



Minutes of the Board Meeting

of the Friends of Brazoria Wildlife Refuges

January 11, 2019

Gulf Coast Bird Observatory, Lake Jackson

Attendance by Members of the Board: Oron Atkins, Ed Barrios, Marty Cornell, Mickey Dufilho, Phil Huxford, Herb Myers, Lisa Myers, David Plunkett, Kim Richardson, Dick Schaffhausen, Torry Tvedt

Attendance by General Membership: Ron Bisbee, Barbara Burkhardt, Ann Lange, Mike Lange, Jo Myers, Tom Smith

Refuge Staff in Attendance: Jennifer Sanchez

A quorum being present, President Ed Barrios called the meeting to order at 2:35 pm.

Election of Officers: Kim Richardson moved that officers of the Friends of Brazoria Wildlife Refuges for 2019 should be Lisa Myers as President, Ed Barrios as Vice President, Dick Schaffhausen as Treasurer, and Marty Cornell as Secretary. Torry Tvedt seconded the motion and the motion passed unanimously.

Each member of the board affirmed her or his **leadership roles** for this year:

Oron Atkins: Capital Projects Manager

Ed Barrios: Vice President, Chair of the 2019 Migration Celebration Committee

Marty Cornell: Secretary, Grant Administrator, Chair of the 2019 A Taste for Nature fundraiser, MC19 kickoff dinner, Info booth.

Mickey Dufilho: Membership Chair, Organizer of venues for MC19 dinner and ATFN19, MC19 volunteer registration

Phil Huxford: Organization and funding of the Birds of Prey programs

Herb Myers: Trail walks for MC19

Lisa Myers: President, monthly field trips (note P&P assigns this duty to the VP), recruitment of MC19 volunteers, Friends website

David Plunkett: Chair of Outreach activities, Friends Facebook

Kim Richardson: Governance documents (By-laws, Policies & Procedures, Partnership Agreement, Insurance, etc.), MC19 photo contest and exhibitors, ATFN19 silent auction

Dick Schaffhausen: Treasurer, media publicity

Torry Tvedt: help Birds-of-Prey and ATFN19

Minutes: Kim moved, and Dick seconded the motion to accept the minutes, as amended, of the November 9, 2018 board meeting. These minutes were approved unanimously. Discussion concerned the definition of a quorum for approving motions; a majority of board members present or a majority of members of the board whether the members are present or not. Kim will research the definition of "majority" according to Roberts Rules of Order and suggest changes to our by-laws that may be needed to eliminate any ambiguity on this subject.

Email motion: One email motion, made by Lisa and seconded by Kim, was considered in the interim between the 9Nov18 board meeting and the present: "The FOBWR board authorizes the expenditure of up to \$3,000 for the purchase of 4,000 DEEP Student Field Journals, with payment to come from Brazoria McGovern funds." The motion passed on 13Dec18 with 8 in favor and one no response.

Banking Privileges: Lisa, as president, needs to be given authorization to access the Friends bank accounts. It was also decided to maintain Ed, as Vice President, on these accounts. Torry moved and Mickey seconded the motion that "The board approves the addition of Lisa Myers to those officers of the Friends of Brazoria Wildlife Refuges authorized to have access to and signature authority for our bank accounts." The motion passed with unanimous approval. Lisa and Dick will arrange for Lisa to have signature authority for FOBWR accounts.

2019 Budget. The attached 2019 budget for FOBWR was approved with ten yeas and one nay after a motion by Mickey and a second by Phil.

Grant & Projects Report: The only activity on grants over the last two months was that involving discovery of potential land purchases. Wet conditions, and of late the government shutdown, have prevented any construction work on trails. No bids for concrete work on the Bobcat Woods Trail were received from our second solicitation published in The Facts or from personal contacts with potential contractors. Oron will continue his search for a concrete contractor.

The Leon Skeet memorial bench has been delivered, but still needs a plaque.

