

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

The Mid-Coast Chapter's Board of Directors Meeting was held at 10:00 am on Saturday, April 8, 2023, at Fulton Mansion Education and History Center, 317 S. Fulton Beach Rd., Rockport, Texas 78382. It was a hybrid remote and in-person meeting.

### **Business Meeting**

The business meeting was called to order at 10:00 am by President Bob Cunningham. The minutes were recorded by Secretary Ele Chew. The meeting adjourned at 12:35 pm for 2.5 hours VS plus travel.

### [April Meeting Attendance](#)

Eighteen members in good standing were in attendance, including a quorum of ten 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 January 14, 2023, were posted on January 30, 2023, on Mid-Coast Chapter of the Texas Master Naturalist program website. There were no revisions to the minutes of the [January 2023 Board Meeting](#). Bill Burge moved to approve the minutes and Ray Kirkwood seconded the motion. The minutes were approved by acclamation as published on the website.

### **Treasurer's Report**

Treasurer Charla Ingalls tendered her resignation and Julie Hejducek was nominated by Bill Burge to serve as interim Treasurer for the remainder of the year 2023 until the annual November meeting and the nomination was seconded by Rebecca Stapleton. The vote passed unanimously. Bill Burge moved to remove Charla Ingalls and add Julie Hejducek as signer to Prosperity Bank account # 571379924 signature card as of April 8, 2023. The signature card will be updated with names of signers President Bob Cunningham, Vice President Bill Burge and interim Treasurer Julie Hejducek. "Bill Pay" service will be added. Phil Stapleton seconded the motion. The motion passed unanimously.

The Treasurer's Report Year to Date as of 03/31/2023

Bank Statement Balance 03/31/2023	\$43,183.67
Profit/Loss Statement 03/31/2023	
Total Income 2023 YTD	\$1,205.27
Total Expenses 2023 YTD	\$3,252.61
Net Loss 2023 YTD	\$-2,047.34

The Chapter will be running in a net loss until the plant sale. All budget items are within budget. Ray Kirkwood moved to approve the Treasurer's Report and Rebecca Stapleton seconded the

motion. The motion passed unanimously.

## **New Business**

### **Nature Journal Show**

The Mid-Coast and South Coast Chapters of the Texas Master Naturalist Program are presenting a Nature Journal Show at the Lockett Gallery of the Art Center of Corpus Christi. There will be an educational public outreach to promote the love of nature and journaling to all ages. The exhibition date is July 4-July 29, 2023. Submission deadline is June 15, 2023.

### **Policy for MCTMN Application for Membership Payment**

Some applicants have submitted application payments before open enrollment. Options were discussed: return payment or put the applicant on a waitlist. The matter was tabled for future discussions.

### **Budget Amendment for Climate Controlled Storage Unit**

Vice President Bill Burge reported findings on securing appropriate climate-controlled storage unit and shelving for the hybrid meeting equipment, document retention files, educational outreach equipment, etc. He proposed that the budget be increased by \$750.00; the current budget does not include an item for secure a/c storage. Rebecca Stapleton moved to accept this proposal and Julie Hejducek seconded the motion. The motion passed unanimously. The budget amendment will be brought to the membership for a vote at the next meeting, now that it has been approved by the board.

### **Director Reports:**

- [President](#) Bob Cunningham – President’s Report
- [Vice President](#) Bill Burge – Follow-up on Hybrid Meeting Equipment and Storage
- [Treasurer](#) Interim Treasurer Julie Hejducek–Financial Reports
- [Membership Director](#) Dee Mahaffey – 2023 Activities and Class of 2023
- Advanced Training Director Linda Shirey- Annual Requests
- [Initial Training Directors](#) Greg Simmons & Sally Scroggs – Review of the Class of 2023
- [Projects Director](#) Ray Kirkwood – Technical Guidance Position, Business Calendar, Contingency Funding
- [Plant Sale Manager](#) – Debbie Minns
- [Communications Director](#) D’Ann Williams– Publicity, Newsletter, Outreach, Webmaster, Social Media, Historian
- Past President Claire Barnhart – No Report
- [Class Representative](#) Laura Andersen – Class of 2022
- Chapter Advisor – No report

**Adjournment**

Bill Burge moved to adjourn the meeting and Phil Stapleton seconded the motion. The motion passed unanimously.

Respectfully submitted,

Ele Chew

Mid-Coast Chapter Secretary

# Treasurer Financial Reports by Julie Hejducek

MID-COAST TMN  
2023 BUDGET  
AS OF: EOM JAN

Printed: 13-04-23

CATEGORY	2023 BUDGET EXPLANATION	2023 BUDGET	2023 ACTUALS	Over / (Under)
<b>INCOME</b>				
Dues	Annual dues (\$13/person average x 100 paying members)	1,300.00	909.95	(390.05)
Donations	Samsung (\$40/mo), Amazon Smile, other	600.00	55.91	Includes Amazon Smile 10.91 (544.09)
Initial Training Fees	Initial training (20 FOR 2024 class)	3,000.00		(3,000.00)
Plant sale	Hummerbird	12,000.00		(12,000.00)
Book Sales	Book Sales	250.00	239.40	12 copies @ 19.95 Guidebook to ANWR (10.60)
Badge Replacement		50.00		(50.00)
<b>TOTAL INCOME</b>		<b>\$17,200.00</b>	<b>\$1,205.26</b>	<b>(15,994.74)</b>
<b>EXPENSES</b>				
<b>Administrative</b>				
VP Expenses	Supplies & other expenses incurred by VP, hotspot plan \$600	800.00		(800.00)
VP Expenses for Meetings - Capital Expense	Laptop case \$25, laptop \$280, monitor \$250, Owl case \$90, Owl Zoom Equip \$1200	2,150.00	1,928.12	Lap, Monitor, Owl (221.88)
Secretary's Supplies	Paper, ink, postage, other supplies	100.00		(100.00)
Treasurer's Supplies	Paper, ink, postage, checks, Treas laptop IT Maint - \$200	300.00	199.99	1 year Geek support (100.01)
Treasurer - Capital Expense	Mouse \$50	50.00		(50.00)
Historian and scrapbook	Toner, Paper, Scrapbook pages, storage, etc.	100.00		(100.00)
Project Director Expenses	Future Proposed Projects	1,400.00		(1,400.00)
Membership	Plaques (2 cases @ \$130.75 ea) - \$260 name badges - \$13*20=\$260 mailing awards @\$4.50 ea - \$200	750.00		(750.00)
Communications - Website & IT	website domain name \$15, hosting \$105 & improvements \$270; Wufoo online data support \$350; Zoom license \$150	950.00	165.00	Annual hosting fee (785.00)
Communications - Newsletter/ Gen Marketing	M8 Pub fee 9x12=\$108, Carot Contact 10x12=\$120 Boosted FB ads 10x12=\$120	348.00	44.05	Microsoft monthly \$@6.81 (303.95)
Communications - Outreach	Monthly outreach event supplies 10x100 + \$50 mbc expense	1,050.00	358.38	Winter Texas Appreciation Day Registration 50, Easel 100, Poster 32, Brochures 180 (691.65)
Communications - Outreach - Capital Expense	Outreach table skulls, pelt, etc - \$1784 Geocaching, other gadgets/gizmos \$110	1,903.00		(1,903.00)
PO Box Rental	Post Office box rental - Fulton	200.00		(200.00)
Discretionary	Honorariums, TMN annual silent auction contrib, etc	350.00		(350.00)
<b>Total Administrative</b>		<b>\$10,451.00</b>	<b>\$2,685.51</b>	<b>(7,765.49)</b>
<b>Advanced Training</b>				
Advanced Training	Instructor/speaker fees	250.00		(250.00)
<b>Training - Initial</b>				
Boat / Touch Tank Fees	RV Katy for Bay and Barrier Island Ecology	800.00		(800.00)
Books - Purchased	12 Statewide Curriculum (TAMU Press), 20 My Bush Country Backyard	920.00		(920.00)
Instructor Fees	Honoraria or expense reimbursements (2 X \$250 assumed)	500.00		(500.00)
Venue	Fees	75.00		(75.00)
Contingency Fund	Other expenses (15% contingency)	470.00		(470.00)
Supplies & expenses	Note pads, printing, binders, badges, etc.	845.00		(845.00)
Masks	Masks and hand sanitizers	-		-
IT Fees - Withdraw refund		-		-
<b>Total Initial Training</b>		<b>\$3,810.00</b>	<b>\$0.00</b>	<b>(3,810.00)</b>
<b>Plant Sale</b>				
Hummerbird Fee	For outside space	105.00	\$105.00	-
Plants	Plants purchased	5,000.00		(5,000.00)
Sales Tax	Tax for sales other than 2 "tee days". Total taxable amount.	150.00	\$452.10	Estimate based on prior year 2021 payment of 130. There was a credit of (170) refunded for 2020 overpayment. Taxable Sales in 2022 were higher than 2021 - budget to actual tax difference of 215. Penalty for late payment 37. 170+215+37 =452. 302.10
POS Supplies	paper/labels/ink \$100, hotspot access fee \$60; barcode font license \$120	280.00		(280.00)
Supplies & Misc expenses	Misc needed for sale	300.00		(300.00)
Equipment Upgrades - Capital Expense	cart wheels - 220; trays - 300	520.00		(520.00)
<b>Total Plant Sale</b>		<b>\$ 6,355.00</b>	<b>\$ 557.10</b>	<b>(5,797.90)</b>
<b>TOTAL EXPENSES</b>		<b>\$20,866.00</b>	<b>\$3,252.61</b>	<b>-\$17,413.39</b>
<b>TOTAL NET INCOME</b>		<b>-\$3,466.00</b>	<b>-\$2,047.34</b>	<b>1,418.66</b>
<b>NET PLANT SALE INCOME</b>		<b>\$5,645.00</b>	<b>-\$557.10</b>	<b>(6,202.10)</b>
<b>CAPITAL EXPENSE</b>		<b>\$4,823.00</b>	<b>\$1,928.12</b>	<b>(2,894.88)</b>

