



FRIENDS OF BRAZORIA WILDLIFE REFUGES

Minutes of the Board of Directors

Friday, March 12, 2021

Virtual via MS Teams

Board Members in Attendance: Marty Cornell, Phil Huxford, Ruby Lewis, Lisa Myers, Kim Richardson, Dick Schaffhausen, Mary Schwartz, Regina Tippett

Absent Member of the Board: Oron Atkins, Ed Barrios, Mickey Dufilho, Herb Myers (all excused)

Refuge Staff in Attendance: Jennifer Sanchez

Guest in Attendance: Mike Lange

The meeting was called to order at 1:00 pm by President Lisa Myers

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

Minutes for the January 8, 2021 Meeting of the General Membership, the January 8, 2021 Meeting of the Board of Directors, and the January 22, 2021 Special Meeting of the Board were unanimously approved after a motion by Kim Richardson and a second by Dick Schaffhausen.

Discovery and Land Acquisition: Mike Lange reported that:

- We expect to hear from the Natural Resources Conservation Service on our proposal for a seven-million-dollar grant to aid in the acquisition of Columbia bottomland conservation easements.
- Jennifer Sanchez is named as the project officer on a NAWCA grant of two million dollars for the acquisition of additional Columbia Bottomland tracts. The grant request included more than four million in matching funds.
- Mike is processing five different conservation easement proposals of Columbia Bottomland parcels; one of these proposals, the 5,000-acre Kbar property, “made first place” in the list of projects to be funded 80% by the NRCS. The property adjoins the Big Pond unit and features a large swamp. It would be a “re-wilding” project.
- The McNeil tract a.k.a. Peach Creek Forest is progressing toward purchase. The Nature Conservancy would buy and hold the land until USFWS funds became available. Most of the funding will be provided by the Migratory Bird Conservation Fund. However, \$1,357,000 will be provided from a grant from the Knobloch Family Foundation and another \$663,500 will come from a matching source which has not yet been secured.
 - The last 10 acres of the Flo Hanna Prairie have been acquired by the Galveston Bay Foundation, that will donate a conservation easement to the U.S. Fish and Wildlife Service. Brazoria NWR will assist in management and protection of the property as a unit of the National Wildlife Refuge System when the easement is in place.
 - There are about \$3,200 left in the Cedar Lake Cut grant for Matagorda County.

Financial update: Treasurer Regina Tippett reviewed the February 2021 Financial Statement (attached at the end of these minutes), noting that she has added a line to account for donations received in memory of Barbara Burkhardt and another line to more clearly differentiate General Donations, such as membership fees, that can be used for operational expenses or projects. Also of note is the new entry for the three, \$50k certificates of deposit purchased from Merrill Lynch.

We have had no feedback on the stolen, cashed check.

Amendments to Policies and Procedures. Kim presented proposed modifications to the Policies and Procedures as noted in red in this attached document [lined out items were deleted from this attachment]. The focus of these changes is to clarify protocol for conducting audits that would be consistent with standard accounting practices and the laws of the State of Texas. The modifications also call for an audit by a Certified Public Accountant every three years.

Marty moved, and Dick seconded the motion that “**The FOBWR board amends the Policies and Procedures as to reflect the State of Texas standards for audits of our financial records, and to conform to accounting standards as adopted by the American Institute of Certified Public Accountants.**” This motion passed by a unanimous vote. It is noted that this change is reflected in the duties of the Treasurer.

Following the filing of our Form 990 with the IRS, which is due May 15th, Tom Morris and Sandy Henderson have agreed to review our 2020 financial transitions.

Kim noted that our **Bylaws** need to be revised to clarify “Member in good standing” required for the annual voting of board members, the handling of board vacancies, and amending the duties of the treasurer to align with the amended Policies and Procedures document. The Bylaws also need to provide provisions for virtual participation in general and board meetings. Kim will draft wording to accomplish these objectives.

Outreach: Ruby noted that there is currently no outreach scheduled because of Covid 19 restrictions; perhaps opportunities will open up in September. The summer library program is not scheduled.

