



FRIENDS OF BRAZORIA WILDLIFE REFUGES

Minutes of the Board Meeting of the Friends of Brazoria Wildlife Refuges January 10, 2020 Gulf Coast Bird Observatory, Lake Jackson

Attendance by Members of the Board: Oron Atkins, Ed Barrios, Phil Huxford, Herb Myers, Lisa Myers, David Plunkett, Kim Richardson, Dick Schaffhausen,

Absent Members of the Board (excused): Marty Cornell, Mickey Dufilho

Attendance by the General Membership: Layna Lewis, Ruby Lewis, Jo Myers, Regina Tippet

Refuge Staff in Attendance: Jennifer Sanchez, Tom Schneider

A **quorum being present**, President Lisa Myers called the meeting to order at 2:30 p.m.

- I. The **Minutes of the November 08, 2019 Board meeting** were reviewed. **Motion** was made by Kim Richardson and seconded by Ed Barrios to approve the minutes. Minutes were approved unanimously.
- II. The **proposed 2020 Board meeting dates** were approved: March 13, May 08, July 10, September 11, November 13, and January 08, 2021.
- III. **Action Items** were reviewed and updated and follow these minutes.
- IV. Phil Huxford mentioned that a **new backup sound system for Birds of Prey** needs to be purchased. Phil will get information on what to buy.
- V. **Financial Update:** Dick presented the full-year 2019 P&L and the December, 2019 Financial Statement during the General Membership Meeting (as distributed via email). Regina has been reconciling the financials. There were no questions on the Profit and Loss statement. A motion was made by Oron Atkins and seconded by Phil Huxford to accept the December 2019 financials; this motion passed unanimously. Dick noted that Website Maintenance will need to be a new line item. Dick is working on the 2020 budget.
- VI. **Grants and Projects:** Mike Lange reviewed the year's activities at the Annual Meeting held prior to the Board meeting.
- VII. **Membership and Member Activities:** Lisa raised the question of how to get more people involved with Friends and how to raise awareness of the refuges. Jennifer Sanchez asked what membership to Friends means—what do members get; what is expected? Lisa would like us to do more outreach to organizations; e.g., presentations to County Commissioners (Dude Payne), civic/professional groups, libraries, etc. Contacting Nancy Waller (Bonnen's office) was suggested. Perhaps organize regular "fun" events and workdays at the refuges.
- VIII. **Migration Celebration 2020:** The first meeting will be held at Ed Barrios' house on January 24 at 2:00 p.m.
- IX. **Electricity at BNWR:** Jennifer Sanchez stated that the new Discovery Center generator should be installed today (January 10) at BNWR and that should solve most issues.



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- X. **BNWR Spring Open House (see action item):** Ruby volunteered to coordinate. If we want this to be well attended, we will need to promote it heavily. It was suggested that we invite Brazosport Birders to participate.
- XI. **Big Slough (and other) Trail Signage:** One way to promote more traffic at refuges is to have better signage on walking trails. Jennifer said that much of the information from the Bobcat Woods Trail signage will be used as a template for other refuge areas. It was suggested that a trail be developed around Gator Nest Pond. Perhaps develop a Prairie Butterfly Trail.
- XII. **Webmaster:** Phil motioned that **“The FOBWR board authorizes the expenditure of up to \$1,000 from general funds to hire a new web vendor.”** The motion was seconded by Dick and unanimously approved. Lisa will use BayStar short term and possibly longer.
- XIII. **Arcadia Publishing:** The company would like to publish a Pictorial History of Texas Mid-coast NWRs. This will be discussed at the next meeting.
- XIV. **USFW DOI Unified Region Friends Group:** Our involvement will be discussed at the next meeting.

Miscellaneous:

- A. It was discussed how to get David Heinicke (newly retired) involved with FOBWR.
- B. Lisa raised the question of transferring Dick Hickner’s lifetime membership to his offspring. This had been suggested to Lisa. The board did not wish to do this, but Ed suggested that we add all family members to our contacts distribution list.
- C. Ruby Lewis has offered to assist with Friends’ outreach activities as we and TMN-COT often participate together.
- D. Jennifer Sanchez stated that Tom Smith has asked to have a direct contract with FOBWR versus the payment pass-through that has existed in the past. She said that will likely necessitate a review of Mike Lange’s contract and the grant document in order to clarify the consulting parameters (developing a list of projects) and requirements, terms and conditions, etc. Kim will review all of the documents (Lisa will assist).
- E. Placing a plaque or other acknowledgement of the Hickner Family’s contribution at the Cannan Bend Recreation Area was discussed and will need to be determined at some point. No firm date has been set for a dedication ceremony at Cannan Bend.
- F. A motion was made by Ed that **“The FOBWR board authorizes a donation of \$100.00 to GCBO for their willingness to let FOBWR hold meetings in their facility.”**; this motion was seconded by Oren and approved unanimously

The meeting was adjourned at 3:30 p.m.

