

TMN Chapter Presidents/Advisors Meeting (09/24/24, Virtual)

1. Meeting recordings, notes, & slides may be viewed on the [Naturalist News page of the TMN website](#).
2. Upcoming Presidents & Advisors Meetings
 - a. October 24th, 11 am to 2 pm, Leadership Luncheon (in conjunction with the TMN Annual Meeting)
 - b. November 12th (Joint TMN Tuesday)
 - c. December 10th (Joint TMN Tuesday)
3. Chapter Templates/Resources (Social Media/Promotional Materials, Etc.)
 - a. Live! Promotional materials and Canva templates for Chapter customization now available to Chapters. (Password emailed to Chapter Presidents.)
 - i. Password-protected page under the “For Chapters” tab. (Password emailed to Chapter Presidents.)
 - ii. [Email Hannah](#) with suggestions or requests.
4. Logo
 - a. Any use of the TMN logo on printed materials and merchandise must be approved by the TMN state office.
 - b. Cohesive branding across all Chapters is imperative to maintain the integrity and recognition of the TMN trademark, brand, and mission.
 - c. Chapter logos are prohibited; Chapter marks (Chapter name) are allowed.
 - i. [Email Hannah](#) for assistance in creating a Chapter mark.
5. 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-documents/>
6. Training Class Survey
 - a. Completed by 42 of 49 Chapters.
 - i. Results will be presented at the TMN Annual Meeting
 - ii. Remote presentation—date to be determined.
7. 2025 New Training Class Info
 - a. May now be added to the TMN Website: <https://txmn.tamu.edu/blog/2025-basic-training-classes/>
8. TMN Curriculum Survey
 - a. Errors/updates—responses still needed. Share any errors or updates (current edition): <https://www.surveymonkey.com/r/tmnbookerrata>
9. Fall Pins
 - a. Most orders via AgriLife Learn store: <https://agrilifelearn.tamu.edu/s/>
 - b. 4000-hour (PVSA), 5000-hour, 10,000-hour, and up are filled by Michelle Haggerty: mmhaggerty@tamu.edu (txmn.tamu.edu/chapter-resources/4000-above-pins/)
 - i. *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.*

10. [TMN Tuesdays](#)

- a. October 8th: TMN Project Fair Competition (11:30 am to 1:30 pm)
 - i. 20-minute presentations from each participating Chapter including five minutes of Q&A.
 - ii. *Submission deadline is September 15th.*
- b. November 12th: Joint #TMNTuesday + Presidents Meeting
- c. December 10th: Joint #TMNTuesday + Presidents Meeting

11. Pollinators For Texas

- a. Partnership with HEB (Coming Soon)

12. [2024 Annual Meeting](#): San Marcos, October 24th – 27th

- a. Total Registrants: 630
 - i. The most registrations ever received on the first day.
 1. 160 registrants within the first hour.
 2. 382 registrants by the end of the first day.
 - ii. 43 of 49 Chapters Attending (88%)
- b. Sessions, Sponsors, & Vendors
 - i. 143 Classroom Sessions
 - ii. 34 Field Sessions
 - iii. 216 Speakers
 - iv. 29 Sponsors
 - v. 20 Vendors
- c. Contest Entries
 - i. 480+ Photo, Art, & Media Entries
 - ii. 6 Video Entries
 - iii. 5 Project Fair Entries
 - iv. 3 Advisor Entries
- d. [Agenda](#)
 - i. Available in three formats:
 1. CVENT Website
 2. Full-Sessions PDF
 3. Title-Only PDF / Matrix
 - ii. Wednesday, 10/23
 1. Pre-Event Field Sessions
 - iii. Thursday, 10/24
 1. 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 & Keynote Address (Meadows Center)
 - a. Attendees will be bussed from Embassy Suites.
 - i. Shuttles to Meadows Center begin at 4 pm.
 - ii. Return shuttles from Meadows Center begin at 9 pm.
 - b. Glass-Bottom Boat Tours & Open Boardwalk
 - c. Sunset: 6:51 pm
 - d. Blacklighting Event: 8 pm
 - e. What to Bring
 - i. TMN Shirts/Gear
 - ii. Sunscreen/Bug Spray