The 2021 Birds-of-Prey season is likewise curtailed. Phil has scheduled 22 programs at 15 or 16 schools, where the audience will be kept small; all are west of the Brazos except for 3 or 4 schools in the BSD. Phillips 66 did donate \$10,000 to this year’s program.

Grants and Projects: Lisa reported, in Oron’s absence, that accomplishments over the last two months included the completion of the Bobcat Woods Loop Trail (BWT) and the instillation of 18 signposts on the Big Slough Trail (BST). Signs for the BST that are replicates of those used on the BWT have been ordered. Copy for new signs created for the BST require original copy and attribution of photographs; Marty will provide these data for the photos he suggested for the signs.

Chip Sweet is building a ten-foot-long bench for the observation deck at the Wolfweed Lake.

Dick noted that we have no record of allocating McGovern funds to the Cannan Bend project and so he moved that “**The FOBWR Board allocates \$56,000 from the McGovern -Brazoria NWR funds to the development of the Cannan Bend Unit.**” Phil seconded the motion, which passed by unanimous consent.

Takeout Lunch Fundraiser: Marty urged board members to sell their allotment of tickets for this April 3rd event. Oron has made eight new frames for 4’ X 3’ banners; eleven of these large-format banners will be displayed at the Takeout fundraiser. All of the needed cooks have been assigned to the different menu items, and most of the volunteer positions are filled.

Refuge Update, Jennifer Sanchez

- New kiosks have been constructed at the SBNWR; at the beginning of Ivy Road, and at the Bobcat Woods trailhead.
- Dilapidated boardwalk sections of the San Bernard Oak Trail have been removed and the trail is now reopened.
- Jennifer will meet with representative from Union Sportsmen Alliance to look at trail sections at Hudson Woods in preparation for pouring concrete walkway; Friends would pay for the materials from McGovern funds; the union would donate labor.
- David Heinicke and others of the kayak gang will resume apple snail removal going into spring.
- The freeze took a toll on milkweed and thus will limit the number of Monarch Butterflies available to the school programs.
- Tom Schneider will set up a cleanup day in mid-April to prepare the grounds around the Discovery Center for visitors in expectation of removing Covid restrictions.
- A contractor has been engaged to install the Cannan Bend restrooms.
- Vulcan will be delivering rock for the entrance road and parking areas of Cannan Bend, and a sign has been installed at the entrance of this unit. A fall opening is still the intent for this new unit.
- At the Brazoria refuge, Olney Pond is almost dry; water will be pumped into it this spring after bentonite is used to plug the washout around the structure. The structure will be replaced this summer.
- The members-only monthly walk will occur on March 26th at Rogers Pond.
- A Master Naturalist field day at Cannon Bend is being considered for the fall; it would include kayaking and fishing.
- Depending on regional guidance by the FWS, a late spring Refuge Saturday might be possible.

- In concert with the Texas Take a Kid Fishing program, Jennifer is looking at June 5th for the Complex's participation in this annual event.

Action Register Is attached. Complete items are:

- Dick has sent an acknowledgment to Sherie Young for agreeing to move residual money in the Bryan Adams Memorial fund to our general fund.
- One completed item is the printing of a trifold promoting refuge trails.
- The planning for a virtual DEEP will not occur due to challenges created by the Covid virus.

Photo Contest: Kim reported that we have the first entry for this year's contest. Jessie Miller will return as judge. Presentation at the Art League's Center for the Arts and Sciences will include both this year's and last year's winners.

The next board meeting will be on May 14, perhaps at GCBO.

