



# Minutes of the Board Meeting

of the Friends of Brazoria Wildlife Refuges

July 19, 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, Kim Richardson, Dick Schaffhausen, Torry Tvedt.

**Absent Members of the Board:** David Plunkett

**Attendance by the General Membership and guests:** Bryan Frazier, Mike Lange, Tom Smith

**Refuge Staff in Attendance:** Jennifer Sanchez

A quorum being present, President Lisa Myer called the meeting to order at 1:01 pm.

**Minutes on March, 2019 Board meeting:** Oron moved and Phil seconded a motion to accept the minutes of the May meeting of the board; the motion passed unanimously.

**Email motion:** No email voting occurred in the interim between the May 17<sup>th</sup> board meeting and the present.

**Action items** were reviewed and revised; they are summarized as an attachment. Completed items removed from the list:

- Mrs. McGovern responded affirmative in writing to our request to use McGovern funds allocated to the BNWR for the neighboring Cannon Bend Unit (SBNWR).
- A monitor has been provided for DEEP PowerPoint presentations (butterflies, etc.) in the Discovery Center; it needs to be installed.

**New Action Items are highlighted in this report** and are **bolded** in the Action Register.

**Financial Report:** Treasurer Dick Schaffhausen reviewed the June, 2019 Financial Statement; document attached. Discussion included:

- Unused funds allocated to any project should be returned to the general fund. The \$26,718 remaining in the Cedar Lake Plantation Trail project was given as an example, but work is still pending on this project (culvert crossing, signs)
- The Milkweed Hut project will be closed.
- Only ~\$4,200 was billed for the audit of our books out of the \$10,000 allocated for this work; the remainder will be returned to general funds . The auditor, Curtis Craig, wants to review his work with the board. Dick will propose to him that we meet at 1:00 on Friday, August 2<sup>nd</sup> for this report (prior to the next ATFN19 planning meeting starting at 2:00 on that date.) Mr. Craig noted that we need to keep a list of our assets; defined by

the board to be anything with a value of \$500 or more. Members are to provide Dick with a descriptive list of such items in their possession (projecting microscope, sound system, etc.) This task is a current action item.

- The Morgan storage building still needs a ramp or steps in the front before the project is closed. **Oron will get with Curtis to determine which option will be done.**
- First-grader Alex Grogard of Tomball, who raised \$88.87 for our Kemps Ridley sea turtle patrols, will be recognized by the Friends. **Lisa will get his contact information from Jennifer and discuss options with his parents.** A photo in The Facts is a suggestion.
- Sea turtle signage at Brian Beach County Park remains to be done before closing the Bryan Adams memorial project.

Dick noted that the net income from MC19 exceeded \$8,000 vs. a break even for MC18. For MC19, donations and fundraising were up +\$2,400 and expenses were down >\$4,700 (\$2,700 spent for new sound system in 2018, portable restrooms in-kind for MC19).

Dick recommended closing our accounts at IBC, which pay ¼% interest, and moving the ~\$366,000 to a Preferred Deposit account at Bank of America-Merrill Lynch, which currently pays 2.7% interest. This change would generate more than \$9,000 in annual income at this current interest rate. Ed Barrios moved, and Kim Richardson seconded a motion that **“The FOBWR board authorizes the closing of our accounts at IBC and moving the funds to a Bank of America – Merrill Lynch Preferred Deposit Account.”**

**Land Discovery and Acquisition:** Mike Lange reviewed activity on land acquisition:

- The Trust for Public Lands has closed on the 690-acre Doss property, contiguous with Big Boggy NWR. This salt prairie and marshland on Lake Austin will be transferred to the refuge.
- The Parker tract abutting the SBNWR on the intracoastal canal near the mouth of the San Bernard River is progressing toward purchase. Finalizing the deal is impeded by a lean on one of the 15 owners.
- The 361-acre Beal tract will become the Dixie Beal Unit of the SBNWR upon the completion of the pending purchase for \$1.6 million, with funds coming from the Migratory Bird Commission. The tract adjoins the Holms Unit and the Hanson County Park. The combined lands will be maintained and managed by the Brazoria County Parks Department.
- The McNeill Exempt Unitrust board just approved the sale of the 4,679-acre McNeill Tract for an asking price of \$13.5 million. This old-growth hardwood forest wetland is bordered by the San Bernard River on the east side, and a 1,600-acre tract owned by the Harrison Foundation on the north-west boundary. This land would be the first parcel acquired in Wharton County, and the County Judge has approved the purchase by the USFWS. The next steps would be approval by the Wharton County Commissioners and

then sanction by Governor Abbott. Funding will be sought from the Migratory Bird Commission and from private donors.