The Bryan Adams water garden lacks only plaques and signs to be complete. The bronze dedication plaque should be shipped from the foundry in February. A dedication ceremony will follow, perhaps in May, conditionally on the availability of the Adams family. Lisa, Dick, and Phil have agreed to serve on a Bryan Adams Memorial Garden Dedication Committee who will work with the Adams family to select a date and plan the hosting of the event. **This committee will review the dedication plans at the next board meeting in March.**

Actions on a new butterfly incubation building at the RV camp on the BNWR have been tabled pending clarification of a plan of operation. A major concern is the availability of dedicated volunteers to ensure continuity of the operation. Should a building be purchased, the plan would be for the FOBWR to retain title; this would avoid the need to reconcile new building footprint with that of current buildings as additional square footage is prohibited by the Service. An amendment to the partnership agreement would also be required for us to locate a Friends building on the Brazoria refuge. Considering the cost of insurance in this location, Ron Bisbee recommended against purchasing for this building and instead “self insure.”

MC19: Lisa presented a proposed design of a flyer to be distributed at schools during our Birds-of-Prey programs. The board agreed on this design. The cost of these fliers is included in the MC19 budget.

A speaker for the MC19 kickoff event has not yet been identified. Proposed speakers from the FWS Region 2 headquarters had not responded before the government shutdown and are unlikely to do so soon. Martin Hagne of the GCBO has agreed to speak if needed; Emma Shelly of GCBO is another candidate. It is desired to **select a speaker asap, preferably before the next MC19 planning meeting on January 21st.**

ATFN19: Time did not allow discussion of a budget for ATFN19. **Marty will email a draft budget and make an email motion for its acceptance.**

Ad in BP C of C Directory: Phil made a motion that “The FOBWR authorize the expenditure of \$650 for a quarter-page advertisement in the Brazosport Chamber of Commerce Directory.” The motion was seconded by David. The motion failed by a vote of one yea and 9 nays.

Action items were reviewed and revised; they are summarized at the end of this report. **New Action Items are highlighted in this report** and are **bolded** in the Action Register.

The meeting was adjourned at 4:04

Marty Cornell, Secretary, Friends of Brazoria Wildlife Refuges

Friends of Brazoria Wildlife Refuges

Operating Budget for 2019

Revenue		Notes
Beginning Balance	\$602,031	
Grants		
Texas Parks and Wildlife Department	\$70,000	\$46,322 remains in accounts receivable, i.e. the amount not reimbursed by TPWD. ~\$24,000 remains in our account with McCoys; this is not reflected in our financial report but is available to spend on the project.
Houston Endowment	\$0	HE4 grant of \$325,000 received in Dec18
Grants, Total	\$70,000	
Fundraising		
Migration Celebration	\$30,000	Approximates 2018 actual
Birds-of-Prey	\$21,000	Approximates 2018 actual \$93,700 for ATFN17 gross income. Rich Wells, VP Dow, has signed on to be ATFN19 honorary chair, and this should bring in Dow diamond sponsorship.
A Taste for Nature	\$90,000	
Fundraising Total	\$141,000	
Donations		
Kathrine McGovern	\$35,000	Received Dec18, Deposited 2Jan19
Phillips66 (Christmas Bird Count Dinner)	\$450	
Donations for unspecified use	\$4,000	\$3,474.95 gift from Hickner received Dec18, deposited 2Jan19
Total Donations	\$39,450	
Restitutions		
Total Restitutions	\$300	

Dues

Total Dues \$250

Investment Income

Interest

Total Investment Income \$200

Total Revenue \$251,200

Expenses

Grants

Bobcat Woods Trail (TPWD)	\$46,322	\$46,322 remains in accounts receivable, i.e. the amount not reimbursed by TPWD. An ~\$24,000 remains in our account with McCoys; this is not reflected in our financial report but is available to spend on the project.
Pre-purchase Discovery	\$150,000	Approximates our annual spend rate for pre-purchase discovery activities
Every Kid in the Park	\$58,000	
Poole Tract Purchase	\$0	
Cedar Lake Cut Discovery costs	\$0	
Total Grant Expense	\$254,322	

