



# Minutes of the Board Meeting

of the Friends of Brazoria Wildlife Refuges  
March 8, 2019  
Gulf Coast Bird Observatory, Lake Jackson

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

**Absent Members of the Board:** Phil Huxford

**Attendance by the General Membership:** Mike Lange, Tom Smith, Jo Myers, Regina Tippet

**Refuge Staff in Attendance:** Jennifer Sanchez, Tom Schneider

A quorum being present, President Lisa Myer called the meeting to order at 1:00 pm.

**Email motion:** Two email motions were made and approved in the interim between the January board meeting and today. The motion “The FOBWR board approves the budget for ATFN19 as submitted at the January 11, 2019 board meeting.” received 9 yea votes; there was one no response. The motion “The minutes of the January 11, 2019 meeting of the board, as corrected on January 20, 2019 are approved” received 8 yea votes; there were two no responses. This later motion was made via email rather than the traditional protocol of consideration at the following board meeting so that newly-elected president Lisa Myers could gain banking privileges shortly after the election.

**Action items** were reviewed and revised; they are summarized below. Two action items were completed in the interim since the last board meeting: the movie highlighting environmental education opportunities on our refuges has been populated with subtitles and is now ready for use, and Lisa has received banking privileges. On March 17<sup>th</sup> the dedication of the Bryan Adams water garden was held, and on March 20<sup>th</sup> the shelving in the Morgan Building was installed.

Action items concerning the butterfly lab are moot since the Complex will now be the owner-operator of this facility; these items were the building cost, insurance issues, and operational cost. They have been removed from the action register.

## Friends of Brazoria Wildlife Refuge Board Action Register Updated 8Mar19

Action Item	Who?	Due Date?	Status	Comments
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Develop a New Outdoor Environmental Education Display for our canopy	David/Tom/Lisa/Marty	Progress report May. 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.
<b>Contract for temporary webmaster to upgrade website</b>	<b>Lisa</b>	<b>Progress report March. 2019 board meeting</b>	<b>Ongoing</b>	<b>Lisa got everything to Christina 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. Patricia Blair, webmaster for TMN-COT, who uses WordPress, is hesitant to take on our website.</b>
Develop text on FOBWR history for website	Ed Barrios	Progress report May. 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	May19 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.

Approach Mrs. McGovern to be able to use her funds targeted for BNWR on SBNWR Projects	Ed Barrios	May19 Board meeting	Action pending	Lisa and Ed write a letter to propose uses at cannon bend unit note that BNWR will manage
Define role and responsibility of School Outreach Chair	Phil and Marty	May19 Board meeting	Action pending	Phil is currently a one-man committee leading the BoP program. Vision might expand to other in-school nature topics.
Commit a speaker for MC19 kickoff	Ed	ASAP	Issue will be moot by next board meeting	Amy Lueders, Director, Region Two of the USFWS will be our speaker; as of this date she has not responded with her topic. Still not able to contact by phone or email
Propose by-law revisions	Kim	Sep19 Board Meeting		<b>Review entire bylaws for needed update, including clarity on "quorum." Reflect possible changes by Texas Legislature that would impact non-profit governance</b>

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

**Butterfly Lab:** Tom Schneider reviewed the rationale for a new building to cultivate butterflies and provided a floor plan of the proposed lab. These documents are attached. Jennifer announced that the Complex will be the owner of the lab instead of asking the Friends to purchase the building. A building of similar size on the Big Boggy refuge will be abandoned, thus providing the needed footprint within the inventory of existing Complex structures.

**Financial Report:** Treasurer Dick Schaffhausen reviewed the February, 2019 Financial Statement and February, 2019 P&L. These documents are attached.

The FOBWR board will pursue the cashing of the Phillips 66 check for the food cost of the December San Bernard Christmas bird count dinner. Per P66, the check was mailed to our PO box and was cashed, but the check was never placed in our mail box. Angelia of P66 will start the process to trace the check.

**Grant & Projects Report:**

- Amanda Linford of P66 has confirmed that the corporation will once again support a \$12k grant for our Birds-of-Prey programs. Marty has applied for this grant through their system.
- Oron was approached by Jason Bundick to rebid the concrete trail sections of the Bobcat Woods Trail. We have asked them to provide bids with and without the levy section of the trail.
- The two stone monuments for the Bryan Adams water garden have been purchased for \$1,510; Dick will pay the invoice using funds dedicated to the project.

