

# San Antonio Bay Partnership

**The Board of Directors for  
The San Antonio Bay Partnership, Inc.  
Will meet on  
Tuesday, November 13, 2012  
9:30 to 11:30 a.m.**

**The University of Houston – Victoria  
Meeting Room A (Room 223), University West Bldg.  
3007 N Ben Wilson St, Victoria, TX, 77901  
(see attached map for location & directions to meeting room)**

*This meeting is open to the public. Participation in the meeting will also be available via conference call – see the next page for dial in instructions and meeting location.*

## **AGENDA**

- I. **Welcome, Introductions and Roll Call**
- II. **Approval of the Agenda**
- III. **Approval of the Minutes of the August 21, 2012 meetings of the Finance Committee and Board of Directors (*Attachment 1-A*)**
- IV. **Financial Report on income, expenses and payables as of October 31, 2012, and possible action thereon (*Attachment 1-B*)**
- V. **Discussion of and possible action on funding issues for the San Antonio Bay Partnership, Inc., particularly with respect to eligible expenses and required local match for the CMP Phase II contract with CBBEP**
- VI. **Report on the San Antonio Bay Partnership Planning Workshop on Oct. 31, 2012**
- VII. **Report on the status of the CMP-funded Habitat Conservation and Coastal Access Planning Project for the San Antonio Bay Area**
- VIII. **Report on the status of the SABP, Inc. application for federal tax-exempt status as a Section 501(c)(3) charitable organization.**
- IX. **Other Business**
- X. **Set Date of Next Meeting**
- XI. **Adjourn**

## **ATTACHMENTS**

- 1-A:** Minutes of the 10-9-12 Finance Committee and Board of Directors meetings
- 1-B:** Financial Report for the Period Ending 10-31-12

If you have any questions, please contact James Dodson at 361-649-1518 or [jdodson27@gmail.com](mailto:jdodson27@gmail.com)

## Conference Call Dial-In Procedures

*You may join in this meeting by conference call using the following dial-in directions:*

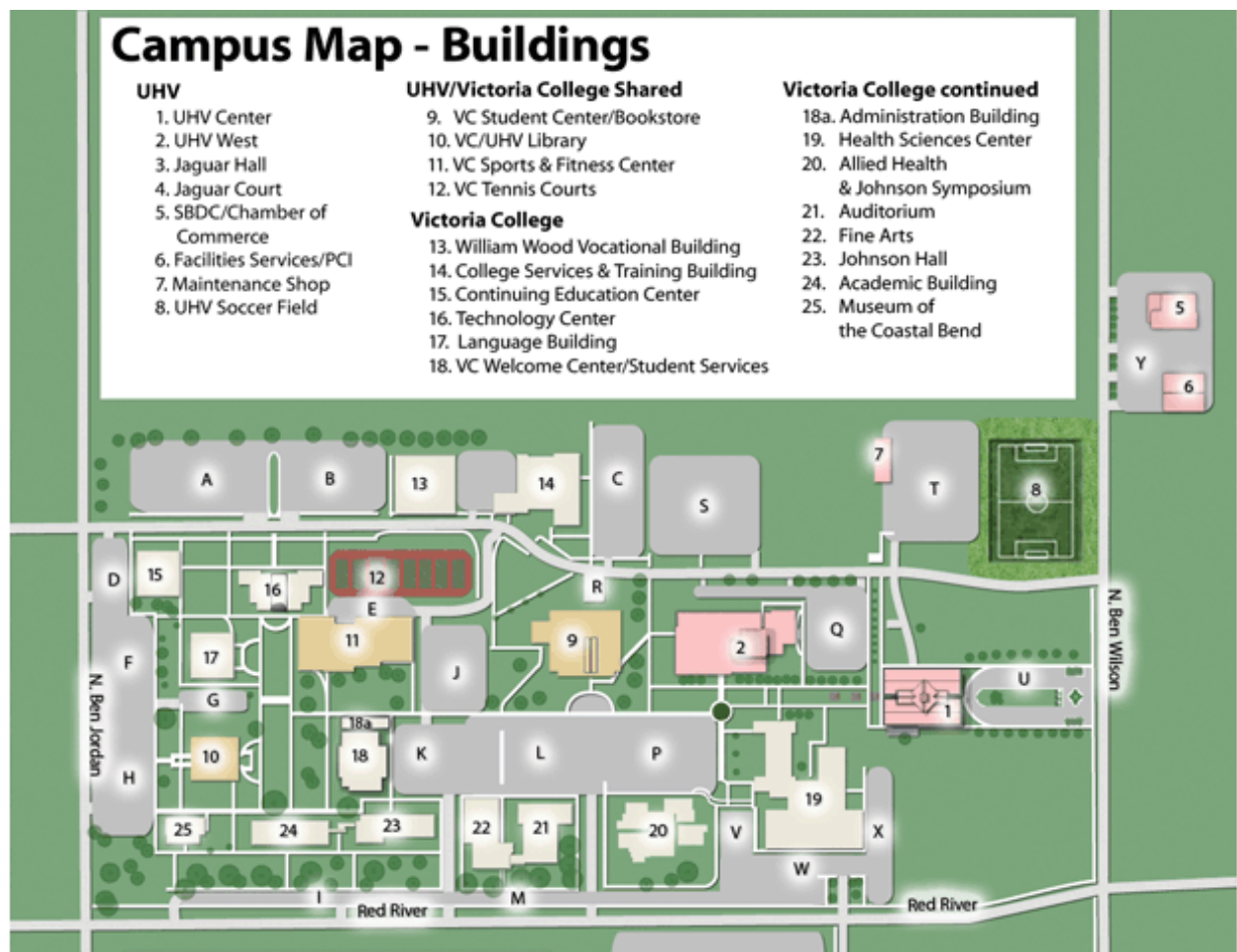
- 1) Dial the toll-free conference system access number: **866-590-5055** and
- 2) When prompted, enter the conference access code: **8463538**, then hit the # sign; you will be automatically added to the conference call.

