

**Minutes**  
**Friends of the Lower Suwannee and Cedar Keys National Wildlife Refuge**  
**Board of Directors Meeting**  
**February 21, 2012**

The meeting of the board of directors of the Friends of the Lower Suwannee and Cedar Keys National Wildlife Refuge was called to order by Peg Hall, President, at 10:00 a.m. on February 21, 2012, at Refuge Headquarters.

Board Members Present: Jay Bushnell, Ed DeHaan, Sean Dowie, Carmelo Echevarria, Mark Gluckman, Peg Hall, Russ Hall, Bob Hudson, John McPherson, Michelle Pearson, John Thalacker, Marci Wilcox.

Also Present: Andrew Gude, Refuge Manager; Larry Woodward, Deputy Refuge Manager

Approval Items

Minutes – It was moved and seconded to approve the minutes of the board meeting of January 9, 2011. Motion carried.

Date of next board meeting – It was agreed to hold the next meeting of the board of directors on Tuesday, April 10, 2012, at Refuge Headquarters.

Discussion and Decision Items

1. Budget Committee Recommendation for a Revision to 2012 Budget – The Committee recommended that the Short Term Reserve funds presented in the original 2012 budget be moved into operating funds, and the Short Term Reserve Fund eliminated. Following discussion it was moved and seconded to approve the recommendation of the Budget Committee. Motion carried. The revised 2012 Budget is included as a part of these minutes.
2. Overview of Annual Meeting Plans and Recommendations –
  - a. Food –
    - i. Jay reported that Bruce Wilson, owner of Sunset Isles, will provide the entrée for the Annual Meeting including barbecued ribs, chicken and pulled pork, at a cost of \$3.00 per person. Following discussion, it was moved and seconded to approve the proposal from Bruce Wilson. Motion carried.
    - ii. Other Dishes – Board members were asked to provide other dishes for the meeting and to let Marci know what they will be bringing. She asked that each dish be enough to serve twenty-four people.
  - b. Bylaws Revisions – The board discussed whether the reorganized bylaws needed approval by the membership. The chairman of the Bylaws Committee noted that the revisions are simply updates that include previous items approved by the membership, and reorganization to improve the flow, and, that here are no substantive changes. Following discussion, it was agreed that the reorganized bylaws do not need approval by the membership and may be approved by the board. It was further agreed to post a copy of the reorganized bylaws on the Friends of the Refuges website to make them public and to make an announcement to the membership about the reorganization. Following discussion, it was moved and seconded to approve the reorganized bylaws. Motion carried.
  - c. Agenda for the Annual Meeting – The board discussed a proposed agenda for the Annual Meeting. Jay reported that Nick Whitney, Mote Marine Laboratory in Sarasota, has agreed to be the keynote speaker. The sequence of events and afternoon activities were discussed. It was noted that the Annual Meeting Committee will meet following the board meeting today. There was agreement on the draft agenda as presented.
3. Inventory Committee Recommendation –Peg reviewed a list of items recommended by the Inventory Committee for purchase, and resale at Friends group events. Following discussion, it was moved and seconded

to approve the recommendation of the Inventory Committee, including an expenditure of up to \$1,800 for new inventory. Motion carried. A copy of the Inventory Committee report is attached to these minutes.

4. New Membership Category – It was noted that several members have suggested a category of membership with a higher level of contribution to the Friends group. Following discussion, it was moved and seconded to add a \$100 annual membership category. Motion carried. Peg asked for suggestions for naming the category, which will be discussed at the next board meeting.
5. Suwannee Stone Crab Festival – The possibility of having a booth at the Suwannee Stone Crab Festival in April was discussed. It was noted that it is the same weekend as the Cedar Key Arts Festival. Following discussion, Andrew Gude offered to have a Refuge booth at the Suwannee Festival. The Friends group will have a booth at the Cedar Key Festival.

