



TMN-COT BOARD MEETING
Wednesday, October 3, 2018, 9:00 a.m. – 11:16 a.m.
AgriLIFE Extension Building, Angleton, Texas

President: Kristine Rivers called the meeting to order, presented the agenda and asked for additions or corrections.

Attendance—

Elected Members of Board		Present	Appointed Members of Board		Present
Kristine Rivers (President)		X	Peggy Romfh (Membership)		X
Bill Ahlstrom (Vice-President/Programs)		X	Pete Romfh (Membership)		X
Lisa Myers (Secretary)		X	Neal McLain (Publications)		X
Don Sabathier (Treasurer)		X	Oron Atkins (Volunteer Services)		X
			Larry Ruhr (Advanced Training)		X
Board Advisors			Carolyn May-Monie (Training)		
John O'Connell (AgriLIFE Extension)		X	Pam West (Chapter Host)		
			Ruby Lewis (Outreach)		X
Guests			Ed Peebles (Speakers Bureau)		X
			Richard Schaffhausen (Publicity)		X
			Bob Whitmarsh (Intern Representative)		X
			Connie Stolte (State Representative)		X
Quorum		Yes	Dave Brandes (Past-President)		X

Secretary—Lisa Myers stated that the September minutes had been sent to the Board for review, and the corrections suggested by Board members were made. The minutes were approved.

Minutes Approval—

Motion	Motion to Approve	Motion Seconded	Vote
Approve the September General Meeting and Board Meeting Minutes	Dick Schaffhausen	Oron Atkins	Minutes approved by voice vote of Board members present

Action Register Review was led by Kristine Rivers [see *COT Board Action Register items at end of minutes*]. The following are completed and removed items:

Completed Action Item	Who?	Comments
Review of 2018 CMOP	Connie Stolte	Connie will coordinate the review; set up a committee, if needed; determine input to be provided to State May meeting: Connie's review— <ul style="list-style-type: none"> • Audit period is not specified but is required prior to the last chapter meeting of the year; therefore, would need to be in November for COT • Board decided that it will continue current accounting procedures • When State has finalized CMOP, make it available on-line for members to review July meeting: no update in Connie's absence August meeting: Connie does not have any comments to provide; expects draft from State in November

		September meeting: Awaiting draft of changes from State. Bill asked about how to handle Kristine running for President for an additional year if we do not receive the rules change in time for nominations; Dave suggested that we would have to act as if the change had been implemented
Discuss how much COT 2019 annual dues should be at the October or November Board meeting	Board	Given the current bank balance and budget, dues might be decreased. October meeting: Considering the discussion on "Begin development of an annual budget" Action Item, the Board decided to leave annual dues at \$25 and perhaps have a mechanism to waive dues for hardship cases (Dave and Don indicated that no one has requested consideration)
Verify booth requirements for participation at Seabourne Nature Fest	Ruby Lewis	Will they supply a canopy, or do we bring one? We should bring our own canopy
Determine whether to allow President to serve more than two consecutive one-year terms prior to receiving State rules change	Board	Rules changes from State are not expected until November—after COT board will present a slate of officers to the general membership October meeting: State removed term limits for President in 2015; no one on the Board voiced an issue with State's decision [see new Action Item regarding vote of membership to be held in November]

Treasurer's Report—Don Sabathier presented the September 2018, financial information, below.

1 September – 30 September 2018, COT Treasurer Report

<u>Beginning Balance</u>	\$ 7,899.99
Revenue Summary	\$ 1,149.80 ¹
Expense Summary	(\$ 338.91) ²
<u>Ending Balance</u>	\$ 8,710.88

¹ Primarily intern fees

² Includes Constant Contact, cakes, speaker travel expense

Board Nominating Committee—Dave Brandes announced that State has not imposed any limitation on the number of one-year terms a president may serve since 2015; however, Chapter documents need to be changed and membership needs to vote on the matter at the next General Meeting [see new Action Item].

State Representative—Connie Stolte distributed notes representing her review of State and Chapter documents, as summarized below, and she reviewed the main changes to the document made by State.

