

TMN-COT BOARD MEETING
Wednesday, December 3, 2025, 9:00 am – 11:00 am (HYBRID)
at Texas AgriLIFE Extension Service, Angleton TX

9:04 am Call to Order

Kathy Pittman

Kathy Pittman welcomed our four (4) interns and others in attendance and participating online.

Elected Members of Board	Present	Appointed Members of Board/Committees	Present
Kathy Pittman (President)	X	Mickey Dufilho (Immediate Past President)	X
Jimmy Salinas (Vice-President/Programs)	X	Oron Atkins (Volunteer Service Dir.)	X
Kathy Purvis (Secretary)	X	John Boettiger (Membership Dir.)	X
Don Sabathier (Treasurer)	X	Donna Rich (2024 Class Rep.)	X
Chapter Advisor(s)		Betty Skweres (2025 Class Rep.)	X
John O'Connell (AgriLIFE Extension)	X	Barbara Whaley (New Class Dir.)	X
Jordan Kieffer (TPWD: Sea Center Texas)	A	Kristine Rivers (Advanced Training Director)	V
Guests/Other		Patty Brinkmeyer (Communications Dir.)	X
Luanne Salinas	X	David Skweres (State Rep.)	X
Amanda Smith	X	Rose Wagner (Chapter Host)	V
Nannette Daugherty (Intern)	X	Ruby Lewis (Outreach Director)	X
X - present, V - virtual & A - absent		Quorum	Yes

(see *Attendance Record attached as Item 1*)

- Agenda Additions/Corrections - None presented.
- Approve Previous Board Minutes - The draft copy of the minutes of the October 1, 2025, Board meeting was sent via e-mail to Board members for advance review.
- **Minutes Approval – No corrections.**

Motion	Motion to Approve	Motion Seconded	Vote
Approve the November Board minutes	Mickey Dufilho	Oron Atkins	Minutes approved as presented.

Action Register Review/Updates

Kathy Pittman

- The slate of nominees for Board positions was presented at the November general meeting and nominations were solicited, with none offered. The slate was sent out via e-mail on November 24th as required.

Budget Review

Don Sabathier

D. Sabathier stated the budget will be left with John O'Connell for the financial audit committee to review. Lengthy discussion ensued with respect to the following:

- 1) R. Lewis requested additional funds for a chapter banner/screen to display with outreach activities, estimated at about \$149.00. The outreach budget was re-set at \$700.00.

- 2) B. Whaley discussed the intern budget, with receipts for an average class size of 10 interns about \$4,500.00. The budget will be set at \$4,200.00 with scholarships removed, and with a budget of \$630 for books. Barbara requested polo shirts with the new moisture-wicking fabric be purchased, with the group consensus agreeing they look nicer and are worn more than the T-shirts.
- 3) Annual fees for Zoom were moved from an intern class expense to a general chapter expense item of \$250.00. K. Rivers mentioned increasing annual meeting registration to \$1,800.00 for two (2) each of registration fees (\$900.00 each) and hotel charges, as well as mileage at \$0.70/mile.

He presented the November report, noting the bulk of expenses was for the bat project, T-shirts and name tags (refer to attached Item 3 for the Full Income Statement):

November 2025

BEGINNING BALANCE	\$ 12,410.24
Revenue Summary	0.20
Expense Summary	<u>869.69</u>
ENDING BALANCE	\$11,540.75

Chapter Governing Documents Discussion

David Skweres

"Red-line" documents were received from State in November as follows:

- By Laws
- Chapter Management and Operations Protocols (CMOP)
- Chapter Operating Handbook (COH)
- Code of Ethics and Standards of Conduct were also updated.

The State provided a roadmap, and "clean" versions of the documents are available on its website. Chapters are expected to comply with the governing documents as of January 1. D. Skweres and a committee of volunteers will review the COH and provide a summary of the changes for the chapter. Discussion about chapter changes also noted it would be helpful to look at officer/elected Board terms early in January to see if any change is needed. We need to remind members to review the Code of Ethics and Standards of Conduct.

