# **Chapter Presidents and Advisors Meeting**

JANUARY 28, 2025



# Chapter Presidents and Advisors Meeting Jan. 28th, 2025

- Introduce yourself & your chapter in the Chat Room
- Share video (if your bandwidth allows)
- Michelle, Mary Pearl & Hannah will be monitoring the chat room
- Will be recording the meeting
- Will share slides, chat room and notes on our Naturalist News page
- We'll get started at 12:00pm
- Volunteer Note Taker \_\_\_\_\_\_





## Agenda

### **Chapter Presidents Meetings**

- Monthly Meeting Format
- Transitions
- State Office Contacts

### 2025 Planning

- Governing Documents
- Pins Ordering
- TMNTuesdays
- Spring Training
- April 2025
- Virtual Volunteer Fair
- Annual Meeting

### Chapter Resources

- State Website
- Regional Webex
- WordPress
- Owl Learners
- TMN Merchandise
- License Plate
- TMN Endowment

### Roundtable and Calendar Check



# WELCOME

to new chapter presidents and advisors!



## **Chapter Presidents and Advisors Monthly Meetings**

• Contact Lists pulled from VMS 'TMN Directors' List Toggle.

Update Officer List!

- · Normally only **ONE hour** long, may go past in busy months.
- Monthly email reminder & WebEx link shared a week to two weeks in advance.
- Recording, Notes & Slides will be posted afterwards on the Naturalist News page.
- Follow up items will be covered in post-meeting email if needed.
- Meeting can count for 1-2 Hour(s) of Volunteer Service.
  - o Log under "Chapter/Program Administration"





## 2025 President Meeting Dates

- January 28
- February 25
- March 25
- April 29
- May 27
- June 24
- July 29
- August 26
- September 30
- October TBA\* (at Annual Meeting)
- November 18\* (Joint TMN Tuesday)
- **December 9\*** (Joint TMN Tuesday)

- WebEx Meeting
- Last Tuesdays of the Month at 12:00pm Noon CST (unless otherwise noted by a \*)
- Recorded and posted to the website by COB of meeting

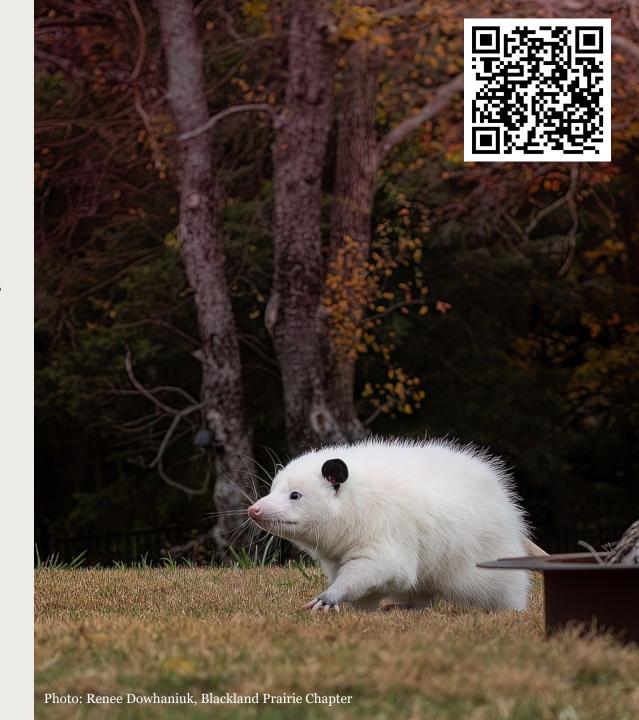


## **Leadership Transition**

Has your chapter had its board retreat?

What are your/your chapters top goals for 2025?

How are your leadership transitions going?



## **Leadership Transition**

Has your chapter updated its board and Advisors contacts in VMS?

- Update new and changing officers
- Move all historical titles and leadership/service to history box
  - VMS Administrator will need to complete

**REMINDER** – All NEW Chapter Directors need to sign the Board <u>Conflict of Interest</u> Form if they haven't already!





