

MINUTES

Friends of the Lower Suwannee and Cedar Keys NWR

Board Meeting

November 18, 2009

The Board of Directors of the Friends of the Lower Suwannee and Cedar Keys National Wildlife Refuges, met at the Lower Suwannee National Wildlife Refuge Headquarters on November 18, 2009. Jay Bushnell, President, called the meeting to order at 9:05 a.m. A quorum was present.

The following board members were present:

Jay Bushnell, President

Pam Darty

Ed Dehaan

Sean Dowie

Bob Hudson

John Kasbohm

Joan Stephens

Marci Wilcox

Others present included:

Peg Hall

Russ Hall

Introductions – Following introductions of all present, Jay Bushnell reviewed several topics of environmental interest, including a number of publications and articles on environmental issues.

September 16, 2009, Board of Director Meeting Minutes – Following review, it was moved and seconded to approve the minutes of the Board of Directors meeting on September 16, 2009. Motion carried.

Treasurers Report – Joan Stephens, Treasurer, provided a Treasurers Report to the board of directors, noting that the Friends Group register balance is currently \$4, 791.85. Joan distributed and reviewed a bank reconciliation noting that expenditures since the last board meeting included \$171.00 for printing and \$88.00 for postage stamps. She noted there is one check outstanding in the amount of \$37.28.

Seafood Festival – Marci Wilcox reported that the Friends Group had a booth at the recent Cedar Key Seafood Festival and had collected \$426 in tee-shirt sales and donations.

Membership Report – Joan Stephens, Membership Chairman, reported that the Friends Group currently has 141 paid members.

Inventory Records – Jay Bushnell reviewed an inventory form that was used in the Seafood Festival booth as a way of tracking beginning inventory of items for sale, ending inventory and cash collections. Jay reported on sales of metal water bottles. It was noted that Donna Bushnell had purchased ninety-six water bottles, retained twelve bottles, and provided eighty-four bottles to the Friends Group. Following discussion, it was moved and seconded to reimburse Donna Bushnell for eighty-four water bottles at \$7:00 each for a total of \$588.00, and for fifty Carabiners at \$.65 each for a total of \$32.50, for a grand total reimbursement of \$620.50. Motion carried.

2010 Budget – It was noted that Jay Bushnell had appointed a Budget Committee consisting of Marci Wilcox and Joan Stephens, whose purpose was to prepare a recommended 2010 Budget for presentation to the board. Joan and Marci reviewed the proposed 2010 Budget, noting that income is projected to be \$4,300 and expenses approximately the same. Achievement this level of income will require 150 paid memberships. Following discussion, it was moved and seconded to approve the proposed 2010 Budget for the Friends Group. Motion carried. (Note: the approved 2010 Budget is attached to, and made an official part of, these minutes.)

Audit Committee Report – Bob Hudson reported that the Audit Committee consisting of himself, Marci Wilcox and Jay Bushnell had met on September 30 at the home of Joan Stephens, Treasurer. He reviewed

the minutes and recommendations from the Audit Committee, noting that the Audit Committee made the following recommendations:

1. Dues: that the Treasurer provide a reconciliation report to the Board of Directors at each Board meeting that includes information on the number of renewals and new members, and the dues collected and deposited for these members. Further, that the Membership Chairman provide a list of renewing and new members to the Board. Further, that the Ibis publication contain updates on the number of new and renewing members.
2. Expenditures: that the Board of Directors approve a policy at the November 18, 2009, meeting codifying the following practices:
 - a. All expenditures require prior authorization, either on a case by case basis or routine recurring expenses. Ongoing printing and mailing expenses for IBIS and Gopher publications are authorized.
 - b. Documentation must be provided before expenditures are made.
 - c. Expenses will be reimbursed to individuals, if authorized in advance and documented, for reasonable and customary expenses for in support of Friends group activities and mission.
 - d. All checks in an amount exceeding \$200 require two signatures of officers of the Friends group.
3. Budget: that the President appoint a Budget Committee of three board members to prepare a draft budget for review and approval by the Board of Directors annually. The budget for the coming fiscal year (calendar year) will be presented to the Board at their last meeting of the current year.
4. Income from Tee-shirt sales and donations at the Friends group booth for events such as Seafood Festival, etc: that the Board of Directors approve a policy at the November 18, 2009, meeting implementing the following control process for tee-shirt sales and donations:
 - a. That one person be designated to coordinate the booth for the event, including staffing, location, etc.
 - b. That a beginning inventory, a list of sales and ending inventory be kept at each event, a "tally sheet." To the extent possible one specific person should be designated to record sales. At the end of each day of the event, two people will review the cash, sales and donations and sign the "tally sheet."
 - c. At the end of the event, the person designated to coordinate the Friends booth for the event will be responsible to see that the cash is given to the Treasurer, and the inventory is returned to storage at the Refuge HQ.
5. Audit Committee: Recognizing that the word "Audit" carries significant meaning and requirements, the Committee recommends the Board consider submitting a Bylaw change to the membership at the Annual Meeting changing the name of the committee from "Audit Committee" to "Financial Review Committee."

