



Friends of Parker River National Wildlife Refuge, Inc.

06/05/20

May-ending Report in Lieu of Board Meeting

Hello Friends Board Members and Volunteers,

Since the Friends Board has been unable to meet in person, I've developed the following summary of Board actions since our last meeting in March. This summary incorporates input from Kaytee, Lynette, Weston, Jim Major, and me. I hope that this summary will help keep you informed.

From Kaytee Hojnacki:

- a. Friends Website Updates: In May, Weston and Kaytee made significant enhancements to the Friends website. The Friends Internship Fund is prominently featured.
- b. Newsletter: Kaytee finalized and published the latest Friends newsletter. The feature articles focused on the Friends' Internship Fund. Accounts by previous refuge interns highlighted how important these internships are in providing hands-on learning opportunities for individuals interested in careers in education and wildlife conservation. The Board has made internships a major priority, so we hope the newsletter will generate significant interest and donations.

From Lynette Leka

- a. Financial Report: In a separate e-mail, Lynette sent the May-ending (dated 06/01/20) Finance Report to Board members.
- b. Financial Administration: During the past two months, Lynette paid bills for the Board's insurance, work by our accountant (taxes), and the Commonwealth of Massachusetts organization filing.
- c. Membership: Our current membership is 218. Lynette continues to generate and mail membership renewal notices. An important aspect of this process is managing the membership database.
- d. Boardwalk Plank Orders: We continue to receive a small number of boardwalk plank orders. Lynette has been returning these donations.

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From Bill Gette:

- a. Letter to Audubon Magazine: On May 8, I sent a letter to Andy McGlashen, Associate Editor of *Audubon* magazine, in response to his inquiry about funding for Parker River NWR in particular and the refuge system in general. I appreciate the support I received from Board members in developing our response

In summary, the Board noted that Parker River had receive significant support for infrastructure, including funding for the reconstruction of the Hellcat Observation Area trail system, a new bunkhouse at refuge headquarters, and a maintenance shop at Great Bay NWR. However, the Board expressed significant concerns about staffing at the refuge, particularly in the areas of maintenance and law enforcement. We felt that staff reductions in these areas are negatively impacting the ability of refuge personnel to effectively conduct its mission.

- b. Internship Fund: Looking ahead to 2021 and our commitment to support a refuge intern, I spoke with Nancy Pau (refuge staff) and Shari Melto (Gulf of Maine Institute) about ways to administer our intern program. To begin with, the Friends are not in a position to hire an intern – we simply don't have the expertise to take on the responsibility of hiring and managing an employee. What Nancy suggested is that the Friends partner with GOMI. GOMI currently hires interns to work on the refuge, primarily under Nancy's leadership. Shari Melto confirmed that GOMI is willing to receive funds from the Friends, hire an intern selected by Nancy, and manage payment to the intern. GOMI will need some compensation for their work, which I feel will be minimal. More details to follow.

I believe that this process represents the best solution for the Friends. We will be able to support the refuge staff and an intern without taking on what could be a major administrative burden. I would appreciate your thoughts.

- c. Jim Major's Work: Jim has been doing a lot of work on behalf of the Friends. His focus has been primarily on researching grant opportunities for our Internship Fund. He has consulted with representatives from the National Fish and Wildlife Foundation (NFWF). He learned that, if we received a grant from NFWF, the Friends would have to hire the intern. In other words, the Friends would have to become an employer with all of the associated administrative responsibilities. In summary, as stated above, the Friends are not in the position to become an employer, so NFWF grants for our Internship Fund are not appropriate..

As a result of his research, Jim has asked the Board to suggest non-intern related projects/equipment that we could approach NFWF to fund. I sent you an e-mail recently asking you for suggestions. If you haven't already done so, please provide your ideas.

Jim has also researched the organization identification codes the friends need to request government grants. The Friends Data Universal Numbering System (DUNS) number is 147761469.

In the near future, the Friends will need to obtain a new number – a Unique Entity Identifier (UEI) – to replace the DUNS number. MaryMargaret has agreed to research the process by which the Friends can obtain our UEI number.

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From Bill Gette:

d. Summary - Gifts and Premium Memberships (YTD May-ending):

	<u>May- Ending</u>
<u>For Operations:</u>	
Unrestricted Gifts:	\$1,836
Premium Memberships:	<u>\$1,250</u>
	\$3,086
 <u>For Internship Fund:</u>	
Internship Fund (Restricted):	\$ 685
Memorial Gifts	<u>\$ 160</u>
	\$ 845

Note: Unrestricted gifts and premium memberships can be used for operations, and at the discretion of the Board, internships, scholarships, or other related purposes.

Donations to the Internship Fund and memorial gifts must be used to provide educational experiences (e.g., internships, scholarships).

- e. Zoom Meetings: I have registered on Zoom to be able to conduct on-line meetings. I have used Zoom as a presenter, but have never run a Zoom meeting. I will practice, so that we can resume our Board meetings on line.

If you are an experienced Zoom user and could run our next Board meeting, please let me know as soon as possible. Thank you.

From Weston Forsblad:

- a. Working with GoDaddy and Network Solutions: In a process that has been far too confusing, time-consuming, and frustrating to describe, Weston has been able to transfer data (i.e., a unique data key) from GoDaddy to Network Solutions that authenticates the Friends as the owner of our website. This action makes our site more secure.

Maybe sometime, Weston can tell us what really happened. But in the meantime, I'm sure that Weston has everything under control.

If I have missed something of significance, please let me know, and I will add that information in a follow-up report.

Bill Gette
President