### Website

**Chapter Policy Question** 

**Elections/Voting Question** 

**Events Registration** 

**Meeting Recordings** 

TMN Listserv

**Annual Meeting information** 

TMN Curriculum -> **TAMU Press** 

TMN Gear -> AgriLife Learn

### Michelle & Mary Pearl

Chapter Management Issue

Discipline Action/Incident Report

**Advanced Policy Question** 

## **Hannah Ferguson**

**Chapter Training Resources** 

TMN Brand and Logo Questions

Chapter – State Office Communication

### VMS Help Desk

Request for New Account & Training

**VMS** Reports

https://texasmasternaturalist.freshdesk.c
om/support/home/

## AgriLife First Call

Chapter Website Issue

### **Hannah Thornton**

Pollinators for Texas





## **Michelle Haggerty**

Texas Master Naturalist
State Coordinator

979-587-2627 mmhaggerty@tamu.edu



## **Mary Pearl Meuth**

Texas Master Naturalist Assistant State Coordinator

727-366-1144

marypearl.meuth@ag.tamu.edu

http://txmn.tamu.edu



## Hannah Ferguson

Texas Master Naturalist Program Support Specialist

512-763-6558

hannah.ferguson@ag.tamu.edu

T E X A S





## Triennial Review of TMN Governing Docs coming up

- The Texas Master Naturalist™ Program governing documents for a chapter are the:
  - Code of Ethics and Standards of Conduct
  - o Bylaws
  - Chapter Management and Operations Protocols (CMOP)
  - Chapter Operating Handbook (COH)



• All Texas Master Naturalist Governing Documents can be found on the Chapter Documents Page: <a href="https://txmn.tamu.edu/chapter-resources/chapter-documents/">https://txmn.tamu.edu/chapter-resources/chapter-documents/</a>

Our request to you:
Review all Guiding
Documents between now
and April. Any edits and
comments, please use the
form linked above.

## **TMN Governing Documents**

### **Triennial Timeline implemented 2023**

- Documents to be reviewed on regular 3-year cycle:
- Comments & Feedback collected through website <a href="https://txmn.tamu.edu/chapter-">https://txmn.tamu.edu/chapter-</a> resources/chapter-documents/governing-documents-feedback-form/
- 2023 Year 1
- 2024 Year 2
- 2025 Year 3  $\Leftarrow$
- Summer 2025 Review feedback & edits Compile
- Fall 2025 Completed updates made & sent out.
- 2026 New Documents Year 1

Our request to you: Review all Guiding Documents between now and April. Any edits and comments, please use the form linked above.

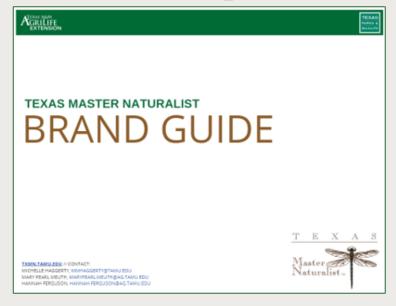




## **TMN Governing Documents**

### **Other Documents**

TMN Brand Guide – Update will release this year!





• Guidance for Citizen Science Volunteer Service Hours – will be updated before summer 2025!



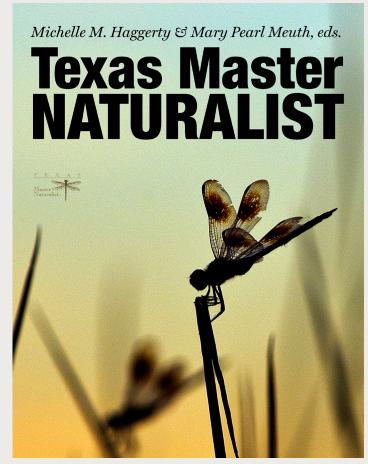
## **TMN Statewide Curriculum Update**

### **Second Edition of our Curriculum**

- We have started the project to review, update and print a second edition of our TMN Statewide Curriculum!
- Keep in mind, this will be a **multi-year project**.
- Updates will be shared once a firm timeline is secured with TAMU Press.

### **Current Edition – Available in February**

- A restock order is on its way for the current edition TMN Statewide Curriculum
- Available for pre-order with warehouse delivery expected in **mid-February**.





