

Minutes of the Board of Directors—Friends of Brazoria Wildlife Refuge—1/21/18 **Draft**

Minutes by Mickey Dufilho

Meeting called to order by Ed Barrios, President, at 12:30 at GCBO.

Attendees:

- Board members present: Ed Barrios, Mickey Dufilho, Ron, Bisbee, Marty Cornell, Phil Huxford, David Plunkett, Kim Richardson, Dick Schaffhausen, Lisa Myers, Judy Green and Oron Atkins.
- Board members absent and excused: Torry Tvedt and Jeannie Manry
- Refuge Staff: Jennifer Sanchez
- Guests: Ed Johnson, Chip Sweet and Neal McLain

Minutes—Mickey Dufilho

- The draft of the minutes of the November 13, 2017. Motion. Marty moved and Phil seconded the motion to accept the minutes as amended; the motion passed unanimously.
- **Action Item** – Mickey needs to get Minutes for 2017 posted to the website. Mickey will contact Neal

Action Register—Mickey Dufilho—Appendix A

- Action Register was reviewed and updated.
- **New Action Item** - Need to print more rack cards for Migration Celebration. Marty and Lisa
- **New Action Item** - David will print additional bookmarkers to pass out to promote the Friends, not Migration Celebration.
- Ed will set up a special board meeting to define job descriptions.

Financial Update—Treasurer Dick Schaffhausen – See Appendix B

- Dick met with auditor David Cadenhead to review 2017 accounting books.
- Dick received a check from Katherine McGovern for \$35,000, \$25,000 for Brazoria Refuge and \$10,000 for San Bernard Refuge.
- Dick presented FOBWR Financial Statement.
- **MOTION:** Motion was made by Judy to accept the financial statement and 2nd by Ron. Motion passed unanimously.

Email Votes

- **11/22/17** – Ron moved to donate \$1,000 to the National Wildlife Refuge Association as suggested by the Association President for the purpose of hiring a Friends Program Director. The funds shall come from our unobligated fund. 2nd by Marty. Motion passed with 10 yes votes and 1 person did not vote.

Refuge Update—Jennifer Sanchez

- Government Shut down – imminent – on Monday Jennifer will need to issue furlough to all but essential employees – refuge managers, fire personnel and law enforcement. Gates to the refuges will remain open if they have electric gates. If we need to contact Jennifer, call her on her personal cell phone.

- Secretary for the Department of the Interior **wants more areas of national wildlife refuges to be open areas to public use. Jennifer is considering for such areas within the Texas Mid-coast NWR Complex:**
 - Potential future hog and deer hunting in the future
 - Old roadways could be used for birding – want to open some of these areas
 - Want to open a bottom land area for public use if there is an old road that can be used
 - Might want to open up the farm fields road.
- Snow property has not been acquired at this time. It should happen soon
- The refuge wants to create a fishing area **within the Snow tract** – Perhaps we could use McGovern funds for that
- Pipeline notice for Lavaca Boring Project is under review
- Future pipeline project is projected for west side of 521 for Hudson Woods.
- On January 23 the Secretary of the Interior will have an open house to discuss reorganization of watersheds and **put combine** interior agencies **such as the US Forest Service and US Fish and Wildlife Service** within 12 **geographic** entities.
- Jennifer met with Vickie Adams to discuss Brian's Memorial Garden. Vickie is proposing a bronze statue with 5 children crossing a log for \$9600.00. It will ship from the foundry to USFWS. Jennifer presented a draft plan of a water garden and stream feature for the triangle in front of the Discovery Center. There will be a plaque or a stone for dedication.
- Action Item** – Jennifer requested the Friends contact a professional for a design for the entire project and utilize the Friend's funding to complete the project. Phil agreed to find a contractor to get a project scope and design.

Grants – Marty Cornell

- Active Grants
 - 20160219 Land Acquisition Discovery #3 (\$300K, Houston Endowment)
 - Through 31Dec17, \$181,247.98 has been spent (\$108,752.02 remains). i.e. no change from 30Oct17
 - 60 properties acquired, 36,138.03 acres, \$50,688,116 market value
 - 20160728 Cedar Lake Cut Discovery (\$30K, USFWS)
 - No Activity Reported from 30Oct17
 - 20161017 Every Kid in the Park (\$100,000 + \$12,500 administration expense)

	November 2017	31Dec17
Spent:	\$23,610.66	\$24,110.66
Remaining:	\$88,889.34	\$88,389.34
	Activities and Impact????	
 - 20161017 Every Kid in the Park (\$100,000 + \$12,500 administration expense)**

