

**Mid-Coast Chapter, Texas Master Naturalist  
Minutes, November 2022 General Membership Annual Meeting**

The Mid-Coast Chapter's General Membership Annual Meeting was held at 10:00 am on Saturday, November 12, 2022 at the Visitor's Center of Aransas National Wildlife Refuge, 1 Wildlife Cir., Austwell, TX 77950.

**Program**

At 10:00 am, Carter Crouch, Director of Gulf Coast Programs for the International Crane Foundation, presented a program about Whooping Cranes and discussed volunteer service opportunities. Approved AT is 1.25 hours.

The business meeting was called to order at 11:15 am by President Bob Cunningham. Minutes were recorded by Kris Kirkwood and compiled by Ele Chew. Secretary Kim Gaddy was absent. Meeting adjourned at 1:43 pm for 2.50 hours VS plus travel.

**Attendance [See Attendance](#)**

Thirty-eight members in good standing and 11 visitors including 10 members of the upcoming Class of 2023 were in attendance.

**Minutes of the Last Meeting [\(See Tab 2\)](#)**

Minutes from the last general membership meeting on August 13<sup>th</sup> were previously notified to membership and published on the website. There were no corrections. Debbie Griffith moved that the minutes be accepted as published and Dee Mahaffey seconded. Motion passed and the minutes were approved.

**Treasurer's Report [\(See Tabs 3a-c\)](#)**

Mid-Coast Master Naturalist Chapter Meeting Report – Nov 12, 2022

Treasurer's Report Year to Date As of: 10/31/2022

**Beginning Bank Balance 01/01/2022** **\$33606.90**

**Bank Statement Balance 10/31/2022** **\$39497.76**

Un-cleared Bank Transactions \$ 277.03

Register Bank Balance \$39220.73

Bank Balance YTD net \$ 5613.83

**Profit/Loss Statement 10/31/22**

Total Income 2022 YTD \$18330.10

Total Expenses 2022 YTD \$12716.27

Net Income 2022 YTD \$ 5613.83

## Plant Sale

Income (Plant Sales)	\$13137.92
Expenses (System, Plants, Supplies)	\$ 7036.39
Net Income	\$ 6101.53

## Business Meeting

- Bylaws Changes ([See Tab 1](#))

President Cunningham stated that the Board of Directors approved the revised Bylaws at their October 8<sup>th</sup> meeting, including the officer term of service to be one year and including the Addendum for conflict of interest provision required of 501(c)(3) chapters. Members were provided 30-day advance notification of the Bylaws revisions by the Secretary via email with website link on October 13, 2022 (attached). Ray Kirkwood moved that the Revised Bylaws be approved and Wilfred Korth seconded. There being no nay votes, the motion passed by a more than the required two-thirds majority of members present constituting a quorum. The revised Bylaws go into effect on January 1, 2023.

- Election of Officers ([See Tab 1](#))

The slate of officers for 2023 proposed by the Nominating Committee chair and approved by the Board of Directors was notified to Members by the Secretary via email notice on October 27, 2022 (attached), and presented for vote at the meeting:

President - Bob Cunningham

Vice President – Bill Burge, with Brigid Berger shadowing him in the position

Treasurer – Charla Ingalls, with Julie Hejducek shadowing her in the position

Secretary – Eleanor Chew

President Cunningham opened the floor for nominations. There being none, Claire Barnhart moved that the proposed slate of officers be elected by acclamation. Linda Shirey seconded. Motion passed by acclamation with no dissenting votes.

## Director Reports:

- Vice President – Financial Review and Recommendations ([See Tab 4](#))
- Membership Director – 2022 Activities and Class of 2023 ([See Tab 5](#))
- Advanced Training Director – 2022 Activities and Class of 2023 ([See Tab 6](#))
- Initial Training Director – Plans for the Class of 2023 ([See Tab 7](#))
- Projects Director – 2022 Plant Sale and Major 2023 Projects ([See Tab 8](#))
- Communications Director ([See Tab 9](#))

- Past President – No report
- Class Representative – ([See Tab 10](#))
- Chapter Advisor – No report

**Awards** ([See Awards](#))

**Mid-Coast Chapter, Texas Master Naturalist  
Minutes, membership meeting November 12, 2022  
Tab 1 attachment, President's Report**

- Membership vote on Bylaws revisions

The Texas Master Naturalist Program provides a template for all chapters to use in adopting and amending individual chapter Bylaws. All chapter Bylaws must be uniform across all chapters and are to be adopted verbatim, except each chapter may select (i) an option of 12 months or 24 months for the "Term of Officers" and (ii) an option for a "Conflict of Interest" Addendum for 501 (c) (3) chapters.

On October 8, 2022 the MC-TMN Board of Directors approved a 12 month term for Officers / Directors and to include the Addendum, in keeping with longstanding practice. The Chapter Advisor and the Texas Master Naturalist program have given their approval. Members were provided 30-day advance notification of the Bylaws revisions by the Secretary via email with website link on October 13, 2022.

Approval by the Mid-Coast Chapter membership of these amended Bylaws requires a two-thirds vote of members constituting a quorum at the annual meeting. Upon such approval, the revised Bylaws will go into effect on January 1, 2023.

- Membership vote on Election of Officers

The slate of officers for 2023 proposed by the Nominating Committee chair and approved by the Board of Directors for 2023 was notified to Members by the Secretary via email notice on October 27, 2022 (attached). That slate consists of:

President - Bob Cunningham

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Vice President – Bill Burge, with Brigid Berger shadowing him in the position

Treasurer – Charla Ingalls, with Julie Hejducek shadowing her in the position

Secretary – Eleanor Chew

Nominations for all positions will be accepted from the floor prior to a vote at this meeting. If more than one candidate is nominated for a position, election shall take place by secret ballot at the meeting and winners determined by a simple majority. If only one candidate is nominated for an office, that candidate may be elected by voice vote. Newly elected Officers shall assume their duties within the month of January of 2023.

- TMN Annual Meeting

I attended the TMN annual meeting in Houston and represented the chapter at the Presidents Luncheon on opening day. The conference was well attended, offered a wide scope of presentations, and was very smoothly run. While at the conference I took delivery of Initial Training textbooks for the IT directors to save on shipping costs.