2023 BUDGET \*0 ACTUALS Q1

## 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	966.55
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	\$270; 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/link \$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 Report by Bob Cunningham

### TMN Annual Meeting

TMN's annual meeting is scheduled for October 12 – 15th in McAllen. Much of the local habitat—and therefore many of the presentations and field sessions—will focus on the Tamaulipan thorn scrub ecology similar to that found in some of the inland portions of the Mid-Coast region. The meeting also coincides with an annular solar eclipse that affords especially good viewing from the Rio Grande Valley, and TMN is exploring options for all-day field session on Sat, October 14th at a site favorable for observing the eclipse.

The meeting itself will be held at the McAllen Convention Center, which is easily accessible from multiple hotels. Hotel room blocks within walking distance are ready for booking through the TMN annual meeting site. <https://txmn.tamu.edu/2023-annual-meeting/>

TMN has called for proposals for presentations, with a deadline of May 15th.

Registration should open the first week of August.

### Governing documents

The board of directors (BoD) is in the midst of extensively revising the Policies & Procedures Manual (P&P) to conform to TMN's new Chapter Operating Handbook (COH) framework and with the new Chapter Management and Operations Protocols (CMOP), both issued the latter part of 2022. Our goal is to present a finalized version and obtain approval from the board before April 28 in order to provide required 15-day notification to the membership for consideration and voting on the revised COH / P&P at the May 13th meeting. But it is more important to get the revisions right than to get them done quickly, so it is possible this project will rollover to the July / August set of BoD / chapter meetings. Once these governing documents are completed, we anticipate no further (major) changes should be needed until TMN issues additional guidance on a three-year cycle.

### **Call for leadership volunteers**

Bob Cunningham as President and Linda Shirey as Advanced Training director are resigning from those positions at the end of this year, and the BOD is creating a new position for a Technology Director charged with maintaining the chapter's various computer, communications and software subscriptions. Members are asked to carefully consider volunteering for one of those positions now; anyone interested should contact Bob directly.

