

Board Meeting Minutes
Friends of the Lower Suwanee and Cedar Keys Wildlife Refuges
6/16/2016
Submitted by William Dummitt

Board members present: Margy VanLandingham, Bill Dummitt, Carmelo Echevarria, Greg Lang, John McPherson, Russ Hall, Peg Hall, Maria Sgambati

The meeting was called to order at 10 AM. A motion by Peg Hall, seconded by Russ Hall to accept the minutes of the previous meeting passed by acclamation.

Jennifer Kolinek has resigned her board seat due to relocation. We currently have 18 board members, and can have as many as 20. A short discussion followed of how seats are filled and how members move off the board or stay on when their terms expire.

John McPherson reported that he has moved most of the money in the checking account to a saving account to reduce the chances of it being stolen via debit card fraud. He will maintain \$4000-5000 in the checking account. Carmelo noted that he has money in petty cash that should be included in the treasurer's accounting of funds.

Peg Hall reported that River Trail brochures were printed and picked up by refuge staff. A short discussion ensued on how to distribute Atsena Otie brochures. The communications team is still working on material for the Cedar Key Kiosk. Facebook and page views of the website are up noticeably. How to maintain the calendar was briefly discussed.

Carmelo Echevarria gave a short inventory report. We will need to purchase new inventory in the fall.

Margy VanLandingham agreed to take over membership duties.

There is a TDML (total daily material load for rivers) workshop in Tallahassee June 29 if anyone is interested.

The refuge is holding an open house at Seahorse Key on July 2. Vic is the only refuge staff member available. Normally 250-400 people attend.

National Fish and Wildlife Foundation capacity building grants are available. Apparently applications are taken every six months. The deadline for the next period is July 12. Amounts can be \$1500-15000. They must be matched, but can be matched in volunteer hours.

A long discussion followed on using these grants for building a framework for cooperation among the three refuge Friends groups in our region, or for the Vista project. It was agreed that grants should be sought for the Vista project, but not in this grant period. Cathy Allen is available for grant writing and can be paid from the grant. A motion by Bill Dummitt, seconded by Greg Lang authorized formation of a committee of three to four members to consider applying for a grant to form a framework for cooperation among the three Big Bend Refuge Friends groups. The motion passed by acclamation.

The Neon-CRM tool now has all the membership information, imported by Debbie Meeks. All are imported as individuals, so couples will have to be sorted out by hand. We are down from 250 to 180 members.

The Hidden Coast paddling event is scheduled for Cedar Key in 2017. John McPherson reported that he didn't feel that he was able to do the work the event would require. Peg Hall pointed out that this was not really a refuge issue. No action was taken.

A short discussion regarding collaboration with other local groups such as Audubon and the Nature Coast Conservancy followed.

No refuge staff was available at this meeting.

It is expected that the Suwanee River cleanup will be combined with the October meeting in Dixie County, similar to last year.

The meeting was adjourned at 12 pm.

Communications Team Report June 2016

Achievements during the past month –

- The River Trail - Tram Ridge Trail brochure is now in hand
- Atsena Otie by Kayak brochure went to the printer and should be ready for the meeting

In the works –

- Design of an upgrade to the Cedar Key Kiosk Friends panels before the Seafood Festival

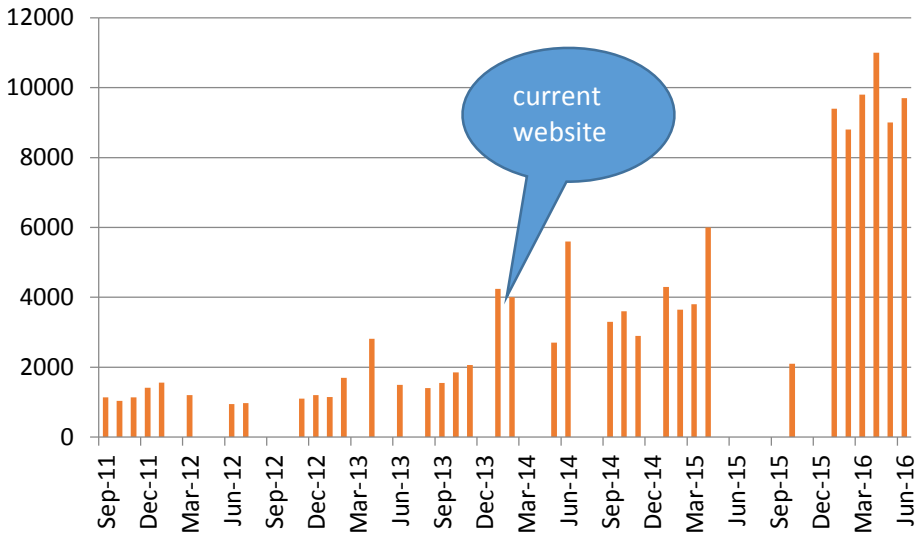
Facebook Page

- 0 New fans. Total now is 414.
- 3 Posts and 1 Share since the last report. Peg, Maria, Debbie, Carmelo.
- 185 Number of people to whom our posts were “served” by Facebook in since the last report.

