

# AGENDA

**Potter Park Zoo Advisory Board**  
1301 S. Pennsylvania Avenue ~ Lansing, MI 48912  
Telephone: 517.342.2776; Fax: 517.316.3894

*The Board information packet is available on-line by going to [www.ingham.org](http://www.ingham.org), selecting "Monthly Calendar," and clicking on "Wednesday, January 9, 2019".*

## **POTTER PARK ZOO ADVISORY BOARD MEETING**

**Wednesday, January 9, 2019**

**6:00 PM**

**Potter Park Zoo, Education Building  
1301 S. Pennsylvania Ave., Lansing, Michigan**

- 1. Call to Order**
- 2. Approval of December 12, 2018 Meeting Minutes.**
- 3. Limited Public Comment** – *Limited to 3 minutes with no discussion*
- 4. Late Items/Deletions/Consent Items**
- 5. Director's Reports**
  - a. Zoo Director's Report / December Attendance – Cindy Wagner
  - b. Zoo Society Report – Amy Morris-Hall
- 6. New Business**
  - a. Presentation – Pat Fountain
  - b. 2019 Zoo Board Meeting Dates
  - c. Election-Zoo Board Chair & Vice-Chair
- 7. Old Business**
  - a. Strategy Subcommittee – Mary Leys
  - b. External Relations Subcommittee – Cheryl Bergman
  - c. Financial Sustainability Subcommittee – Kyle Binkley
- 8. Board Comments**
- 9. Limited Public Comment** - *Limited to 3 minutes with no discussion*
- 10. Upcoming Meeting**
  - a. Zoo Advisory Board Meeting on **February 13, 2019** at **6:00 PM** in the Potter Park Zoo Education Building
- 11. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. Potter Park Zoo will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days' notice to the Zoo. Individuals with disabilities requiring auxiliary aids or services should contact the Zoo by writing to: Zoo Director, 1301 S. Pennsylvania Ave., Lansing, MI 48912, or by calling 517.342.2776.

**MINUTES – INGHAM COUNTY POTTER  
PARK ZOO BOARD**

**1301 S. Pennsylvania Avenue,  
Lansing, MI, December 12, 2018**

The Ingham County Potter Park Zoo Board held a regularly scheduled meeting in the Potter Park Zoo Discovery Center Bldg., 1301 S. Pennsylvania Ave., Lansing, Michigan.

**BOARD MEMBERS**

**PRESENT:** Commissioner Nolan, Chairperson John Groen, Vice Chair Kyle Binkley, Dr. Snider, Cheryl Bergman, Mary Leys, and Jen Flood

**ALSO PRESENT:** Cynthia Wagner, Zoo Director; Delphine Brezee, Accountant of Financial Services, Amy Morris, Melissa Lincoln, and Annie Marcum.

**ABSENT:** Aaron Davis, Yanice Jackson-Long, and Molly Korn.

**CALL TO ORDER** Chairperson John Groen called the regular meeting of the Ingham County Zoo Board to order at 6:03 PM

**MINUTES:** Moved by Mary Leys and seconded by Dr. Snider to approve the minutes of the November 14, 2018 meeting as written, **Yes-7; No-0; MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None

**LATE ITEMS/DELETIONS/CONSENT ITEMS**

None

**FINANCIAL REPORTS**

**Zoo Financial Report**

Ms. Brezee summarized the zoo financial reports through November 30, 2018. As of the end of the month, the zoo shows total revenue of \$4,122,096, total expenditures of \$3,899,989 for a total change in fund balance of \$222,107 and total fund balance at \$976,994. Ms. Brezee clarified that the amount showed as over spent in rental and capital outlay was the approved chiller purchase and rental.

Commissioner Nolan asked what the projected fund balance would be at the end of December. Director Wagner stated she projects the fund balance to end with \$750,000 spendable and that she is watching very closely.

Chair Groen asked if there were any other questions and there were none.

**DIRECTOR REPORT**

Director Wagner then reviewed major elements of her report:

- Kaiti Chritz was awarded honorable mention in the AZA annual photo contest for a red panda photo and the AZA annual calendar features a photo of one of our otters for the month of January.
- We are working on the end of the year appeal and we did a Giving Tuesday campaign on Facebook.
- Mariah Martinez from the education department is working with the Michigan Autism Alliance to create materials such as sensory bags that can be checked out by visitors and a narrative of what a visit looks like at the zoo which could be posted on the website for visit planning by families.
- Working on the possible animal care department reorganization with Human Resources and draft

job descriptions.