## **Recertification and Milestone Pins Ordering**

- NEW Recertification Pins & Milestone Pins Ordering System!
- Orders for Certification **certificates**, **250-hr**, **500-hr**, **1,000-hr**, **2,500-hr**, **Friends**, **current year re-certification**, are available through our AgriLife Learn store <a href="https://agrilifelearn.tamu.edu/s/">https://agrilifelearn.tamu.edu/s/</a>
  - To view the pins on the AgriLife Learn store, chapters will create **an entitled "Chapter Name" account** that will be given permissions to view these specific items. Once logged in, search "master naturalist pins" to order.
- Orders for **4,000-hour**, **5,000 hour**, **and 10,000-hour pins** and any previous year re-certification pins, are filled by Michelle Haggerty (michelle.haggerty@tpwd.texas.gov).
  - https://txmn.tamu.edu/chapter-resources/4000-above-pins/
  - NOTE PVSA Pins are on backorder as of this month with no ETA
  - Includes any orders received from November through today.







MERCHANDISE



Home > Search Results

1 - 20 of 453 Results for "master naturalist pins"

BROWSE BY CATEGORY ✓

COURSES

Sort By

Best Match 🔻



Business Operations (23)

COVID Response (1)

Child Care (112)



**PUBLICATIONS** 





EXTENSION STAFF ONLY V

Texas Master Naturalist Other Pins \$0.00





Texas Master Naturalist Annual Recertification Pins

\$0.00

VIEW OPTIONS







## 2025 TMN Recertification Pin

### The Greater Roadrunner!





Meet the Greater Roadrunner more in our February #TMNTuesday laster Naturalist

## **#TMNTuesdays**



2025

**January February** March April 'Not a second Tuesday July May June August 13 12 September November December October TBA 'Not a second Tuesday Save the dates for our 2025 **#TMNTuesday lineup!** Naturalist All webinars will be the second Tuesday of each month at 12pm CT with a few exceptions. Keep an eye on socials and emails for details!

- Second Tuesday of Each Month at 12pm CT \*unless otherwise noted
- Up to 1 Hour Advanced Training (sometimes more)
- Watch Live or Recorded
- Speakers & Topics Announced Monthly
- Recordings added to website afterwards
- October's TMNTuesday will be LIVE from the Annual Meeting!

TMNTuesday Page:





# #TMNTuesdays – Be sure to catch January's recording



January 2025



- There are several program items we did not cover a second time in today's Presidents meeting
- The recording is available on our website now

TMNTuesday Page:





## Join us for our February TMNTuesday!



February 2025



presents

"The Greater Roadrunner"