Following discussion, it was moved and seconded to approve the recommendations from the Audit Committee, and to submit the recommended bylaw change to the Membership at the March 6, 2010, Annual Meeting. Motion carried. (Note: the minutes of the September 20 Audit Committee meeting are attached to, and made an official part of, these minutes.

Nominating Committee – Jay Bushnell reported that he had appointed a Nominating Committee consisting of Joan Stephens and Donna Bushnell. Joan Stephens reported that the Nominating Committee met by telephone and makes the following recommendations to the board, for submission to the Membership at the Annual Meeting on March 6 for approval:

1. The Committee recommends re-election of the following officers whose current terms are expiring -
 - a. Secretary - Bob Hudson

- b. Treasurer and Membership Chairman - Joan Stephens
2. The Committee recommends re-election of the following Directors whose current terms are expiring –
 - a. Sean Dowie
 - b. John Thalacker
 - c. Doug Maple
3. The Committee recommends election of the following new directors –
 - a. Mark Gluckman
 - b. Russ Hall
 - c. Peg Hall

Following discussion, it was moved and seconded to approve the recommendations of the Nominating Committee and to present them to the Membership at the 2010 Annual Meeting on March 6, 2010.

Refuge Update – John Kasbohm, Refuge Manager, provided a Refuge update including information on appropriation of funds for the Refuge system, staffing priorities, Interagency Luncheon, prescribed burns, and hunting season. Pam Darty reported on visits by the Girl Scouts and a youth group from Bronson Elementary School, as well as distribution of hunt permits. John Kasbohm reviewed several future work projects that may include volunteer opportunities, including building of a pole shed and sign installation.

Interagency Luncheon – The Interagency Luncheon on Thursday, December 3, 2009, was discussed. It was agreed set up a Friends Group table of sale items. Board members are asked to attend and bring a side dish or dessert.

Senior Center Proposal – Pam Darty reviewed a proposed plan to bring seniors from the Senior Center in Chiefland for a tour of the Refuge. Following discussion, it was moved and seconded to provide up to \$200 for transportation for participants in this event. Motion carried.

Planning of Friends Group events – Joan Stephens reported she will be conducting nature walks the 1st Monday of each month. Other events were discussed including a recurring date for photo safaris and bike rides through the Refuge.

Speakers – The goal of Friends Group sponsored speakers was discussed. It was agreed that the goal of having speakers includes 1) as a value added service to members, 2) service to the community, 3) education, and, 4) to attract new members. It was agreed that speakers are a valuable service and should be continued. Marci Wilcox agreed to contact Lovett Williams about a talk on wild turkeys.

Holiday Party – The idea of hosting a holiday party for Refuge staff and all Friends Group members was discussed. Due to the planning that would be required it was agreed to consider that type of event for 2010 and to host a covered dish holiday luncheon for Refuge staff by the board of directors. The luncheon will be held at Refuge headquarters on December 17 at noon. Board members are asked to participate and bring a side dish or dessert. Jay Bushnell will bring the entrée.

Friends of Florida Refuges Conference – Jay and Donna Bushnell and Joan Stephens will attend the Friends of Florida Refuges Conference on January 7-8, 2010, at the Loxahatchee NWR. Marci Wilcox also may attend.

Springs Initiative – Jay Bushnell and Joan Stephens discussed the February 16, 2010, Florida Springs Rally in Tallahassee and encouraged the board to attend.

Annual Meeting – Jay Bushnell reported that the Annual Meeting of the Friends Group will be held on March 6, 2010, at Refuge headquarters. Dave Tegeder, Professor at SantaFe College in Gainesville, will be the keynote speaker. His topic will be Ditch of Dreams, the Cross Florida Barge Canal. He recently co-authored a book with that title. Jay Bushnell appointed a Planning Committee of Joan Stephens, Marci Wilcox, John Kasbohm, and Peg & Russ Hall. He asked that any other board members who wish to participate in the

planning are welcome. There will be a planning meeting for the event following the Refuge staff holiday luncheon on December 17.

2010 Regional Friends Group Conference – Jay Bushnell reported that the 2010 Regional Friends Group Conference will be held in Crystal River on April 9-10.

IBIS Publication – It was agreed to publish a December issue of IBIS, focusing on the year of 2009 in review. Following discussion, it was moved and seconded to modify the Membership Application/Renewal Form to provide members with the opportunity to indicate areas of interest, include a return envelope with the form, and to include the form and envelope in the December issue of IBIS. Motion carried.

Update on Clamerica Ticket Issue – Sean Dowie will be talking with the Mayor of Cedar Key this next week and will discuss the issue with her.

Florida Master Naturalist Program – Jay Bushnell reported that many of the individuals who would be instrumental in conducting the program have moved or are otherwise unavailable, and the program is proving very difficult to get started.

Florida Friends Alliance Network – Establishing a network of members of Friends Groups was discussed. Jay Bushnell will follow-up.

