



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

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

**TMN-COT BOARD MEETING**  
**Wednesday, February 3, 2016 10:00 a.m. – 11:30 a.m.**  
**AgriLife Extension**  
**Angleton, Texas**

**President Dave Brandes** called the meeting to order and presented the agenda at 10:00 a.m.

**Attendance:**

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

**Minutes Approval:**

Meeting Minutes	Motion to Approve	Motion Seconded by	Vote
January Board	Pete Romfh	Ed Barrios	Minutes approved by voice vote.
January General Meeting	Pete Romfh	Ed Barrios	Minutes approved by voice vote.

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

**President:** Dave Brandes will send corrections to Jean Britt on intern recertification to say 2015 not 2016. Also, two AT's were VT's.

**Vice President:** Jill Carroll has booked presenters through June. Betsy Ross-February, Ben Pfeiffer-Levi Jordan Plantation-March, Darla Harris-Ferns-April, Interns-Class Projects-May, James Cathey-Deer and Small Mammals-June

**Secretary:** This is Jean Britt's first day as Secretary.

**Treasurer's Report:**

- Report on current TMN-COT finances. Don Sabathier determined that there are still missing dues payments. Don Sabathier reported that Jim Ellis is an inactive member and



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will be dropped from the roster. There was a discussion about the final dues collection. All 20 interns have paid.

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

- **Treasurer's Report** for January 2016

Don Sabathier showed the Board a summary spreadsheet he has prepared with monthly revenue and expenses for January 2016 and presented the January Treasurer's report.

**January COT Treasurer Report**

**Date:** 1 January – 31 January 2016

<b><u>Beginning Balance</u></b>	\$ 7,853.50
Revenue Summary	\$ 1,650.00
Interest	\$ 1.86
Expense Summary	130.00
<b><u>Ending Balance</u></b>	\$ 9,375.36

**Programs:** Jill Carroll reported that Betsy Ross will be the speaker at the February General Meeting. She reported that Ben Pfeiffer, Education Specialist, Levi Jordan Plantation State Historic Site, will be the speaker at the March General Meeting. Jill also reported that Darla Harris will be the speaker at the April General meeting and the topic will be "Ferns". The speakers in May will be the class 2016 interns. Jill also reported that James Cathey will be the speaker in June and the topic will be "Deer and Small Mammals". The Board commended Jill for her help in bringing in future speakers. In addition, Jill will 'kick off' a short presentation called Nature Notes beginning at the February General Meeting. Her 10 minute program will be on Purple Martins. Dave Brandes will give Jill an additional 5 minutes to explain this new program.

**Membership Report:** Jerry Eppner reported that Colene Cabezas will be transferring to the Coastal Prairie chapter. He discussed that the input of VMS information contains some miscodes. No one has yet certified in 2016. There was a discussion as to whether the number of VMS codes can be reduced to simplify the system for members. The possible simplification of codes will be revisited at the end of the first quarter.

Jerry will add 2016 interns into VMS as 'Pending' until their background checks have been completed. At that point, their status will change to 'Active'. 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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**Volunteer Partner and Project Agreements:** Pete Romfh reported that the calendar has been updated with events, dates, and VMS codes for the Water Quality training class on February 11.

**Advanced Training:** Peggy Romfh reported that the calendar has been updated with known AT events.

**State Representative:** Ed Barrios reported that he will present slides from last year's Migration Celebration.

**Outreach:** Ruby announced that the 'Seaside Chats' program from Flower Garden Banks National Marine Sanctuary will begin in February. Ruby announced the Brazoria Heritage Celebration and DEEP events. Pete Romfh noted that the events have been added to the TMN calendar.

**Publications:** Neal McLain reported:

- **Newsletter:** The February issue of *Chapter News* was published on time and sent via the Google group to all current members and to all Class of 2016 interns with valid email addresses. Courtesy copies were sent to USFWS personnel Tom Schneider (outdoor recreation), Jennifer Sanchez (TMCNWR Team Leader), Curtis Jones (Manager, SBNWR), and Kelly Koch (DEEP/HWEEP coordinator).
- **Website:** A link has been added to Migration Celebration website.
- **Media Library:** No change since last month.

**Publicity:** Dick Schaffhausen noted that Facebook has had positive feedback.

**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
<b>Reviewed at February meeting:</b>				
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	TBD	Pending	
Draft new partner agreement document to include language on what	Pete Romfh	April	Pending	



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partner will provide.				
Solicit input from COT members about future program topics	Jill Carroll	January	Done	Jill had success with lots of member input.
Conduct Financial Audit, COT for 2015	Jerry Eppner, Jill Carroll, Mike Mullins, Don Sabathier	January	Done	For notes, see Treasurer's report in minutes.
Obtain input data and complete annual report for state TMN	Dave Brandes	January	Done	
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	Done	Carolyn will track intern training on spread sheet.
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.
Bring food for meal at Jan. 27 <sup>th</sup> intern class meeting.	Board	January	Done	
<b>New Action Items Added at February meeting:</b>				
Peggy will ask for volunteers at February meeting for the Spring Fling at GCBO	Peggy Romfh	February	Pending	
Peggy will encourage people to do the Photo Contest for the Spring Fling at GCBO	Peggy Romfh	February	Pending	
Ruby will ask for volunteers at February meeting for the Brazoria Heritage Celebration	Ruby Lewis	February	Pending	
Ruby will ask for volunteers at February meeting for D.E.E.P.	Ruby Lewis	February	Pending	
Pete will announce that the "Water Quality" training class is on February 11	Pete Romfh	February	Pending	



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Dave will talk to Carolyn about VT hours for first 2 intern meetings	Dave Brandes	February	Pending	
Dave will talk to Carolyn about buying books back if the intern will quits within 2 weeks. We will return money if the book is in good shape. Also, a couple with 2 books can return 1 copy of book.	Dave Brandes	February	Pending	
Ed will check to see if BISD background checks need to be done.	Ed Barrios	March	Pending	
Ed will present slides from last year's Migration Celebration at the February meeting.	Ed Barrios	March	Pending	
Jill will solicit information about "Nature Notes".	Jill Carroll	February	Pending	
Don will ask Mary Carol Edwards to write an article that Dick can submit to <u>The Facts</u>	Don Sabathier, Dick Schaffhausen	February	Pending	

**President Dave Brandes** adjourned the meeting at 11:30 a.m.

Respectfully Submitted,  
Jean Britt, Secretary

Date 2016	Jan	Feb	Mar	Apr.	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Elected Board Members</b>													
Brandes, Dave	X	X											
Britt, Jean		X											
Carroll, Jill	X	X											
Mullins, Mike		X											
Sabathier, Don	X	X											
<b>Advisors</b>													
O'Connell, John	X												
Stolte, Connie	X												



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<b>Appointed Board Members</b>													
Barrios, Ed	X	X											
Eppner, Jerry	X	X											
Lewis, Ruby		X											
May-Monie, Carolyn	X												
McLain, Neal	X	X											
Romfh, Peggy	X	X											
Romfh, Pete	X	X											
Schaffhausen, Dick		X											
West, Pam		X											
<b>Training Class Representatives</b>													
Brinkmeyer, Patty													