*The conference call will be initiated at 11:00am -- you may dial in anytime after that.*

### MEETING LOCATION

On the map below:

Meeting Room A (Rm 223) is located on the second floor of the University West Building, which is Building "2" (indicated in pink). Meeting participants must park in UHV Special Events Parking, which is Located in Lot T (indicated in grey), accessed via the north entrance off N. Ben Wilson St., immediately adjacent to the soccer field (#8)



**ATTACHMENT 1-A**

Minutes of the October 9, 2012  
Finance Committee and Board of Directors Meetings

**MINUTES OF THE  
MEETING OF THE FINANCE COMMITTEE FOR THE BOARD OF DIRECTORS for  
THE SAN ANTONIO BAY PARTNERSHIP, INC.**

**Tuesday, October 9, 2012**

The meeting was held in Meeting Room A (Rm. 223) in the University West Building, at the University of Houston – Victoria. The meeting came to order at 3:10 pm.

Committee members present: Terry Baiamonte (Chair), John Kisalus and Roy Foley. Other Board members present: Allan Berger and Bob McCan. *Also present were: James Dodson (Facilitator), Rosario Martinez, Steve Raabe, and Brian Koch.*

The Committee approved the agenda as printed. Minutes of the August 21, 2012 meeting of the SABP, Inc. Finance Committee approved unanimously.

Ms. Baiamonte asked Mr. Dodson to present the financial report for the period ending October 1, 2012. Mr. Dodson went over the income and expenses from the San Antonio Bay Day event held on September 29, 2012 and noted that it resulted in a net revenue of \$924.67 based on sponsorship, donations and t-shirt sales income less expenses (fees, t-shirts and banner printing, food and copies). He then asked whether the Finance Committee would like to recommend to the Board of Directors that they transfer this net income into the account used as local match for the habitat conservation and coastal public access planning project in order to leverage more of the grant from the Texas Coastal Management Program (CMP), or whether to recommend that the Board keep the funds in a separate account to pay for SABP expenses not associated with the CMP-funded project. After discussing the options, the Committee decided to postpone such a decision until additional information became available as to how CMP grant monies can be used.

Mr. Dodson then asked the Finance Committee to recommend that the Board of Directors approve the issuance of checks to pay invoices for professional services for August 2012, and a check for the reimbursement of San Antonio Bay Day expenses paid by James Dodson. The motion was made (by Mr. McCan) and seconded (by Mr. Foley) to make the recommendations; motion passed.