February 11, 12pm CT







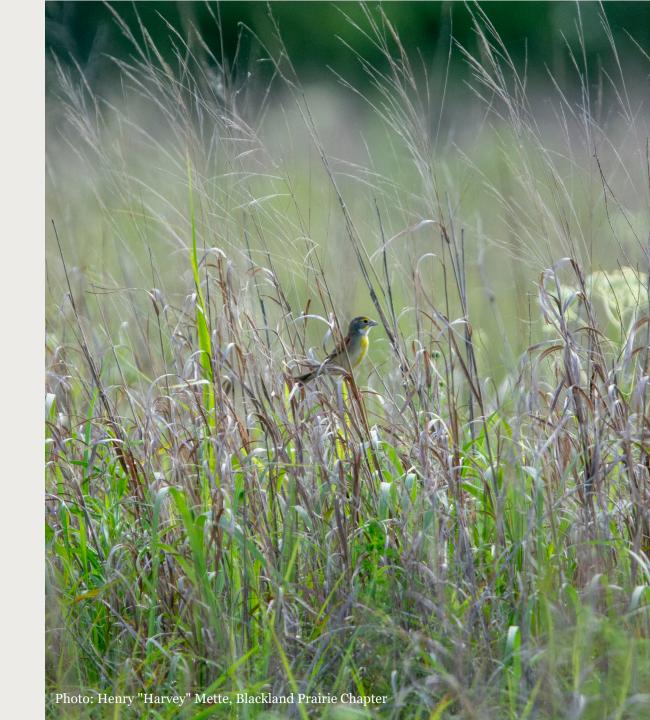
## **#TMNTuesdays FAQs**

- Are 2024 TMNTuesdays available for 2025 AT hours?
  - o No. Only calendar year TMNTuesdays can be counted for AT. But you can watch them for your own education/entertainment!
- Do I have to be a Texas Master Naturalist member to attend a #TMNTuesday?
  - No! These are open to the public all are welcome to attend. Each person will need to register via the WebEx registration link listed for that month.
- Will the #TMNTuesday events be recorded?
  - o Yes! These will be recorded each month and shared to this website by the following day of each month.
- Do I need to register for the #TMNTuesday each month?
  - o Register for the whole year's series with one page <a href="https://txmn.tamu.edu/tmntuesdays/">https://txmn.tamu.edu/tmntuesdays/</a>
- How long after I watch a #TMNTuesday video can I log my AT hours?
  - o In order to stay within the 45-Day rule for logging AT hours, you will need to log your hours at most 45 days after watching the video. Because you can view the video after the live event, please report the day you view the video, not the original date the video aired.



## **TMNTuesday Topics**

- What do you want to hear?
- What training topics does your membership need more AT provided on?
- Think chapter management and leadership presentation topics too!



## 2025 Volunteer Training Class Info

### Chapter Leaders: Update your Chapter's 2025 info via the Basic Training Class info form

- Updates to training Class information to be posted on our website:
- (scroll all the way down to the bottom for the form.)
- Keep in mind ALL 2025 training classes coming up and application periods open throughout this year
- Potential trainees ALWAYS want to know when your next training class is being planned or how they can *get on the list.*
- https://txmn.tamu.edu/blog/2025-basic-trainingclasses/



### The Mission

The Texas Master Naturalist Program's mission is to develop a corps of well-informed volunteers to provide education, outreach, and service dedicated to the beneficial management of natural resources and natural areas within their communities for the State of Texas

Many communities and organizations rely on such citizen volunteers for implementing youth education programs; for operating parks, nature centers, and natural areas; and for providing leadership in local natural resource conservation efforts. In fact, a short supply of dedicated and well-informed volunteers is often cited as a limiting factor for community-based conservation efforts

















Mika Geiger, Balcones Canyonlands



# 2025 New Year/Spring Training Classes

27 chapters with classes starting in January or later!

Share this page with those interested in joining their local chapter:

https://txmn.tamu.edu/2025-basic-training-classes/

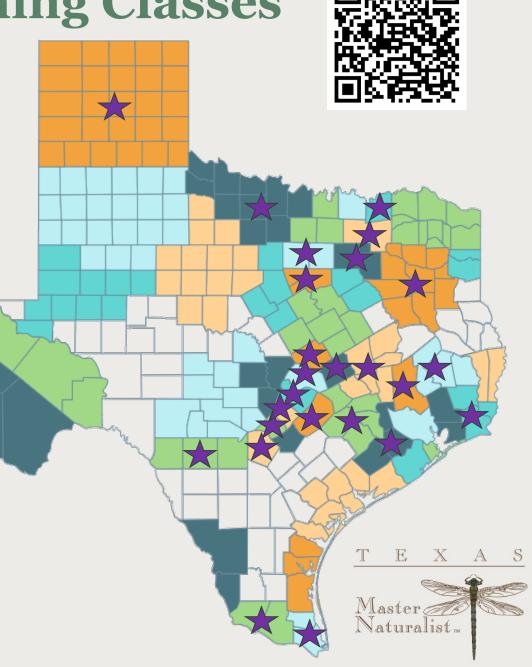
Alamo Area Chapter
Balcones Canyonlands Chapter
Blackland Prairie Chapter
Bois d' Arch Chapter
Brazos Valley Chapter
Brush y Canyons Chapter
Capital Area Chapter
Central Texas Chapter
Coastal Prairie Chapter
Cross Timbers Chapter
East Texas Chapter

El Camino Real Chapter

Good Water Chapter

Gideon Lincecum Chapter

Hays County Chapter **Heartwood Chapter** Lindheimer Chapter **Lost Pines Chapter** North Texas Chapter Panhandle Chapter Piney Wood Lakes Chapter Rio Brazos Chapter Rio Grande Valley Chapter Rolling Plains Chapter Sabine-Neches Chapter South Texas Border Chapter Trans Pecos Chapter



