



TMN-COT BOARD MEETING
Wednesday, January 7, 2026, 9:00 am – 11:00 am (HYBRID)
at Texas AgriLIFE Extension Service, Angleton TX

9:08 am Call to Order

Kathy Pittman

Kathy Pittman welcomed Donna Rich and Amanda Smith as our new secretary and treasurer and others in attendance and participating online. She also thanked Kathy and Don for their service and presented them with gifts. We plan to have lunch at La Casona at 11:45 am to celebrate Kathy and Don.

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
Donna Rich (Secretary)	X	John Boettiger (Membership Dir.)	A
Amanda Smith (Treasurer)	A	Rose Wagner (Chapter Host)	A
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)	V	Kristine Rivers (Advanced Training Director)	V
Guests/Other		Patty Brinkmeyer (Communications Dir.)	X
Luanne Salinas	X	David Skweres (State Rep.)	X
Kathy Purvis	X	Melanie Hollingshead - Training	X
Don Sabatier	X	Ruby Lewis (Outreach Director)	A
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 December 3, 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 December Board minutes	Betty Skweres	Barbara Whatley	Minutes approved as presented.

- Approval of the new 2025 Fall Class Representative Nannette Daughterly.

Motion	Motion to Approve	Motion Seconded	Vote
Approve Nannette as 2025 Class Rep	Patty Brinkmeyer	Oron Atkins	Approved



Action Register Review/Updates

Kathy Pittman

- None

Training Update

Melanie/Barbara

Kathy stated that the Agrilife Auditorium is already booked on the days scheduled for the training for the intern spring class. She also said only 6 people have registered. Members of the board suggested we should have at least 10-12 people to move forward with the class. The planned Fall orientation is on February 7, 2026. It was suggested maybe we should only have one class a year. Kathy Pittman is going to call Melanie to discuss it.

AT Director

Kristine

- Eco fund

There were three submissions to the Eco fund. The committee of Kristine Rivers, Oron Atkins, Amanda Smith and John O,Connell will vote and announce the results at the next Chapter meeting.

- Spring AT Day

Spring AT day is scheduled for Saturday, February 28, 2026. It will have hands-on activities and speakers. The event will be possibly held at the new Brazoria County Parks and Wildlife building or the church as back up.

Great Texas Bat Bridge Survey

Mickey

Mickey stated 5 people were trained in December at TX-Dot bridges in Brazoria County. Oron Atkins, Mickey and Sam Dufilho performed a practice survey on 15 bridges the last Sunday of December and saw no bats. So far 15 people have volunteered to help. There will be a training meeting on January 18, 2026, location and time to be announced.

Communications

Patty

- 1) Patty is going to create a google group TMN-COT News for people interested in information on the chapter or becoming a Master naturalist.
- 2) She still needs the log in information for X and Instagram.
- 3) Patty talked about several websites that we were not aware of and discussed cleaning up members and emails in the google group. We also need to decide what to do with the old website.

Budget

Don/Amanda

- 2026 Proposed Budget Approval with one change. The president and state representative will be reimbursed for the registration fees of \$450.00 and lodging for \$600.00 but not the mileage. For a total of 2100.00 for 2026-year budget. This is from the budget line item "State Conference and Registration and Expenses.

Motion	Motion to Approve	Motion Seconded	Vote
Approve 2026 Budget	Betty Skweres	Don Sabathier	2026 Budget Approved



He presented the December 2025 report. See **Attachment 2** for the full income statement

December 2025

BEGINNING BALANCE	\$ 11,540.75
Revenue Summary	174.30
Expense Summary	<u>1857.64</u>
ENDING BALANCE	\$9,857.41

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)

The State provided a roadmap, and "clean" versions of the documents that 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 (David Skweres, Barbara Whatley, Betty Skweres, Kathy Pittman and John O’Connell) will review the COH and provide a summary of the changes for the chapter. We need to remind members to review the Code of Ethics and Standards of Conduct. The board members were sent the documents (Bylaw’s and the Chapter Management and Operations manuals with the revisions and the originals) prior to the meeting to review.

The Bylaws were approved as presented by David Skweres.

Motion	Motion to Approve	Motion Seconded	Vote
Approve the Bylaws	Mickey Dufilho	Betty Skweres	ByLaws Approved

Presidents Report (taken from slide deck)

Kathy Pittman

• **Anniversary Committee**

The committee will be comprised of Rose Wagner, Mickey Dufilho, John Boettiger, Oron Atkins, Nannette Daughterty, Kathy Pittman, Barbara Whatley, Kristine Rivers, Jordan Kieffer and John O’Connell. Kristine Rivers will head the 25th Anniversary Committee. Ideas for the 25th Anniversary included: Pins and videos of the original Chapter members, Tree planting at Camp Mohak, Field trip, and County Proclamation/Commissioners as honoree members.