Next year's Annual Meeting will be in Mc Allen. The certification pin for 2023 was revealed as a Texas eco-region pin.

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### 30 day notice MCTMN revised bylaws vote

From: Kim Gaddy [TPWD - Master Naturalist] (system@ecemail.samaritan.com)

To: bob.cunningham@rocketmail.com

Date: Thursday, October 13, 2022 at 02:45 PM CDT

Please see the message from Bob below. The link to the Bylaws is [here](#):

Pursuant to Article X of the Bylaws of Mid-Coast Chapter, this provides notification of proposed revised Bylaws to be voted upon at the annual membership meeting beginning at 11:00 am on November 12, 2022 at the Visitors Center at Aransas National Wildlife Refuge, 1 Wildlife Cir, Austwell, TX 77950.

The Texas Master Naturalist Program provides a template for all chapters to use to adopt and amend individual chapter Bylaws. All chapter Bylaws must be uniform across all chapters and are to be adopted verbatim, except each chapter may select (i) an option of 12 months or 24 months for the "Term of Officers" and (ii) an option for a "Conflict of Interest" Addendum for 501 (c) (3) chapters.

On October 8, 2022 your Board of Directors approved a 12 month term for Officers / Directors and to include the Addendum, in keeping with longstanding practice. The Chapter Advisor and the Texas Master Naturalist program have given their approval. A copy of the revised Bylaws is attached and / or is available at this link on the Chapter website: [\(LINK\)](#)

Approval by the Mid-Coast Chapter membership of these amended Bylaws requires a two-thirds vote of members constituting a quorum at the annual meeting. Upon such approval, the revised Bylaws will go into effect on January 1, 2023.

Respectfully,

Bob Cunningham  
President, Mid-Coast Chapter  
Texas Master Naturalist

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## Notification of recommended slate of MC-TMN Officer candidates

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From: Kim Gaddy [TPWD - Master Naturalist] (system@ecemail.samaritan.com)

To: bob.cunningham@rocketmail.com

Date: Thursday, October 27, 2022 at 05:23 PM CDT

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(from Bob Cunningham)

Dear MC-TMN members: This provides notification that the Nominating Committee recommends and your Board of Directors has approved the following slate to serve as Officers in 2023:

President: Bob Cunningham renewing;  
Vice-President: Bill Burge renewing, with Brigid Berger shadowing the position in anticipation of standing for election for the 2024 year;  
Treasurer: Charla Ingalls renewing, with Julie Hejducek shadowing the position in anticipation of standing for election for the 2024 year;  
Secretary: Eleanor Chew.

Members will vote for Officers at the Chapter's annual meeting at Aransas NWR on November 12th, as well as vote to approve new Bylaws. Particulars here: <https://midcoast-tmn.org/breaking-news/>

Nominations for all positions will be accepted from the floor prior to a vote at this meeting. If more than one candidate is nominated for a position, election shall take place by secret ballot at the meeting and winners determined by a simple majority. If only one candidate is nominated for an office, that candidate may be elected by voice vote. Newly elected Officers shall assume their duties within the month of January of 2023.

Neither the Nominating Committee nor the Board has received other nominations, or are aware of additional Chapter members who are interested in serving in any of these Officer positions. But if any member wishes to nominate or self-nominate a Mid-Coast member for any Officer position ahead of the meeting, please contact Bob Cunningham to ensure all nominees are on the ballot. In consideration that no Officer position is currently contested, there is no ballot for proxy voting by members who are unable to attend the meeting.

Thank you. We look forward to seeing you at Aransas NWR for our annual meeting on November 12th, and please be alert for separate email to sign up for a potluck dish!

Bob Cunningham  
President, Mid-Coast Chapter  
Texas Master Naturalist  
president@midcoast-tmn.org  
361-557-1492

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**Mid-Coast Chapter, Texas Master Naturalist  
Minutes, August 2022 General Membership Meeting**

The Mid-Coast Chapter General Membership met on Saturday, August 13, 2022 at 10:00 am at the Palacios Education Pavilion, 693 S. Bay Blvd, Palacios, Texas.

**Pre-Program**

MCTMN member, Brigid Berger, coordinated a 9:00 am tour of the La Petite Belle, a half-scale replica of LaSalle's ship. Kayla Clark, MCTMN member and City by the Sea Museum employee, led the tour.

**Program/Advanced Training Presentation**

Kelly Kowal, Upper Texas Coast Regional Director, TPWD Coastal Fisheries Division presented "The Wildlife and Sport Fish Restoration Program: What it Means for You."

Attendees may report 1.00 hour as AT: with Chapter Meeting.

**Business Meeting**

**Attendance**

Members: Laura Andersen, Claire Barnhart, Allan Berger, Brigid Berger, Bill Burge, Kayla Clark, Monica Clark, Bob Cunningham, Kim Gaddy, Mark Gaddy, Debbie Griffith, Melissa Guthrie, Cynthia Hanifen, Julie Hejducek, Mike Hejducek, Charla Ingalls, Cathy Koenig, Wilfred Korth, Dee Mahaffey, Janet McCrea, Diane Pletcher, Carla Rinche, Marisa Rinche, Linda Shirey, Susie Starnes, Linda Swickheimer, Barbara Threatt, Janie Waghorne and Janie von Dohlen.

**Reports**

President Bob Cunningham opened the meeting at 11:04 am. Bob reminded the membership that registration for the TMN annual meeting is now open. Because field trips fill up quickly, Bob encouraged members to register early. An art contest including photography and video submissions is associated with the TMN meeting. MCTMN members are encouraged to participate. MCTMN member Brigid Berger will be presenting a program "Filling the Gap in Cold-Stunned Turtle Response" at the annual meeting. Her presentation will be on Saturday, October 22 at 2:30 pm.

Bob introduced Claire Barnhart, Past President and Chair of the Nominations Committee. The Nominations Committee will meet before the October BOD meeting. Two board positions are open for 2023: Secretary and Treasurer. The current President and Vice-President are also ready to step down. Members interested in serving in one of these positions are encouraged to contact Bob, Claire, or a current board member.

D'Ann Williams has agreed to serve as Communications Director.

Vice President Bill Burge reported that the OWL remote-meeting system on loan from the State has been returned. Remote access equipment will be part of the budget planning for 2023.