Ms. Baiamonte then asked Mr. Dodson to brief the Committee on the terms of the proposed contract between SABP, Inc. and the Coastal Bend Bays and Estuaries Program (CBBEP) for Phase II of the CMP-funded habitat conservation and coastal public access planning project. Mr. Dodson noted that the Phase II contract was very similar in terms to the Phase I contract which expired August 30, 2012, and required the same amount of local match (\$9,840) in order to access the CMP funding of \$14,760. Ms. Baiamonte asked for a motion to recommend to the Board approval of the Phase II contract. The motion was made, by Mr. Kisalus, and seconded, by Mr. McCan; motion passed.

Mr. Dodson then noted that under the Agreements for Professional Services, between SABP, Inc. and himself, and SABP, Inc. and Laura Raun Public Relations, there would not be a need for the Board to take any action to extend or renew the agreements since the original agreement provided for an automatic extension for 12 months beyond the original end date of August 30, 2012 “unless one or the other party elects to end it.”

Discussion then followed on fundraising issues. Mr. Dodson noted that a local charitable trust was seeking applications for grants, but that he was not sure SABP, Inc. would qualify. Steve Raabe noted that the \$25,000 “SARA 2012 Challenge Grant” still was in effect, until June 2013, and that a second \$25,000 challenge grant has been approved in SARA’s 2013 budget. It was suggested that an information packet about SABP, Inc. be prepared to use in soliciting donations, and be sent to Board members.

There being no other business, it was decided to hold the next Finance Committee meeting in conjunction with the next SABP Stakeholder meeting. The Finance Committee meeting adjourned at 4:10 p.m.

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Minutes Approved by Action of the Finance Committee for the San Antonio Bay Partnership, Inc. at an official meeting on November 13, 2012

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Date

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Terry Baiamonte, Secretary-Treasurer

**MINUTES OF THE  
MEETING OF THE BOARD OF DIRECTORS for  
THE SAN ANTONIO BAY PARTNERSHIP, INC.**

**Tuesday, August 21, 2012**

The meeting was held in Meeting Room A (Rm. 223) in the University West Building, at the University of Houston – Victoria.

The meeting came to order at 4:15 pm.

All Board members were present: John Kisalus (Chair), Roy Foley (V. Chair), Terry Baiamonte (Secretary-Treasurer), Allan Berger and Bob McCan. *Also present were: James Dodson (Facilitator), Rosario Martinez, and Steve Raabe.*

The Board approved the agenda as printed. Minutes of the August 21, 2012 meeting of the SABP, Inc. Board of Directors were approved unanimously.

Mr. Kisalus asked Mr. Dodson to report on the San Antonio Bay Day event held in Seadrift on September 29, 2012. Mr. Dodson noted that despite the bad weather, the event was held as scheduled and about 30 people attended. The bad weather did cause the cancellation of the “on-the-water” events and the entertainment, but the birding and photography tours did take place, as well lunch and the exhibits.

Mr. Kisalus then asked for a motion to approve the resolutions of appreciation prepared for all of the individuals and organizations that provided assistance and support for the SA Bay Day event. Mr. Foley made the motion, which was seconded by Ms. Baiamonte; motion passed.

Mr. Kisalus asked Ms. Baiamonte to present the Secretary/Treasurer’s report. Ms. Baiamonte reported that the Finance Committee recommended approval of payments on invoices for professional services rendered in August 2012, and for reimbursement of SA Bay Day expenses incurred by Mr. Dodson. The Board authorized such payments.

Since all of the Board members were present at the Finance Committee meeting and had been briefed on the proposed CMP/CBBEP Phase II contract and the Finance Committee had voted to recommend approval to the Board, Mr. Kisalus asked for a motion to approve the proposed contract. Allan Berger made the motion, which was seconded by Bob McCan; motion passed.

Mr. Kisalus then moved to Item VI – report on status of filing of the 501(c)(3) application. Mr. Dodson reported there was no news on the status of the application. The Board asked that he contact the IRS and send out an e-mail to the Board reporting the status.