	November 2017	31Dec17
Spent:	\$23,610.66	\$24,110.66
Remaining:	\$88,889.34	\$88,389.34
	Activities and Impact????	
 - 20161205 Bobcat Woods Trail (\$160K from TP&WD, \$53,641 from ATFN15; Total: \$213,641)
 - Expenditures:
 - Composite Decking \$123,277.24
 - Treated Lumber \$ 6,267.50

This is a repeat

- SS Screws \$ 13,176.24
- Concrete Bid Notice: \$ 289.60
- Miscellaneous Supplies \$ 541.48
- Total: \$143,502.06
- Remaining Funds: \$ 70,138.94 (Includes McCoy's acct.)
- Reimbursements: \$118,276.14 (= 80% cash + in-kind)
 - Reconstructed first section of boardwalk
 - Further progress delayed by weather
 - Next step:
 - drill post holes and extend boardwalk toward parking lot.
 - Slough crossing (pound pilings, substructure)
 - Concrete trail budget \$25,720 (1,444 feet, \$17.81 per foot))
 - Dow Woods concrete trail ~\$70,000, 4,750 feet, \$14.74 per foot
 - Bids (with 60'X60' parking lot)
 - Tex-Con \$145,760 (includes \$45,000 parking lot)
 - Crown \$99,402.20 (includes \$25K parking lot, \$8K embossed finish)
 - Awaiting rebids (no parking lot, brushed finish)
 - Will need ~\$45K more (McGovern?)
- Friends Storage Shed.
 - \$12,000 authorized, \$8,342.00 spent
 - Needs wiring and shelving (and entrance ramp?)
 - No activity since 11Aug17 board meeting
- Leon Skeet Memorial
 - Collected \$1,063
 - No Activity
- Cedar Lake Plantation
 - Fundraising target for ATFN17
 - Guestimate ~\$75,000 to build trail
 - ATFN17 Goal: \$50,000
 - ATFN17 Actual: ~\$62,000
 - Compatibility determination has been submitted. Will need volunteer4s to work on boardwalk and a few other things.
- Grant Tracking site index, updated quarterly, located at: http://refugefriends.org/Grant_Tracking/
- **Action Item** – Morgan building committee for shelving/electrical – Oron, Phil, Chip, Dick, David, Marty and Neal. k

New Business

- **Motion** was made by Oron to spend up to \$15,000.00 for the purchase of a 2018 Viking ATV for San Bernard Refuge. 2n by Marty. Motion passed unanimously.

Old Business

- **Marty** thanked everyone for all of the hard work that it took for ATFN. We need to continue to cultivate major donors for the future ATFN.
- Friends Websites – Kristi Rivers will keep it updated for \$45.00/hour.

Outreach—New Butterfly Screened Canopy Tent—David Plunkett

- Need a 10x15' tent at approximately \$590
- **MOTION:** David Plunkett moved that “The FOBWR Board authorizes the expenditure of up to \$700.00 of general funds for the purchase of a 10' X 15' screened canopy tent for our Butterfly Encounter outreach”;2nd by Phil Huxford; motion carried unanimously.

Future Meetings of Board – Add to your calendars NOW – Meetings will be at GCBO unless there is a conflict with GCBO schedule.

March 9 (may be a problem because of Brew on Bayou)

May 11

July 13

Sept 14 (this might be a problem because of XHX)

Nov.9

Jan. 11, 2019

Meeting adjourned at 2:45 p.m.

Appendix A – Action Register

Friends of Brazoria Wildlife Refuge Board Action Register Updated 1/21/18					
Action Item	Date Initiated	Who?	Due Date?	Status	Comments
Movie on BNWR, highlighting Environmental Education opportunities		Tom Schneider, Torry Tvedt	O/B next board meeting	On-Going	Needs closed caption, credits and titles. Torry has programs that will enable insertion of captions, credits and titles and volunteered to edit the master in possession of Tom. Not touched as of 11/13/17; Ed will contact Torry
Develop a New Outdoor Environmental Education Display for our canopy		David/Tom/Lisa	ASAP	On-Going	See on Heritage Day if we need to work on this. Flip book with pictures Lisa to determine what exactly is needed
Design Lectern for Discovery Center		Ron Bisbee, Dick Schaffhausen, Chip Sweet	1/1/2018	On-Going	Measurements and design agreed to by Ron and Dick. Dick thinks he will be able to construct the lectern with Chip Sweet; Dick will complete by Jan. 1 2018
Activate new website		Ed	TBD	On-Going	No action taken. Noted that a successor for Neal is needed. Note that "the website" includes four websites: http://refugefriends.org/ http://migrationcelebration.org/ http://juniornaturalist.org/ http://birdsofpreytexas.org/ Look into hiring someone, perhaps Kristine Rivers or person she recommends; Neal wrote-up responsibilities
Purchase Leon Skeete Memorial Bench		Mickey	2/15/2017	In progress	No action as of 11/13/17
The Board needs a succession plan for Officers and Board Members and needs to set up a committee to do so. The committee also needs to work on ways to increase membership	1/21/18	Ed		In progress	Dick suggested a separate meeting in February, 2018 to discuss, review and update bylaws, and he will put together a committee