The November Chapter Meeting will be held at Aransas National Wildlife Center. A speaker has not yet been secured for this meeting. Please contact Bill if you have any suggestions.

The MCTMN now has a Sales Tax Exemption form on file at both the Rockport Walmart and the Ace Hardware. If making an authorized purchase at either of these stores on behalf of the MCTMN, see Bill for more information on how to complete the transaction without paying sales tax.

Secretary Kim Gaddy asked for corrections or additions to the minutes from the last meeting. There being none, Claire Barnhart made a motion to approve the minutes as circulated. Bill Burge seconded the motion. The motion was carried.

Treasurer Charla Ingalls reported that members may now access the latest Treasurer's report on the MCTMN website. Currently the MCTMN is on track with spending for 2022. Expenses for the 2022 Initial Training was under budget while the fee for the MCTMN post office box increased in 2022.

Membership Director Dee Mahaffey reported that 13 new applicants are currently on the waitlist for the 2023 class as well as one hold over from the class of 2022. Applicants have been notified that registration fees are due by October 1st.

As of July 31, we have 105 members who are TMN-Active and eligible to report hours. Thirty-seven formerly certified members have recertified for 2022, 35.2% of the eligible membership. For the month of July, 834 volunteer hours and 59.5 hours of advanced training have been reported.

Advanced Training Director Linda Shirey reported that new advanced training opportunities continue to be approved. Linda passed around a list of approved AT opportunities. Linda reminded members that many opportunities for AT at the September Hummerbird Celebration in Rockport have already been approved and may be viewed on the website. Remember that while guided tours on the Hummerbird Celebration are approved AT, self-guided tours are not.

It is anticipated that the lecture series at the Rockport Aquarium will return near the end of the year.

Initial Training Directors Sally Scroggs and Greg Simmons were unable to attend the meeting. Bob Cunningham reported in their stead.

Ten out of ten field sessions were completed for the 2022 IT without weather related cancellations. Nine virtual sessions were completed. Fourteen trainees completed the program out of 20 original trainees. The 2022 class elected Laura Andersen to be their class representative. Dates and venues for the 2023 IT program have been set.



Orientation is scheduled for Jan 28, 2023 and graduation on June 3. A member-wide potluck will be planned for both events.

The 2022 IT program included over 75 hours of training, well over the 52 hours required by the TMN P&P. Greg and Sally are working with training ambassadors to condense three of the 2022 sessions with overlapping content into two sessions for the class of 2023. They feel this will get the MCTMN's IT closer to the required number of hours while maintaining the content of the training.

At the July meeting, the Board of Directors approved an increase in the IT class size from 18 to 20. Greg and Sally felt that this would accommodate the normal rate of attrition in the participants. Greg and Sally also recommended no increase in the training fees for the class of 2023. The BOD voted to keep the initial training fees the same as 2022.

Projects Director Ray Kirkwood was unable to attend the meeting.

Charla Ingalls and Sandra Garcia reported on the plant sale. A volunteer sign-up sheet will be circulated to the membership in the near future. A particular need exists for volunteers to label plants with barcode stickers on September 9th. Liz Smith's house will again be used as a staging area for the plant sale.

Cathy Koenig reminded volunteers who are propagating plants for the sale that she will need a final count of saleable plants by September 4th so that barcodes can be printed and ready for the volunteers on September 9th. Charla Ingalls will be training volunteers to use the point-of-sale system, times TBD. Many thanks to Debbie Minns for working to qualify the MCTMN as an educational nonprofit participant at the Rockport-Fulton Chamber of Commerce's Hummerbird Celebration. Not only did Debbie's work result in a \$150 gift from the chamber, it also saved the \$100 booth fee MCTMN would have spent for a table at the event.

The Friends of the Aransas and Matagorda Island (FAMI) visitor center store is now open and has volunteer opportunities available.

The Port O'Connor Bay clean-up is scheduled for September 20 through October 1. Contact Alan Berger for more information. Boats, kayaks, and crew are needed.

The Adopt-a-Trail program has some open trails. It is a quarterly commitment. Contact Dee Mahaffey for more information.

During the Hummerbird Celebration and in conjunction with Aransas Pathways, a group of MCTMN members will be offering interpretation at Linda Castro and Bent Oaks Park. A budget for this project will be distributed to board members. See Laura Andersen or D'Ann Williams for more information.

Communications Director D'Ann Williams was unable to be present.

## **Old Business**

No old business to discuss.

## **New Business**

Laura Andersen is coordinating the embroidery of MCTMN logo shirts. If you have a shirt you Cindy Hanifen is the new Outreach Coordinator for the south coastal region of the MCTMN. She will be coordinating outreach at the Hummerbird Celebration. Steve Marwitz is being approached about handling the Outreach position for the northern coastal part of the MCTMN. A volunteer to do outreach for the inland region (Goliad/Victoria) is still needed.

Past-President Claire Barnhart encouraged members to consider serving on the board in one of the open officer positions. Please reach out to Claire or any board member if you have any questions about open positions.

New Class Representative Laura Andersen reported that four members of the class of 2022 have already certified. Laura continues to analyze the results of the online IT evaluations as well as offer support to class members as they work toward certification.

would like embroidered, please contact Laura.

Brigid Berger reported on a new AT opportunity. The Environmental Issues Forum will be held on Saturday, August 20, 2022 from 2:00 – 5:00 pm at the Veterans of Foreign Wars, 16 Konrad Rd, Port Lavaca, TX. Guest speakers from local conservation and environmental organizations will discuss local issues related to air, water, land, beaches, erosion, and pollution.

