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, selecting "Monthly Calendar," and clicking on "Wednesday, May 13, 2020".

POTTER PARK ZOO ADVISORY BOARD MEETING

Wednesday, May 13, 2020 6:00 PM Via Zoom

- 1. Call to Order
- 2. Approval of March 11, 2020 Meeting Minutes.
- 3. Limited Public Comment Limited to 3 minutes with no discussion
- 4. Late Items/Deletions/Consent Items
- 5. Director's Report
 - a. April 2020 Finance Report Delphine Breeze
 - b. Director's Report/March Attendance Cynthia Wagner/Amy Morris
- 6. New Business
 - a. Zoo Reopening Plan
- 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 June 10, 2020 at 6:00 PM
- 11. Adjournment

MINUTES – INGHAM COUNTY

POTTER PARK ZOO ADVISORY BOARD

1301 S. Pennsylvania Avenue, Lansing, MI, March 11, 2020

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 Trubac, Vice Chair Kyle Binkley, Julie Pingston, Molly Korn, Dr.

Richard Snider, Mary Hauser, and Mary Leys

ALSO PRESENT: Cynthia Wagner, Zoo Director; Amy Morris-Hall, Zoological Society Executive

Director; and Delphine Breeze

ABSENT: Commissioner Tennis, Chair John Groen, Cindy Kangas, Cheryl Bergman and Yanice

Jackson Long

CALL TO ORDER: Vice Chair Kyle Binkley called the regular meeting of the Ingham County Zoo

Advisory Board to order at 6:03PM

MINUTES: Julie Pingston requested the addition of the statement that she had noted a conflict of

interest prior to the vote on 2020 Incentives Resolution in the January meeting minutes. Moved by Mary Leys and supported by Julie Pingston to approve the minutes of the January 8 & February 12, 2020 meeting as amended, **Yes-7**; **No-0**; **MOTION**

CARRIED.

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

FINANCIAL REPORTS

Zoo Financial Report

Delphine Breeze presented the 2019 preliminary end of year financials and February 2020 financials. She stated when looking at the 2019 budget to actual, cash assets were \$1,260,292 and total assets are \$4,335,754. The fund balance total ended the year with \$1,103,004 with \$954,138 of that spendable. Ms. Breeze stated there was a total change in fund balance of \$225,429.

Ms. Breeze presented the February YTD report stating that revenues are \$544,075 and expenses are \$622,894, leaving the fund balance at \$1,024,185. The unspendable portion of fund balance is \$57,580 which is the gift shop inventory, and the spendable is \$966,605.

ATTENDANCE REPORT

Director Wagner stated admission numbers were up in February and that revenue was up at a higher percentage due to the increase in winter admission rates.

Dr. Snider asked why the February 2017 admission numbers were so high. Director Wagner stated she had verified that there had been an unseasonably warm weekend in February 2017.

ZOO DIRECTOR REPORT

Director Wagner then reviewed major elements of the report:

- Centennial celebration planning is continuing:
 - o Historical walking tour signs are done and ready to print
 - Themed weekends are set and the schedule is included at the end of the packet.
 - o Planning continues for the May kick-off event and the public kickoff event.
- The bungee and train vendor contract was not renewed and they will not be returning in 2020. The bungee
 area will become the Centennial Square which will host the Centennial talks and there will be kiosks to sell
 merchandise. This will also create a place for visitors to gather by the camel ride and wings of wonder.
 The camel ride will be returning this season.
 - Or. Snider asked if the pony path could be jazzed up in any way to bring in more revenue. Director Wagner stated the zoo budgets \$32,000 in revenue for the pony path and they could discuss ideas to create more revenue. Director Wagner stated they are in need of an additional pony and Dr. Snider stated he could reach out to MSU and Julie Pingston shared that it could be helpful to reach out to the Beekman Center and Sierra Rose.
- Governor Whitmer, Deputy Governor, Senator Curtis Hertel, and Representative Anthony presented the zoo with a state tribute for Jaali. Senator Hertel brought the tribute with him for his rhino barn tour.
- Jaali has begun to go outside as weather conditions allow. This has not been announced yet as it has been very intermittent. Doppsee is still very cautious and will not come out of the barn when too many people are standing near the viewing areas.
- Potter Park Zoo had its first zoo wide animal welfare meeting. The first meeting led by Dr. Ronan and Sarah Foote reviewed PPZ's animal welfare process.
- We are continuing plans to have a donor board in place for the 2020 season and it will be located near the Plan Your Day Board. There will be three levels for leaves and 2 designations for larger donations.
- Discussions have begun about how the zoo will hire and train seasonals if the zoo has to close due to COVID-19.
- Wine-N-Stein planning is in process for May 14th.
- Zookambi summer camp spots are starting to fill up.
- The otter pups are doing well and more social posts will be done as they start to get more active.
- The zoo is holding two juvenile rescued massasauga snakes for the DNR.