## 2025 Chapter Anniversaries!

### 10th Anniversary

South Texas Border Chapter

### 15th Anniversary

- Central Texas Chapter
- Good Water Chapter
- Indian Trail Chapter
- Piney Wood Lakes Chapter
- **16** Chapters celebrating an Anniversary next year!
- Put this on your radar to plan and celebrate in the new year
- Connect with chapters who celebrated anniversaries last year to get ideas

### 20th Anniversary

- Brazos Valley Chapter
- Gideon Lincecum Chapter
- Heartwood Chapter
- Red River Chapter
- Rio Brazos Chapter
- Tierra Grande Chapter

### 25th Anniversary

- East Texas Chapter
- Lindheimer Chapter
- Lost Pines Chapter
- Mid-Coast Chapter





## AND THE PROJECT AWARDS GO TO.



CONGRATULATIONS!

# CHAPTER AWARDEES

- Alamo Area Woodlawn Lake Centennial Garden
- · Balcones Canyonlands Bull Creek District Park Pollinator Garden
- Blackland Prairie Frisco Monarch View Park
- Brush y Canyons Garner State Park Visitor Center Garden
- Capital Area SMARC Pollinator Pathway
- · Coastal Prairie Nina's Garden
- Galveston Bay Area Putting the "3" in 3A
- Gideon Lincecum Educational Signage for Pollinator Habitats
- Hill Country Kerr County Courthouse Pollinator Garden
- Indian Trail Ennis Public Library Educational Pollinator Garden
- Lindheimer Madrone Trail Pollinator Garden
- · Lost Pines Bob Bryant Park Prairie Pollinator Project
- Mid-Coast Pollinator Garden Collective
- North Texas Tenison Park Pollinator Garden
- Sabine-Neches Pollinator Garden Project

### **Pollinators for Texas**



a partnership with





## **Pollinators for Texas – Questions**

- Resources Page <a href="https://txmn.tamu.edu/pollinators-for-texas/">https://txmn.tamu.edu/pollinators-for-texas/</a>
- Awards Press/News release coming next week!
- Point of Contact Hannah Thornton <u>TMNPollinatorsforTexas@ag.tamu.edu</u>

• We expect the project to continue . . . So stay tuned!





## April is a busy month!

- April National Volunteer Recognition Month
- April 8th TMN Virtual Volunteer Fair
- April 20th April 26th National Volunteer Week
- April 22nd Earth Day
- April 25th April 28th City Nature Challenge
- April 29th May 4th CNC Identification Period
- What are your Chapter Plans?

Be on the lookout for National Volunteer Month & Week Resources to share! Social Templates, Newsletter Templates and more!







April 25 - April 28, 2025

Taking pictures of wild plants and animals.

(2)

April 29 - May 4, 2025

Identifying what was found.

Results will be announced on Monday May 5, 2025.

## Virtual Volunteer Fair 2025

- Our April TMNTuesday
- SAVE THE DATE: **April 8**, **2025**
- More details to come!
- How you can help:
- Help share the proposals request in the new year with project leaders in need (Statewide focused need!)
- Save the date and encourage other members to attend and volunteer with these projects