- Employee manual is in the final stage of approval with the unions and will then be given to employees. This was a long project that is finally wrapping up.
- We are setting up an emergency alert systems for staff. The zoo will be using the same system as the County, Enbridge, for emergencies such as zoo evacuations or closures and will be using email to text for other non-emergency notifications.
- Bearcom is installing the repeater and antennae today and we should be able to start using the portable radio system soon.
- Kaiti Chritz completed a 2019 calendar with pictures of our animals. The calendar is for sale in the gift shop.
- We have one more conference call with the proposed point of sale vendor. We will be bringing the cost of purchase for approval at the January meeting.
- We are partnering with St. Vincent's through our Zoo in Your Neighborhood program to supply passes they can use for their kids to come to the zoo as staff can bring them.
- The cotton-top tamarin babies are doing great.
- The southern ground hornbills are on exhibit in the Feline Primate building for the winter. This is new this year and the birds are doing well there.
- Ultrasounds continue on the female rhino to help determine pregnancy.

Society Executive Director, Amy L. Morris-Hall stated Winter Wine and Stein went well and brought in more revenue than budgeted. We will have numbers for Wonderland of Lights at the next meeting.

Ms. Morris-Hall explained the marketing report and that the numbers are finally showing the comparison of the use of the new website from last year to this year.

Chair John Groen asked for an update on the Large Carnivore Act since it had moved out of Committee. Ms. Morris-Hall explained the stance of each of the zoos in Michigan. Jen Flood confirmed a substitute bill was adopted earlier that day.

### **ZOOLOGICAL SOCIETY REPORT**

Society Executive Director Amy L. Morris-Hall explained the Society Board has put together a financial sub-committee to evaluate the Society budget and determine if structural changes need to be made. She stated the full Society board is meeting to discuss the matter in more detail. Ms. Morris-Hall said she has evaluated ten years of audits to help make fact-based decisions. The finance subcommittee sought out assistance from Sharon Castle of the Nonprofit Network and Cindy Richmond from Maner Costerisan. Finance subcommittee members include Society board members George Berghorn, Brian Brown and Aaron Davis. Ms. Morris-Hall said she should know by the next Zoo Board meeting if changes are needed.

Chair Groen asked if there is a cash flow concern. Ms. Morris-Hall stated that there is not at this time and the sub-committee was formed in part to keep that from happening.

Director Wagner explained she will be a part of this evaluation and she and Ms. Morris-Hall will be working with Sharon Castle to develop a case for support and a fundraising plan.

Chair Groen offered the Zoo Board finance sub-committee resources if that would be helpful. Kyle Binkley stated they have discussed Society financials at the Zoo Board sub-committee in the past. Ms. Morris-Hall said Director Wagner will be at the meetings of the Society finance subcommittee and members of the Zoo Board are welcome.

## **NEW BUSINESS**

### **Presentation**

Potter Park Zookeepers Annie Marcum and Melissa Lincoln shared information they learned at the American Association of Zookeepers (AAZK) annual conference. Annie explained the main forms of information gathering were presentations, professional certification courses, posters, and networking. Ms. Marcum shared the workshop she attended on leadership, lean processes, and team building and said they were very beneficial. She has already begun to implement some of the material in her work area.

Melissa Lincoln shared she attended a Just Culture workshop while at the conference and is helping to encourage a culture of safety at the zoo.

Annie Marcum explained it was very beneficial to send more than one employee to the AAZK conference since there is such a variety of workshops and presentations to attend. She stated the 2019 conference is in Indianapolis and that the Potter Park AAZK chapter will be working to send as many members as possible.

Dr. Snider stated AAZK is more hands on than AZA and has a much more practical approach. He also stated that Just Culture needs to be factored into animal welfare and the safety of the animals.

### **2019 Zoo Board Meeting Dates**

Ms. Wagner explained the proposed 2019 Board dates are on the third week of the month in an attempt to accommodate the schedule of a new Ingham County Commissioner appointed to the Zoo Board. Mary Leys stated she has a conflict on the third Wednesday of the month. Director Wagner suggested the possibility of moving the meetings to the fourth Wednesday of the month. She explained the first Wednesday does not allow for the financials to be prepared from the previous month.

Motion to approve the fourth Wednesday of the month, moved by Chair Groen, supported by Mary Leys, **Yes-7; No-0; MOTION CARRIED.**

### **Resolution to Honor Commissioner Nolan**

Chair John Groen shared he has leaned on Commissioner Nolan's expertise and that the zoo would not be in such a good state without her leadership. Director Wagner shared her gratitude for the support Commissioner Nolan has given to the zoo and to her and Amy Morris-Hall.

Motion to approve the resolution to honor Commissioner Nolan, moved by Jen Flood, supported by Kyle Binkley, **Yes-7; No-0; MOTION CARRIED.**

Commissioner Nolan thanked everyone and said she looks forward to being involved with the Zoo's Centennial committee.

