

## December 13<sup>th</sup> Chapter Presidents & Advisors Meeting - NOTES

### Agenda

- Incoming Chapter Leadership
  - Monthly Meeting Format
  - Advice Section
- 2021 Annual Meeting
  - By the Numbers
  - Recordings
  - Logging Hours
  - Financials
  - Sessions
  - 2022 Annual Meeting
- 2021 Close Out
  - Calendar Dates
  - TMNTuesday
  - Elections
  - Temp Training Policy
  - Grit Pins
- 2022 Planning
  - Covid Policy
  - Spring Training
  - Presidents Meetings
  - TMNTuesdays
  - Be The Change
  - Virtual Volunteer Fair 2022
- Others
  - Regional WebEx
  - Owl Loaners
  - CMOP Update
  - TMN Merchandise
  - License Plate
- Welcome to Incoming Chapter Presidents & Advisors
- Chapter Presidents & Advisors Monthly Meetings
  - Contact Lists pulled from VMS 'TMN Directors' List Toggle
  - Normally only **ONE hour** long, may go past in busy months
  - Will be announced monthly & Zoom link shared a week to two weeks in advance
  - Will be recorded & recording posted afterwards
  - Notes, Chat & Slides will be posted afterwards
  - Follow up items will be covered in post-meeting email if needed
  - Meeting can count for 1-2 Hour(s) of Volunteer Service
  - Log under "Chapter/Program Administration"
- Leadership Transition
- Outgoing Chapter Presidents –

- Please share one idea or tool that helped you in your chapter management?
- Incoming Chapter Presidents –
  - What are your top goals for 2022? Or what chapter goals do you have for 2022?
  - & what other questions do you have for the chapter presidents on the call now?
- Quick 2021 Annual Meeting Review
- Annual Meeting by the numbers!
- Overview
  - 691 registrants - 475 virtual & 216 in-person
  - 106 speakers
  - 128 sessions, including 15 field sessions
  - 44 of 48 chapters (92 %)
- Still available . . .
  - Recordings post event 90 days
  - Website is accessible to BOTH in-person & virtual
  - Can't watch sessions on APP - only on Attendee Hub website
  - Chapter Members logging AT hours - will have an "AT credit" report available post-event
- Events
  - Friday Lunch Keynote - Drew Lanham
  - Friday Dinner Keynote - Amy Martin, North Texas Chapter
  - Saturday Lunch - Science Fair Award Winners
  - Saturday Evening Awards
  - Sunday Morning Contest Awards & Pin Announcement
- Still Available . . .
- Recordings post event 90 days
  - Website is accessible to BOTH in-person & virtual
  - Can't watch sessions on APP - only on Attendee Hub website
  - Chapter Members logging AT hours - will have an "AT credit" report available post-event
  - Known issues accessing recordings. Have a meeting with CVENT later this week to troubleshoot.
  - Known issues about audio on first day events. Cannot do anything at this point to fix for this year – but adapted quickly for day 2 & lots of learning lessons for next year!
  - Logging Hours
- 2021 Annual Meeting Financials
- Annual Meeting
  - 691 registrations
  - Gross - \$121,537 + (\$7,665 online + \$9,400 mailed) sponsorships
  - Waiting on Final Bill settlement. . . .
  - Net – Will report at December 2021 Meeting
  - ALL applied to 2022's Annual Meeting Contract & Registration Offset
- Virtual Nature Venture
  - 130+ registrations
  - \$2,500 donated to the TMN Program
  - 10 participants won a \$25 Amazon gift card
  - THANK You - Cross Timbers Chapter

- Chili Pequin plants - \$200 raised
- 2021 Session Topics
  - Which topics were the most memorable?
  - Are there those we should highlight with a TMNTuesday presentation in 2022?
  - Share session TOPIC feedback via chat or in final survey for 2021 Annual Meeting . . .
  - <https://www.surveymonkey.com/r/tmn2021annualmeeting>
  - 2021 Wrap Up
  - All Contest Awards NOW ONLINE
  - <https://txmn.tamu.edu/2021-annual-meeting-awards-wrap-up/>
- Advisors Awards –
  - **Individual Award** **Team Award**
- 2022 Annual Meeting
  - Thursday October 20<sup>th</sup> – Sunday October 23<sup>rd</sup>, 2022
  - Omni Houston Hotel
    - Formerly Omni Galleria
  - Considerations:
    - Start with Thursday evening meal?
    - Chapter Leadership Luncheon – starting with on Thursday or host on Sunday morning Breakfast?
    - TMN Endowment Fundraiser?
    - Hybrid?
    - To what degree will we keep hybrid?
    - We don't know. . . .
    - Have 12 months to grow in technology
    - Another 12 months of global pandemic shifts
    - Will take the best (& most economical) parts of 2021 AND 2020 and grow into 2022. . . .
- 2021 Close Out
- 2021 in Review
- New Communication Methods
  - TMNTuesdays, Monthly Chapter Presidents Meetings, Website & Events Calendar, Social Media, etc
- New Training Models
  - Virtual, Hybrid, monthly AT state opportunities, etc
- New Virtual Volunteer Opportunities
  - Hosted TWO VVFs in 2021
- More State-sponsored advanced training (AT)
  - Does this work for you?
  - Do these state programs allow your chapter to feel more connected to the state office or other chapters?
- 
- Lessons learned -
  - flexible training environments lowered accessibility barriers
  - identifying communication efficiencies & new tools