- iii. Hat/Sunglasses
 - iv. Boots/Closed-Toe Shoes
 - v. Weather Gear (if needed)
 - vi. Cameras/Binoculars
 - vii. Your Preferred Portable Device
 - iv. Friday, 10/25
 - 1. Field Sessions
 - 2. Concurrent AT Classroom Sessions
 - 3. Keynote Address
 - v. Saturday, 10/26
 - 1. Field Sessions
 - 2. Concurrent AT Classroom Sessions
 - 3. Student Science Fair Winners (recognized at lunch)
 - 4. Quiz Bowl
 - 5. Annual Awards Reception & Dinner
 - vi. Sunday, 10/27
 - 1. Contest Awards at 8 am
 - 2. Conference Wrap-Up by Noon
 - 3. Post-Event Field Sessions
- e. Field Event Wait Lists
 - i. Once added, if a spot on the field session opens, you will be emailed and have a chance to add the session to your agenda (Modify Agenda).
 - ii. Will more spots open? We don't know; field session hosts have been asked if they have capacity for additional attendees or can duplicate a session. If more spots open, availability will be announced via social media.
- f. Friends of TMN
 - i. A TMN Support Organization in Development
 - 1. Thursday, 2 pm to 4 pm, Veramendi EF
- g. 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.
- h. Vendor booths full!
- i. Silent Auction
 - i. Asking Chapters to Donate Items
 - 1. Bid Sheets Requested by Sunday, October 20th
 - a. Incentive: Raffle entry for \$100 silent auction shopping voucher.
 - 2. Item Drop-Off: Thursday, October 24th, 1 pm – 5 pm
 - ii. Auction Open through Saturday, October 26th, 6 pm
 - iii. Cash, Checks, & Cards Accepted
- j. Swap Shop
 - i. Bring extra TMN-related resources; take extra TMN-related resources.
- k. Sponsorship
 - i. All sponsors receive special recognition through conference communication, fliers, announcements, and programs, depending on the level of sponsorship.
- l. Due by September 29th
 - 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 6th, 2023 through September 29th, 2024.

3. Please ensure awards for Chapter members are updated in VMS by August 31st and September 30th. (Only approved hours count!)

- ii. Chapter Memorials
 - 1. eMail Michelle Haggerty (mmhaggerty@tamu.edu) & Donna Cole (donna@donna2112.com) with Name, Chapter, and Photo
- iii. Chapter Photos (to Donna Cole: donna@donna2112.com)
 - 1. 10 Maximum via Google Photos or Google Drive
- m. [Bulk Curriculum Orders \(available for annual meeting pickup\)](#)
 - i. Due October 12
- n. Pop-Up Store (with TMN logo items)
 - i. Closed September 14th
 - ii. Shipping prior to the Annual Meeting with Delivery by October 11th
- o. Slack Communication
 - i. Available for all registrants.
 - ii. Channels on transportation, lodging, field sessions, and more.
 - iii. [Slack tutorial](#).

13. 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. 1st 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

14. 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. Reminders:
 - 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, now twice-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: VMS newsletter was sent week of September 23rd**. Be watching for emails and newsletters from the TMN VMS Administrative Team as they learn more.

15. Improving TMN Reporting

- a. For Chapter Meetings, AT, and Service Projects
 - i. Provide reporting guidance.
 - 1. Opportunity
 - 2. Project Category
 - 3. Service Description

16. [AgriLife Learn Store](#)

- a. New items and shirts now in stock.

17. 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. 719 sold as of Q3 2024
 - 2. 800 Goal

18. [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

19. 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