

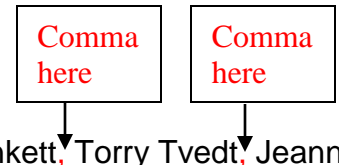
Minutes Board of Directors  
Friends of the Brazoria Wildlife Refuges  
7/2/14 Draft

**Minutes by Mickey Dufilho**

**Meeting called to order by Ed Barrios, President, at 2:00 PM, Headquarters, Mid-Coast NWR**

**Attendees:**

- Board Members: Ed Barrios, Mickey Dufilho, Phil Huxford, Neal McLain, David Plunkett, Krissy Plunkett, Torry Tvedt, Jeanne Manry, Marty Cornell, Dick Schaffhausen, and Tom Taroni
- Refuge Staff : Jennifer Sanchez, Tom Schneider



**Minutes – Mickey Dufilho**

- Minutes from 1/26/14 were reviewed and corrected. Request was made to attach Financial Report to Minutes. Motion to accept minutes as corrected was made by Jeanne and seconded by Krissy. Motion passed.
- Minutes from General Membership meeting of 1/26/14 were reviewed and corrected. Motion to accept minutes as corrected was made by Marty, Seconded by Phil. Motion passed.
- Action Register was reviewed and updated. See attached action register. Added to action register
  - Dick volunteered to become membership chairperson. Mickey volunteered to help him update the membership list and make a recommendation on how to handle memberships. Mickey will get the membership list from Krissy.
  - Krissy sent the financial books to Teresa Cox, CPA at Cox Accounting. Mickey will contact Teresa Cox and get an update on the cost of financial audit.
  - Mickey will contact the microscope guy and get a cost to clean the microscopes and schedule time to get the microscopes cleaned.
  - The Board discussed the need to purchase a DVD player. Ed will purchase
  - Ed will edit the video developed by Tom Schneider and Joe Lange to give it a name and add credits.
  - Mickey will get with Tom and David to develop a draft design for an outdoor Environmental Education Display

**Election of Officers for Friends of the Refuge**

Slate of Officers presented

President – Ed Barrios

Vice President – Ron Bisbee

Secretary – Mickey Dufilho

Treasurer – Jeanne Manry

Marty made a motion to approve the slate of officers. Seconded by Phil. Motion passed

Committee Chairpersons

Marty Cornell – Grant Tracking

Dick Schaffhausen – Membership  
David Plunkett – Outreach and Migration Celebration  
Neal McLain - Webmaster

### Financial Report – Krissy Plunkett

- Krissy will transfer Friends Computer to Jeanne along with all financial records. **Krissy's copy** of Adobe Creative Suite 5.5 **Design Premium (owned by FOBRW)** will be transferred to David's personal computer. **Additional copies** ~~2<sup>nd</sup> copy~~ of Adobe Creative Suite **have been installed on** ~~is~~ on the Discovery Center Kiosk computer **and Neal McLain's home computer**. I
- Ed, Krissy and Jeanne will go to the Credit Union on 7/7/14 to take care of signature transfer to Jeanne.
- Krissy will work with Jeanne to complete taxes by August1, 2014.
- Krissy has new website done and will activate it by the end of July.
- Balance \$\$377,665.88.
- Financial Report Attached. Updated by Marty to reflect needs

### Refuge Update – Jennifer Sanchez

- Cow Trap Lakes – terraces are being built. The refuge received \$100,000 to do the project. Still need money for oyster shell for front edging of terraces for erosion control. Spartina will be planted in the fall by contractors. Expansion of Wolfweed will create some moist soil areas. ~~Levees are built up and Bill Cransky will complete the project with the month. This is a cooperative project with USFW, Ducks Unlimited and Texas Rice.~~ **Buildup of levees has been completed. Texas R.I.C.E. Executive Director Bill Stransky is expected to complete the project with the month. This is a cooperative project with USFWS, Ducks Unlimited and Texas R.I.C.E.**
- Discovery Center is continuing to have issues with electrical supply. The refuge is considering several options on how to supply reliable electricity including a 33K generator. Decision needs to be made on what heating and air-conditioning system is needed before the final plan can be implemented. Phil has a contractor who has expertise in electrical generation using wind power and will get him in touch with Jennifer to see if that is an option.
- Denis applied for and received a \$25,000 grant for building a nature garden Houston. Jennifer has been worked with East End Management District, Houston Parks **and Recreation Department**, and the **Buffalo Bayou Partnership** ~~Buffalo Bayou group~~ to determine three locations for the nature gardens. The money must be used to purchase plants now. Jennifer wanted to move the money to the Friends as part of the Connecting People with Nature Grant. Marty moved to accept the request to be the conduit for the money to be used for purchase of plants. Phil seconded. Motion passed. A team is needed to put together a plan for the plantings and landscape design. Ed will put together a task force to develop a plan.
- Tom Schneider requested \$1200.00 from the Friends to support the **Refuge Junior Naturalist** ~~Junior naturalist~~ field trips. Motion was made by Marty to give \$1200.00 for the program. Seconded by Phil. Motion passed.

### New Business

- Krissy requested we review the contract for the Turtle Patrol Coordinator to make sure we have clearly listed when timesheet is due and exact pay date. Ed and Mickey will review current contract.
- Marty reviewed Income and Expenses of Migration Celebration for 2014 and compared it with 2013. Expenses and income are still not complete.

**Migration Celebration 2014 Income & Expenses**

<b>Income</b>	<b>MC14</b>	<b>MC13</b>	<b>Notes</b>
Birds of Prey	\$12,545.00	\$14,055.00	
Bake Sale	\$1,068.10	\$1,286.49	
Water Sales	\$72.00		Were in Food Booth income for MC13
Nature Store	\$2,392.04	\$2,484.36	
Food Booth	\$0.00	\$3,095.00	
Dinner Ticket Sales	\$5,671.84	\$4,420.00	Should be \$6,000.50
Cash Bar	???	\$751.00	
Drawing	\$2,927.35	\$2,268.90	Sold 104 cards for Killins dinner at \$10 each and 104 cards for Big Green Egg for \$20 each except for pack of six cards for \$100. Some credit card transactions took fees
Photo Contest	\$609.50	\$450.00	
Event Donations	\$5,250.00	\$7,485.00	Need details
Donation Boxes	\$159.00		
RiverPlace Deposit	\$75.00		
<b>TOTAL</b>	<b>\$30,769.83</b>	<b>\$36,295.75</b>	Nature Store, Dinner Ticket & Drawing Sales reflect the percentage fee taken from credit card transactions.
<b>Expenses</b>	<b>MC14</b>	<b>MC13</b>	
<b>Birds of Prey</b>	\$15,100.00	\$14,239.90	
Advertising	\$1,541.00	\$1,476.00	Newspapers?
<b>Bake Sale</b>	\$0.00	\$19.96	
Banners & Signs	\$2,503.12	\$1,006.60	Blueline Shop \$2255.76
Wine & Beer	\$546.13	\$200.00	
Big Green Egg	\$878.00	\$756.30	
Butterflies	\$185.00		

Flyers	\$1,152.00	\$955.00	
Food & Supplies	\$1,023.38	\$1,186.69	Dinner expenses only?
Junior Naturalist Supplies		\$256.69	
Killen's Steakhouse	\$250.00	\$0.00	
Nature Store	\$1,918.55	\$1,940.99	
Photo Contest	\$747.35	\$287.08	
Port o Lets	\$870.00	\$875.00	
RiverPlace	\$2,512.04	\$1,184.00	For MC14, contains items that should be included in the dinner cost like table cloths, center pieces = \$317.69. Also probably contains the \$120 fee paid to police officer, which should be included under bar expenses.
Supplies	\$42.49	\$89.51	
TABC License	\$231.00	\$0.00	
Tent Rental	\$860.00	\$649.00	
Van Rental		\$1,692.00	
Van gasoline			For MC13, refuge donated \$221 cost of gas for vans
Volunteer Lunches	\$730.00	\$1,541.44	Cost of Food Booth in MC13
Water	\$138.14		Food booth cost in MC13
<b>TOTAL</b>	<b>\$31,228.20</b>	<b>\$28,356.16</b>	
Profit (Loss)	<b>(\$458.37)</b>	\$7,939.59	

- David moved to purchase a study 10X10 canopy and screen for \$400.00. Seconded by Mickey. Motion passed
- Regional Friends Meeting at Bosque de del Apache **National Wildlife** Refuge in New Mexico is 9/5-7/14. Ed, Phil and Jeanne will attend.

## Old Business

### Grant Update – Marty Cornell

- Completed Grants
  - 20120810 Lanzetta Restitution (\$5,000; planted trees)
  - 20110926 Birding Initiative (\$4,000 upfront, \$1,000 due on completion)
  - 20130816 Woods Project (\$18,000)
  - 20130708 EarthQuest® for Houston Urban Initiative (\$7,000)

- Update on Active Grants
  - 20130201 Bastrop Bayou Crossing (\$70,000)
    - Due to contractor commitments and weather, this has not been completed. We still owe contractor \$18,000.
  - 20100909 Discovery Center Displays
    - Roll up shutters on info booth are complete
    - Deleted high magnification microscope since we inherited the microscopes from INEOS
    - Installed HD Wall Mounted TV. Still working to activate certain features
    - Movie complete except for some editing on credits
    - Roll up shutters for cross trail shelters – still working on this. Phil and Marty will work on getting a contractor.
    - Butterfly garden is complete.
  - 20130915 Land Acquisition Discovery #2 a.k.a Houston Endowment. (\$300,000)
    - \$300,000.00 from Houston Endowment
    - Mike Lange coordinates with contractor.
    - Marty Cornell is grant administrator.
    - Houston Endowment Board decision 16July13
  - 20130919 Trull Foundation toward Purchase of Poole Tract (\$10,000)
    - Received
      - \$5000.00 Community Foundation
      - \$6000.00 Houston Endowment
      - \$10,000 Trull Foundation
    - Expense
      - \$6000.00 for pre-acquisition expenses
      - \$31,500 for purchase of land
    - Still need \$16,500 to complete the purchase. This is on hold until more funds are acquired.
- Pending Grants
  - Bobcat Woods Trail Expansion and Upgrade
    - TPWD Texas Trails Grant \$160,000 (preliminary)
    - Requires 20% match (\$32,000), funds and in-kind.
    - Applications accepted December, 2014
    - Curtis Jones, Refuge representative
    - Marty Cornell, Friends grant administrator.
- Marty moved to pursue TPWD Texas Trails Grant to do upgrade on Bobcat Woods. Seconded by Krissy. Motion approved. Marty will prepare grant for submission in December.
- All details of grants can be found at [http://refugefriends.org/Grant\\_Tracking](http://refugefriends.org/Grant_Tracking).

