

**North Texas Chapter of the Texas Master Naturalist Program Board Meeting
Monday, February 2, 2026 at 6:30 p.m.
Via Zoom Meeting**

Board Members Present

Kenneth Saintonge - State Rep.	Brenda Catlett – Vice President
Elizabeth Sutherland - Co-Treasurer	Ashley Steel – Co-President
Shelby Smith – Youth Development Dir.	Erin Mollet – Co-Training Class Dir.
Sam Kieschnick – TPWD Advisor	Cale Chapman – Secretary
Kelly Martin - Membership Director	Tim Gibson – Co-Communications Dir.
Rebecca Posten - Immediate Past President	Val Reiss – DE&I Director
Charlie Marshall – Co-Training Class Dir.	Malette Reed – Co-Treasurer
Nathan May – Co-President	Kent Roberts – Training Class Rep.
Leea Thompson - Community Ed Dir.	Ellen Guling – Volunteer Projects Dir.

Board Members Absent

Matthew Orwatt – AgriLife Advisor	Emily Black – Co-Communications Dir.
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Guests Present

Tim Skipsworth

The meeting was called to order at 6:32 pm by Co-President Ashley Steel. A quorum was present.

Approval of January 5, 2026 Board Meeting Minutes*

Minutes of the January 5, 2026 Board Meeting, which were distributed to the Board in advance of the meeting were approved.

Acknowledgement and Referral for Audit of the January 1, 2026 – January 31, 2026 Financial Books*

The Statement of Financial Position and Statement of Activity Detail for the period January 1, 2026 – January 31, 2026, which were made available to the Board in advance of the meeting, were approved.

Noting COH critical dates:

Critical dates through May were shared with the board prior to the meeting. These can be found in Dropbox.

Consent Agenda*

A motion was made and seconded to approve the items on the Consent Agenda. Motion carried.

UNFINISHED BUSINESS

1. Discussion of streamlining of NTMN committees recommended by Tim Skipworth

Tim reported that many committees have no chairs and suggested that streamlining the committees would be beneficial. He reached out to board members to talk about committees that fell under them and talked about which weren't functioning or required by the state. Based on that, Tim decided which could be eliminated or renamed to match state documents. He produced recommendations that were shared with board members prior to the meeting. These recommendations included both proposed eliminations of committees as well as name changes. These recommendations can be found in Dropbox. The committees are described in an appendix in the handbook, so the chapter would need to revise the appendix and adopt it, and make sure the website describes the committees accurately. The state requires five standing committees. Tim will work on updating chapter documents. He estimated that he will prepare something for the board to review within the next month or two with revised committees.

NEW BUSINESS

1. New Discord channel

Nathan shared information about a new chapter discord channel. It is currently open to the new class and will be rolled out to the entire chapter soon. Four individuals are moderating the channel. The board discussed disclaimers for civil interactions and potential disciplinary action for inappropriate behavior.

2. Vote on a request from Tim Skipworth of Native Plants & Prairies Day to increase the 2026 NPPD budget by \$200 from \$550 to \$750

Tim reported that the Native Plant Society of Texas is willing to match a donation by NTMN. Tim felt that NTMN should contribute \$750 to take advantage of the matching. Any remaining funds will be split between NTMN and NPSOT. This is a budget amendment. Brenda made a motion to approve the budget amendment and Shelby seconded the motion. The motion carried unanimously.

3. Audit is underway

Stan Altschuler and Joe LaBay are leading the current NTMN audit, in which Judy Cato is also participating. The audit committee is also auditing storage. The audit report is anticipated to be available in March. The audit committee will meet with the treasurers about preliminary findings.

4. Discussion of ideas for website upgrades and improvements

Recently, users have been experiencing issues with the website. Administrators were able to cut down on what was attempting to load in on the website and reset a corrupted file which sped up the website. Tim reported that Joshua Ebright has agreed to take on the role of webmaster. The board discussed the possibility of paying for outside help in maintaining the website.

5. Selecting one of the co-presidents to be designated signer on the PNC Bank accounts

The board discussed whether both co-presidents need to be signers on the bank account. Malette Reed suggested the board consider delegating one of the co-presidents as the designated signer on the bank accounts, since the co-president duties are split between administrative tasks (Ashley Steel) and being the speaker/forward-facing representative for NTMN (Nathan May). The consensus of the board indicated this was an option that made sense.

Malette Reed made a motion to delegate Ashley Steel as the designated co-president to be the signer on the PNC Bank Accounts. Shelby Smith seconded the motion. The motion carried unanimously.

Per the vote of the board, the signers on the PNC Bank Accounts shall be:

- Ashley Steel – Co-President
- Elizabeth Sutherland – Co-Treasurer
- Malette Reed – Co-Treasurer

These three officers will have authority over our bank account to sign checks and conduct business.

Ashley moved to approve the consent agenda. The motion passed.

BOARD MEMBER UPDATES AND ACTIONS

Secretary: Cale Chapman

No update. Cale will use new naming convention for Dropbox folders moving forward.

Co-Treasurers: Elizabeth Sutherland and Malette Reed

Malette shared numbers for new donations and dues. 327 members have paid dues and 72 members have not. She suggested that she may seek to include a note in the newsletter about Kroger rewards which may be credited to the chapter. Malette moved for Ashley to be designated as a signer on the chapter PNC bank account. The motion passed.

Volunteer Projects Director: Ellen Guiling

Ellen reported that volunteer work is ramping up. Spring is coming and a lot of things are being added to the calendar. She is becoming more comfortable with responding to volunteer requests. The Rowlett pollinator habitat project has a new project leader.

Membership Director: Kelly Martin

Kelly had no updates.

Training Class Directors: Charlie Marshall and Erin Mollet

Charlie reported that classes are underway.

Communications Directors: Tim Gibson and Emily Black

Tim created new class logins on the website.

Youth Development Director: Shelby Smith

No updates.

Community Education Director: Leea Thompson

Leea reported that events are pouring in. She is collaborating with elm fork chapter on their volunteer project and they will send people to help NTMN at the state fair.

DE&I Director: Val Reiss

Val shared info on the March 9th book club meeting. She attended the meet and greet and complimented the students. Some want to get involved with the DE&I committee.

State Representative: Kenneth Saintonge

Kenneth reported on an upcoming regional conference planning group meeting for 2027. He will have more to share next month.

Past President: Rebecca Posten

No updates.

Training Class Representative: Kent Roberts

No updates.

Vice President: Brenda Catlett

No updates.

Presidents: Nathan May and Ashley Steel

No updates. Nathan shared that the co-presidents are meeting one-on-one with project leads. Many have expressed interest in a regional meetup.

ADVISORS INFORMATIONAL REPORTS

- a. Texas Parks and Wildlife: Sam Kieschnick – Sam expressed gratitude. No updates.
- b. Texas AgriLife Extension: Matthew Orwat – Absent.

As there was no further business to come before the Board, it was **moved and seconded that the meeting be adjourned at 8:28 pm. The motion carried.**

Respectfully submitted,

Cale Chapman
Secretary