

# El Camino Real Texas Master Naturalist Board Meeting Minutes

September 9, 2024, 11:30 a.m.

All Saints Episcopal Church

*Attendees: Linda Burgess, Linda Jo Conn, Mike Conner, Carolyn Henderson, Janice Johnson, Sue Ann Kendall, Liz Lewis, Michelle Lopez, Pamela Neeley, Alan Rudd, Debra Sorenson*

## I. President's report

- A. Remember to remain politically impartial while representing the Texas Master Naturalist program. Don't wear shirts, hats, etc. for any candidate, and keep discussion neutral.
- B. Recommendation to staff a table at the Triad Senior Expo – Jackie Thornton
  1. It will be held on October 29 from 8 a.m. to 1 p.m. at the Yards of Cameron.
  2. It will cost \$20 for a space for nonprofits, otherwise \$25.
  3. This will be a good recruiting opportunity.
  4. At least four members, including the training class team, will be able to attend.
  5. Janice Johnson moved to approved getting a booth; Sue Ann Kendall seconded; the motion passed.
- C. Little Free Wildflower Seed Box – Linda Burgess
  1. This would be like a Little Free Library for books, only people will exchange native plant seeds.
  2. Possible locations include somewhere in Rockdale (library?), Bird and Bee Farm, the Courthouse Annex, and the wildflower bed at All Saints Episcopal.
  3. We will need Church permission to place at our wildflower bed there. Liz Lewis will contact the church.
  4. Catherine Johnson says Gary Johnson will build one. If we are going to make more than one, Liz Lewis knows someone who can do it. Linda has a photo of how one could look and more information.
  5. We would need signage with guidelines for placement of seeds (in bags) as well as labeling of species, when to plant, etc.
  6. Buy, use homegrown, both? People indicated both, though there seems to be a lot of interest in sharing what we already have.
- D. Start recruiting students
  - a. The team has decided on dates (starting January 16) and will give them to Michelle for the online brochure and to Carolyn to put on the TMN website.

- b. Alan is confident that the church building will work for the class if we rearrange the seats and request that members sit in the back and don't ask a lot of questions.
- c. We are hoping for at least ten students. We aren't collecting paid reservations yet.
- d. Deadline will officially be early December, but we will accept late registrations – we don't want to turn anyone away.

E. Fort Boggy State Park field trip Oct. 18

- 1. This is a new state park.
- 2. There will be a program of Post Oak Savannah restoration project highlight – Paul Crump will be the speaker.
- 3. Advance registration is required. We will ask at the Chapter Meeting to gauge interest and see if we want to carpool.

F. Do all officers intend to stay on for the coming year

- 1. We have two year terms.
- 2. Mike Conner stated that he does not want to continue in the Treasurer position and that he and Joyce are both planning to leave the Master Naturalist program.
- 3. Carolyn will begin looking for someone qualified to take over the position at the start of 2025.
- 4. Mike graciously agreed to help train the new person, noting that all our information is stored on a Google Drive.
- 5. All other officers indicated that they will remain in their positions.

G. Suggestions for end of year party.

- a. The previous location is now shops.
- b. Ideas:
  - i. Yards of Cameron
  - ii. Civic Center (Milam Community Theater/Williams Event Center)

II. Officers and Directors

A. Liz Lewis, VP

- a. This month's speaker is someone talking about Forest Bathing.
- b. Debra Sorensen speaks in October.
- c. Please confirm this information.

B. Mike Conner, treasurer

- a. There is over \$5700 in the treasury.
- b. Mike plans to leave the position at the end of the year.

- C. Sue Ann Kendall, secretary
  - a. We have two new blog pages, one for the Wildscape and one for the Wild Wings Bird Sanctuary.
  
- D. Michelle Lopez, communications
  - a. Michelle shared the design for a new business card we can hand out.
  - b. It features a QR code.
  - c. Carolyn Henderson moved to order the cards; Pamela Neeley seconded the motion.
  - d. The order was put in during the meeting, after some discussion about proper procedure and not using our debit card because no one has it.
  
- E. Patricia Coombs, membership – not in attendance
  
- F. Pamela Neeley, VMS/AT
  - a. The seed box project is approved. Members can get hours building it, putting together seed packets, and any group activities involving the box.
  - b. At the meeting, Pamela approved Linda Jo Conn's project to have a BioBlitz the weekend that includes October 19, along the locations of the El Camino Real Trail, which she had not seen in her email.
  
- G. Alan Rudd, student trainer
  - a. He and Debbie S. are beginning to work on finding speakers for all the topics, as well as the field trips.
  - b. See publicity section for recruiting information.
  
- H. Linda Jo Conn, state liaison
  - a. Craig Hensley of Nature Trackers at TPWD will speak at our January meeting.
  - b. She suggested Chad Cryer to talk on lichen next year (he is a potential new student).
  - c. Please participate in the BioBlitz October 18-20. Observations on any of the official El Camino Real Trail roadsides will automatically be included if you join the iNaturalist project El Camino Real Day BioBlitz. Carolyn is sending details out via email.
  - d. There was a discussion of new observations in Milam County of click bugs.
  
- I. Linda Burgess, publicity
  - a. Linda is helping with recruiting for the 2025 training class.
    - i. She created a flyer to distribute around the county, which will cost \$.25 each.

