

**MINUTES**  
**MID-COAST CHAPTER, TEXAS MASTER NATURALIST**  
**APRIL 13, 2024 BOARD OF DIRECTORS MEETING**

The Mid-Coast Chapter, Texas Master Naturalist™, Inc. Board of Directors met on Saturday, April 13, 2024, at 10:00 AM at the Port O'Connor Branch of the Calhoun County Library at 506 West Main St., Port O'Connor, Texas 77982. The meeting was hybrid.

**Business Meeting**

The meeting was called to order at 10:06 AM. President Steve Ferguson presided at the meeting, and Mid-Coast TMN Secretary Ele Chew recorded the minutes. The meeting adjourned at 12:33 PM for 2.5 hours CB: Chapter Business/Chapter Meeting.

**Meeting Attendance**

A total of nineteen members were present. Board members consisted of seven in-person and seven using the OWL/zoom chat function, constituting a quorum. In addition, five members in good standing were in attendance.

**Secretary's Report by Ele Chew**

The Mid-Coast Chapter, Texas Master Naturalist™, Inc. Board of Directors meeting was held on Thursday, January 11, 2024, at 10:00 AM at the main branch of the Calhoun County Public Library at 200 West Mahan St., Port Lavaca, Texas 77979. The meeting was hybrid. The minutes were posted on the chapter website on January 26, 2024. Brigid Berger moved to accept the minutes as published on the chapter website, and Julie Hejducek seconded. The motion passed.

**Treasurer's Report by Julie Hejducek**

Mid-Coast Master Naturalist BOD Meeting – April 13,2024

Treasurer's Report As of: 03/31/2024

Beginning balance as of 03/01/2024	\$48,188.67
Plus cleared items	-1,165.32
Less outstanding items	-0-
Bank balance as of 03/31/2024:	\$47,023.35

*Bank reconciliation completed April 2, 2024.*

Total YTD Revenue as of 03/31/2024	\$1,544.50
Less YTD Total Expenses as of 03/31/2024	2,874.92
Net YTD Income/(Loss) as 03/31/2024	\$-1,330.42

*The Chapter will be running in a net loss position until after the plant sale.*

*New signature cards at Prosperity Bank have been signed by all active Board Members.*

*Reminder of address change: Please change records from PO Box 760 to PO **Box 761**, Fulton TX 78358.*

## Board of Director Reports:

- [President Report](#)
  - TMN Annual Meeting
  - Honorary Chapter Memberships Granted to Liz Branch and Ron Smudy
  - Donation to RFISD Education Foundation
  - IT Class of 2024
  - TMN Training and Curriculum Surveys
  - National Volunteer Week
  - Kayak (Boater) Safety Training at GISP
- [Vice-President Report](#) — May Chapter Meeting
- [Treasurer Report](#)— Budget Actuals 03312024
- [Membership & VMS Reports](#) — Current membership numbers, volunteer service hours, IT 2025 waiting list, VMS updates
- Advanced Training Director — Nothing to Report
- [Initial Training Report](#) — IT Progress Report
- [Projects Report](#) — 2024 Projects
  - Texas Parks and Wildlife/ Community Outdoor Outreach Program Grant General
  - Pollinator Garden Maintenance
  - TMN Statewide Curriculum refresh
  - Community Science project for Nesting Bees
  - Comparing the Pre-approved opportunities on the website in poorly correlated with the volunteer request forms on wufoo
  - McAlister property cleanup workday update provided by Wilfred Korth
- [Technology Report](#) —Square Account, hosting Zoom meetings, accommodating meetings lasting longer than one hour, storage unit access

- [Communications Report](#) — Communications Committee Report
  - Administration -Brand Management
  - Publicity/Social Media: Aransas Nature Fest
  - Quarterly Newsletter-Neli Spurrell
  - Outreach-D'Ann Williams
  - Historian
- [Plant Sale Report](#)
- Past President Report — Nothing to report
- Class Representative Report — Nothing to report
- Chapter Advisor Report — Nothing to report

## **Old Business**

### **Kool Storage Budget Responsibility**

The budget responsibility for the Kool Storage Unit has been moved from the Vice President's section to the Technology Director's section in the 2024 Budget.

