

Minutes Board of Directors  
Friends of the Brazoria Wildlife Refuges  
5/31/15 Draft

**Minutes by Mickey Dufilho**

**Meeting called to order by Ed Barrios, President, at 1:00 PM, Hudson Woods**

**Attendees:**

- Board Members: Ed Barrios, Mickey Dufilho, Phil Huxford, David Plunkett, Torry Tvedt, Marty Cornell, Tom Morris Jeanne Manry
- Refuge Staff : Jennifer Sanchez

**Minutes – Mickey Dufilho**

- Minutes from 1/29/15 were reviewed and modified. Motion to accept minutes was made by Marty and seconded by Phil. Motion passed.
- Reviewed Action Register – See Attachment A

**Refuge Update – Jennifer Sanchez**

- 18” pipeline installed at refuge. Ron is monitoring the installation at Eagle Nest Lake
- New Dow propane pipeline will be installed at the Brazoria Unit. Mitigation negotiations are underway
- Jen Brown will be leaving to take a position at Aransas Wildlife Refuge. Jennifer is looking at Student Conservation Association intern to run the DEEP program in September.
- University of Houston to do radar study on the refuges for accurate measurement of topography.
- Dow Woods stream crossing structure will be completed when ground dries up.
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**Financial Update – Jeanne Manry – Attachment B**

- Jeanne presented the financial report
- 20100623 Dow Woods Pavilion – Jennifer will get with Curtis to buy materials (granite) and spend \$6383.38 by June 21. Materials will be used to repair trails.
- Jeanne cannot close Migration Celebration account because so many checks are made out to MC and will need to be deposited in MC account
- See Attachment A for detail of the Grant and financial report

**Grant Update – Marty Cornell**

- Marty reported the Phillips Birds of Prey Final Grant report to Phillips 66 has been submitted.
- See spreadsheet in Attachment A for details

## **Email Votes from Jan. 29, 2015 – May 26, 2015**

### **3/9/15 – Purchase of catfish**

David moved to spend an additional \$2200 above the Migration Celebration costs this year to purchase 1000 catfish at a price of \$2.20 each. The catfish will be used to stock the San Bernard Headquarters area pond to establish a population for a Kid's fishing event at the 2015 Migration Celebration and for future fishing events. This will be charged against the San Bernard McGovern account.

Motion seconded by Ron. Motion Passed

### **3/11/15 – Purchase of laptop for treasurer**

Jeanne moved the friends authorize the expenditure of up to \$700.00 to purchase a laptop computer to be used by the treasurer.

Motion seconded by Torry. Motion Passed

### **3/11/15 – Closing of Migration Celebration Account**

Jeanne moved the friends' board authorize the treasurer to close the TDECU checking and savings account for Migration Celebration and consolidate the funds into the Friend's primary account at TDECU.

Motion seconded by Dick. Motion Passed

### **3/11/15 – Friends Insurance**

Jeanne moved the board accept the insurance quote from Alliant as follows:

Commercial Package Policy (basic insurance) \$448.00

Umbrella Policy (pays above basic policy) \$515.00

Directors and Officers Policy \$1067.00

Total Annual policy cost \$2030.00

Motion seconded by Mickey. Motion Passed

### **3/30/15 – Sea Turtle Patrol Coordinator**

Mickey moved to hire Danielle Robisheaux as the Sea Turtle Patrol Coordinator for 2015 under the contractual obligations of 2014.

Motion seconded by Marty. Motion passed

### **4/2/15 – Migration Celebration Budget**

David moved the board accept a budget of \$24,000 for the Friday April 10 and Saturday/Sunday April 18 -19 Migration Celebration activities. This does not include the Birds of Prey Programs (both school and event), catfish purchase or outside banner expense that were previously approved.

Motion seconded by Mickey. Motion Passed

### **4/8/14 – Second vote for Insurance Policy**

Mickey moved the board accept the revised proposed insurance policy for Friends of the Brazoria Wildlife Refuge.

Commercial Package Policy \$448.00 – 1 year

Umbrella Policy \$515.00 – 1 year

Volunteer Accident Policy \$219.00 – 1 year

Director and Officer Policy \$1067.00 – 2 year  
Total premium \$3096.00  
Motion seconded by Jeanne. Motion Passed

**4/20/15 - David made the following motion:**

“I move that we authorize our President, Ed Barrios, to sign the National Wildlife Refuge Association’s statement supporting the Land Water Conservation Fund and land acquisition for the National Wildlife Refuge System.”

Motion was seconded by Ron. Motion Passed

**ATFN Report**

- Date set Oct. 9, 2015
- Marty will propose a budget and send to the board for approval
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**Outreach**

- June 13 – Juneteenth Celebration
- July 4 – Gulf Coast Expo
- 9/12 and 9/19 – Xtream Hummingbird Xtravaganza
- 10/17 - Kid’s Day Buffalo Bayou
- 11/21 – Festival of Lights

**New Business**

- David proposed to spend \$300.00 on equipment for Kid’s Day on Buffalo Bayou. Seconded by Phil. Motion Passed

**Adjourn: 3:00 PM**

## Attachment A – Action Register

Friends of Brazoria Wildlife Refuge Board Action Register Updated  
5/31/15

Action Item	Who?	Due Date?	Status	Comments
List Volunteer Opportunities - need to review list and put together a plan	Ed Barrios	31-Aug-15	On Going	Ed will get with Jennifer Sanchez to develop an updated list.
Internal Audit - Mickey and Jeanne	Mickey and Jeanne	1-Nov-14	Deferred to FY 2016 1st Q	It was determined that there was insufficient documentation of invoices to enable an audit of past books. Protocol is being revised to insure that future records are properly recorded. Not enough info. to audit from
Partnership Agreement - reconcile agreement and send draft	Ed Barrios	1-Sep-15	On Going	Dec 15 messages sent by EB to DM for update. Tom has agreement
Interpretive signs for Big Slough Boardwalk	Tom Schneider	1-Mar-15	On Going	Contacted Genesis about signs, \$9356 + ~\$200 for shipping
Large wall map of the BNWR	Tom Schneider	1-Mar-15	On Going	Needs to be laminated. No progress since Sept
Movie on BNWR, highlighting EE opportunities	Tom Schneider	1-Mar-15	On Going	Need by Migration Celebration
Spec out Rollup shutters for Cross Trails shelters	Marty Cornell	15-Apr-15	On Going	Looking for a supplier 3 shelters/ 2 sides each- No progress since Sept meeting
Develop a New Outdoor Environmental Education Display (outreach) to go into Cnapy	Marty/Mickey /David/Tom/	1-Mar-15	Oh Hold	See on Heritage Day if we need to work on this.
Design Podium for Discovery Center	Ron Bisbee	1-Mar-15	On Going	Original builder moved, looking for others.
MOU for transfer of property from Friends to Refuge	Jennifer Sanchez	15-Jun-15	On Going	Jennifer to send out sample document; no action taken
Discovery Center parking lot beautification, cost estimate	Tom Schneider	1-Apr-15	On Going	Has measurements/put down weed barrier, nothing done 16Dec, will try to get Kneupper to take over
Meeting to determine membership and membership dues and how to communicate with members	Mickey and Dick	1-Mar	On Going	Jeanne sent info to Dick on stats of those who paid dues; other action pending.
Activate new website	Krissy/Ed	TBD	On hold	Phil's daughter-in-law is not interested
Get information and contact to Jennifer on Wind Generation for Discovery Center	Phil	1-Jul	On Going	Phil not present at 16Dec14 meeting, need update report.
Draft a revision of the Bylaws to add restrictions to discretionary spending by board members	Ed Barrios	1-Mar-15		
Clarify questions relating to the "exclusion of alcoholic beverages" and the inclusion of legal fees in the insurance package.	Ed Barrios	1-Mar		

## Attachment B – Financial Report