## **Awards**

### **Initial Certifications**

Awards Presented: Class of 2021: Monica Clark and Marisa Rinche. Class of 2022: Laura Anderson. Not present to receive awards: Sally Crofutt and Larry Green (2020), and Maureen Crocker (2022)

### **Milestone Awards**

Bronze 250-Hour Milestone Pin—Awards Presented: Julie Hejducek, Mike Hejducek, and Carla Rinche. Not present Rachael Diaz, Carla Haskett, and Greg Nelson

Gold 1,000-Hour Milestone Pin—Not present: Greg Simmons and Donna Bailey

Polished Silver 2,500-hour Milestone Pin—Not present: Debra Dahms-Nelson

Gold/Diamond 5,000-Hour Pin—Presented: Dianne Nichols

## **Recertifications**

2021 Sideoats Grama Pin—Not present: Claudia Dorn, Donna Fiarkoski, Bob Friedrichs, Carla Haskett, and Ernie Schertz

2022 Lightning Whelk Pin—Awards Presented: Allan Berger, Brigid Berger, Julie Hejducek, Mike Hejducek, Janet McCrea, Dianne Nichols, Susie Starnes, Linda Swickheimer, and Barb Threatt. Not present: Donna Bailey, Rebecca Bootzin, Paul Clore, Denise Crane, Debra Dahms-Nelson, Carla Haskett, Barbara Mathis-Carr, Debbi Roskey Robyn Savage, Ernie Schertz, Marilyn Stewart, and Vickie Wilson

## **Service against All Odds through Grit and Distance pins**

2021—Awards Presented: Allan Berger, Brigid Berger, Monica Clark, Cynthia Hanifen, Julie Hejducek, Mike Hejducek, and Carla Rinche. Not present: Karen Benson, James Coquat, Denise Crane, Gary Crane, Debra Dahms-Nelson, Claudia Dorn, Donna Fiarkoski, Diane Forrest, Bob Friedrichs, Kim Gaddy, Mark Gaddy, Melissa Guthrie, Carla Haskett, Debbie Kucera, Greg Nelson, Dianne Nichols, Robyn Savage, Ernie Schertz, Neli Spurrell, D'Ann Williams, and Vickie Wilson

2020—Not present: Rachael Diaz, Bob Friedrichs, Larry Henneke, and Melanie Konarik

## **Adjournment**

The meeting was adjourned at 1:55 pm. Attendees may report up to two hours plus round-trip travel time under CB: Chapter Business, dropdown Chapter Meeting.

Respectfully Submitted,

Kim Gaddy, Secretary

Mid-Coast Chapter, Texas Master Naturalist, Inc.

Mid-Coast Master Naturalist  
Chapter Meeting Report – Nov 12, 2022  
**Treasurer's Report** Year to Date  
As of: 10/31/2022

Beginning Bank Balance 01/01/2022	\$33606.90
Bank Statement Balance 10/31/2022	\$39497.76
Un-cleared Bank Transactions	\$ 277.03
Register Bank Balance	\$39220.73
Bank Balance YTD net	\$ 5613.83

Profit/Loss Statement 10/31/22	
Total Income 2022 YTD	\$18330.10
Total Expenses 2022 YTD	\$12716.27
Net Income 2022 YTD	\$ 5613.83

Plant Sale	
Income (Plant Sales)	\$13137.92
Expenses (System, Plants, Supplies)	\$ 7036.39
Net Income	\$ 6101.53

MCTMN  
Profit & Loss Detail  
January through October 2022

Type	Date	Num	Name	Memo	Clr	S	Amount	Balance
Income								
Member - badge replacement								
Deposit	04/22/22			C Rinche		P	13.00	13.00
Deposit	07/07/22			Stapletons		P	26.00	39.00
Deposit	08/16/22			A Berger		P	13.00	52.00
Total Member - badge replacement							52.00	52.00
Book Sale - Income								
Deposit	02/03/22			Deposit		P	26.22	26.22
Total Book Sale - Income							26.22	26.22
Initial Training - Income								
Student Fees								
Deposit	01/07/22			Deposit		P	300.00	300.00
Deposit	01/14/22			Deposit		P	150.00	450.00
Deposit	01/31/22			Deposit		P	150.00	600.00
Deposit	02/10/22			L Anderson		P	150.00	750.00
Deposit	07/21/22			G Ward		P	150.00	900.00
Deposit	08/16/22			A Nowlin		P	150.00	1,050.00
Deposit	08/25/22			M McLeod		P	150.00	1,200.00
Deposit	09/19/22			G James, C Anderson, J Coy		P	450.00	1,650.00
Deposit	09/28/22			S Simmons		P	150.00	1,800.00
Deposit	09/28/22			P Henley		P	150.00	1,950.00
Deposit	10/06/22			K Followwill		P	150.00	2,100.00
Deposit	10/06/22			J Miller & K Geer-Miller		P	300.00	2,400.00
Deposit	10/18/22			C Beasley		P	150.00	2,550.00
Deposit	10/23/22			S&S Ferguson		P	300.00	2,850.00
Deposit	10/23/22			L Nicholas & B Brown		P	300.00	3,150.00
Deposit	10/31/22			C Hielscher		P	150.00	3,300.00
Total Student Fees							3,300.00	3,300.00
Total Initial Training - Income							3,300.00	3,300.00
Plant Sale - Income								
Point of Sale System testing								
Deposit	01/31/22			Deposit		P	0.88	0.88
Deposit	09/01/22			Square Training/testing using MC...		P	2.40	3.28
Deposit	09/06/22			Training/testing using MCTMN CC		P	1.14	4.42
Deposit	09/07/22			Square Training/testing using MC...		P	0.91	5.33
Total Point of Sale System testing							5.33	5.33
Plant Sale Revenue - Non-Taxed								
Deposit	09/15/22			Thursday Square sales		P	2,121.92	2,121.92
Deposit	09/16/22			Friday Square sales		P	3,228.94	5,350.86
Deposit	09/19/22			Cash/Chk Thursday - non-taxed		P	1,806.00	7,156.86
Deposit	09/19/22			Cash/Chk Friday - non-taxed		P	1,546.00	8,702.86
Total Plant Sale Revenue - Non-Taxed							8,702.86	8,702.86
Plant Sale Revenue - Taxable								
Deposit	09/16/22			Saturday Square sales		P	2,111.37	2,111.37
Deposit	09/18/22			Sunday Square sales		P	558.36	2,669.73
Deposit	09/19/22			Cash/Chk Saturday - taxable		P	1,187.00	3,856.73
Deposit	09/19/22			Cash/Chk Sunday - taxable		P	288.00	4,144.73
Deposit	09/28/22			Post sale sales - Check - P Clore		P	44.00	4,188.73
Deposit	09/28/22			Post sale sales - Check -C Ingalls		P	24.00	4,212.73
Deposit	09/28/22			Post sale sales - Check -J Cunnin...		P	16.00	4,228.73
Deposit	09/28/22			Post sale sales - Check -V Wilson		P	39.00	4,267.73
Deposit	10/05/22			Post sale sales - B Berger		P	36.00	4,303.73
Deposit	10/05/22			Post sale sales - D Minns		P	40.00	4,343.73
Deposit	10/23/22			Post sale sales - S Scroggs		P	21.00	4,364.73
Deposit	10/31/22			Post sale Sales - Victoria Mast G...		P	65.00	4,429.73
Total Plant Sale Revenue - Taxable							4,429.73	4,429.73
Total Plant Sale - Income							13,137.92	13,137.92