- A major portion of the pristine proposed “Flo Hanna prairie” has been sold to RTB properties who intend to subdivide the land into five-acre plots. Purchase of the remaining 162 adjoining acres of prairie is being pursued by the Galveston Bay Foundation.

Other proposed additions to the Texas Mid-Coast NWRC are:

- Griffith 2/3 interest (inholding) 9 acres
- Spears (Fee interest on CE tract) 250 acres
- Myers 245 acres
- Sargent Ranch 1,031 acres
- Pope 360 acres
- Harrison Foundation 900 acres
- K Bar Ranch 5,000

#### **Grant & Projects Report:**

- The **Bobcat Woods Trail Grant** was due to expire on June 30, 2019, with \$46,321.92 remaining as an account receivable from the Texas Parks and Wildlife Department. A one-year extension was granted, resulting in a terminal date of June 30, 2020. Meanwhile, no progress has been made on the trail. Waterlogged land prevents progress on the crossing of Cacklebur Slough. Work required to finish our contract with the TPWD includes the building of the crossing, construction of gravel trail sections, construction of two spurs to the slough, reactivation of the water well, and signage and benches. **The trail committee of Curtis, Oron, and Marty will soon meet to plan next steps.** Jennifer will also attend this discussion.
- The **Cedar Lake Plantation Trail** lacks construction of a bridge crossing slough at the south end of the trail, as well as signs and benches. The trail suffers from extensive hog damage. Jennifer stated that the goal is to have this trail completed by year end.
- The **San Bernard Oak Trail** is still in need of signs.
- Over the next six weeks, the **Cannon Bend Unit** will be filmed by Mike Mullins using his drone; this video will be used for promotion of the ATFN19 fund raiser, and later to promote the unit for public recreation. For this work, the Complex has issued a special use permit to Marty – FOBWR.
- Our \$30,000 grant for **pre-purchase discovery of Cedar Lake Cut lands**, has been amended to allow the funds to be used for other land-acquisition projects in Matagorda and Wharton Counties.

**Refuge Report:** Jennifer Sanchez

- The Complex has purchased a 16'X24' shed for the new butterfly lab that will be located at the BNWR volunteer village. It will be finished out by an RV volunteer. During this period there will be no production of Monarchs and it is unlikely that butterflies will be available for the October KBR Kids Day in Houston. Friends will most like need to purchase butterflies for this event at a cost of around \$800. Likewise refuge-produced butterflies would not be available for the GCBO XHX in September.
- This summer a crew of student volunteers removed ~2,700 apple snails from Hudson Woods using kayaks dedicated to this task. More eradication days are needed and Jennifer may recruit Friends for this work.
- 24 inch-diameter culverts will replace two low crossings on Ivey Road leading to the fishing pier. This work will be done this winter.
- Wind drift from aerial spraying of herbicide around the BNWR field office reached Demijohn, more than one mile away. The refuge is working with community to mitigate the problem
- A second Public Use employee (for running the DEEP) was not approved by Region 2.
- Stabilizing the shoreline of Dressing Point Island will become a NRDA project. The work will include a topping of the revetment with clutch material and should be done one year from now.

**MC20:** Ed reported that Jeff Haskell of the NWRA has agreed to be our keynote speaker at the kickoff dinner on April 17.

**ATFN19:** Marty summarized the progress made since the last board meeting:

- Two planning meetings have been held
- Honorary Chair Rich Wells of Dow has reconfirmed his participation
- Save-the-date postcards were mailed to those with complete addresses, but many contact addresses were incomplete. Personal contact is still very much needed to promote the event.
- The seven Australian and New Zealand wines have been secured, allow for their use in promoting the fundraiser.
- In August, Ed plans to start the process of getting our permits from TABC
- Kim will be using cell phone bidding for silent auction items; this will resolve many issues of payment and speed the checkout process. We are hoping that on-line bidding will stimulate more participation. Details of the protocol for doing this are being developed by the team of Kim, Dick and Vickie Adams
- Vickie has taken over, from Ed Suazo who had a stroke, the task of developing the live auction items; we are shooting for ten to twelve items, each with a minimum value of at least \$500. So far we have the traditional flight of ATFN wines, a Greek dinner for eight cook by Steve and Ann Polemenakos, Seven nights in a Puerto Viarta condo, and a collectors set of ceramic Noah's Ark and menagerie. Other possible items would be a week at a Surfside beach house, a week at a condo in Aruba.