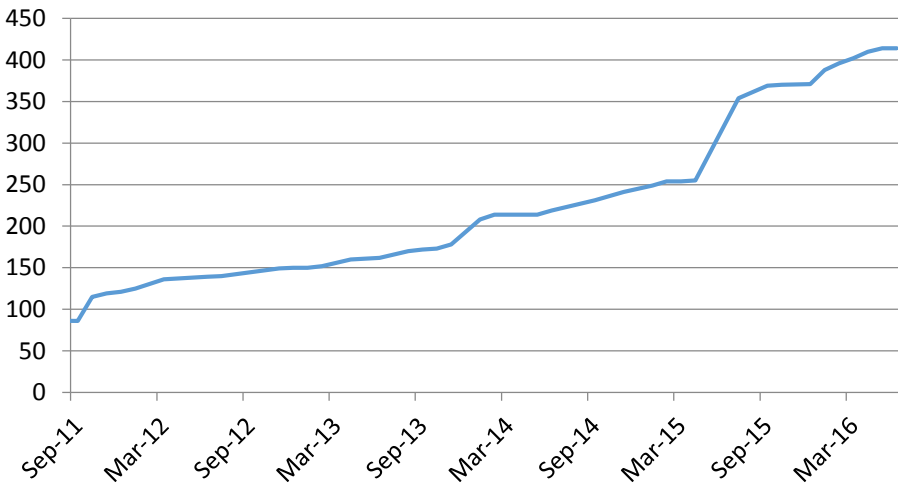
Friends Website

- 1 post, by Debbie, in the past month
- About 1740 visitors in the past month
- About 9,700 pageviews in the past month
- News Brief and Ibis updated

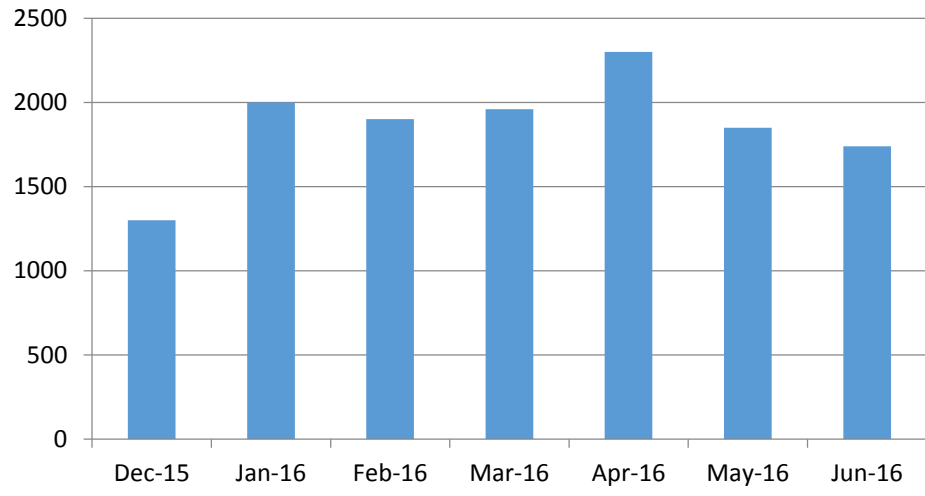
Pageviews



FB fans



Unique Visitors



Friends of Refuges

Balance Sheet

As of June 13, 2016

	<u>Jun 13, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Regular Checking	19,843.14
Savings	<u>10,000.00</u>
Total Checking/Savings	<u>29,843.14</u>
Total Current Assets	<u>29,843.14</u>
TOTAL ASSETS	<u>29,843.14</u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	28,042.94
Net Income	<u>1,800.20</u>
Total Equity	<u>29,843.14</u>
TOTAL LIABILITIES & EQU...	<u>29,843.14</u>

Friends of Refuges
Profit & Loss Budget vs. Actual
 January 1 through June 13, 2016