- Volunteer hours (VT) will now be considered Volunteer Service (VS).



Vice President /Programs

Jimmy Salinas

- January -Barbara Whaley – Entomophagy
- February- Maureen Wild – Sea Beans
- March - Kathy Adams Clark -Moths of Texas
- April- Jace Tunnell- Beach Combing
- May- Debbie Griffith - Archeology

Membership

John Boettiger

K. Pittman gave the December report as follows:

Initial Certification:	Susan Barnes	Nannette Daughterty
Recertifications:	Sarah Castillo Brian Hanson Vicky Kirby Sharajane Marcy	Alyssas Corona Denis James Tara Lawrence- Johnson

VMS Data

		November	Year to Date
Hours*	VS	541	12573
	AT	<u>69</u>	<u>2169</u>
	Total	610	14742
Impact data*	Adults	1	5160
	Youth	<u>3</u>	<u>13409</u>
	Total	4	18569

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

Volunteer Service

Oron

Upcoming VS Opportunities – January/February 2026

- **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** –02/02/26 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** 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
- **BCPD Dunes Day – 2026- Park** – 01/24, 9AM to 12PM, Stalman Park contact Nathan Murphy

Outreach VS Opportunities

Ruby Lewis

- **DEEP sessions at BNWR** – 02/17 and 02/19- contact Lee Gaston (lee_gaston@fws.gov).

Chapter Host

Rose Wagner

Class Rep. Spring 2025

Betty Skweres

No reports.

Chapter Advisors

John O'Connell/Jordan Kieffer

J. O'Connell will be travelling but will be able to attend the general meeting this month. John mentioned he could use some volunteer help with a Mini water Fair in February Jordan will be offer a kayaking certification course in February for a fee of \$200.00 and will have a Nature Day in April.

New Business

All

General Meeting Agenda – The general meeting will be held Wednesday January 14, 2026, 6pm, Social at 5:30pm. Please send any meeting agenda items to Kathy Pittman no later than SUNDAY evening prior.

The next Board meeting will be February 4, 2026 at 9am. Please send any agenda items to Kathy Pittman by Sunday evening prior.

President Kathy Pittman adjourned the Board Meeting at 11:21.

Respectfully submitted,

Donna Rich, Secretary

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



Item 1. Attendance Record 2026

Attendance 2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Elected Board Members													
Kathy Pittman - President	X												
Jimmy Salinas -VP	X												
Donna Rich - Secretary	X												
Amanda Smith - Treasurer	A												
Advisors													
John O'Connell - AgrLife	X												
Jordan Kieffer - TPWD	V												
Immediate Past President													
Mickey Dufilho	X												
Appointed Board/Committee Members													
Oron Atkins - Volunteer Ops	X												
John Boettiger- Membership	A												
Nannette Daughterty Fall Class 2025 rep	A												
Betty Skweres - 2025 Class Rep	X												
Melanie Hollenshead - Training	X												
Barbara Whatley - Training	X												
Ruby Lewis - Outreach	A												
Rose Wagner, Chapter Host	A												
Patty Brinkmeyer - Communications	X												
David Skweres - State Rep	X												
Kristine Rivers - AT	V												

Attendance 2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Guests													
Luanne Salinas	X												
Kathy Purvis	X												
Don Sabathier	X												



