



FRIENDS OF BRAZORIA WILDLIFE REFUGES

## Minutes of the Meeting of the General Membership

Friday, January 8, 2021

Virtual via MS Teams

**Board Members in Attendance:** Oron Atkins, Ed Barrios, Marty Cornell, Mickey Dufilho, Phil Huxford, Herb Myers, Lisa Myers, Kim Richardson, Dick Schaffhausen, Mary Schwartz, Regina Tippet

**Absent Member of the Board:** Ruby Lewis

**General Members in Attendance:** David Heinicke, Jo Myers, Jeanne Welsch

**Refuge Staff in Attendance:** Jennifer Sanchez, Tom Schneider

**Guest in Attendance:** Mike Lange

The meeting was called to order at 2:23 pm.

The **Agenda** was accepted with no corrections.

Kim moved to accept the **minutes of the November 8, 2020 Board Meeting**. Herb seconded the motion and the motion unanimously passed.

Mickey Dufilho moved that the **officers of the Friends of Brazoria Wildlife Refuges for 2021** shall be Lisa Myers as President, Ed Barrios as Vice President, Marty Cornell as Secretary, and Regina Tippet as Treasurer. Herb Myers seconded the motion, which then passed with unanimous consent.

The board agreed that board meetings will continue to be held on the second Friday of the six odd-numbered months of the year.

**Completed Action Items** since the last board meeting are:

- Sherie Young has approved the transfer of excess money (\$1,173.22) in the Bryan Adams Memorial Fund to our general funds.

The active Action Register can be found at the end of this report.

**Projects:**

- The Bobcat Woods Trail has been completed and an inspection report has been sent by Marty to the Texas Parks and Wildlife Department. TPWD will shortly issue us the remaining \$8,000 in our grant.
- Repair of the boardwalks at Dow Woods will start on Monday.

**Financial:**

The financial statement for December 2020, is attached below. Future financial statements will reflect the two-month period between board meetings.

Dick is discussing a full audit by Curtis Craig, CPA; the estimated cost is \$10,000, which Kim believes to be a reasonable price.

The need for and frequency of official audits was discussed. Grantors sometimes request an audit report, but some do not, such as, per Mike Lange, the NRCS who is processing our recent grant application. Kim was asked to probe our fiduciary obligation in view of our rather substantial cash flow. Kim thought that an audit should be done every two years; Lisa expressed doubt that audits are needed that frequently. Our last full audit was done for the 2018 books. This issue was tabled for decision at the March board meeting.

Dick noted that our balance at Merrill Lynch exceeds over \$600,000, which is beyond the insured limit. He will investigate options for other investments that would insure all our funds.

The transition of the treasurer role from Dick to Regina will require a change of signature authority. At present, this authority is granted to Dick, Lisa, and Ed, but Ed wants to be removed from this obligation. Kim will investigate the possible requirement that only officers may be granted signature authority.

The meeting was adjourned at 4:30 PM.

Marty Cornell, Secretary

Friends of Brazoria Wildlife Refuges.