- **Chapter By-Laws** as posted on the website are current
- **Chapter Management and Operation Protocols (CMOP)** are generated by State and do not require any action by COT other than ensuring the current copy is posted on our website

- **Chapter Operation Handbook (COH)** (COT calls this document Policies and Procedures Handbook on our website)—the State’s current version needs to be posted to our website after approval by the Board. Connie is currently reviewing, will need input, and suggests that we remove the current Chapter Appendices until they can be reviewed; that will allow us to approve the document and add revised Appendices later, which she will have ready for review next month
- (Later in the meeting), Connie requested that Board members review the COH for redundancies.

Since Connie cannot attend the Annual State Meeting, Peggy indicated that she would attend the State Representatives meeting held there.

Animal Rehab Volunteer Reporting Guidelines—Lisa Myers suggested that the Board revise limits on allowed VT hours for some activities related to at-home animal rehab. An extended discussion followed. Peggy Romfh noted the number of volunteers and hours reported this year for animal rehab related to VPAL partner Gulf Coast Wildlife Rescue and added that chapters determine limits on such activities. Pete Romfh added the CMOP Article 6 provides guidelines. Peggy also noted that VMS is currently being audited, so we should perhaps hold off on a decision until we see the State’s results. Lisa Myers will ask Karen Leder, a member who performs many animal duties, for a breakdown of her activities.

BOARD REPORTS and OTHER TOPICS

Secretary—Lisa Myers again reminded Board members who intend to present at the meeting to provide her with detailed notes prior to the meeting.

Annual Review of Chapter Financial Data—Don Sabathier reminded the Board that the annual review will be due and requested that it be conducted prior to the November Board Meeting by the following people, as outlined by State: Vice President, Chapter Adviser, New Intern Representative, and Secretary.

Programs—Bill Ahlstrom noted the following speakers for upcoming chapter meetings:

- October—Rebecca Laurent: speaking on colonial folklore, with an emphasis on herbs and plants; Nature Notes: Mike Mullins, “Beach Trash”
- November— Kristine Rivers: speaking on *A Wonderland of Winter Waterfowl*; Nature Notes: TBD

Bill stated that he is on the Angleton Parks and Recreation Board and recently suggested to that Board and it approved the addition of a nature center as part of its development plan.

Membership—Pete and Peggy Romfh presented the following impact data, VT and AT information, and award recipients for the October General Meeting.

Impact Data	# Adults	# Youth	Total
YTD Totals—September 30	11,302	31,057	42,359 ¹

¹ Still missing some summer data from Ruby Lewis

Period	VT Hours	AT Hours	# of Volunteers
YTD Totals—September 30	13,602	1,449	107 ²

² Includes 2018 interns; some members do not turn in hours performed

Recertification 2018 (Ocelot Pin)	250-Hour Milestone (Bronze Dragonfly Pin)
Karen Leder	Larry Peterson Bob Whitmarsh

Volunteer Project, Public Outreach and Activity Request Review—Oron Atkins noted the following activities:

- **Exploration Green Nursery / Wetland Work Day**—October 11 and 25, 9 a.m. -12 p.m.; contact TBD
- **TCWP at GCBO Work Day at Hanson**—October 18, 9 a.m. -12 p.m.; contact Chris Kneupper
- **GCBO Native Plant Work Days**—every Saturday until further notice, 9 a.m. to 12 p.m.; contact Chris Kneupper
- **Pearland Natural Resources Work Day**—First Thursday each month; contact Cullen Ondracek
- **Smith Point Hawk Watch**—Daily, through November 15, 8 a.m. to 4 p.m.; contact Sue Heath
- **BCPD Trail Day**—Hanson Riverside County Park, October 18, 8 a.m. to 12 p.m.; contact Mike Mullenweg

Oron noted that two COT members, Susie Safley and Mike Bettorf, are being treated for cancer.

Advanced Training—Larry Ruhr indicated that he has a couple of GCBO-related AT items to post to the Calendar.

