



TMN-COT BOARD MEETING

Wednesday, April 3, 2019, 9:00 a.m. – 10:45 a.m.
AgriLIFE Extension Building, Angleton, Texas

Vice President: In Kristine Rivers’ absence, Bill Ahlstrom called the meeting to order, presented the agenda and asked for additions or corrections. He 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)			Dave Brandes (Immediate Past President)		
Bill Ahlstrom (Vice-President/Programs)		✓	John Boettiger (Membership Dir.)		✓
Lisa Myers (Secretary)			John O’Connell (Interim New Class Dir.)		N/A
Don Sabathier (Treasurer)		✓	Neal McLain (Communications Dir.)		✓
			Ruby Lewis (Outreach Dir.)		✓
Chapter Advisor(s)			Bob Whitmarsh (Advanced Training Dir.)		✓
John O’Connell (AgriLIFE Extension)		✓	Oron Atkins (Volunteer Service Dir.)		✓
			Pam West (Chapter Host)		
Guests			Rose Wagner (Class of 2018 Rep.)		
Paul Cason (TPWD: Sea Center Texas)		✓	Connie Stolte (State Rep.)		✓
			Ed Peebles (Speakers Bureau Coord.)		✓
			Larry Peterson (Publicity Coord.)		✓
Quorum		Yes			

Connie Stolte introduced guest Paul Cason to the board and board members introduced themselves and stated their roles within the chapter. Paul is the Hatchery Manager at Sea Center Texas and is willing to serve as a TPWD chapter advisor.

Approve Previous Board Minutes—In secretary Lisa Myers’ absence, Bill Ahlstrom 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 March General Meeting and Board Meeting Minutes	Don Sabathier	Larry Peterson	Minutes approved by unanimous voice vote of Board members present

Motions—

Motion	Motion to Approve	Motion Seconded	Vote
Add Appendices 1, 2 and 3 to the Chapter Operating Handbook as attached.	John Boettiger	Larry Peterson	Motion approved by unanimous voice vote of Board members present
Organize a committee of 2 or 3 board members to select a chapter t-shirt and	Connie Stolte	Don Sabathier	Motion approved by unanimous voice vote of Board members

logo design and determine cost			present
--------------------------------	--	--	---------

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

Completed Action Items	Who?	Comments
Contact Cullen Ondracek regarding details of opening event at Pearland Nature Center	Kristine Rivers Don Sabathier	In order to determine if COT will participate and how. February: Don will ask when he is at the center on February 7 March: No response from Kristine's and Don's calls to Cullen April: Grand Opening has been held. Don Sabathier will continue to touch base about their volunteer needs.

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

1 March – March 31, 2019, COT Treasurer Report

<u>Beginning Balance</u>	\$ 9,244.89
Revenue Summary	\$ 199.13
Expense Summary	(\$ 20.00)
<u>Ending Balance</u>	\$ 9,424.02

Don Sabathier noted a \$20 debit from Constant Contact that he did not authorize. He asked that the board review the need for the Constant Contact email service and decide whether to keep or cancel it.

COH Appendices—Connie Stolte distributed the following, proposed Appendices 1, 2 and 3 as additions to the Chapter Operating Handbook:

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

Connie reminded the board that a vote to approve the new COH Appendices cannot take place until the general membership has been notified 10-days prior to a vote to approve them. Since there are fewer than 10 days before the April General Membership Meeting, the Appendices will be emailed for review by the membership after the April General Meeting so that a vote for approval can be made at the May General Membership Meeting.

The Appendices have not had a final edit, Connie said. Appendices 1, 2 and 3 will be added to the Chapter Operating Handbook after final corrections are made.

Connie thanked Neal McLain for updating the Forms and Guidelines page of the website with the new Chapter Operating Handbook and for posting some of the forms that used to be part of the obsolete Policies and Procedures manual.

BOARD REPORTS and OTHER TOPICS

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

- **April**—Ron Weeks, ebird reviewer, author, guide, and more: “Live Internet Demonstration on the Use and Features of eBird and Merlin for Beginners and Others”
 Nature Notes, Jim Nance: “Fossils of Texas”
- **May**—Jessica Sandwaldt, TPWD Sea Center Texas, Coastal Fisheries Management: (awaiting name of presentation)
 Nature Notes, Jim Calvert: “Removing Invasive Species and Restoring Native Prairie at Brazos Bend State Park”
- **June**—Teri McArthur: “Mushrooms and Fungi” (may include an additional “Walk and Talk” AT session after the chapter meeting, TBD)
 Nature Notes: TBD.

