

## **Mid-Coast Chapter, Texas Master Naturalist Minutes, January 2023 Board of Directors Meeting**

The Mid-Coast Chapter's Board of Directors Meeting was held at 10:00 am on Saturday, January 14, 2023, at the Calhoun County Public Library, 502 S. 4<sup>th</sup> Street, Seadrift, Texas 77979. The meeting was adjourned at 12:50 pm.

### **Attendance**

Fifteen members in good standing were in attendance, including a quorum of nine voting members of the Board. Noting that a quorum was present, President Bob Cunningham called the meeting to order at 10:00 am.

### **Minutes of the Last Meeting**

Minutes of the Board of Directors meeting from October 8, 2022 was sent out with the notice of the January meeting. The new incoming committee chair / directors for the upcoming year were approved ahead of this January meeting of the Board by the new Officers elected by members at the Chapter meeting on November 12, 2022.

There were no revisions to the minutes of the [October 2022 Board Meeting](#), which were approved by acclamation as published on the website.

Bob Cunningham introduced Ele Chew the new Secretary. Board members were asked to provide a written report to the Secretary for attachment to the summary format for Minutes now specified by TMN.

### **New Business**

#### **Conflict of Interest Attestation Form**

As required by our Bylaws in the Addendum for 501(c)(3) chapters for the Conflict of Interest Policy, the Secretary collected Conflict of Interest attestation forms from all Directors.

#### **Approval of 2023 Calendar for Board of Director and General Meetings:**

- 01/14 – Board Meeting
- 01/28 – IT Orientation / Member Potluck
- 02/11 – Membership Meeting
- 04/08 – Board Meeting
- 05/13 – Membership Meeting
- 06/03 – IT Graduation / Member Potluck
- 07/08 – Board Meeting
- 08/12 – Membership Meeting
- 10/14 – Board Meeting
- 11/11 – Membership Meeting & Election of Officers

Ray Kirkwood made a motion to approve the calendar and Bill Burge seconded the motion. The motion passed unanimously.

#### **Consideration of partnerships with Texas Floating Classroom and Palacios Prairie Wetlands**

Ray Kirkwood made a motion for a full partnership with Palacios Prairie Wetlands and Bill Burge seconded the motion. The motion was passed unanimously.

Ray Kirkwood moved for a limited partnership with Texas Floating Classroom and Bill Burge seconded the motion. The motion passed unanimously.

### **BOD approval of 2023 Initial Training curriculum and schedule**

D'Ann Williams moved to approve Initial Training 2023 curriculum and schedule as published on the Chapter website, and Charla Ingalls seconded the motion. The motion passed unanimously. A post-meeting was held via email on January 29, 2023. A majority of the Board approved to expand the class to include Janette Sims via email vote on Motion by Greg Simons seconded by Ray Kirkwood.

### **Consider and approve [2023 Budget](#)**

Discussions were held regarding budgeting for Hybrid Zoom equipment, climate-controlled storage, website management and maintenance, Outreach Interpretation supplies, Outreach Interpretation event supplies, publicity/advertising, and future proposed projects. Bob Cunningham proposed that the budget should reflect \$4500 approved capital expenditure. Bill Burge moved to approve the budget and Ray Kirkwood seconded the motion. The motion passed unanimously. The approved budget is attached to these minutes and will be presented to the general membership for approval at the February 11 Chapter meeting.

### **Allowing applicants to pay Initial Training fees electronically**

Dee Mahaffey moved that IT applicants be allowed to pay training fees through Square app and Bobbie Lee seconded the motion. The motion passed unanimously.

### **Donation by Liz Branch**

A donation was made by Liz Branch in honor of Kris Kirkwood's and Ray Kirkwood's dedicated work in the Mid-Coast Texas Master Naturalist. Bill Burge will follow-up with Liz for her preferences on how to allocate those funds.

### **Director Reports:**

- [President](#) Bob Cunningham – President's Annual Report for 2022
- [Vice President](#) Bill Burge – Follow-up on Annual Financial Review Audit Recommendation and Hybrid Meeting Equipment
- [Treasurer](#) Charla Ingalls and Deputy Treasurer Julie Hejducek–2022 Annual Financial Reports
- [Membership Director](#) Dee Mahaffey – 2022 Activities and Class of 2023
- Advanced Training Director Linda Shirey– No Report
- [Initial Training Directors](#) Greg Simmons & Sally Scroggs – Plans for the Class of 2023
- [Projects Director](#) Ray Kirkwood – Major 2023 Projects
- [Plant Sale Manager](#) – Debbie Minns
- [Communications Director](#) D'Ann Williams– Publicity, Newsletter, Outreach, Webmaster, Social Media, Historian
- [Class Representative](#) Laura Andersen – Class of 2022
- Chapter Advisor – No report

## Awards

### **Adjournment**

Dee Mahaffey moved to adjourn the meeting and Laura Andersen seconded the motion. The motion passed unanimously.

Respectfully submitted,

Ele Chew

Mid-Coast Chapter Secretary

Treasurer Annual Financial Reports by Charla Ingalls

<b>ASSETS</b>	<b>VALUE</b>
<b>Current Assets</b>	
Prosperity Bank (as of 12/31/2020)	<b>\$45,231.01</b>
Books - Guidebook to ANWR (498 @ \$19.95 each)	\$9,935.10
<b>Total Current Assets</b>	<b>\$55,166.11</b>
<b>Fixed Assets</b>	
Matagorda Video	\$4,200
Storage Shed	\$2,800.00
Depreciation - 10% per year	(\$280)
HP Laptop - Treasurer	\$449.99
Depreciation - 10% per year	(\$50)
Projector/Screen	\$1
Outreach Laptop	\$209.99
Depreciation - 10% per year	(\$90)
<b>Total Fixed Assets</b>	<b>\$3,040.98</b>
<b>Other Assets</b>	
Copyright Aransas	\$6,258.80
<b>Total Other Assets</b>	<b>\$6,258.80</b>
<b>TOTAL ASSETS</b>	<b>\$64,465.89</b>
<b>CURRENT LIABILITIES</b>	
<b>TOTAL LIABILITIES</b>	<b>\$87,265</b>

## Treasurer Report: Profit and Loss Summary

MCTMN  
Profit & Loss  
January through December 2022

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	Jan - Dec 22
Income	
Member - badge replacement	52.00
Book Sale - Income	265.62
Initial Training - Income	
Student Fees	3,750.00
Total Initial Training - Income	3,750.00
Plant Sale - Income	
Point of Sale System testing	5.33
Plant Sale Revenue - Non-Taxed	8,702.86
Plant Sale Revenue - Taxable	4,429.73
Total Plant Sale - Income	13,137.92
Donations - Income	5,503.22
Member Dues	1,631.42
Total Income	24,340.18
Expense	
Plant Sale - Expense	
Point of Sale System	1,275.82
Sales Tax	132.21
Plant Purchase	5,195.20
Plant Sale Supplies	328.16
Booth Fee	105.00
Total Plant Sale - Expense	7,036.39
Initial Training - Expense	
IT Venue Fee	75.00
IT Instructor Fee	750.00
IT Boat Fee	500.00
IT Book Purchase	1,107.90
IT Supplies and Expenses	988.55
Total Initial Training - Expense	3,399.45
Discretionary Fund - Expense	119.28
Operating Expenses	
IT and website	900.63
Outreach	191.44
Membership	470.07
Treasurer's expenses	497.55
Secretary's expenses	43.29
VP expenses	57.97
Total Operating Expenses	2,160.95
Total Expense	12,716.07
Net Income	11,624.11