The BOD meeting on July 8th will include a "mini-retreat" component for discussing a vision for development of the chapter over the next few years, including addressing a succession plan for orderly and effective transition in leadership.

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

Hybrid Meeting equipment has been purchased and was road tested today for the first time. It has been determined that we need a longer HDMI cable to allow for better positioning of the monitor. Several settings need to be adjusted to improve sound and picture. These are mostly just a part of breaking it in and learning to use the equipment.

At the end of the day, we'll likely use this equipment primarily for Board Meetings as it's not likely to perform as well in the noisy environment of a Chapter meeting. We'll try it in August and go from there.

The Board approved budget for an climate controlled storage unit. I'll be researching options until the budget amendment can be approved by the membership in May.

May Chapter meeting will be at Goose Island State Park.



**Membership Director Annual Report by Dee Mahaffey**

**March 2023 Hourskeeper Report**

**Chapter Service & Training in March 2023**

Volunteer Hours	Advanced Training	# Members Reporting	# Different Opportunities	Value at \$23 per hour
1,079.25	82.25	60	34	<b>\$26,714.50</b>

**Service & Training 2023 Year-to-Date Total**

Volunteer Hours	Advanced Training	# Members Reporting	# Different Opportunities	Value at \$23 per hour
3,459.75	563.25	86	42	<b>\$92,529.00</b>

**+ Cumulative—Chapter Inception in 2000 to Present**

Volunteer Hours	Advanced Training	All-time # Members Reporting	# Different Opportunities	Value at \$23 per hour
230,238.25	24,109.50	326	72	<b>\$5,849,998.25</b>

As of April 4, the Mid-Coast Chapter has 17 Members-in-Training and 115 total TMN-Active members eligible to report hours. Changes:

- Class of 2023 members Cissy Beasley, Brock Brown, Shelley Ferguson, and Linda Nicholas are postponing further initial training due to various unforeseen circumstances.
- Nine members have been notified by U.S. mail that their membership is suspended as of April 1 because of nonpayment of dues. Those who resign or do not respond will be marked TMN-Inactive in VMS, with the option to rejoin the chapter in future with no loss of hours.

Recertification 2023—11 members have recertified for 2023. Since the last report: Janet McCrea, Robyn Savage, Sally Scroggs, and Greg Simmons. See page 2 for the full list.

Class of 2022—Eight of the 14 members of the class have completed initial certification, and 2 are very close. State directives now in effect “...encourage members-in- training to certify within 12 months of the start date of their training class per State CMOP guidance.” Our P&P, in effect at the time of their start date, aimed for certification early in June 2023, at graduation of the following class.

Class of 2023—In addition to Initial Training reports, Members-in-Training have reported 279.50 VS hours and 130.25 AT hours.

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

- Spring training program began January 28 with Orientation.
- 6 of 10 training sessions are completed. Riparian Ecology at Fennessey Ranch - Session 7 is next on the list.
- Class size is 17. Four have suspended training for various reasons.
- 2023 is an exceptional class. Most are on track to complete 40 hours of the required initial training. Several are already logging significant volunteer and advanced training hours.
- Thanks to our training ambassadors who are assisting in organizing and coordinating various training sessions, including Debbie Griffith with Archeology, the Stapletons with Mid-coast Ecology at ANWR, the Kirkwoods with Upland Ecology at Welder, Dee Mahaffey with Interpreting Nature at Lake Texana Park, the Bergers with Coastal Prairie and Wetland Ecology at Powderhorn WMA, Bill Burge and Liz Smith with Riparian Ecology at Fennessey, and Claire Barnhart and Wilfred Korth with Native Plants at Barnhart Ranch.
- Graduation is scheduled for June 3 at Barnhart Ranch. We are planning for a membership potluck so save the date.

### **Advanced Training Director Report by Linda Shirey**

I have approved 54 requests this year. I am still having the issues of people submitting a request after the event and people just posting potential training on social media and not submitting an approval request for that training. I am still looking for someone to take over the advanced training directorship.