Lisa adjourned the meeting at 2:58 PM

Submitted by Marty Cornell, Secretary

FOBWR FINANCIAL STATEMENT, February 2021

| | | | | | |
|---|--------------------|-----------------------|---------------------|----------------------|---------------------|
| - | | | | | |
| TDECU | | | | | \$167,701.26 |
| Merrill Lynch Cash | | | | | \$295,113.83 |
| Merrill Lynch Certificates of Deposit | | | | | \$149,890.33 |
| ACCOUNT BALANCE | | | | | \$612,705.42 |
| - | | | | | |
| | | | | | |
| FUNDED GRANTS and ALLOCATED FUNDS | Grantor | Total Awarded | Amount Spent | Amt Available | |
| 20131230 McGovern Brazoria NWR non committed | Katherine McGovern | 270,279.33 | 110,378.27 | 159,901.06 | |
| 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 | - | 10,000.00 | |
| 20181231 Houston Endowment Land Acquisition 4 | Houston Endowment | 325,000.00 | 258,072.19 | 66,927.81 | |
| 20201228 Houston Endowment Land Acquisition 5 | Houston Endowment | 150,000.00 | - | 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 | 26,800.00 | 26,800.00 | - | *A |
| Account Receivable \$800.00 | | | | | |
| 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 | | | | | |
| TOTAL ALLOCATED FUNDS | | \$1,217,930.19 | \$746,083.03 | \$471,847.16 | |
| | | | | | |
| FOBWR PROJECTS | | Amt Allocated | Amount Spent | Amt Available | |

*G

*A

| | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|----------|
| 46400 Birds of Prey | FOBWR | 31,917.27 | 10,521.37 | 21,395.90 | *C |
| Migration Celebration | FOBWR | 28,641.00 | 8,954.72 | 19,686.28 | *D |
| 20170101 BNWR Donation Box | Donations | 1,796.16 | 716.86 | 1,079.30 | |
| 20201231 General Donations, Membership Fees, Etc. | Donations | 1,463.97 | - | 1,463.97 | *H |
| 20210101 Barb Burkhardt | Memorial | 690.00 | - | 690.00 | |
| 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 |
| TOTAL FOBWR PROJECTS | | \$227,830.80 | \$104,287.66 | \$123,543.14 | |
| | | | | | |
| OPERATIONS | | \$27,215.65 | \$9,175.86 | \$18,039.79 | *E, F |
| | | | | | |
| FUNDS IN TRANSIT | | | | -\$724.67 | *I |
| TDECU SAVINGS | | | | \$15.08 | |
| TOTAL Funds in Bank Accounts | | | | \$612,720.50 | |

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 2021 beginning funds balance \$21,396.00

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

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

Motions

*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. Reimbursed January 2021 full amount

*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.

*H Added new line to fully capture misc revenue and 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 & bank deposits not yet posted

FRIENDS OF BRAZORIA WILDLIFE REFUGES POLICIES AND PROCEDURES

DUTIES OF OFFICERS AND BOARD MEMBERS AT LARGE

These Policies and Procedures are adopted by the Board of FOBWR. The Board may amend these procedures as necessary to reflect the changing duties of each Board position. It is expected that each Board member assume one or more duties as defined herein. Board members shall keep a current list of FOBWR's assets in their possession or under their control and provide the same to the Finance Committee.

These Policies and Procedures shall be posted on the FOBWR website.

FOBWR shall maintain current and accurate financial records with complete entries as to each financial transaction of the corporation, including income and expenditures, in accordance with generally accepted accounting principles. Based on the records maintained as provided herein, the Board of Directors shall annually prepare or approve a financial report for the corporation for the preceding year. It is the policy to have a written review each year by person(s) appointed by the Board, but to have an audit prepared by a Certified Public Accountant every third year. The report must conform to accounting standards as adopted by the American Institute of Certified Public Accountants and must include:

- (1) A statement of support, revenue, and expenses;
- (2) A statement of changes in fund balances;
- (3) A statement of functional expenses; and
- (4) A balance sheet for each fund.

If there is a conflict between these Policies and Procedures and the Bylaws, the Bylaws shall control.

PRESIDENT'S DUTIES

As stated in the Bylaws.

VICE-PRESIDENT'S DUTIES

As stated in the Bylaws. In addition, the Vice-President shall schedule field trips for Members.

SECRETARY'S DUTIES

- Maintain the minutes of all meetings of the Board.
 - Email to the Board for review before the next meeting
- Maintain the minutes of the General Membership Meetings
 - Email to the Board for review before the next meeting
- Maintain the action register, update new actions and email to the Board
- Send approved minutes to the archive on the FOBWR web hosting site to post on the site
- Gather and record all email votes after the President calls the motion. Notify the Members of the final status of email votes and record the outcome to be placed in the minutes of the next Board meeting.

