



FRIENDS OF BRAZORIA WILDLIFE REFUGES

Minutes of the Board of Directors

Friday, September 10, 2021 Venue: Gulf Coast Bird Observatory

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

Absent Members of the Board: Mary Schwartz

Refuge Staff in Attendance: Jennifer Sanchez, Tom Schneider

Guest in Attendance: Mike Lange

The meeting was called to order at 1:04 pm by President Lisa Myers

The **Agenda** was accepted as presented

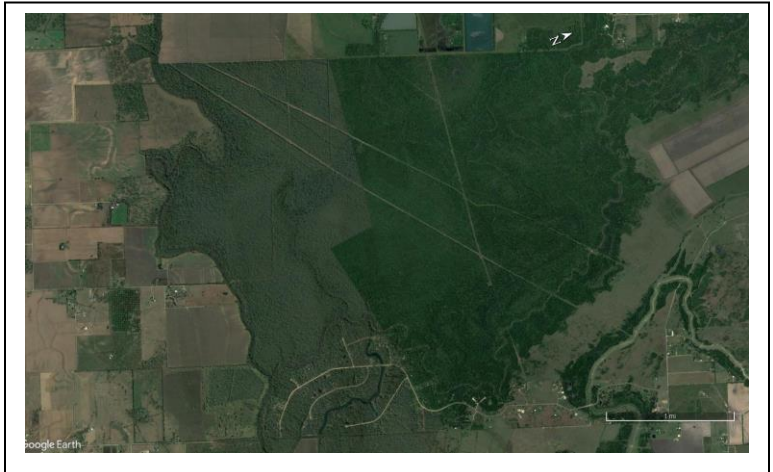
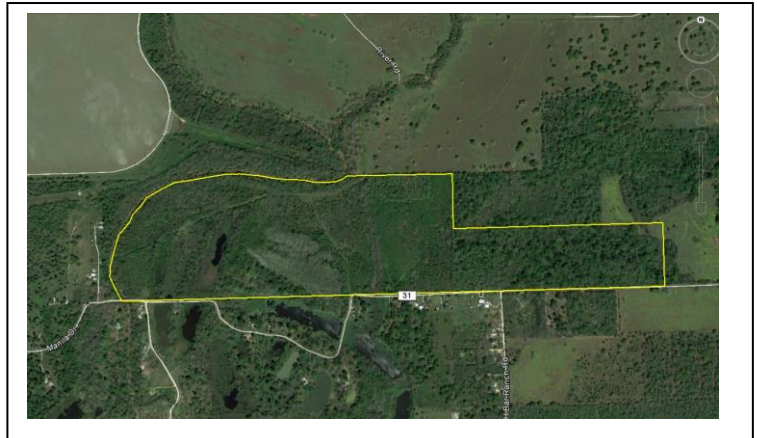
Minutes for the July 16, 2021 Meeting of the Board of Directors were unanimously approved after a motion by Ed and a second by Mickey.

E-mail Motions: One motions were made and approved during the interim between the July 16th meeting of the board and today:

- “The FOBWR board authorizes the expenditure of up to \$1,500 for the September 11, 2021 Refuge Saturday open house at Hudson Woods. Funds are to come from the San Bernard NWR McGovern fund.”

Discovery and Land Acquisition: Mike Lange reported that:

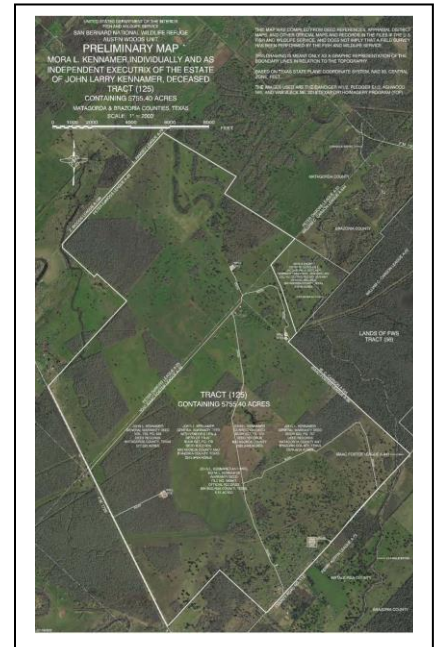
- The 250-acre Speers tract 250 will be closed in September; the purchase price is ~\$700,000. The land is just off of CR31, west of Angleton, and is near the Harris Reservoir. An additional ~110-acre tract bordering on the north east is for sell.
- The 4,628-acre McNeill Tract (Peach Creek Forest) in Wharton County has been surveyed and is headed to close in January, 2022. It is bordered by the San Bernard River on the north and east, and by Peach Creek on the south. Purchase funding is already obligated:



Property purchase price:	\$13,570,000
Migratory Bird Conservation Fund (received)	\$11,534,500
Balance to be raised privately	\$2,035,500
Knobloch Family Foundation (awarded)	\$1,537,000
Brown Foundation (awarded)	\$250,000
NFWF (awarded)	\$225,000

The \$203,500 balance would, if other sources are not found, come from the Hershey Foundation and the O’Quin foundation.

- The purchase of the 5,755-acre Kbar Ranch property by the US Department of Agriculture is progressing. This unit adjoins the Big Pond unit and is mostly in Matagorda County.



Refuge Update: Jennifer

- The US Fish and Wildlife Service is promoting the reopening of public use facilities; the plan is to reopen the Discovery Center on November 1, 2021. The FWS will probably mandate that the staff return to their offices.
- Part of the Cross Trails loop has been blocked because of Issues with feeding alligators. The problem also exists at the San Bernard refuge. If the issue persists, alligators will need to be relocated. It is hoped that reopening the refuges will facilitate public education on the harm caused by such feeding.
- Facilities at Cannan Bend are almost complete, including the solar entrance gate, interpretative signs, the restrooms, and six fishing platforms. The concrete boat launch pad is cast and will be shoved into place. Mini trail signs will be installed along the trail and a sign highlighting trails at other units is being designed.
- Our application for a \$74,000 grant from the CenterPoint Foundation for the electrification of Cannan Bend was rejected, stating "...that we are unable to fund your grant request per IRS guidelines. As a Foundation part of the utility, we cannot fund any programs or projects associated with the utility side of our company."
- The October 16th Refuge Saturday at Cannan Bend will feature four activities: trail walks, kayaking, birds-of-prey and fishing. See below for more details.
- A MOU is being developed with Brazoria County on land transfer and wildlife crossings along the Harris-Beall property.
- Ivy road south of the Bobcat Woods Trail-Moccasin Pond intersection is fixin to be closed for the installation of culverts in place of the current low water crossings.
- Wrong pedestals for signs for the Cedar Lake Plantation Trail need to be replaced. It is expected that the trail signs will be installed in October.
- Signs for the Big Slough Trail should ship next week.
- The Black Rail habitat project has yet to start.
- Jennifer will check with Curtis on the status of rehabbing the pollinator garden at the Bobcat Woods Trail; the board requests a cost estimate to enable entering a motion for spending authorization. This work needs to start soon if the garden is to be ready for the November Refuge Saturday event.
- The Union Sportsman's Alliance has had trouble finding volunteers to build the concrete trail section at Hudson Woods. Perhaps this work would occur this December.

Monthly Refuge Walk: At present, there is no refuge walk scheduled for October. Jennifer and Ed will consider options.

Financial update: Treasurer Regina Tippet reviewed the August, 2021 Financial Statement (attached at the end of these minutes), noting that a fund transfer from our Merrill Lynch account has lowered our account balance to under the \$250k insured amount and increased our TDECU account to over \$100,000.

Regina noted that the final check, for \$8,000, was received from the Texas Parks and Wildlife Department, thus closing the Bobcat Woods Trail grant. Expenses included \$14k for the Cannan Bend gate and \$9.2k for concrete work.

Part of the ~\$14,000 in general funds will be needed to cover next year's audit.

A proposal was made that FOBWR contributed to a member's cancer fund. Discussion questioned the appropriateness of using Friends money to do this. Suggestions were made that personal donations should be made instead.

Membership: Mickey reported that we have one new life member, along with two others that have paid their dues. A new stock of membership brochures has been printed. She will issue a newsletter this month.