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

- (1) Developed a Policy and Procedures to include a Technical Guidance position that would allow one to sit on another organization's board. That person could attend that organization board meetings but would not vote. The position would require formal chapter approval. An example is Bill Burge attending oyster-related agencies' board meetings.
- (2) Kris Kirkwood is developing a business calendar which is separate from the plant sale calendar.
- (3) Developing a process in Policy and Procedures to allocate contingency funding for a project. The project manager would need to provide a project plan, cost, resources, etc. "After Action" quarterly reports would be given to account for the expenditures.

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

The space has been reserved with the Rockport-Fulton Chamber of Commerce for the 2023 Hummerbird Celebration. There was a price change from the past \$105 to the current \$150 which includes electricity. Compared to other booth rates, this is still a bargain.

Seeds have been mailed to Formosa and a follow-up meeting is planned for April 19, 2023 to check on their propagation progress for plants to be available for sale at the Plant Sale, as well as, other TMN projects. Most of the plant sale team is in place. The volunteer coordinator is the only lead volunteer that has not been secured.

A kick-off meeting will be scheduled soon so that lead volunteers can meet and review the duties and timeline for the Sale.

This year's HummerBird Celebration is September 14-17, 2023. Friday and Saturday hours are 9:00 a.m. – 5:00 p.m. and Sunday hours are 10:00 a.m. – 3:00 p.m. Set-up is 7:00 – 9:00 a.m. on the 14<sup>th</sup>. "Tear Down" is 3:00 – 5:00 p.m. on Sunday. A full timeline of Plant Sale activities is available on the chapter's website.

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
5-Jan	Project Manager to work with Treasurer to develop budget	Project Manager		Done- using past sales data and working with Treasurer
8-Jan	Reserve Hummerbird Celebration booth space	Project Manager		Done- Treasurer
8-Jan	Report budget for plant sale at Board meeting	Project Manager		Done
12-Feb	Chapter meeting: recruit volunteer coordinators and propagators	Project Manager		
28-Feb	Set Staging site if necessary	Project Manager		Done-Liz Smith
28-Feb	Recruit PPT Coordinator	Project Manager		Cathy Koenig
28-Feb	Recruit Volunteer Coordinator	Project Manager		Sandra Garcia
28-Feb	Recruit Education Coordinator	Project Manager		
28-Feb	Recruit Data Coordinator	Project Manager		Charla Ingalls
28-Feb	Recruit Preorder Coordinator	Project Manager		Debbie Minns
28-Feb	Committee Meet to:	Plant Committee		
	Review and finalize "Dream Plant List" (DPL)	Plant Committee		
	Review and finalize Propagation List	Plant Committee		
	Investigate additional native plant vendors			
	Review previous Lessons Learned	Plant Committee		
7-Mar	PPT Coordinator to solicit growers	PPT Coordinator		
	PPT Coordinator to determine plant assignments	PPT Coordinator		
	PPT Coordinator to schedule plant propagation training if necessary	PPT Coordinator		
	PPT Coordinator to order gallon pots and soil for growers if necessary	PPT Coordinator		
9-Apr	Board Meeting: report on progress	Project Manager		
14-May	Chapter meeting: Discuss plant sale	Project Manager		
4-Jun	Training graduation: recruit volunteers	Vol.Coordinator		
15-Jun	Final date to propagate for current-yr sale - <b>fast-growing plants only</b>	PPT Coordinator		
9-Jul	Board meeting: progress report	Project Manager		
31-Jul	PPT Coordinator to provide preliminary update on growing status-numbers and species	PPT Coordinator		
1-Aug	Begin collecting boxes to hold plants	Vol.Coordinator	Volunteers	Wilfred Korth good contact