### **San Diego Zoo Global Kids Video Presentation**

Society Executive Director Amy Morris-Hall played one of the videos that was prepared by San Diego Zoo Global Kids (SDZGK) at Potter Park Zoo. Cheryl Bergman asked where the videos will be played. Ms. Morris-Hall

explained these videos are played on a channel in pediatric hospitals throughout the United States that partner with SDZGK. There are currently 175 hospitals hosting the channel with 65 more expected to join in 2019. Ms. Morris-Hall shared there are four videos and that we are very happy with the final product.

## **OLD BUSINESS**

### **Strategy Subcommittee**

Chair Groen stated the committee has not met since the last Zoo Board meeting and a meeting will be scheduled in January.

### **External Relations Subcommittee**

Cheryl Bergman shared the committee has not met since the last Zoo Board meeting and the next meeting is January 9, 2019.

### **Financial Sustainability Subcommittee**

Kyle Binkley stated the committee had not met since the last meeting and a meeting would be scheduled in January to review 2018 end of year numbers.

## **BOARD COMMENTS**

Dr. Snider asked Director Wagner and Director Morris-Hall if they had heard about the opportunity for a landscape architect project with a class from MSU. Ms. Wagner stated she is meeting with a graduate student Monday to discuss the opportunity. Dr. Snider said this could be a great benefit to the zoo and the students.

## **LIMITED PUBLIC COMMENT**

None

## **ADJOURNMENT**

Being no further business, the meeting was adjourned at 7:21 PM.

**POTTER PARK ZOO**  
**MONTHLY ATTENDANCE REPORT**  
**FOR MONTH AND YTD ENDING December 31, 2018**

ADMISSION TYPE	CURRENT MONTH			YEAR-TO-DATE		
	2017 COUNT	2018 COUNT	BETTER (WORSE) THAN PY	2017 COUNT	2018 COUNT	BETTER (WORSE) THAN PY
GENERAL						
CHILDREN	128	322	194	23,335	21,909	(1,426)
CHILDREN - UNDER 3	46	88	42	13,832	12,221	(1,611)
CHILDREN - OFF SEASON	0	0	0	2,562	1,323	(1,239)
ADULT RESIDENT	0	0	0	26,026	21,587	(4,439)
ADULT NON-RESIDENT	0	0	0	20,291	18,615	(1,676)
ADULT - OFF SEASON	418	620	202	7,672	4,947	(2,725)
SENIOR RESIDENT			0	2,539	2,381	(158)
SENIOR NON-RESIDENT			0	2,880	2,761	(119)
GROUPS	15	0	(15)	12,708	13,195	487
SUBTOTAL	607	1,030	423	111,845	98,939	(12,906)
MEMBERSHIPS/PROGRAMS						
PPZ MEMBERS	132	294	162	16,884	17,858	974
EVENTS	0	0	0	14,404	10,955	(3,449)
RECIPROCAL ZOO MEMBERS	38	41	3	3,942	3,172	(770)
RECIPROCAL ZOO MEMBERS (100%)	13	32	19	3,308	2,791	(517)
MONDAY PROGRAM	39	105	66	7,414	7,909	495
OTHER (non-paying)	0	0	0	1,657	822	(835)
SUBTOTAL	222	472	250	47,609	43,507	(4,102)
<b>GRAND TOTAL</b>	<b>829</b>	<b>1,502</b>	<b>673</b>	<b>159,454</b>	<b>142,446</b>	<b>(17,008)</b>

Change in Paid Admissions 75.7% -11.0%

ADMISSION TYPE	DESCRIPTION
CHILDREN	All Children, any county ages 3-16 (\$4)
CHILDREN - UNDER 3	All Children, any county under age 3 (Free)
CHILDREN - OFF SEASON	All Children, any county ages 3-16 Nov. 1- March 31 (\$2)
ADULT RESIDENT	Adult of Ingham county April 1 - Oct. 31 (\$6)
ADULT NON-RESIDENT	Adult Out of Ingham County April 1 -Oct. 31 (\$11)
ADULT OFF SEASON	All Adults, Any County Nov. 1 - March 31 (\$3)
SENIOR RESIDENT	Discount for Ingham seniors ages 60+ April 1 - Oct. 31 (\$5)
SENIOR NON-RESIDENT	Discount for Out of County seniors ages 60+ April 1- Oct. 31 (\$10)
PPZ MEMBERS	Visitors holding membership at PPZ - one time payment
SPECIAL EVENTS - PPZ	Admission included in event fee
SPECIAL EVENTS - COUNTY	Admission included in event fee
RECIPROCAL ZOO MEMBERS	Reciprocal Zoo memberships (Discount varies)
RECIPROCAL ZOO MEMBERS (100%)	Reciprocal Zoo Members (Free admission)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham Co. Residents free 9-12 PM on non-holiday Mondays
OTHER (non-paying)	Any Coupon related attendee



## **Zoo Director Report January 12, 2019**

### **AZA**

I will be attending the AZA Director's Policy Conference in Nashville, TN January 28-February 1, 2019.