- working with new & diverse partners for conservation volunteer projects
- 2021 Final Calendar Dates
  - November 15<sup>th</sup> – Chapter Presidents Meeting
  - December 14<sup>th</sup> – TMN Tuesday - Steve Hall 3R's of Hunting & Fishing
  - December 13<sup>th</sup> – Chapter Presidents Meeting
- Elections & Chapter Leadership Retreats
  - Coming up soon . . .
  - Chapters with Board Retreats - successful
    - -which chapters host these?
    - -what do you include on your agenda?
  - Don't forget to enter new leadership in VMS
    - -Mark in Directors List
  - Incoming 2022 Chapter Presidents invited to December 13th Presidents Meeting
- Earning 2021 Certification
  - BASIC TRAINING Temporary Policy
  - ADVANCED TRAINING Temporary Policy
  - TEMP POLICY: Allow for pre-recorded basic training sessions – with **required** follow up live Q&A with/by the same speaker(s)
    - Will allow for all (40) planned basic training hours scheduled to be done in this manner
    - Encourage this to be used minimally or only as needed
    - Encourage regional/neighboring chapter basic training collaborative before going to this model
  - TEMP POLICY: Will allow for pre-recorded AT sessions with follow up live Q&A with Speakers by the same speaker – hours for both watching & interaction with speaker will count
  - NOT ALLOWED: NO fully recorded videos with NO speaker interaction
  - GOAL here is to allow group discussion with speakers where Q&A happens in group setting/audience for group learning
- 2021 Through Grit and Distance PIN
  - **2021 PIN: Service Against All Odds – Through Grit & Distance**
  - For members who have logged – approx. 3,000 TMNs!
  - 8 Hours AT - AND -
  - At LEAST 1 Hour of Volunteer Service
  - Will be mailed to all chapters **February/March 2022**
  - VMS Reports will be pulled February 15<sup>th</sup> 2022
  - Michelle will send a list of members who've obtained the pin with the mailing for chapters to distribute.
  - Don't forget – GET YOUR HOURS IN!
- Year End Close Out
  - Review Document – Data Retention Policy on website - <https://txmn.org/files/2018/06/Data-Retention-Policy-12-2017.pdf>
  - Time to clean out Old Chapter Files:

- Financial documents
    - Chapter Membership Lists
    - Meeting Notes/Minutes
    - Paper Sign in sheets
    - Etc.
  - Review all chapter management and organizational documents with incoming leadership as needed.
  - 2022 Planning & Dates
- COVID Policy for the Program
  - **Currently:**
  - <https://txmn.tamu.edu/welcome/covid-19-response/>
  - **Considerations for all TMN Activities:**
  - It is very important to know and follow all federal, state, county and local COVID guidelines/restrictions before conducting TMN Activities. Beyond these, please consider the following in planning gatherings:
  - Virtual meeting platform tools are useful and should remain an important consideration for planning meetings and events.
  - For any indoor or outdoor activities that do occur in-person, masks and social distancing considerations are encouraged.
- Temporary Training Hours Policy
  - 2021 Annual Meeting
  - TMN Tuesdays & Be the Change
  - 2020 Annual Meeting: Recorded sessions can be watched through April 2021 for AT hours.
  - 2021 Annual Meeting: Recorded sessions can be watched through April 2022 for AT hours.
  - TMN Tuesdays: Recorded sessions can be watched for AT hours through the 2021 CY.
- Spring 2022 Training Press Release
  - Cameron set out:
  - <https://txmn.tamu.edu/spring-2022-basic-training-classes-starting-soon/>
  - On Naturalist News page: <https://txmn.tamu.edu/news/>
  - Who's hosting a spring training?
  - How are you planning to host – in-person, hybrid, virtual?
- 2022 Presidents Meetings
  - January 25<sup>th</sup>
  - February 22<sup>nd</sup>
  - March 29<sup>th</sup>
  - April 26<sup>th</sup>
  - May 24<sup>th</sup> \*
  - July 12<sup>th</sup> \* (summer meeting)
  - August 30<sup>th</sup>
  - September 27<sup>th</sup>
  - October 20<sup>th</sup> \* (Annual Meeting)
  - November 29<sup>th</sup>