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
1-Aug	Review weekly availability list from NTN all the way to sale	Project Manager		Also Preorder Coordinator
1-Aug	Make sure MCTMN portable shade is available & in good shape	Project Manager		
13-Aug	Chapter meeting:report progress and recruit volunteers	Project Manager		Vol Coordinator to handle volunteer discussion
14-Aug	Update volunteer online schedule signup--pre-sale and during sale requirements	Vol.Coordinator		Kris Kirkwood has template and can help
15-Aug	Send email to chapter members seeking volunteers for all slots	Vol.Coordinator		WWF, Butterfly tent, Outreach
15-Aug	Ask AgriLife to use 10 tables (old tables) and 4 chairs	Project Manager		
15-Aug	Check list of speakers to determine who might be interested in plant list	Project Manager		work with H/B person in charge of speakers
15-Aug	Review Heeps plant list; get prices	Project Manager		
15-Aug	Find out which plants speakers will be recommending to see about ordering	Project Manager		
15-Aug	Refresh memory on lessons learned from previous sales	Plant Committee		Lessons learned captured in Plant Sale Resources
15-Aug	print tax certificate for NTN & Heep's	Treasurer		If necessary
19-Aug	PPT Coordinator to get detailed updated propagated plant list--size, species and number	PPT Coordinator		
19-Aug	PPT Coordinator to notify growers to deliver plants the weekend before the sale ((Sept 10-11)	PPT Coordinator		Can use last year's email as model
22-Aug	Begin drafting pre- & special-order email and plant list	PreOrder Coordinator		Chapter secretary has TMN mailing lists; Kris Kirkwood has NPSOT list and email and price list template
26-Aug	Send out pre- & special order email and plant list to Chapters & NPSOT: preorders due 4 Sep and pickup on 15 Sep	PreOrder Coordinator		
31-Aug	Lock down volunteers for all slots--presale and during sale	Vol.Coordinator		

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
31-Aug	Research handout copy prices & line up printer	TBD		Office Depot probably has best price
31-Aug	Design and print inventory spreadsheet to be used to inventory plants from PPT, Heeps, NTN before and during sale	Data Coordinator		If necessary. Square may be adequate
1-Sep	Check plant sale inventory (including miniblind slats and label paper) and add to supplies as necessary; See supply list	Project Manager		Existing supplies are in storage
1-Sep	Send reminder of deadline for delivery of PPT plants on 10-11 Sep and request any final updates to list of plants to be provided (number, size and species)	PPT Coordinator		
2-Sep	Send out reminder of pre- & special order deadline	PreOrder Coordinator		
4-Sep	Preorder Deadline			
5-Sep	PreOrder Coordinator to provide spreadsheet with preorders to Project Manager and Data Coordinator	PreOrder Coordinator		
5-11 Sept	Set dates for training volunteers on sales procedures and new technology as applicable	Vol.Coordinator		Work with Charla Ingalls
7-Sep	Coordinate treasurer engagement in sale; arrange for delivery of cash, cashbox and Square equipment (fully charged)	Project Man./Treasurer		
7-Sep	Arrange to have signed check(s) for payment(s) at nursery and on delivery	Treasurer		
7-14 Sep	Check label and sign inventory in storage and prepare additional as needed	Education Coordinator		
7-Sep	Place Heep order	Project Manager		Or Preorder Coordinator
8-Sep	Arrange to borrow vehicle or rent U-Haul to get plants from Heep's if needed	Project Manager		
8-Sep	Place NTN order; set delivery on Tuesday before sale (13 Sep)	Project Manager		Or Preorder Coordinator
9-Sep	Visit Heep's Nursery & get plants; take to staging area; provide inventory of plants to Project Manager and Data Coordinator	Vol Coordinator	Volunteers	

