



Potter Park Zoological Society Board of Directors Meeting

Dec. 14, 2020 – 11:30 p.m. to 1 p.m. via Zoom

MINUTES

Present

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

Absent

Erin Schor
Aaron Davis

General Items

1. Meeting was called to order at 11:37 a.m.
2. Approval of Nov. 16, 2020 minutes – approved.
3. No members of public
4. Late Items/Deletion/Consent Items – None

Board Items

5. Financial Report YTD (preliminary) through Nov. 30, 2020
6. Revenue: Year to date revenue at \$539,116.66 is below prior year by \$575,133.28.
Expenses: Year to date expenses at \$636,433.66 is below prior year by \$477,399.40.
Cash, cash equivalents and other assets stand at \$237,117.11 which is \$4,051.65 lower than prior year.
Statement of Financial Position: There was 54 days of cash available as of Nov. 30, 2020 representing no change from Oct. 31, 2020 and an increase from Nov. 30, 2019 when there was 43 days of cash. Ingham County had outstanding invoices totaling \$90,954 as Nov. 30, 2020 due to the implementation of the new point-of-sale system. Payment is expected to be received in December. The net deficit as of Oct. 31, 2020 is \$97,317. The proceeds of the PPP Loan (\$104,500) are not included in revenue at this time. They are currently listed as a liability. That will change when loan forgiveness notification is received.
7. Transaction of Business
 - a. Old Business – None
 - b. New Business

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- a. 2021 Budget Proposal – Amy Morris-Hall presented the 2021 proposed budget. Key points in the presentation were that Society staff members Dennis Laidler (Education Curator) and Jennifer Horvatin (Assistant Education Curator) will be returning Feb. 1, 2021 at their previous level. Education Assistant Megan Weidman will be returning Feb. 1 on a part time basis. Events team members Carolyn Fabro and Adrian Ramirez will be working on an as needed basis through March. Revenue was budgeted conservatively because of the unknown climate due to COVID-19. In this budget the Society is still projected to show a modest profit at the end of 2021. George Berghorn moved to approve the proposed budget, Bethany Wicksall seconded and the motion carried.

Discussion Items

1. Board President Update
Julie Pingston discussed the Zoo Advisory Board meeting. She noted Potter Park Zoo did better than expected and will finish the year with at least several hundred thousand in fund balance. Zoo Director Cindy Wagner is feeling really good about where they will end the year. Animal shipments that were paused at the beginning of COVID are starting to happen again and the zoo is back on track to meet the goals of the Species Survival Plans. The joint committees are scheduled to begin meeting again in 2021.
2. Executive Director's report
 - i. Covid-19 Action/Staff Update
As previously mentioned, the Society will be fully staffed again in 2021.
 - ii. Events and Education – The events team is putting together a proposed event schedule making some assumptions about restrictions due to COVID continuing at least for the first half of 2021. When education team members return they will be planning for spring and summer activities also.
 - iii. Communications – Kaiti Chritz has taken another position and will be leaving the zoo. Peter Sculli will be helping on an interim basis. A job description will be drafted and posted in January.
 - iv. Fund Development Update
 1. Sharon Castle of the Nonprofit Network will continue to work with staff through 2021.

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- v. The year-end appeal has gone out in the mail and is posted on the website. Amy will send it to all board members and would appreciate if they send it to their audiences.
- b. Animal update
 - i. Liya, the female Amur tiger, will be moving to another zoo for breeding soon.
 - ii. Animal management is talking about phasing out Bactrian camels as well as moving kangaroo into the current camel yard. A new species will be selected to live in the current kangaroo yard.
 - iii. Animal care staff hope for successful breeding of the zoo's elk, otter and red panda. The male bongo is now living with the females, but no breeding behavior has been observed.
 - iv. Jaali turns one Dec. 24 and the Lansing Lugnuts are creating a jersey in his honor. It should be on sale before his birthday.
- 3. Advisory Board Committee Updates – None
- 4. Suggestions for future agenda items, discussion and/or board comments - None
- 5. Public comment – No members of the public attended the meeting.

Adjournment

The meeting adjourned at 12:30 p.m.

2021 Meeting Schedule – Potter Park Zoo – Zoom – 3 – 4:30 p.m.

Jan. 25, 2021

Feb. 22, 2021

March 29, 2021

April 26, 2021

May 24, 2021

June 28, 2021

July 26, 2021

Aug. 30, 2021

Sept. 27, 2021

Oct. 25, 2021

Nov. 15, 2021

Dec. 13, 2021