

El Camino Real Master Naturalists

Board Meeting

24 June 2018

1) Meeting was called to order at 2:25. In attendance were Phyllis Shuffield, Linda Jo Conn, Mike Conner, Don Travis, Donna Lewis, Sherry Colley and Kathleen Lester.

2) Liability Insurance (Mike Conner) - The Chapter currently has an insurance policy which is not "liability" insurance. The policy covers basic medical and accident coverage in the event that something happens during a Chapter-sponsored event. This coverage will pay out after each person's individual insurance has paid (secondary coverage). Liability insurance can be procured for specific events and generally costs 30 cents a person or \$8 minimum for the event. The State suggests that the Chapter consider adding liability coverage for any event that carries a risk. Coverage is generally up to \$5,000 and is designed to be a secondary coverage. It is noted that individuals with land who are holding an event (agri-tourism) can now be protected by posting a general statement regarding freedom from liability. It was determined that the Chapter would continue to purchase liability insurance for any events carrying risk to participants.

3) Going paperless (Mike Conner) - Mike recommends that we add the phrase "or secure electronic copy" within the COH in order to allow on-line records rather than hard copies. Treasurer's reports are currently posted on our website and are accessible to members. It was also recommended that approval be offered for e-mail correspondence as an official form of approval when actions require formal approval according to the COH. For items costing more than \$1,000, it is required to have approval from the Chapter president. Rather than having two physical signatures on a check, an e-mail records of the approval by the president can be used instead. A record of this e-mail correspondence will be maintained as a record. With regard to retention materials, it is recommended that we continue using our Google cloud account provides secure cloud storage.

4) COH updates (Don Travis) - Don forwarded copies of the latest COH edits from the State. He encourages everyone to check the specific portions that relate to their position and make written recommendations for any additions or changes. Don will make editorial changes for the group as he gathers feedback. Mike Conner made a motion that Don do the updates, submit the COH to the Chapter membership and approval may be indicated by an on-line response. Donna Lewis seconded the motion and the motion passed.

5) State meeting (Linda Jo) - Linda Jo Conn is the representative to the State Meeting/Conference and she will be participating in a group conference call. Feedback about any concerns or issues was asked for. It was recommended that she pass on that there were some problems with last year's meeting with several high-quality training seminars being scheduled at the same time. A discussion was held about the proposed "Gala Event" which asks individuals or corporations for a \$1,000 per person ticket or \$20,000 per table donation. It was felt that this level of financial participation might

be difficult for Milam County. Linda Jo is going to listen to the discussion and offer our feedback as planning proceeds.

6) Table cloths with TMN logo - it was discussed that tablecloths bearing the TMN logo are available through the Agrilife book store. These tablecloths make it much easier to identify our Chapter whenever we are participating in events, such as Earth Day. Don made a motion that the Chapter purchase one tablecloth. Mike seconded the motion. The motion carried.

7. Meeting adjourned at 4:10

Submitted by Kathleen Lester