



Potter Park Zoological Society Board of Directors Meeting

April 27, 2020 – 11:30 p.m. to 1 p.m. via Zoom

MINUTES

Present

Julie Pingston
Erin Schor
Justin King
Bethany Wicksall
Drew Milam
Amy L. Morris-Hall, Society Executive Director

Absent

George Berghorn
Aaron Davis

General Items

1. Meeting was called to order at 11:35 a.m.
2. Approval of Feb. 24, 2020 minutes – approved.
3. No members of public.
4. Late Items/Deletion/Consent Items – None

Board Items

5. Financial Report YTD (preliminary) through March. 31, 2020

Revenue

Program revenue is more than \$67,000 under budget due to the zoo's closure in response to COVID-19. Contributions are under budget, but \$150 ahead of last year at this time. Actual membership fees received are \$285 less in the first three months of 2020 than 2019. Memberships received in March were approximately \$3,000 less than last year. Total operating revenue year to date is \$145,429. This is \$64,000 under budget.

Expenses

Total year to date expenses are \$220,409. This is \$12,914 under budget.

Statement of Financial Position

There was 52 days of cash available as of March 31, 2020, down from 61 days as of February 29, 2020. The Society has been approved for the Paycheck Protection Program and received the funds last week.



6. Transaction of Business
 - a. Old Business
 - a. None
 - b. New Business
 - a. Confirmation of e-mail vote on Capitalization Policy (required for audit). Bethany moved, Erin seconded. Motion carried.
 - b. Confirmation of e-mail vote on Capital National Bank paycheck protection program loan approval. Bethany moved, Erin seconded. Motion carried.

Discussion Items

1. Executive Director's report
 - a. Covid-19 Action Update

Receipt of the Paycheck Protection Program funds has allowed all staff to be paid through June 19. At that time the Potter Park Zoological Society will be laying off all employees in the education department with the exception of the high school teacher whose wages are funded by a grant from Eaton RESA. The Society Executive Director will be taking a 50 percent reduction in pay.
 - b. Education and Events

All public, private and education events including Zookambi summer camp have been canceled through the summer. Many refunds are expected to be issued for prepaid summer camp registrations.
 - c. Communications – The zoo's social media following has been tremendous with the birth of several animals and with so many people at home due to COVID-19.
 - d. Public Speaking update – Dennis and Amy continue to complete public speaking engagements that were previously booked. They are using Zoom to do so.
 - e. Organizational Assessment
 - i. The employee manual is complete. It is unknown when this will be distributed to staff as none of them are working on zoo grounds.
 - f. Fundraising plan update
 - i. The spring appeal went out to donors and a naming contest for the baby otters is planned.
 - g. Update on work with Sharon Castle of the Nonprofit Network
 - i. Amy will be talking to Sharon Castle about other fundraising ideas.
 - h. Fund development update
 - i. Grants: The Society will continue to follow the grant calendar and apply for grants. Staff will also be pursuing COVID-19 emergency grants.

POTTER PARK



2. Advisory Board Committee Updates – None
3. Suggestions for future agenda items, discussion and/or board comments
 - a. None
4. Public comment – No members of the public attended the meeting.

Adjournment

The meeting adjourned at 12:44 p.m.

Potter Park Zoo - Zoom – 11:30 a.m. – 1 p.m.

May 18, 2020

June 22, 2020

July 27, 2020

August 24, 2020

September 21, 2020

October 26, 2020

November 16, 2020

December 14, 2020