Bill noted that the May program was moved to June because of the speaker’s schedule conflict. Paul Cason offered a presentation by co-worker Jessica Sandwaldt on Coastal Fisheries Management for the May meeting. Bill and Paul will discuss the details and make arrangements after the meeting.

Bill reported that he will be assisting Megan Mainer of the Angleton Parks Department in starting a Junior Naturalist Program. They are gathering activities and organization information from other programs. Plans are to host a week-long summer camp that focuses on plants, water, soil and wildlife. Quintana Beach County Park is hosting a series of nature talks on microshelling and birds on April 13, 17, and 20.

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 April General Meeting.

Impact Data	# Adults	# Youth	Total
YTD Totals—March 31	1,614	5,819	7,433

Period	VT Hours	AT Hours	# of Volunteers
YTD Totals—March 31	3,614	789	93 (of 111 active members)

Recertification 2019 (Warbler Pin)	500 Hours	1000 Hours
Dave Brandes Carolyn May-Monie Roy Morgan Tom Morris	Herb Myers Don Sabathier Dick Schaffhausen Mary Schwartz Taylor Wilkins	Lorna Witt Candace Novak

John presented chapter t-shirt samples to the board. A motion was approved for John to form a committee to pick a chapter t-shirt and logo design and determine cost. The board will then decide whether to pay for all/some of the shirt cost. Board members agreed that the membership would be strongly encouraged to wear the t-shirt at TMN-COT events, but it would be impractical to make it mandatory.

Chapter Advisor—John O’Connell announced that the intern training-class schedule and speakers for Fall 2019 are set except for the beach presentation. John plans to meet with Carolyn May-Monie and Mary Schwartz to inventory and transfer training materials after the April General Meeting. John received a reply to his request for a Bullseye Stream Quality Training but possible training dates were not included.

The AgriLIFE Communities Futures Forum is scheduled for tomorrow night, April 4, and all COT members are encouraged to RSVP and attend. Also, TMN members need to RSVP to the AgriLIFE Volunteer Appreciation Dinner on April 11.

Upcoming Water Fair dates are:

- April 15 and 16—Bess Brannen in Lake Jackson
- April 23—Sweeny Junior High in Sweeny
- April 25 and 26—Mark Twain in Alvin.

John will circulate Water Fair volunteer sign-up sheets at the general meeting.

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

- **Exploration Green Nursery / Wetland Work Day**—April 11, 28, 9 a.m. to 12 p.m.; contact Christie Taylor
- **TCWP at GCBO Work Day**—April 18, 9 a.m. to 12 p.m.; contact Chris Kneupper
- **GCBO Native Plant Work Days**—moved to Thursdays, remains from 9 a.m. to 12 p.m.; contact Chris Kneupper
- **Pearland Natural Resources Work Day**—First Thursday each month; contact Cullen Ondracek
- **BCPD Trail Day**—April 18, Hanson Riverside County Park; (third Thursday each month), 8 a.m. to 12 p.m.; contact Mike Mullenweg
- **GCBO QNBS Spring Fling**—April 6 through May 5, 9 a.m. to 4 p.m.; contact Peggy and Pete Romfh; some volunteer spots still open

Oron added that GCBO requested that the Native Plant Workdays be changed because someone had to make sure the gate was unlocked on Saturdays. Native plant workdays will coincide with TCWP work days one Thursday a month.

Special Events (no VT):

- **Open Preserve Day at Brazos Woods Preserve**—April 6 (first Saturdays), 9 a.m. to 5 p.m.; contact Susan Conaty
- **AgriLife Volunteer Appreciation Picnic**—April 11, 6:00 p.m. to 7:30 p.m.; contact John O’Connell

- **Birding Talk at Quintana Beach County Park (AT)**—April 13, 2:00 p.m. to 3:30 p.m.; contact Patty Brinkmeyer
- **Birding Talk at Quintana Beach County Park (AT)**—April 17, 1 p.m. to 2:30 p.m.; contact Patty Brinkmeyer
- **Migration Celebration Kick-off Dinner (30 minutes AT)**—April 12, 5:30 p.m. to 8:00 p.m.
- **Sea Turtle Patrol Training (AT)**—April 3, 10, May 1, 5 p.m. to 7:00 p.m.; contact Roland Davis

