



TMN-COT BOARD MEETING

Wednesday, March 6, 2019, 9:00 a.m. – 11:13 a.m.
AgriLIFE Extension Building, Angleton, Texas

President: Kristine Rivers called the meeting to order, presented the agenda and asked for additions or corrections. She asked whether anyone must leave early so that he/she can present prior to leaving.

Attendance—

Elected Members of Board		Present	Appointed/Other Members of Board		Present
Kristine Rivers (President)		X	Dave Brandes (Immediate Past President)		X
Bill Ahlstrom (Vice-President/Programs)		X	John Boettiger (Membership Dir.)		X
Lisa Myers (Secretary)		X	John O'Connell (Interim New Class Dir.)		N/A
Don Sabathier (Treasurer)		X	Neal McLain (Communications Dir.)		X
			Ruby Lewis (Outreach Dir.)		
Chapter Advisor(s)			Bob Whitmarsh (Advanced Training Dir.)		X
John O'Connell (AgriLIFE Extension)		X	Oron Atkins (Volunteer Service Dir.)		X
			Pam West (Chapter Host)		X
Guests			Rose Wagner (Class of 2018 Rep.)		X
			Connie Stolte (State Rep.)		X
			Ed Peebles (Speakers Bureau Coord.)		X
			Larry Peterson (Publicity Coord.)		X
Quorum		Yes			

Approve Previous Board Minutes—Secretary Lisa Myers stated that the February 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 February General Meeting and Board Meeting Minutes	Dave Brandes	Don Sabathier	Minutes approved by unanimous voice vote of Board members present

Motions—

Motion	Motion to Approve	Motion Seconded	Vote
Designate Kirby Rapstein as an Honorary COT Member (and add his name to the TMN-COT Emeritus/Honorary plaque in the AgriLIFE lobby)	Connie Stolte	Dave Brandes	Motion approved by unanimous 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 Items	Who?	Comments
Correct information on the COT website regarding how to log travel time for VT; membership vote to accept final COH	Connie Stolte Neal McLain	Information on website is correct; COH was emailed to members; a vote to accept was held at the February general meeting
Contact mushroom specialist Teri MacArthur as a possible speaker at a future COT meeting	Bill Ahlstrom	Rose Wagner provided Bill with contact information; Bill awaiting reply
Clarify Bryan Frazier's (and perhaps other members who are BCP employees) status as COT "advisor" vs "member"	Kristine Rivers	Michelle Haggerty of TMN state office, indicated that Bryan is considered an advisor (for VMS coding) and therefore has no responsibility to meet annual VT and AT requirements March: Connie shared the definition of "Member in Good Standing" and "Active Member" definitions in COH; Bryan does not have to enter hours; Kristine will notify Pete and Peggy Romfh
Determine VT time for Nurdle Patrol activities	Oron Atkins	John will present the project at the March general meeting March: Oron presented information at the February general meeting; minimum VT time entered will be .5 hour (likely 1 hour with travel time) for a single survey; multiple surveys can be completed in a short period of time

Treasurer's Report—Don Sabathier presented the February 2019 financial information, below.

1 February – February 28, 2019, COT Treasurer Report

<u>Beginning Balance</u>	\$ 9,406.90
Revenue Summary	\$ 204.11
Expense Summary	(\$ 366.12)
<u>Ending Balance</u>	\$ 9,244.89

Don said that revenue was primarily annual member dues and expenses were mostly supplies and the GoDaddy fee. He added that the annual tax return had been filed.

COH Appendices—Connie Stolte reminded the board that the current, state COH was approved by COT membership at the February general meeting. She said that the appendix committee had met last week, and she had made the suggested changes. A draft of the following new appendices was reviewed and discussed by the board and suggested changes and wording were made.

Connie added that once the appendices draft is approved by the Board, members must be given 10-days' notice prior to a Board meeting so that they can provide input and then the general membership can vote to accept the appendices. No posting should be made to the web until the appendices are accepted.