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## 2023 Budget and Multi-Year Actuals

CATEGORY	2023 BUDGET EXPLANATION	2023 BUDGET	2022 BUDGET	2022 ACTUALS	2021 ACTUALS	2020 ACTUALS	2019 ACTUALS
<b>INCOME</b>							
Dues	Annual dues (\$13/person average x 100 paying members)	\$1,300.00	\$1,300.00	\$1,631.42	\$1,276.60	\$1,329.18	\$1,055.10
Donations	Samsung (\$40/mo), Amazon Smile, other	\$600.00	\$650.00	\$5,503.22	\$568.50	\$769.19	\$320.00
Initial Training Fees	Initial training (20 FOR 2024 class)	\$3,000.00	\$2,550.00	\$3,750.00	\$3,600.00	\$1,725.00	\$2,770.45
Plant sale	Hummerbird	\$12,000.00	\$8,300.00	\$13,137.92	\$13,167.86	\$5,086.43	\$8,708.31
Book Sales	Book Sales	\$250.00	\$250.00	\$265.62	\$266.12	\$239.40	-\$239.40
Badge Replacement		\$50.00	\$0.00	\$52.00	\$0.00	\$0.00	\$0.00
Live Oak/Red Bay - Income		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,974.10
Other		\$0.00	\$0.00	\$0.00	\$0.00	\$13.50	\$367.69
<b>TOTAL INCOME</b>		<b>\$17,200.00</b>	<b>\$13,050.00</b>	<b>\$24,340.18</b>	<b>\$18,879.08</b>	<b>\$9,162.70</b>	<b>\$14,956.25</b>
<b>EXPENSES</b>							
<b>Administrative</b>							
VP Expenses	Supplies & other expenses incurred by VP	\$200.00	\$100.00	\$57.97	\$0.00	\$0.00	\$0.00
VP Expenses for Meetings - Capital Expense	laptop case \$25 laptop \$280, monitor \$250, Owl case \$90, Owl Zoom Equip \$1200	\$1,845.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Secretary's Supplies	Paper, ink, postage, other supplies	\$100.00	\$100.00	\$43.29	\$0.00	\$0.00	\$0.00
Treasurer's Supplies	Paper, ink, postage, checks, Treas laptop IT Maint - \$200	\$300.00	\$220.00	\$221.55	\$51.35	\$61.39	\$69.99
Treasurer - Capital Expense	Mouse \$50	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Historian and scrapbook	Toner, Paper, Scrapbook pages, Storage, etc.	\$100.00	\$125.00	\$276.00	\$0.00	\$0.00	\$0.00
Project Director Expenses	Monarch Tagging Project - \$200 Oyster Reef Restoration Project - \$1000 Project Contingency Funds - \$200	\$1,400.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
Membership	Plaques (2 cases @ \$139.75 ea) - \$280 name badges - \$13*20=\$260 mailing awards @ \$4.50 ea - \$200	\$750.00	\$810.00	\$470.07	\$604.73	\$264.00	\$134.99
Communications - Website & IT	Wufoo online data support \$350; Zoom license \$150	\$950.00	\$948.00	\$900.63	\$687.03	\$749.82	\$2,579.50
Communications - Newsletter/ Gen Marketing	MS Pub fee 9x12=\$108, Const Contact 10x12=\$120 Boosted FB ads 10x12=\$120	\$348.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communications - Outreach	expense	\$1,050.00	\$250.00	\$0.00	\$0.00	\$425.38	\$4,261.48
Communications - Outreach - Capital Expense	Outreach table skulls, pelts, etc - \$1784 Geocaching, other gadgets&gizmos \$119	\$1,903.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PO Box Rental	Post Office box rental - Fulton	\$200.00	\$120.00	\$191.44	\$96.00	\$102.00	\$0.00
Discretionary	Honariums, TMN annual silent auction contrib, etc	\$350.00	\$250.00	\$119.28	\$100.00	\$0.00	\$104.98
Live Oak/Red Bay		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,936.36
Reconciliation Discrepancy		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$297.47

Storage Shed Rental		\$0.00	\$0.00	\$0.00	\$0.00	\$410.00	\$0.00
Storage Shed Purchase - Capital Expense		\$0.00	\$0.00	\$0.00	\$0.00	\$2,858.88	\$0.00
Other		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00
<b>Total Administrative</b>		<b>\$9,546.00</b>	<b>\$3,023.00</b>	<b>\$2,280.23</b>	<b>\$1,539.11</b>	<b>\$4,871.47</b>	<b>\$9,534.77</b>
<b>Advanced Training</b>	Instructor/speaker fees	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Training - Initial</b>							
Boat / Touch Tank Fees	RV Katy for Bay and Barrier Island Ecology	\$800.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Books - Purchased	12 Statewide Curriculum (TAMU Press), 20 My Brush Country Backyard	\$920.00	\$1,087.30	\$1,107.90	\$860.86	\$0.00	\$1,315.19
Instructor Fees	Honoraria or expense reimbursements (2 X \$250 assumed)	\$500.00	\$1,000.00	\$750.00	\$750.00	\$50.00	\$1,250.00
Venue	Fees	\$75.00	\$75.00	\$75.00	\$75.00	\$300.00	\$75.00
Contingency Fund	Other expenses (15% contingency)	\$470.00	\$552.08	\$0.00	\$0.00	\$0.00	\$0.00
Supplies & expenses	Note pads, printing, binders, badges, etc.	\$845.00	\$818.25	\$966.55	\$462.51	\$265.28	\$276.93
Masks	Masks and hand sanitizers	\$0.00	\$200.00	\$0.00	\$219.54	\$0.00	\$0.00
IT Fees - Withdraw refund		\$0.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00
<b>Total Initial Training</b>		<b>\$3,610.00</b>	<b>\$4,232.63</b>	<b>\$3,399.45</b>	<b>\$3,017.91</b>	<b>\$1,115.28</b>	<b>\$3,417.12</b>
<b>Plant Sale</b>							
HummerBird Fee	For outside space	\$105.00	\$105.00	\$105.00	\$0.00	\$105.00	\$105.00
Plants	Plants purchased	\$5,000.00	\$3,200.00	\$5,195.20	\$5,022.60	\$1,837.54	\$3,649.38
Sales Tax	Tax for sales other than 2 "free days". Total taxable amount.	\$150.00	\$300.00	\$132.21	\$373.99	\$309.16	\$0.00
POS Supplies	paper/labels/ink \$100, hotspot access fee \$60; barcode font license \$120	\$280.00	\$200.00	\$250.00	\$0.00	\$0.00	\$0.00
POS Hardware/Software - Capital Expense	Square Hardware & hotspot	\$0.00	\$1,100.00	\$1,025.82	\$0.00	\$0.00	\$0.00
Supplies & Misc expenses	Misc needed for sale	\$300.00	\$500.00	\$328.16	\$616.50	\$53.48	\$623.02
Equipment Upgrades - Capital Expense	cart wheels - 220; trays - 300	\$520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Plant Sale</b>		<b>\$ 6,355.00</b>	<b>\$ 5,405.00</b>	<b>\$7,036.39</b>	<b>\$6,013.09</b>	<b>\$2,305.18</b>	<b>\$4,377.40</b>
<b>TOTAL EXPENSES</b>		<b>\$19,761.00</b>	<b>\$12,910.63</b>	<b>\$12,716.07</b>	<b>\$10,570.11</b>	<b>\$8,291.93</b>	<b>\$17,329.29</b>
<b>TOTAL NET INCOME</b>		<b>-\$2,561.00</b>	<b>\$139.37</b>	<b>\$11,624.11</b>	<b>\$8,308.97</b>	<b>\$870.77</b>	<b>-\$2,373.04</b>
<b>NET PLANT SALE INCOME</b>		<b>\$5,645.00</b>	<b>\$2,895.00</b>	<b>\$6,101.53</b>	<b>\$7,154.77</b>	<b>\$2,781.25</b>	<b>\$4,330.91</b>
<b>CAPITAL EXPENSE</b>		<b>\$4,318.00</b>	<b>\$1,100.00</b>			<b>\$2,858.88</b>	
<b>END OF YEAR BANK BALANCE</b>				<b>\$45,231.01</b>	<b>\$33,606.90</b>	<b>\$25,297.93</b>	

