

Board Meeting Minutes  
Friends of the Lower Suwanee and Cedar Keys Wildlife Refuges  
1/19/2016  
Submitted by William Dummitt

Members present: Peg Hall, Russ Hall, Debbie Meeks, Roger McDaniels, Margy VanLandingham, John McPherson, Libby Cagle, Ed DeHaan, Bill Dummitt, Kit Lane, John Thalacker

Refuge Staff: Larry Woodward, Andrew Gude

Guests: Richard Hedley (life member), Dan Cline (new 2017 board member),

The meeting was called to order at 10am. Peg Hall moved to accept the proposed agenda, seconded by John Thalacker, approved by acclamation. Ed DeHaan moved to accept the minutes of the previous meeting, seconding member not recorded, passed by acclamation.

Refuge report: Larry noted that the Fish and Wildlife Service made the national news with a hiring frenzy to avoid the promised hiring freeze. Rather than a lot of hiring of new employees, for the most part current employees moved around to new refuges and new positions instead. Lower Suwanee lost two people who are leaving in 1 month, with no new hires to replace them.

The Big Bend Science Symposium is coming up soon. There will be three presentations by refuge staff. It is open to local residents without charge.

McKenzie Russell, a veterinarian for the Nature Coast Biological Station will be stationed at the refuge until the biological station construction is completed. That is expected to be approximately 1 year.

There is a serious law enforcement issue with oystering in protected areas. Several illnesses and one death have occurred from unhealthy oysters. Harvesting at night, dredging, and camping on islands are some of the illegal activities that are occurring. Corrigan's reef is all shells and no oysters due to overharvesting. Oyster restoration sites are also being harvested.

The repair and restoration of aluminum buildings at Seahorse was discussed. Volunteering at the front desk was also discussed. Training and testing for the computer systems make it unfeasible. Could it be done without access to the computer system?

New Business: The group decided to switch meeting date from the third Thursday of each month to the third Wednesday of each month in order that members may also attend Historical Society meetings.

Communications report (Peg, written report attached):  
2 new guides coming out- Tram Ridge River Trail and a trifold for Dennis Creek.  
Board members were asked to review bios on the website.

Larry noted that the kiosk brochures on the River Trail are heavily used.

Inventory: Carmen wants to rotate off the board. The membership noted he will be sorely missed. We will need someone to pick up the Inventory position.

Annual Meeting Planning: Maria passed out a planning document. Issues discussed included availability of chairs and photo contest (Bill Dummitt agreed to coordinate). It was noted that Bob Hudson is looking for a job at the annual meeting. John will ask Kenny if he is available to cook. In general we will buy side dishes instead of asking members to provide them. Registration will not be open during the business meeting so all can attend.

Andrew noted that the refuge is working on expanding its acquisition boundary. The refuge is targeting 46000 acres in conservation easements in Levy and Dixie counties, plus parts of Lafayette and Gilchrist.

John noted that we should invite mayors from the area= Cedar Key, Chiefland, etc., as well as Friends partners at St. Marks and St. Vincent.

Russ noted that a bioblitz will be held after the meeting.

A short discussion was held on the future of the Ibis. Because Jay was not present and the group was short on time, the issue was tabled.

The Priority Planning document was reviewed.

The refuge has been paying for the public wi-fi, although the Friends had agreed to do so. Apparently Friends cannot pay the refuge directly. Larry will change the billing address to Friends. Cost is \$105/mo.

We are holding off on designation of Vista as a historic property because of the bureaucracy involved when maintenance is done. The meeting was adjourned at 12 pm.

## Communications Team Report January 2017

### Trail Guides

- **New this month**
  - **Lock Shingle paddling guide** redesigned into a tri-fold and ready for the printer
  - **Dennis Creek Trail guide** redesigned into a tri-fold and ready for the printer
- **Recent**
  - **Tram Ridge Trail** guide reordered and now on hand at refuge headquarters
  - **Atsena Otie paddling guide** redesigned into a tri-fold, printed and available

### News Briefs

#### January News Brief

- Sent January 17 (yesterday at 11 a.m.) to 494 email addresses. By 3 p.m., it had already been opened 168 times by 90 email addresses (18%).
- Linked on our Facebook page, homepage and newsletters page of our website
- Stories
  - Annual Meeting - Save the Date and Slate of Nominations
  - Board Meeting and Bioblitz
  - New brochures
  - Membership renewals
  - Refuge Update
  - Pepper Busting
  - Big Bend Science Symposium
  - Nature Walks
  - Seahorse Key February Cleanup Work Days
  - Advocacy Links
- Readers clicked to the story **43 times. Most clicked –**
  - Slate of Nominations
  - Bioblitz
  - Refuge update
  - Big Bend Science Symposium
  - Membership renewal form

#### December News Brief

- Sent on Dec. 11 to 497 email addresses. 44% (217 addresses) **opened it 591 times.**

**Facebook Page**, No new fans this month. We have 445.

11 Posts and 3 Shares, by Maria, Bob, Libby, and Peg

1400 Number of people to whom our posts were “served” by Facebook in the last 28 days. The number was 3579 last month (Audubon story).