#### Information Items

1. Refuge Update – Andrew Gude provided an update on Refuge activities, including Wiregrass and Longleaf Pine plantings, status of the second law enforcement officer, retirement of Terry Kelley, hunting programs, and coordination efforts with other agencies. He stated that the Everglades Headwaters NWR has now been officially established.
2. Treasurers Report – Peg distributed the Treasurers Report prepared by Jerry Salamon. It was noted that \$860 for memberships and \$50 in donations was received in January. Expenditures were \$319.05, leaving remaining cash balance on January 31, 2012, of \$11,120.24. A copy of the Treasurers Report is attached to these minutes.
3. Membership Renewals – The membership report reflects that the Friends group had 231 members at the end of 2011, and 49 members through January 31. It was also noted that a large volume of membership renewals had been received in recent mail that are not included in the above number.
4. Volunteer Hours – Peg distributed a report showing that volunteer activities by Friends group board members in January 2012 included 1,286 volunteer hours, 4,289 miles traveled on Refuge activities and unreimbursed direct cost of \$120. She asked that board members be diligent in tracking and reporting their volunteer hours, mileage and unreimbursed expenses. She will distribute a suggested format.
5. E-communications Report – Peg distributed the E-communications report, noting that the E-newsletter was sent to 308 email addresses. She reported that the number of newsletters being opened is stable at 100, and the website activity is increasing at about 100 searches per month.
6. Reports About On-going projects –
  - a. Paddling Project – Russ and Mark reported that the paddle trail panels will be printed and ready for presentation and review at the Annual Meeting. A dedicated website for the Paddling Project will be operational by the Annual Meeting.
  - b. River Trail – John reported that eleven signs for newly identified trees have been prepared. He will set up a project team of volunteers for installation of the signs.
  - c. Nature Walks – John reported that Nature Walks are usually conducted on the first Monday of each month. There will be a walk at Shell Mound on March 5.
  - d. Photo Walks – Michelle reported that Photo Walks are usually conducted on the 4<sup>th</sup> Tuesday of each month. The March walk will be at Shell Mound. Last month it was held at Dennis Creek. The April event will be on Tidewater Tours boat for birding, and there will be a charge by Tidewater Tours.
  - e. Lecture Series – There are no Friends group lectures scheduled at this time. The Cedar Key Library has scheduled an Archeology talk that Peg will publicize in the E-newsletter.
7. Friends of Refuges Academy – Peg reported that the 2012 session is scheduled for July.
8. NWRA Request for Friends Participation in Public Witness Day – Peg reported that a request had been received from the NWRA for participation in their Public Witness Day in Washington, D.C. If the Friends group were to sign up for the event, the expectation would be that board members travel to Washington if selected. No board

members were able to participate, therefore it was agreed not to sign the Friends group up for the event. It was suggested that we could possibly use the event as an opportunity to call on local elected officials.

9. 3-day Grant Writing Workshop –There will be a Grant Writing Workshop at Loxahatchee NWR conducted by the Bureau of Land Management. Participants will pay for their own hotel but there is no charge for the workshop. The first thirty applicants will be selected. Sean Dowie indicated an interest in participating.

Old Business – A question was raised whether Dawn Miller, DVM, was included in the Annual Meeting. Following discussion, it was agreed that the program for this year's Annual Meeting is full, and to host Dr. Miller and her raptor program at a future Cedar Key Library event.

New Business –

1. It was suggested that some board meetings be conducted by teleconference as an augmentation to face to face meetings, especially during the summer when many board members are away. There was general agreement to pursue this. Andrew Gude indicated that the Refuge did not currently have the equipment to conduct meetings by teleconference, but will check into getting the necessary equipment.
2. It was suggested that the Friends board conduct a one-day planning retreat at Seahorse Key annually. There was agreement that this would be productive and to do it.

There being no further business, the meeting was adjourned at 12:00 p.m.