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

- **Bess Brannen Elemenary Kindergarten, Safety with Wild Animals**—April 4
- **Richwood Earth Day**—April 6
- **Brazos Woods Preserve Ribbon Cutting**—April 6, 9:30 a to 3:00 p.m.
- **DEEP at Brazoria NWR**—April 6, 30, May 21, 30; contact Tom Schneider
- **Brazos Mall Event (Promote Migration Celebration)**—April 19; contact David Plunkett or Ruby Lewis
- **Water Fairs**—April 15, 16, 23, 25, 26
- **Career Day at Alvin Elementary**—April 18, 8 a.m. to 2 p.m.; contact Ruby Lewis
- **Brazos Mall Event (Promote Migration Celebration)**—April 19, 11 a.m. to 5 p.m.; contact David Plunkett or Ruby Lewis
- **Conservation Expo at Angleton High School**—April 26; contact Ruby Lewis
- **Migration Celebration at SBNWR**—April 26 (set up), April 27-28
- **Clute Intermediate Journey Club Field Trip to Camp Mohawk**—May 4; 9 a.m. to 2 p.m.; contact Mike Mullenweg
- **Sea Center Texas Earth Day**—May 11; contact Ruby Lewis
- **Camp Wild Galveston TMN Nature Camp**—June 3; contact Ruby Lewis.

Publications—Neal McLain provided the following information regarding publications:

WEBSITE

Resources

Added link to Brazoria County Big Tree Registry
Chris Kneupper and Bob Salzer created the Brazoria County Big Tree Registry; it is now posted on the Brazoria County AgriLife Extension Service website:
<https://brazoria.agrilife.org/brazoria-county-big-tree-registry/>

Advanced Training Page

Added link to April AT meeting <http://tmn-cot.org/Advanced/index.html>
Need May AT meeting info ASAP

NEWSLETTER

March Issue went out on schedule http://tmn-cot.org/Newsletters/Chapter_News_2019-03.pdf

April publication schedule:

Submission deadline	Friday, April 5, 5:00 p.m.
Draft posted for Board review	Sunday, April 7
Publication	Monday, April 8

BUSINESS CARDS

Business cards with TMN-COT logo are now available for any TMN-COT member at \$16/100 cards + \$4 shipping
To order contact Neal McLain nmclain@annsgarden.com



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 reminded board members that Facebook and Twitter links are located on the chapter website.

Speakers Bureau—Ed Peebles reported on a meeting with Megan Mainer of the Keep Angleton Beautiful Committee. Megan proposes partnering with TMN-COT to offer a Monarch Conservation Education Program for AISD fifth-grade science or PE students. Megan has supplies and curriculum and would like approval for VMS hours and requests TMN members as speakers. Activities planned include a rock/scissors/paper game, a pollinator-garden craft, and a butterfly seed-ball activity for a total time of about an hour. The suggested time frame is May and October of this year. Ruby suggested that Megan contact Tom Schneider to see if a butterfly encounter could be incorporated into the suggested activities.

Also, Ed presented a request for speakers from Osher Lifelong Learning Institute Angleton. The Institute is having a summer-school program at the UTMB Angleton Hospital Campus on Tuesday, Thursday, and Friday in June, July, and August. There are two sessions: morning from 10 a.m. to noon and afternoon from 1:30 p.m. to 3:30 p.m. The institute requests as many speakers as possible for the Angleton and Galveston schools. Ed presented a list of examples of topics from last summer's Galveston school.

