

**Executive Committee Meeting Minutes  
Chihuahuan Desert Research Institute  
June 19, 2014 – 10am - Francell Home, Ft Davis TX**

**Committee Members in Attendance:** Larry Francell, Jerry Pittman, Robert Potts, Shirley Powell

**Unable to Attend:** Suzette Ashworth, Deirdre Hisler, Linda Roberts

**CDRI Staff:** Cynthia Griffin, Paul Grindrod

**Guests:** Dallas Baxter

Vice President Shirley Powell called the meeting to order at 10:10 am and announced the resignation Board President Suzette Ashworth due to health reasons. Powell then moved to the posted agenda.

AGENDA ITEM	KEY POINTS	MOTIONS, ACTIONS AND DECISIONS
<p><b>Reading of Minutes August 23 2013 Executive Committee Meeting</b></p>		<ul style="list-style-type: none"> <li>• Motion to accept by Robert Potts, seconded by Larry Francell. Minutes were approved as written.</li> <li>• Shirley Powell signed the Master copy as President.</li> <li>• Request that Powell be added as a signatory on Ft Davis State Bank account in place of Ashworth</li> </ul>
<p><b>Director’s Report: New Education Coordinator</b></p> <p><b>Native Plant Sale Presentation</b></p>	<ul style="list-style-type: none"> <li>• ED Cynthia Griffin introduced Paul Grindrod, new Education Coordinator. CDRI did outreach locally, statewide and nationally in announcing the Education Coordinator opening. 16 applicants; panel of Shirley Powell, Jennifer Jordan, Susan Penney &amp; Cynthia Griffin interviewed seven candidates. Grindrod’s background, experience and high recommendations will accrue well to CDRI. He is getting quickly up to speed.</li> <li>• Dallas Baxter, local Native Plant Society Of Texas president, presented a proposal for a joint Plant Sale on September 12, 2015, hosted by CDRI and the local NPSOT chapter. Result of 4 months of conversation between Griffin and Baxter and Baxter’s research with community, wholesalers, and other plant sale venues.</li> </ul>	<ul style="list-style-type: none"> <li>• L. Francell moved to proceed with planning the Plant Sale and secure the September 12, 2015 date on the TMT community calendar; seconded by Jerry Pittman and approved. Committee commended this plan for meeting goal that CDRI partner with community groups.</li> <li>• Asked Dallas Baxter to consider joining the Board</li> <li>• C. Griffin requested a Board member join the planning committee; she will ask Patt Sims.</li> </ul>

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<p><b>Director’s Report cont’d:</b></p> <p><b>November 1 2014 Board Meeting Venue</b></p> <p><b>TPWD Grant</b></p> <p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>• Per a request from past President Ashworth, C. Griffin reported that CDRI will hold its November 1 Board meeting at Mountain Trail Lodge. MTL will comp the meeting room in exchange for purchasing lunch from them/\$8-12 per person.</li> <li>• TPWD Trunk Show</li> <li>• Laura Lannom assumed Business Manager duties in addition to accounting duties; works on-site 1 day a week; attends Staff meeting &amp; shares monthly P&amp;L w/staff</li> <li>• Budget message to staff: don’t spend unnecessarily but preserve the asset; working with Nectar to get all computers in working order</li> <li>• Volunteers: Susan Penney has recruited several volunteers to staff the Front Desk and they have contributed to relieving permanent staff and reaching out to visitors. Paul and Jan Unger and Becky Morris have joined veteran volunteer Sandy Lynch in the VC.</li> <li>• Releases/Security Clearance: We are reviewing Release forms/Security clearance to ensure we are in compliance with Texas Law vis-à-vis staff and volunteers working with young students and those doing research on the landsite. L. Lannom and C. Griffin are coordinating w/insurer Talley-Reed.</li> <li>• The 2014-Form 990 &amp; Attachment A were file by the May 15<sup>th</sup> deadline.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee expressed its approval.</li> <li>• C. Griffin, Laura Lannom and P. Grindrod will ensure grant is fulfilled to receive requested funds.</li> <li>• C. Griffin reported that L Lannom attendance at weekly staff meeting and working on site that day has contributed to smoother workings and staff comfort. Reviews month P&amp;L with staff. Watchword to them is to hold the line on expenses but preserve CDRI’s assets with good stewardship and regular maintenance.</li> </ul>
<p><b>Nature Notes</b></p>	<ul style="list-style-type: none"> <li>• D. Baxter suggested CDRI consider partnering with Sibley Nature Center to co-sponsor Nature Notes. Public Radio audience extends beyond West Texas into eastern New Mexico.</li> </ul>	<ul style="list-style-type: none"> <li>• R. Potts said CDRI would consider for 2015 Budget.</li> </ul>
<p><b>Old Business</b></p>	<p>None</p>	

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<p><b>New Business – Committee Updates: Finance Committee</b></p>	<ul style="list-style-type: none"> <li>• Budget Update: Expenses are being held in line; Contributions are lagging; Membership is lagging</li> <li>• Line Item Transfer: \$12,500 from <i>Other Salaries</i> to <i>Professional Fees</i> for added compensation to Laura Lannom for Business Manager duties</li> </ul>	<ul style="list-style-type: none"> <li>• Need to make donations &amp; grants a priority for next 6 months.</li> <li>• Approved on motion by L. Francell; second by J. Pittman.</li> </ul>
<p><b>Development Committee</b></p>	<p><b>Education Requests:</b></p> <ul style="list-style-type: none"> <li>• Dixon Water has contributed \$10K</li> <li>• Awaiting Shield-Ayres - \$25K ask due at end of June</li> <li>• No word from Horizon (\$25K ask) or Hersey (\$5K ask)</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Houston Cactus Society has granted CDRI an unknown amount. LeRoy Kellogg is forwarding the check along with instructions for compliance and who to thank.</li> <li>• C. Griffin called the top foundations identified at the March Development Retreat for guidance in crafting the most effective ‘ask’.</li> <li>• Wilson Foundation - C. Griffin will apply</li> <li>• Davidson Foundation - C. Griffin will apply</li> </ul>	<ul style="list-style-type: none"> <li>• Need to make fundraising and membership priority for the next 6 months.</li> <li>• R. Potts asked that CDRI create a \$1,000 funding step for Membership, integrate Membership and individual giving, and give Susan Penney credit. i.e., Get a \$5,000 donation and credit Susan with \$1K for membership.</li> <li>• J. Pittman and Rick LoBello will meet June 27 on membership plan. Make one anniversary date for renewals.</li> <li>• S. Powell will speak with Hiram and Liz Sibley about meeting with C. Griffin and granting CDRI.</li> </ul>
<p><b>Endowment Committee</b></p>	<ul style="list-style-type: none"> <li>• Endowment balance as of June 18, 2014 is \$2,141,825; 3.7% increase since March 31, 2014; 2.9% increase since Dec 31, 2013. 1<sup>st</sup> quarter distribution to CDRI was \$21,350; investment strategy is still 60/40 stocks/bonds. Vanguard authorized signatures are J. Pittman, L. Francell, S. Powell.</li> <li>• Scudday Scholarship: Balance is \$13,200; need \$16,000 to offer; Powell reviewed policy changes. Award to Sul Ross student. Instead of rolling 3-year average, 6% of the balance will yield a \$1K award. Invested separately with Wellesley Balanced Vanguard Fund. Guidelines for applying/advertising/awarding will need to be written.</li> </ul>	<ul style="list-style-type: none"> <li>• J. Pittman moved/L. Francell seconded to approve Scudday Scholarship Policy changes; approved.</li> </ul>
<p><b>Governance Committee</b></p>	<ul style="list-style-type: none"> <li>• Chair L. Francell will develop Code of Ethics for future consideration.</li> <li>• Changing Term Limits is no longer an issue.</li> <li>• Reviewed large number of Board Members with terms expiring 2016. Discussed finding new members.</li> </ul>	<ul style="list-style-type: none"> <li>• Following the meeting, Chair L. Francell instructed S. Powell to consider Dallas Baxter to fill a vacant Board position; requested that she consider nomination.</li> </ul>

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<p><b>Committee Updates cont'd:</b> <b>Audit Committee</b></p>	<ul style="list-style-type: none"> <li>• Audit is underway; Auditor Ron Kirk has just submitted record requests to Accountant L. Lannom and ED C. Griffin.</li> </ul>	
<p><b>Ad Hoc Committees: Membership</b></p> <p><b>Future of Research</b></p> <p><b>40<sup>th</sup> Anniversary Celebration</b></p> <p><b>New Building</b></p>	<ul style="list-style-type: none"> <li>• J. Pittman and Rick LoBello are meeting June 27 to discuss a plan.</li> <li>• CDRI needs to focus on long-term Research.</li> <li>• C Griffin asked for a plan to handle requests for on-site research, articles, speeches in the interim.</li> <li>• CDRI will make 40<sup>th</sup> celebration part of annual September 6<sup>th</sup> BBQ and Auction. May publish special anniversary issue of <i>Discovery</i>.</li> <li>• CDRI is due to make its final payment on the Alvidrez Architect Contract. Discussed deliverables for that contract. L. Francell said deliverables are dependent on CDRI decisions. He proposed asking Alvidrez to incorporate Papercrete in any Building prospectus.</li> </ul>	<ul style="list-style-type: none"> <li>• S. Powell will convene the Research Committee to formulate a plan.</li> <li>• Committee suggested C. Griffin consult with John Karges to handle requests in the interim.</li> <li>• C. Griffin is contracting with Lisa Gordon to lead the Auction execution, along with Nature Shop merchandising and other Visitor Services. R. Potts will talk with King Land &amp; Water to sponsor the event.</li> <li>• J. Pittman expressed reluctance to proceed without fundraising to secure the operating budget. Discussion of running Capital Campaign parallel to Operating Budget campaign. CDRI needs sustained revenues.</li> </ul>
<p><b>Symposium Proceedings</b></p>	<ul style="list-style-type: none"> <li>• John Karges reports via email that 24 papers from the 2004 CDRI Symposium are now posted to the CDRI website and most authors have been contacted.</li> <li>• J. Karges worked with Linda Roberts and Megan Wilde to accomplish this.</li> </ul>	<ul style="list-style-type: none"> <li>• C. Griffin will work with J. Karges and L. Roberts to publicize the posting.</li> </ul>
<p><b>Discussion Topics</b></p> <p><b>Qualifications for Emeritus Status</b></p>	<ul style="list-style-type: none"> <li>• J. Pittman proposed naming Tom Bruner, Rob Dunagan and other Pioneers as Directors Emeritus to gain exposure and support.</li> <li>• L. Francell suggested a title of “Director Emeritus,” instead of Emeritus Board member, for retired board members. Need to have brought something to the Board.</li> <li>• J. Pittman said CDRI membership needs additional exposure through publications such as <i>Texas Highways</i> and <i>Texas Parks and Recreation</i>.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee asked that the topic be put on the November 1, 2014 Board agenda.</li> </ul>

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<b>Discussion Topics cont'd:</b>  <b>Green Mountain Energy &amp; Solar Array generation</b>  <b>Outside Events at the CDRI Landsite</b>	<ul style="list-style-type: none"><li>• J. Pittman reported that CDRI is saving 30% a month on its energy bill. Solar Panels are generating 800Kwh/month.</li><li>• Holding other organization's Events on the CDRI Landsite was not discussed.</li></ul>	
<b>Adjournment</b>		<ul style="list-style-type: none"><li>• President Powell adjourned the meeting at 12:30pm.</li></ul>