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
10-Sep	Begin editing plant handout based on plants ordered	Education Coordinator		Begin with Kris Kirkwood's template. DON'T MODIFY TEMPLATE FORMATTING. Use style tags
10-11 Sep	Propagated Plant Delivery	PPT Volunteer	Growers	
11-Sep	Send info for volunteers on how to work at the plant sale; train as necessary	Vol.Coordinator		See resource materials on chaptr website
11-Sep	Finalize shift schedule - all worker slots full; reconfirm volunteers for NTN delivery	Vol.Coordinator		
12-Sep	Inventory propagated plant delivery and send inventory to Project Manager and Data Coordinator	PPT Coordinator		Also Preorder Coordinator
12-Sep	Arrange to store plants & equip in bldg each night; get in early each a.m.	Project Manager		Check with HBC chair
13-Sep	NTN delivery; divide into 2 sets: ensure sufficient volunteers are available	Vol.Coordinator	Volunteers	
13-Sep	Provide inventory of NTN plants delivered to Data Coordinator (use NTN delivery invoice)	Project Manager		
8-14 Sep	Ensure all plants have been divided into two groups, have labels and larger pots have price written on side	Vol.Coordinator	Volunteers	
13-14 Sep	Segregate all preorders; PreOrder Coordinator to coordinate pickup with purchasers	PreOrder Coordinator	Volunteers	
15-Sep	Preorder Pickup; other dates as arranged with Preorder Coordinator	PreOrder Coordinator	Volunteers	
14-15 Sep	Load Day 1 plants in trays	Logistics Coordinator	Volunteers	
13-15 Sep	Finalize handout to include all plants actually received; get printed	Education Coordinator		
15-Sep	Get copies of plant handout from printer	Education Coordinator		
15-Sep	Print signs: price, native plants, holding area, others	Education Coordinator		
15-Sep	Tables and plant sale supplies to be transported from Ext. Office and storage to highschool	Logistics and Vol. Coordinators	Volunteers	Bill Burge possible coordinator; key volunteer in any event.

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
15-Sep	Prepare comprehensive starting Inventory	Data Coordinator		
10-16 Sep	Water plants daily at staging site; prune, remove old prices from pots	Vol.Coordinator	Volunteers	
15-Sep	Reconfirm volunteers to transport plants on 16 and 17 Sep	Vol.Coordinator	Volunteers	
15-Sep	Make pdf of handout & send to person in charge to give to speakers	Education Coordinator		
15-Sep	Get cash, cash box and Square from Treasurer	Project Manager		
16-Sep	At 7 am, move half of the plants from staging site to high school	Vol Coordinator	Volunteers	
16-Sep	At high school, erect tents and set up tables - arrange plants, all signs, handouts	Vol Coordinator	Volunteers	
16-Sep	At high school, set up cashier table, with cash and credit lanes	Vol Coordinator	Volunteers	
16-Sep	Do starting inventory	Day Lead	Volunteers	
16-Sep	Remind cash & credit volunteers and receipt writers of duties	Day Lead		as come on duty
16-Sep	Remind each new sale worker on duties; how to answer questions	Day Lead		as come on duty
16-Sep	As the last of a plant type sells, store signs	Volunteer		Holding area or cashier assistant
16-Sep	30 minutes before close, take closing inventory for Project Manager to provide to Treasurer	Day Lead		
16-Sep	At end of day, move plants into building; clean outside area	Day Lead	Volunteers	Last time slot volunteers
16-Sep	At end of day, provide cash box and Square to Treasurer to calculate daily revenue and charge all devices	Treasurer		
17-Sep	At 7 am, move remainder of plants to high school	Logistics Coordinator	Volunteers	
17-Sep	At 7 am, move plants, etc outside building; clean up overnight storage area	Logistics Coordinator	Volunteers	

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
17-Sep	Set up tents and set up tables - arrange plants, all signs, handouts	Logistics Coordinator	Volunteers	
17-Sep	Do starting inventory	Day Lead	Volunteers	
17-Sep	Retrieve cash box from Treasurer for use at cashiers' table	Project Manager		
17-Sep	Remind cash & credit volunteer and receipt writers of duties	Day Lead		as necessary
17-Sep	Remind each new sale worker on duties; how to answer questions	Day Lead		as necessary
17-Sep	As the last of a plant type sells, store signs	Volunteer	Volunteers	
17-Sep	30 minutes before close, take closing inventory for Project Manager	Day Lead	Volunteers	
17-Sep	At end of day, move plants into building; clean outside area	Logistics Coordinator	Volunteers	Last time slot volunteers
17-Sep	At end of day, provide cash box and Square to Treasurer to calculate daily revenue and charge devices	Treasurer		
18-Sep	At 7 am, move plants, etc outside building; clean up overnight storage area	Logistics Coordinator	Volunteers	
18-Sep	Set up tents and set up tables - arrange plants, all signs, handouts	Logistics Coordinator	Volunteers	
18-Sep	Retrieve cash box from Treasurer for use at cashiers' table	Project Manager		
18-Sep	Remind cash & credit volunteer and receipt writers of duties	Day Lead		as necessary
18-Sep	Remind each new sale worker on duties; how to answer questions	Day Lead		as necessary
18-Sep	As the last of a plant type sells, store signs		Volunteers	
18-Sep	At end of day, provide cash box and Square to Treasurer to calculate daily revenue	Project Manager		
18-Sep	Remove and store all signs and other supplies for transport to storage		Volunteers	