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 April: Paul Cason attended the board meeting and expressed his willingness to serve
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) December: Connie finished latest draft and sent to reviewers; then will be sent to Board; then ready for membership vote; no appendices yet



				<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> <p>April: The board approved proposed Amendments 1, 2, and 3, which will be submitted to the general membership via email at least 10 days prior to the May general meeting so a vote can take place at the that meeting</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> <p>April: No update</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> <p>April: Ruby contacted the library system and they would like to display them at libraries that have space starting in August. Ruby will coordinate a schedule and transport by a TMN member</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> <p>April: GCBO is not ready but still wants volunteers at a later date</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> <p>April: The board approved a committee to pick a t-shirt and logo design and determine cost</p>

NEW Action Item(s) Added at April Meeting	Who?	Due date?	Comments
Develop a Monarch Conservation Education Program for Angleton ISD in partnership with Keep Angleton Beautiful	Ed Peebles Megan Mainer	May and October 2019	
Form a committee to pick a chapter t-shirt and a logo design and determine cost	John Boettiger	ASAP	Once the committee decides on a shirt and reports its cost, the board will decide whether to pay for the shirt
Review benefits/negatives of Constant Contact purchase and decide if needed or not	Don Sabathier Kristine Rivers	ASAP	Is the chapter utilizing the service? Do we need to continue the \$20 a month subscription?



Recruit speakers to participate in the Osher Lifelong Learning Institute Angleton.	Ed Peebles	ASAP	Classes are in Angleton and Galveston on Tuesdays, Thursdays and Fridays in June, July and August. Two-hour morning and afternoon sessions each day
--	------------	------	---

Vice President: Bill Ahlstrom adjourned the Board Meeting at 10:45 a.m.

Respectfully submitted,

Lisa Ladd Myers, Secretary (from notes provided by Connie Stolte)

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

Appendix 1 Additional Guidelines for Volunteer Service and Travel

The requirements for volunteer service hours are outlined in the CMOP (Chapter Management and Operations Protocol). Some additional guidelines are outlined below for TMN-COT. The list may not be all-inclusive. All questions should be directed to the chapter Volunteer Projects Director.

1. Volunteering with Chapter Sponsors

Chapter members are encouraged to volunteer for chapter projects and for projects and events conducted with our partner and sponsor organizations, including TPWD, AgriLife, USFWS, Brazoria County Library System, and Friends of Brazoria National Wildlife Refuge. All projects and activities sponsored by our partners are automatically approved for volunteer hours credit provided they are not specifically forbidden by our state organization. Projects and activities for credit are limited to Texas. Consult the Volunteer Project and Activity Lists available on the TMN-COT web site for examples of approved/unapproved activities for specific partners.

Citizen science projects initiated by a partner as either a one-time event or requiring on-going data collection are covered under the umbrella of partner activities. No additional approval is required to volunteer and report hours for such activities.

2. Volunteering with Other Nature Organizations

There are many nature-related volunteer activities available in Brazoria and adjacent counties. TMN-COT does not maintain a partnership agreement with all of them, but many of their activities count for volunteer service hours. A Volunteer Project and Activity Request Form (VPAR) must be filled out for any projects and activities conducted with a non-partner. The VPAR must be submitted to the Board for approval before volunteer service hours may be submitted. The Board will review and verify that the planned activities fall within the mission of the Texas Master Naturalists.

Citizen science projects initiated by an approved organization as either a one-time event or requiring on-going data collection are covered as stated in the VPAR. No additional approval is required to volunteer and report hours for such activities. Examples of such activities are the Texas Stream Team Water Quality Monitoring and Audubon Christmas Bird Counts.

3. Other Citizen Science Projects

An important aspect of field observation is reporting with data or with data and photographs to on-line data repositories of survey data. Examples include e-Bird, iNaturalist, BAMONA, Lost Ladybug, etc. In most cases, the member accumulates data and photos while pursuing other volunteer or outdoor activities. Generally, only the time that is required to report the data and upload the photos may be counted as volunteer service hours. The Board has decided to limit this time to actual time spent reporting the observation or a maximum of 15 minutes per observation (for iNaturalist, one observation may represent more than one photo of a species being submitted). If the member is initiating a self-directed survey of an area, the Volunteer Projects Director may approve the actual survey time in addition to the data/photo reporting time. All citizen science projects **MUST HAVE** a data reporting element to a nature organization.

The chapter may also approve citizen science projects initiated by members as long as the goal is consistent with the Texas Master Naturalist mission. An example is the Big Tree Registry project. Time reporting for such projects is outlined in the VPAR and associated activity list. Again, a reporting element is required.

4. Citizen Science Projects Conducted Entirely at Home

The state TMN organization suggests that volunteer-credited home citizen science projects must include a component of data reporting to a national database where the information is published or open to the public for study. Examples include Project Feeder Watch and the Great Backyard Bird Count from Cornell Lab of Ornithology. Because at-home projects include limited or no involvement of others, the state TMN suggests that credit for volunteer hours on these projects be limited.