TREASURER'S DUTIES

- Maintain account of receipt, deposits, and expenditures of FOBWR'S funds and provide account activity and balances at Board meetings
- Maintain operating and financial records
- Prepare and submit State and Federal tax reports

- Maintain current, accurate financial records with complete entries as to each financial transaction of the corporation, including income and expenditures, in accordance with generally accepted accounting principles
- Fully cooperate with the person(s) appointed by the Board to prepare an annual financial report or audit.
- Require documentation and explanation for any expense and question any expense submitted if needed
- Maintain a separate accounting of each grant, including deposits, expenditures and account balances
- Collect Membership dues
- Ensure that all current Members have paid dues and are otherwise eligible for Membership
- Seek reimbursement of spent funds from the appropriate entity
- Acknowledge donations by providing proper documentation to donors
- Check the FOBWR mailbox or request that someone else check it if Treasurer not available to check regularly
- Perform other duties as assigned.

CHAIR OF FINANCE COMMITTEE

The Treasurer is the Chair of the Finance Committee. Other Members of the committee are the Grant Administrator and the President. The Finance Committee shall:

- Prepare the annual budget, the fiscal year being January 1 to December 31 each year, for approval by the Board
- Recommend to the Board adjustments to the budget when needed
- Review annual audit/review and present to the Board for approval
- Maintain an inventory of property belonging to FOBWR and where each asset is located.

CHAIR OF COMMUNICATIONS

The role of the Chair of Communications is strategic and is responsible for managing all communications-plan activities and building external relationships with FOBWR's constituencies, including funders and the media. The Outreach Chair is a member of this committee.

The Chair of Communications will set and guide the strategy for all communications, website, and public relations messages and collateral to consistently articulate FOBWR's mission. The Chair of Communications will work closely with a senior peer group within the organization as the communications partner on a variety of strategic initiatives.

Responsibilities

- Develop, implement, and evaluate the annual communications plan across FOBWR's audiences in collaboration with FOBWR's team and constituents
- Lead the generation of online content that engages audience segments and leads to measurable action. Decide who, where, and when to disseminate
- Put communications vehicles in place to create momentum and awareness as well as to test the effectiveness of communications activities
- Manage the development, distribution, and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, annual report to donors, e-newsletters, and FOBWR's websites
- Lead a team member or contractor responsible for FOBWR's website
- Coordinate webpage maintenance—ensure that new and consistent information (article links, stories, and events) is posted regularly
- Track and measure the level of engagement within the Membership and targeted audience over time
- Manage all media contacts.

PROTOCOL CHAIR

The Protocol Chair has the following responsibilities and may appoint one or more individuals to assist with such tasks:

Bylaws

- Maintain a current copy of the Bylaws and Policies and Procedures
- Answer questions from President or Board concerning Bylaws or Policies and Procedures

- Review Bylaws and Policies and Procedures and recommend revisions if needed
- Recommend changes to Bylaws or Policies and Procedures when needed
- Bring to the attention of the President or Board when a Bylaw or Policy and Procedure is not followed
- Bring to the attention of the President or Board when a time limit set by the Bylaws is imminent
- Serve on any committee that may be reviewing the Bylaws or Policies and Procedures for changes
- Ensure that the current Bylaws and Policies and Procedures are posted on the FOBWR website.

Contracts

- Maintain a current copy of the partnership agreement between USFWS and FOBWR
- Bring to the attention of the Board and USFWS any changes that need to be made to the partnership agreement
- Review all contracts before approval by an officer or Board member.

Insurance

- Maintain a current copy of all insurance policies
- Answer questions from the President or Board concerning coverage and amount of coverage
- Recommend additional insurance if needed to increase amount of coverage or coverage for special events
- Recommend ways to reduce premiums
- Refer any claims to the appropriate insurance agency, follow the progress of the claim, and report to the Board any updates regarding a claim. Serve on any committee that reviews insurance.

CAPITAL PROJECTS COORDINATOR (CPC)

Role Description

The role of the CPC is to keep abreast of pending projects, assist with project scope development and implementation planning, help identify and communicate with key stakeholders and take a lead role in project implementation.