See Addendums Below

**Addendum 1 - Revised Budget 2012**  
**Friends of Lower Suwannee & Cedar Keys NWRs**

**Assumptions**

1. The Budget shall not project more expenditures for a year than it projects in revenues for that year through its regular sources: Memberships, donations, sales, and events.
2. The Budget shall give preference to expenditures for activities that engage Friends members and members of our communities, over expenditures for capital purchases.
3. Monies budgeted for expenditures in one year's Operating Fund but not used in that year will carry over and be placed in the Operating Fund for the subsequent year.
4. Friends shall establish a Long-Term Reserve Fund. (See purpose statement below.)
5. Matching money for grants shall be provided, when permitted by the granting agency, in the form of contributed volunteer work rather than from the Operating Fund.
6. Friends shall experiment with establishing a procedure to place a value on human assets in addition to fiscal assets. The procedure will track volunteer work as a measurable asset and as a measurable expenditure in order to demonstrate quantifiable public support for the refuge.

**Long-Term Reserve Fund**

**Purpose:** To recognize the work that has gone into accumulating monies currently held by the Friends Group and build on them to enable support for significant future projects.

**Authority to Spend:** Money in the Long-Term Reserve Fund may only be spent upon 2/3 affirmative vote of the board of directors.

**Accounting:** The Long-Term Reserve Fund shall be accounted for separately, and dollars in the fund may be placed into a fixed-income, interest bearing account.

**Projected Revenues**

**Category**

<b>Memberships</b>	<b>2000.00</b>
<b>Donations</b>	<b>2000.00</b>
<b>Sales</b>	<b>1000.00</b>

**Total Cash Receipts 5000.00**

Note:

Revenues from Sales for 2012 will almost surely decrease unless we increase our now-diminished inventory

## Projected Expenditures

### Category

**Building Public & Political Support for the Refuges** **3550**

*Allocated: (This amount is allocated as noted for the following specific activities.)* **1850**

Annual Meeting 500

Communications 800

Great Suwannee River Cleanup 150

River Trail enhancements 100

Butterfly Garden maintenance 50

Meet the Refuge Manager events 150

Festival Fees 100

*Unallocated: (This amount will be allocated by the Board among the following activities and other opportunities that arise during the year as specifics become known.)* **1700**

Membership renewal & recruitment

Talks at Library

Paddling Project

Shell Mound initiatives

Information Kiosk updates

Florida Friends group meeting

Young Naturalist Initiative

**Supporting Refuge-Initiated Activities** **1100.00**

*Allocated: (This amount is allocated as noted for the following specific activities.)* **600**

Interagency event 400

Refuge Summer Youth Program 200

*Unallocated: (This amount will be allocated by the Board among the following activities and other opportunities that arise during the year as specifics become known.)* **500**

**Supporting the National Wildlife Refuge System** **150**

*Allocated:*

Participation in NWR Association 150

<b>Administration &amp; Fund-raising</b>	<b>200</b>
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Allocated:

FL Department of Revenue taxes & fees	100
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Annual FL Registration fee	100
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<u>Unallocated</u>	<b>1900</b>
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Inventory replacement

**Board-Designated Transfers**

<b>Operating Fund**</b>	<b>±1900**</b>
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<b>Long-Term Reserve Fund***</b>	<b>± 8600</b>
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\*We agreed in July to place into Short-Term Reserve any unspent budgeted funds. We budgeted for expenditures of up to \$2,000. We subsequently decided to transfer this amount instead to the Operating Fund for 2012, and not establish a Short-Term Reserve.

\*\*All unspent 2011 funds were placed on an unallocated line for inventory replacement, pending a recommendation from the Committee.

\*\*\*We agreed to put all remaining cash balance at the end-of-year into the Long-Term Reserve. Thus the amount for the Long-Term Reserve should be the cash balance at the end of 2011, less the \$1900 transferred to the 2012 Operating Fund.