Mr. Kisalus then opened discussion about the upcoming SABP planning workshop tentatively scheduled for October 31, 2012. Mr. Dodson explained that the purpose of the workshop would be to lay out, and get agreement on, a “map” of the planning process which will result in the development of the “San Antonio Bay Plan.” He noted that while previous discussions regarding this plan envisioned a “comprehensive” estuary management plan, his thought is to ask the stakeholders to identify several priority issues and focus on developing “Action Plans” to address those issues. He explained that this approach might utilize the funding resources already available under the CMP grant, which would then drive the initial planning efforts towards the issues of habitat conservation and coastal public access. Mr. Dodson reported that information found in the initial Status and Trends reports also supports the focus on habitat issues.

Steve Raabe noted that the Guadalupe-San Antonio Bay and Basin Stakeholder Committee (G-SA BBASC) for the SB3 Environmental Flows Determinations Program has developed a “Work Plan for Adaptive Management,” which includes issues related to providing adequate fresh water inflows for the San

Antonio Bay/Guadalupe Estuary System, but that the plan is mainly recommending more studies and data collection, whereas he sees the SABP management planning process being more “implementation” focused. He also indicated that the SABP Status and Trends reports would be helpful contributions to the G-SA BBASC efforts.

Mr. Dodson noted that there has been some consideration given to moving the date of the of the upcoming Planning Workshop to another date since some people had indicated that they might not be available on October 31<sup>st</sup> because it falls on Halloween. Since the intent of scheduling the workshop on the 31<sup>st</sup> was to attract members of the G-SA BBASC, which meets in Victoria on October 30<sup>th</sup>, Mr. Dodson suggested that the workshop might be rescheduled for Monday, October 29<sup>th</sup> instead. After discussing alternate meeting dates and times, the Board decided that the workshop should remain on October 31<sup>st</sup>, but that the time should be shortened so that it runs from 9 a.m. to only noon, instead of 5 p.m.

Under Other Business, Mr. Dodson reported that he had attended a Texas Coastal Management Program Technical Advisory Committee meeting held in Victoria on October 5<sup>th</sup>, in which TGLO engaged stakeholders in ranking various coastal projects proposed for funding under any BP oil spill restoration funds which might be available to Texas. He noted that this meeting covered Region 2, which included Matagorda Bay and San Antonio Bay systems, and that proposed projects in San Antonio Bay, particularly rookery island restoration, received relatively high scores in comparison to projects in other area of Region 2.

There being no other business, the Board decided to hold the next Board of Directors meeting on Thursday, November 15, 2012, from 2:30 to 4:30 pm. Per the request of the Chair, and concurrence of the Board, in the future, in order to save time and effort, the Board meeting will also include Finance Committee items rather than posting and holding a separate Finance Committee meeting.

The meeting adjourned at 5:10 p.m.

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Minutes Approved by Action of the Board of Directors for the San Antonio Bay Partnership, Inc. at an official meeting on November 13, 2012.

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Date

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Terry Baiamonte, Secretary-Treasurer

**ATTACHMENT 1-B**

Financial Report for the Period Ending 10-31-12



**ATTACHMENT 1-B**  
**Financial Report for Period Ending 10-31-12**

**Account 1: CMP-CBBEP Project Funds**

**Income: Cash**

Donation from City of Victoria Environmental Services Division	\$1,000.00
Donation from San Antonio River Authority (Challenge Grant)	\$4,000.00*
* Includes \$850.00 previously paid by SARA for fees associated with the submittal of the 501(c)(3) application for IRS determination of status of SABP, Inc. as a charitable organization	
Payment from CBBEP on SABP Inv. #1 to CBBEP for CMP project facilitation services – March 2012	\$2,767.50
Payment from CBBEP on SABP Inv. #2 to CBBEP for CMP project facilitation services – April 2012	\$ 540.00
Payment from CBBEP on SABP Inv. #3 to CBBEP for CMP project facilitation services – May 2012	\$2,422.50
Payment from CBBEP on SABP Inv. #4 to CBBEP for CMP project facilitation services – June 2012	\$1,125.00
Payment from CBBEP on SABP Inv. #5 to CBBEP for CMP project facilitation services – July 2012	<u>\$ 3,360.00</u>
Payment from CBBEP on SABP Inv. #6 to CBBEP for CMP project facilitation services – August 2012	<u>\$ 4,545.00</u>
<b>Total Account 1 Income:</b>	<b>\$19,760.00</b>