Outreach: Ruby reviewed our outreach schedule:

- September 11th: Hudson Woods Refuge Saturday
- September 19th; LyondellBasell cleanup day at Discovery Center. The intention remains for Friends to provide water and snacks for the workers.
- XHX at GCBO will be on September 18th and 25th (Saturdays)
- October 9th: a “bird bash” at Angleton Northside Elementary is still on, from 11:00 am to 4:00 pm. It will feature a BoP program.
- October 9th: the 3rd annual Nature Fest at Surfside is still on.
- October 16th: the Grand Opening of Cannan Bend. 11:00 am to 4:00 pm. Trail walks will be promoted, having 3 to 5 birders stationed along the trail. Eight single-person kayaks and two tandem kayaks will be provided by the Complex; David Heinicke will lead this activity, assisted by Keith and Lee Barnett. Whistles will be used to call in kayakers. Kim will provide updated release forms for participants. Mike Mullenwig will lead the fishing program using Brazoria County Parks Department fishing gear. Refuge staff will supply worms. Mike will arrive at 1:00, so other volunteers are needed for the first two hours of this activity. The Birds-of-Prey program is booked. Jennifer will conduct a small media event for the grand opening at 11:00. fishing mike mullenwig his fishing program from 1 to 4, need others from 11 to 1. Mike supply fishing ghisear. **The next planning event for Cannan Bend will be on October 4th at 2:00 at the Oyster Creek Park pavilion.**
- October 23rd: KBR Kids Day in Houston. Tony Marron Park, 808 North York Street, Houston.
- Nov 6 Brew on the Bayou will feature Birds-of-Prey
- November 13: Refuge Saturday at Bobcat Woods. Bop 12:30 to 1.
- December 26 through January 2nd, Christmas Discovery Center open house.

Birds of Prey: Phil emphasized the need to develop his replacement.

Projects:

- Oron will install the Big Slough Trail signs when they are available
- The remaining section of San Bernard Oak Trail boardwalk (leading to the oak) is in relatively good shape, requiring some work on transition areas. Oron estimates that this structure has five more years of life. A new, ~ 226-yard-long boardwalk is needed to span the trail section just north of the pipeline right-of-way. We have a sufficient stock of Tandek composite wood to surface this stretch, so the cost for this part would be around \$3k to \$4k, which could be paid out of the ~\$18,400 left in the Cedar Lake Plantation Trail reserves.

TMN Project Fair Submission: The Texas Master Naturalist Cradle of Texas Chapter has submitted our Bobcat Woods Trail project as their entry for the October TMN state convention. Entrants will present remotely on October 12th. The COT presentation will consist of a ten-minute PowerPoint introduction followed by a five-minute video featuring drone shots of the trail and surrounding topography. Filming was done by Mike Mullins and Marty Cornell. Gerald Roznowski will splice film clips edited by Marty into the final product.

Action Register: The updated status of pending items is shown below. New action items are also **highlighted** in the above text. Items completed since the May board meeting are:

- A grant application was submitted by Marty to CenterPoint energy to pay for electrical service at Cannan Bend, however this request was denied per CenterPoint because it conflicts with IRS regulations that forbid funding for electricity.
- We have determined that wireless communication for refuge walks is not needed.
- Sanction was received from Houston Endowment to use their grant #5 for projects covering the Columbia Bottomlands, including those outside of Brazoria and Fort Bend Counties.
- A motion was made by Marty and seconded by Ed, that **“The FOBWR board authorized the expenditure of up to \$1,500 for the purchase of four poop stations and a stock of bags. Payment will come from McGovern funds.”** The motion passed unanimously.
- 5,000 membership brochures and 2,000 trail trifolds have been printed and delivered.

The next board meeting will be on November 12, 2021 at GCBO.

Lisa adjourned the meeting at 4:35PM.

Submitted by Marty Cornell, Secretary

Friends of Brazoria Wildlife Refuge Board Action Register 10Sep21				
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.
Upgrade the FOBWR website	Dick	Date not specified	Ongoing	Dick is working with David Stark of Overnite Software. Dick is putting activities on it. The Migration Celebration web pages are not yet restored.
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.
Develop a Succession Plan	Lisa, Mickey	Sometime in 2021	Researched succession planning	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.</i>
Arrange a thankyou meeting with 1st grader Alex Grogard	Lisa	As soon as convenient	Action pending	path to recognition is needed.
Download financial records to our archives	Dick	not specified	Action pending	Dick needs to provide path and permissions. Current site on Weebly does not have storage capacity
Download Migration Records to our archives	Marty	not specified	Action pending	Awaiting access protocol
Download ATFN Records to our archives	Marty	not specified	Action pending	Awaiting access protocol
Download Governance items into our Archives	Marty	May 2020 board meeting	As soon as convenient	Awaiting access protocol

Lisa will set up a meeting. [Marty note: Goals are not time-bound, whereas Objectives are; they should be SMART] *Cody and Curtis will have their annual plan ready in November. Jennifer will present this to FOBWR. A full day in December will be allocated to developing Goals and Objectives for 2022.*

Board to develop annual goals Lisa and Marty December, 2021 Actively Working

Provide cost estimate for replacing to Hudson Woods boardwalk with concrete Jennifer Nov., 2021 TBD Jennifer is looking into funding from several sources, and may not need to tap into FOBWR McGovern reserves *waiting for labor*

Refresh the Discovery Center Display Lisa, Phil, Tom, Herb not specified Ongoing Pro bono taxidermist has not given us time. We need to find another. We need specimen; check rehabbers.

Membership of FOBWR, including a plan to attract new members Lisa and Mickey not specified Refuge walks and Newsletter are designed to encourage membership. They are working on ideas for next year.

More promotion of refuges Lisa not specified not stated Need to discuss and work out plan.

Signage at BNWR trails Jennifer not specified Signs should be delivered before November.

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; this celebration will occur during the opening of Cannan Bend, October 16, 2021

Determine scope of work on the San Bernard Oak Trail that can be done for \$250K Oron and Curtis Not Specified Repair of current remaining boardwalk will be minor. Excess funds from the Cedar Lake Plantation Trail (+\$18k) are available. TPWD Recreational Trails grant could still be used to make this a loop trail.

Determine need for a new UTC for sea turtle patrols Oron, Roland, Curtis Not Specified Our oldest UTV is rusty but still serviceable. Waiting for Roland to respond.

Send photos of deteriorated signs on Cross Trail to Tom Mary Not Specified

Determine the cost of poop stations Lisa Not Specified **Stations are especially needed at Dow Woods, Bobcat Woods, and Big Slough trails. A motion**

was made and approved for up to \$1,500 to buy four stations.

Supply source for birdwing banner	Ruby	Not Specified	Jennifer could not find digital copy. Ruby is to commission a printer to replicate the existing banner
Create account to receive FWS reimbursements	Regina	Not specified	

FOBWR FINANCIAL STATEMENT, AUGUST, 2021

TDECU				\$113,852.67	
Merrill Lynch Cash				\$245,241.62	
Merrill Lynch Certificates of Deposit				\$149,479.00	*G
ACCOUNT BALANCE				\$508,573.29	
-					
FUNDED GRANTS and ALLOCATED FUNDS	Grantor	Total Awarded	Amount Spent	Amt Available	
20131230 McGovern Brazoria NWR non committed	Katherine McGovern	270,279.33	167,678.33	102,601.00	
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	-	10,000.00	
20181231 Houston Endowment Land Acquisition 4	Houston Endowment	325,000.00	295,372.19	29,627.81	*E
20201228 Houston Endowment Land Acquisition 5	Houston Endowment	150,000.00	1,800.00	148,200.00	
20170811 Cedar Lake Plantation Trail	ATFN 17 FOBWR	62,155.96	43,756.10	18,399.86	
20160728 Cedar Lake Cut Lands See NOTES \$30,000.00 Reimbursement	USFWS	30,000.00	30,000.00	-	*A
20161205 Bobcat Woods Matching Grant (see NOTE)	FOBWR	246,694.90	246,146.44	548.46	
20210722 Black Rail Habitat (\$78,000 Reimbursable grant)	USFWS	-	-	-	
TOTAL ALLOCATED FUNDS		\$1,221,130.19	\$854,024.35	\$367,105.84	
FOBWR PROJECTS		Amt Allocated	Amount Spent	Amt Available	
46400 Birds of Prey	FOBWR	34,417.27	22,771.37	11,645.90	*C
Migration Celebration	FOBWR	39,044.78	11,844.31	27,200.47	*D
20170101 BNWR Donation Box	Donations	1,892.57	716.86	1,175.71	
20201231 General Donations, Membership Fees, Etc.	Donations	2,374.36	-	2,374.36	*H
20210101 Barbara Burkhardt	Memorial	840.00	-	840.00	
20140403 Law Enforcement Restitution	Federal Court Fines	7,916.11	6,080.76	1,835.35	
20190601 ATFN 2019 Cannan Bend	FOBWR	211,436.29	152,267.75	59,168.54	*B
TOTAL FOBWR PROJECTS		\$297,921.38	\$193,681.05	\$104,240.33	
OPERATIONS		\$27,354.41	\$13,174.29	\$14,180.12	*E,F

FUNDS IN TRANSIT				\$23,047.00	*I
TDECU SAVINGS				\$15.70	
TOTAL Funds in Bank Accounts				\$508,588.99	

COMPLETED PROJECTS OR GRANTS

NOTES

20161205 Bobcat Woods Trail:
Grant \$160,000.00 plus
\$53,641.00 2015 ATFN plus
\$17,000.00 McGovern plus
\$16,053.90 refunds deposit acct
*A 20160728 Cedar Lake Cut
Lands is now complete. Final
reimbursement was received May
2021.

*C 46400 Birds of Prey 2021
beginning funds balance
\$21,396.00

*D Migration celebration 2021
beginning balance \$19,051.00

*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. Reimbursed
January 2021 full amount

*H Added new line to fully
capture misc revenue & expenses;
beginning balance consists of Dec
31, 2020 Excess Funds Available
for Projects (-1,317.92),

which was temporarily
decreased due to stolen check on
TDECU account (\$4,437.94)

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

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

*G Merrill Lynch account now
includes three Certificates of
Deposit for \$50,000 each.
Maturity dates are Feb 03, 2022,
Feb 03, 2023, Feb 20, 2024

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

	A	B	C	D	E	F
1	Friends of Brazoria Wildlife Refuges					
2	Draft Operating Budget for 2021					
3						
4	Beginning Cash Balance			Notes	% Exp	% Rev
5	Funded Grants and Allocated Funds	483,247				
6	FOBWR Projects	119,424				
7	Admin Operations	14,375				
8	Total Cash	\$617,046	From financial statement			
9						
10	2021 Revenue					
11	Grants					
12	USFWS Black Rail Habitat Aug 2021 Reimbursable Grant	\$76,440	Grant=\$78,000; 98% project, 2% admin			
13	TPWD Reimbursement on Bobcat Woods Trail Grant	\$8,000				
14	Grants, Total	\$84,440				
15	Fundraising					
16	Migration Celebration	\$11,534				
17	Birds-of-Prey	\$15,500	Assume Dec Phillips donation			
18	Fundraising Total	\$27,034				
19	Donations					
20	Kathrine McGovern	\$35,000				
21	Admin Fee from USFWS Black Rail Grant (2%)	\$1,560				
22	Phillips66 (Christmas Birdcount Dinner)	\$500				
23	Donations: General, Brazoria donation box, etc.	\$4,100				
24	Total Donations	\$41,160				
25	Restitutions					
26	Total Restitutions	\$200				
27	Dues					
28	Total Dues	\$1,000				
29	Investment Income					
30	Total Interest/Investment Income	\$200				
31						
32	Total Revenue	\$154,034				
33						
34	Expenses					
35	Grants					
36	Bobcat Woods Trail (TPWD)	\$500				
37	Black Rail Habitat Remediation (USFWS)	\$76,440				
38	Pre-purchase Discovery	\$100,000	Houston Endowment			
39	Poole Tract Purchase	\$10,000				
40	Cedar Lake Cut Discovery costs	\$4,000				
41	Total Grant Expense	\$190,940		54.7%	124.0%	
42	Projects					
43	Birds-of-Prey	\$16,400				
44	Environmental Education Support	\$2,150	Discovery Center, Trifolds, Open Houses			
45	Cannan Bend	\$110,000				
46	BNWR Big Slough Trails	\$3,000				
47	Cedar Lake Plantation Trail	\$9,000				
48	Total Project Expense	\$140,550		40.2%	91.2%	
49	Events					
50	Migration Celebration	\$3,450				
51	Christmas Birdcount Dinner	\$500				
52	Total Event Expense	\$3,950		1.1%	2.6%	
53	Administration Expenses					
54	Insurance	\$2,400				
55	National Wildlife Refuge Association	\$500	????			
56	Brazosport Area Chamber of Commerce	\$195				
57	Texas Sales and Use Tax	\$50	Sales at refuge Saturdays?			
58	Square Service Fees	\$80				
59	Post Office Box Rental	\$134				
60	Office Supplies	\$150				
61	Banking Fees	\$200				
62	Website Hosting and Maintenance	\$400				
63	Promotion	\$3,500	Membership Brochures, Trifolds, Logo Design			
64	Telephone	\$200				
65	Audit	\$5,000	Accrue for 2021 audit in 2022			
66	Miscellaneous Expenses	\$1,000				
67	Total Administration Expense	\$13,809		4.0%	9.0%	
68						
69	Total Expenses	\$349,249				
70						
71	Net Cash Flow is a negative	-\$195,215				
72	Beginning Cash Balance	\$617,046				
73	Ending Cash Balance	\$421,831				
74						