Projects

Birds-of-Prey	\$21,000	
Environmental Education Support	\$2,500	
Junior Naturalist Support	\$1,100	
Sea Turtle Patrol	\$15,000	Reflects annual purchase of a UTV
Morgan Storage Building	\$3,600	
Bryan Adams Memorial	\$5,000	
Cedar Lake Plantation Trail	\$40,000	
Total Project Expense	\$88,200	

Events

Migration Celebration	\$28,000	
A Taste for Nature	\$32,000	\$31,746 actual for ATFN17. For ATFN19 assume similar costs
Christmas Birdcount Dinner	\$500	
Total Event Expense	\$60,500	

Administration Expenses

Insurance	\$3,400
Audit of 2018 Financials	\$10,000
National Wildlife Refuge Association	\$1,000
Brazosport Area Chamber of Commerce	\$200
Texas Sales and Use Tax	\$150
Square Service Fees	\$50
Post Office Box Rental	\$76
Office Supplies	\$300
Banking Fees	\$100
Website Hosting and Maintenance	\$2,000
Telephone	\$400
Miscellaneous Expenses	\$1,000
Total Administration Expense	\$18,676

Total Expenses	\$421,698
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Net Cash Flow for 2019	-\$170,498
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Year-end Balance	\$431,533
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Friends of Brazoria Wildlife Refuge Board Action Register Updated 11Jan19

Action Item	Who?	Due Date?	Status	Comments
Movie on BNWR, highlighting EE opportunities	Tom, Torry, Jennifer	Progress report March. 2019 board meeting	Awaiting subtitles and/or closed caption	Still waiting on subtitles. Jennifer will clarify region requirement for use of subtitles or closed caption. Torry to send video to Ed to arrange Spanish translation after R2 clarification
Develop a New Outdoor Environmental Education Display for our canopy	David/Tom/Lisa/Marty	Progress report March. 2019 board meeting	Ongoing	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.
Contract for temporary webmaster to upgrade website	Lisa	Progress report March. 2019 board meeting	Ongoing	Lisa got everything to Kristine needed for updates of web pages; this should enable closure on the new web site. Joel Langhoff will be approached for website maintenance and archival of FOBWR documents.
Develop text on FOBWR history for website	Ed Barrios	Progress report March. 2019 board meeting	Fixin to	Ed will review Friends archives stored at Complex office for early history (see J. Sanchez)
Develop a Succession Plan	Lisa, Mickey	8Mar19 Board meeting	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 questionair to use to know what is important to the board. Make activities independent of person, archive documents.
Install shelving and racks in the Friends storage shed	Oron, Dick	On/before 1Mar19	in progress	Dick assembling inventory, including stuff stored in members' homes.
Approach Mrs. McGovern to be able to use her funds targeted for BNWR on SBNWR Projects	Ed Barrios	8Mar19 Board meeting	Action pending	Carol Jones has provided contact info. of Mrs. McGovern's secretary.
Determine cost of finished butterfly labs without the HVAC unit, and the extra cost of providing a separate room for locked storage.	Tom Schneider	Tabled	Tabled	Need to first resolve continual staffing needs.
Provide an estimate of operational costs for supplying butterflies.	Tom Schneider	Tabled	Tabled	Need to first resolve continual staffing needs.

Provide estimates of cost of insuring the butterfly lab	Kim	Tabled	Tabled	Suggestion that lab be self-insured.
Define role and responsibility of School Outreach	Phil and Marty	8Mar19 Board meeting	Action pending	Phil is currently a one-man committee leading the BoP program. Vision might expand to other in-school nature topics.
Define "quorum majority" for board voting	Kim	8Mar19 Board meeting		Refer to Roberts Rules of Order and suggest changes to our by-laws that may be needed to eliminate any ambiguity on this subject.
Add Lisa to those officers with banking privileges	Dick and Lisa	On/before 1Mar19		Need board approved minutes to execute.
Organize dedication of Bryan Adams Memorial Water Garden	Lisa, Dick, Phil	8Mar19 Board meeting		Coordinate with Adams family. Bronze plaque installed in Feb. May a likely time for the ceremony.
Commit a speaker for MC19 kickoff	Ed	O/B 21Jan19		Region 2 management not responding. Martin Hagne and Emma Shelly are candidates.