

MINUTES OF BOARD OF DIRECTORS MEETING
of
Friends of Cibola NWR
An Arizona Non-profit Corporation

A regular meeting of the Board of Directors of Friends of Cibola NWR was held on the 15th day of February 2025 at 10:09 a.m., held at 66600 Cibola Lake Road, Cibola, AZ 85328. John Rosenfeld, Rebecca Notarangelo, Andy Anderson, Howard Jenson, and Dave Kaihara were present and participated in the meeting, being all the Directors and officers.

Carissa Rosenfeld, Secretary of the Corporation, and treasurer acted as the secretary for the meeting and the Chairman.

The Chairman announced that a quorum of the Directors was present, and that the meeting, having been duly convened, was ready to proceed with its business.

1) Reading of the previous minutes

- a. The previous minutes were read. Howard Jenson made a motion to accept the minutes as read and Rebecca Notarangelo seconded the motion, the motion was carried.

2) Treasurer’s Report

- a. Membership: 186
- b. Educational Outreach: \$1,097.76
- c. Financial Report:

1.

	Current Bank balance	\$9,886.61
	Available Bank balance	\$8,793.85
January		
	Field Trip food *Reimbursed by Educational Outreach	\$134.69
February		
	Nature Rewards books (15) count	\$213.30
	Sublimation paper + sublimation ink	\$38.63
	Sublimation thin & thick tape + Nature Rewards magnets	\$57.99
	Nature Rewards 11 oz (108) count cups	\$200.50
	Cat litter for Unit 2 spill prevention for fueling	\$6.56
	Nature Rewards tumblers (60) count	\$351.74
	Materials for 4 Deer crossings for Unit 1	\$1,001.03
	Unit 2 clearing for equipment	\$10,000
	ACC filing fee	\$10

*For further detailed information regarding expenses, please contact Friends of Cibola NWR

- d. Jr. Waterfowl Savings: \$3,467.30
 - e. Secretary Budget: \$94.62
 - f. Volunteer Hours: TBD
- 3) U.S Fish & Wildlife Service
- I. Project etc.
 - i.

Cibola NWR Priorities

1. Invasive Species Control/Eradication

Control of invasive species is a national priority. Invasive species degrade habitat and can affect the wildlife species and their habitats to a degree that we could lose populations.

In conjunction with this, we need to limit our chemical use to control these species. Manual (pulling, burning), mechanical (using equipment to clear invasive populations like salt cedar), and biological (tamarisk beetle) methods can be very effective. Manual is the least costly to implement.

2. Irrigation Infrastructure Improvements

Ideal situation is to convert all open canals (concrete and earthen) to enclosed pipeline. This will take coordination with outside NGOs and BoR. Accomplishing this would allow the refuge to use the time and resources normally used to repair and manage the system for other priorities.

3. Repair/Install Refuge Fencing

Fencing on the refuge is lacking in many areas due to wear and neglect. This lack of adequate fencing leads to the refuges inability to deter invasive wildlife (burros) or to secure the refuge from illegal access. There are grants available that can be applied for specifically for the purpose of fencing to control invasive species that the refuge would benefit from.

4. Develop SOPs for various programs

This is an ongoing theme. The refuge has SOPs for some of its recurring activities, but still needs additional to help provide guidance between staff turnover. Some of those SOPs that would be most useful are mowing, farming, and hunt program. This is very important in identifying what will be planted, when it will be planted, and where, which will affect the hunting program. Additionally, a guiding timeline or calendar would allow for better time management when it comes to maintenance projects and scheduling of activities.

5. Repair/Replace Visitor Contact Infrastructure

A lot of the refuge visitor contact points are outdated and are in need of replacement. Signage and kiosk structures are showing their age or are missing altogether.

b. Refuge foresees that the refuge will be primarily staffed by volunteers.

- i. This is due to the federal government reduction in size, hiring freezes, and recent let go's of folks that were on a probation status.
- ii. The refuge is asking for help with creating Standard Operating procedures known as S.O.P as well as asking for help with volunteers and identifying maintenance items.

c. The refuge will be redoing the hunting signs out on the Island unit due to the language being confusing on the signs.

4) Old Unfinished Business

- a. Deer Crossings Unit 1- materials were purchased and dropped off of the refuge volunteers to build the last 4 crossings.
- b. Unit 2 Pedestrian Gates- tabled
- c. Unit 2 clearing of south blinds
 - i. Refuge able to pitch in \$2,000
 - ii. The current project is approximately 20% complete.

- iii. The refuge has offered to be able to disc the area once the clearing has been completed.
- d. Jr. Ranger program-tabled
- e. Photo Contest
 - i. Donated cups to steaks & cakes
 - i. 40 11oz coffee mugs were donated to Steaks and Cakes that had the winning photos on them.
 - II. There were 30 photos submitted. Out of the 30 photos 18 photos were selected.
 - III. The winning participants were asked whether they wanted a tumbler or coffee mug. 7 items were handed out.
 - i. 3 volunteers from the refuge participated
 - IV. Howard Jenson recommended creating a QR code for the website. A QR code was created and is now available on the mugs and tumblers.
 - V. John Rosenfeld made a motion that the tumblers for the Nature Rewards will be offered for a donation of \$25, Howard Jenson seconded the motion, the motion was carried.
- f. Domain name renewal coming up in March
- g. Field trip January 31st
 - I. The field trip took 4 hours. They arrived at 10am and left around 2:30pm.
 - II. All the refuge volunteers and refuge employees, as well as the Friends group volunteers did a great job.
 - III. Carol, with Applebee elementary school, asked about trying to have another field trip in January of 2026.
- h. Fishing Clinic: Saturday, April 26th
 - I. Website page will be created for registration
- i. ACC filing
 - i. ACC filing was completed
 - ii. Statutory agent change
 - I. The statutory agent that started with the Friends group will be traveling/moving. A new statutory agent was selected after discussion with the ACC.
- j. IRS filing for taxes coming up in March

5) New Business

- a. Community outreach and membership growth accomplishments for 2024
 - I. Photo Contest
 - II. Did You Know- website page?
 - III. Obtained sponsorship with the Youth Waterfowl Camp, and the 5k walk.
 - IV. Membership cards and local businesses discounts
 - V. Expanding Nature Rewards with Kaufmann Birds of North America
 - VI. Expanding website with Resource page to help people navigate the USFWS website
- b. Projects for 2025

I.

2025 Friends of Cibola Projects

#	Priority	Title	Description	Type Event (B,C,E,H,R,W)	Friends Group Sponsor	Refuge Mgt Approved Date	Start Date	Estimated Cost (\$)	Actual Cost (\$)	Percent Complete	Complete Date	Comments
1	1	5K Walk	A walk around goose loop	E	All Directors	12/20/2024	1/4/2025			100%	1/4/2025	
2	2	School Field Trip	Elementary school field trip. 52-3rd grade students	E	Carissa	1/6/2025	1/31/2025			100%	1/31/2025	
3	3	Clear over grown brush in Farm Unit 2 south area	Clear brush from Farm Unit 2 south area to revert back to the way it was five years ago	W	Carissa, Rebecca	12/15/2024	2/10/2025	\$10,000.00				In progress
4	4	Catch, Clean & Cook youth fishing event.	Provide opportunity for children to catch fish in a controlled environment. Fish caught will be cleaned and fried for a healthy lunch to those in attendance. This will be a learning experience for the youth in attendance.	E	All Directors	12/1/2024	4/26/2025					
5	5	Deer Crossing	Provide refuge with the material to complete the deer crossings.	C	All Directors	1/15/2025		\$1,001.03	\$1,001.03	100%	2/13/2025	Materials provided. 75% of the crossings completed in 2024. Per FWS, four to be installed in Farm Unit 1.
6		Planting Farm Unit 2	Planting requirements for Farm Unit 2 for the upcoming waterfowl season. How can friends group support this effort for adult and youth hunting opportunities.	H	Howard, John, Dave		9/1/2025					Per FWS, the area will be planted in Bermuda grass.
7		What is the plan for Farm Unit 2 South	What is plan for Farm Unit 2 south and how can the friends group help to prevent the brush regrowth.	H	Howard, John, Dave							Per FWS, the area will be planted in Bermuda grass.
8		Flooding of ponds on the island unit for waterfowl arrival	How can the friends group Friends help assist with watering in preparation for the upcoming waterfowl arrival and hunting for both adults and youth.	H	Howard, John, Dave							
9		Island Unit: Porta Potty concrete slab & Parking space	Joint project with the USFWS & FOCNWR	B	Andy							Develop Project Plan
10		Butterfly Garden Behind the Visitor Center	Planting MilkWeed	E	Carissa, Rebecca							
11		Nature Trail Board Walk	Board Walk for Nature Trail	B	Carissa							
12		Long Pond Video Camera	Camera for the Long Pond so people can view wildlife from the internet	B	Carissa							
13		Cibola Lake overlook/picnic/fishing area with shade structure	Build a Cibola Lake overlook/picnic area with shade structure	B	Carissa							
14		Farm Unit 2 Blind Repairs	Repair blinds in Farm Unit 2 in time for the waterfowl season.	H	All Directors							
15		Steam Engine Sign and placement at the refuge headquarters	Prepare a sign and relocate Steam Engine for display to the general public	E	Andy, Carissa, John							Perform the research on the age/info of the steam engine and prepare words to submit to refuge management.
16		Walking app	Walking/driving app with informational pictures and descriptions	B	Carissa							
17		Jr. Ranger program	Online Jr. Ranger Program. This would fall under the FWS Law Enforcement Division.	E	Carissa							

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18		Butterfly program	Raising & releasing Monarch Butterflies w/ public	E	Carissa, Rebecca							
19		Invasive Species Control/Eradication	Control of invasive species is a national priority. There are some invasive species currently on the refuge, specifically in Farm Unit 2 that need to be removed. The invasive species must be removed ideally without chemical use to control them.	R								Volunteer training by the refuge required to properly remove and dispose of invasive species. Perhaps develop an SOP if one does not already exist.
20		Irrigation Infrastructure Improvements	Convert all open canals (concrete and earthen) to enclosed pipeline system. This will take coordination between NGO's and BoR. Accomplishing this project would allow the refuge management to reprioritize staff resources normally used to repair breaks in the watering system.	R								
21		Repair/Install Refuge Fencing	Fencing on the refuge is lacking in many areas due to wear and neglect. This lack of adequate fencing leads to refuge inability to deter invasive wildlife (Burros) or to secure the refuge from illegal access. There are grants available that can be applied specifically for the purpose of fencing to control invasive species that the refuge would benefit from.	R								Research on where to get free/cost of fencing materials for the refuge.
22		Develop Standard Operating Procedures (SOP) for various programs.	The refuge has a need to develop SOP's for some of its recurring activities. The initial priority is: mowing, farming, and the hunt program. These SOP's are very important in identifying what will be planted, when and where it will be planted. Additionally a guiding timeline or calendar would allow for better staff time management when it comes to maintenance projects and scheduling of activities.	R	Howard							Need a copy of the FWS SOP procedure instructions or a well written example.
23		Repair/Replace Visitor Contact Infrastructure	A lot of the refuge visitor contact points and outdated and are in need of replacement. Signage and kiosk structures are showing their age or are missing altogether.	R								
24		Water Pump Timers for pumps located on the east side of the river.	Research the brand and cost of timers for the east side irrigation pumps. Locate a licensed Arizona electrician that would not mind donating his time to install the times. This could come from the Friends membership.	R	Howard							
25		Create a refuge maintenance form	Create a refuge maintenance form and document as items that are known by volunteers then submit to refuge management for review and approval.	C	Howard, John							

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26												

Type Event:	Count	Percentage
Hunting (H)	4	16.0%
Birding (B)	5	20.0%
Education (E)	7	28.0%
Work Party (W)	1	4.0%
Collaboration (C)	2	8.0%
Refuge (R)	6	24.0%
Total	25	

Legend
Projects Complete: 3

c. Annual expenses

- I. Domain name renewal \$23.17
- II. March open house & workday food \$124.15
- III. Blythe Chamber of Commerce \$115
- IV. Compton Ag 200 gallons of fertilizer \$465.63

- V. Youth tackle boxes for fishing clinic \$344
- VI. Fishing clinic food \$22.17
- VII. Carbonite renewal \$164.14
- VIII. Seal coating parking lot \$1,000
- IX. Bird banding pliers \$331.40
- X. Snap ring pliers 7 pairs \$37.20

d. Miscellaneous

- 6) Next Meeting- 03/29/2025 @ 10am to be held at 66600 Cibola Lake Road, Cibola, AZ 85328
- 7) Call to the public-
 - a) None at this time

Next meeting will be held March 29th at 10:00am to be held at 66600 Cibola Lake Road, Cibola, AZ 85328. There being no further business to be transacted upon motion duly made by Rebecca Notarangelo to adjourn the meeting, Dave Kaihara seconded and carried the motion, the meeting was adjourned at 11:58 am.

SECRETARY/Carissa Rosenfeld

I, the undersigned Director of Friends of Cibola NWR hereby approve the contents of the foregoing minutes from the meeting held on the 15th day of February 2025.

DIRECTOR