

Board of Directors Minutes  
July 18, 2011

The meeting of the Board of Directors of the Friends of the Lower Suwannee & Cedar Keys National Wildlife Refuges was called to order at 10:02 a.m. on June 18, 2011, at the Refuge Headquarters. The following individuals were present:

- Board Members: Ron Black, Jay Bushnell, Mark Gluckman, Peg Hall, Russ Hall, Richard Herman, Bob Hudson, Michelle Pearson, Jerry Salamon, Marci Wilcox.
- Also Present: Ben Nottingham, Interim Refuge Manager; Pam Darty, Refuge Ranger.

Approval Items

- It was moved and seconded to approve the minutes of the May 16, 2011, board meeting. Motion carried.
- The board agreed to set the date of Monday, September 12, 2011, for the next board meeting. The meeting will begin at 10:00 a.m.

Discussion/Decision Items

- Budget for remainder of Calendar Year 2011 – Peg Hall and Jerry Salamon presented and discussed a proposed Purpose-Based Budget for the period July 1 through December 31, 2011. Extensive discussion and review ensued. It was noted that several projects may need funding in this calendar year, with one example being the updated story boards. It was agreed, in that event, they would be funded from the budget category of Building Public & Political Support for the Refuges. Several dates were revised in the draft document. Following discussion, it was moved and seconded to approve the Purpose-Based Budget for the period July 1 through December 31, 2011. Motion carried. Note: A copy of the budget is attached to, and made a part of, these minutes.
- Great Suwannee River Cleanup – The Great Suwannee River Cleanup was discussed. Following discussion, it was moved and seconded for the Friends Group to participate in the Cleanup and to set our date of participation for December 3, 2011. Jay Bushnell, Richard Herman and John Thalacker will lead the Friends Group efforts.
- Ad Hoc Bylaws Review Committee – Peg Hall reported that the Committee had met last Friday and included her, Jay Bushnell, Bob Hudson, and John McPherson. Jerry Salamon also participated. The Committee conducted a review of the bylaws and identified a number of mostly editorial or grammatical changes. Following discussion, Bob reviewed two recommendations from the Committee, as follows:
  - Bylaws Revisions
    - Separate proposed changes to the bylaws into routine editorial/format changes, and, changes of substance.
    - Subject to approval by this board, submit the revised and edited bylaws to the full membership at the 2012 Annual Meeting.
  - Board Manual
    - The Committee presented the concept of establishing a “Board Manual” to aid in orientation of new board members in the policies, procedures and practices of the Friends group; and, to serve as a central resource/record of the policies, procedures and important decisions of the board. Peg Hall would prepare the initial Manual. Going forward the Manual would be maintained and kept current by the Past President.

Following discussion, it was moved and seconded to approve the recommendations of the Committee, and to present the proposed bylaws changes to the full membership for approval at

the 2012 meeting. Motion Carried. A copy of the Committee minutes of the meeting of July 14 is attached to these minutes.

- Paddling Project and FWS Grant – Mark Gluckman and Russ Hall reviewed drafts of a handout and guides to be printed for 12 different paddling trails, noting that the guides would describe the trail including such information as navigational, bio-zones, flora and fauna, skill level required, etc. They indicated an initial printing of 200-500 handouts and approximately 100 laminated guides. The proposed budget includes the cost to setup, print and laminate, a laptop and monitor for Refuge HQ that will contain information about the trails, one GPS with key data to show paddlers how to use the guides, and two marine radios to be used by groups of paddlers. The total amount of the budget is \$9,800. They noted that the FWS grant for \$9,800 would cover the initial cost of the project. Extensive discussion ensued. Following discussion, it was moved and seconded to approve the project in principle, and to approve the budget in an amount not to exceed \$9,800. It was also moved to commend Mark and Russ for their excellent work on this project. Motion carried.