Presidents Report

Kathy Pittman

- There was no Presidents meeting this month.
- Observation on volunteer hours – Hours have not returned to pre-covid levels (see Item 2 from Dave Brandes)
- Webinar option on Zoom - We still need a Zoom account for intern training and miscellaneous meetings. The "pro" version would be under \$200.00 per year at the nonprofit rate.

K. Pittman reported she noticed our volunteer hours had not returned to pre-Covid levels. Dave Brandes stated our membership has increased but our hours remain below the pre-Covid level. Kathy mentioned the survey the State sent out August 19 and stated those results might shed some light.

P. Brinkmeyer noted we currently use the Texas A&M Teams account for general meetings, which are scheduled as webinars. L. Peterson added her to the webmaster list. There was also discussion Microsoft 365, which runs about \$150.00/year. Patty will get with Larry and write up the costs to be considered. She

also discussed issues with inactive e-mails, and that our list needs to be cleaned up, as we have a distribution list of 250, some of whom are not active. D. Sabathier raised an idea for inactive e-mail users to continue receiving the e-mails as "interested" users. K. Pittman mentioned considering a "newsletter only" list that would be separate from an "active members" list.

Patty mentioned the COH Communication Director section and intends to check the records retention requirement for e-mails. We do not use "X" or Instagram and can delete those without a vote. She will get with L. Peterson to check Google groups. She also asked which members were able to access/post information to our chapter Facebook page - Larry Peterson, Kathy Pittman, Angela Griffin and Richard Schaffhausen. J. O'Connell advised those individuals report to Patty.

Vice President /Programs

Jimmy Salinas

- December - Mary Schwartz, "Vultures"; Intern Graduation and project presentation
- January - Barbara Whaley
- March - Kathy Adams Clark, "Moths"

Membership

Kathy Pittman

K. Pittman gave the November report as follows:

Initial Certification:	None	
Recertifications:	Ed Barrios	Ruby Lewis
	Georgia Monnerat	John O'Connell
Milestones:	Kyle Purvis (500)	Cris Tobola (1,000)

VMS Data

Hours*	VT	November	Year to Date
			AT
			Total
Impact data*	Adults	521	11,824
		50	2,056
		571	13,880
Impact data*	Youth	204	5,159
		376	13,406
		580	18,565

**will not be considered final until mid-January 2026*

Training Update

Barbara Whaley

B. Whaley reported 10 of 11 interns will graduate. One (1) intern will continue with training, although the Spring class has not been confirmed yet. The group will present their class project at the December meeting. K. Pittman suggested Barbara check with Rose Wagner about ordering polo shirts made with the performance fabric.

Volunteer Service

Oron Atkins

Upcoming VT Opportunities – November/December 2025

- **Exploration Green Work Day** – every Wed, 9:00 am to 12:00 pm – contact Christie Taylor, <https://www.explorationgreen.org/>
- **Trash Collection/Disposal Analysis Project** – self directed
- **Beach Sweep** – 1/05/26, 8:00 am to 10:00 am, Quintana Beach, Dewey/16th Street entrance – contacts Jimmy/Luanne Salinas
- **Nurdle Beach Patrol** – Jace Turnell – self-directed (<https://www.nurdlepatrol.org/app/>)
- **Brazoria County Comprehensive Spider Survey** – Melanie Hollenshead - self directed
- **Adopt a Loop for TMN** – contact Cris Tobola - self directed
- **DFNC Educational Pond and Native Garden Habitat Workdays** 12/18 & 12/20, 1/15/26 & 1/17/26, 9:00 am to 12:00 noon (3rd Saturdays and preceding Thursday) – contact Kathy Pittman
- **Time to Restore Project** – self-directed – contact Kathy Pittman <https://www.usanpn.org/community/TimeToRestore>
- **Upcoming Construction Projects (TBA)** – contact Oron Atkins
- Christmas Bird Counts (CBC's) - 12/14, 12/15, 12/16, 12/19, 12/20/25 and 1/03/2026; see calendar for event locations and details

Outreach

Ruby Lewis

- **Holiday in the Park, Brazos Bend State Park** - 12/13, 10:00 am - 2:00 pm; we will do Wingspan, contact Ruby Lewis
- **BNWR Discovery Center Open House** (pending) - 12/26 - 1/01, 11:00 am - 4:00 pm, contact Ruby Lewis

AT Director

Kristine Rivers

- Eco Fund
- Spring AT Day

Chapter Host
Class Rep. 2024
Class Rep. Spring 2025

Rose Wagner
 Donna Rich
 Betty Skweres

No reports.