### **Calendar Correction in Chapter Operating Handbook**

The Chapter Operating Handbook (COH) contains a calendar discrepancy in Section 8.2. This section states that board meetings are held on the first Saturday of the quarter's first month (January, April, July, etc., p.22). However, Appendix H lists the meeting day as the second Saturday of the month (p. H-1). An administrative correction will change the meeting day in Section 8.2 to the second Saturday.

### **Chapter Leadership Pins**

Brigid Berger reported that the supply of Chapter Leadership (CL) pins has arrived and will be in the possession of the Membership Director, Dee MaHaffey. The CL nominating committee has been finalized, consisting of the VP, the Membership Director and a member appointed by the President which is Steve Marwitz. Members may now begin to nominate other chapter members. A hard copy nomination form has been developed (attached to these minutes), and until the form can be made available on the website, members may request the form from the Nominating Committee Members.

Texas Master Naturalist, Mid-Coast Chapter  
Chapter Leadership Award  
**Nomination Form**

**The Goal** of the Chapter Leadership Award is to recognize a chapter member for their leadership service toward the operations, growth, and improvements of the chapter. While in paper form, nominations are to be submitted to any member of the Nomination Committee by the first of the month of each Board of Directors meeting (January, April, July, October). Pins will be awarded at the Chapter Meeting following the receipt of the nomination.

**Eligibility**

- Any chapter member in good standing can be nominated by any other chapter member in good standing.
- Nominees must have provided recognizable service toward the operations, growth, or improvement of the chapter.
- Any chapter member in good standing can be a nominator.
- Non-chapter members may not submit nominations.
- Non-chapter members may not be nominated.
- Chapter members may not self-nominate.
- A chapter member may receive the award only once.

Nominator's name: \_\_\_\_\_ Date: \_\_\_\_\_

Nominator's email: \_\_\_\_\_ Phone: \_\_\_\_\_

Nominee's name: \_\_\_\_\_

What service(s) has the Nominee performed toward the operations, growth, or improvement of the Mid-Coast Chapter.

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Please provide any other information regarding why you have nominated this chapter member for the Chapter Leadership.

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## **New Business**

### **Mid-Coast Texas Master Naturalist Presentations**

Steve Ferguson will give a presentation to the Port Lavaca Rotary Club on Thursday, April 25th. Vice President Brigid Berger provided a presentation template. Steve Marwitz proposed making presentations on various nature-related topics available for outreach use. Communications Director D'Ann Williams suggested a Dropbox download through the Resource section on the MCTMN website (<https://midcoast-tmn.org/members-landing/chp-source>).

### **Adjournment**

D'Ann Williams moved to adjourn the meeting at 12:33 PM, and Brigid Berger seconded. Motion passed.

Respectfully submitted,

Ele Chew

Mid-Coast Chapter Secretary

## REPORTS AND AUXILIARY MATERIAL TO THE MINUTES

### **President Report by Steve Ferguson**

#### **TMN Annual Meeting**

TMN's 2024 annual meeting is scheduled for Thursday October 24<sup>th</sup> through Sunday, October 27<sup>th</sup> in San Marcos.

##### **Annual Meeting Timeline**

- May 15 – Call for presentation proposals deadline
- Jul 1 – Meeting agenda shared
- Aug 1 – Registration opens
- Aug 31 – Early registration ends
- Sep 20 – Registration ends
- Oct 8 – Chapter project fair presentations (#TMNTuesday)

#### **Donation to RFISD Education Foundation**

Kris and Ray Kirkwood will present our gift of \$5,000 to the RFISD Education Foundation to the president of the foundation's board of directors. Our gift, in honor of Kris and Ray in support the Junior Naturalist Program that was developed by Martha McLeod, was made possible by a donation to the Chapter by member Liz Branch. The ceremony will be held at the Fulton Learning Center on April 22<sup>nd</sup> at 2:00 PM. Chapter members are invited to attend.

#### **IT Class of 2024**

Last week I had the opportunity to participate with our IT class of 2024 in it's River and Riparian session. First, I think Jeremy Miller and Kate Geer-Miller are doing a terrific job in guiding our new class. Liz Smith, Greg Simmons, and Sally Scroggs continue to be amazing naturalists and instructors. While I've only been with Bill Burge, who was the ambassador for Fennessey Ranch, I thank Bill and all of our ambassadors for their commitment to our chapter by serving as in that role.