- Ed Barrios is coordinating the recruitment of volunteers. The committee will not require a ticket purchase for volunteers, with the expectation that more TMN-COT members will be involved.
- Lisa distributed sets of a tri-fold on Cannon Bend for use in recruiting both corporate and individual sponsors. The trifold will also be use in outreach to encourage public use of this recreation unit.
- Ravi has once again taken the lead to secure corporate sponsorship. So far CPChem had given us \$2,000, Dr. Leidlein donated \$1,000, and Dow has committed to \$5,000. Other committee members have sponsor recruiting assignments.
- Invitations will shortly be printed for a first of September mailing; but one-on-one contact will shortly begin.
- Electronic payment is encouraged by registering through our web site; checks will also be accepted. Some work is still needed to get our web site payment process working properly.

With the identity of the wines established, Ken and Linda Sluis will begin working with HEB to develop the food pairings. The next planning meeting will be at 2:00 on August 2<sup>nd</sup> at Marty's home.

There were no **Miscellaneous items** addressed at this meeting.

The meeting was adjourned at 3:18

Marty Cornell

Secretary, Friends of Brazoria Wildlife Refuges.

## Friends of Brazoria Wildlife Refuge Board Action Register 19May19

Action Item	Who?	Due Date?	Status	Comments
Develop a New Outdoor Environmental Education Display for our canopy	David/Lisa/Marty	Progress report Sept 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 board meeting Sep 2019	Ongoing	Updating is essentially done; in maintenance phase. Amber Bryn is doing an adequate job.
Develop text on FOBWR history for website	Ed Barrios	Progress report <b>Sept.</b> 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	Sept, 2019 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. <b>Each board member to fill out questionnaire</b> to use to know what is important to the board. Make activities independent of person, archive documents. Lisa to resend questioner
Define role and responsibility of School Outreach Chair	Phil and Marty	September 19 Board meeting	Action pending	Marty is to draft a statement for Phil to review. Noted that Vic Wade has become very active and will help fund raising.

Propose by-law revisions	Kim	Nov. 19 Board Meeting	Ongoing	Review entire Bylaws for needed update, including clarity on "quorum." Reflect possible changes by Texas Legislature that would impact non-profit governance, such as at least ten days notice to members of upcoming meetings. Board sanction of proposed changes to be made at November board meeting. Kim sent draft of proposed changes to the board for review.
Develop content for interpretive signs for the Bobcat Woods, Cedar Lake Plantation, and San Bernard Oak Trails	Mickey and Herb	2019Nov Board Meeting	draft language and design	Pete and Peggy Romfh will help. Suggested to include QR codes on signs.
Provide suggestions for a FOBWR logo and more formal shirts for board member to wear an business-type forums.	Lisa, Herb, Torry	September 2019 Board Meeting	Action pending	Lisa will consult with former colleague and student with degree in graphic arts who have done such work.
Provide Dick a descriptive list of FOBWR property in their personal possession	All board members	September 2019 Board Meeting	Action pending	Dick will send a reminder for board member input
<b>Construct ramp or steps at entrance of Morgan building</b>	<b>Oron</b>	<b>September 2019 Board Meeting</b>	<b>Action pending</b>	<b>Oron will consult with Curtis on best option.</b>
<b>Arrange a thankyou meeting with</b>	<b>Lisa</b>	<b>As soon as convenient</b>	<b>Action pending</b>	<b>Lisa will get contact info. from Jennifer, then contact parents;</b>

1st grader Alex  
Grogard

potential photo for  
Facts

Draft plan to finish Bobcat Woods Trail	Curtis, Oron, Marty	Mid-August	Action pending	Jennifer will participate.
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Attachment: Financial Report for April, 2019