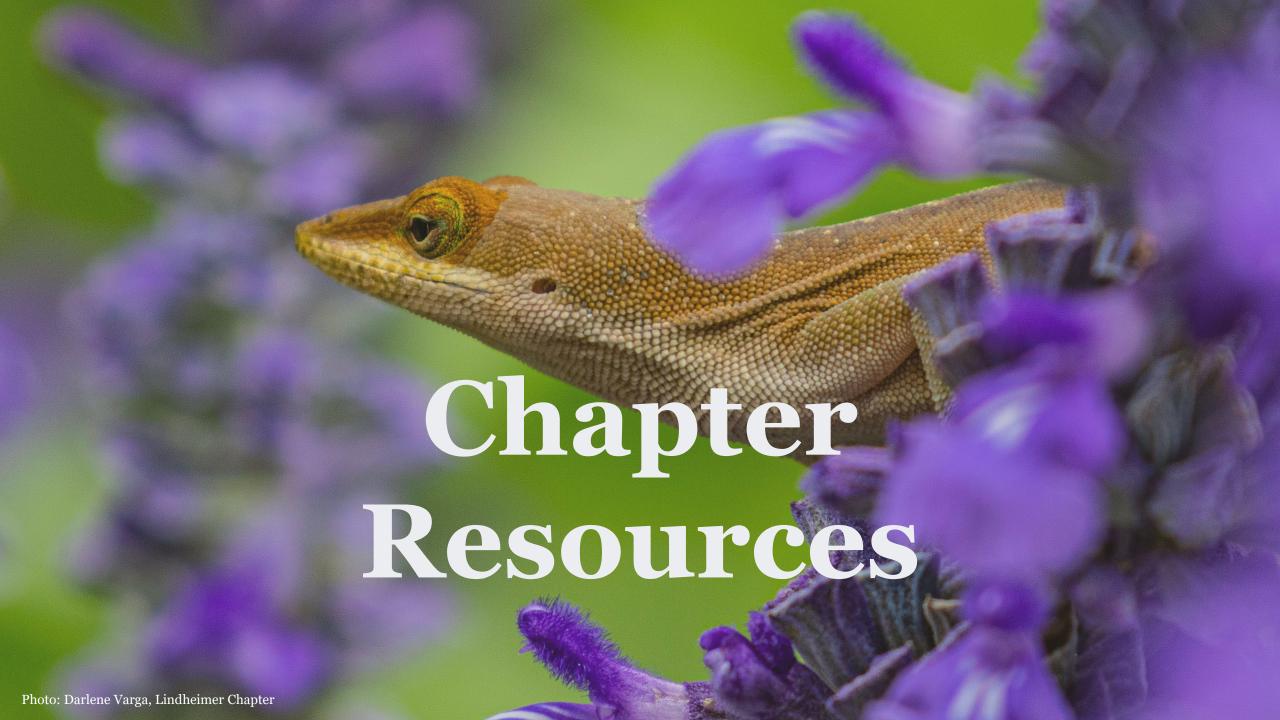


## Save the date! 2025 Annual Meeting









### **Our State Website**

#### **NATURALIST NEWS:**

• HTTPS://TXMN.TAMU.EDU/NEWS/

#### **EVENTS CALENDAR:**

HTTPS://TXMN.TAMU.EDU/EVENTS/

#### TMN STATE EMAIL LISTSERV:

- HTTPS://TXMN.TAMU.EDU/CONTACT/
- The TMN State Office (and sometimes other members) share & post information and trainings to each of these resources.
- Events added **are not automatically approved** for AT, please check with and have your local chapter review and approve first.

### **Other Quick Links on the Website:**

VMS Help Desk-

https://txmn.org/help

### **Chapter Documents Page**

https://txmn.tamu.edu/chapter-resources/chapter-documents/



Mika Geiger, Balcones Canyonlands

Texas Master Naturalist Program















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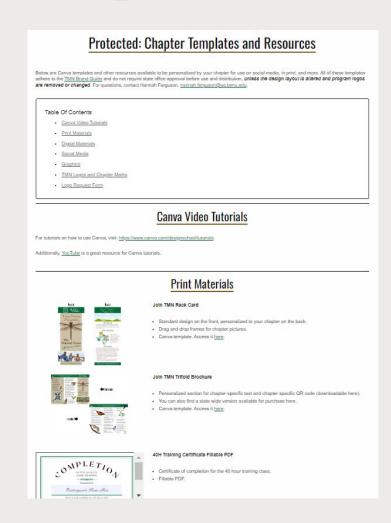
**Email Listserv Page:** 





## **Chapter Templates and Resources**

- A password-protected page full of Canva templates and other resources for chapter use!
- The password will be updated soon for the 2025 year—New presidents: make sure you are listed in VMS!
- New templates added as needs arise
- Suggestions or requests? Email
   Hannah with details for
   consideration (this does not
   guarantee template
   development)