### Friends Website

- 4 posts in the past month
- About 1500 visitors in the past month. About 1700 the previous month.
- About 7800 pageviews in the past month, similar to last month.

**Team members - Peg, Debbie, Kit, Jaime, Paul**

# Friends of Refuges Balance Sheet

As of February 13, 2017

	<u>Feb 13, 17</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	110.00
Regular Checking	22,435.65
Savings	9,999.22
<b>Total Checking/Savings</b>	<u>32,544.87</u>
<b>Total Current Assets</b>	<u>32,544.87</u>
<b>TOTAL ASSETS</b>	<u><b>32,544.87</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Sales Tax Payable	31.66
<b>Total Other Current Liabilit...</b>	<u>31.66</u>
<b>Total Current Liabilities</b>	<u>31.66</u>
<b>Total Liabilities</b>	31.66
<b>Equity</b>	
Opening Balance Equity	28,042.94
Unrestricted Net Assets	3,338.27
Net Income	1,132.00
<b>Total Equity</b>	<u>32,513.21</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>32,544.87</b></u>

**Friends of Refuges**  
**Profit & Loss Budget vs. Actual**  
 January 1 through February 13, 2017

	Jan 1 - Feb 13, 17	Budget
<b>Income</b>		
Carry Forward	0.00	2,300.00
Dues and Donations	2,135.00	9,000.00
Miscellaneous	0.00	200.00
Sales	0.00	2,000.00
<b>Total Income</b>	<b>2,135.00</b>	<b>13,500.00</b>
<b>Gross Profit</b>	<b>2,135.00</b>	<b>13,500.00</b>
<b>Expense</b>		
<b>Outreach and Advocacy</b>		
Art and Refuge Program	0.00	300.00
Communications	378.00	2,300.00
Educational Support Program	0.00	500.00
Science Programs	500.00	1,600.00
<b>Total Outreach and Advocacy</b>	<b>878.00</b>	<b>4,700.00</b>
<b>Physical-Infrastructure Support</b>		
Butterfly Garden	0.00	100.00
Friends-Refuge Partnership	0.00	1,000.00
Signage	0.00	500.00
Trail Building and Enhancement	0.00	1,000.00
<b>Total Physical-Infrastructure Sup...</b>	<b>0.00</b>	<b>2,600.00</b>
<b>Recurring Organizational</b>		
Administrative Costs	60.00	1,000.00
Annual Meeting	0.00	1,500.00
Donation--Libraries	0.00	200.00
Donation-Cooperator Mtg	0.00	250.00
Donation-NWRA	0.00	150.00
Events	65.00	300.00
Inventory	0.00	2,000.00
Membership Mailings	0.00	200.00
Miscellaneous	0.00	500.00
Sales Tax	0.00	100.00
<b>Total Recurring Organizational</b>	<b>125.00</b>	<b>6,200.00</b>
<b>Total Expense</b>	<b>1,003.00</b>	<b>13,500.00</b>
<b>Net Income</b>	<b>1,132.00</b>	<b>0.00</b>

# Friends of Refuges

## Transaction Detail

January 1 through February 13, 2017

Type	Date	Name	Memo	Split	Amount
<b>Regular Checking</b>					
Deposit	1/7/2017	Deposit	Deposit	Dues and Donations	395.00
Check	1/12/2017	Z2 Systems Inc	Neon Software	Administrative Costs	-50.00
Deposit	1/17/2017	Deposit	Transfer from PayPal	Dues and Donations	500.00
Deposit	1/18/2017	Deposit	Deposit	Dues and Donations	1,020.00
Check	1/19/2017	Debbie Meeks	Suwannee Meeting Food	Events	-65.00
Deposit	1/23/2017	Deposit	Deposit	Dues and Donations	220.00
Check	1/23/2017	The Print Shop	Tram Trail Brochure	Communications	-378.00
Check	1/30/2017		Service Charge	Administrative Costs	-5.00
Check	1/31/2017		Service Charge	Administrative Costs	-5.00
Check	2/7/2017	University of Florida	Big Bend Science Symposium	Science Programs	-500.00
Total Regular Checking					1,132.00
<b>TOTAL</b>					<b>1,132.00</b>