In accordance with this, the COT Board limits credit for home citizen science projects conducted entirely at home to two hours per week per home citizen science project. This time should not include any time that would normally be considered home maintenance activities, even though they may benefit wildlife, for example maintaining feeders, ponds, drips, etc. Any variance to this rule may be appealed to the Board.

5. Animal Rehab Done at Home

Because at-home animal rehab includes limited or no involvement of others, the state TMN suggests that credit for volunteer hours on this activity is limited. The COT Board limits at-home animal rehab to three hours per week. Any variance to this rule may be appealed to the Board. All animal rehab volunteer work must be reported under the “Other: Animal Rehab” opportunity code.

6. Outside Board Activities

The state TMN has ruled that participation on a partner Board as a representative of TMN-COT is allowed and may be reported as volunteer service. However, when chapter members serve in an officer position of another nature organization (e.g., President, Secretary, Treasurer), many of their activities are administrative in nature and not related to specific nature projects or activities. The outside Board administrative activities may be reported for service hours but should be coded under the “Other” opportunity.

7. Volunteer Service Hours Not Approved

Some examples of volunteer opportunities that are not approved for Master Naturalist hours are listed below:

- Gift shop operation.
- Acting solely as a greeter such as counting the number of people who come to an event/or through a Visitor Center door. (Visitor center docents whose volunteer duties include educating the public about natural resource ecology, biology, and management may be approved for Master Naturalist hours.)
- Any project required by the terms of your employment or for which you are compensated.
- Hours reported to another organization, which would result in double counting at the state level such as working as a volunteer at the Sea Center and submitting those hours to both the Sea Center and TMN program. You must report those hours to ONLY ONE organization.

8. Travel

Travel time may be added to volunteer service time but is subject to the limits as noted below.

- Travel time MAY NOT be added to advanced training time or to initial training time hours that are reported.
- Travel time reported per event MAY NOT exceed the service time for the event.

- Example 1: the chapter allows 1.0 hour volunteer service time for attending a chapter meeting. Your travel time is 45 minutes each way. The total time that may be reported is 1.0 hour for the service and 1.0 hour for the travel, for a total of 2 hours.
- Example 2: You attend a chapter sponsored event where the volunteer service time is 4 hours. Your travel time is again 45 minute each way. The total time that may be reported is 4 hours for the service and 1.5 hours for the travel, for a total of 5.5 hours.
- Travel that is part of a Christmas Bird Count event is always counted with the total time for the event. For Christmas Bird Counts, you may count all of your time from your home starting point until you return home. Social dining time must be excluded, but meals at the end of each event associated with data gathering and reporting may also be included.
- There are other events that may require travel. For example, if you volunteer for events at two different libraries on the same day for the summer library program, then your time to travel from site 1 to site 2 may also be included in your total report time.
- Travel that is part of pick-up and delivery of an injured animal on behalf of Gulf Coast Wildlife Rescue or related organization may all be included in your report time, i.e., time from door to door should be counted. Similarly, the time required to pick up and deliver an injured sea turtle to Padre Island (or intermediate spot), may also be reported.

Appendix 2

Additional New Member Training Guidelines

The Texas Master Naturalist—Cradle of Texas Chapter (TMN-COT) offers new-member training at least annually. The requirements for graduation for the new member (intern) training class are outlined in the *Chapter Management and Operations Protocols*, Article IV Requirements Section.

Some additional guidelines are outlined below for TMN-COT. The list may not be all-inclusive. All questions should be directed to the TMN-COT New Class Director or Board of Directors.

1. Interns must attend a minimum of 10 sessions of the Cradle of Texas annual intern training program and the combined classroom and field experience must total a minimum of 40 hours.
2. If only eight or nine of the required 10 sessions are attended, make-up of as many as two missed intern training sessions is permitted. Subject to the approval by the New Class Director and/or approval by the Board, make up is limited to:
 - a. Attendance at an intern training session(s) at another TMN chapter. These make-up training sessions must not have the same content as an intern training session attended for the Cradle of Texas chapter
 - b. Attendance at the missed session in a future intern course given by Cradle of Texas chapter
 - c. Four (4) equivalent training hours at a pre-approved Advanced Training session covering the missed topics. These sessions may be one, 4-hour topic session or two, 2-hour topic sessions. Pre-approval by New Class Director and Advanced Training Director is required. Approved 2-hour topic sessions may be on varying subject matter
 - d. Extra session topics may be offered in each annual intern training class. The extra session(s) can be used as a make-up.

