

## TMN Chapter Presidents/Advisors Meeting (08/27/24, Virtual)

1. Meeting recordings, notes, & slides may be viewed on the [Naturalist News page of the TMN website](#).
2. [Hannah Ferguson](#) (TMN Program Support Specialist)
  - a. Currently working on:
    - i. Brand Guide Update
      1. Any use of the TMN logo on printed materials and merchandise must be approved by the TMN state office.
      2. Cohesive branding across all Chapters is imperative to maintain the integrity and recognition of the TMN trademark, brand, and mission.
    - ii. Chapter Templates/Resources (Social Media/Promotional Materials, Etc.)
      1. Promotional materials will be available to Chapters as well as Canva templates for Chapter customization.
        - a. Web page and initial templates nearing completion.
        - b. Will be a password-protected page under the “For Chapters” tab.
        - c. Requests for templates still being accepted.
    - iii. Training Class Survey
      1. Completed by 42 of 49 Chapters.
      2. Remote presentation—date to be determined. In-person presentation at the Annual Meeting.
    - iv. 2025 New Training Class Info
      1. May now be added to the TMN Website: <https://txmn.tamu.edu/blog/2025-basic-training-classes/>
    - v. TMN Curriculum Survey
      1. Errors/updates—responses still needed. Share any errors or updates (current edition): <https://www.surveymonkey.com/r/tmnbookerrata>
3. Fall Pins
  - a. Most orders via [AgriLife Learn Store](#)
  - b. [4000-hour \(PVSA\), 5000-hour, 10,000-hour, and Up](#)
    - i. Filled by [Michelle Haggerty](#) via [txmn.tamu.edu/chapter-resources/4000-above-pins/](https://txmn.tamu.edu/chapter-resources/4000-above-pins/)
    - ii. *PVSA pins are back in stock, and all backorders have been placed.*
      1. *If the recipient is registered for the Annual Meeting, Michelle will hold for the TMN Annual Meeting Awards Banquet.*
4. [TMN Tuesdays](#)
  - a. September 10<sup>th</sup>: Spanish for Naturalists
  - b. October 8<sup>th</sup>: TMN Project Fair Competition
    - i. 20-minute presentations from each participating Chapter including five minutes of Q&A.
    - ii. *Submission deadline is September 15<sup>th</sup>.*
  - c. November 12<sup>th</sup>: Joint #TMNTuesday + Presidents Meeting
  - d. December 10<sup>th</sup>: Joint #TMNTuesday + Presidents Meeting
5. [2024 Annual Meeting](#): San Marcos, October 24<sup>th</sup> – 27<sup>th</sup>
  - a. Registration: the most registrations ever received on the first day, week, and month! (We broke the internet!)
    - i. 160 registrants within the first hour.
    - ii. 391 registrants by the end of the first day.
    - iii. 550+ registrants to date (08/27/24).

- b. August 31<sup>st</sup>: Early Registration Ends / Price Increases to “Standard” Registration
- c. September 15<sup>th</sup>: Contests Close, 5 pm (Advisors Award, Photo, Art & Media, Video, Project Fair)
  - i. Entry link coming soon.
- d. September 29<sup>th</sup>: Standard Registration Closes
- e. [Agenda](#)
  - i. Available in three formats:
    - 1. CVENT Website
    - 2. Full-Sessions PDF
    - 3. Title-Only PDF / Matrix
  - ii. Wednesday, 10/23
    - 1. 7 Pre-Event Field Sessions
  - iii. Thursday, 10/24
    - 1. 16 Pre-Event Field Sessions
    - 2. Chapter Leadership Reception (Presidents Meeting) 11:30 am – 2 pm
    - 3. Check-In Opens at 2 pm
    - 4. Welcome Dinner (Meadows Center)
  - iv. Friday, 10/25
    - 1. 14 Rooms & 7 Hours of Concurrent AT Classroom Sessions
    - 2. Keynote Address
  - v. Saturday, 10/26
    - 1. 14 Rooms & 7 Hours of Concurrent AT Classroom Sessions
    - 2. Student Science Fair Winners (recognized at lunch)
    - 3. Quiz Bowl
    - 4. Awards Dinner
  - vi. Sunday, 10/27
    - 1. Contest Awards at 8 am
    - 2. Post-Event Field Sessions
    - 3. Conference Wrap-Up by Noon
- f. Lodging Room Block at Conference Site is Now Full (Embassy Suites by Hilton San Marcos Hotel & Conference Center, 1001 E. McCarty Lane, San Marcos, TX. 78666)
  - i. Other hotels available in the area.
- g. Vendor booths full!
- h. Silent Auction
  - i. Asking Chapters to Donate Items
    - 1. Bid Sheets Requested by Sunday, October 20<sup>th</sup>
      - a. Incentive: Raffle entry for \$100 silent auction shopping voucher.
    - 2. Item Drop-Off: Thursday, October 24<sup>th</sup>, 1 pm – 5 pm
  - ii. Auction Open through Saturday, October 26<sup>th</sup>, 6 pm
  - iii. Cash, Checks, & Cards Accepted
- i. Swap Shop
  - i. Bring extra TMN-related resources; take extra TMN-related resources.
- j. Contests & Awards
  - i. Pre-Annual Meeting Entries Due by Sunday, September 15<sup>th</sup>, 5 pm
    - 1. Chapter Advisor
    - 2. Chapter Project Fair
    - 3. Chapter Video
    - 4. Individual Photo, Art, & Media
      - a. 152 entries so far!