MCTMN  
Profit & Loss Detail  
January through October 2022

Type	Date	Num	Name	Memo	Cir	S	Amount	Balance
Donations - Income								
Deposit	01/05/22			Deposit		P	97.10	97.10
Deposit	02/03/22			Deposit		P	97.10	194.20
Deposit	03/03/22			Amazon Smile		P	14.06	208.26
Deposit	04/03/22			L Frank w/dues		P	97.10	305.36
Deposit	04/22/22			Pat Hartigan		P	40.00	345.36
Deposit	05/25/22			R. Smudy		P	25.00	370.36
Deposit	05/31/22			Amazon Smile		P	9.01	379.37
Deposit	09/02/22			Amazon Smile		P	7.14	386.51
Deposit	09/19/22			Donations at Plant Sale		P	55.00	441.51
Deposit	09/28/22			From Coastal Prairie Chap - than...		P	50.00	491.51
Deposit	09/28/22			Zelle deposit test		P	1.00	492.51
Total Donations - Income							492.51	492.51
Member Dues								
Deposit	01/04/22			Deposit		P	15.00	15.00
Deposit	01/04/22			Square deposit		P	162.90	177.90
Deposit	01/05/22			Deposit		P	29.50	207.40
Deposit	01/06/22			Deposit		P	25.00	232.40
Deposit	01/07/22			Deposit		P	125.00	357.40
Deposit	01/07/22			Deposit		P	25.00	382.40
Deposit	01/10/22			Square deposit		P	14.75	397.15
Deposit	01/10/22			Square deposit		P	14.75	411.90
Deposit	01/10/22			Deposit		P	130.00	541.90
Deposit	01/11/22			Square deposit		P	14.75	556.65
Deposit	01/13/22			Square deposit		P	14.75	571.40
Deposit	01/14/22			Deposit		P	95.50	666.90
Deposit	01/20/22			Square deposit		P	14.75	681.65
Deposit	01/25/22			Square deposit		P	39.45	721.10
Deposit	01/31/22			Deposit		P	55.00	776.10
Deposit	01/31/22			Square deposit		P	14.75	790.85
Deposit	02/01/22			Square deposit		P	14.75	805.60
Deposit	02/03/22			Square deposit		P	14.75	820.35
Deposit	02/03/22			Deposit		P	14.75	835.10
Deposit	02/07/22			Square Deposit		P	70.00	905.10
Deposit	02/10/22			Square deposit		P	14.75	919.85
Deposit	02/10/22			Deposit		P	45.00	964.85
Deposit	02/18/22			Square deposit		P	108.40	1,073.25
Deposit	02/22/22			Square Deposit		P	14.75	1,088.00
Deposit	02/22/22			Square deposit		P	14.75	1,102.75
Deposit	02/23/22			Deposit		P	15.00	1,117.75
Deposit	03/11/22			Deposit		P	45.00	1,162.75
Deposit	03/25/22			Deposit		P	15.00	1,177.75
Deposit	03/25/22			Deposit		P	15.00	1,192.75
Deposit	04/03/22			Deposit		P	14.75	1,207.50
Deposit	04/04/22			Deposit		P	29.50	1,237.00
Deposit	04/06/22			Deposit		P	14.75	1,251.75
Deposit	04/08/22			Deposit		P	15.00	1,266.75
Deposit	04/08/22			Deposit		P	15.00	1,281.75
Deposit	04/19/22			Deposit		P	24.70	1,306.45
Deposit	05/25/22			R. Smudy		P	15.00	1,321.45
Total Member Dues							1,321.45	1,321.45
Total Income							18,330.10	18,330.10
Expense								
Plant Sale - Expense								
Point of Sale System								
Check	01/10/22		Square Inc.	Wufoo 118 Point of Sale hardwar...		P	511.58	511.58
Check	01/31/22			testing using credit/debit card		P	1.01	512.59
Check	05/30/22		Square Inc.	Wufoo 131 - debit card Square ha...		P	490.13	1,002.72
Check	05/30/22		Amazon	debit card - labels		P	38.59	1,041.31
Check	07/26/22		Bar Code Wiz, Inc	Bar Code Wiz yearly license		P	120.00	1,161.31
Check	09/01/22			Square Training/testing using MC...		P	1.59	1,162.90
Check	09/01/22			Square Training/testing using MC...		P	1.08	1,163.98
Check	09/02/22		Simple Mobile	MCTMN Hotspot plan for Plant Sale		P	55.92	1,219.90
Check	09/06/22			Square Training/testing using MC...		P	1.27	1,221.17
Check	09/07/22			Training/testing using MCTMN CC		P	1.04	1,222.21
Check	09/19/22	1706	Charla Ingalls	Wufoo 141 - Hotspot & plan		P	109.53	1,331.74
Deposit	10/03/22			Hotspot reimbursement see Wufo...		P	-55.92	1,275.82
Total Point of Sale System							1,275.82	1,275.82

