



# Protecting our bays and estuaries

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## MEETING NOTICE CBBEP BOARD OF DIRECTORS

**July 24, 2025 – 8:30-10:00 AM (refreshments at 8:00)**  
**Port of Corpus Christi Headquarters, 400 Harbor Drive, Corpus Christi, TX 78401**

If you are unable to attend in person, you can also join via this Zoom link:  
<https://us02web.zoom.us/j/88698936069?pwd=2xQFaug1WTUHVleuTyB6jJR6iZKjMF.1>

- 1) Call to order, roll call, and quorum determination – Alicia Matus (Board President) and Dr. Kiersten Stanzel
- 2) Disclosure of conflicts of interest – Alicia Matus (Board President)
- 3) Consideration and Action: Approve minutes of Board meeting held on April 24, 2025 – Robert Anderson (Board Secretary) and Michelle Cortinas ([attachment 1](#))
- 4) Consideration and Action: Recommend approval of CBBEP Accounting Policies and Procedures - Alice Sanchez, Melissa Barnes, Dr. Kiersten Stanzel ([attachment 2](#))
- 5) Consideration and Action: Recommend updates to CBBEP Board Committees – Dr. Kiersten Stanzel ([attachment 3](#))
- 6) Update and Discussion: Recent grants and donations received – Dr. Lisa Havel ([attachment 4](#))
- 7) Update and Discussion: Monthly Financial Reports – James Jensen (Board Treasurer), Alice Sanchez and Melissa Barnes ([attachment 5](#))
- 8) Discussion: Long-term partnership with the City of Corpus Christi to support current and future management and education efforts at the Oso Bay Wetlands Preserve and Learning Center - Dr. Kiersten Stanzel ([attachment 6](#))
- 9) Recess Open Session and Convene Executive Session - As authorized by the Texas Open Meeting Act (§551) the presiding officer may recess the Board Meeting and convene an executive session by identifying the agenda item(s) and section(s) under which the closed meeting is held. At the conclusion of the executive session the presiding officer shall reconvene the meeting in open session at which time the Board may act on any agenda items deliberated in closed session.

(Agenda Continued on Page 2)

- (a) §551.072 – Real Property: Discuss and take action regarding potential acquisition of property in Calhoun County (Dr. Kiersten Stanzel)
  - (b) §551.072 – Real Property: Discuss and take action regarding acquisition of property in San Patricio County (Dr. Kiersten Stanzel)
  - (c) §551.072 – Personnel: Executive Director Annual Evaluation and Salary Discussion
- 10) Attachments below are provided for information purposes. Board members may request that any item be discussed in open session:
- (a) Future meeting schedule – Michelle Cortinas [\(attachment 7\)](#)
  - (b) Project Status Report – Dr. Kiersten Stanzel [\(attachment 8\)](#)
  - (c) Grants and Proposals Report – Dr. Lisa Havel [\(attachment 9\)](#)
- 11) Public Comments
- 12) Executive Director Comments
- 13) Board Member Comments
- 14) Adjourn



Kiersten Stanzel, Executive Director  
8:00 AM on July 18, 2025