# Financial Report for Period Ending 10-31-12

## Page 2

### Account 1: CMP-CBBEP Project Funds, continued

#### Expenses - Paid:

Application fee for 501(c) (3) determination by IRS (paid directly by SARA)	\$ 850.00
LRPR Invoice No 1 for March 2012	\$ 367.50
LRPR Invoice No 2 for April 2012	\$ 615.50
LRPR Invoice No 3 for May 2012	\$ 623.00
LRPR Invoice No 4 for June 2012	\$ 300.50
LRPR Invoice No 5 for July 2012	\$ 411.50
LRPR Invoice No 6 for August 2012	\$ 1,935.75
James Dodson (dba GroundSwell Enterprises) Invoice No 1 for March 2012	\$2,400.00
James Dodson (dba GroundSwell Enterprises) Invoice No 2 for April 2012	\$ 67.87
James Dodson (dba GroundSwell Enterprises) Invoice No 3 for May 2012	\$1,943.57
James Dodson (dba GroundSwell Enterprises) Invoice No 4 for June 2012	\$ 932.01
James Dodson (dba GroundSwell Enterprises) Invoice No 5 for July 2012	\$ 3,097.34
James Dodson (dba GroundSwell Enterprises) Invoice No 6 for August 2012	\$ 4,629.76
Printing of Checking Account Deposit Tickets (10-11-12)	\$ <u>32.09</u>
<b>Total Account 1 Expenses Paid:</b>	<b>\$18,206.39</b>

#### Account 1 – Balance:

<b>Income to date:</b>	<b>\$19,760.00</b>
<b>Expenses to date:</b>	<b><u>\$18,206.39</u></b>
<b>Account 1 Balance:</b>	<b>\$ 1,553.61</b>

# Financial Report for Period Ending 10-31-12

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### Account 2: San Antonio Bay Day Project Funds

#### Income: Cash

Donation from San Antonio River Authority	\$ 750.00
Donation from First Victoria National Bank	\$ 750.00
Donation from CBBEP	\$ 200.00
Donation from Roy Foley	\$ 200.00
Registration Fees	\$ 140.00
T-shirt Sales	\$ 30.00
Donations Received at Event	\$ 45.00
T-shirt sales at 10-15-12 Board meeting	<u>\$ 140.00</u>
<b>Total Account 2 Income:</b>	<b>\$2,255.00</b>

#### Expenses - Paid:

#### Expenses – Encumbered (to be paid after Finance Committee Approval):

T-Shirts (Compadres Ink Inv. #1516 for art and printing of 100 t-shirts)	\$ 788.06
City of Seadrift fee for use of Bay Front Pavilion	\$ 25.00
Printing – SA Bay Day Flyer (20 copies, 2-sided color @ Office Depot)	\$ 21.22
SA Bay Day Banner (Compadres Ink Inv. #1572 for printing banner)	\$ 263.05
Food & drinks (from Sam’s Club & HEB)	<u>\$ 75.00</u>
<b>Total Account 2 Expenses Paid:</b>	<b>\$1,172.33</b>

#### Account 2 Balance:

Income:	\$2,255.00
Less Expenses Paid:	<u>\$1,172.33</u>
Balance:	<b>\$1,082.67</b>

# Financial Report for Period Ending 10-31-12

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## Checking Account Transactions and Balance:

<u>Date</u>	<u>Item</u>	<u>Amount</u>
3-20-12	Deposit (City of Victoria Donation)	\$ 1,000.00 (+)
5-8-12	Deposit (SARA Donation)	\$ 3,150.00 (+)
5-11-12	Deposit (CBBEP Pmt on SABP Inv 1)	\$ 2,767.50 (+)
5-22-12	Check #1001 (pd LRPR Inv's 1 & 2)	\$ 983.00 (-)
5-22-12	Check #1001 (pd JD Inv's 1 & 2)	\$ 2,467.87 (-)
6-8-12	Deposit (CBBEP Pmt on SABP Inv 2)	\$ 540.00 (+)
7-9-12	Deposit (CBBEP Pmt on SABP Inv 3)	\$ 2,422.50 (+)
7-18-12	Deposit (CBBEP Pmt on SABP Inv 4)	\$ 1,125.00 (+)
7-24-12	Check #1003 (pd LRPR Inv 3 & 4)	\$ 923.50 (-)
7-24-12	Check #1004 (pd JD Inv 3 & 4)	\$ 2,875.58 (-)
8-21-12	Check #1005 (pd LRPR Inv 5)	\$ 411.50 (-)
8-21-12	Check #1006 (pd JD Inv 5)	\$ 3,097.34 (-)
8-23-12	Deposit (SARA donation for Bay Day)	\$ 750.00 (+)
8-24-12	Deposit (CBBEP Pmt on SABP Inv 5)	\$ 3,360.00 (+)
9-24-12	Deposit (CBBEP Pmt on SABP Inv 6 & donation)	\$ 4,745.00 (+)
9-24-12	Deposit (CBBEP check for FVNB Bay Day donation)	\$ 750.00 (+)
9-25-12	Deposit (Chks for Foley Donation & Berger registr)	\$ 300.00 (+)
10-1-12	Deposit (SA Bay Day Receipts)	\$ 115.00 (+)
10-9-12	Check #1007 (pd LRPR Inv 6)	\$ 1,935.75 (-)
10-9-12	Check #1008 (pd JD Inv 6)	\$ 4,629.76 (-)
10-9-12	Check #1009 (pd JD SA Bay Day expenses)	\$ 1,172.33 (-)
10-11-12	Account Debit: Fee for printing deposit slips	\$ 32.09 (-)
10-16-12	Deposit (Income from T-shirt sales on 10-9-12)	\$ 140.00 (+)
	<b><u>Checking Account Current Balance:</u></b>	<b>\$ 2,636.28</b>

Account 1 – CMP Projects

\$ 1,553.61

Account 2 – SA Bay Day Project

\$ 1,082.67

**Balance:**

**\$ 2,636.28**

## Financial Report for Period Ending 10-31-12

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### **In-Kind Services Credits:**

<i>Donation of Professional Services – James Dodson – April 2012</i>	\$1,950.00
<i>Donation of Professional Services – James Dodson – May 1 -15, 2012</i>	<u>\$1,050.00</u>
<b>Total:</b>	<b>\$3,000.00</b>

<i>Donation of Professional Services – Work on Status &amp; Trends Reports, Through July, 2012</i>	
<i>April</i>	\$ 612.00
<i>May</i>	\$2,287.00
<i>June</i>	\$5,462.00
<i>July</i>	<u>\$6,064.00</u>
<b>Total:</b>	<b>\$14,425.00</b>

*Donation of Time and Participation in CMP Project Meetings, Through June, 2012*

<i>April</i>	\$ 319.00
<i>May</i>	\$ 159.50
<i>June</i>	\$ 87.00
<i>July</i>	<u>\$ 159.50</u>
<b>Total:</b>	<b>\$ 725.00</b>

**Total In-Kind Services Donated, Thru October 2012:        \$18,150.00**



First Victoria National Bank  
 P.O. Box 1338  
 Victoria, TX 77902-1338  
 361-572-6500 • 877-496-6500

STATEMENT OF ACCOUNT

STMT PERIOD	STMT DATE	PAGE
10-01-2012 - 10-31-2012	10-31-2012	1 of 2

**First Victoria - First in the Nation to make LifeLock Identity Theft Protection seamlessly available to its customers, AND at a Discount!**