Last weekend was the second occasion I had to spend significant time with our new class. I believe we have a great new generation of MCTMN. They seem energetic, inquisitive, and dedicated to serving and conserving our natural environment. Equally important, many are younger with strong backs. It's great to have younger, strong new members.

I encourage you to join them at their graduation celebration on June 1<sup>st</sup> at the Barnhart Ranch.

#### **TMN Training and Curriculum Surveys**

Michelle Hagerty and Mary Pearl Meuth have developed two surveys. One is for learning how State TMN can help with training. The second is for information to help them update the TMN curriculum book. They will soon be sending chapter presidents links to those surveys. I will share more information as I receive it.



### **National Volunteer Week**

The week of April 21<sup>st</sup> is National Volunteer Week. Is there anything that we want to do as a chapter to commemorate that week?

### **Kayak (Boater) Safety Training at GISP**

The American Canoe Association (ACA) is hosting a nationwide Boater Safety Day on May 18<sup>th</sup>. There are only 7 states and 10 organizations that will participate. It's the first time that Texas will participate, and Goose Island State Park is one of those organizations that has been invited. That means MCTMN has been invited to participate since Greg, Sally, Gary Ward, I serve GISP and its visitors by guiding kayaking tours during summer weekends. We will be participating in Kayak Safety Training Day.

### **Honorary Chapter Memberships Granted to Liz Branch and Ron Smudy**

Membership Director Dee Mahaffey motioned to grant Liz Branch and Ron Smudy the status of Honorary Chapter Membership, which would exempt them from paying annual dues. Treasurer Julie Hejducek seconded the motion. Twelve members of the Board of Directors voted to approve the motion on February 28, 2024 through email. Commemoration letters were sent by President Steve Ferguson.

[Back to Reports](#)

### **Vice President Report by Brigid Berger**

The May Chapter meeting is planned for Saturday, May 11, 10 am – 2 pm at Welder Wildlife Refuge. The program includes a video of an oral history project about Kris & Ray Kirkwood called "Being the Change".

[Back to Reports](#)