CPC role activities include:

- Participate in all planning meetings
- Field verify project scope/plan for feasibility
- Determine manpower, materials, tools and equipment resources needed
- Review and assist in determining project specifications
- On contractor involved projects, participate in job site visit
- Work with partners to agree on work progression
- Call for volunteers and schedule as needed
- Work with volunteer crew on the project
- Take pictures capturing various stages of work progression
- Maintain daily log of manpower and equipment hours
- Provide Grant Administrator with data needed for interim and final reports
- Communicate with all stakeholders the progression of work.

MEMBERSHIP CHAIR

The Membership Chair's duties are the following:

- Maintain current email and home addresses of Members
- Update and maintain email distribution list(s)
- Send yearly reminder of Membership dues
- Implement a program to recruit and retain new Members
- Communicate the Friend's activities and opportunities to the Membership – field trips, workdays, volunteer needs, etc.
- Develop materials and displays for new member recruitment
- Coordinate with other FOBWR officers and committees to achieve the goals of retention and recruitment of Members.

CHAIR OF A TASTE FOR NATURE PLANNING COMMITTEE

The Chair of the A Taste for Nature (ATFN) Planning Committee is responsible for the overall organization and execution of this biennial fundraiser. The fundraising target of each ATFN is selected by the Board of Directors from a list of potential projects submitted by the Project Leader of the Texas Mid-coast National Wildlife Refuge Complex.

The Chair's duties are:

- Recruitment of Members to lead each of the sub-committees including Venue, Wine & Food, Auctions, Publicity, Accounting, and Donor Recruitment.
- Leading the committee in determining the wine-based theme of each event and ensuring that the ATFN brand is protected and enhanced; this brand being based on high-end quality wines and flavor-matched foods.
- Providing summary reports of each event including outcomes and targets for improvement.
- Recommend a budget for Board approval.

A TASTE FOR NATURE PLANNING COMMITTEE

A Taste for Nature is a biannual funding raising event to provide funding for a UFWWS project. The Chair may appoint individuals to the tasks set forth below who may form subcommittees as needed for this event.

- Live and silent auctions
- Food and beverage service
- Publicity
- Room and table decorations
- Items to promote purpose of the fund raiser and/or the Brazoria and San Bernard National Wildlife Refuges, such as posters, etc.
- Sponsor solicitation
- Ticket sales
- Collection of funds from Auctions
- Getting the necessary permits for service of alcohol
- Donor recognition
- Income tax documentation to donors.

GRANT ADMINISTRATOR'S DUTIES

A member of the Finance Committee, the Grant Administrator (GA) applies for grants in support of projects desired by the Texas Mid-coast National Wildlife Refuge Complex (Complex) and approved by the Board of Directors of FOBWR.

The GA is responsible for:

- All communications with grantors, including interim and final reports, and for insuring compliance with the terms of the grants
- Working closely with the Capital Projects Manager in the execution of infrastructure projects by processing required bidding requests per grant protocols for labor and material
- Providing updates of active grant-funded projects at meetings of the Board of Directors
- Archiving grant-related documents on the FOBWR cloud server, such as the FatCow web hosting site
- Keeping current the historical accounting of the grant activity of the FOBWR.

OUTREACH CHAIR'S DUTIES

The leader is responsible for scheduling outreach opportunities at various venues in our area. Primary goals are to promote:

- the Texas Mid-coast National Wildlife Refuges,
- the Friends of Brazoria Wildlife Refuges,
- other area NWR Refuges, and
- conservation of natural resources.

Other duties include:

- Coordinates with the Membership Chair to maintain a display Board and literature for outreach/promotional events. Most of the literature is obtained from the Texas Mid-coast NWR Complex office
- Coordinates volunteers for outreach events
- Looks for opportunities for outreach events
- Ensures sufficient resources for the outreach effort (i.e., volunteers, animals, tables, chairs, table covers, promotional literature, and canopies, as appropriate)
- Maintains the FOBWR and Migration Celebration Facebook pages by posting relevant information or activities and sharing other appropriate information from other sources
- As necessary, the leader visits new promotional sites and provides directions and any other appropriate information for the volunteers.