**Contact a Customer Service Representative for details!**

3082 1 10619-1.2 1oz



SAN ANTONIO BAY PARTNERSHIP INC  
 405 W POWER AVE  
 VICTORIA TX 77901 - 6441



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FREE BUSINESS CHECKING				ACCOUNT NO.		807794368		
<b>ACCOUNT SNAPSHOT</b>								
Previous Balance	10,151.21	Days in statement period					31	
2 Deposits/Credits	255.00	Average Ledger					5,227.11	
4 Checks/Debits	7,769.93	Average Collected					5,224.53	
Total Account Charges	0.00							
Interest Paid	0.00							
Current Balance	2,636.28							
<b>CREDITS</b>								
<u>DATE</u>	<u>DESCRIPTION</u>						<u>AMOUNT</u>	
10/01	Deposit						115.00	
10/10	Deposit						140.00	
<b>DEBITS</b>								
<u>DATE</u>	<u>DESCRIPTION</u>						<u>AMOUNT</u>	
10/11	CHK ORDER HARLAND CLARKE PPD						-32.09	
<b>CHECKS IN SERIAL NUMBER ORDER</b>								
<u>DATE</u>	<u>CHECK NO</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK NO</u>	<u>AMOUNT</u>	<u>DATE</u>	<u>CHECK NO</u>	<u>AMOUNT</u>
10/16	1007	1,935.75	10/10	1008	4,629.76	10/10	1009	1,172.33
* SKIP IN CHECK NUMBER SEQUENCE								
<b>DAILY BALANCE INFORMATION</b>								
<u>DATE</u>	<u>BALANCE</u>	<u>DATE</u>	<u>BALANCE</u>	<u>DATE</u>	<u>BALANCE</u>	<u>DATE</u>	<u>BALANCE</u>	
10/01	10,266.21	10/11	4,572.03					
10/10	4,604.12	10/16	2,636.28					



STMT PERIOD	STMT DATE	PAGE
10-01-2012 - 10-31-2012	10-31-2012	2 of 2

**SAN ANTONIO BAY PARTNERSHIP INC.** 03-12  
 405 W POWER AVE  
 VICTORIA, TX 77901-6441

LIST CHECKS SEPARATELY OR ATTACH LIST

CURRENCY ▶ \$ 5.00  
 MARGIE RAMIREZ  
 COB #

DEPOSIT TICKET  
 DATE 10-1-12  
 CHECKS ▶ 1000 Revers  
 TOTAL AMOUNT \$ 20.00  
 \$ 115.00

USE OTHER SIDE FOR  
 ADDITIONAL CHECKS  
 WE SURELY WILL TAKE  
 THEM FROM YOU IF YOU  
 PRESENT THEM TO US

1131025524 \*8077 94368\* 05

Amount \$115.00 Date 10/1/2012

**DEPOSIT TICKET**

DATE 10-10-12 CURRENCY ▶ 40.00

LIST CHECKS SEPARATELY OR ATTACH LIST

First Victoria  
 First Victoria National Bank  
 405 W POWER AVE  
 VICTORIA, TX 77901-6441

1000 PAUL  
 50.00  
 50.00  
 140.00

SAN ANTONIO BAY PARTNERSHIP INC. 03-12  
 405 W POWER AVE  
 VICTORIA, TX 77901-6441

1131025524 \*8077 94368\* 05

Amount \$140.00 Date 10/10/2012

**SAN ANTONIO BAY PARTNERSHIP INC.** 03-12  
 405 W POWER AVE  
 VICTORIA, TX 77901-6441

1007

DATE 10-9-12

PAY TO THE ORDER OF Home Team Public Relations \$ 1,935.75

One thousand nine hundred thirty five and 75/100 DOLLARS

FOR LRPR Inv # 6 - Aug 2012

1131025524 \*8077 94368\*

Check 1007 Amount \$1,935.75 Date 10/16/2012

**SAN ANTONIO BAY PARTNERSHIP INC.** 03-12  
 405 W POWER AVE  
 VICTORIA, TX 77901-6441

1008

DATE 10-9-12

PAY TO THE ORDER OF Groundswell Enterprises \$ 4,629.76

Four thousand six hundred twenty nine and 76/100 DOLLARS

FOR J. Dodson / Groundswell Aug 2012

1131025524 \*8077 94368\*

Check 1008 Amount \$4,629.76 Date 10/10/2012

**SAN ANTONIO BAY PARTNERSHIP INC.** 03-12  
 405 W POWER AVE  
 VICTORIA, TX 77901-6441

1009

DATE 10-9-12

PAY TO THE ORDER OF James Dodson \$ 1,172.33

One thousand one hundred seventy two and 33/100 DOLLARS

FOR J. Dodson - SA Bay Day Express

1131025524 \*8077 94368\*

Check 1009 Amount \$1,172.33 Date 10/10/2012