- December 13<sup>th</sup> \*
- #TMNTuesdays in 2022
  - Second Tuesdays @12pm
  - January 11<sup>th</sup>
  - February 8<sup>th</sup>
  - March 8<sup>th</sup>
  - April 12<sup>th</sup>
  - May 10<sup>th</sup>
  - June 14<sup>th</sup>
  - July 12<sup>th</sup>
  - August 9<sup>th</sup>
  - September 13<sup>th</sup>
  - October 11<sup>th</sup>
  - November 8<sup>th</sup>
  - December 13<sup>th</sup>
- Diversity & Inclusion Initiatives (Workshop Planning)
  - Be The Change Workshop - Spring 2022 – EARLY APRIL
  - Sending out a survey this week to plan topics, resource needs & timing
  - <https://forms.gle/HyXhTq1czZfR5tQg8>
  - Virtual for sake of travel & cost
  - What topics would you like to hear?
  - What would be the biggest help from a workshop like this?
- Virtual Volunteer Fair 2022
  - Interest from your chapter members in participating in more of these?
  - DATES – hold - last week of April – first week of May
  - Other Chapter Resources
- Regional WebEx Accounts
  - Keeping these for 2022!
  - Michelle still manages WebEx account recording storage load. . .
  - Don't forget to download and then delete any recordings on platform.
  - Reminder that avatar/profile picture and WebEx account Name – does NOT change
  - CHECK the CALENDAR before setting new meetings
- TMN WordPress Website
  - AgriLife First Call is HIRING a Website Support Specialist!
  - Here is the [job posting](#) for the Web Support Specialist
  - Will be hosting monthly trainings again!
  - Will be focused on supporting TMN Chapter websites & updates
  - Will be the point of contact for all TMN (& TMG) website First Call tickets.
- Meeting OWLS
  - New hybrid tools in use this weekend
  - Will be loaning out to chapters for training class seasonal use
  - \$1000 in total cost
  - Sending out loan details in November
  - Let us know how it works for you this weekend - online and in-person!

- <https://txmn.tamu.edu/meeting-owl-loaner-program/>
- CMOP Update
  - **THANK YOU Chris Morrison and Lori Buffum**
  - All comments, edits, rewrites from chapters reviewed and used as bases for revisions throughout the document.
  - Ensured consistent focus on TMN mission and recruiting and training members for volunteer service.
  - Full document restructured to clarify the main basic elements of the TMN Program.
  - Numbering system used to make structure clear.
  - Appendices provided for more detail on specific aspects of the TMN Program.
  - Glossary added.
  - Pulled detailed and lengthy “Process for Disciplining or Removing Members” out of this document into its own separate document.
  - <https://txmn.tamu.edu/chapter-resources/chapter-documents/>
- TMN Merchandise
  - **State Offered Items**
    - Official Texas Master Naturalist Logo
    - Approved with Logo Trademark design & program colors
    - Offered with bulk discounts/ordering
  - **Local Chapter Produced Items**
    - MUST follow TMN Marketing & Brand Guidelines for Logo use
    - MUST have previously gotten TMN Logo use approved with TMN State office before production
    - Will be changing in 2022 . . .
  - **Curriculum**
  - **Shirts, Hats, Etc**
    - <https://txmn.tamu.edu/about/curriculum/>
    - TAMU Press Office
    - 800-826-8911
    - [bookorders@tamu.edu](mailto:bookorders@tamu.edu)
  - New Class Bulk Ordering
    - If 10 books or more are ordered, the discount is 50% taken off the cover price. To order, fill out the [TMN Curriculum Bulk Order Form](#)
  - Annual Meeting Bulk Ordering
    - Save on Shipping! Working with Press office to get order set up.
    - Order Form Sent out Monday 9.27
  - Two Types of Ordering Systems:
  - **AgriLife Bookstore**
  - Merchandise stocked in a warehouse
    - Limited quantities & sizes
    - Ships right away!
  - DropShip or MemberItem (PopUp)
    - Pop up stores
    - Limited purchase time period

- Ships after one month
    - Get the exact color & size you want
- TMN @ AgriLife Bookstore
- <https://agrilifelearn.tamu.edu/s/>
  - **Navigation Quick Show & Tell**
  - Same Customer Service Email
  - [learnonline@ag.tamu.edu](mailto:learnonline@ag.tamu.edu)
- TMN License Plate
  - **Who's ordered one?!**
  - Can be ordered on myplates.com
  - FAQ on our website
  - **\$30** for non-personalized OR **\$70** for personalized
  - \$22 of each plate sold goes back to **TMN Program**
  - <https://txmn.tamu.edu/tmn-license-plate/>
  - Quarterly Reports from DMV – 316 Q3 2021
- TMN State Office Closed for Holidays
  - Closed December 17<sup>th</sup> – January 3<sup>rd</sup>
  - See y'all in 2022!