- The elk have arrived and are in quarantine. Dr. Snider asked if they came from the DNR and Director
 Wagner stated they came from a farm in Michigan that was TB and CWD free and allowed for all medical
 testing requested by Dr. Ronan.
- The millage passed which will provide support for an additional six years.
- The County is providing the opportunity for managers to participate in a six class managerial course. Director Wagner will participate in 2020.

NEW BUSINESS

Emergency Preparedness Discussion – Director Wagner

The zoo is continuing to prepare for the 500-year flood drill and meeting with each department individually for a table top drill. Flood preparedness will continue to be a focus for the zoo moving forward.

Currently the focus is COVID-19 preparedness and how the zoo should be responding. Director Wagner shared there is concern for the safety of the staff that have essential functions at the zoo such as caring for the animals. She stated they are closely watching what schools are doing. If schools close the zoo will close and there may be situations where the zoo would choose to close whether schools do or not. Hand sanitizer dispensers have been added throughout the zoo, touch points are being disinfected frequently, and employees have been instructed to wash hands frequently and not report to work if sick. Julie Pingston commented that it is a situation to watch day by day.

Presentation - Sarah Foote

Animal Programs Manager Sarah Foote shared she attended the AZA registrar course. It is an AZA requirement to have a minimum of one employee trained through the course for animal record keeping. In addition to record keeping, shipping, and acquisitions are part of the process. She explained the course gave real life scenarios with fake nests, eggs, and deaths to help understand how to import the information into ZIMS. Director Wagner stated most AZA zoos are using this record keeping system and it is important to enter the information in the same manner so records can be shared and understood by other facilities. She also stated the zoo pays just under \$7,000 annually to use the software.

Ms. Foote also shared she attended the HAZWOPPER course at Detroit Zoo which is an oil spill emergency preparedness class. There is a list managed by the Alaska Sea Life Center and they call to request wildlife response from those certified. There is a requirement of 8 hours of continuing education per year. Director Wagner stated that when you send someone to the course you are also committing to send that staff person to respond in an emergency, so it is not possible to train all staff, but the zoo will likely send at least one additional staff member to the training in the future.

OLD BUSINESS

Strategy Subcommittee

Mary Leys shared the committee had helped establish a dashboard for reporting on strategic plan goals. Director Wagner stated for animal welfare the biggest goal is to complete assessments for all animals and then having a successful system for evaluating the assessments and keeping up on reporting. Ms. Leys asked if Director Wagner had concerns with any of the goals. Director Wagner stated that if the zoo wants to make significant progress with conservation there needs to be one full time person dedicated to conservation and helping establish partnerships and

developing sustainability processes at the zoo. There also needs to be discussion on whether this new position that has never existed would be a Society or County position. It was decided the dashboards will be presented biannually. Ms. Pingston asked to see some of the items that are still on the list to complete rather than just what has been completed.

External Relations Subcommittee

Director Wagner stated they mostly discussed the centennial event that was covered in the director's report. Ms. Pingston also stated a list of potential donors is circulating that board members can add to.

Financial Sustainability Subcommittee

Mr. Binkley stated there had not been a subcommittee meeting.

BOARD COMMENTS

Mary Leys asked if we should plan for a board meeting virtually in the case that the zoo is closed. Ms. Wagner stated for now if the zoo is closed the meeting will be cancelled.

LIMITED PUBLIC COMMENT

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:24PM

POTTER PARK ZOO BALANCE SHEET - PRELIMINARY April 30, 2020

ASSETS		
CASH	\$	2,336,316
DEPOSITORY CASH		18,280
IMPREST CASH		8,000
TAXES REC - CURRENT LEVY		424,064
TAXES REC - DELINQUENT		22,633
ESTIMATED UNCOLLECTIBLE DELINQUENT TAXES		(15,359)
EFT TAX RECEIVABLE		-
PROPERTY TAX RECEIVABLE		-
INTEREST RECEIVABLE		5,158
DUE FROM STATE		-
INVENTORY		57,580
PREPAID EXPENSES		
TOTAL ASSETS	\$	2,856,672
	-	
LIABILITIES		
VOUCHERS PAYABLE		
TAX LEVY LIABILITY		22,000
ACCRUED PAYROLL		-
ACCOUNTS PAYABLE		2,003
DEFERRED REVENUE - PROPERTY TAXES		2,049,534
DEFERRED REVENUE - DELINQUENT TAXES		7,663
TOTAL LIABILITIES		2,081,200
FUND BALANCE		
UNSPENDABLE		57,580
UNRESTRICTED FUND BALANCE		717,892
		775,472
TOTAL LIABILITIES AND FUND BALANCE	Ċ	2,856,672

POTTER PARK ZOO YEAR TO DATE BUDGET/ACTUAL REPORT - PRELIMINARY FOR 4 MONTHS ENDED APRIL 30, 2020

PROVERY TAX		20	20 BUDGET	AP	RIL 2020 YTD ACTUAL	BUDGET REMAINING		% OF BUDGET		RIL 2019 YTD ACTUAL
MALLOCATED PORTION OF TAXES (8 MONTHS)	REVENUES							,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Manual Concessions	PROPERTY TAX	\$	3,134,484	\$	3,074,299	\$	60,185	98.08%	\$	2,969,273
CONCESSIONS, GIFT SHOP, VENDING \$ 50.500 \$ 1,116.7 \$ 847.333 2.63% \$ 57.726 PARKING FEES \$ 16.000 \$ \$. \$ 16.000 \$ \$. \$ 1.000 \$ \$. \$. \$. \$. \$. \$. \$. \$. \$	UNALLOCATED PORTION OF TAXES (8 MONTHS)			\$	(2,049,534)				\$	(1,979,516)
PARKING FEES	ADMISSIONS	\$	610,000	\$	15,978	\$	594,022	2.62%	\$	64,054
MITERACTIVE SITES \$ 6.4455 \$ 0.00% \$ 64,655 0.00% \$	CONCESSIONS, GIFT SHOP, VENDING	\$	500,500	\$	13,167	\$	487,333	2.63%	\$	57,723
Total Revenues	PARKING FEES		190,000	\$	-	\$	190,000	0.00%	\$	17,714
Total Revenues	INTERACTIVE SITES	\$	64,455	\$	-	\$	64,455	0.00%	\$	444
Total revenues	INTEREST INCOME		28,000	\$	8,023	\$	19,977	28.65%	\$	16,657
Personnel Services	OTHER REVENUES	\$	133,265	\$	11,435	\$	121,830	8.58%	\$	
PersonNet. SERVICES Salaries & Wages - Feasonal \$ 1,563,127 \$ 454,263 \$ 1,108,864 29.06% \$ 370,291 \$ 80 enefits \$ 1,003,708 \$ 376,812 \$ 369,048 18.58% \$ 9,914 \$ 80 enefits \$ 1,003,708 \$ 376,812 \$ 369,048 27.58% \$ 219,199 \$ 80 enefits \$ 1,003,708 \$ 376,812 \$ 376,896 27.58% \$ 219,199 \$ 80 enefits \$ 1,003,708 \$ 376,812 \$ 776,896 27.58% \$ 219,199 \$ 80 enefits \$ 1,003,708 \$ 381,311 \$ 2,204,808 27.00% \$ 691,395 \$ \$ 70 tal Personnel Services \$ 330,000 \$ 71,272 \$ 258,728 \$ 21,60% \$ 85,818 \$ 83,818 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 2,204,808 27.72% \$ 83,757 \$ 2,204,808 27.72% \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.008 \$ 2,204,808 27.72% \$ 2,204,808 27.22%	TOTAL REVENUES	\$	4,660,704	\$	1,073,368	\$	3,587,336	23.03%	\$	1,199,704
Salaries & Wages - Full Time \$ 1,53,127 \$ 454,263 \$ 1,108,864 29,06% \$ 372,282 \$ 99,914 \$ 91,003,708 \$ 776,812 \$ 776,896 \$ 775,896 \$ 725,815 \$ 726,8195 \$ 726,8195 \$ 727,8195										
Salaries & Wagee - Seasonal Benefits \$ 433,284 \$ 84,236 \$ 369,048 18.58% \$ 99,914 \$ 1003,708 \$ 276,812 \$ 726,896 \$ 27.58% \$ 219,199 \$ 101		Ś	1.563.127	Ś	454.263	Ś	1.108.864	29.06%	Ś	372.282
Renefits					-					•
CONTROLLABLE EXPENDITURES S 330,000 S 71,272 S 258,728 21,60% S 85,381 Animal Care S 278,000 S 77,056 S 200,944 27,72% S 83,757 Purchased Services S 384,078 S 229,621 S 154,457 S 57,88 S 82,600 Utilities - Telephone S 24,125 S 4,363 S 19,762 18,08% S 6,272 Rentals & Leases S 2,000 S S S 5,000 0.00% S 681 Other Expenses S 118,600 S 45,038 S 73,562 37,97% S 42,100 Other Expenses S 118,600 S 45,038 S 73,562 37,97% S 300,791 Other Expenses S 1,136,803 S 427,350 S 709,453 37.59% S 300,791 Other Expenses S 2,000 S 63,952 S 146,048 S 30,45% S 66,653 Other Expenses S 80,000 S 60,448 S 19,552 75,56% S 57,023 Other Expenses S 79,928 S 33,626 S 46,302 42,07% S 36,423 Other Expenses S 79,928 S 33,626 S 46,302 42,07% S 36,423 Other Expenses S 79,928 S 33,626 S 46,302 42,07% S 36,423 Other Expenses S 79,928 S 33,626 S 46,302 42,07% S 36,423 Other Expenses S 79,928 S 188,239 S 212,090 42,73% S 160,281 Other Expenses S 79,528 S 57,528 S 57,538 S			-							•
Supplies	Total Personnel Services	\$	3,020,119	\$	815,311	\$	2,204,808	27.00%	\$	691,395
