This issue included two attachments:

- Attachment #1 - *TPWD Open-Carry of Firearms Policy*
- Attachment #2 - *LWCF (Land and Water Conservation Fund) Reauthorization and USFWS funding*

Website

- Removed link to *Christmas Bird Counts*.



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- Revised *Board of Directors and Personnel Contacts* page for 2016
- Added *AgriLife Open-Carry of Firearms* policy on FORMS page
- Added *Collecting Louisiana Iris at San Bernard NWR and Lake Jackson Festival of Lights* on Scrapbook page

Media Library - All books from the original collection have been processed and shelved by Jennifer Fielding. New books donated by Patty Brinkmeyer are currently being processed. One book has been checked out.

Hosting: In Pam West's absence, there was no report. Carolyn will update Pam on the intern meal volunteers.

Publicity: In Dick Schaffhausen's absence, there was no report.

Intern Report: In Patty Brinkmeyer's absence, there was no report.

Cradle of Texas Board Action Register				
Action Item	Who?	Due Date?	Complete/ Pending	Comments
Reviewed at January meeting:				
501(c)(3) Filing	Ed Barrios, Peggy Romfh, Mike Mullins	TBD	Pending	Low priority
Split the Operating Handbook from the By-laws and add the term "one time event" to the Operating Handbook	Ed Barrios	February	Pending	
Invite Commissioners' Court to attend January General Meeting on San Bernard dredging	John O'Connell, Dave Brandes	December 8	Done	John will send them a note on Jan. 6. John and Dave attended the Dec. 8 th Commissioners' Court meeting.
Draft new partner agreement document to include language on what partner will provide.	Pete Romfh	February	Pending	
Solicit input from COT members about future program topics	Jill Carroll	January	Pending	Jill plans to ask members to write ideas down on index cards.
Write letter to editor about being a master naturalist and submit to local	Jill Carroll Dick Schaffhausen	January	Done	Letter was published in The Facts on Jan. 6.



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newspapers				
Conduct Financial Audit, COT for 2015	Jerry Eppner, Jill Carroll, Mike Mullins, Don Sabathier	January	Done	For notes, see Treasurer's report in minutes.
Contact Mary Carol Edwards to determine the nursery buildout schedule for the GCBO site	Pete and Peggy Romfh	December	Done	Schedule was provided to Chris Kneupper via Mary Carol Edwards.
Discuss completion of VMS profiles and completing time entries	Jerry Eppner, Dave Brandes	December and January	Done	
Purchase a small, 6-person plaque for the 10,000 hours awards	Jerry Eppner	January	Done	
Send out an email to TMN members clarifying how to count volunteer hours for the Christmas Bird Count events	Pete Romfh	December	Done	
Update calendar for CBC with estimated rather than absolute possible hours	Pete Romfh	December	Done	
Send out the list of potential applicants to the Board for review	Roy Morgan	January	Done	
New Action Items Added at January meeting:				
Obtain input data and complete annual report for state TMN	Dave Brandes	January	Pending	
Determine if background checks will be done automatically with use of the VMS system	Dave Brandes	February	Done	Post meeting note: background checks will be done automatically in VMS.
Determine if intern training hours can be entered into VMS	Jerry Eppner	February	Pending	
Review existing VMS codes and determine if number can be reduced.	Dave Brandes	TBD	Pending	Note – Dave will define a small team to look at need for VMS codes.



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Bring food for meal at Jan. 27 th intern class meeting.	Board	January	Pending	See list in meeting notes.
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President Dave Brandes adjourned the meeting at 11:40 a.m.

Respectfully Submitted,
Peggy Romfh, TMN-COT

Date 2016	Jan	Feb	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Brandes, Dave	X												
Britt, Jean													
Carroll, Jill	X												
Mullins, Mike													
Sabathier, Don	X												
Advisors													
O'Connell, John	X												
Stolte, Connie	X												
Appointed Board Members													
Barrios, Ed	X												
Eppner, Jerry	X												
Lewis, Ruby													
May-Monie, Carolyn	X												
McLain, Neal	X												
Romfh, Peggy	X												
Romfh, Pete	X												
Schaffhausen, Dick													
West, Pam													
Training Class Representatives													
Brinkmeyer, Patty													