**Refuge Report:** Jennifer Sanchez

- Ten college student volunteers will be working on the Cedar Lake Plantation Trail during the last two weeks of March. An additional five student volunteers will be working around the Discovery Center.
- For the next three summers, \$400,000 of funds from the Hurricane Harvey pool will be used for work crews to eradicate apple snails and invasive plants at Hudson Woods and other units of the San Bernard NWR. The crews will likely be student aide interns and college students.
- The Volunteer appreciation event will this year be a lunch on March 26<sup>th</sup> and will be prepared by refuge staff.
- Jennifer is looking for volunteers to help with the March 30<sup>th</sup> judging of Texas Junior Duck Stamp submissions.

**Pre-purchase Discovery and Land Acquisition:** Mike Lange provided an update on pre-purchase discovery activities.

- There is some resistance to the appraisal by the Wilson et al. owners of about one third of the 300-acre Poole-Ducros tract near the mouth of the San Bernard River. Mike and Tom Smith are going forward with the process to purchase the other 2/3 of this tract.
- Closure on the 692-acre Doss tract should occur within the next two months. This estate adjoins Big Boggy NWR
- The contract is under review by regional FWS for the 334-acre "Property B" adjoining the Holman Unit of SBNWR and Hanson County Park.

- The discovery process has started on the 4,679-acre Wade McNeil property in Wharton County. This is prime hardwood wetland.
- The 414-acre Drum Bay tracts of the Follets Island project are now under purchase contract. This land would be added to Texas Parks & Wildlife properties on Follets Island.
- The funding plan has not been determined to purchase the 162-acre Flo Hanna prairie south east of Angleton; it would eventually become part of the nearby Brazoria NWR. The cost will be about \$800,000 plus expenses and an endowment. David Rosen is conducting a survey of the flora on this virgin tall grass prairie; it will have an estimated 200 species

**MC19:** Ed is finalizing invitations to Dow, BASF, and Phillips 66 to attend the 2019 Migration Celebration kickoff event. These corporations are the “big three” major donors over the 25 years of Migration Celebration. Ed will include a chart showing the growth in attendance to Migration Celebrations. Lisa is finalizing concepts for a plaque or other object for each of these donors.

We have yet to hear back from Amy Lueders, our featured speaker at the kickoff event. We thus are unable to market her topic as we sell tickets.

Kona Ice will again be a vendor at Migration Celebration and will donate a percent of their profits to the event.

The Cherie McBride design of birds on a limb will be used on our 25<sup>th</sup> anniversary T-shirts. It will be available in several colors.

**ATFN19:** Marty reported that the ATFN19 fundraiser will be either on October 18<sup>th</sup> or 19<sup>th</sup>, the exact date depending on the date on the performance at the Clarion on that weekend. Guest Chairman Rich Wells current has both dates reserved on his calendar. Because on a conflict with Ravi’s schedule this weekend, we investigated moving the date to the prior weekend, but the Dow Academic Center was already booked for those dates.

Miscellaneous items

- Jennifer noted that the Complex has an unused office that the Friends may use, including for the air-conditioned storage of our documents. The Friends president would be given a key to the building.
- Ed is still fixin to send a letter to Mrs McGovern thanking her for her continuous support and asking that she authorize the spending of her donations specified for the Brazoria NWR for the development of the new Cannon Bend Unit of the San Bernard NWR. Jennifer will provide areal views of the Cannon Bend Unit to be included in this letter.
- John Lockman would like to rebuild the kayak trailer to accommodate dual-seated kyaks. He will contact Curtis to discuss his concept. Curtis is buying new kayaks for use in the apple snail eradication project.

- Kim would like a flat-panel monitor to be mounted in the Discovery Center office for use in the butterfly session of DEEP. The cost is within the president's discretionary funding authorization.

The meeting was adjourned at 3:18

Marty Cornell

Secretary, Friends of Brazoria Wildlife Refuges.

Attachment 1: Rational for new butterfly lab.

### **Justification for New Butterfly Lab at Volunteer Village**

I am requesting the Friends board to replace the old 12' x 16' butterfly lab at the Volunteer Village with a new 16' x 30' Morgan building. The current building has rotten wood and large gaps that allow insects such as ants, mosquitos, and wasps to enter. These are detrimental to both the workers and caterpillars and butterflies we are rearing. Specifically, disease is a major problem for rearing Monarch butterflies and it is impossible to create a sterile environment with surfaces and walls that are not washable. A sterile environment is critical for raising caterpillars and butterflies to eliminate bacteria and protozoan parasites. A more detailed list of deficiencies are as follows:

- Building is not up to FWS standards because it is not handicap accessible.
- No restrooms for local volunteers and staff.
- No shower for safety bleaching the butterfly enclosures.
- No environmental control to maintain temperature (heating/cooling), humidity, and lighting
- Cannot exclude contaminants (insects and disease-causing microorganisms)
- Cannot disinfect ceilings, walls, and floors. (We plan to use this new lab as a controlled and sterile environment for raising eight different species of butterflies and five different moths for the school districts, outreach events and to release into the wild.)
- Inadequate space for rearing plants and butterflies. We are very limited in the number of plants and butterflies we can rear at any given time, and we cannot separate the butterfly life stages which increases problems with disease<sup>1</sup>
- Limited electrical power for rearing milkweed and butterflies, which limits both the quantity and quality of production. (The solar-powered Discovery Center does not have adequate power to provide lighting and heat critical for propagating milkweed from seed and rearing butterflies.)
- No extra space for storage (rearing supplies and for Friends group)
- The lab must be at the Brazoria volunteer village because of the following:
  - Proximity to the Discovery Center (school tours)
  - Greenhouse must be close to butterfly rearing so that plants can be moved back and forth
  - Space and hookups available
  - RV volunteers on-site

<sup>1</sup> **Justification for separate rooms.** EGG room: Rearing boxes for eggs. Held until hatch. Then move to caterpillar room. CATERPILLAR room: Purpose is to rear caterpillars. Plant material provided. High contamination risk requiring isolation. CHRYSALIS room: Developing butterflies held through emergence. High contamination risk requiring isolation. New adults must be screened for disease ADULT BUTTERFLY room: Special environmental conditions require separate rearing area

### **Goals and Purposes of New Rearing Lab**

The addition of a larger, more efficiently organized butterfly laboratory at Brazoria National Wildlife Refuge would benefit the refuge in several ways:

- Additional power and environmental control of lighting, temperature and humidity control to allow successful plant cultures and butterfly rearing
- Environmentally safe environment free of contaminants
- Construction and equipment to clean/disinfect interior for reducing disease
- Adequate space for plant propagation and butterfly rearing.
- Space for Friends to store materials

**Discovery Center (DC) educational programs.** Continuous rearing of Monarch butterflies to support educational programs with the goal of stimulating interest in school children for environmental, habitat, and species protection.

**Exhibits and outreach events.** Rearing various butterfly species for exhibits at DC and various outreach events such as Migration Celebration (see list of butterfly species below)

**Distribution to schools.** Schools in the Brazosport Independent School District have expressed interest in purchasing butterflies for their classes. For example, when we announced that we had excess painted lady caterpillars to the Brazosport Independent School District, within one hour of advertising 12 schools wanting 25 caterpillars each for their classes. This demand also means that the Refuge could sell butterflies to other agencies and educational groups. For example, Monarch eggs can be sold for as much as \$1 each, and larvae and adults for as much as \$5 each, which is the current price that commercial insectaries charge for butterflies.

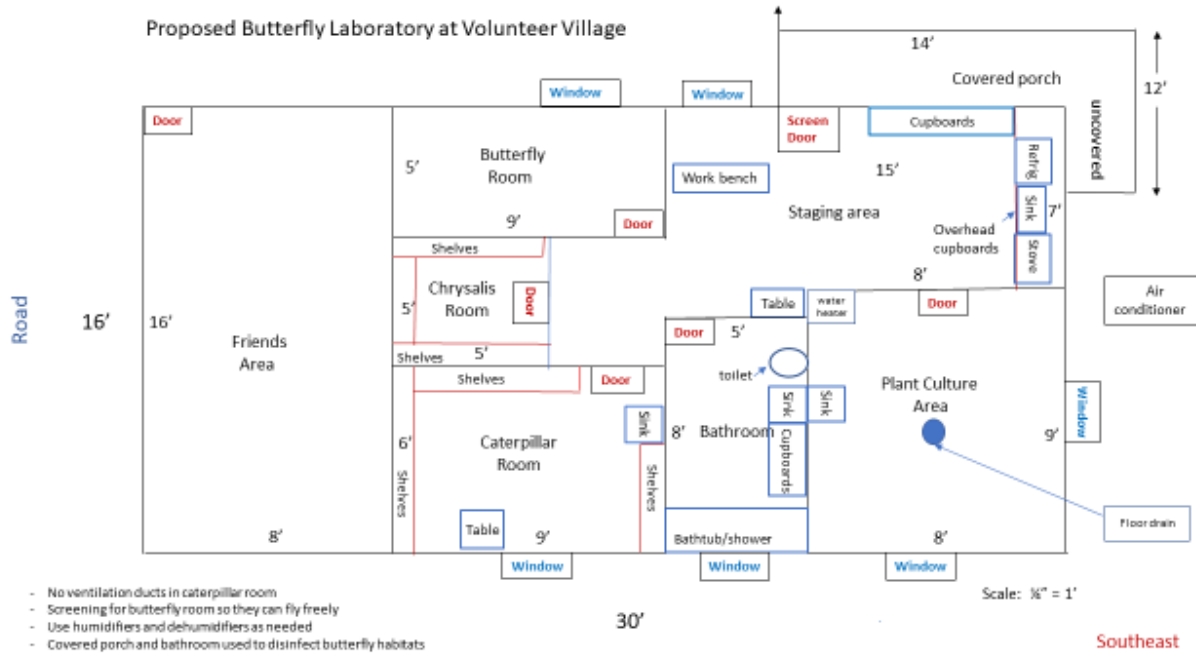
*Butterflies targeted for rearing:* Monarch, painted lady, Gulf fritillary, queen, pipevine swallowtail, giant swallowtail. Other butterflies and moths may be reared as space, labor and other facilities allow.