#### Information Items

- Treasurer's Report- Jerry Salamon provided the Treasurer's Reports for May and June, noting there was little activity during these months. He reported a cash balance of \$10,543.02 as of June 30, 2011. He also reported he had received several requests from the IRS for Form 941's for the Friends Group and that he had completed the forms and returned them to the IRS. He noted he had paid the Post Office Box fee for the Friends Group from his personal funds. It was moved and seconded to reimburse Jerry Salamon for the Post Office Box fee in the amount of \$56.00. Motion carried.
- Update on Refuges – Ben Nottingham reported on the Visioning Conference sponsored by the FWS that prepared recommendations for the long term viability of the Refuge System. Some of these included building new constituencies and partners, emphasis on youth, targeting involvement with urban centers and electronic media emphasis. The twenty-four recommendations will be published as a product of the conference. Refuge managers in attendance were told to anticipate budget reductions. Ben also reported on habitat management in the Refuge.  
Pam Darty reported on Suwannee Tech Center Educational program for kids, ten participants in the Kids with Cameras program, Life Program at Cedar Key School, UF children's outing, and upcoming Boy Scout group visit to the Refuge.
- IBIS Report – Peg reported the IBIS was distributed July 2. The report was sent to 229 members and non-members by email, 21 to members by mail, and 14 to lapsed members. Printing and postage costs were \$154.00.
- Upcoming Events – Jay reported on the following upcoming events
  - Carol Lipincott will provide a presentation on the Springs Initiative. The tentative date is September 24, contingent on library conference room availability.
  - Ken Sulac has offered to provide a program on sturgeon in the Suwannee River in November.
  - Linda Curtis has offered to provide a program on Sedges in November.
- Email Newsletter Report – Marci prepared and distributed the email newsletter while Peg was out of the Country. They reviewed utilization numbers of the electronic newsletter as well as the IBIS. They will prepare written procedures on handling the electronic publications for future use.
- Facebook and Website Report – Michelle reported we have 101 users on Facebook.
- Letter on Function 300 Budget – Peg reported that upon request of the NWRRA, after consulting with other board members, she had signed a letter to elected officials encouraging financial support of the National Wildlife Refuges. She reported she is cautious and prudent about using the Friends Group name for these type letters, but felt this particular one was worthwhile.

- Recent Events – Peg and Bob reported on the Mosquito Presentation, and airboat rides sponsored by the Friends Group.
- TW Bears Report – Jay reported that the fifty TW Bears had arrived. Following discussion it was moved and seconded to charge \$7.00 each for the bears at upcoming events. Motion carried.
- Reimbursement of Expenses – Reimbursement of expenses on behalf of the Friends Group was discussed. It was agreed that, in the future, board members must provide receipts in order to be reimbursed.

New Business –. Mark raised the question of whether the Friends Group should become involved in recent legislative changes in the State of Florida regarding water management and growth management. Following discussion, it was agreed to appoint Mark and Jay to an ad hoc committee to discuss the issue, and to lead a discussion on the topic at the next board meeting.

Adjournment – There being no further business the meeting was adjourned at 11:40 a.m.

Attachments:

1. Purpose-Based Budget for July – December, 2011
2. Minutes of the Ad Hoc Bylaws Review Committee meeting of July 14, 2011.
3. Communications committee Report

**Purpose-Based Budget**  
**Friends of Lower Suwannee & Cedar Keys NWRs**  
**FY/CY 2011**  
**(Adopted by Friends Group Board on July 18, 2011)**

**Assumptions**

- We should not spend more in a year than we bring in through regular sources: Memberships and Events
- We should have a short term reserve fund
- We should establish a long-term reserve to enable bigger projects in the future. Our current goal is to be able to help make the Vista Property ready to receive visitors when it becomes fully available

**Cash Receipts**

<b>Category</b>	<b>Actual to 6/30</b>	<b>Estimated 7/1-12/31</b>
Memberships	4075.00	0.00
Donations	1921.50	50.00
Sales	811.00	400.00
Total Cash Receipts	6807.50	450.00