## President Annual Report by Bob Cunningham

January 14, 2023 – Board of Directors meeting

Proposed for 2023: For the upcoming 2023 year, Chapter leadership anticipates the following major initiatives in addition to regular activities and events:

- Revise Policies & Procedures Manual to comply with new Chapter Operating Handbook framework and Chapter Management and Operations Protocols issued by TMN effective January 1, 2023.
- Subject to Board approval, determine feasibility of providing hybrid online access for live meetings held in various venues throughout Chapter region, and if feasible then purchase budgeted equipment and implement.
- Consider creating a position for Information Technology Director and seek candidate(s) from membership with appropriate skills and interest, with responsibility for managing laptops, hybrid meeting equipment, backups, updates, and other hardware and software, owned by the Chapter and used by members.
- Implement broad scale Outreach activities, including identifying and soliciting leadership for sub-regions of Chapter geographic scope.
- Streamline Initial Training program to combine overlapping sessions and reduce hours.
- Transition leadership to replace President, Vice-President, and Treasurer resigning during or at end of this year.

- Encourage prompt dues payment by end of January per TMN’s new COH (change from end of March per Chapter’s prior P&P), and address issues of continued communications with members who fail to meet deadline and become listed as “Inactive” by VMS administration.
- Overview of 2022: Restrictions from Covid-19 finally started lifting in the beginning of the year, and the Chapter returned to normal operations with good success. Highlights included:
- (i) Returned to in-person Board and Chapter meetings while experimenting with hybrid access and continuing to use Zoom when appropriate;
  - (ii) Conducted another very successful Native Plant Sale with reorganized responsibilities and implementation of new inventory control capability;
  - (iii) Continued an active social media presence, published quarterly newsletter, reorganized and updated the website, and initiated plan for expanded interpretive outreach programs;
  - (iv) Sustained chapter roster above 100 active members with high levels of volunteer service and advanced training participation;
  - (v) Managed a full-capacity initial training class with majority of graduates obtaining initial certification within the calendar year.
  - (vi) Revised and approved Bylaws conforming to new format issued by TMN;
  - (vii) Considered Diversity-Equity-Inclusion issues and resolved to give high priority to conducting meetings and outreach events in underserved areas of our region.

An expanded summary of 2022 activities follows, with greater detail to be provided in the annual reports of individual directors for their respective areas of responsibility:

Administrative:

As President and the Chapter’s representative to TMN, I attended monthly TMN online meetings including an extended luncheon at the Annual Meeting in Houston, and acted as liaison to Chapter reporting and implementing developments in the state program.

Those developments included revised Mid-Coast Chapter Bylaws presented to and approved unanimously by quorum of the Board and over 2/3+ vote by a quorum of Chapter membership pursuant to appropriate notifications and procedures, which go into effect on January 1, 2023. Chapter leadership will work on revisions to the Policies & Procedures Manual in the first part of 2023 to conform to TMN’s newly published Chapter Operating Handbook, requiring Board and Chapter membership approval.

At its annual meeting in November the Chapter membership also voted (unanimously) to approve a slate of Officers consisting of a new Secretary (Eleanor Chew) and with other 2022 officers continuing in their current positions for another 1-year term in 2023: President (Bob Cunningham), Vice-President (Bill Burge), and Treasurer (Charla Ingalls).

The incoming Officers and Past-President unanimously approved the President’s proposed slate of directors for standing committees: Membership (Dee Mahaffey); Communications (D’Ann Williams); Projects (Ray Kirkwood); Advanced Training (Linda Shirey); and Initial Training (Gregg Simmons & Sally Scroggs).

Meetings & other Chapter-sponsored activities: As restrictions from Covid-19 relaxed during 2022 the Mid-Coast Chapter returned mostly to “live” meetings, holding 4 scheduled quarterly meetings of the Board of Directors and 4 scheduled quarterly meetings of the general membership, as follows:

Board of Directors meetings:

At Fulton Mansion, Rockport - January 8, April 9, July 9 (with simultaneous online access via OWL equipment loan from TMN); via Zoom - October 8



Chapter membership meetings:

Feb 12 (Lake Texana, Jackson County); May 14 (Bauer Exhibit Bldg, AgriLife, Calhoun County); August 13 (Palacios Education Pavilion, Matagorda County); November 12 (Aransas NWR, Aransas County). A minimum of 1 hour Advanced Training was presented at each Chapter meeting.

Potluck and annual Native Plant Sale events:

The Chapter did not hold its usual potluck luncheon for the opening Orientation session of the Initial Training Class due to Covid concerns, but did for the final Graduation session on June 4 (Barnhart Ranch, Goliad County). The Chapter's primary self-sponsored event--the Native Plant Sale and associated outreach activity held in conjunction with the HummerBird Celebration in Rockport--was conducted very successfully September 15-18 with involvement in various aspects by a large number of members.