2022 Timeline

On or By Date	Activity	Organizer	Workers	Notes
18-Sep	Transport unsold plants to post-sale area and do inventory of unsold plants	Vol.Coordinator	Volunteers	Provide list to Project Manager and Data Coordinator
18-Sep	Clean and transport tables to overnight storage area for delivery to Agrilife on Monday	Logistics Coordinator	Volunteers	
19-Sep	Make notes during sale on lessons learned	Project Manager		
20-Sep	Send out list of remaining plants to members, NPSOT and sell from holding area; consider local sales	Project Manager	Volunteers	
30-Sep	Final: donate remaining plants to non-profits; return to propagators, or overwinter	Project Manager		
30-Sep	water plants until disposed of	Vol Coordinator	Volunteers	
post sale	save flats, pots	Project Manager		

## Communications Director Report by D'Ann Williams

### Publicity/Social Media:

- Have created a business Facebook Page for the Chapter. Will be able to boost ads for events like the Spring Plant Sale.
- o Admin will post only on the page, but others can respond.



- Will still have the Facebook Group page for chapter members and friends to post about things that they'd like to get the word out on, inspirational posts, nature photos, etc.
- o The team has created a "Group" and "Page" do(s) and don't(s) piece.
- o Warning members to refrain from posts that do not abide by the Texas Master Naturalist's Code of Conduct. Posts will be removed and the individual warned that continued conduct may result in suspension.
- o Also dealing with periodic Spam removal that occurs in the Group page.

**Newsletter:**

- Not reported

**Outreach:**

- Bent Oaks Rookery Park – Birding Interpretation boards have been installed and have become a big hit with the public
- o Great collaborative effort with City of Rockport Park's Dept., Coastal Birding Program, etc.
- Next Outreach Event – Feb. 22nd at Earth Day at Bent Oak Rookery Park – 10:00 to 12:00
- o Will pass out Earth Day tattoos and have spotting scopes out.
- o Will invite families to go to the Bay Education Center partners for a Kids Activity.

**Historian/Scrapbook:**

- Not Reported

**Webmaster:**

- Not Reported

**Administration:**

- Working on Chapter's Policies and Procedures to update "Communication" team's piece in the document.
- Will be working with State as needed on Branding needs moving forward with regards to Thank you cards, Letterhead, etc.
- President asked that the team get with State on how we can add to the 25th anniversary of the Texas Master Naturalist program and activities.

**Class Representative Annual Report by Laura Andersen**

1. 12 out of 14 of the 2022 class participants have been certified.
2. The 2 remaining participants have less than 10 hours between the both of them to become certified and have indicated that they should be able to certify soon.
3. The State office for TMN has asked that anyone using an outside vendor for embroidery to please have that vendor contact them. All vendors will need to be vetted for approval to do the branded TMN logo on anything.

4. Because the Mid-Coast Chapter is comprised of 8 counties, we are asking any members not in Aransas that would like to submit a vendor for embroidery near them contact Laura Andersen for help in that process.

**April Meeting Attendance**

Members present: Laura Andersen, Brigid Berger, Bill Burge, Ele Chew, Bob Cunningham, Patrick Hartigan, Julie Hejducek, Charla Ingalls, Ray Kirkwood, Kris Kirkwood, Steve Marwitz, Sally Scroggs, Linda Shirey, Greg Simmons, Stephen Simmons, Phil Stapleton, Rebecca Stapleton, D'Ann Williams.