Animal Care \$ 278,000 \$ 77,056 \$ 200,944 27.72% \$ 83,757 Purchased Services \$ 384,078 \$ 229,621 \$ 154,457 59.78% \$ 82,600 Utilities Telephone \$ 24,125 \$ 4,363 \$ 19,762 \$ 18.08% \$ 6,272 Rentals & Leases \$ 2,000 \$ - \$ 2,000 \$ 0.00% \$ 681 Other Expenses \$ 118,600 \$ 45,038 \$ 73,562 \$ 37.77% \$ 42,100 Purchased Expenditures \$ 1,136,803 \$ 427,350 \$ 709,453 \$ 37.59% \$ 300,791 Purchased Expenditures \$ 1,136,803 \$ 427,350 \$ 709,453 \$ 37.59% \$ 300,791 Purchased Expenditures \$ 210,000 \$ 63,952 \$ 146,048 \$ 30.45% \$ 66,653 Purchased P	CONTROLLABLE EXPENDITURES									
Purchased Services \$ 384,078 \$ 229,621 \$ 154,457 \$ 59.78% \$ 82,600 Utilities - Telephone \$ 24,125 \$ 4,363 \$ 19,762 \$ 18.08% \$ 6,272 \$ 6.272 \$ 18.08% \$ 6.272 \$ 18.08% \$ 6.272 \$ 18.08% \$ 6.272 \$ 18.08% \$ 7.3562 \$ 19.00% \$ 6.81 \$ 19.00% \$ 18.00% \$ 6.272 \$ 18.00% \$ 7.00% \$ 6.272 \$ 18.00% \$ 7.00%	Supplies	\$	330,000	\$	71,272	\$	258,728	21.60%	\$	85,381
Utilities - Telephone Rentals & Leases S 2,000 \$ \$ 2,000 \$.	Animal Care	\$	278,000	\$	77,056	\$	200,944	27.72%	\$	83,757
Rentals & Leases Other Expenses \$ 2,000 \$ 118,600 \$ - \$ 2,000 45,038 2,000 37,97% \$ 681 42,100 Total Controllable Expenditures \$ 1,136,803 \$ 427,350 \$ 709,453 37.59% \$ 300,791 NON-CONTROLLABLE EXPENDITURES Utilities \$ 210,000 \$ 63,952 \$ 146,048 30.45% \$ 66,653 Insurance \$ 80,000 \$ 60,448 \$ 19,552 75,56% \$ 57,023 IT Support Expense \$ 79,928 \$ 33,626 \$ 46,302 42,07% \$ 36,423 Other Expenses \$ 401 \$ 1213 \$ 188 53,12% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Capital Improvements \$ 7. \$ 7. \$ 7. \$ 7. \$ 7. TOTAL EXPENDITURES \$ 4,527,251 \$ 1,400,900 \$ 3,126,351 30,94% \$ 1,152,467 TOTAL CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ 3,26,351 30,94% \$ 1,152,467 FUND BALANCE AS OF 4/30/20 \$ 1,103,004 <t< td=""><td>Purchased Services</td><td>\$</td><td>384,078</td><td>\$</td><td>229,621</td><td>\$</td><td>154,457</td><td>59.78%</td><td>\$</td><td>82,600</td></t<>	Purchased Services	\$	384,078	\$	229,621	\$	154,457	59.78%	\$	82,600
Other Expenses \$ 118,600 \$ 45,038 \$ 73,562 37.7% \$ 42,100 Total Controllable Expenditures \$ 1,136,803 \$ 427,350 \$ 709,453 37.5% \$ 300,791 NON-CONTROLLABLE EXPENDITURES Utilities \$ 210,000 \$ 63,952 \$ 146,048 30.45% \$ 66,653 Insurance \$ 80,000 \$ 60,448 \$ 19,552 75.56% \$ 57,023 IT Support Expense \$ 79,928 \$ 336,62 \$ 46,302 42,07% \$ 36,423 Other Expenses \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Capital Improvements \$ 4,527,251 \$ 1,400,900 \$ 3,126,351 30.94% \$ 1,152,467 TOTAL CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ 3,26,351 30.94% \$ 1,152,467 FUND BALANCE AS OF 1/1/20 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,1	Utilities - Telephone	\$	24,125	\$	4,363	\$	19,762	18.08%	\$	6,272
Total Controllable Expenditures	Rentals & Leases	\$	2,000	\$	-	\$	2,000	0.00%	\$	681
NON-CONTROLLABLE EXPENDITURES Utilities \$ 210,000 \$ 63,952 \$ 146,048 30.45% \$ 66,653 insurance \$ 80,000 \$ 60,448 \$ 19,552 75,56% \$ 57,023 it Support Expense \$ 79,928 \$ 33,626 \$ 46,302 42.07% \$ 36,423 Other Expenses \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 \$ 42,73% \$ 160,281 Total Non-Controllable Expenditures \$ 370,329 \$ 1,400,900 \$ 3,126,351 \$ 30,94% \$ 1,152,467 Total CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ \$ 47,237 Total CHANGE IN FUND BALANCE AS OF 1/1/20 \$ 954,547 \$ 1,103,004 Total Non-Spendable UNRESTRICTED \$ 775,472 Total Non-Spendable UNRESTRICTED \$ 57,580 UNSPENDABLE \$ 57,580 UNSPENDABLE UNSPENDABLE \$ 57,580 UNSPENDABLE \$ 771,892	Other Expenses	\$	118,600	\$	45,038	\$	73,562	37.97%	\$	42,100