- "Appendix 1: Additional Guidelines for Volunteer Service and Travel" drafted by Pete and Peggy Romfh,
- "Appendix 2: Additional New Member Training Guidelines, and
- "Appendix 3: Additional Guidelines for Chapter Financial Management"

Suggestions included:

- Add page numbers to the appendices

- Appendix 1—Remove examples under Point 1, “Volunteering with Chapter Sponsors”; add wording that allows approved volunteer hours for gift shop cashier and greeting when for a special event (per Michelle Haggerty) under Point 7
- Appendix 2—Note that the new COH uses the term “member in training” for what we consistently call interns; supply wording to make this point
- Appendix 3—Reword Point 3 (non-budgeted expenses) to the effect that the treasurer must approve any expenditure up to and including \$100, and the Executive Committee must approve those over \$100; reword Point 6, “All Board-authorized mileage reimbursement is done at the current IRS business-travel rate” (NOTE: Don suggested that the budget for the current year be included in each January’s Board Minutes.)

Honorary Membership—John Boettiger suggested that long-term COT member Kirby Rapstein be designated an Honorary Member. Connie Stolte read the COH guidelines regarding such members and the board determined that Kirby qualified and voted to approve the motion made [see Motion].

Kristine noted that despite a request to the contrary, the state office submitted Peggy Romfh’s name for the President’s Call to Service Award; therefore, her name should be added to the plaque in the AgriLIFE lobby.

BOARD REPORTS and OTHER TOPICS

Programs—Bill Ahlstrom shared the following, upcoming general-meeting speakers:

- **March**—Kristine Rivers, COT President, presenting “It’s Time for a Makeover—Plumage Variations”; Nature Notes—Bill Ahlstrom, speaking on micro shelling
- **April**—Ron Weeks (not confirmed); Nature Notes not determined
- **May**—not yet scheduled

Bill noted that a member expressed concern to Oron that some AT presentations at general meetings do not apply to COT’s focus. Bob said that he had reviewed the past year’s presentation topics (and Connie read the CMOP guidelines) and he and the rest of the board felt that with the exception of the Houston Botanical Garden speaker, who strayed from the topic suggested to her (which is beyond our control), presentations adhered to the guidelines.

Membership—John Boettiger presented the following impact data, VT and AT information, and award recipients, which Pete and Peggy Romfh had provided for announcement at the March General Meeting.

Impact Data	# Adults	# Youth	Total
YTD Totals—February 28	800	668	1,468

Period	VT Hours	AT Hours	# of Volunteers
YTD Totals—February 28	2,309	634	90 (of 111 active members)

Recertification 2019 (Warbler Pin)	
Neeta Allen	Chris Kneupper
Roger Allen	Neal McLain
Oron Atkins	Kim Richardson
John Boettiger	Peggy Romfh
Marty Cornell	Pete Romfh
Phil Huxford	Bob Whitmarsh

Chapter Advisor—John O’Connell announced that Mary Schwartz will be the assistant training director and the training team is scheduled to meet with Carolyn May-Monie on Friday, March 8.

State Representative—Connie Stolte thanked COH and appendices-committee members for their help.

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

- **Exploration Green Nursery / Wetland Work Day**—March 14, 28, 9 a.m. to 12 p.m.; contact Christie Taylor
- **TCWP at GCBO Work Day**—March 21, 9 a.m. to 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 (CANCELLED for March)
- **BCPD Trail Day**—March 21, Hanson Riverside County Park; (third Thursday each month), 8 a.m. to 12 p.m.; contact Mike Mullenweg
- **Big Tree Registry (FR) Project**—dates TBD; contact Chris Kneupper
- **Quintana Neotropical Bird Sanctuary (QNBS) Trail Maintenance**—March 16, 2:00 to 5:00 p.m.; contact Keith Wise
- **GCBO QNBS Spring Fling**—April 6 through May 5, 9 a.m. to 4 p.m.; contact Peggy and Pete Romgh; some volunteer spots still open
- **Nurdle Patrol**—ongoing until further notice; contact Jace Tunnell.

Oron added that the TMN Coastal Prairie Chapter is planning a trip to QNBS on the morning of April 13 and is requesting a couple of “guides” to lead a tour of the sanctuary, Quintana County Beach jetty, FLNG ponds, Bryan Beach ponds and perhaps Brazoria NWR.

Special Events (no VT):

- **Bryan Adams Memorial Water Garden Dedication**—March 17, 2 p.m. to 4 p.m. at Brazoria National Wildlife Refuge
- **Texas Mid-coast National Wildlife Refuges Volunteer Recognition Luncheon**—March 26, 11 a.m. at Clute Event Center, Clute City Park, 100 Parkview Drive
- **Open Preserve Day at Brazos Woods Preserve**—April 6 (first Saturdays), 9 a.m. to 5 p.m.; contact Susan Conaty.