# Treasurer Report by Julie Hejducek

## Budget Actuals 0331204

CATEGORY	2024 BUDGET EXPLANATION	2024 BUDGET	ACTUALS as of 03/31/2024	Under / (Over)
<b>REVENUE</b>				
Dues	Annual dues (\$15/person average x 100 paying members)	1,500.00	819.96	680.04
Initial Training Fees	Initial training (20 @\$150 FOR 2024 class)	3,000.00	450.00	2,550.00
Plant sale	Hummerbird	13,000.00	-	13,000.00
Book Sales	Book Sales to ANWR	600.00	179.55	420.45
Badge Replacement	Cost to replace badge	50.00	-	50.00
Misc Other	Unsolicited donations less than \$250	50.00	94.99	(44.99)
<b>TOTAL REVENUE</b>		<b>\$18,200.00</b>	<b>\$1,544.50</b>	<b>\$16,655.50</b>
<b>EXPENSES</b>				
<b>Administrative</b>				
VP Expenses	Supplies & other expenses incurred by VP	200.00	-	200.00
VP Expenses for Meetings - Capital Exp	No capitol expected	-	-	-
Storage Rental	Kool storage, \$93/month	1,200.00	279.00	921.00
Secretary's Supplies	Paper, ink, postage, other supplies	100.00	-	100.00
Treasurer's Supplies	Ink \$54, checks \$30, \$15 pen for Hummingbird Festival	200.00	-	200.00
Treasurer - Capital Expense	Laptop Lenovo IdeaPad 3 i5 Tentative (no charge for Microsoft products) Office Depot Placeholder	550.00	-	550.00
Historian and scrapbook	Toner, Paper, Scrapbook pages, Storage, etc.	100.00	-	100.00
Project Director Expenses	Placeholder	500.00	-	500.00
Membership	Plaques (2 cases @\$139.75 ea) - \$280 name badges - \$13*20=\$260 add \$18-\$20 for new pins \$350 recognition pins	910.00	337.23	572.77
Communications - Website & Technical	Website domain name \$15, SR hosting \$290 & improvements \$270; Wufoo online data support \$350; Zoom license \$150, Quickbooks \$540, Cloud storage \$240, Transitioning \$300	2,200.00	185.00	2,015.00
Communications - Newsletter/ Gen Mark	Newsletter: MS Pub fee 9x12=\$120, Const Contact 10x\$12=\$120 Boosted FB ads 10x\$12=\$120 \$306 plus General Marketing Signup Genius \$211, Boosted FB add for Hummerfest \$200 Misc 100	598.00	-	598.00
Communications - Outreach	Monthly outreach event supplies 10x\$100 misc 50	769.00	-	769.00
Communications - Outreach - Capital Exp	Red Hawk skull \$150, Spoonbill skull \$172, Woodpecker skull \$144, Cardinal skull \$105, Shipping \$100, Bin \$100	771.00	-	771.00
PO Box Rental	Post Office box rental - Fulton 12 months @ \$146	150.00	146.00	4.00
Discretionary	\$150 annual donation to TMN, \$200 non standard honorarium	350.00	-	350.00
Bank Expense		-	-	-
<b>Total Administrative</b>		<b>\$8,998.00</b>	<b>\$947.23</b>	<b>\$7,650.77</b>
<b>Advanced Training</b>	Instructor/speaker fees	<b>\$250.00</b>	<b>-</b>	<b>\$250.00</b>
<b>Training - Initial</b>				
Boat / Touch Tank Fees	RV Katy for Bay and Barrier Island Ecology	850.00	-	850.00
Books - Purchased	19 Statewide Curriculum (TAMU Press, \$665), 19 My Brush Country Backyard, \$456	1,121.00	1,067.57	53.43
Instructor Fees	Honoraria or expense reimbursements (2 X \$250 assumed)	250.00	-	250.00
Venue	Fees	75.00	-	75.00
Contingency Fund	Other expenses (15% contingency)	0.00	-	-
Supplies & expenses	Note pads, printing, binders, badges, etc.	904.15	558.61	345.54
Scholarship	Earmark for potential 2025 class applicants	-	-	-
Misc	Ambassador/training committee pizza meeting	150.00	-	150.00
<b>Total Initial Training</b>		<b>\$3,350.15</b>	<b>\$1,626.18</b>	<b>\$1,723.97</b>
<b>Plant Sale</b>				
HummerBird Fee	For outside space	150.00	-	150.00
Plants	Plants purchased	5,000.00	-	5,000.00
Sales Tax	Tax for sales other than 2 "free days".	302.00	301.51	0.49
POS Supplies	Labels \$100	100.00	-	100.00
Supplies & Misc expenses	Prints \$200, Misc \$100	300.00	-	300.00
Equipment Upgrades - Capital Expense	Carrier trays - 300	300.00	-	300.00
<b>Total Plant Sale</b>		<b>\$6,152.00</b>	<b>\$301.51</b>	<b>\$5,850.49</b>
<b>TOTAL EXPENSES</b>		<b>\$16,350.15</b>	<b>\$2,874.92</b>	<b>\$15,475.23</b>
<b>TOTAL NET INCOME</b>		<b>-\$150.15</b>	<b>-\$1,330.42</b>	<b>\$1,180.27</b>
<b>NET PLANT SALE INCOME</b>		<b>\$6,848.00</b>	<b>-\$301.51</b>	<b>\$7,149.51</b>
<b>CAPITAL EXPENSE</b>		<b>\$1,621.00</b>	<b>-</b>	<b>\$1,621.00</b>
<b>RECONCILED BALANCE PER PROSPERITY BANK 03/31/2024</b>			<b>\$47,023.35</b>	
Less Contingency Reserve			<b>-\$20,000.00</b>	
Less Restricted Donation to honor Kirkwoods			<b>-\$5,000.00</b>	
<b>ADJUSTED BALANCE 03/31/2024</b>			<b>\$22,023.35</b>	

[Back to Reports](#)

### **Membership Director Report by Dee Mahaffey**

In the month of March 2024, the chapter has completed 1053 hours of volunteer services and 146.5 hours of advanced training, with 71 members reporting on 28 different opportunities for a value of \$27,588.50. As of March 31<sup>st</sup>, our chapter has 118 members eligible to report hours, with 97 members with reported hours, which is 82.2% of the total membership.

There have been 3,432 hours of volunteer service across 40 different opportunities and 516.75 hours of advanced training reported so far in 2024.

There are 20 applicants currently on the waiting list for the 2025 Initial Training Class.

### **VMS Report by Cindy Hielscher**

We have had two new members transfer into the Mid-Coast Chapter: Gail and Dale Hughling. Dale is a state VMS super administrator. They are now residing in Rockport, TX.