MCTMN  
Profit & Loss Detail  
January through October 2022

Type	Date	Num	Name	Memo	Clr	S	Amount	Balance
<b>Sales Tax</b>								
Check	05/06/22		State Comptroller	debit card		P	132.21	132.21
<b>Total Sales Tax</b>							132.21	132.21
<b>Plant Purchase</b>								
Check	09/13/22	1700	Heep Nursery	Wufoo 140		P	377.00	377.00
Check	09/13/22	1703	Native Texas Nurs...	Wufoo 139		P	4,818.20	5,195.20
<b>Total Plant Purchase</b>							5,195.20	5,195.20
<b>Plant Sale Supplies</b>								
Check	08/31/22	1699	Bill Burge			P	115.99	115.99
Deposit	09/14/22			Cash drawer advance re-deposit		P	-100.00	15.99
Check	09/19/22	1705	Janet Cunningham	Wufoo 138 - printing handouts		P	212.17	228.16
Check	09/19/22			Cash drawer advance		P	100.00	328.16
<b>Total Plant Sale Supplies</b>							328.16	328.16
<b>Booth Fee</b>								
Check	01/07/22	1679	Rockport Fulton C...			P	105.00	105.00
<b>Total Booth Fee</b>							105.00	105.00
<b>Total Plant Sale - Expense</b>							7,036.39	7,036.39
<b>Initial Training - Expense</b>								
<b>IT Venue Fee</b>								
Deposit	02/23/22			Bauer deposit refund		P	-250.00	-250.00
Check	03/08/22	1681	Greg Simmons	Wufoo 119 Bauer deposit refund		P	250.00	0.00
Check	03/08/22	1682		Check VOIDED		P	0.00	0.00
Check	03/08/22	1683		Check VOIDED		P	0.00	0.00
Check	03/20/22	1688	Greg Garrett - Vict...	Wufoo 123 Museum of Coastal B...		P	75.00	75.00
Check	04/22/22	1692	Calhoun County	Wufoo 127 Deposit Bauer Venue ...		P	225.00	300.00
Deposit	07/07/22			Refund - Bauer deposit Wufoo 127		P	-225.00	75.00
<b>Total IT Venue Fee</b>							75.00	75.00
<b>IT Instructor Fee</b>								
Check	03/11/22	1684	International Cran...	Wufoo 120 - sent to Bill Burge		P	250.00	250.00
Check	04/08/22	1690	Russell Miget	Wufoo 125 Bay Ecology		P	250.00	500.00
Check	05/23/22	1696	Steven Goertz	Wufoo 130 - IT Speaker		P	250.00	750.00
<b>Total IT Instructor Fee</b>							750.00	750.00
<b>IT Boat Fee</b>								
Check	04/08/22	1689	Texas Floating Cl...	Wufoo 124 Whitney Curry		P	500.00	500.00
<b>Total IT Boat Fee</b>							500.00	500.00
<b>IT Book Purchase</b>								
Check	01/03/22	1677	Texas A&M Press			P	787.30	787.30
Check	03/11/22	1685	Greg Simmons	Books - Brush Country Backyard		P	320.60	1,107.90
Check	03/11/22	1686	Greg Simmons	Wufoo 122 TMN Curriculum Books		P	787.30	1,895.20
Deposit	04/22/22			Reimb to MCTMN for overpaymnt...		P	-787.30	1,107.90
<b>Total IT Book Purchase</b>							1,107.90	1,107.90
<b>IT Supplies and Expenses</b>								
Check	03/11/22	1685	Greg Simmons	Printing, patches, binders, notepads		P	802.16	802.16
Check	04/08/22	1691	Greg Simmons	Wufoo 122		P	149.39	951.55
Check	07/07/22	1698	Greg Simmons	print grad certs		P	15.00	966.55
<b>Total IT Supplies and Expenses</b>							966.55	966.55
<b>Total Initial Training - Expense</b>							3,399.45	3,399.45
<b>Discretionary Fund - Expense</b>								
Check	05/06/22	1693	VOID			P	0.00	0.00
General Journal	09/19/22		FAMI	For CHK 1704 voided on 11/04/22		P	141.38	141.38
General Journal	09/19/22	R	FAMI	Reverse of GJE -- For CHK 1704...		P	-141.38	0.00
Check	10/12/22	1708	FAMI	TMN Annual Mtg auction - gift ba...		P	119.28	119.28
<b>Total Discretionary Fund - Expense</b>							119.28	119.28

MCTMN  
Profit & Loss Detail  
January through October 2022

Type	Date	Num	Name	Memo	Cir	S	Amount	Balance
Operating Expenses								
IT and website								
Check	01/03/22	1678	Studio SR			P	165.00	165.00
Check	05/16/22	1695	Kris Kirkwood	domain		P	14.88	179.88
Check	09/09/22	1701	SR Studios	Wufoo 137		P	23.75	203.63
Check	09/27/22	1707	Bill Burge	Wufoo 143 - Zoom license		P	158.00	361.63
Check	10/20/22	1714	Studio SR	website updates Wufoo 150		P	190.00	551.63
Check	10/31/22		Wufoo	Annual fee - auto pay debit card		P	349.00	900.63
Total IT and website							900.63	900.63
Outreach								
Check	10/12/22	1709	D'Ann Williams	Interpretation project supplies		P	284.61	284.61
Deposit	10/17/22			RF Chamber exhibitor credit		P	-150.00	134.61
Check	10/20/22	1711	Maureen Crocker			P	56.83	191.44
Total Outreach							191.44	191.44
Membership								
Check	05/16/22	1695	Kris Kirkwood	Wufoo 129 - badges		P	244.00	244.00
Check	06/28/22	1697	Presenta Plaque			P	147.29	391.29
Check	10/20/22	1712	Laura Anderson	Logo Digitizing		P	48.78	440.07
Check	10/20/22	1713	Janet Cunningham	Chapter meeting potluck supplies ...		P	30.20	470.27
Total Membership							470.27	470.27
Treasurer's expenses								
Check	01/20/22	1680	Charla Ingalls	Wufoo 117 laptop upgrade, case r...		P	113.55	113.55
Check	03/11/22	1687	United States Post...	Stamps		P	58.00	171.55
Check	05/10/22	1694	Crystal Richter	Wufoo 128 CPA Tax Consultation		P	50.00	221.55
Check	07/18/22		United States Post...	PO Box yearly rental (increased)		P	276.00	497.55
Total Treasurer's expenses							497.55	497.55
Secretary's expenses								
Check	10/11/22	1710	Kris Kirkwood	crate		P	43.29	43.29
Total Secretary's expenses							43.29	43.29
VP expenses								
Check	09/09/22	1702	Bill Burge	Wufoo 136 Goose Island SP - fee...		P	57.97	57.97
Total VP expenses							57.97	57.97
Total Operating Expenses							2,161.15	2,161.15
Total Expense							12,716.27	12,716.27
Net Income							5,613.83	5,613.83