- ii. Paul Crump will send it out to his contacts.
  - iii. The USDA office will share it in their office and put it in their newsletter.
  - iv. The group discussed sending them to people with Wildlife Exemptions on their property. People do not like unsolicited mail, though since we are a nonprofit organization and not selling anything, it might be legally okay. Carolyn advised caution.
  - v. The Chambers of Commerce will receive brochures.
  - vi. Linda will place copies in the local newspapers as well.
  - vii. Members can send them or hand them out to their friends and take them to local businesses.
- b. Some updates need to be made to the draft before printing.
  - c. Alan Rudd moved to print 250 brochures at Main Printing. Carolyn Henderson seconded the motion. The motion passed unanimously.

J. Ellen Luckey, hospitality – not in attendance

K. Janice Johnson, notifications

- a. Janice will send copies of the new flyer to the email list of interested people who receive our notifications.

III. Other business: we are all appreciated.

IV. Adjourn

- a. 1 pm: Sue Ann Kendall moved to adjourn, and Carolyn Henderson seconded the motion.

V. We were asked by Josh Evans, the Milam County Extension agent for a copy of bank statements, summary of support funds, and cash management signoffs from both ECRMN and LRBMGA by October 15th. Mile Conner sent the documents as soon as requested. See following pages for a copy of the form.

Meeting time: 1.5 Hours VT Administration > Board and Committee work

**CLEAR ALL FIELDS**

**Annual Review of Support Group Fund**  
(Information to be provided by support group)

a. Account Name: El Camino Real Master Naturalists

Is this a proper account name?  Yes  No  
If no, how should the account name be changed?  
\_\_\_\_\_  
\_\_\_\_\_

b. Employer Tax ID Number: 27-0563156 Is this a legitimate ID Number?  Yes  No  
If no, what should be done to acquire an Employer Tax ID Number?  
\_\_\_\_\_  
\_\_\_\_\_


c. Whose signatures are on this account? Michael Conner, Carolyn Henderson Are these acceptable signatures?  Yes  No  
Michael Conner, Carolyn Henderson  
If no, what should be changed?  
\_\_\_\_\_

d. Is there an annual budget for this account number?  Yes  No  
If no, what should be done to prepare a budget?  
Nothing, they are in no need of a budget  
\_\_\_\_\_

e. Is there a current bank statement for this account?  Yes  No

f. Is tangible property owned by this support group?  Yes  No  
If yes, provide (attach) a list of property. (Example: computer, printer, spray tank, trailer, etc.)

g. Are there standing rules for this support group?  Yes  No  
If no, what should be done to prepare standing rules?  
\_\_\_\_\_  
\_\_\_\_\_

h. Are there investment policies for this support group?  Yes  No  
If no, what should be done to prepare investment policies?  
 9/21/2024

<b>ORIGINAL SIGNATURE</b>	<b>ORIGINAL SIGNATURE</b>	<b>ORIGINAL SIGNATURE</b>
Submitted by (Volunteer)      Date	Submitted by (Agent)      Date	Submitted by (DEA/CED)      Date



Milam COUNTY  
SUMMARY OF SUPPORT FUNDS  
BALANCE AS OF 11/29/2023

NAME OF ACCOUNT	ACCOUNT NUMBER	AUTHORIZED SIGNATURES	EIN #'S	DATE ACCOUNT WAS REVIEWED AND BY WHOM
EL CAMINO REAL MASTER NATURALISTS	2076289	Carolyn Henderson Michael Conner	27-0563156	09/21/2024 Michael Conner

\_\_\_\_\_  
County Extension Agent  
\_\_\_\_\_  
County Extension Agent

\_\_\_\_\_  
County Extension Agent  
\_\_\_\_\_  
County Extension Agent



I have participated in training in Best practices: Texas AgriLife Extension Service Financial Resource Management Training for Support Groups and have received information necessary for compliance with policy and rules.

Michael Conner
Printed Name

Signature
Treasurer
Title
TMN El Camino Real Chapter
Support Group
09/21/2024
Date

Provided by the TMN Program
Agent Providing Training
Signature
Title
County
ongoing via organization documents
Date



RETURN SERVICE REQUESTED

EL CAMINO REAL MASTER NATURALISTS  
 806 N CROCKETT AVE STE B  
 CAMERON TX 76520-0034





**Statement Ending 08/31/2024**

EL CAMINO REAL MASTER

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Customer Number: XXXXXX6289

**Managing Your Accounts**

	Branch Name	Cameron
	Phone Number	(254) 697-6653
	Mailing Address	118 S. Houston Cameron, TX 76520
	Website	www.cnbanktexas.com

**Summary of Accounts**

Account Type	Account Number	Ending Balance
Business Checking	XXXXXX6289	\$5,790.69

**Business Checking - XXXXXX6289**

**Account Summary**

Date	Description	Amount
08/01/2024	Beginning Balance	\$6,230.69
	2 Credit(s) This Period	\$60.00
	2 Debit(s) This Period	\$500.00
08/31/2024	Ending Balance	\$5,790.69

**Deposits**

Date	Description	Amount
08/13/2024	Mobile Deposit	\$30.00
08/13/2024	Mobile Deposit	\$30.00

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount
1559	08/05/2024	\$100.00	1561*	08/12/2024	\$400.00

\* Indicates skipped check number

**Daily Balances**

Date	Amount	Date	Amount
08/01/2024	\$6,230.69	08/12/2024	\$5,730.69
08/05/2024	\$6,130.69	08/13/2024	\$5,790.69

**Overdraft and Returned Item Fees**

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00



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