

Texas Master Naturalist – El Camino Real Chapter

Quarterly Board Meeting Agenda

January 29, 2026 – 11:00 a.m.

Episcopal Church Meeting Hall

Welcome

Call to Order 11 am – attendees: Marian Buegeler, Linda Jo Conn, Carolyn Henderson, Janice Johnson, Sue Ann Kendall, Michelle Lopez, Ellen Luckey, Allan Rudd, Debra Sorenson

Opening remarks – Marian Buegeler

Previous minutes: We realized we didn't have any, because Sue Ann could not attend. Carolyn will send the agenda and her notes so we can upload them for approval

Advisor

Josh Evans is willing to continue as our advisor. He is invited to all our meetings. We discussed making more use of his expertise, as well as contacting Brittany Perry in Rockdale, who is a Texas Parks and Wildlife biologist.

Review Financials Debra Sorenson -

Previous year (2 needed to review) – Debra will meet with two volunteers before the next chapter meeting to do the annual audit.

New year budget – see attached. The Board agreed to reduce the donation to the church from \$800 to \$400, since we don't have a class this year. Alan moved to donate the money now, and the motion passed. We increased the outreach budget by \$200, which still leads to a budget less than what was spent last year.

Michelle pointed out that we might not need to pay for a venue for the December meeting, since her restaurant will be open by then.

Sue Ann moved to approve the budget as amended and it passed

Discuss different ways to organize monthly meeting agenda

Intentional agenda items

Members have indicated that they would prefer meetings to be shorter

After discussion the Board agreed that anyone with a long report should send it to Sue Ann ahead of time to include in the minutes and briefly summarize it at the meeting. If a committee chair doesn't have anything to report, they can be skipped. Please tell

Marian if you have anything you want to share. Of course, the treasury report will happen each month as well as approval of minutes.

Alan proposed a draft meeting format, and after discussion we came up with this:

- 5:00-5:30 – meet and greet
- 5:30-6:00 – potluck
- 6:00-7:00 – speaker
- 7:00-7:10 – break
- 7:10- 7:40 – business meeting
- 7:40 – 8:00 – informal sharing, wildlife stories, etc. (optional)

Carolyn moved to approve the schedule and Alan seconded. The motion carried.

Review Chapter Operating Handbook and Bylaws

Changes or keep as is – no one had any changes to the proposed handbook and bylaws

Backup personnel for each position – each member either knew who their backup would be or is going to ask someone in the chapter. Several members agreed to meet to share their knowledge and to write up procedures for their positions. Debra Sorensen had already done so and has sent them in to add to the Chapter website.

Follow up at next board meeting

Ways to utilize our current internet presence to recruit new members, drive interest in and announce chapter functions.

We will use the Facebook site for more purposes, and Sue Ann will add Michelle and Carolyn as additional admins.

Sue Ann will teach Michelle how to use the WordPress site

Eventually Sue Ann will help Michelle revise and update the Chapter website. Linda Jo will serve as content consultant. This will take place later this year.

Follow up at next board meeting

Scheduling of board meetings

Marian shared that her work schedule varies and she doesn't know what it will be each week. The Board agreed that she can share days that will work for her a week or so before the next Board meeting and we will decide what works best for the group.

Other business – none

Adjourn Carolyn moved to adjourn, and Sue Ann seconded. 1 hour VT Admin – Board

Budget for 2026 (no class scheduled)	
Income	
Donation	\$ 1,000.00
Dues for year (43 members)	\$ 1,290.00
Christmas Party - meal pd by members	\$ 750.00
Total Projected Income	\$ 3,040.00
Expenses	
Christmas Party	\$ 1,000.00
Annual Conference	\$ 350.00
Church Meeting Room	\$ 400.00
Projects (bat, bird, seed library, wildscape)	\$ 1,000.00
Outreach (included advertising for new class in 2027)	\$ 400.00
Total Projected Expenses	\$ 3,150.00

El Camino Real 2025 Financial Summary

Beginning Balance	\$ 8,032.56	
Income		
HEB Grant	\$ 3,300.00	
Christmas Party 2025	\$ 730.00	
Dues for 2025	\$ 425.00	
Dues for 2026	\$ 990.00	
New Student Registration	\$ 450.00	
New Class Party	\$ 560.00	
Donations	<u>\$ 1,000.00</u>	
Total Income	\$ 7,455.00	
Expenses		
Christmas Party 2025 (meal only)	\$ 750.00	
Outreach (includes printing, brochures, chamber dues)	\$ 90.34	
New Student expenses (includes \$799 BBQ/party, books, shirts, name tags)	\$ 1,621.68	
Hospitality	\$ 108.84	
Meeting Room (church donation)	\$ 800.00	
Annual Conference (Friends sponsorship, basket/silent auction)	\$ 343.30	
Projects (bat, bird, seed library, wildscape)	\$ 966.31	
Technology (microphone, gmail dues)	\$ 228.33	
HEB project expenses	\$ 1,041.58	
Misc (check order, IRS form)	<u>\$ 84.45</u>	
Total Expenses	\$ 6,034.83	
Ending Balance as of 12/31/25	\$ 9,452.73	
Comments:		
* The growth in our balance over the last few years is due to a recurring \$1000 donation.		
* Venue for the Christmas party was generously paid by a member - thus reducing our party expense.		
* HEB Grant Project has a remaining \$2,258.42 of remaining monies to be spent during the first half of 2026.		