MCTMN  
Profit & Loss  
January through October 2022

	Jan - Oct 22
<b>Income</b>	
Member - badge replacement	52.00
Book Sale - Income	26.22
Initial Training - Income	
Student Fees	3,300.00
Total Initial Training - Income	3,300.00
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	492.51
Member Dues	1,321.45
Total Income	18,330.10
<b>Expense</b>	
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	470.27
Treasurer's expenses	497.55
Secretary's expenses	43.29
VP expenses	57.97
Total Operating Expenses	2,161.15
Total Expense	12,716.27
Net Income	5,613.83

TMN Mid-Coast Chapter  
Financial Review – 2022

Committee Members

Bill Burge, Charla Ingals, Julie Hejducek, Michael Hejducek, Laura Andersen, Frank Hayes

Documents Reviewed

- August P&L Report (summary and detail)
- Prosperity Bank Statement
- Bank Statement Reconciliation Report
- Budget Report

Items Discussed

- Use of Zelle to accept membership dues and IT payments
- Reviewed Plant Sale numbers and new Square data capabilities
- P&P documentation
- Chapter Financial Status
- 2022 Budget Performance
- Pros and Cons of Accrual vs Cash Accounting
- Bank reconciliation process
- Reimbursement Approval process
- Data collected for tracking IT fees
- Donation process
- Bank Balances

Findings

- The Chapters financial systems and documentation are in good order. We traced two random deposits and two random payments and confirmed that what's in the Quicken reports matches the bank statement
- The Chapter has been profitable over the last 12 months. This is due almost entirely to the success of the Plant Sale.
- Overall performance against budget was good.
- The P&P documentation for financial processes is out of date
- The PC used to run Quick Books is not being backed up
- Our balance at Prosperity is \$38,309.80

Recommendations

- Update P&P manual to reflect current electronic banking procedures (outstanding from last year)
- Establish formal back up procedure for Quick Books (outstanding from last year)
- Recommend Board approval for use of Zelle to collect member dues and IT payments
- Do not convert to Accrual Accounting as its too complicated for non-accountant volunteers

- Update Woofoo to document approvals of reimbursement requests by requiring submission of a copy of email approvals
- Require separate signature on checks reimbursing the Treasurer
- Add date deposited to Woofoo form for IT fees
- Update dues spreadsheet to add a reconciliation total for tracking against P&L
- Refer question regarding acceptance of donations at the Bent Oaks site next year to the Board
- Discuss how MCTMN might use some of our substantial bank balance to further our mission
- Change the Financial Review Schedule to conduct the review in January for the previous calendar year

ATTESTATION:

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Bill Burge, Vice President

Approved via email

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Lauren Andersen, Class Representative

Approved via email

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Charla Ingalls , Treasurer

Approved via email

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Julie Hejducek, Member

Approved via email

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Michael Hejducek, Member

Approved via email

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Frank Hayes, Member

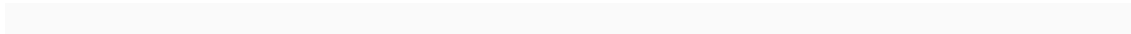
## Membership Director Report

As of October 30, the Mid-Coast Chapter has 105 members who are TMN-Active and eligible to report hours. **52** formerly certified members have recertified by earning 40 VS hours + 8 AT hours during 2022. This number is 49.5% of the eligible membership. In addition, we have 19 of the 20 slots filled for the Initial Training class of 2023.

See Mid-Coast in Action numbers on the website:

<https://midcoast-tmn.org/members-landing/#reporting>.

Class of 2023 – We currently have 20 paid applications and the class has been closed.



**Advanced Training Director  
2022 Activities and Class of 2023**

About 100 requests have been approved for this year and a couple for next year.

I have noticed a lot of people post training events to Facebook. Please also complete an AT training request for the events that you post on Facebook.

Two upcoming training events are:

1. AgriLife Brown Bag lunch on "Native Plants in Your Garden," Nov 15 at noon at the AgriLife Building in Rockport
2. An Insect Appreciation Workshop. In-person (\$40) at North Lake College (Dallas area) or virtual (\$20). On December 3. Registration instructions will be on our website.

Discussed two more events:

1. Raptor Rehabilitation - The First 24 Hours. This is a virtual class sponsored by the University of Minnesota College of Veterinary Medicine. It is four Tuesdays, November 22 through Dec 13, 7 -8:30 pm. Normal cost is \$160. Wings Rescue Center has negotiated a special rate of \$64. Members needed to indicate their interest at the meeting so that Wings can give U. of Minn. a headcount for them to set up special logins for us.

2. IWRC (International Wildlife Rehabilitation Council) Basic Rehabilitation Course. This is the introductory course for rehabilitation. It will be in-person Feb 11-12 at the Aquarium at Rockport Harbor Education Building. Times will be determined. The cost is \$137 plus \$75 for the book. The enrollment is limited to 20 people. If interested, contact Linda Shirey at skrahs9@yahoo.com as soon as possible. Name and email are needed to obtain the special rate.

***Linda Shirey***

## Initial Training Report to MCTMN Chapter Meeting, November 12, 2022

- Welcome to the 2023 MITs attending this chapter meeting
- Training Program scheduled between January 28 – June 3
  - All sessions / venues confirmed
  - Schedule avoids back-to-back weekends, BOD / Chapter meetings, Spring Break and Easter
  - Continued virtual and field sessions, as this format is well excepted per evaluations
  - Schedule is posted to website under Initial Training
  - Program reduced by one session.
    - Bay and Wetlands
    - Coastal Prairie and Wetlands
    - Barrier Island
  - Training Ambassadors are assigned for all sessions
  - Class size is BOD approved to 20 with training fee remaining at \$150
  - 22 TMN Curriculum books are in inventory
    - Pre-reading Project recommendations being incorporated into training session agendas
  - Next step is to complete session agendas and prepare training binders for 2023 program
- Orientation, January 28
  - Agrilife Rockport is venue
  - Orientation to focus on
    - Meet and Greet
    - Pass out materials
    - Intro to TMN
    - Training Program Expectations and Schedule
    - Chapter-wide Potluck Lunch (save the date)
    - Volunteering
    - Advanced Training
    - VMS and Website
- Questions and Discussion

## Project Director's Report

Project Director explained that many volunteer opportunities could be found on the chapter website.

Charla Ingalls then reported on the major project for 2022, the Plant Sale during the Rockport HummerBird Festival 2022. Charla had previously given the economic portion of her report. She concentrated her report on the use of the new Point-of-Sale technology that was bought and developed for use in the plant sale. She also described the many analytical tools that that system provided for quick looks at plant sale progress during the sale and the benefits provided for planning of the future plant sales.