3. Interns have a maximum of 15 months from the start of their intern training classes to complete the above requirements. For example, if they began their classes in September of 2019, then certification must be completed by December 2020.
4. Exceptions to these guidelines will be handled by the Board of Directors on a case by case basis.
5. If an intern is unable to continue with the training classes, the intern will be given the opportunity to return next year to complete the training at no extra charge and the trainee will keep the training material.
6. The first priority of training classes shall be the certification of new members. Maximum class size and guest attendance shall be determined by the New Class Director with Board of Director approval.

Appendix 3 Additional Guidelines for Chapter Financial Management

The requirements for management of chapter finances are outlined in the COH (Chapter Operating Handbook) under duties of the Treasurer. Some additional guidelines are outlined below for TMN-COT. All questions concerning management of chapter finances should be directed to the Chapter Treasurer or the TMN-COT Board of Directors.

1. Expenditures

All expenditures approved must conform with the purpose of the Chapter as outlined in the Chapter By-laws.

2. Budgeted Expenses

The Treasurer is authorized to pay any expenditure outlined in the board-approved budget.

3. Non-budgeted Expenses

- a. The Treasurer must authorize the payment of any non-budgeted expenditure less than or equal to \$100
- b. The Board of Directors must approve any non-budgeted expenditure of more than \$100.

4. Chapter Charge Card

The chapter charge card may be used by the Chapter Host or Treasurer to purchase supplies for training classes, meeting events, or other approved expenditures under the dollar limits outlined under the budgeted/non-budgeted expense guidelines above.

5. Tax for 501(c)(3) Organizations

If possible, the Chapter 501(c)(3) form should be presented when payment is made for chapter expenses so that taxes do not have to be paid.

6. Mileage Reimbursement

All Board-authorized mileage is reimbursed at the current, IRS business-travel rate.

7. Reimbursement for Speaker Travel

In general, speakers represent partner organizations or related nature organizations in the area. As such, no reimbursement for speaker mileage or travel expenses is made. Likewise, speakers who are paid employees

whose costs are already covered by their employer may not be additionally reimbursed. Upon request, speakers from non-partner organizations who travel from outside of Brazoria County are reimbursed under the following guidelines.

- a. Mileage: Speaker mileage is reimbursed at the current IRS business reimbursement rate
- b. Hotel/Food: In general, no hotel/food reimbursement is provided to speakers. With prior Board approval, one night of overnight stay at a local motel and a maximum of \$50 per diem for food is paid for a speaker with exceptional travel needs
- c. No speaker honorariums are paid.

8. Reimbursement for State Meeting

Some or all of the costs to attend the state meeting are approved under the following guidelines.

- a. The Chapter will sponsor two Board members (President and State Rep or designated alternates) to attend the State TMN meeting. The Board members will be reimbursed for registration, lodging, and mileage. Mileage is reimbursed at the current IRS business rate.
- b. In addition, members who support the state meeting in an official capacity with significant volunteer efforts, such as transport of photo easels, will be reimbursed for mileage expenses only. Mileage is reimbursed at the current, IRS business rate. Pre-approval of mileage reimbursement is recommended.



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	X									
Sabathier, Don	X	X	X	X									
Myers, Lisa	X	X	X										
Advisor(s)													
O'Connell, John	X	X	X	X									
Immediate Past President													
Brandes, Dave	X	X	X										
Appointed Board Members													
Boettiger, John	X	X	X	X									
McLain, Neal	X	X	X	X									
Lewis, Ruby	X	X		X									
Whitmarsh, Bob	X	X	X	X									
Atkins, Oron	X	X	X	X									
West, Pam	X		X										
Rose Wagner (2018 class)	X	X	X										
Stolte, Connie	X	X	X	X									
Peebles, Ed	X	X	X	X									
Peterson, Larry	X	X	X	X									
Guest(s)													
Kneupper, Chris	X												
Cason, Paul				X									