Utilities \$ 210,000 \$ 63,952 \$ 146,048 30.45% \$ 66,653 Insurance \$ 80,000 \$ 60,448 \$ 19,552 75,56% \$ 57,023 IT Support Expense \$ 79,928 \$ 33,626 \$ 46,302 42.07% \$ 36,423 Other Expenses \$ 401 \$ 213 \$ 188 53.12% \$ 182 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42.73% \$ 160,281 CAPITAL OUTLAY Capital Improvements \$ 4,527,251 \$ 1,400,900 \$ 3,126,351 30.94% \$ 1,152,467 TOTAL CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ 3,126,351 30.94% \$ 1,152,467 FUND BALANCE AS OF 1/1/20 NON-SPENDABLE \$ 954,547 \$ 954,547 \$ 954,547 \$ 148,457 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004 \$ 1,103,004	Total Controllable Expenditures	\$	1,136,803	\$	427,350	\$	709,453	37.59%	\$	300,791
Insurance	NON-CONTROLLABLE EXPENDITURES									
Insurance	Utilities	\$	210,000	\$	63,952	\$	146,048	30.45%	\$	66,653
T Support Expense \$ 79,928 \$ 33,626 \$ 46,302 42.07% \$ 36,423 \$ 188 53.12% \$ 182 \$	Insurance		80,000	\$	60,448	\$	19,552	75.56%	\$	57,023
Other Expenses \$ 401 \$ 213 188 53.12% 182 Total Non-Controllable Expenditures \$ 370,329 \$ 158,239 \$ 212,090 42.73% \$ 160,281 CAPITAL OUTLAY	IT Support Expense		79,928		-		•	42.07%	\$	•
CAPITAL OUTLAY Capital Improvements \$ - \$ - \$ - \$ - \$ - \$ TOTAL EXPENDITURES \$ 4,527,251 \$ 1,400,900 \$ 3,126,351 30.94% \$ 1,152,467 TOTAL CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ \$ 47,237 FUND BALANCE AS OF 1/1/20 NON-SPENDABLE UNRESTRICTED \$ 148,457 \$ 954,547 \$ 954,547 \$ 1,103,004 FUND BALANCE AS OF 4/30/20 UNSPENDABLE UNRESTRICTED \$ 57,580 UNRESTRICTED \$ 57,580 \$ 717,892			401	\$	213	\$		53.12%	\$	182
Capital Improvements	Total Non-Controllable Expenditures	\$	370,329	\$	158,239	\$	212,090	42.73%	\$	160,281
TOTAL EXPENDITURES \$ 4,527,251 \$ 1,400,900 \$ 3,126,351 30.94% \$ 1,152,467 TOTAL CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ 47,237 FUND BALANCE AS OF 1/1/20 NON-SPENDABLE UNRESTRICTED \$ 148,457 \$ 954,547 \$ 1,103,004 FUND BALANCE AS OF 4/30/20 \$ 775,472 FUND BALANCE AS OF 4/30/20 UNSPENDABLE UNSPENDABLE UNRESTRICTED \$ 57,580 UNRESTRICTED \$ 717,892	CAPITAL OUTLAY									
TOTAL CHANGE IN FUND BALANCE \$ 133,453 \$ (327,532) \$ 47,237 FUND BALANCE AS OF 1/1/20 NON-SPENDABLE UNRESTRICTED \$ 148,457 \$ 954,547 \$ 1,103,004 FUND BALANCE AS OF 4/30/20 UNSPENDABLE UNSPENDABLE UNRESTRICTED \$ 57,580 UNRESTRICTED \$ 717,892	Capital Improvements	\$	-	\$	-	\$	-		\$	
FUND BALANCE AS OF 1/1/20 NON-SPENDABLE UNRESTRICTED \$ 148,457 \$ 954,547 \$ 1,103,004 FUND BALANCE AS OF 4/30/20 UNSPENDABLE UNRESTRICTED \$ 57,580 UNRESTRICTED \$ 717,892	TOTAL EXPENDITURES	\$	4,527,251	\$	1,400,900	\$	3,126,351	30.94%	\$	1,152,467
NON-SPENDABLE \$ 148,457 UNRESTRICTED \$ 954,547 \$ 1,103,004 FUND BALANCE AS OF 4/30/20 UNSPENDABLE UNRESTRICTED \$ 57,580 UNRESTRICTED \$ 717,892	TOTAL CHANGE IN FUND BALANCE	\$	133,453	\$	(327,532)				\$	47,237
## STRICTED ## SP54,547	FUND BALANCE AS OF 1/1/20									
### 1,103,004 FUND BALANCE AS OF 4/30/20 FUND BALANCE AS OF 4/30/20 UNSPENDABLE UNRESTRICTED \$ 57,580 \$ 717,892	NON-SPENDABLE			\$	148,457					
FUND BALANCE AS OF 4/30/20 UNSPENDABLE \$ 57,580 UNRESTRICTED \$ 717,892	UNRESTRICTED			\$		-				
UNSPENDABLE \$ 57,580 UNRESTRICTED \$ 717,892	FUND BALANCE AS OF 4/30/20			\$	775,472					
UNSPENDABLE \$ 57,580 UNRESTRICTED \$ 717,892	FUND BALANCE AS OF 4/30/20									
UNRESTRICTED \$ 717,892				\$	57,580					
				\$	717,892	-				