Item 2 – December 2025 Income Statement

COT MASTER NATURALIST INCOME STATEMENT for 2025

	2025												Totals	Budget Delta	
	Budget	January	February	March	April	May	June	July	August	September	October	November			December
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	\$11,540.75		
INCOME ITEMS															
Membership Dues	3,250	1,158.90	673.55	699.64	174.85			24.95		25.00	25.00		24.95	2,806.84	443.16
Interest Income	10.00	0.20	0.19	0.22	0.22	0.24	0.25	0.25	0.23	0.22	0.22	0.20	0.17	2.61	7.39
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												24.22	24.22	-24.22
Special AT-Remote/Non Member fees	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	49.34	7,426.85	-3,726.85
New Intern Class Receipts	5,250	\$1,051.40		150.00				450.91	150.20	600.75	150.00		124.96	2,678.22	2,571.78
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	174.30	10,105.07	-1,155.07
EXPENSE ITEMS															
Approved Donations	300		150.00											150.00	150.00
Speakers Bureau														0.00	0.00
Speaker Travel Mileage/Motel/Tolls	200													0.00	200.00
Membership Director Expenses	50													0.00	50.00
Office Supplies, Postage Etc.	30	7.52			5.41									12.93	17.07
Special Annual AT Event/Fall Field Day	1,750		869.34	59.60						115.89	326.73			1,371.56	378.44
Member Shirt Purchases (if any)	40													0.00	40.00
Special Recognition	200													0.00	200.00
Travelers D&O Ins. Premium (3 years)	1,600							1,573.00						1,573.00	27.00
Godaddy Website maintenance	200	214.76												214.76	-14.76
New Officer/Member Name Tags	40					19.00								19.00	21.00
State Annual Conference Registration & Expenses	1,500									480.00	777.80			829.51	2,087.31
State Meeting Sponsorship & Scholarships	750													711.52	-587.31
Education Outreach Support Materials	500						300.00							1,011.52	-261.52
EcoFund Projects	500											490.00		490.00	10.00
Field Research Bat Project	1,000			146.07		759.05				495.00			101.69	596.69	-96.69
Chapter Host-Meeting/Party Supplies	400									124.44				1,029.56	-29.56
Chapter Host- Recognition Party/Cakes	175				46.99			46.99		14.97				14.97	385.03
TDECU Returned Check for ISF				1,000.00										93.98	81.02
TDECU Check/Amazon Debit				32.00				9.50							
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	1,642.72	9,706.78	-471.78
TMN Text Book Order	1500													0.00	1,500.00
Zeiglers-Intern T-Shirts	1200													298.94	901.06
Intern Name Tags	150				33.25								80.75	114.00	36.00
Intern Class Marketing	100					45.99								45.99	54.01
Intern Class - Zoom Annual fees	250													0.00	250.00
Intern Class Supplies	200				27.85									214.92	-42.77
Intern Class Scholarships	150													0.00	150.00
Intern Registration Reimbursement			75.00											75.00	-75.00
Sub Total	3550	0.00	75.00	0.00	61.1	45.99	0	0	0.00	0.00	0.00	0.00	379.69	214.92	776.70
EXPENSE TOTALS	12,785.00	222.28	1,094.34	1,237.67	113.50	824.04	300	1,629.49	0.00	1,230.30	1,104.53	869.69	1,857.64	10,483.48	2,301.52
		(3,835)													
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	9,857.41		

COT Chapter Lifetime membership Dues \$400.00
 COT 2025 Annual Dues \$25.00
 2025 Intern Class fee: \$150.00
 Members attaining 4,000, 5,000 or 10,000 VT hours are exempt from dues the next calendar year
 2025 Travel reimbursement: \$0.67/mile



Item 3- Action Register

Cradle of Texas Action Item Register - working copy (UPDATED 01/30/2026)					
Action Item	Assigned to	Due Date	Status	Comments	
VPALS need to be updated for	Oron and Larry	1st Q 2023	Ongoing	Oron will finish reviewing, create VPALS as needed and send to Larry to post on the	Moved to Recurring tasks
25th Anniversary Celebration	Kristine Rivers	Dec-26	In progress	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.	
Use of extra Funds	Kathy Pittman	Jan-26	completed	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. December 2025 - completed	moved to Closed
Budget Review for 2026	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 Eco Fund of \$1,000. Jan 2026 - Budget was finalized and approved.	moved to Closed
Review/update COH Guidelines	David Skweres	Mar-26	in progress	Nov 25 - "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 ByLaws, CMOP and COH and 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. Jan 2026 - review of ByLaws completed and approved by the Board. Email notice to be sent to Chapter members - vote at Feb meeting to ratify/accept ByLaws. (Terms were kept at 1 year). CMOP does not require a vote. David Skweres has started review of COH and will schedule meetings with the committee. Target Feb Board meeting for review of changes and approval. Chapter approval at March meeting.	moved to Closed
Board Elections	Kathy Pittman	Dec Chapter Meeting	completed	Election was held 12/10/25, and new officers in place for Jan 1	moved to Closed
Organize and conduct Financial Audit	Don Sabathier	December, 2026	completed	Secretary, Class Rep and Chapter advisor to sign off	moved to Closed
"Year in Review" presentation	Kathy Pittman	Jan Chapter meeting	completed	Presented in January meeting. Also confirmed with State Office - they no longer require annual reports from the Chapters	moved to Closed
Annual AT Day	Kristine Rivers	1-Mar	in progress	Jan 2026 - Committee has been meeting. Working on securing venue and speakers. Date is 2/28.	
Send out conflict of interest form to the new board members to be returned to President	David Skweres/Kathy Pittman	31-Jan	in progress	Dec. For incoming board in January Jan 2026 - K Pittman sent forms to incoming Treasurer and Class Rep and asked for signatures and return. (Note: only new board members need to submit forms/Not a yearly requirement of all board members.)	