The State issued a VMS Quarterly update. They are currently undergoing a data review and data clean-up. By the end of April, the target is to have the data as clean up as possible. The timing for the VMS upgrade is still TBD.

Cindy Hielscher is now the VMS LBE Administrator for the Chapter. Kris Kirkwood has moved into the VMS Administrator role to help support Cindy when needed.

[Back to Reports](#)

### **Initial Training Directors Report by Jeremy Miller & Kate Geer-Miller**

- Full class of 18 still participating
- 7 completed required hours, 4 of which are up to date on reporting
- 4 close but still ok
- Most of the rest will complete the requirement after the next session
- 4 sessions remaining with Interpreting Nature being next this Thursday
- Working with Cindy to get all members in training up to date on hours reporting
- Extra IT materials and hospitality bins at the Kool storage facility

[Back to Reports](#)

## Projects Director Report by Greg Simmons

- Texas Parks and Wildlife/ Community Outdoor Outreach Program Grant General Info Session, April 10, 2024. The Texas Parks and Wildlife's Community Outdoor Outreach Program (CO-OP) grant provides \$5,000- \$100,000 in competitive grant awards to organizations that engage underrepresented audiences in outdoor recreation, environmental education, and conservation, in direct partnership with TPWD sites, programs, and resources.
  - Steve Ferguson and Steve Marwitz were in attendance and think this is worth further consideration. Steve Marwitz is willing to help.
- Pollinator Garden Maintenance. Vicki Wilson is the leader for the Rockport post office pollinator garden and made a \$200 request for some plants and mulch. Being unbudgeted and unprecedented, I didn't know how to respond and wanted to bring it up to the BoD for discussion if it within my authority to approve this type of request. There is a separate issue of needing ensure these garden remain attractive which might require periodic expenditures.
  - Tabled until we can develop a process for project funding in association with annual budget.
- TMN Statewide Curriculum refresh. Multiyear project, but soliciting feedback by May 1, 2024 on general impressions of the current version. Project Director was planning to respond to survey as MCTMN representative although the survey is more designed around individual impressions.
  - Survey announcement forwarded to Steve Ferguson.
- Community Science project for Nesting Bees. Organized by Cornell University utilizing iNaturalist, so must conform to the MCTMN Community Service guidelines for iNaturalist. I don't see it as a big opportunity, but I wanted to at least mention it to see if there are some native bee aficionados out there. **Wizzie Brown, BCE** | Senior Program Specialist- IPM
  - <https://txmn.tamu.edu/blog/guidance-for-community-citizen-science-projects/>
  - Forward announcement to BoD
- Comparing the Pre-approved opportunities on the website in poorly correlated with the volunteer request forms on wufoo.
  - Needs further analysis
- McAlister property cleanup workday update provided by Wilfred Korth.
  - Discussion about appropriateness of the volunteer project, but seems like a good project with future benefit to MCTMN

[Back to Reports](#)

## Technology Report by Steve Simmons

### Square Account:

- Although multiple users are allowed, only the owner of the Square Account can do updates.
- Shopping Cart payment options
  - Initial Training Fees
  - Annual Dues
  - Donations
    - Different levels of donations will be designated in future updates

### Two-Laptop Strategy for Online Hosting:

- The red laptop will be the “Zoom host” controlling the Owl.
- The black laptop will be the “Zoom guest” and share the screen with other Zoom attendees.

Zoom Work-Around Procedure to Accommodate Meetings lasting longer than one hour.

### Storage Unit Access

[Back to Reports](#)

# Communications Director Report by D'Ann Williams

## 040624 – Texas Master Naturalist - Mid-Coast Texas Communications Committee Report

### Administration – Brand Management:

- Created Chapter Thank you cards for Brigid Berger, Vice-President
- Created a Logo for Aransas Nature Fest:



### Publicity/Social Media: Aransas Nature Fest entire Week:

- Facebook Page - 247 members and our Facebook Group - 452
- Facebook Ads – Target Audience for Aransas Nature Fest:
  - 25-mile radius around - Austin, Corpus Christi, Dallas, Houston, San Antonio
  - With Interests - Vacations, Honey bee, Gardening, Ecotourism, Butterfly, Nature photography, Fine art, Wildlife photography, Spring break, Natural environment, Nature (science) or Tourism
  - Reach: **16,352 people**, with 1,166 clicking on the link, sharing, commenting, liking, etc.
- Also posted in Nextdoor, which received comments and questions.