<b>FOBWR FINANCIAL STATEMENT</b>				
<b><u>JUNE 2019 Final</u></b>				
TDECU				\$145,250.89
IBC 1				\$205,767.34
IBC Acct 2 and 3				\$160,548.66
Bobcat Woods Grant Receivable				\$41,723.86
<b><u>ACCOUNT BALANCE</u></b>				<b>\$553,290.75</b>
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<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	\$152,500.00	\$53,949.56	\$98,550.44
20180720 B. Adams Memorial Pond Sub Acct.	Kathrine McGovern	\$27,000.00	\$27,000.00	\$0.00
20131220 McGovern San Bernard NWR	Katherine McGovern	\$107,000.00	\$65,143.58	\$41,856.42
20070803 Revolving Reimbursement, Grant 4	Houston Endowment	\$20,000.00		\$20,000.00
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	\$117,532.70	\$207,467.30
20170811 Cedar Lake Plantation Trail	ATFN 17 FOBWR	\$62,155.96	\$35,437.57	\$26,718.39
20160728 Cedar Lake Cut Lands See NOTES	USFWS	\$30,000.00	\$0.00	
20161017 Every Kid in Park	National Park Service	\$112,500.00	\$81,475.48	\$31,024.52
20161205 Bobcat Woods Matching Funds Received	FOBWR	\$213,740.86	\$152,019.02	\$61,721.84
plus ATFN 2015 funds plus receivable				
<b>TOTAL ALLOCATED FUNDS</b>		<b>\$1,059,896.82</b>	<b>\$532,557.91</b>	<b>\$497,338.91</b>

<b>FOBWR PROJECTS</b>		<b>Allocated</b>	<b>Spent</b>	
46400 Birds of Prey 2019	FOBWR	\$35,884.00	\$23,200.00	\$12,684.00
20161205 Morgan Storage Building San Bernard	FOBWR General Funds	\$12,000.00	\$8,714.10	\$3,285.90
20160716 Milkweed Greenhouse	FOBWR	\$5,560.00	\$5,141.37	\$418.63
20171104 Bryan Adams Memorial Fund	Donations	\$16,759.00	\$15,585.78	\$1,173.22
20170101 BNWR Donation Box	Donations	\$876.56	\$591.99	\$284.57
20140403 Law Enforcement Restitution	Federal Court Fines	\$7,916.11	\$2,309.92	\$5,606.19
20190208 Dick Hickner Memorial Fund	Donations	\$1,540.00	\$0.00	\$1,540.00
20181110 2018 Audit	General Funds	\$10,000.00	\$0.00	\$10,000.00
20180418 Web Site Maintenance	FOBWR	\$5,000.00	\$3,295.00	\$1,705.00
20190428 Alex Grogard Kemp Ridley Fund	Donations	\$88.87	\$0.00	\$88.87
<b>TOTAL FOBWR PROJECTS</b>		\$95,624.54	\$58,838.16	<b>\$36,786.38</b>
<b>TOTAL FUNDS AVAILABLE FOR PROJECTS</b>				<b>\$19,165.46</b>
<b>MIGRATION CELEBRATION TDECU ACCT</b>				<b>\$16,153.20</b>
<b>TDECU SAVINGS</b>				<b>10.08</b>
<b>TOTAL Funds in Bank Accounts</b>				<b>\$527,730.17</b>

### COMPLETED PROJECTS OR GRANTS

#### 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 2019 beginning funds balance \$11,634.00

Houston Endowment Revolving acct \$20,000.00 from HE grant #4

Migration celebration 2019 beginning balance \$12,404.28

5/23/19 Closed out Cedar Lakes Deposit Acct. 2047.13 added back to acct.

5/23/19 Withdrew 15,399.92 from Bobcat woods McCoy Deposit acct. \$5,000.00 balance

#### Motions

April 18, 2018 Authorized up to \$3,000.00 for Friends web site redo

July 15 and 21, 2018 Authorized \$27,000.00 for B Adams water feature at DEEP. Funds to come from Brazoria McGovern acct.

November 10, 2018 Motion to spend up to \$10,000.00 for an audit of FOBWR 2018 books. Funds from general funds

December 11, 2018 Motion Authorized the expenditure of up to \$3,000.00 for the purchase of 4,000 DEEP Student field journals

payment to come from Brazoria

McGovern funds

Spent \$2,820.0 2/27/19

January 11 ,2019 Approved ATFN budget via email vote

April 3, 2019 Approved an additional \$2,000.00 for Website redo

April 30, 2019 Approved \$3,000.00 donation to National Wildlife Refuge Association from general funds