## **Addendum 2 - Inventory Committee Recommendations**

Monday February 20, 2012

Participants: Jay (chair), Carmelo, Donna T, Roger, Peg, Marci, Linda Headley

**Recommendation: It is recommended that the Board approve the expenditure of up to \$1800 for new inventory in keeping with the specifications below and dependent on final price bids by the vendors.**

### **Shirts**

Material Ultra cotton 6.1 oz. weight  
Design Swallow tail kite in flight to be rendered by the vendor based on a photo provided by Friends. Size of art work to be decided by Friends in consultation with vendor's graphic artist  
Shirt colors Sky blue and two others to be chosen by Friends in consultation with vendor's graphic designer...perhaps black and midnight blue

#### Women's design

- Number = 50
- scoop neck
- art on front
- price with name on sleeve and with name on front

#### Men's design

- Number = 50
- pocket on front
- art on front with pocket is not a problem, otherwise on back
- price with name on sleeve and with name on back

### **Caps and Visors**

- Number = 24 of each
- caps with mesh panels in back
- price with name only "Friends of the Lower Suwannee & Cedar Keys NWRs" and with name plus art work of crossed paddles

### **Pins**

- Number = 300
- Crossed paddles + name

### **Earrings**

- Number = 24 sets

### **Estimated Costs and Price**

	<b>Wholesale</b>	<b>Retail</b>
<b>Shirts</b>	\$7 each = \$700	\$15 each
<b>Caps and Visors</b>	\$12 each = \$576	\$15 each
<b>Pins</b>	\$1.15 each = \$345	\$5 each
<b>Earrings</b>	\$5.50 each = \$132	\$10 each

Addendum 3 - Friends of the Lower Suwannee & Cedar Key NWRs

Treasurer's Report

For the month ended January 31, 2012

	<b>January</b>	<b>Year to date</b>
<b>Cash Receipts</b>		
Memberships	860.00	860.00
Donations	50.00	50.00
Sales		
Total cash receipts	<u>910.00</u>	<u>910.00</u>
<b>Cash Disbursements</b>		
<b>Support Lower Suwannee &amp; Cedar Key NWR's</b>		
Communications	171.43	171.43
sub-total	<u>171.43</u>	<u>171.43</u>
<b>support refuge-initiated activities</b>		
Refuge summer program (2011)	78.72	78.72
sub-total	<u>78.72</u>	<u>78.72</u>
<b>administrative &amp; fundraising support</b>		
Florida Department of Revenue	68.90	68.90
sub-total	<u>68.90</u>	<u>68.90</u>
Total cash disbursements	<u>319.05</u>	<u>319.05</u>
Excess of receipts over disbursements	590.95	590.95
Cash Balance beginning of period	<u>10,529.29</u>	<u>10,529.29</u>
Cash Balance 1/31	<u><u>11,120.24</u></u>	<u><u>11,120.24</u></u>

## Proposed Agenda

### 2012 Friends Annual Meeting and Refuge Open House

- 10:00 Arrival and Check-In  
Friends Booth and Silent Auction open.
- 10:30 Welcome and Introductions.  
Andrew Gude, Refuge Manager and Peg Hall, President of the Friends
- 10:45 Nominations, Election and Installation of Board Members  
Nominees: John McPherson -- Secretary  
Kirby Alexander, Sean Dowie, Carmelo Echevarria, Mark Gluckman, Russ Hall, Bob Hudson -- Directors
- 11:00 Paddling Project Update and Presentations of the Paddling Panels  
Mark Gluckman and Russ Hall
- 11:30 Presentation by Nick Whitney  
Shark Research Center, Mote Marine Laboratory, Sarasota
- 12:30 Lunch  
Meat provided by a vendor  
All other dishes and drinks Pot Luck by Board and other members
- 1:30 Silent Auction ends
- 2:00 Announcement of Silent Auction winners  
Afternoon Events begin
- 2:00 2 Refuge-provided events (Hayride, Fire Equipment Demo?)  
2 Friends-provided events (Photo Walk, Tree Identification Walk?)
- 3:00 Repeat the 2:00 events
- 4:30 Gates closed