POTTER PARK ZOO MONTHLY ATTENDANCE REPORT FOR MONTH AND YTD ENDING March 30, 2020

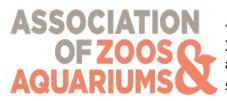
	CURRENT MONTH			YEAR-TO-DATE				
ADMISSION TYPE	2019 COUNT	2020 COUNT	BETTER (WORSE) THAN PY	2019 COUNT	2020 COUNT	BETTER (WORSE) THAN PY		
GENERAL								
CHILDREN	0	0	0	0	0	0		
CHILDREN - UNDER 3	50	173	123	90	63	(27)		
CHILDREN - OFF SEASON	1,740	762	(978)	2,101	1,290	(811)		
ADULT RESIDENT	0	0	0	0	0	0		
ADULT NON-RESIDENT	0	0	0	0	0	0		
ADULT - OFF SEASON	2,756	1,319	(1,437)	3,919	3,131	(788)		
SENIOR RESIDENT	0	0	0	0	0	0		
SENIOR NON-RESIDENT	0	0	0	0	0	0		
GROUPS	0	2	2	25	39	14		
SUBTOTAL	4,496	2,083	(2,413)	6,020	4,421	(1,599)		
MEMBERSHIPS/PROGRAMS								
PPZ MEMBERS	884	810	(74)	1,521	1,688	167		
EVENTS	130	69	(61)	651	780	129		
RECIPROCAL ZOO MEMBERS	112	84	(28)	232	194	(38)		
RECIPROCAL ZOO MEMBERS (100%)	73	79	6	120	177	57		
MONDAY PROGRAM	279	69	(210)	309	175	(134)		
OTHER (non-paying)	693	255	(438)	695	630	(65)		
SUBTOTAL	2,171	1,366	(805)	3,528	3,644	116		
GRAND TOTAL	6,667	3,449	(3,218)	9,548	8,065	(1,483)		

Change in Paid Admissions

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's Report May 13, 2020



AZA has announced they will be extending accreditation by one year for each facility currently accredited. Potter Park Zoo's application will now be due in early 2023 with inspection the spring/summer of 2023.



Centennial Weekend Celebrations Postponed Until 2021

Centennial weekend talks that were scheduled for this summer will be held in 2021. We will have the historical walking tour signs in place when the zoo opens this season and leave them up through 2021.

Society Update

The Society staff and board have made the difficult decision to furlough most of the Society staff until events and education programming can return. Society staff will be paid until June 19 with the funds received through the PPP loan. All summer programming including Zookambi, teen keepers, Sundown Safari, Wine-n-Stein, and private events are cancelled.

Staff

All travel for conferences has been cancelled for 2020.

Employees reporting to the zoo for work are required to complete the Ingham County Health Screen each day prior to starting work.

All staff have been provided 80 hours of federal EPSLA time and 120 hours of paid County Health Advisory Leave that can be used in 2020 for COVID-19 related absences.

PEPSI CO. Pushed Back Release of Aquafina Water in Aluminum Cans

The planned release of a more eco-friendly canned water under the Aquafina branding has unfortunately been pushed to at least 2021 due to COVID-19. When the Aquafina in aluminum cans is released they expect to announce the use of re-sealable screw off lids instead of the planned pop-top cans previously announced. Potter Park Zoo continues to push to be one of the first places this option will be available in Michigan and has been a consistent voice to bring it to the marketplace.



Online Ticket Sales

Jon is working hard to make online ticket sales a possibility when the zoo opens with the purchase of the point of sale system "Trip" module. This will make the admissions process safer through less contact and allow us to limit the amount of tickets sold per hour. Sales at the admission booth will continue also.



The "mask"a-teers have worked hard to provide a large amount of masks for staff at the zoo. Every employee is being provided 2 cloth masks and are required to wear them while at the zoo. Employees may also bring their own masks from home if they choose to do so.

While working remotely, volunteer coordinator Kelly Gibson is creating training videos for volunteer orientation. This will allow for a more streamlined onboarding process in the future.

FALCONERS



Mariah Martinez created a FALCONERS Facebook page to stay connected to families until events can resume.