Submitted by

Herb Myers, Substitute Secretary, FOBWR

Edited by Marty Cornell, Secretary, FOBWR



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Friends of Brazoria Wildlife Refuge Board Action Register 10Jan20				
Action Item	Who?	Due Date?	Status	Comments
Develop a New Outdoor Environmental Education Display for our canopy	Lisa/David/Marty	On/before March 2020 board meeting	No action beyond initial research	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 pop up and pipe frame type.
Contract for temporary webmaster to replace Amber Bryan and upgrade website	Lisa	Ongoing	Ongoing	A new budget of \$1,000,00 was made by Phil, seconded by Dick and approved for a new web vendor. Lisa to use BayStar short term and possibly longer
Develop text on FOBWR history for website	Ed Barrios	Sometime in 2020	Ongoing	Ed will review Friends archives stored at Complex Office for early history (see J. Sanchez)
Develop a Succession Plan	Lisa, Mickey	Sometime in 2020	Researched succession planning	The Board needs a succession plan for Officers and Board Members and needs to set up a committee to do so. Each board member to fill out questionnaire to use to know what is important to the board. Make activities independent of person, archive documents. Lisa to resend questionnaire
Define role and responsibility of School Outreach Chair	Phil and Marty	On/before March 2020 board meeting	Action pending	Marty is to draft a statement for Phil to review. Noted that Vic Wade has become very active and will help fund raising
Develop content for interpretive signs for the Bobcat Woods, Cedar Lake Plantation, and San Bernard Oak Trails	Mickey and Herb	2019 Nov Board Meeting	Started and ongoing	Pete and Peggy Romfh will help. Suggested to include QR codes on signs. Mickey will coordinate a meeting including Curtis, Pete, and Peggy during the week of the 30th of September. Met with Curtis and walked trail. Work has started. Content needs final edits/approval; then produce (hopefully) in time for Migration Celebration; if not produced in time, Jennifer can make temporary copies
Provide suggestions for a FOBWR logo and more formal shirts for board member to wear at business-type forums/other	Lisa, Herb, Torry	September 2019 Board Meeting	Ongoing, progressing slowly	Lisa sent a former teacher colleague and graphic designer ideas the she and Herb developed. Lisa circulated his suggestions, but he did not adhere to the directions given. What do we want to do?



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Construct ramp or steps at entrance of Morgan building	Oron	Nov. 19 Board Meeting	Action pending; no construction yet	Oron will consult with Curtis on best option. Not enough room for a ramp. Oron will check on steps. Oron will get team together to build additional shelves in building.
Arrange a thankyou meeting with 1st grader Alex Grogard	Lisa	As soon as convenient	Ongoing	Lisa sent an email to Alex's parents, but has had no response as of 13Sep19. She will follow up. He will be invited to MC19 dinner
Draft plan to finish Bobcat Woods Trail	Curtis, Oron, Marty	Targeting 19Sep19	Action pending	Jennifer will participate.
Download financial records to our archives	Dick	not specified	Ongoing	Marty will provide path for folders.
Download Migration Records to our archives	Ed, Marty	not specified	Ongoing	Marty will provide path for folders. Photos will need to be moved by thumb drive given to Amber Bryan
Download ATFN Records to our archives	Marty	not specified	Action pending	
Download Outreach records to our archives	David	not specified	Action pending	
Remove password protection from "business-related" archived files	Lisa	8Nov19 Board Meeting	Action pending; needs to be fixed	The Board would like archived data to be accessible to the public, in keeping with non-profit transparency protocol. Lisa asked Amber to remove; Amber said she did so, but now there are passwords on every "business-related" file, she says.
Enable Marty to directly upload and place files into our archive	Lisa	As soon as convenient	Complete	Lisa will discuss this with Amber Bryan; Marty now has access
Board to develop annual goals	Lisa	As soon as convenient	Actively Working	Lisa will set up a meeting to develop the goals
Need to purchase new back-up sound system for Birds of Prey	Phil		Ongoing	Phil will get exact costs and present at next Board meeting
Need a focal point from the board to work with Jennifer on the Cannan Bend Project	Lisa	Next Board meeting		Lisa and Phil volunteered
Boardwalk at Hudson Woods will be demolished and replaced with decomposed granite	Jennifer	January board meeting	Ongoing	Develop a cost by January board meeting. Funds will come from McGovern funds



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Refresh the Discovery Center Display	Lisa, Phil, Tom and Herb		Ongoing	Waiting on costs from taxidermist and his availability
Shelving for storage building at SBNWR	Oron			
TDECU Relationship	Lisa		Working	
Migration Celebration 2020	Ed			1 st Meeting to be at Ed's 24-Jan-2020 at 2pm
Membership of FOBWR				
More promotion of refuges	Lisa		To discuss and work out plan	Working on ideas for more participation. <u>Ruby Lewis offered to organize BNWR spring break open house.</u> Maybe presentations to local organizations and governmental organizations
Signage at BNWR and trails				