- k. Due by September 29<sup>th</sup>
    - i. Milestone Hours Reported in System
      - 1. VMS Admins: “User defined tab > TMN Recognition Group)
      - 2. Milestones recognized at the annual meeting must have been reached within the past year: October 6<sup>th</sup>, 2023 through September 29<sup>th</sup>, 2024.
    - ii. Chapter Memorials
      - 1. eMail [Michelle Haggerty](#) & [Donna Cole](#) with name, Chapter, and photo.
    - iii. Chapter Photos (to Donna Cole: donna@donna2112.com)
      - 1. 10 maximum via Google Photos or Google Drive.
  - l. [Bulk Curriculum Orders \(available for annual meeting pickup\)](#)
    - i. Due October 12
  - m. [Pop-Up Store \(with TMN logo items\)](#)
    - i. Closes September 14<sup>th</sup>
    - ii. Ships prior to the Annual Meeting
  - n. Slack Communication
    - i. Available for all registrants.
    - ii. Channels on transportation, lodging, field sessions, and more.
    - iii. [Slack tutorial](#).
6. Chapter Resources
- a. [State Website](#): First Line of Defense for Information & Questions
  - b. [Listserv](#)
    - i. Best way to stay in the loop and up to date on daily/weekly TMN events, trainings, opportunities, and other news.
  - c. TMN WordPress Website Trainings
    - i. TMNTech Tuesdays
      - 1. 1<sup>st</sup> Tuesday, Monthly
      - 2. 12:00 pm – 12:45 pm
      - 3. Hosted via Teams
    - ii. Best and fastest resolution for WordPress issues: [firstcall@ag.tamu.edu](mailto:firstcall@ag.tamu.edu)
7. VMS Updates
- a. Completed to Date
    - i. Administrative “Backend”
      - 1. Updated list of TMN “Certification Status Fields” MN Certification Status titles/definitions
      - 2. Admins’ “Add/Delete” Button Removed (expectation: new trainees create their own TMN VMS profiles)
      - 3. Samaritan Automatic Log-Out Shortened to 15 minutes after No Activity
      - 4. TMN Roles Created/Readied for Move/Consolidation
      - 5. SSO Prepped (but not yet functioning)
    - ii. VMS Training & Help Desk Updates
      - 1. Moratorium on VMS Trainings Until Further Notice of New VMS
      - 2. Contact VMS Help Desk for Emergencies
    - iii. No Current Changes for Volunteers (enter hours as usual)
  - b. Next Steps (no dates at this time)
    - i. “Life Without Folders”
      - 1. Chapters will use grids and filters to organize info.
      - 2. Advance notice, information, and training will be provided prior to transition.
        - a. Expect more information and VMS Admin training in late fall.

- b. As fields and data are being readied, please report any anomalies to the Help Desk.
  - c. Next Phase (after account is moved and consolidated with timeframe TBD)
    - i. Development/implementation of a new “Onboarding” module for volunteers.
      - 1. Anticipating one application/entry process through the system.
      - 2. New volunteers would work through several “need to know” modules before fully applying to the program.
    - ii. Development/implementation of our “Org” module.
    - iii. Development/implementation of our “Prerequisites” process (= if/then movements through onboarding).
    - iv. MFA will be added for Chapter admins using the system (last item Samaritan will build/implement).
    - v. Notes:
      - 1. Not a complete VMS system rebuild/overhaul.
      - 2. Opportunity sign-ups will move to an “Opt In” choice versus the current “Opt Out” process.
      - 3. Implementing new features/modules of the Samaritan system that were not previously available.
      - 4. VMS team has been involved in weekly meetings.
      - 5. VMS team will provide input to the development and test the rebuild.
      - 6. Training sessions for VMS admins and members when ready (TBD).
      - 7. Basic volunteer reporting experience should not be too different for *existing* members.
      - 8. VMS Admins: be watching for emails/newsletters from the TMN VMS administrative team as we learn more.
- 8. Improving TMN Reporting
  - a. For Chapter Meetings, AT, and Service Projects
    - i. Provide reporting guidance.
      - 1. Opportunity
      - 2. Project Category
      - 3. Service Description
- 9. [AgriLife Learn Store](#)
  - a. New items and shirts now in stock.
- 10. TMN License Plate
  - a. Order on <http://myplates.com/>
  - b. \$30 non-personalized; \$70 personalized
    - i. \$22 of each plate sold goes back to TMN Program:
      - <https://txmn.tamu.edu/blog/tmn-license-plate/>
      - 1. 687 sold as of Q2 2024
      - 2. 800 Goal
- 11. [TMN Endowment](#)
  - a. Initiated in 2016
  - b. Current Balance: \$125,000
    - i. Individual or Chapter Gifts
    - ii. Employer Gift Matching
    - iii. Estate Planning
  - c. To Give: [give.am/TexasMasterNaturalist](https://give.am/TexasMasterNaturalist)
- 12. End of Year Success Planning

- a. Incoming Presidents (if known) can also attend the Presidents meeting at the TMN Annual Meeting.
- b. Chapters: plan your New Year Board retreats.
- c. December: remember to enter new leadership in VMS.
  - i. Mark in Directors List

### 13. Reminders

- a. The Texas Master Naturalist title, your Chapter name, and your Program/Chapter membership should never be used in connection with advocacy or to invoke policy.
- b. The TMN title and certification should never be used for personal gain or profit.
- c. The TMN logo and title are trademarks. State office approval is required before adding them to Chapter t-shirts, merchandise, flyers, etc.
- d. Public comment should only be made as a private citizen. Your TMN title should never be associated with your public comments.
- e. Governing documents and program guidelines: <https://txmn.tamu.edu/chapter-resources/chapter-%20documents/>