Category	Cash Disbursements	
	Actual to 6/30	Budget 7/1 to 12/31
<b>Building Public &amp; Political Support for the Refuges</b>		<b>Not More Than 1,400.00</b>
Communication		
Winter Ibis printing & postage	285.94	
Summer Ibis printing & postage		152.72
Autumn Ibis printing & postage		160.00
Member recruitment & involvement		
Food for Annual Meeting	426.96	
Events, Activities, Initiatives		
Awards & Honorariums	215.00	
Festival Fees	50.00	25.00
Tree Markers	135.76	
Butterfly Garden materials	35.00	
Additional Expenses such as a membership renewal mailing, a fall membership event, costs for the Great Suwannee River Cleanup event		Not yet determined, but to be within the budgeted amount for this category
<b>Support Refuge-Initiated Activities</b>		<b>Not More Than 300.00</b>
Refuge Summer Youth Program	200.00	
Vista Pictures	302.82	
Equipment (tables, chairs, players)	698.57	
Additional Expenses such as the interagency holiday lunch		Not yet determined, but to be within the budgeted amount for this category
<b>Support the National Wildlife Refuge System</b>		<b>No More This Year</b>
Representation of our Friends Group at national meetings		
Membership in NWR Association	250.00	
<b>Administration &amp; Fund-raising</b>		<b>Not More Than 300.00</b>
FL Department of Revenue fees	96.12	
Tick removal tools	100.13	
		Not yet determined, but to be within the budgeted amount for this category
<b>Board-Designated Reserves</b>		
Short-Term		Any monies remaining of 2000.00 budgeted for 7/1 to 12/31
Long-Term		All remaining Cash Balance at EOY
<b>Total Cash Disbursements</b>	2796.30	
<b>Cash Balance 7/31/2011</b>	<b>\$10,543.02</b>	

**Minutes**  
**Friends of the Lower Suwannee and Cedar Keys National Wildlife Refuge**  
**Ad Hoc Bylaws Review Committee Meeting**

The meeting of the Ad Hoc Bylaws Review Committee was called to order by Peg Hall, President, at 10:30 a.m., July 14, 2011, in Cedar Key, Florida.

Members Present: Peg Hall, President, Jay Bushnell, Past President, John McPherson, Member, Bob Hudson, Secretary

Also Present: Jerry Salamon, Treasurer

**Proposed Bylaw Changes:**

The Committee reviewed proposed bylaw changes and edits prepared by John McPherson. Following extensive discussion, it was agreed to:

- Separate proposed changes to the bylaws into routine editorial/format changes, and, changes of substance.
- Submit the proposed revised and edited bylaws to the full board for review and approval.
- Subject to approval by the board, submit the revised and edited bylaws to the full membership at the 2012 Annual Meeting, and to note which of the proposed changes are editorial/format changes and which are changes of substance.

**Board Manual:**

The Committee discussed setting up a "Board Manual." The purposes of the Manual would be to aid in orientation of new board members in the policies, procedures and practices of the Friends group; and, to serve as a central resource/record of the policies, procedures and important decisions of the board.

The Committee reviewed board minutes from 2008-2011 to identify potential policy type decisions for inclusion in a Board Manual. Following extensive discussion, it was agreed to recommend to the board that a Board Manual be prepared and maintained. Peg Hall will prepare the first draft for review by the board. Once adopted by the board, it is recommended that the Manual be maintained by the Past President.

There being no further business, the Committee meeting adjourned at 11:30 a.m.

### Email Newsletter Update for July 18, 2011 meeting

Newsletter	Received by	Bounced	# of Opens	# of Clicks
July 2 (Ibis)	229	1	115 (50%)	68
June 19	229	0	105 (46%)	37
June 6	229	0	98 (43%)	15
May 20	230	2	95 (41%)	32
May 6	232	2	95 (41%)	32
April 23	226	10	137 (59%)	34
April 5	172	4	82 (48%)	31
March 23	129	0	73 (57%)	19
March 15	118	0	59 (50%)	1
March 4	113	1	65 (58%)	28
February 20	111	0	61 (55%)	14
February 3	109	1	68 (62%)	