Outreach—Ruby Lewis presented the following, upcoming activities:

- **KBR Kids Day**—Guadalupe Plaza Park, October 13, 11 a.m. to 3 p.m.; a few more volunteers are needed
- **DEEP at Brazoria NWR**—October 16, 23, 30, November 1, 6, 8, and 13; contact Tom Schneider
- **Spooktacular at Sea Center Texas**—October 28
- **Seabourne Nature Festival**—Rosenberg, November 3, 10 a.m. to 4 p.m.
- **Captain Shisha Bob**—November 7 (food prep), 9 a.m. to 4 p.m.; November 8 and 9, 8 a.m. to 2 p.m.; see Calendar for sign-up link

Ruby added that the Brazoria County Library System will be provided snacks to the membership at the November General Meeting.

Publications—Neal McLain provided the following information regarding publications:

WEBSITE

- Routine updates to homepage, AT and minutes pages
- Posted meeting announcements for October, November, and December General Meetings; the 15th annual Hog Wild Festival is scheduled to take place after the December General Meeting at Ed Barrios' home (Ed is still offering his home although he may be indisposed due to back surgery)
<http://tmn-cot-org/Advanced/index.html>
- Posted updated information about Texas Waters Specialist Program
http://tmn-cot.org/2018-08_Texas-Waters-Specialist-Program.pdf

NEWSLETTER

- September issue went out on schedule
- October issue publication schedule:

Wednesday October 3	Board meeting, 9 a.m.
Thursday October 4	Submission deadline, 5 p.m.
Sunday October 7	Review draft posted for board review
Monday October 8	Publication

REMINDER TO BOARD MEMBERS

- There are “hidden” pages on the website for which no password is needed:
 - <http://tmn-cot.org/Minutes/>
 - <http://tmn-cot.org/Mugshots/>
 - http://tmn-cot.org/COT_Special_Forms
- Larry Peterson is on the Board email list so that he will get email agendas to prepare for monthly Member Meetings

Speakers Bureau—Ed Peebles stated that he is working on a draft of his proposal for Bureau activities, and he is still seeking more volunteers.

Cradle of Texas Board Action Register				
Open Action Item	Who?	Due Date?	Complete/Ongoing	Comments
COT should hold an annual, Bonus AT Event, if possible; solidify theme/ topic(s) and time-frame to develop/ organize by August Board Meeting	Larry Ruhr, Edward Peebles, Bill Ahlstrom	August	Ongoing	Given the success of the January 20 Bonus AT Day, the Board would like to promote an annual event—perhaps on a smaller scale April meeting: Larry will solicit input regarding topics/format from members via a short survey (on-line and/or General Meeting); perhaps have members “vote” on a whiteboard May meeting: <ul style="list-style-type: none"> • Send topic/theme/agenda ideas to Larry • Informal survey at April General Meeting: members prefer



				<p>full-day event (very few responded)</p> <ul style="list-style-type: none"> • Contact Dennis Jones regarding ornithology presentation • Suggestion to focus on citizen science projects and include training • Suggestion to possibly include a webinar module and a (live) moderator • Suggestion to reach out to nearby TMNs for presenters <p>July meeting: Theme was announced at May General meeting—“A Little R & R” (scientific research and land and species resource management); it is now time to finalize partners and presentations (need a committee and an initial meeting time); Peggy: need to allocate time for displays; suggested possible topics of shoreline reclamation, new yucca plant, cactus moth; Sebesta building at Brazoria County Fairgrounds will meet our needs and at no fee, but we could get bumped (secure right of first refusal and maybe pay if we have to); John is to follow-up on rental contract</p> <p>August meeting: see “2019 Bonus AT Event” on page 3, above</p> <p>September meeting: Larry noted that Saturday, January 26, has been selected for the 2019 Bonus AT Event; agenda is almost finalized; event will be held at AgriLIFE and maximum attendance of 100 will primarily be limited to COT membership (others if there is room); lunch will be provided, and donation boxes be prominently placed; time will be allocated for displays</p> <p>October meeting: Larry said that the next committee meeting will follow next week’s General Meeting and he gave a brief update of plans to date regarding speakers, lunch, exhibits, presentations; Kristine noted that our event is the same weekend as the TX Ornithology Society meeting and we might have speaker conflicts; Kristine added that there will be displays from members on various citizen science topics in order to broaden the number of subjects covered</p>
Begin development of an annual budget; review, adjust and implement in 2019	Don Sabathier with input from Board	Oct	Ongoing	<p>For planning and accountability; Don sent 2017 spreadsheets to the Board; State reporting dates are firm, and reports require 1 of 2 software packages; more input from Board is needed</p> <p>May meeting: Don does not think COT needs to use a software accounting package as suggested to chapters by State; spreadsheets meet our needs</p> <p>July meeting: no further action taken yet</p> <p>August meeting: Don asked for budget information from each board member before the October meeting; Don will resend the 2017 financials file</p> <p>September meeting: Don is gathering input from Board members; awaiting estimated costs for 2019 intern class; need to determine speaker travel-reimbursement costs</p> <p>October meeting: Don displayed the current bank balance and 2019 budget; it is missing some information and currently shows a \$1400-2000 annual deficit for income vs. expenses based on dues from about 96 members (not including interns);</p>