	Jan 1 - Jun 13, ...	Budget
Income		
Carry Forward	0.00	2,800.00
Dues and Donations	6262.13 4,614.00	7,500.00
Miscellaneous	0.00	0.00
Sales	863.00	2,000.00
Transfer	10,000.00	0.00
Total Income	7125.13 15,477.00	12,300.00
Expense		
Outreach and Advocacy		
Art and Refuge Program	0.00	300.00
Communications	1,081.89 877.00	1,800.00
Educational Support Program	0.00	500.00
Science Programs	1,541.07	1,600.00
Outreach and Advocacy - Other	0.00	0.00
Total Outreach and Advocacy	2622.89 2,377.00	4,200.00
Physical-Infrastructure Support		
Butterfly Garden	0.00	100.00
Friends-Refuge Partnership	0.00	1,000.00
Signage	0.00	500.00
Trail Building and Enhancement	566.88 243.44	1,500.00
Physical-Infrastructure Support - Ot...	0.00	0.00
Total Physical-Infrastructure Support	566.88 243.44	3,100.00
Recurring Organizational		
Administrative Costs	111.25 50.00	500.00
Annual Meeting	694.25	1,500.00
Donation--Friends of CK Library	100.00	100.00
Donation-Cooperator Mtg	0.00	250.00
Donation-NWRA	150.00	150.00
Events	35.93 0.00	300.00
Inventory	859.48 0.00	1,500.00
Membership Renewal Mailing	123.15 0.00	200.00
Miscellaneous	61.03	500.00
Recurring Organizational - Other	0.00	0.00
Total Recurring Organizational	2,135.09 1,055.28	5,000.00
Transfer to Savings	10,000.00	0.00
Total Expense	15,324.86 13,676.80	12,300.00
Net Income	1,800.20	0.00

Friends of Refuges Transaction Detail

January 1 through June 13, 2016

Type	Date	Name	Memo	Split
Regular Checking				
Deposit	1/4/2016	Deposit	Paypal	Dues and Donations
Check	1/7/2016	Florida DOR	Sale Tax	Miscellaneous
Deposit	1/11/2016	Deposit	Membership Checks	Dues and Donations
Deposit	1/13/2016	Deposit	Membership Checks	Dues and Donations
Check	1/20/2016	Debbie Meeks	Scanned Photos	Communications
Check	1/20/2016	Debbie Meeks	Outdoor Pocket Literature Holders	Communications
Check	1/20/2016	Bake My Day	Big Bend Symposium Meals	Science Programs
Check	1/20/2016	Peg Hall	Reimbursement for Web Domain	Communications
Deposit	1/28/2016	Deposit	Membership Checks and Cash	Dues and Donations
Check	2/1/2016	The Print Shop	Newsletters	Communications
Check	2/1/2016	Friends of Cedar Key Library	Annual Donation	Donation—Friends of CK Library
Check	2/1/2016	Joe Hand	Benches	Trail Building and Enhancement
Deposit	2/4/2016	Deposit	Membership Checks	Dues and Donations
Deposit	2/10/2016	Deposit	Membership Checks	Dues and Donations
Check	2/18/2016	UF Foundation	Membership Checks	Dues and Donations
Check	2/18/2016	Jay Bushnell	Horseshoe Crab Study	Science Programs
Deposit	2/23/2016	Deposit	Postage for Ibis	Communications
Check	2/29/2016	Jay Bushnell	Membership Checks	Dues and Donations
Deposit	3/7/2016	Deposit	Big Bend Study Copies	Communications
Deposit	3/14/2016	Deposit	Membership Checks	Dues and Donations
Check	3/16/2016	USPS	Membership Checks	Dues and Donations
Check	3/19/2016	Kenny McCain	Membership Checks	Dues and Donations
Check	3/20/2016	John Thalacker	Postage Box Rental	Dues and Donations
Check	3/21/2016	Deposit	Annual Meeting Food	Administrative Costs
Deposit	3/21/2016	Deposit	Bench Supplies	Annual Meeting
Deposit	3/22/2016	Deposit	Membership Checks and Cash	Trail Building and Enhancement
Deposit	3/22/2016	Deposit	VOID	Dues and Donations
Deposit	3/22/2016	Deposit	VOID	Miscellaneous
Deposit	3/22/2016	Deposit	VOID	Dues and Donations
Deposit	3/22/2016	Deposit	Donations: Photo Auction	Miscellaneous
Deposit	3/22/2016	Deposit	Donation Checks	Dues and Donations
Deposit	3/23/2016	Deposit	Annual Meeting Sales	Dues and Donations
Deposit	3/23/2016	Deposit	Paper Plates and Salad	Sales
Deposit	3/25/2016	Deposit	Membership Check	Annual Meeting
Deposit	3/29/2016	Maria Sgambati	Membership Check	Dues and Donations
Check	3/29/2016	Deposit	Sales Tax	Miscellaneous
Deposit	3/31/2016	Florida DOR	Annual Meeting	Sales
Check	4/7/2016	Deposit	Annual Meeting	Dues and Donations
Check	4/18/2016	Deposit	Annual Meeting	Annual Meeting
Deposit	4/18/2016	Bob McKinstry	Reimbursement for Food	Donation-NWRA
Check	4/26/2016	National Wildlife Refuge Associat...	Bicycle Trail Brochure	Communications
Check	5/20/2016	The Print Shop of Chiefland	Transfer to Friends Savings	Transfer to Savings
Check	5/20/2016	Friends of Lower Suwannee	Dropbox Upgrade	Communications
Check	5/20/2016	Dropbox	Postage—Ibis	Communications
Check	5/31/2016	Jay Bushnell	Newsletter	Communications
Check	6/5/2016	The Print Shop of Chiefland		
Check				
Total Regular Checking				