### Quarterly Newsletter – Neli Spurrell

- Please send your ideas, stories about your projects, article ideas, etc. to Neli.

### Outreach – D'Ann Williams, etc.:

- Dolphin Skull—D'Ann Williams found a dolphin skull in Redfish Bay. When she reported on it, the *Marine Mammal Stranding Network* offered to keep it for our chapter to use in our engagement. It is being kept in our climate-controlled storage.
- Patrick Hartigan – 1<sup>st</sup> Annual Aransas Nature Fest
  - For the 9 events with MCTMN participation, the tally is 115 attendees, estimated to be 76 adults and 39 children.
  - Special thanks to MCTMN members who led walks or talks, provided setup and public outreach or helped with developing Fest documents- Janet McCrea, Cynthia Baker, Bill Burge, Greg Simmons, Maureen Crocker, Tracy Bennett, D'Ann Williams, and Debbie Griffith.
- Maureen Crocker – Bent Oaks Rookery Park Event
  - On March 16, Mid-coast Chapter members supported Aransas First land trust with outreach events at Bent Oaks Rookery as part of the land trust's first annual Aransas Nature Fest. More than 50 visitors learned about pollinators and native plants as well as the roosting herons and egrets.
  - Our own Janet McCrea '22 was a featured speaker sharing her wealth of knowledge about native plants for pollinators.

### Historian's Report – Wilfred Korth

- Nothing at this time.

[Back to Reports](#)

## **Plant Sale Manager Report by Debbie Minns**

April 13, 2024

**Hummer Celebration Dates:** September 19-22, Plant Sale September 20-22, 2024

**Location Change:** Hummer vendors will be inside a large hanger at the Aransas County Airport. Organizers have The Plant Sale located on a large grassy area by the entrance of the hanger. Access to electricity will be provided via an extension cord.

**Set up:** We may have some extra time/days to set up for the sale. The airport is gated which should provide security so we can set up once and leave tables/plants overnight throughout the sale.

### **Challenges and recommendations for solutions:**

**Advertising:** It is uncertain whether the Vendor Segment will be as well attended because it is going to be separated from the speakers' location. I recommend that we increase our advertising/marketing plan to help ensure a successful sale.

**Plants:** It will be problematic to transfer plants from our former staging area to the airport. I would like to investigate receiving our plant order from NTN later in the week and delivered directly to the airport. Pre-orders would be picked up during the plant sale hours. We should have lots of space to separate those from the sale. Another option is to possibly use the Agri-life Extension property for staging. Possible damage caused by deer will need consideration/prevention.

Because of the uncertainty, we are encouraging more member propagated plants this year so that we can potentially cut back on our plant order. Liz Smith is working with propagators to have a strategic plan. We could use Native Texas Nursery exclusively this year and eliminate the trip to Heeps. We should be able to increase our prices and still be competitive with commercial nurseries.

**Location:** Our location is by the hanger so that we will get shade from the building in the afternoon. We will need tents again this year for morning shade and protection in the event of rain.

Answers I'm waiting for are:

- 1) Is our fee \$150 as it was last year?
- 2) Where are the outreach tents going to be located?

[Back to Reports](#)

## **Meeting Attendance**

Board members in attendance: Brigid Berger-VP, Ele Chew-Secretary, Bob Cunningham-Past President, Steve Ferguson-President, Julie Hejducek-Treasurer, Debbie Kucera-AT, Sandra Lee-Class Rep, Dee Mahaffey-Membership, Jeremy Miller-IT, Kate Geer-Miller, Greg Simmons-Projects, Steve Simmons-Technology, D'Ann Williams-Communications

Other chapter members in attendance: Mike Hejducek, Cindy Hielscher-VMS Administrator, Steve Marwitz, Debbie Minns-Plant Sale Manager, and Sally Scrogg.

[Back to Reports](#)

## **Awards**

2023 Recertifications-Texas Ecoregions

D'Ann Williams

2024 Recertifications-Rattler Snake Pins

Alan Berger, Brigid Berger, Julie Hejducek, Mike Hejducek, Greg Simmons, Sally Scroggs,

[Back to Reports](#)