Email Networking – The need for electronic notification/networking for Friends Group events and activities was discussed. Following discussion, Jay Bushnell appointed a special Committee to prepare recommendations to the board of directors at the next meeting. The members of the Committee include Marci Wilcox, Donna Thalacker, Sean Dowie and Peg Hall.

Dues Committee – Marci Wilcox reported on the Dues Committee that included her and Donna Thalacker. The Committee will provide a recommendation at the next board meeting.

Board Meeting Frequency – A suggestion was made to hold board meetings every other month, except during summer months, resulting in four regular scheduled board meetings per year.

Suwannee River Wilderness Trail – It was indicated that a Committee had been appointed to study this initiative. No action needs to be taken at this time.

Tent Repair or Replacement – Discussion ensued about damage to the Friends Group display tent. Following discussion, it was moved and seconded that Jay Bushnell is authorized to spend up to \$100 to repair the tent, or, if repair is not feasible to spend up to \$200 to purchase a replacement tent. Motion carried.

Outdated FAVOR Tee-Shirts – Following discussion it was moved and seconded to sell the outdated FAVOR tee-shirts for \$10.00. Motion carried.

New Banner For Friends Group – Following discussion, it was moved and seconded to purchase a banner with the Friends Group new official name at a cost not to exceed \$75. Motion carried.

Cash Box Location – Recognizing that Pam Darty sells items for the Friends Group at the front desk in Refuge headquarters from time to time, and needs to make change, it was moved and seconded to locate the cash box at the Refuge headquarters front desk between events, and to maintain a maximum of \$25 in the box. Motion carried.

There being no further business, the meeting was adjourned at 12:15 p.m.

Attachment to November 18, 2009, Board Meeting Minutes: 2010 Budget, Friends of the Lower Suwannee and Cedar Keys NWR

Budget 2010 Expense			Income	
Purchase shirts	0		Memberships	\$1520.
Stamps/Printing	\$1500.		Sales	\$2000.
Food(lunch-annual)Programs	\$1200.		Donations	\$700.
Donations	\$500.		Grants	0 ??
Taxes	\$300.			
Misc	\$300.			
Totals	\$4300.		Totals	\$4220.

Attachment to November 18, 2009, Board Meeting Minutes: September 30, 2009, Audit Committee Minutes

Friends of the Lower Suwannee and Cedar Keys NWR

Audit Committee Meeting

September 30, 2009

The Audit Committee met on September 30, 2009, at the home of Joan Stephens, Treasurer and Membership Chairman. Members present included Bob Hudson (Committee Chairman), Marci Wilcox (Board Member), Jay Bushnell (President). Joan Stephens, Treasurer, was also present. The meeting was called to order at 10:45 a.m.

The purpose and scope of the Audit Committee was reviewed.

The Audit Committee reviewed the process currently being used to account for membership dues income. A summary of the process is as follows:

1. A notice is placed in IBIS that membership dues are due and payable.
2. Membership dues are sent to the Friends group Post Office Box in Chiefland.
3. The Membership Chairman/Treasurer collects the dues and other mail from the P.O. Box.
4. Payment of dues is recorded by the Membership Chairman/Treasurer on her personal computer using a program named Filemaker Pro. Each members payment is recorded, including date, amount and check number.
5. Once payment is recorded for each paying member, the dues are deposited in the Friends group account at Drummond Bank in Chiefland.

The Committee reviewed expenditures since January 2008, noting that all expenditures had been authorized. It was noted that expenditures fell into two categories:

1. Individual expenditures authorized by the Board of Directors, e.g., donations to other organizations, purchases, honorariums, expense reimbursement, etc.

2. Routine and ongoing expenditures previously authorized by the Board of Directors, e.g., printing and mailing costs for IBIS publication, printing and mailing costs for Gopher, website maintenance, etc.

The process for accounting for tee-shirt sales and donations was discussed in detail.

The bank statement was reviewed, noting that there is a balance of \$4,684.79. The Treasurer has reconciled the bank statements.

Jay Bushnell asked Joan Stephens and Marci Wilcox to assist him in preparing a draft 2010 budget for review and approval by the Board of Directors at the November 18, 2009, meeting.

Following extensive discussion, the Committee makes the following recommendations to the Board of Directors:

6. Dues: that the Treasurer provide a reconciliation report to the Board of Directors at each Board meeting that includes information on the number of renewals and new members, and the dues collected and deposited for these members. Further, that the Membership Chairman provide a list of renewing and new members to the Board. Further, that the Ibis publication contain updates on the number of new and renewing members.
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 - c. At the end of the event, the person designated to coordinate the Friends booth for the event will be responsible to see that the cash is given to the Treasurer, and the inventory is returned to storage at the Refuge HQ.

It was noted that Jay Bushnell will resurrect his check off list used in the past.

10. Audit Committee: Recognizing that the word "Audit" carries significant meaning and requirements, the Committee recommends the Board consider submitting a Bylaw change to the membership changing the name of the committee from "Audit Committee" to "Financial Review Committee."

There being no further business, the Audit Committee adjourned at 1:00 p.m.