### **Specific Design and Equipment Needs**

- Large industrial sink to be able to wash and bleach large screen cages for butterflies
- Separate rooms for each life cycle of the butterflies
- Windows for sunlight in butterfly room
- Large screened area for adult butterflies to be able to fly freely
- Air conditioning/heat/dehumidifier and humidifier/hot water heater
- Stove and refrigerator for diets and cold storage of insects and insect food
- Smooth hard-surfaced walls, ceiling and floors in rearing areas for cleaning/disinfecting
- Shelving in all spaces of washable material (e.g., plastic)
- Chairs, shelves and tables

Attachment 2: Proposed layout of new butterfly Lab





Attachment 3: Financial Report for February, 2019

<u>February 2019 Final</u>	<b>FOBWR FINANCIAL STATEMENT</b>			
TDECU				\$200,972.57
IBC 1				\$205,628.46
IBC Acct 2 and 3				\$160,451.15
Bobcat Woods Grant Receivable				\$41,723.86
<b><u>ACCOUNT BALANCE</u></b>				<b>\$608,776.04</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	\$53,657.57	\$98,842.43
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	\$80,728.82	\$244,271.18
20170811 Cedar Lake Plantation Trail	ATFN 17 FOBWR	\$62,155.96	\$22,393.50	\$39,762.46
20160728 Cedar Lake Cut Lands See NOTES	USFWS	\$30,000.00	\$0.00	
20161017 Every Kid in Park	National Park Service	\$112,500.00	\$59,447.33	\$53,052.67
20161205 Bobcat Woods Matching Funds Received	FOBWR	\$213,740.86	\$167,418.94	\$46,321.92
plus ATFN 2015 funds plus receivable				
<b>TOTAL ALLOCATED FUNDS</b>		\$1,059,896.82	\$475,789.74	<b>\$554,107.08</b>
<b>FOBWR PROJECTS</b>		<b>Allocated</b>	<b>Spent</b>	
46400 Birds of Prey 2019	FOBWR	\$12,884.00	\$0.00	\$12,884.00
20161205 Morgan Storage Building San Bernard	FOBWR General Funds	\$12,000.00	\$8,342.00	\$3,658.00
20160716 Milkweed Greenhouse	FOBWR	\$5,560.00	\$5,141.37	\$418.63
20171104 Bryan Adams Memorial Fund	Donations	\$16,709.00	\$14,075.77	\$2,633.23
20170101 BNWR Donation Box	Donations	\$876.56	\$0.00	\$876.56
20140403 Law Enforcement Restitution	Federal Court Fines	\$7,616.11	\$2,309.92	\$5,306.19
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	\$3,000.00	\$1,245.00	\$1,755.00
<b>TOTAL FOBWR PROJECTS</b>		\$70,185.67	\$31,114.06	<b>\$39,071.61</b>
<b>TOTAL FUNDS AVAILABLE FOR PROJECTS</b>				<b>\$15,597.35</b>
<b>MIGRATION CELEBRATION TDECU ACCT</b>				<b>\$12,404.49</b>
<b>TDECU SAVINGS</b>				<b>10.08</b>
<b>TOTAL Funds in Bank Accounts</b>				<b>\$579,466.75</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 celenbration 2019 beginning balance \$12,404.28

**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

	Spent
payment to come from Brazoria	\$2,820.0
McGovern funds	2/27/19
January 11 ,2019 Approved ATFN budget via email vote	