MIGRATION CELEBRETION CHAIR'S DUTIES

Migration Celebration (MC) is an annual United States Fish and Wildlife Service (USFWS) event that is funded by FOBWR and other sponsors. The Migration Celebration Chair has the following duties:

- Liaison person between USFWS, FOBWR Board, and the Migration Celebration Committee with respect to funding of the event
- Prepare a budget for the event with USFWS for approval by the FOBWR Board
- Under the direction of USFWS, and as a volunteer for USFWS, organize a committee each year that:
 - Advertises the event
 - Obtains volunteers for the event
 - Solicits corporate and other sponsors for the event
 - Decides activities for the event
 - Organizes the set-up and clean up for the event, including toilet facilities, food service, tents, and tables
 - Assists USFWS in obtaining the required documents from each volunteer for participating in the event
 - Whatever other duties as requested by USFWS for the event.

MIGRATION CELEBRETION COMMITTEE

The Chair of the Migration Celebration annual event may appoint individuals to the tasks set forth below who may form subcommittees as needed for this event.

- Food and beverage
- Publicity
- Sponsor solicitation
- Information booth
- Nature store
- Exhibits
 - Plants
 - Other non-profit and contributor exhibits
- Photo contest
- Set up and clean up
- Bake sale
- Transportation during event
- Van pickup and return
- Volunteer coordinator

These Policies and Procedures were adopted by the Board of FOBWR on the 12th day of March, 2021.

Lisa Myers _____
President

Marty Cornell _____
Secretary

Friends of Brazoria Wildlife Refuge Board Action Register 12Mar21

| Action Item | Who? Date Started? | Due Date? | Status | Comments |
|---|----------------------------|--|--------------------------------|--|
| Develop a New Outdoor Environmental Education Display for our canopy | David/Lisa/Marty | Target July 2021 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. Multiple events on the 7Mar20 illustrate the need for target-specific displays. |
| 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 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. 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 31Dec21 | 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 BISS science administrator to discuss the concept. |
| Provide suggestions for a FOBWR logo and more formal shirts for board member to wear at business-type forums. | Lisa and Herb | Due date target not specified | Action pending | Graphic in final stage; feature spoonbill in front of meandering stream. Shirts pending logo |

| | | | | |
|--|------------------------|-------------------------|-----------------------|---|
| 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 | 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 concrete | Jennifer | May, 2021 board meeting | TBD | Volunteer group of union workers in Houston will survey site in April 2021 prior to commitment. McGovern funds would pay for materials. |
| Refresh the Discovery Center Display | Lisa, Phil, Tom, Herb | not specified | Ongoing | "Working on costs from taxidermist and his availability" 12Mar21 same status no change |
| TDECU and BCoC Relationships | Lisa | not specified | Working | Lisa wants to also work with the Brazosport Chamber of Commerce |
| Membership of FOBWR, including a plan to attract new members | Lisa and Mickey | not specified | | Lisa and Mickey will develop a recruitment plan |
| More promotion of refuges | Lisa | not specified | not stated | Need to discuss and work out plan. A trifold promoting refuge trails will be printed O/B March 19th. |
| Signage at BNWR trails | Jennifer | not specified | | 18 signposts have been installed on the Big Slough trail; concept for signs is done, need attribution of photos before production |
| 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, target for the fall of 2021 |

| | | | |
|--|--------------|---|---|
| Spec. a wireless communication system for monthly walks | Ed | As soon as convenient | Ed looking at practicality of implementation |
| History of Plunkett's Service | Phil | As soon as convenient | |
| Appreciation painting for David | Phil | As soon as convenient | Cherie "Duckie" McBride, should have the artwork done by the end of March, 2021 |
| Refuge Weekend with BWT grand Opening | not assigned | | TBD, when allowed Jennifer will signal, honor david?? |
| 2021 "Kickoff" fundraiser | Marty et al. | in progress | Event scheduled for 3Apr21 |
| Monthly work parties to groom trails | Oron | | Phil to lead maintenance work party of the Discovery Center area for Tom's spring clean up day |
| Change Bylaws to clarify "member in good standing", the protocol for filling board vacancies, the duties of the treasurer, and virtual participation in meetings | Kim | Target board sanction at November, 2021 Board meeting and approval at the January, 2022 General Meeting | The Bylaws need to reflect the approved revision of the duties of the Treasurer made the Policies and Procedures. |