				line items were reviewed and whether to allocate funds for a project or donation; however, an annual deficit is an issue. Other items discussed included whether to sponsor a member's attendance at the State meeting; whether and how to raise funds to maintain a minimum bank balance of \$3000; Kristine suggested that the Executive Board, along with the Chapter Adviser and Past President, meet to discuss possible projects
Add an additional COT Chapter Advisor	Kristine Rivers	ASAP	Pending	Must be a Texas Parks and Wildlife employee August meeting: Kristine will contact David Abrego at Sea Center Texas September meeting: No update October meeting: No update
Correct information on the COT website regarding how to log travel time for VT	Neal	ASAP	Pending	Connie will provide accurate information to Neal

NEW Action Item(s) Added at October Meeting	Who?	Due date?	Comments
Review and update Chapter Operation Handbook Appendices	Connie Stolte	Nov	COT calls this document Policies and Procedures Handbook on the website. Current Appendices need updating and revision
Determine allowed VT time for animal rehab activities	Board	Nov	Determine if we are allowing enough VT for certain animal-rehab activities, particularly those conducted at home. Lisa Myers to obtain a breakdown of duties performed from Karen Leder
Membership should vote to approve removal of term-limit restriction on office of Chapter President	Membership (vote led by Kristine Rivers)	Nov	So that Chapter guidelines are the same as State guidelines

President: Kristine Rivers adjourned the Board Meeting at 11:16 a.m.

Respectfully submitted,

Lisa Ladd Myers, Secretary

Cc: Board Members
 Crystal Andablo, AgriLIFE Secretary
Crystal.Andablo@ag.tamu.edu



Attendance Date 2018	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Rivers, Kristine	X	X	X	X	X		X	X		X			
Ahlstrom, Bill	X	X	X	X	X	D	X	X	X	X			
Sabathier, Don	X	X	X	X	X	I	X	X	X	X			
Myers, Lisa	X	X	X	X	X	D	X	X	X	X			
Advisor(s)													
O'Connell, John	X	X	X	X						X			
Appointed Board Members													
Atkins, Oron	X	X			X			X	X	X			
Barrios, Ed		-	-	-	-	-	-	-	-	-	-	-	
Brandes, Dave		X	X			N		X	X	X			
Lewis, Ruby	X		X	X	X	O	X			X			
May-Monie, Carolyn	X	X	X	X	X	T		X					
McLain, Neal	X	X	X	X	X		X	X	X	X			
Peebles, Ed	-	-	-	-	-		-	X	X	X			
Romfh, Peggy		X	X	X	X	M	X		X	X			
Romfh, Pete		X	X	X	X	E	X		X	X			
Ruhr, Larry	X	X		X	X	E		X	X	X			
Salinas, Jimmy	X	X		X	X	T	X	-	-	-	-	-	
Schaffhausen, Dick	X	X	X	X	X		X	X		X			
Stolte, Connie	-	X			X			X	X	X			
West, Pam	X	X	X	X	X		X	X	X				
Intern Class Representative(s)													
Whitmarsh, Bob (2017)	-	X	X	X	X		X	X	X	X			
Guest(s)													
Edward Peebles							X						