## FOBWR FINANCIAL STATEMENT December 2020

TDECU				\$171,939.06	
Merrill Lynch				\$455,091.67	
Cedar Lake Cut Lands Receivable				\$0.00	*A
Bobcat Woods Grant Receivable				\$8,000.00	
<b>ACCOUNT BALANCE</b>				<b>\$635,030.73</b>	
-				-	
<b>FUNDED GRANTS and ALLOCATED FUNDS</b>	<b>Grantor</b>	<b>Total Awarded</b>	<b>Amount Spent</b>	<b>Amt Available</b>	
20131230 McGovern Brazoria NWR non committed	Kathrine McGovern	\$270,279.33	\$109,578.27	\$160,701.06	
20131220 McGovern San Bernard NWR	Katherine McGovern	\$127,000.00	\$69,271.29	\$57,728.71	
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	\$247,472.19	\$77,527.81	
20201228 Houston Endowment Land Acquisition 5	Houston Endowment	\$150,000.00	\$0.00	\$150,000.00	
20170811 Cedar Lake Plantation Trail	ATFN 17 FOBWR	\$62,155.96	\$35,437.57	\$26,718.39	
20160728 Cedar Lake Cut Lands See NOTES \$30,000.00 Reimbursement	USFWS	\$26,000.00	\$26,000.00	\$0.00	*A
20161205 Bobcat Woods Matching \$ Rec 152,000.00	FOBWR	\$246,694.90	\$246,123.71	\$571.19	
plus ATFN 2015 funds \$53,641.0					
plus Grant Receivable of 8,000.00					
Plus McGovern Funds of 17,000.00					
Plus refunds deposit acct 16053.90					
<b>TOTAL ALLOCATED FUNDS</b>		<b>\$1,217,130.19</b>	<b>\$733,883.03</b>	<b>\$483,247.16</b>	
<b>FOBWR PROJECTS</b>		<b>Allocated</b>	<b>Spent</b>		
46400 Birds of Prey	FOBWR	\$31,917.27	\$10,521.37	\$21,395.90	*C
Migration Celebration	FOBWR	\$27,481.00	\$8,429.72	\$19,051.28	*D
20170101 BNWR Donation Box	Donations	\$1,688.88	\$621.94	\$1,066.94	
20140403 Law Enforcement Restitution	Federal Court Fines	\$7,916.11	\$6,080.76	\$1,835.35	
20190601 ATFN 2019 Cannan Bend	FOBWR	\$155,406.29	\$78,013.95	\$77,392.34	*B
<b>TOTAL FOBWR PROJECTS</b>		<b>\$224,409.55</b>	<b>\$103,667.74</b>	<b>\$120,741.81</b>	
<b>OPERATIONS</b>		<b>\$22,750.00</b>	<b>\$8,390.32</b>	<b>\$14,359.68</b>	*E,F
<b>TOTAL FUNDS AVAILABLE FOR PROJECTS</b>				<b>\$16,682.08</b>	
<b>TDECU SAVINGS</b>				<b>15.08</b>	
<b>TOTAL Funds in Bank Accounts</b>				<b>\$627,045.81</b>	

**COMPLETED PROJECTS OR GRANTS  
NOTES**

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

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

\*C 46400 Birds of Prey 2020 beginning funds balance \$13,911.28

\*D Migration celebration 2020 beginning balance \$12,000.00

January Moved \$1,595.00 negative web site maintenance balance from 2019 motion to operational expense account 9/1/19 Using Merrill Lynch dividend income for operational expenses.

\*B 3/1/2020 Combined Hickner Memorial Fund \$51,540.00 and ATFN net \$53,866.29

7/17/2020 closed out EKIP grant. Transferred funds to another entity.

#### Motions

3/13/20 \$500.00 for purchase of owl pellets. Funds from McGovern San Bernard acct.

4/9/20 \$15,000.00 to cover additional costs of Bobcat woods trail. Funds from McGovern San Bernard acct.

5/4/20 \$2,000.00 to cover bonus to Galvan's Construction. Funds from McGovern San Bernard acct.

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

\*F 12/31/20 A blank check was stolen from a check book and made out for \$4,437.94 and cashed by TDECU. A fraud report has been filed with TDECU and the Lake Jackson police dept. 1/4/20. Will see what reimbursements we get from TDECU.

12/28/20 Per Cheri Young Balance of Bryon Adams Memorial fund to be a donation to the Friends \$1,173.22

12/28/20 Put Alex Grogard donation into general funds. \$88.87

12/31/2020 Closed out Morgan Building. \$93.92 returned to general acct.

## Friends of Brazoria Wildlife Refuge Board Action Register 7Jan21

Action Item	Who? Date Started?	Due Date?	Status	Comments
Develop a New Outdoor Environmental Education Display for our canopy	David/Lisa/ Marty	Target <b>Jan,</b> <b>2021</b> 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. <b>Multiple events on the 7Mar20 illustrate the need for target-specific displays.</b>

Upgrade the FOBWR website	Phil (took over from Lisa)	Date not specified	Ongoing	David Stark of Overnite Software has offered his services pro bono, using the Weebly format to create a duplicate prototype. He will be using more photos to provide visual candy. Security for online sales will be a feature; the cost of the security feature TBD. Board approval required for any upgrades
Develop text on FOBWR history for website	Ed Barrios	Sometime in 2020	Fixin to	Ed has reviewed documents back to 1994 (the start of FOBWR), and scanned newsletters through 2003. He will put these arhives on our web site.
Develop a Succession Plan	Lisa, Mickey	Sometime in 2020	Researched succession planning	Kim is looking into protocol (bylaws, P&P), board consensus is needed to define skill needs. Mickey will approach David Heinicke on his interest to be involved. Mary Swartz is also highly thought of.
Define role and responsibility of School Outreach Chair	Phil and Marty	On/Before 31Dec20	Action pending	Marty is to draft a statement for Phil to review.
Explore Outreach Trunks	Ed, Ruby, & Tom	On/Before 31Dec21	Action pending	Outreach trunks should be considered; one being about butterflies. Tom to meet with BISD science administrator to discuss the concept.

Provide suggestions for a FOBWR logo and more formal shirts for board member to wear an business-type forums.	Lisa and Herb	Due date target not specified	Action pending	Lisa's graphic artist contact did not respond to our suggestions. <b>Need another approach.</b> [perhaps a high school art class project? Marty]
Arrange a thankyou meeting with 1st grader Alex Grogard	Lisa	As soon as convenient	Action pending	<b>path to recognition is needed.</b>
Download financial records to our archives	Dick	not specified	Action pending	Marty will provide path for folders.Password protections have now been removed.
Download Migration Records to our archives	Marty	not specified	Action pending	Now possible with password protection removed.
Download ATFN Records to our archives	Marty	not specified	Action pending	Now possible with password protection removed.
Download Governance items into our Archives	Marty	May, 2020 board meeting	As soon as convenient	
Board to develop annual goals	Lisa	As soon as convenient	Actively Working	Lisa will set up a meeting. [Marty note: Goals are not time-bound, whereas Objectives are; they should be SMART]
Provide cost estimate for demolishing the Hudson Woods boardwalk and replacing with granite fines	Jennifer	January board meeting	TBD	Funds to come from McGovern pool
Refresh the Discovery Center Display	Lisa, Phil, Tom, Herb	not specified	Ongoing	"Working on costs from taxidermist and his availability" 10Jan20

TDECU Relationship	Lisa	not specified	Working	
Membership of FOBWR	this action item needs clarification. Minutes suggest a discussion but no action			
More promotion of refuges	Lisa	not specified	not stated	Need to discuss and work out plan. Spring break option.
Signage at BNWR trails	Jennifer	not specified		Visitors frequently ask about trails near the Discovery Center; Alligator Marsh could be developed as a loop trail.
Send letter to The Facts on the naming of the Hickner Trail on Cannan Bend	Lisa and Phil, 13Mar20	O/B 30Mar20	in progress	Sanctioned by the Hickner Family
<b>Send acknowledgment to Sherie Young for donation of residual funds in the Bryan Adams Memorial fund</b>	<b>Dick</b>	<b>As soon as convenient</b>		<b>\$1,173.22 remained in the BA fund after the project was completed.</b>
<b>Spec. a wireless communication system for monthly walks</b>	<b>Ed</b>	<b>Before next walk</b>		<b>Consult with Mary Swartz on the COT system</b>
History of Plunkett's Service	Phil	As soon as convenient		
Appreciation paniting for David	Phil	As soon as convenient		from Cherie "Duckie" McBride, with the cost for the artwork and framing not to exceed \$400.
Plan to attract new members	Mickey, Dick, Herb, Lisa, Ed, Ruby	As soon as convenient		
Refuge Weekend with BWT grand Opening	not assigned			

2021 "Kickoff" fundraiser	Marty et al.	As soon as convenient	
Virtual DEEP	Ruby & Tom	As soon as convenient	
Signage for Big Slough Trail	Mickey, Marty, Tom, Herb		
Monthly work parties to groom trails	Oron		Phil to lead maintenance work party of the Discovery Center area