## Outreach

July

- Saturday, July 5, 2014: 10:00 – 4:00 Coastal Expo, RiverPlace in Freeport

August

- *Saturday, August ?? – Kids Day at Brazos Mall??*

September

- *Saturday, September 6: Plantations Days at Abner Jackson **Plantation State Historic Site**???*
- Saturday, September 13: XHX at GCBO (morning only)
- Saturday, September 20: XHX at GCBO (morning only)

October

- *Saturday, October ??: Family Fun Day at Brazos Mall ???*
- Saturday, October 18: 7th Annual KBR Kids Day on Buffalo Bayou **Park**

November

- *November 1, 2014: Nurture Nature Festival, Baytown Nature Park???*
- *Saturday, November 22, 2014 – LJ Festival of Lights???*

**Future Meetings**

- General Membership Meeting 7/13/14 at Headquarters at 2:00 PM. Program will be given by Refuge staff
- Friends Board Meeting 9/26/14 2:00 – 5:00

**Adjourn: 4:45 PM**

**Attachments**

**Financial Report**

<b>FOBWR FINANCIAL STATEMENT</b>	-			
Updated: June 26, 2014				
<b>ACCOUNT BALANCE</b>	-			<b>\$377,665.88</b>
-	-			
<b>GRANT No. &amp; Name</b>	<b>Grantor</b>	<b>Total Awarded</b>	<b>Amount Spent</b>	<b>Amount Available</b>
<b>Funded Grants &amp; Allocated Funds</b>				
20080201 Deerslayer Program	Fines	\$3,825.00	\$3,674.89	\$150.11
McGovern Brazoria Refuge Allocated	Katherine McGovern	\$72,000.00	\$37,952.30	\$34,047.70
McGovern San Bernard Refuge Allocated	Katherine McGovern	\$57,000.00	\$6,055.02	<b>\$50,944.98</b>

\$23,100 allocated to DWT (noted below)

20070803 Revolving Reimbursement, Houston Endowment	Houston Endowment	n/a	n/a	\$20,000.00	
20091123 Dow Woods Trail	Dow/TPWD	\$220,000.00	\$220,000.00	\$0.00	\$2,100 Friends Contribution
201006623 Dow Woods Pavilion	Challenge Cost Share USFWS	\$69,525.00	\$63,729.10	\$5,795.90	Is this still available?
20110926 Brazoria Birding Initiative	NFWF	\$5,000.00	\$5,000.00	\$0.00	Did we get last \$1,000?
20111115 Land Acquisition Discovery	Houston Endowment	\$300,000.00	\$300,000.00	\$0.00	
20120810 Lanzetta Restitution for Buffalo Creek Unit	Nino Lanzetta/L.E.	\$5,000.00	\$5,000.00	\$0.00	
20130708 Houston Urban Initiative (BoP)	USFWS	\$7,000.00	\$7,000.00	\$0.00	
20130409 Bastrop Bayou Crossing	USFWS	\$70,000.00	\$70,000.00	\$0.00	Total Cost \$102,000, paid to date: \$90,000
20130816 Woods Project	USFWS	\$18,000.00	\$18,000.00	\$0.00	
20130919 <del>Trull Foundation Land Acquisition</del> Poole Tract Acquisition	Trull Foundation	\$10,000.00	\$0.00	\$10,000.00	
20130927 Land Acquisition Discovery #2	Houston Endowment	\$300,000.00	\$103,136.78	\$196,863.22	Details needed for grant tracking
20140403 L.E. Restitution	Federal Court Fines	\$385.00	\$0.00	\$385.00	
<b>TOTAL ALLOCATED FUNDS</b>				<b>\$318,186.91</b>	
**\$23,100 of the San Bernard McGovern funds has been allocated by the Board to projects that develop the Dow Woods Unit.					
<b>Reimbursable Grants</b>					
20100909 USFWS Discovery Center Challenge Cost Share	USFWS	\$50,000.00	\$37,826.57	\$12,173.43	Details needed for grant tracking
2014 Turtle Patrol Expenses as of 6/26/2014	FOBWR		\$1,982.50		
<b>NON ALLOCATED FUNDS</b>				<b>\$59,478.97</b>	
<b>TOTAL OF GRANTS &amp; FUNDS</b>				<b>\$377,665.88</b>	