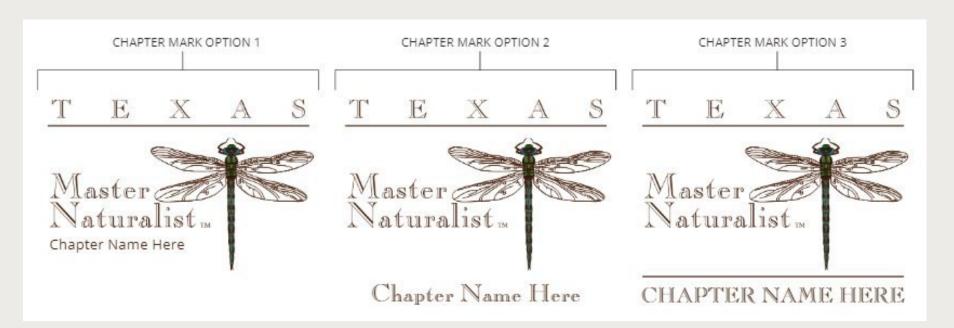
# Reminders to our Membership: Using the TMN Title

- 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.
- TMN Title and Certification should never be used for personal gain or profit.
- REMEMBER: The TMN logo and title are trademarks. Chapters (and members through their chapters) must seek state office approval when adding them to chapter t-shirts, chapter merchandise, chapter and project flyers, etc.
- Public Comment should only be made as a private citizen. Your TMN title should <u>never</u> be associated with your public comments.
- Review guidelines here: <a href="https://txmn.tamu.edu/chapter-resources/chapter-documents/">https://txmn.tamu.edu/chapter-resources/chapter-documents/</a>



# Reminders to our Chapters: the TMN Logo

- ANY use of the TMN logo on printed materials and merchandise must be approved by the TMN state office.
- Cohesive branding across all chapters is imperative to maintain the integrity and recognition of the TMN trademark, brand and mission.
- Chapter LOGOS are prohibited; however, Chapter MARKS are allowed.
- Email Hannah for assistance with creating a Chapter Mark.





## **TMN WordPress Website Trainings**

- Continuing into 2025!
- Email sent to all Webmasters with meeting link.
- First Tuesday of the Month
- 12:00 12:45pm cst

February 4, 2025

March 4, 2025

April 1, 2025

May 6, 2025

June 3, 2025

July 1, 2025

August 5, 2025

September 2, 2025

October 7, 2025

November 4, 2025

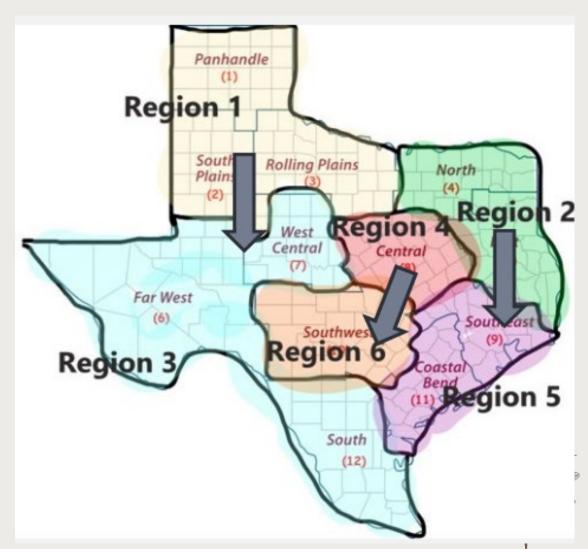
December 2, 2025



## **Regional WebEx Accounts**

#### **Regional WebEx Accounts**

- Region 1 & Region 3 share an account
- Region 2 & Region 5 share an account
- Region 4 & Region 6 share an account
- All other state meetings held on our TMN State account that you are meeting on today
  - o Either as a Meeting or a Webinar
  - Contact our State Office if you still need login info



## TMN VMS Updates

- Our TMN VMS has been undergoing a re-fresh & re-build to enable updates and new features.
- For our TMN Volunteers:
- Overall, no changes for the end user (TMN reporting volunteers) yet
- FAQ = Will there be a phone app? No, however anyone can report through the browser version on their phone.
- For Chapter TMN VMS Admins:
- Added a Rapid Training Team to our TMN VMS Administrative Team for the conversion
- Training Moratorium lifted -- Submit requests for new local chapter Admin Trainings at the TMN VMS help desk to assist with the new year turn over where needed.
- We anticipate QA/QC to take place in the next few months.