Hybrid access:

Using OWL equipment borrowed from TMN, the Chapter experimented with offering simultaneous online access to members for the live Board meeting in July. Unfortunately, the window for the equipment loan was too short to implement for a general membership meeting. In the early part of 2023 the Board will consider purchase cost for similar equipment and implementation challenges.

Budget: Final version of the proposed 2022 Budget was approved by the Board by Jan 13 via email exchanges to reflect discussion at its Jan 8 meeting, and was presented to and approved by membership at the Chapter meeting on Feb 13. The projected budget anticipated total income of \$ 13,050.00 with total expenses of \$12,910.63 for net income of \$ 139.37. The final Treasurer's report to membership at the Nov 13 meeting indicated actuals through Oct 31 of \$18,330.10 total income with \$12,716.27 in total expenses for net income of \$5,613.83.

Positive net income is largely the result of profit from the annual Native Plant Sale of \$6,101.53. The annual Financial Review audit was presented at the Oct 8 meeting of the Board and to membership at the Nov 13 annual Chapter meeting. The Board will follow up on Findings and Recommendations in 2023, including considering change in Chapter procedures to conduct the review after books are closed at the end of the year for report to the Board in its first meeting of the new year.

Membership: As of the May report from Membership the Chapter roster peaked at 114 active members in good standing. With some fluctuation, the roster remained above 100 members throughout 2022. By the end of the year some 63% of eligible members earned recertification, with about 13% failing to report any hours. Eight of 14 new members of the 2022 training class obtained initial certification, four of whom also recertified within the calendar year.

Chapter members reported almost 15,000 volunteer service hours valued at about \$378,000 in 2022, plus over 1,500 advance training hours.

Initial training: Fourteen trainees completed the program out of 20 original trainees. Ten out of ten field sessions were completed without weather related cancellations, and nine virtual sessions were completed. The Board approved keeping the training fee at \$150 and authorized 20 slots for the 2023 class.

The 2022 program included over 75 hours of training, well in excess of the minimum required by TMN. For 2023 some sessions will be combined to reduce redundancy in programming and move the total training hours closer to—but still greater than--the state requirement.

New Class Rep: Cindy Hanifen (2021 class) and Laura Andersen (2022 class) worked diligently with graduates to obtain initial certifications. Laura also implemented a comprehensive survey of graduates for evaluation of the 2022 training, resulting in very positive feedback and critique. Throughout most of the year TMN deferred clarifying the “deadline” for graduates to obtain initial certification or consequences for not doing so; the newly issued CMOP effective January 1, 2023 provides that a graduate of initial training may continue as an “active” member by payment of annual dues and reporting of VS / AT hours until initial certification is obtained.

Advanced Training: As of the Nov 13th membership meeting, about 100 requests for AT presentations had been approved for 2022. Members are encouraged to submit AT opportunities for pre-approval through the Wufoo application on the Chapter website.

Projects – Volunteer Services: The main Chapter-sponsored project is the Native Plant Sale, which was conducted with great success in mid-September after months of effective planning and organization. Significant developments in 2022 were: (i) purchased and implemented new point-of-sale purchase and inventory controls, (ii) organized subcommittees to shoulder responsibility for various aspects of the project, and (iii) clarified non-profit tax-free rules applying to any two 24-hour days of sales.

Communications: The Communications position was vacant until August, but the Chapter continued to publish a quarterly Newsletter throughout the year. Under the new director, D’Ann Williams, an interpretive outreach program was initiated at 2 sites in Rockport in conjunction with the Chapter’s annual Native Plant Sale and in addition to the customary outreach table at the HummerBird Celebration event. Facebook had an increase of 53 new followers after the Plant Sale, to a total of 373. A new chair for Instagram social media, Rachel Cheyne, volunteered for that position in midyear. The Website was reorganized and refreshed during the final quarter of the year. In coordination with the New Class Rep a template for the Chapter logo was created and approved by TMN with an opportunity for members to have their own items printed in conforming colors.

Diversity-Equity-Inclusion (DEI): In response to an initiative by TMN the President appointed an ad hoc committee to consider DEI issues and opportunities, including by attending TMN’s four-hour online workshop in April. The committee concluded that because the Mid-Coast Chapter is so widespread and population is relatively thin, we should focus on general outreach to the underserved geography of our multi-county region as a first step. Also, because the Chapter does not typically sponsor its own projects but primarily works for or provides training at behest of third-party partners, the Chapter nor its members often have no control where and in what circumstances volunteer services and/or training are provided. Implementation of a modest DEI outreach will begin by giving a high priority for holding Chapter meetings and activities in multiple locations, and with appeal to members in farther flung areas to bring opportunities to the Board’s attention.

### **Vice President Annual Report by Bill Burge**

Subject: Hybrid Meeting Equipment

Attached is a preliminary budget for acquisition of equipment that would enable us to have hybrid meetings with some folks on site and some remote on Zoom. The equipment is pretty straight forward. The Owl provides remote folks with a panoramic view of the meeting room and a wide area microphone so they can hear everyone in the room. The monitor displays the video feed from remote users to the folks in the room. You need a PC to hook it all together. Here are some Pros and Cons to this set up:

Pros:

You can run hybrid meetings effectively which give you flexibility on location for IT, Board and Chapter meetings. The technology works as long as you have a good WiFi signal.

Cons:

- The room must be set up just right. The one time we road tested an Owl we didn't have time to get the room right and ended up with several people sitting with their back to the device.
- We'd need a place to store the equipment. That would not be at my house.
- Anyone wanting to run a hybrid meeting would need to be able to get access to, and set up, the equipment. They'd need to take it down and return it to storage, too.
- I included carrying cases for the Owl and PC, but don't know a good way to transport/store the monitor.






Bottom Line: This set up would definitely enable hybrid meetings and do them effectively. On the other hand I'm not sure its worth the logistical issues. This set up would work best in a situation where you're using the same meeting location multiple times and can store the equipment on site (this is what Aransas First does and it works well). I guess we could approach AgriLife about storing the set up so everyone could have access.

# MCTMN Hybrid Meeting Equipment

Owner Bill

5 items

How do you want your items? | 461 N Palmetto St. | Rockport Supercenter

	Actual Color: Black			
	Need: 1	Add to cart	<b>\$1,842.96</b> Estimated total  Add to cart  See	
	HP 15.6" Laptop, Intel Core i3-1115G4, 8GB RAM, 256GB SSD, Windows 10 Home, Natural Silver, 15-dy209fwm	\$279.00 <del>\$279.00 ea</del> <del>\$339.00 ea</del>		
	Need: 1	Add to cart		
	LG 34WL600 34 inch 21:9 UltraWide 1080p Full HD IPS Monitor	\$249.99 <del>\$249.99 ea</del> <del>\$449.98 ea</del>		
	Need: 1	Add to cart		
	CASEMATIX Waterproof Case Fits Meeting Owl Pro 360 Video Conference Camera and Owl Camera Accessories - Case Only	\$89.99 <del>\$89.99 ea</del>		
	Need: 1	Add to cart		
	Owl Labs 360 Meeting Owl 3 Camera (Next Gen) Pro Premium Pack - 360 Degree 1080p Smart Video Conference Camera, Automatic Microphone, Speaker, Focus & Smart Zooming (Includes Accessories and...)	\$1,199.00 <del>\$1,199.00 ea</del>		
	Need: 1	Add to cart		

## Membership Director Annual Report by Dee Mahaffey

As of the end of year 2022, our chapter has 106 members eligible to report hours and we have reported 14,910 volunteer hours across 55 different opportunities and 1,524 hours of Advanced Training, with 91 members reporting hours. The value of the volunteer service is \$377,982.00. 67 formerly certified members have recertified, which is 63.8% of the eligible membership. 14 eligible members have reported no hours at all.

Martha Riccio, a long-time member who had not entered her hours due to technical difficulties has completed her profile and her hours have been added per the state's permission. She has a total of 120 volunteer hours.

Our 2023 initial training class is full and we continue to receive applications. There are currently 10 people on the waiting list for 2024.

### **Initial Training Directors Report by Greg Simmons & Sally Scroggs**

#### 2022 Program

- All 10 sessions were held as scheduled. Great weather.
- Native Plants / Graduation was held at Barnhart Ranch. Graduating class size was 14 associate members.
- Laura Andersen was elected Class Representative. Her evaluation summary noted high scores but there is always room for improvement.

#### 2023 Program

- Current class size = 20 members-in-training
- 15 Aransas, 1 Calhoun, 1 Jackson, 1 Cuero, 1 Nueces, 1 Wharton
- 11 Female, 9 Male
- Orientation on January 28, 2023
- Includes a chapter-wide potluck
- Graduation on June 3, 2023
- Includes a chapter-wide potluck
- Continue with hybrid virtual / field model.
- Expand role and utilization of session training ambassadors to help distribute the initial training workload and increase MITs exposure to more chapter members.
- The training venues are in 8 counties (including Nueces). All session dates and venues are locked in and will include ~70 hours.
- Recommended changes to further enhance the training program:
- Move Interpreting Nature to Texana Community Education Center
- Decrease redundancy by consolidating Bay and Wetland Ecology, Barrier Island Ecology and Coastal Prairie / Wetland Ecology into two sessions. These new sessions will be called Coastal Prairie and Wetland Ecology at Powderhorn State Park / WMA, and Bay and Barrier Island Ecology on- board the R/V Katy and at Mustang Island State Park

### **Projects Director Report (other than Plant Sale) by Ray Kirkwood**

#### Resident Monarch Tagging Projects Budget Details \$200

Chapter members have been intimately involved in monitoring & improving Monarch butterfly habitat. This project is intended to extend the effort to include studying & documenting the Monarchs that are seen in our area outside the migration times. The project is still in the planning stage, when the plans are finalized and approved the items shown in the budget below will be required.

Initial estimate for Monarch tagging project:

100 tags from Monarch Tracker .....	\$25
3 insect nets from Monarch Watch .....	\$69
3 Rite in Rain waterproof notebooks.....	\$21
4 Rite in Rain waterproof pens .....	\$20

Shipping & misc..... \$25  
Contingencies..... \$40

Oyster Reef Restoration Project—\$1000

Now that Mesquite, Ayers and Carlos Bays had been closed along with St. Charles Bay, we wanted to rebuild up to 3 reefs that had been damaged by intensive dredging. Several other organizations are involved in this and other similar projects along the Texas coast.

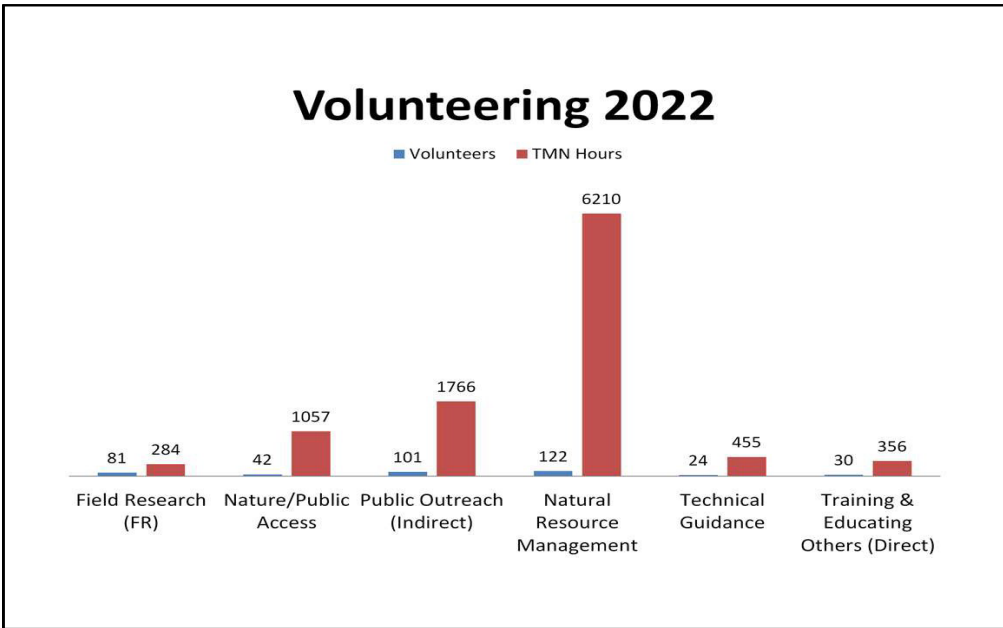
Included in the project:

- Harte Research Institute
- MA-NERR
- CCA
- Flatsworthy

Harte Research has the lead on the overall project at this time. They have applied for a grant from CBB&EP to put together a plan for restoring oyster reefs in this part of the coast. Our contribution to the project will principally collecting used oyster shells and assisting in getting them placed on local reefs. It is not known at this time if we will need to expend funds to accomplish our portion of the project, but need funds available if it is required.

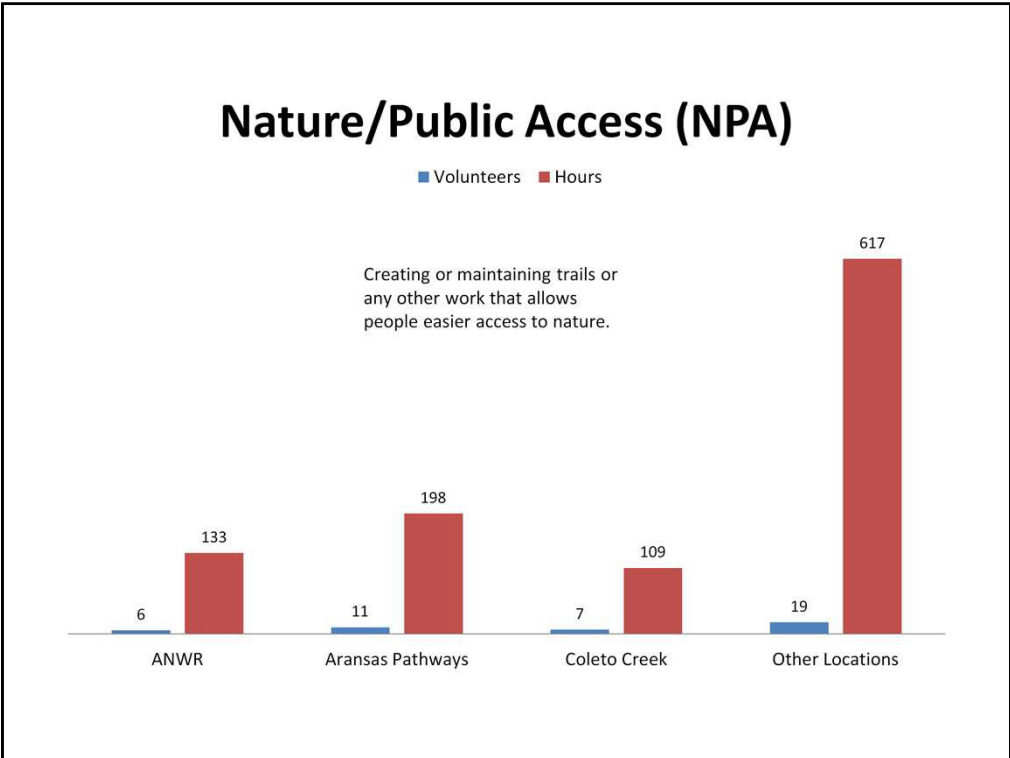
Project Contingency Funds: \$200

Projects on occasion need to purchase items to complete an approved project. There is a field in the project request form for the project leader to identify required funds. On occasion unplanned expenses happen. These requested funds may be needed to cover those expenses.

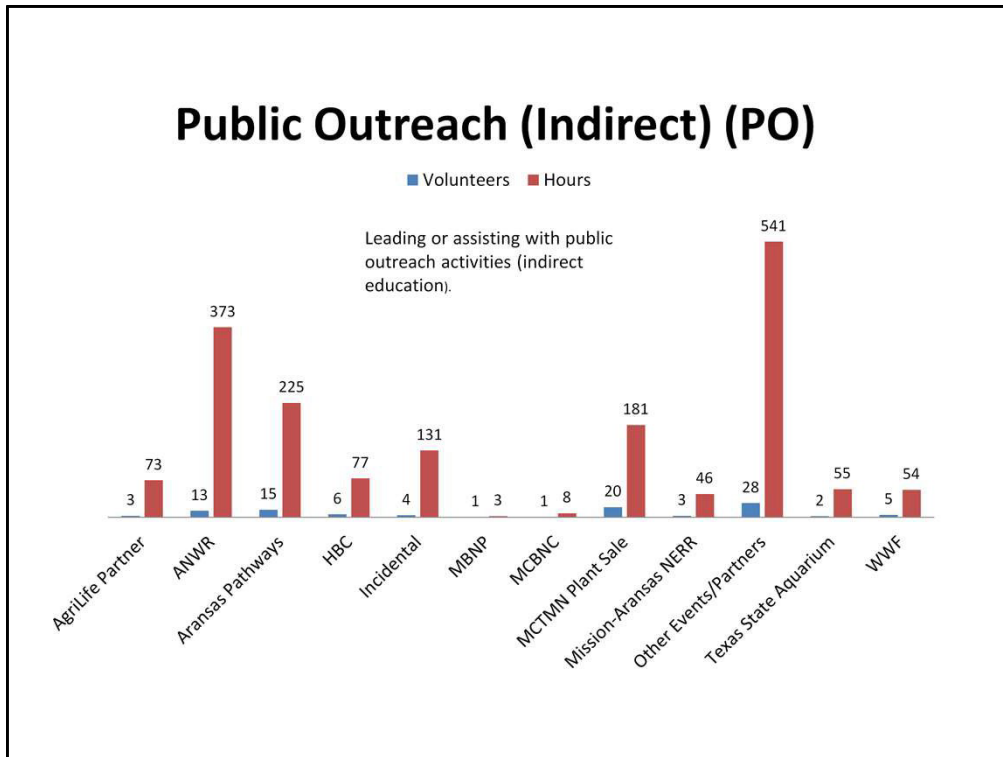


2023 has been an active and diverse year for the chapter volunteers. Our members have contributed more than 10,000 hours to counties within our area. That does not include the many hours counted as “Chapter Business”.

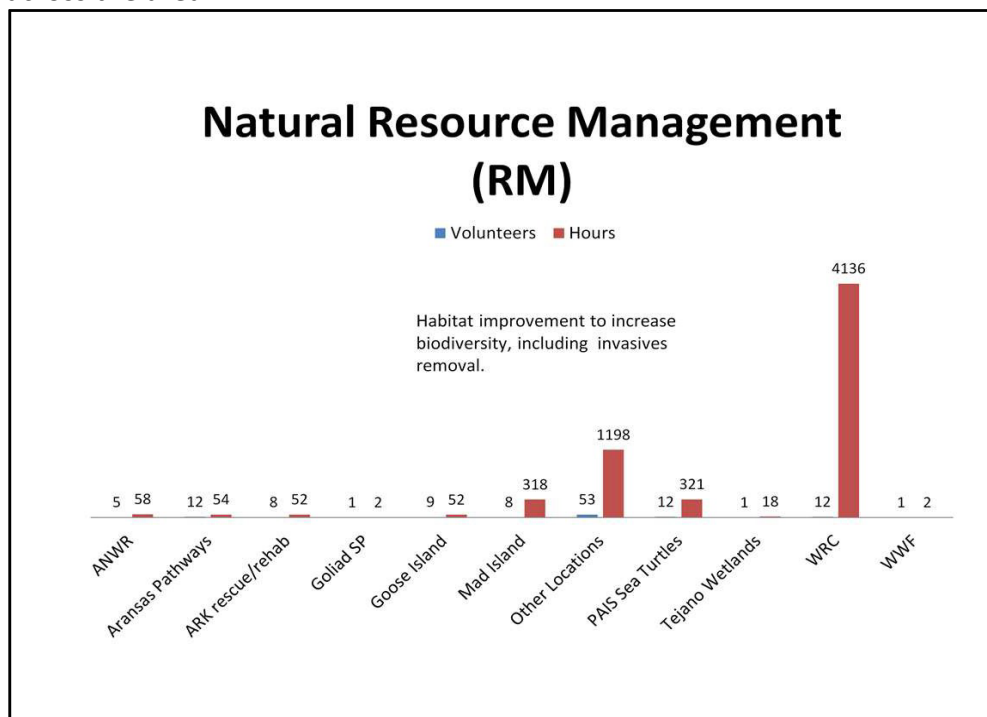
This chart is slightly skewed by the many hours dedicated to the Wings Rescue Center. As seen on another chart that activity dominated the Natural Resource Management category.



More than 1,000 hours was expended on helping provide access of people to nature.

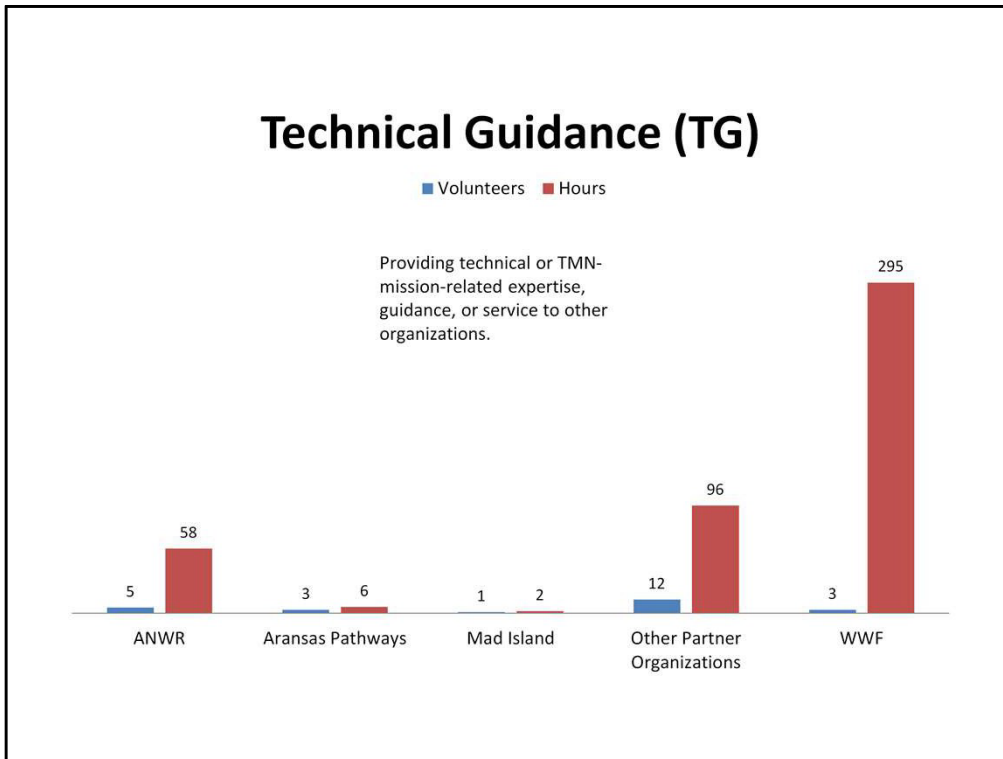


Our members spent about 1,400 hours providing indirect education about nature at many locations across the area.

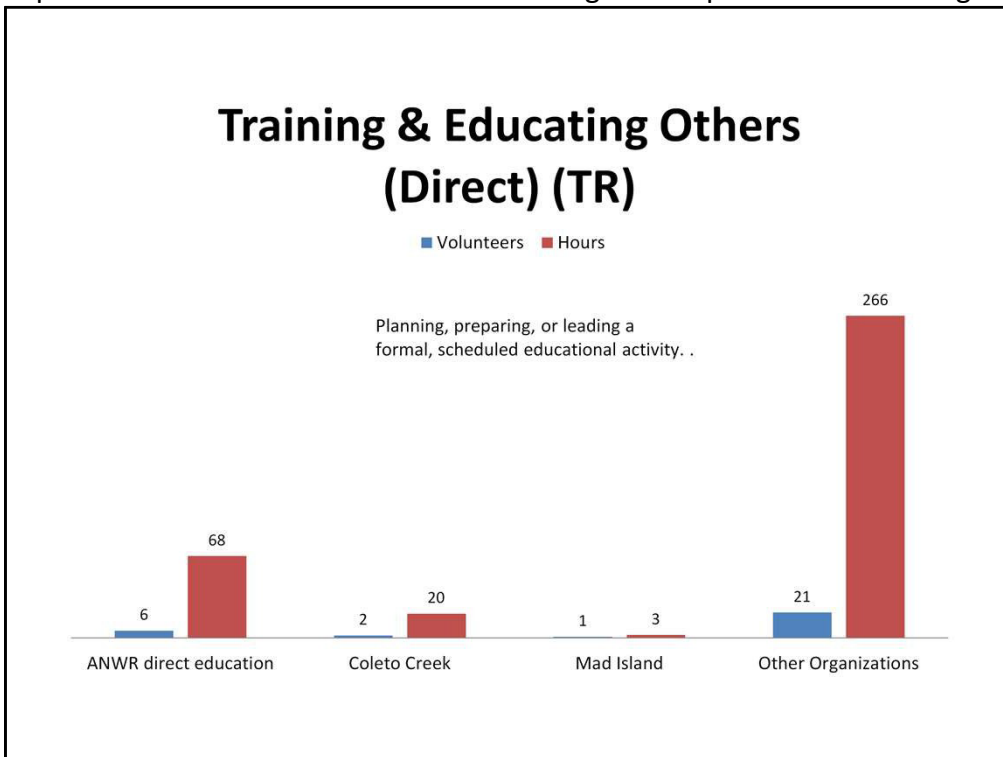


Volunteers at the WRC averaged about 340 hours each to provide a total of more than 4100 hours to that activity. That effort boosted the total hours to natural resources to over 6200 hours.