Potter Park Zoo's inclusivity efforts with the FALCONERS program were featured in an article in the April AZA Connect Magazine.

Animal Updates

Jaali has used the training chute for the first time. Doppsee also went in the chute for the first time since giving birth. A great accomplishment for this duo and the keepers!

The otter pups are doing well and their names will be chosen based on public voting and announced Monday, May 11.





The elk have been released from quarantine and are doing well in the exhibit yard. Both females are pregnant and due to give birth in late May/early June.

Lucy the new female tufted deer was successfully introduced to Dezi and Ophelia. We have a SSP breeding recommendation for Lucy and Dezi.

Barry the Binturong (Jenna's brother) is active and starting to be introduced to the outdoor exhibit.

Social Media Analytics

We are seeing a dramatic decrease in website views while the zoo closure and stay at home order for Michigan continue. We've been running social media posts that encourage fans to help the zoo through membership and adopt an animal purchases, and we're seeing that reflected in the numbers. Those pages are #3 and #4 this month, and they typically do not make the top 4 for page views.

Although the website saw a dramatic decrease, social media is booming. We had 3 posts last month go "viral" on twitter, and we're getting close to 20,000 followers on Instagram.

Instagram has grown tremendously in the past 3 years. In January of 2017, we had 4,300 followers. When we reach 20,000 followers (probably in May) we'll be right behind John Ball Zoo (who has 20,600 followers) and is currently in the #2 spot for Michigan Zoos with the most Instagram followers.

Compared to April 2019, all three platforms have seen a great increase in reach, impressions, and followers (particularly Twitter and Instagram)

In the month of April, we received \$2,629 from Facebook and Instagram donations.

Centennial Tidbit #17: Animal Care Clinic

As mentioned in the previous tidbit, as the 21st Century rolled in, Dr. Sikarskie continued as the zoo's valued on-call veterinarian, providing twice-weekly rounds, phone consults and immediate attention as needed, regular vaccinations and check ups for domestic animals and spottier coverage for the dangerous animals. The Association of Zoos and Aquariums (AZA) was demanding more on-site medical facilities and personnel to care for zoo animals.

In September of 2001 the new Animal Care Clinic was being completed in the Farmyard at the zoo. It involved the renovation of the Animal Encounters



Building, former home of the zoo's Ambassador Animal collection until the Discovery Center facilities were built in 2000.

The Rotary Club of Lansing provided a generous donation that made it possible to provide rooms for surgery and quarantine for smaller animals as well as a nursery. Surgeries that had previously involved a trip to the MSU Veterinary Clinic could now be conducted in less stressful conditions on grounds. Lions and tigers could be accommodated with limbs hanging over the operating table. Larger animals would continue to be served where they fell in their exhibits from the tranquilizer.

Over the years, in addition to purchases, the zoo has continued to receive gifts or loans of specialized equipment, supplies, and expertise from human and veterinary facilities to augment its ability to diagnose, treat, and care for its residents.

By 2003 the zoo hired Dr. Tara Harrison as its first, on-site full-time veterinarian. She implemented a more robust preventative medicine program for all of the animals. This program has continued with subsequent veterinarians. The zoo no longer simply reacts to animal illnesses and trauma, but actively works to prevent disease and provide high-quality, whole-life care. A cooperative relationship continues with the Michigan State University College of Veterinary Medicine.

The next step is the construction of a new animal hospital to better meet the health needs of all the animals in our care.

POTTER PARK ZOO April 2020 Weekly Analytics

Dates: March 30 - April 5				
Platforms	Facebook	Instagram	Twitter	
Reach	157,189	14,160	х	
Impressions	283,197	58,389	64,500	
Engaged Users (actions)	16,415	643	5,634 (Taza post!)	
Followers (sunday)	58,178	18,916	8,015	
Dates: April 6-12				
Platforms	Facebook	Instagram	Twitter	
Reach	212,571	18,800	Х	
Impressions	337,939	90,028	73,800	
Engaged Users (actions)	22,753	885	4,772	
Followers (sunday)	58,316	19,142	8,052	
Dates: April 13 - 19				
Platforms	Facebook	Instagram	Twitter	
Platforms Reach	Facebook 234,8925	Instagram 17,372	Twitter X	
Reach	234,8925	17,372	Х	
Reach Impressions	234,8925 424,007	17,372 103,517	X 84,600 6,767 *Jaali boop and	
Reach Impressions Engaged Users (actions)	234,8925 424,007 25,763	17,372 103,517 824	X 84,600 6,767 *Jaali boop and Maliha in snow	
Reach Impressions Engaged Users (actions) Followers (sunday)	234,8925 424,007 25,763	17,372 103,517 824	X 84,600 6,767 *Jaali boop and Maliha in snow	
Reach Impressions Engaged Users (actions) Followers (sunday) Dates: March 23-29	234,8925 424,007 25,763 58,470	17,372 103,517 824 19,416	X 84,600 6,767 *Jaali boop and Maliha in snow 8,083	
Reach Impressions Engaged Users (actions) Followers (sunday) Dates: March 23-29 Platforms	234,8925 424,007 25,763 58,470 Facebook	17,372 103,517 824 19,416 Instagram	X 84,600 6,767 *Jaali boop and Maliha in snow 8,083 Twitter	
Reach Impressions Engaged Users (actions) Followers (sunday) Dates: March 23-29 Platforms Reach	234,8925 424,007 25,763 58,470 Facebook 163,915	17,372 103,517 824 19,416 Instagram 12,646	X 84,600 6,767 *Jaali boop and Maliha in snow 8,083 Twitter X	