### **Staff**



Left:  
The staff holiday luncheon was a great success. Thanks to the events team for putting on a fun event for our employees.

The employee manual has been printed and will be distributed in the next week to all full time employees.

Jake Brodie will be attending an AZA Professional Development class at Detroit Zoo in February on Amphibian Management.

Dr. Ronan will be conducting an interview January 4 for the full time vet tech position. We are also working to fill two keeper aide positions.

### **Safety**

Bearcom has completed the installation of the antennae and repeater for the portable radio system.

Rick Parker and I will be trained by Rob Dale to use the Enbridge emergency alert system January 22.

Public Safety is in the process of updating all first aide and clean up kits throughout the zoo.

The animal care team and I are meeting to discuss safety during all animal encounters, specifically rhino and large carnivore, following the incidents at Brevard Zoo and the Conservators Center.

## Education

FALCONERS hosted their last event of 2018 on December 11. It was a special WOL evening for our FALCONERS families. We had over 150 people attend. Education staff shared a quote from a parent who attended the December event: *"As always thank you for Falconers! This is one of our only trips we get to take monthly out of the house as a family. Not many understand how lonely autism is, not only for the child but also the siblings and parents. Thank you for the safe space you've created! Happy Holidays."*

The next FALCONERS event is January 26, 2019 from 10 AM - 1 PM at the zoo.

Zoo in Your Neighborhood passes were used by 296 people in December. In 2018 we had a total of 3,114 people come to the zoo and use the passes. This is a wonderful opportunity we are able to provide to our community. Our first program of 2019 is Wednesday January 9, 2019.

## Animal Care

The Large Carnivore Act was signed into law by the Governor. We are communicating with the SSP program leaders for Amur tigers and African lions to determine if our animals will be recommended to breed in the future. The animal management committee is meeting to discuss if breeding is possible now that it is a legal option.

North American River Otter: 1.0, Winston, be sent to Toledo Zoo in the next few weeks per SSP recommendation. A pre-ship exam was completed.

Gila Monsters: Young Gila Monsters were received from Indiana Fish and Wildlife Service as part of a confiscation. They will have a much longer quarantine than is typical with the goal to exhibit them in the future.

Binturong: Animal care staff are working to gather information from SSP and other AZA facilities for potential binturong breeding.

Garter Snakes: Two garter snakes were sent to Oakland Zoo.

Northern Tree Shrew: Placement for three of our four tree shrew pups has been recommended by SSP and they should move in the spring.

Bat-Eared Fox: We are waiting for a recommendation from SSP to place our male fox.

Banded Mongoose: All seven mongoose had their annual exam and all appear healthy.

Snow Leopard: Exam completed on our geriatric female snow leopard. Quality of life monitoring is taking place by the animal care team due to kidney disease.

Southern ground hornbill: Annual exam completed and both appear to be in good health.

Tufted deer: Exam completed on our geriatric female tufted deer. Dental disease was observed and quality of life monitoring is in place by the animal care team.

## Special Events

Wonderland of Lights had a very successful year.

2018 Attendance	2017 Attendance
16,335	13,473



## **NOTICE REGULAR MEETINGS OF THE POTTER PARK ZOO BOARD FOR 2019**

The Potter Park Zoo Board meetings commence at 6:00pm and are held at Potter Park Zoo, 1301 S. Pennsylvania Ave., Education Bldg., Lansing, Michigan

January 09, 2019  
February 13, 2019  
March 13, 2019  
April 10, 2019  
May 08, 2019  
June 12, 2019  
July 10, 2019  
August 14, 2019  
September 11, 2019  
October 09, 2019  
November 13, 2019  
December 11, 2019

In the event of a special meeting, rescheduled meeting or cancellation of a regularly scheduled meeting, a notice of same will be posted at the office of Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, Michigan, at least 18 hours prior to the time of the meeting or canceled meeting.

The Potter Park Zoo will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, or individuals with disabilities at the meeting, upon five (5) working days' notice to the Potter Park Zoo. Individuals with disabilities requiring auxiliary aids or services should contact the Potter Park Zoo in writing or by calling the Potter Park Zoo Office, 1301 S. Pennsylvania Ave., Lansing, MI 48912- Phone: (517)342-2715.

**A QUORUM OF POTTER PARK ZOO BOARD MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING**