



FRIENDS OF BRAZORIA WILDLIFE REFUGES

Minutes of the Board Meeting

Friday, January 13, 2023 Venue: Gulf Coast Bird Observatory

Members in Attendance: Oron Atkins, Ed Barrios, Mickey Dufilho, Phil Huxford, Ruby Lewis, Lisa Myers, Kim Richardson, Dick Schaffhausen, Mary Schwartz, Regina Tippett

Members Absent: Marty Cornell

Refuge Staff in Attendance: Bryan Winton

General Members/Guests in Attendance: Mike Lange

Lisa Myers called the meeting to order at 1:45 PM.

The proposed **agenda** was accepted.

The **minutes** of the November 11, 2022 meeting of the board were unanimously approved after a motion by Mickey and a second by Ed.

The board vote to keep the current officers in place was unanimously approved after a motion by Kim and a second by Phil:

President: Lisa Myers
Vice President: Ed Barrios
Secretary: Marty Cornell
Treasure: Regina Tippitt

Lisa noted that the board will continue to meet the second Friday of odd months – 3/10, 5/12, 7/7, 9/8, 11/10 and 1/12/24.

Refuge Report – No additional report; see minutes from General Membership Meeting 1/12/23.

Kim and Lisa reviewed Ernest Cook's contract and both agreed the contract was acceptable. The Ernest Cook contract related to land acquisition services was unanimously approved after a motion by Kim and a 2nd by Phil. Lisa will sign the contract and send it to Ernest.

The board reviewed the **Action Register**, below.

Committee Reports

Maintenance Committee – Dick

- Dick will set up some regular workdays for upkeep and send out to the Friends group
- Would like to have docents on a regular basis at the Discovery Center (need OPEN flag)
- Will schedule refurbishment for info pavilion at Discovery Center and SBNWR
- Need a new trail sign at Big Tree

Projects – Oron

- Will be starting boardwalk replacement at SBNWR Big Tree in January or February; there was a discussion about what signage, if any is needed at Big Tree; also discussed better, more obvious signage at Ivy Rd. to Bobcat Woods Trail

Outreach – Ruby

- Spring Break at Discovery Center 3/13 – 3/17 – Theme is “Butterflies”
 - Need to get announcements out the schools about refuge open house – suggested to use Phil's schools resources to get information on school's website.

- We can get 6 vans for Migration Celebration. We will need to provide drivers for vans for pick up (Friday before) and drop off (Monday after).

Birds of Prey – Phil

- 21 programs booked for 2022. Phil is planning on booking 34 schools with 44 programs for 2023.

Legal /Agreements – Kim; nothing to report.

Financial – Regina

- For 2023 Regina will send out a draft of the budget for board to fill out
- Board voted unanimously to spend \$3000.00 from McGovern funds to print student journals for DEEP after a motion by Mickey and a second by Phil
- The board voted unanimously to give \$500.00 to Gulf Coast Bird Observatory as an annual donation after a motion by Ed and a second by Mickey.
- Regina suggested we have a line item for the budget for Outreach. Ruby will give some numbers to Regina.

The meeting was adjourned at 4:30 pm.

Submitted by Mickey Dufilho, Acting Secretary in Secretary Marty Cornell's absence

Friends of Brazoria Wildlife Refuge Board Action Register September 2022

Action Item	Who? Date Started?	Due Date?	Status	Comments
Develop a New Outdoor Environmental Education Display for our canopy	Lisa/ Marty	Target for concept proposal?	No action has yet occurred	Committee to define aesthetics and variations in content/message modules. Material options for signs and displays to be defined as basis for cost estimates. Check spring-mounted signs and GCBO-pipe frame type. Need high quality images; pull
Develop text on FOBWR history for website	Ed Barrios	Sometime in 2021	Fixin to	Ed has reviewed documents back to 1994 (the start of FOBWR), and scanned newsletters through 2003. He will put these archives on our web site. When tax season ends this year. Ed has material
Develop a Succession Plan	Lisa, Mickey	Before the end of 2022	Researched succession planning; no further action	Kim is looking into protocol (bylaws, P&P), board consensus is needed to define skill needs. <i>Want thoughts for November meeting. Want diversity to broaden pool. We need someone with Ravi's contact expertise. Hire executive director.? Hire part time for corporate and community involvement.</i>
Download Migration Records to our archives	Marty	Almost done Sep22	Action pending	Files are now backed up to our cloud server automatically as added to or amended. Protocol needs to be defined to provide access by any board member.
Download ATFN Records to our archives	Marty	Almost done Sep22	Action pending	As above
Download Governance items into our Archives	Marty	Almost done Sep22	As soon as convenient	As above
Refresh the Discovery Center Display	Phil	not specified	Ongoing	Phil met with Mark Allison; riced animals priced per size, then 20% discount. So far bobcat on stump, redo inside base. \$1,300. Bryan committed \$1500 for this project this (2022) year; possibly same amount for 2023. No further action
More promotion of refuges	Lisa, Mickey, Marty	Oct. 2022	not stated; no further action	open house for area chambers of commerce will be held on October 28 th 2022.