FINANCIAL STATEMENT, December, 2019 Final				
TDECU				\$167,058.64
Merrill Lynch				\$418,439.43
Bobcat Woods Grant Receivable				\$41,723.86
ACCOUNT BALANCE				\$627,221.93
-				
		Total		Amt
FUNDED GRANTS and ALLOCATED FUNDS	Grantor	Awarded	Amount Spent	Available
20131230 McGovern Brazoria NWR non committed	Kathrine McGovern	\$272,279.33	\$135,033.28	\$137,246.05
20131220 McGovern San Bernard NWR	Katherine McGovern	\$117,000.00	\$52,271.29	\$64,728.71
20070803 Revolving Reimbursement, Grant 4	Houston Endowment			\$0.00
20130919 Poole Track Land Acquisition ??????	Trull Foundation	\$10,000.00	\$0.00	\$10,000.00
20181231 Houston Endowment Land Acquisition 4	Houston Endowment	\$325,000.00	\$162,403.07	\$162,596.93
20170811 Cedar Lake Plantation Trail	ATFN 17 FOBWR	\$62,155.96	\$35,437.57	\$26,718.39
20160728 Cedar Lake Cut Lands See NOTES	USFWS	\$30,000.00	\$0.00	
20161017 Every Kid in Park	National Park Service	\$112,500.00	\$86,389.92	\$26,110.08
20161205 Bobcat Woods Matching Funds Received	FOBWR	\$213,740.86	\$152,019.02	\$61,721.84
plus ATFN 2015 funds plus receivable				
TOTAL ALLOCATED FUNDS		\$1,142,676.15	\$623,554.15	\$489,122.00
FOBWR PROJECTS		Allocated	Spent	
46400 Birds of Prey 2019	FOBWR	\$40,403.95	\$26,492.67	\$13,911.28
Migration Celebration	FOBWR	\$12,000.00	\$0.00	\$12,000.00



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20161205 Morgan Storage Building San Bernard	FOBWR General Funds	\$500.00	\$0.00	\$500.00
20171104 Bryan Adams Memorial Fund	Donations	\$16,759.00	\$15,585.78	\$1,173.22
20170101 BNWR Donation Box	Donations	\$1,021.88	\$591.99	\$429.89
20140403 Law Enforcement Restitution	Federal Court Fines	\$7,916.11	\$2,309.92	\$5,606.19
20190208 Dick Hickner Memorial Fund Cannan Bend	Donations	\$51,540.00	\$0.00	\$51,540.00
20180418 Web Site Maintenance	FOBWR	\$5,000.00	\$6,595.00	-\$1,595.00
20190428 Alex Grogard Kemp Ridley Fund	Donations	\$88.87	\$0.00	\$88.87
OPERATIONS Merrill Lynch Dividend income		\$2,222.74	\$530.12	\$1,692.62
20190601 ATFN 2019	FOBWR	\$85,921.88	\$31,674.59	\$54,247.29
TOTAL FOBWR PROJECTS		\$223,374.43	\$83,780.07	\$139,594.36
TOTAL FUNDS AVAILABLE FOR PROJECTS				-\$1,494.43
TDECU SAVINGS				15.08
TOTAL Funds in Bank Accounts				\$585,513.15

COMPLETED PROJECTS OR GRANTS

NOTES

20161205 Bobcat Woods Trail is a receivable. Grant 160,000.00 plus \$53,641.00 ATFN fundraiser

20160728 Cedar Lake Cut Lands is a receivable. We will receive funds as invoices are turned in.

46400 Birds of Prey 2019 beginning funds balance \$11,634.00

Houston Endowment Revolving acct \$20,000.00 from HE grant #4

Migration celebration 2019 beginning balance \$12,404.28

5/23/19 Closed out Cedar Lakes Deposit Acct. 2047.13 added back to acct.

5/23/19 Withdrew 15,399.92 from Bobcat woods McCoy Deposit acct. \$5,000.00 balance

9/1/19 Put \$2,785.00 back into General funds. Left \$500.00 to complete project

9/1/19n Closed out Milkweed Green house \$418.00 back to general funds

9/1/19 Using Merrill Lynch dividend income for operational expenses.

11/30/19 left \$12,000 for beginning balance

MC 2020

8/2/2019 Closed IBC accounts. Opened Merrill Lynch account.

\$366,366.09

Motions

April 18, 2018 Authorized up to \$3,000.00 for Friends web site redo

July 15 and 21, 2018 Authorized \$27,000.00 for B Adams water feature at DEEP. Funds to come from Brazoria McGovern acct.

November 10, 2018 Motion to spend up to \$10,000.00 for an audit of FOBWR 2018 books. Funds from general funds

August 27, 2019 Audit completed paid \$10,000.00

December 11, 2018 Motion Authorized the expenditure of up to \$3,000.00 for the purchase of 4,000 DEEP Student field journals

payment to come from Brazoria McGovern funds Spent \$2,820.0 2/27/19

January 11, 2019 Approved ATFN budget via email vote

April 3, 2019 Approved an additional \$2,000.00 for Website redo

April 30, 2019 Approved \$3,000.00 donation to National Wildlife Refuge Association from general funds



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September 11, 2019 Approved the purchase of 30 binoculars not to exceed \$2,500.00 for DEEP from McGovern Brazoria funds