13

POTTER PARK ZOO April 2020

*	Total reach: (daily total) 792,914	•					
Facebook	Total Impressions: 1,389,485						
Fac							
	Followers: 58,113 to 58,557	Inc	crea	se in follo	wers: 44	4	
_	Total Reach: 62,978					•	
gran	Total impressions: 331,829						
Instagram							
	Followers: 18,571 to 19,605	Inc	reas	e in follov	vers: 1,0	34 (C	Great month!)
_	Total Impressions: 292,300	•			·		
Twitter	Engaged Users: 20,794 - 3 "viral	" post, ⁻	Taza	post, Jaa	li Bood a	nd M	1aliha
	Followers: 7,949 to 8,106	Inc	reas	se in follov	wers: 157	7 (tha	nt's a lot for us!)
	NOTE Michigan State of Emergency	<u> </u>					
	started on March 19. PPZ announces closure March 14. Social was up this n	nonth		Users		New U	sers
S	Website was down. Continued through	· · · · · · · · · · · · · · · ·		-71.33%			21%
Google Analytics				6,289 vs 21,933		5,/6/\	vs 20,028
Ans	Page Views: 15,098						
ogle	Sessions: 7,756			Sessions			er of Sessions per User
ő	Users: 6,289			-73.56% 7,756 vs 29,331		- 7.7	
	Top pages visited			~			
		,552		Demovieure		Damas	/ Casaian
		,031		Pageviews -77.39%		-	/ Session 50%
	Membership	845		15,098 vs 66,778		1.95 vs 2.28	
	Adopts	655					
	Running Membership and Adopt Campaigns	on social		Avg. Session Du	ration	Bounce	e Rate
	Top cities by visits			-21.50%		19.8	30%
	Lansing (Net Set)	603		00:01:32 vs 00:01:57		59.76% vs 49.88%	
	(Not Set) East Lansing	423 208					
	Meridian Twnp.	208					
	Trendan Twip.	200	Pagevi	iews .39%	Unique Pageviews -77.34%		Avg. Time on Page 5.22%
	Acquisitions			3 vs 66,778	12,501 vs 55,178		00:01:36 vs 00:01:32
	Organic Search 3	,738	Bounc	e Rate	% Exit		
	Social (4X 2019)	866	19.8	80% % vs 49.88%	16.78% 51.29% vs 43.92%		
		,434	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		70.7270		
	Referral	314					
	Increase sessions (comp. to 2019) -73	%		Unique	Isers 71	0/	
	Increase sessions (comp. to 2017) -/3	70 14		Onique t	users: -71	/0	

POTTER PARK ZOO Notable Media Stories - February 2020 (Stories before Baby Rhino)

Local artist creates Lansing-themed coloring pages



https://www.wilx.com/content/news/Local-artist-creates-Lansing-themed-coloring-pages-569385161.html



https://www.wlns.com/news/adorable-animal-video-jaa-li-at-potter-park-zoo-rolls-around/

Potter Park Zoo welcomed Jalli December 24, 2019 — he is Potter Park Zoo's first black rhino calf born at the zoo in 100 years.



NEWS

Potter Park Zoo says goodbye to Loko the Mandrill





https://www.wlns.com/news/potter-park-zoo-says-good-bye-to-loko-the-mandrill/?utm_medium=social&utm_source=facebook WLNS-TV



Veterinarians at the Potter Park Zoo are using gloves and masks around their big cats and staying 6 feet away from them whenever possible.

"We are learning things everyday, so we are just taking a precautionary approach with the staff that are working with these possible susceptible animals, just to minimize the risk of transmission," said Ronan Eustace, DVM, Director of Animal Health at Potter Park.

On March 10, East Lansing voters moved to increase funding for special education programs in the Ingham Intermediate School District, Ingham County parks and trails, Potter Park Zoo and mental health services for low-income residents. Additionally, voters approved the millage of CATA transportation services for 2021-25. Voters also approved the sale of city land to MSU Federal Credit Union. The land will be used to build a commercial office space.

https://www.fox47news.com/news/local-news/potter-park-zoo-takes-steps-to-keep-animals-and-staff-safe

https://statenews.com/article/2020/04/2019-20-year-in-review?ct=content_ open&cv=cbox_latest



Virtual Lansing 5:01 benefit concert deemed a success



https://www.wilx.com/content/news/Lo-cal-group-hosts-benefit-concert--570147481.html