Communications

Patty Brinkmeyer

Website and social media analytics data is still not available.

Chapter Advisors

John O'Connell/Jordan Kieffer

J. O'Connell will be travelling and unable to attend the general meeting this month. Piper Sparkman will be available to help with the virtual program. John mentioned Jordan could use some volunteer help with an event with fish. She also will offer a kayaking certification course in February for a fee of \$200.00.

New Business

All

General Meeting Agenda – The general meeting will be held December 10 at 9:00 am. Please send any meeting agenda items to Kathy Pittman no later than SUNDAY evening prior.

The next Board meeting will be January 7, 2026 at 9:00 am. Please send any agenda items to Kathy Pittman by Sunday evening prior.

President Kathy Pittman adjourned the Board Meeting at 11:29 am.

Respectfully submitted,



Kathy Purvis, Secretary

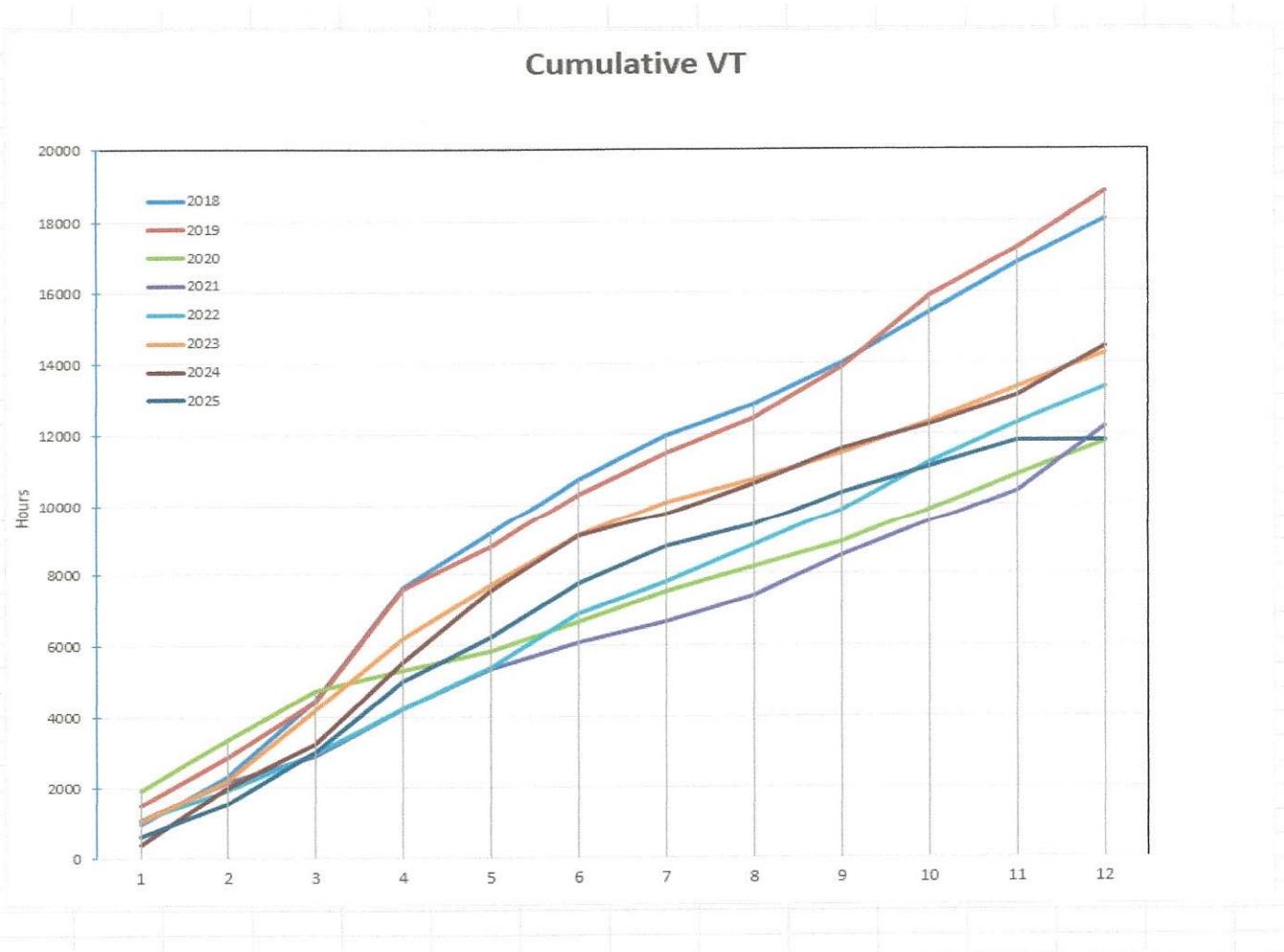
cc: Board Members
 Piper Sparkman, AgriLIFE Secretary (piper.sparkman@ag.tamu.edu)

Item 1. Attendance Record 2025

Attendance 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Kathy Pittman - President	X	X	X	X	X	X		X	X	X	X	X	11
Jimmy Salinas - VP	V	X	X	A	X	A		X	X	X	X	X	9
Kathy Purvis - Secretary	X	X	A	A	X	X		X	V	X	X	X	9
Don Sabathier - Treasurer	V	V	V	V	V	V		X	X	V	X	X	11
Advisors													
John O'Connell - AgriLife	X	X	X	X	A	X		X	X	X	X	X	10
Jordan Kieffer - TPWD	A	V	A	V	V	V		X	V	A	A	A	5
Immediate Past President													
Mickey Dufilho	A	A	X	A	X	X		X	X	A	X	X	7
Appointed Board/Committee Members													
Oron Atkins - Volunteer Ops	X	X	X	A	X	X		X	X	X	X	X	10
John Boettiger - Membership	A	X	V	X	X	X		X	X	X	X	X	10
Donna Rich - 2024 Intern Rep	X	X	A	X	X	X		X	X	X	X	X	10
Betty Skweres - 2025 Class Rep					A	X		X	X	X	A	X	5
Melanie Hollenshead - Training	A	A	A						X	A			1
Barbara Whaley - Training				X	X	X		X	X	X	X	X	9
Ruby Lewis - Outreach	A	A	A	A	X	V		X	V	X	V	X	7
Larry Peterson - Communications	V	V	X	X	X	X		V					5
Patty Brinkmeyer - Communications									A	V	X	X	4
David Skweres - State Rep					V	X		X	X	V	A	X	6
Kristine Rivers - AT	A	X	X	X	V	V		V	X	V	A	V	9
Rose Wagner, Chapter Host	A	A	X	X	V	A		X	X	A	A	V	6
Patty Brinkmeyer - Newsletter				X	A	A	V	X					3

Attendance 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Guests													
Luanne Salinas	V	X	X	X	X	A		X	X	X	X	X	10
Patty Brinkmeyer	V	V											2
Amanda Smith								X	V	V	V	X	
Barbara Lund (Intern)											X		
Larry Curtner (Intern)										X			
Julie Orr (Intern)									X	X			
Nanette Daugherty (Intern)									X	X	X		
Larry Peterson												X	
Richard Schaffhausen											X		

Item 2 - Cumulative Volunteer Time



(See Cumulative VT continued, next page)

(Cumulative VT, continued from previous page)

	A	B	C	D	E	F	G	H	I	J
1	Cumulative VT									
2	Month	2018	2019	2020	2021	2022	2023	2024	2025	
3	January	975	1525	1,922	1,073	1,089	1,042.65	400.50	622.95	
4	February	2334	2841	3,350	2,168	1,946	2,191.05	2,010.25	1,546.34	
5	March	4457	4442	4,750	2,884	2,972	4,196.15	3,246.00	3,013.44	
6	April	7619	7595	5,316	4,246	4,230	6,216.00	5,559.20	4,991.69	
7	May	9161	8784	5,837	5,357	5,408	7,704.25	7,532.00	6,225.94	
8	June	10738	10315	6,677	6,101	6,890	9,100.65	9,104.17	7,745.14	
9	July	11952	11456	7,523	6,647	7,778	10,081.50	9,754.99	8,780.28	
10	August	12836	12463	8,186	7,409	8,800	10,723.50	10,604.97	9,381.44	
11	September	14019	13903	8,905	8,516	9,838	11,456.35	11,583.53	10,355.26	
12	October	15448	15880	9,873	9,468	11,189	12,363.75	12,296.03	11,096.51	
13	November	16831	17249	10,849	10,391	12,319	13,334.35	13,079.50	11,824.26	
14	December	18054	18829	11,792	12,202	13,318	14,258.71	14,470.00	11,824.26	
15										
16										

Item 3 – November 2025 Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2025													Budget Delta		
	2025	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Totals
Opening Balance			\$10,235.82	\$12,610.89	\$12,315.57	\$12,951.55	\$14,060.88	15,237.08	14,937.33	\$13,783.95	\$13,943.88	\$13,339.55	\$12,410.24		
INCOME ITEMS															
Membership Dues	3,250	1,158.90	673.55	699.64	174.85			24.95	25.00	25.00	25.00	25.00	2,781.89	468.11	
Interest Income	10.00	0.20	0.19	0.22	0.22	0.22	0.24	0.25	0.25	0.23	0.22	0.22	0.20	2.44	7.56
Member Donations	300	23.79	23.79	23.79	1,047.76	1,000.00								2,119.13	-1,819.13
Sponsor/Non-member Donations		10.00		1,000.00		1,000.00								2,010.00	-2,010.00
Member Payments for New Shirts	40													0.00	0.00
Special AT-Remote/Non Member fee	100	238.67	101.49							9.50				349.66	-249.66
Amazon Debit Reimbursement		114.39												114.39	-114.39
Sub Total	3,700	1,545.95	799.02	1,723.65	1,222.83	2,000.24	0.25	25.20	9.73	25.22	25.22	0.20	0.00	7,377.51	-3,677.51
New Intern Class Receipts	5,250	\$1,051.40		150.00					450.91	150.20	600.75	150.00		2,553.26	2,696.74
INCOME TOTALS	8,950	\$2,597.35	799.02	1,873.65	1,222.83	2,000.24	0.25	476.11	159.93	625.97	175.22	0.20	0.00	9,930.77	-980.77

(See Income Statement continued, next page)

(Income Statement, continued from previous page)

	A	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	S
	COT MASTER NATURALIST INCOME STATEMENT for 2025															
	2025		Budget												Delta	
	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Totals	Budget	Delta
EXPENSE ITEMS																
1 Approved Donations	300		150.00												150.00	150.00
2 Speakers Bureau															0.00	0.00
3 Speaker Travel Mileage/Motel/Tolls	200														0.00	200.00
4 Membership Director Expenses	50														0.00	50.00
5 Office Supplies, Postage Etc.	30	7.52				5.41									12.93	17.07
6 Special Annual AT Event/Fall Field Day	1,750		869.34	59.60											1,371.56	378.44
7 Member Shirt Purchases (if any)	40														0.00	40.00
8 Special Recognition	200														0.00	200.00
9 Travelers D&O Ins. Premium (3 years)	1,600														1,573.00	27.00
10 GoDaddy Website maintenance	200	214.76													214.76	-14.76
11 New Officer/Member Name Tags	40						19.00								19.00	21.00
12 State Annual Conference																
13 Registration & Expenses	1,500														1,257.80	242.20
14 State Meeting Sponsorship &																
15 Scholarships	750						300.00								300.00	450.00
16 Materials	500														490.00	10.00
17 EcoFund Projects	500														495.00	5.00
18 Field Research Bat Project	1,000		146.07		759.05										1,029.56	-29.56
19 Chapter Host-Meeting/Party Supplies	400														14.97	385.03
20 Chapter Host- Recognition Party/Cak	175				46.99			46.99							93.98	81.02
21 TDECU Returned Check for ISF			1,000.00												1,000.00	-1,000.00
22 TDECU Check/Amazon Debit			32.00												41.50	-41.50
23 Sub Total	9235	222.28	1,019.34	1,237.67	52.40	778.05	300.00	1,629.49	0.00	1,230.3	1,104.53	490.00	0.00	8,064.06	1,170.94	
	A	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	S
EXPENSE ITEMS																
17 TMN Text Book Order	1500														0.00	1,500.00
18 Zeiglers-Intern T-Shirts	1200														298.94	901.06
19 Intern Name Tags	150				33.25										80.75	36.00
20 Intern Class Marketing	100						45.99								45.99	54.01
21 Intern Class - Zoom Annual fees	250														0.00	250.00
22 Intern Class Supplies	200					27.85									27.85	172.15
23 Intern Class Scholarships	150														0.00	150.00
24 Intern Registration Reimbursement			75.00												75.00	-75.00
25 Sub Total	3550	0.00	75.00	0.00	61.1	45.99	0	0	0.00	0.00	0.00	379.69	0	561.78	2,988.22	
26 EXPENSE TOTALS	12,785.00	222.28	1,094.34	1,237.67	113.50	824.04	300	1,629.49	0.00	1,230.3	1,104.53	869.69	0.00	8,625.84	4,159.16	
27 Ending Balance	12,610.89	12,315.57	12,951.55	14,060.88	15,237.08	14,937.33	13,783.95	13,943.88	13,339.55	12,410.24	11,540.75	0.00				
28 COT Chapter Lifetime membership Dues \$400.00																
29 COT 2025 Annual Dues \$25.00																
30 2025 Intern Class fee: \$150.00																
31 Members attaining 4,000, 5,000 or 10,000 VT hours are exempt from dues the next calendar year																
32 2025 Travel reimbursement: 6¢/mile																
33																
34																

Cradle of Texas Action Item Register - working copy (UPDATED 12/03/25)					
Action Item	Assigned to	Due Date	Status	Comments	
VPALS need to be updated for 25th Anniversary Celebration	Oron and Laryn Kathy Pittman	1st Q 2023 Jan-26	Ongoing in progress	Oron will finish reviewing, create VPALS as needed and send to Laryn to post on the website.	
				June 2025 - K. Pittman proposed we do different things to recognize our Chapter anniversary throughout the year. Discussion included ideas such as planting a tree, highlighting the original class, get a proclamation and consider honorary memberships for commissioners. A planning committee might be helpful.	
				August 2025 - Consider a planning committee to help.	
				November 2025 - Camp Mohawk Pocket Prairie fund proposal approved as a 25th Anniversary Project.	
				December 2025 - Committee members will include R. Wagner (when planning party functions), O. Atkins (projects), B. Whaley, K. Rivers, M. Dufilho (historian), J. Boettiger (member since 2001), N. Daugherty (Class rep for 12/25 graduating interns) & K. Pittman. Kathy will also check with <u>Connie Stolle</u> to see if she's interested in serving as Committee.	
Use of extra Funds	Kathy Pittman	Jan-26	in progress	August 2025 - The Board discussed use of extra funds available and agreed to purchase a table for pond life exhibits and for the Chapter's 25th anniversary project.	
Budget Review for following year	Don Sabathier	Dec Board meeting	scheduled for Dec. meeting	Review scheduled for 12/03. Don will send out the preliminary budget with a one-time Eeo Fund of \$1,000.	
Review/update COH Guidelines	David Skweres	Mar-26	In progress	"Red-line" documents were received from State 11/25, with a roadmap. D. Skweres & a committee of volunteers (M. Dufilho, K. Pittman & J. O'Connell or J. Kieffer) will review the COH & summarize/present the changes for the chapter.	
				Dec. 2025 - Per Board, it would help to look at the president & vice-president terms early in January to see if any change is needed. Remind members to review the Code of Ethics & Standards of Conduct.	