Get a speaker to talk about MOTUS at Migration Celebration; Jennifer will assist in finding the right speaker		Jennifer			Speaker identified and agreed to come; Friends will cover travel expenses
Need to print more rack cards for Migration Celebration.	1/21/18			Marty and Lisa	
Jennifer requested the Friends contact a professional for a design for the entire project and utilize the Friend's funding to complete the project.	1/21/18			Phil	Phil agreed to find a contractor to get a project scope and design.
David will print additional bookmarkers to pass out to promote the Friends, not Migration Celebration	1/21/18			David	
Morgan building committee for shelving/electrical –	1/21/18			Oron, Phil, Chip, Dick, David, Marty and Neal	
Mickey needs to get Minutes for 2017 posted to the website.	1/21/18			Mickey	Mickey will contact Neal

Appendix B – Financials

<u>January 2018 Final</u>	FOBWR FINANCIAL	STATEMENT		
TDECU				\$253,881.43
IBC 1				\$115,422.31
IBC Acct 2 and 3				\$160,178.36
Bobcat Woods Grant Receivable				\$41,723.86
<u>ACCOUNT BALANCE</u>	-			\$571,205.96
-	-			
FUNDED GRANTS and ALLOCATED FUNDS	Grantor	Total Awarded	Amount Spent	Amt Available
20131230 McGovern Brazoria NWR non committed	Kathrine McGovern	\$169,500.00	\$65,551.57	\$103,948.43
20131220 McGovern San Bernard Refuge	Kathrine McGovern	\$97,000.00	\$35,545.58	\$61,454.42
20070803 Revolving Reimbursement, base acct	Houston Endowment	\$20,000.00	\$0.00	\$20,000.00
20130919 Poole Track Land Acquisition	Trull Foundation	\$10,000.00	\$0.00	\$10,000.00
20160219 Houston Endowment Land Acquisition	Houston Endowment	\$300,000.00	\$181,247.98	\$108,752.02
Foletts Island appraisals sub acct.		\$25,000.00	\$10,000.00	
20160728 Cedar Lake Cut Lands See NOTES	USFWS	\$30,000.00	\$0.00	
20161017 Every Kid in Park	National Park Service	\$112,500.00	\$24,913.26	\$87,586.74
20161205 Bobcat Woods Matching Funds Received	FOBWR	\$213,740.86	\$167,418.94	\$46,321.92

plus ATFN 2015 funds plus receivable				
TOTAL ALLOCATED FUNDS				\$438,063.53
FOBWR PROJECTS		Allocated	Spent	
46400 Birds of Prey running total from 1-1-2015	FOBWR	\$53,618.00	\$43,402.00	\$10,216.00
20161205 Morgan Storage Building San Bernard	FOBWR General Funds	\$12,000.00	\$8,342.00	\$3,658.00
20160716 Milkweed Greenhouse	FOBWR	\$5,560.00	\$5,141.37	\$418.63
20171104 Bryan Adams Memorial Fund	Donations	\$16,709.00	\$0.00	\$16,709.00
20161220 Leon Skeet Memorial Fund	Donations	\$1,063.00	\$0.00	\$1,063.00
20170101 BNWR Donation Box	Donations	\$651.06	\$0.00	\$651.06
20140403 Law Enforcement Restitution	Federal Court Fines	\$7,516.11	\$2,309.92	\$5,206.19
20170811 ATFN 2017 ACTUAL INCOME EXPENSES	FOBWR	\$93,950.02	\$32,594.06	\$61,355.96
TOTAL FOBWR PROJECTS		\$191,067.19	\$91,789.35	\$99,277.84
TOTAL FUNDS AVAILABLE FOR PROJECTS				\$33,864.59
MIGRATION CELEBRATION TDECU ACCT				\$11,393.15
TDECU SAVINGS				10.08
TOTAL				\$582,609.19

COMPLETED PROJECTS OR GRANTS

Put Jr Naturalist 2016 and 2017 balances back to General Funds

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 is a running total from 1-1-2015 of all income received and expenses paid to the current Financial Report.

Motions

Feb 2, 2018 Increase Foletts Island appraisal to \$25,000.00

Feb. 2, 2018 Authorized up to \$30,000.00 for Migration Celebration Expenses