Outreach—On behalf of Ruby Lewis, Oron presented a few of the following, upcoming activities:

- **Career Day at Angleton High School**—March 7; contact Ruby Lewis
- **DEEP at Brazoria NWR**—March 7, 19, 21, 28; contact Tom Schneider
- **GCBO Brew on the Bayou Fundraiser**—March 23, 4 p.m. to 9 p.m. NO VT APPROVED; contact Martin Hagne
- **Ecology Day at Brazosport Museum of Natural Science**—March 23; contact Ruby Lewis
- **Brazos Mall Event (Promote Migration Celebration)**—March 30; contact David Plunkett and Ruby Lewis
- **Richwood Earth Day**—April 6
- **Brazos Woods Ribbon Cutting**—April 6
- **Migration Celebration Kickoff Dinner**—April 12; contact Marty Cornell, Lisa Myers
- **Brazos Mall Event (Promote Migration Celebration)**—April 19; contact David Plunkett and Ruby Lewis
- **Conservation Expo at Angleton High School**—April 26
- **Migration Celebration at SBNWR**—April 26 (set up), April 26-27
- **Sea Center Texas Earth Day**—May 4; contact Ruby Lewis.

Advanced Training—Bob Whitmarsh presented the following AT opportunities (details available on the Calendar). He will have a slide for the General Meeting. Bob added that he is seeking more opportunities.

- **Beachcombing 101, Galveston**—March 15
- **Surface Water Quality Monitor Training**, Water Quality Measurement and Hydrology, UH Clear Lake—March 18, 8:00 a.m. to 5 p.m., approved for 8 hours AT
- **Sea Turtle Patrol Training**—April 3 or April 10 or May 1
- **Bullseye Stream Quality Training**—(Information to follow).

Chapter Host—Pam West said that she had asked a couple of people to be on a Chapter Host Committee but had no firm commitments. She added that room set up and clean up is not an issue, but she needs help with special events. For general meetings, it was suggested that Pam ask snack-team members to help.

Publications—Neal McLain provided the following information regarding publications:

WEBSITE

Advanced Training Page

Removed 2018 schedule (no longer needed after 2/15/19)

<http://tmn-cot.org/Advanced/index.html>

Need April AT general meeting info ASAP

Scrapbook Page

Added link to 2019 Whooping Crane Trip report

<http://tmn-cot.org/Scrapbook/2019-Whooping-Crane-Trip.pdf>

Added link to 2019 Brazoria Heritage Day Celebration photos

<https://tmnnewsarchive.blogspot.com/2019/03/bhd-2019.html>

NEWSLETTER

February Issue went out on schedule

http://tmn-cot.org/Newsletters/Chapter_News_2019-02.pdf



March schedule:

Submission deadline	Friday, March 8, 5:00pm
Draft posted for Board review	Sunday, March 10
Publication	Monday, March 11

BUSINESS CARDS

Set up an account with VistaPrint for TMN-COT business cards (Neal will process)
 \$16/100 cards + \$4 shipping (see Attachment)

USUAL MONTHLY REMINDERS TO BOARD MEMBERS

There are three "secret" pages on the website (no password needed):

Minutes of Board and General Meetings 2007-18

<http://tmn-cot.org/Minutes/>

Mugshots (small headshots of members and others)

<http://tmn-cot.org/Mugshots/>

Special Forms (forms related to tax exemption)

http://tmn-cot.org/COT_Special_Forms

Publicity—Larry Peterson did not have a report. Don noted that Master Gardeners have lately been aggressively advertising with good results in increased interest in events and intern classes; they place ads alongside Community Calendar entries and also write articles that get placed in print media. Lisa noted that these large ads are most certainly not free and cost quite a bit. Don expressed the opinion that COT should advertise our next intern training. Rose added that she can supply Larry with the person in charge of publicity for Master Gardeners.

Speakers Bureau—Ed Peebles indicated that he had been sick and is therefore a bit behind in planning. He said that Megan Mainer, Director of Angleton Parks and Recreation, inquired about partnering with COT for program(s) in schools. Ed suggested Jim Nance as a Nature Notes speaker on the topic of minerals/geology. John Boettiger added that Dow has PR outreach regarding the salt dome; perhaps someone from Dow could speak at a general meeting.

Chapter Adviser—John O’Connell said that a representative from Texas Sea Grant will be attending the general meeting next week and will provide members with a five-minute overview.

Cradle of Texas Board Action Register				
Open Action Item	Who?	Due Date?	Complete/Ongoing	Comments
Add an additional COT Chapter Advisor	Kristine Rivers	ASAP	Ongoing	Must be a Texas Parks and Wildlife employee August: Kristine will contact David Abrego at Sea Center Texas September to December: No update January 2019: Connie said that Sea Center Texas is about to fill the vacant positions; perhaps one will be a good candidate February: Paul Cason is the new Hatching Manager at Sea Center Texas; Connie will invite him to a future board meeting March: Connie will set up a lunch meeting with Kristine and possibly other board members
Review and update Chapter Operation Handbook Appendices	Connie Stolte	Open.	Ongoing	COT calls this document Policies and Procedures Handbook on the website. Current Appendices need updating and revision November: Connie suggested that we organize this website document via a sub-index under "Forms"; Neal will review and make recommendations (THIS IS COMPLETE; see http://tmn-cot.org/Forms/index.html#pandp)

				<p>December: Connie finished latest draft and sent to reviewers; then will be sent to Board; then ready for membership vote; no appendices yet</p> <p>January 2019: No appendices yet</p> <p>February: the committee needs to meet to decide on appendices; Connie will coordinate; do appendices need to be approved by membership or simply posted to the website</p> <p>March: the appendices committee met; Connie updated per suggestions made by the committee; see Board input in these minutes under "COH Appendices." Post to web when completed</p>
Contact Cullen Ondracek regarding details of opening event at Pearland Nature Center	Kristine Rivers Don Sabathier	ASAP	Ongoing	<p>In order to determine if COT will participate and how</p> <p>February: Don will ask when he is at the center on February 7</p> <p>March: No response from Kristine's and Don's calls to Cullen</p>
Explore allocating a maximum of \$500 or \$1,000 annually (or as the chapter is able) to fund one project selected from those submitted by COT members	Kristine Rivers Bill Ahlstrom John O'Connell Bob Whitmarsh	Open	Ongoing	<p>To support member interests and spur involvement</p> <p>March: Kristine has a preliminary draft; will send to committee soon</p>
Ask local libraries if they are interested in showing the displays prepared for the Bonus AT Day	Ruby Lewis	ASAP	Ongoing	<p>To share information with the public and for COT PR purposes</p> <p>March: No update (Ruby absent)</p>
Contact Robin Bjork at GCBO about presenting a "mini-AT event" on bird nesting	Oron Atkins	ASAP	Hold	<p>March: Robin has left GCBO; replacement just hired—too early for her to present</p>
Consider having an annual uniform t-shirt that members wear at all outreach activities for TMN-COT "branding" purposes	John Boettiger	March	Ongoing	<p>March: John presented justification, cost information, possible t-shirt colors, logo placement options; discussion followed regarding how to pay for shirts, color desired, color(s) and placement of logo, cost for pocket, etc. Rose to bring shirt samples of Master Gardeners' t-shirt</p>

No new action items were added at the March meeting.

President: Kristine Rivers adjourned the Board Meeting at 11:13 a.m.

Respectfully submitted,

Lisa Ladd Myers, Secretary

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



Attendance Date 2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Rivers, Kristine	X	X	X										
Ahlstrom, Bill	X		X										
Sabathier, Don	X	X	X										
Myers, Lisa	X	X	X										
Advisor(s)													
O'Connell, John	X	X	X										
Immediate Past President													
Brandes, Dave	X	X	X										
Appointed Board Members													
Boettiger, John	X	X	X										
McLain, Neal	X	X	X										
Lewis, Ruby	X	X											
Whitmarsh, Bob	X	X	X										
Atkins, Oron	X	X	X										
West, Pam	X		X										
Rose Wagner (2018 class)	X	X	X										
Stolte, Connie	X	X	X										
Peebles, Ed	X	X	X										
Peterson, Larry	X	X	X										
Guest(s)													
Kneupper, Chris	X												



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

Attachment
PUBLICATIONS DIRECTOR REPORT by Neal McLain, February 2019
TMN-COT Business Card Options

Vistaprint
\$16.00/100 cards + \$4.00 shipping



AgriLIFE card—Print-your-own
Download template at Supplies page <http://tmn-cot.org/Supplies/index.html>
Blank forms in Media Library