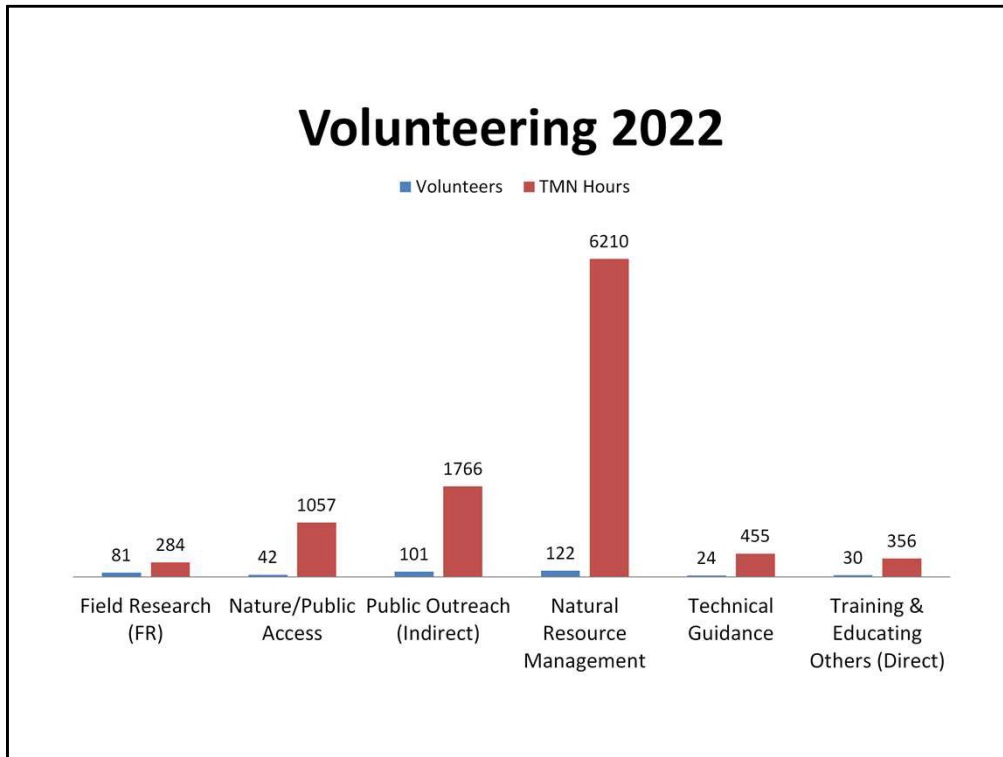




Volunteers provided more than 450 hours contributing their expertise to various agencies.



More than 350 hours were contributed in formal presentations at many sites in the area.



In summary, it has been a busy productive volunteer year.

### 2022 Plant Sale Report by Debbie Minns

#### What Worked!

This is an amazing event with incredible team cooperation. It serves our purpose of education, outreach and service dedicated to the beneficial management of natural resources and natural areas within our community and state while raising money for our chapter.

We educated many people about native plants and the benefits of incorporating them back into our landscapes.

Our updated Square Sales and Inventory/Barcode System worked beautifully. The set up was very labor intensive but so worth it for the data collected. We know exactly what plants sold, from what source they came, and what days they sold. Likewise, we know exactly what did not sell. This information will keep much of the guesswork out of ordering and growing plants each year. Much of the setup work will not have to be repeated each year.

Dividing the work into task-related sections and having lead volunteers in each area that would see their section through from start to finish. This created a more relaxed and efficient management of the event.

#### What we learned!

We need to add a couple of Lead Volunteer Positions.

Pre-sale Coordinator to collect orders, organize them and create a master order to pass on to the plant sale manager for inclusion in the plant orders. Then follow up with communication with those customers and order pick-up.

Supervisor/Team leader for High School Student Volunteers. They do a great job...they just need a little more direction.

Plant Transport Equipment additions and upgrades

Larger cartwheels on our existing carts that will work better on all terrain. These have already been upgraded.

Additional crates to move 6+ plants at a time rather than pot by pot. Plants are moved at least 9 times each not counting sorting and organizing. Many of the plants may be able to stay in these crates throughout the process (from off-loading the delivery truck to the end of the sale). I'm proposing we purchase 30 shallow, heavy duty 'bread' crates for \$10 each, a total of \$300. There was some confusion among customers to find where to pay. We will work on better directional signage to cashier stations.

Lots of other tiny details, too numerous to mention here will be implemented in the future.

#### OTHER NOTES

I propose a 3-year commitment for Plant Sale Event Managers with the following schedule. Year 1, learn from and assist the current Plant Sale Manager; Year 2, Plant Sale Manager; Year 3 Plant Sale Manager working with and teaching his/her replacement. This should keep fresh eyes on the event while maintaining continuity.

Formosa has mentioned that they may help us with plant propagation for the Sale. I have not gotten a response from my initial communication. I will continue to work on this valuable offer and will keep the chapter informed.

#### **Communications Director Report by D'Ann Williams**

##### Publicity/Social Media:

- Still learning as I go surely on all fronts!
- Have designed a 72x24 Colonial Nesting Bird Identifier board as seen at Linda Castro and a "What is a Colonial Nesting Waterbird?" for the Bent Oaks Rookery Park and have included our Chapter's Logo.
- Will also be doing the same at the Palapa Bird Viewing stand at Rockport Beach.

##### Newsletter:

- Bobbie Lee Will be publishing the newsletter 4 times a year. Feb, May, Aug, Nov
- You can find the newsletters on our Website.
- Please send your articles and ideas to Bobbie Lee of the great work you are all doing.

##### Outreach:

- We will have a booth at Winter Texan Day this next Thursday. Expect 2000+ people to attend.
- Will be passing out Up2U mesh trash bags, CBP bird identifier brochures and a new Chapter Nature and Heritage Sights Brochure
- 2000 of the brochures will come in this week and have a QR code to our chapter's website which advertises all 8 of our counties' nature and heritage sites (including Port A's and Corpus Christi).
- Kris has really stepped up to help me and it is much appreciated
- Let me know of any sites to add or changes to make in the great areas you work moving forward.
- Will be queuing up at the Bent Oak Rookery Park 3rd Saturday of every month – starting with a Valentine's themed – Love is in the Air party to celebrate the kickoff of nesting season. Join us!

##### Historian:

Kris Kirkwood reports that Chapter materials are being retained and stored at the Kirkwood residence in accordance with State program retention policies. Janet Cunningham is maintaining the Chapter scrapbook

Webmaster:

Ray Kirkwood reports that the MCTMN website was modified in 2022 to increase usability to members. The most significant modification was replacing the old calendar with a faster, more responsive Google-compatible calendar. As new opportunities are posted, users can click an event to show all details. The option to copy the event to the member's own calendar is available.

### **Class Representative Annual Report by Laura Andersen**

1. Out of a total of 14 participants in the class of 2022: 7 graduates certified and 4 graduates also re-certified
2. An email was sent to all 14 participants of the 2022 class to encourage their continued participation by asking them to pay their dues before February 1, 2023 so they could continue participating as Associate TMNers members if they were not able to get certified.
3. Information was sent to the Class of 2022 participants containing the starting dates of the 2023 class. Encouraging them to attend any sessions of the new class, especially if they had to miss any sessions because of schedule conflicts while they were in the class last year. I asked that they contact Greg Simmons or Sally Scroggs as the Initial Training Directors if they would like to attend a particular session to make sure there was room for them to participate in the session they wanted to attend.
4. Also, We can continue to brand our personal items with our Mid-Coast Chapter logo by dropping them off at SK (Sun Kissed) Embroidery, 524 E. Market Street, Rockport, TX 78382, Phone #: 361-450-0841

### **January Meeting Attendance**

Members present: Laura Andersen, Bill Burge, Ele Chew, Bob Cunningham, Cindy Hanifen, Julie Hejducek, Charla Ingalls, Ray Kirkwood, Kris Kirkwood, Bobbie Lee, Dee Mahaffey, Debbie Minns, Sally Scroggs, Greg Simmons, D'Ann Williams.

### **Awards**

Initial Certification plaque and enamel dragonfly: Bobbie Lee

2022 Lightning Whelk recertification pin: Cindy Hanifen, Roger Ingalls (via Charla), and Debbie Minns