Master Contact Spreadsheet	Ed	Ongoing	Construct a searchable file of FOBWR contacts, e.g., corporate sponsors and donors, sponsors and participants for MC, BoP, ATFN, members, volunteers, outreach. Marty and Lisa have given lists to Ed. Ed will have by Jan 31
Create a Grant Solutions account to enable applying for federal grants	Regina	Before end of 2022	The ASAP system is used for reimbursements. Regina will pursue a Grant Solutions account. Asap up and running. GS current grant is there. We are not in yet.
Design concept for B. Burkhart memorial	Oron and Lisa	Board not interested; DONE	A memorial entrance arch for the BWT pollinator garden? Metal options have been rejected. Now exploring a granite bench with an etched design. Or perhaps a concrete bench with bench with imbedded tiles. Stained glass hanging?
Design rack card with all trails	Lisa	ongoing	Guests like them and easy to hand out. 7/22 Note: Lisa reprinted refuge trifold and bookmark
Define the role/cost of a paid Community Liaison Director	Not specified		This role would contract for work performed by Ravi and Phil in soliciting donations. Must avoid creating an employee status. Thinking a paid part time position.
Correct the Brazosport Chamber of Commerce information about trails on the refuges.	Ed		
Create informational PowerPoint presentation on refuges & FOBWR to present to community organizations/groups	Lisa	Soon	Cody will look for Jennifer's refuge presentation; Ed will look for FOBWR's; Marty supplied Lisa with a PwrPt on 8/25
Check on ability to hold hybrid board meetings when members cannot attend in person	Lisa		Check with GCBO. Ok for voice. Could use zoom. Need for bylaws to allow?
Spring Break Open House at Discovery Center	Ruby + _____	March	
Schedule a Nature Note presentation at a COT meeting	Ed 11Nov22		

<u>December 2022 Final</u>	FOBWR FINANCIAL STATEMENT			
TDECU				\$152,840.92
Merrill Lynch Cash				\$398,304.53
Merrill Lynch Certificates of Deposit				\$97,387.97
ACCOUNT BALANCE				\$648,533.42
-				
FUNDED GRANTS and ALLOCATED FUNDS	Grantor	Total Awarded	Amount Spent	Amt Available
20131230 McGovern Brazoria NWR non-committed	Katherine McGovern	320,279.33	176,171.62	144,107.71
20131220 McGovern San Bernard NWR	Katherine McGovern	147,000.00	90,944.05	56,055.95
20130919 Poole Track Land Acquisition	Trull Foundation	10,000.00	-	10,000.00
20181231 Houston Endowment Land Acquisition 4	Houston Endowment	325,000.00	294,972.19	30,027.81
20201228 Houston Endowment Land Acquisition 5	Houston Endowment	150,000.00	59,600.00	90,400.00
20211229 Damuth Foundation Land Acquisition	Damuth Foundation	35,000.00	34,900.00	100.00
20220112 Equistar Chemicals - Motus Tower Fees	Equistar Chemicals	7,000.00	-	7,000.00
20221101 Knobloch Foundation Land Acquisition	Knobloch Foundation	125,000.00	-	125,000.00
		50,000.00	-	50,000.00
20210722 Black Rail Habitat (\$78,000 Reimbursable grant)	USFWS	76,438.92	76,438.92	-
TOTAL ALLOCATED FUNDS		\$1,245,718.25	\$733,026.78	\$512,691.47
FOBWR PROJECTS		Amt Allocated	Amount Spent	Amt Available
46400 Birds of Prey	FOBWR	37,793.40	29,734.20	8,059.20
Migration Celebration	FOBWR	28,679.58	5,456.18	23,223.40
20170101 BNWR Donation Box	Donations	2,204.35	-	2,204.35
20201231 General Donations, Membership Fees, Etc.	Donations	5,276.82	-	5,276.82
20210101 Barbara Burkhardt	Memorial	840.00	-	840.00
20140403 Law Enforcement Restitution	Federal Court Fines	1,835.35	-	1,835.35

*G

*E

20211112 Maintenance of Public Use Facilities	FOBWR	18,399.86	-	18,399.86	
20190601 ATFN 2019 Cannan Bend	FOBWR	211,436.29	174,088.64	37,347.65	*B
TOTAL FOBWR PROJECTS		\$306,465.65	\$209,279.02	\$97,186.63	
OPERATIONS		\$32,445.85	\$8,168.86	\$24,276.99	*E, *F
FUNDS IN TRANSIT				\$14,378.33	*I
TDECU SAVINGS				\$15.70	
TOTAL Funds in Bank Accounts				\$648,549.12	

COMPLETED PROJECTS OR GRANTS

NOTES

*I Accounts Receivable/Payable & bank activity not yet posted

*A December 2022, Transferred \$100,000 from TDECU to Merrill Lynch

MOTIONS

*B Mar 2020 Combined

Hickner Memorial Fund

\$51,570.00 & 2019 ATFN (net

\$53,866.29) & added

\$50,000.00 Hickner donation

Mar 2021 reclassified \$56,000.00 from McGovern Brazoria

*E 11/13/20 Per Board guidelines 7% was allocated to Admin expenses from Houston Endowment # 4

*F Sept 2022 Per board approval, \$15,000 reclassified from General Donations to Operations

*G Merrill Lynch account now

includes two Certificates of

Deposit for \$50,000 each.

Maturity dates are Feb 03,

2023, Feb 20, 2024

Balance is net of unrealized market gains/losses and includes estimated accrued interest.

*H Total Grant = \$78,000:

\$76,440 for program costs plus

\$1,560 for FOBWR indirect

costs (reclassified to

Operations Oct 2022)