## **Improving TMN Reporting**

#### One Simple Request (shared via a ppt slide or follow up email):

• For Chapter Meetings, AT, and Service Projects your chapter leadership provides/leads please help with providing guidance on reporting to general members present. Please help ensure they are reporting to the correct category too.

#### Example for your time here today:

For attending/viewing today's meeting you will report your time as follows:

**Opportunity** = Chapter Business

Project Category = Chapter & Program Business Admin - President's Duties

**Service Description** = January Presidents & Advisors meeting with the state office

## Be Aware of Phishing/Scam Issues

#### Scam upticks in the new officer year are common

Directors' names and email addresses spoofed and appear to be asking others in the chapter for information or funds.

- Gift card scam
- Bank account access
- "I need a favor" scam
- through email and/or text messages

#### **Options:**

- Let your members know that you will never ask for these things via TMN emails
- Make it your chapter practice and policy (and make it known) that you only 'do business' (like this) during official business meetings, never over email or text
- Put directors email list behind password protected page, or on an external share drive
- Add forms for contacting chapter & use CAPTCHA option
- Send out directors' email list to chapter members once in external email at beginning of year
- How else?

When in doubt – call the real named person "emailing/texting"!



## **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
- Email Hannah Ferguson with mockup for approval
- Keep potential long turnaround time in mind—get it in early! Naturalist.

## **State TMN Merchandise**

#### Curriculum

- <a href="https://txmn.tamu.edu/about/c">https://txmn.tamu.edu/about/c</a>
  <a href="urriculum/">urriculum/</a>
  - TAMU Press Office
  - 0 800-826-8911
  - o 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 <u>TMN Curriculum Bulk</u> Order Form
- Annual Meeting Bulk Ordering
  - Save on Shipping! Working with Press office to get order set up.
  - Sent out in fall each year.

#### Shirts, Hat, Etc

- Two Types of Ordering Systems:
- 1. AgriLife Learn
  - Merchandise stocked in a warehouse
  - Limited quantities & sizes
  - Add your chapter pins in this order!
  - o Ships right away!
  - 2. DropShip or MemberItem (PopUp)
    - o Pop up stores
    - o Limited purchase time period
    - o Ships after one month
    - o Get the exact color & size you want
    - Usually reserved for Annual Meeting logo items



# **AgriLife Learn Store**

https://agrilifelearn.tamu.edu/s/





#### **TMN License PLate**

- 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
- <a href="https://txmn.tamu.edu/tmn-license-plate/">https://txmn.tamu.edu/tmn-license-plate/</a>
- Quarterly Reports from DMV
- 722 total sold as of Q3 2024
- Need to get to 800

Non-Personalized

Personalized







Thanks for your Support!















- The mission of the Texas Master Naturalist Endowment is to further enhance the Texas Master Naturalist Program, its chapters and volunteers, now and into the future, for the benefit of natural resource education, conservation and stewardship.
- Started in 2016
- Currently @ ~\$175,000
  - Individual or Chapter Gifts
  - Employer Gift Matching
  - Estate Planning

https://masternaturalistendowment.org/

To give directly, follow the link: <a href="http://give.am/TexasMasterNaturalist">http://give.am/TexasMasterNaturalist</a>



#### **Presidents Corner**

- Don't sign contracts (Over \$5,000) without review & approval from the TMN State Office.
- Let us know about grants & awards you win!
- Role of State Reps
- What questions do you have for the chapter presidents on the call now?
- Any others?



## **Calendar Check**

- January 28
- February 25
- March 25
- April 29
- May 27
- June 24
- July 29
- August 26
- September 30
- October TBA\* (at Annual Meeting)
- November 18\* (Joint TMN Tuesday)
- **December 9\*** (Joint TMN Tuesday)

#### **January**

- TMNTuesday, Jan. 14
- Presidents Meeting Jan. 28

#### **February**

- TMNTuesday, Feb 11
- Presidents Meeting, Feb. 25



# See you next month!