Patrick Hartigan then reported on the activities on-going and planned for the Bent Oaks restoration project I support of Rockport Parks & Recreation team.



## Texas Master Naturalist, Mid-Coast Chapter Communications Committee Report - 10/8/22

### Branding:

- **How to Present Us:** I have been reviewing the Branding requirements adopted by Texas Master Naturalist (TMN) officials – FYI:
  - o Our chapter name is required to be written as:  
***Texas Master Naturalist, Mid-Coast Chapter***
    - On Social Media pages, press releases, etc.
  - o Only use TMN, MN in non-public communications between our membership
  - o Do not use “The” in front of *Texas Master Naturalists*
- **Official Chapter Logos:** have been created with TMN specified fonts and CMYK colors in both Green and Brown
  - o If you would like these for your use, please let me know!

### Press Release Development:

- **Created a Chapter Template:** – Let me know if you’d like to have it!
- With Bob Cunningham’s help, reviewed the branding guidelines for press releases – 1<sup>st</sup> one was for the *Bent Oak Rookery Park Restoration*
- **Distribution:** Press Release was sent to Kris Kirkwood and all 8 county newspapers, in addition to Corpus Christi news affiliates and will be done so moving forward.

### Templates - Social Media and Flyers – Creating For Reuse each year:

- Plant Sale, HM Interpretation, Calhoun County Fair Interpretation, New Membership Flyer with QR to online Membership Application
  - o Encourage membership from all counties to share any social media ads to their own local Nextdoor and large Facebook Community Pages
  - o Plant Sale Ads reached up to 6300 person.
- Let me know if you’d like an ad created!
- Facebook 373 Members, grown by 53 in last 2 months.

### Interpretation - Advertisement for all Counties Nature and Heritage Site:

- **Action Item:** Need Nature and Heritage sites for San Patricio, Refugio, Calhoun, Jackson and Matagorda from chapter members living in each area.
- Will have QR codes for persons to explore fun areas in all 8 counties and Corpus.
  - o Next year’s, Winter Texan engagement – A Visiting all 8 areas Scavenger Hunt!

Facebook grew by almost 53 new followers since the Plant Sale

Most notably:

David Sikes, Wildlife Writer  
Port O’Connor Chamber,  
San Antonio Bay Partnership,  
Bloomington ISD

**Please!**

- Invite your area’s nature groups, schools, etc. to join our FB page
- Forward our event posts to large groups in your area ex: Rockport/Fulton Living
- Post our Ads in your area’s local Nextdoor Neighborhoods

**2022 Class Rep Report**

Class of 2022 members have reported 644 hours of volunteer service and 199.75 hours of advanced training so far this year. Six of the 14 members of the class (42.8%) have completed initial certification: Steve Marwitz, Janet McCrea, Maureen Crocker, Laura Andersen, Bobbie Lee and Frank Hayes. Two members—Laura Andersen and Janet McCrea—have already recertified by earning 80 VS + 16 AT since beginning training.

## **Awards**

**Initial Certifications:** Not present to receive awards: Sally Crofutt and Larry Green (2020), Bobbie Lee and Frank Hayes (2022)

### **Milestone Awards**

**Bronze 250-Hour Milestone Pin—Awards Presented:** Greg Nelson and Janie von Dohlen (Korth to deliver). Not present: Carla Haskett and Vickie Wilson

**Silver 500-Hour Milestone Pin—**Charla Ingalls

**Gold 1,000-Hour Milestone Pin—**Greg Simmons

**Polished Silver 2,500-hour Milestone Pin—**Debra Dahms-Nelson, Linda Shirey

**President's 4,000-Hour certificate, letter and pin—**Dianne Nichols (Shirey to deliver)

### **Recertifications**

**2021 Sideoats Grama Pin—**Not present: Donna Fiarkoski, Bob Friedrichs, Carla Haskett

**2022 Lightning Whelk Pin—**Awards presented: Laura Andersen, Rusty Crane, Debra Dahms-Nelson, Debbie Griffith, Melissa Guthrie, Wilfred Korth, Dee Mahaffey, Barbara Mathis-Carr, Debbi Roskey, Marilyn Stewart. Not present: Karen Barton, Rebecca Bootzin, Carla Haskett, Dora Ann Ortego, Carla Rinche, Marisa Rinche, KarenLee Rystad, Robyn Savage, Phil Stapleton, Rebecca Stapleton, and Vickie Wilson

### **Service against All Odds through Grit and Distance pins**

2021—Awards Presented: Monica Clark, Rusty Crane, Debra Dahms-Nelson, Melissa Guthrie, Greg Nelson, Dianne Nichols, D'Ann Williams. Not present: Karen Benson, James Coquat, Claudia Dorn, Donna Fiarkoski, Bob Friedrichs, Kim Gaddy, Mark Gaddy, Carla Haskett, Debbie Kucera, Robyn Savage, Neli Spurrell, and Vickie Wilson

## **November 2022 Meeting Attendance**

### **Members present:**

Laura Andersen, Claire Barnhart, Tracy Bennet, Bill Burge, Monica Clark, Denise Crane, Rusty Crane, Bob Cunningham, Janet Cunningham, Debra Dahms-Nelson, Sandra Garcia, Judy Goodner, Ken Goodner, Debbie Griffith, Melissa Guthrie, Cindy Hanifen, Patrick Hartigan, Mike Hejducek, Charla Ingalls, Cheryl Karr, Ray Kirkwood, Kris Kirkwood, Wilfred Korth, Dee Mahaffey, Steve Marwitz, Barbara Mathis Carr, Janet McCrea, Greg Nelson, Diane Pletcher, Debbi Roskey, Sally Scroggs, Linda Shirey, Robert Showler, Greg Simmons, Marilyn Stewart, Linda Swickheimer, Barb Threatt, D'Ann Williams

### **Guest Members of the Class of 2023:**

Chris Andersen, Brock Brown, David Clark, Shelley Ferguson, Steve Ferguson, Kim Followwill, Patrick Henley, Terri Hildreth, Linda Nicholas, and Amy Nowlin

**Other Guest:** Rick Carr (spouse)