



Potter Park Zoological Society Board of Directors Meeting

Feb. 27, 2023 – 11:30 to 1 p.m. in Welcome Center Conference Room

MINUTES

Present

Julie Pingston
Roxanne Truhn
George Berghorn
Bethany Wicksall
Amy L. Morris-Hall, Society Executive Director

Absent

Karlene Belyea
Aaron Davis
Gabe Rodriguez-Garriga

General Items

1. Meeting was called to order at 11:45 a.m.
2. Approval of Jan. 23, 2023 minutes – approved.
3. No members of public
4. Late Items/Deletion/Consent Items – None

Board Items

5. Financial Report YTD (preliminary) through Jan. 31, 2023
Revenue: Year to date revenue at \$63,605 is under budget \$15,735.05 with capital campaign revenue not included. Year-to-date revenue exceeds prior year by \$9,818.57 without the capital campaign.
Expenses: Year to date expenses at \$59,152 are \$20,454.39 under budget without the capital campaign.
Net surplus: The net surplus is under budget \$15,735 with capital campaign revenue and expenses included. The net surplus from operations not including capital campaign is \$4,454.
Cash: The days of cash increased from 242 days as of Dec. 31, 2022 to 288 days as of Jan. 31, 2023 with capital campaign cash and expenses not included.
6. Transaction of Business
 - a. Old Business - None
 - b. New Business
 - a. Additional board member position – Roxanne moved and George seconded creating an additional position on the board. The motion carried.



- b. Liquor license approval for six Zoo Nights events in 2023 – George moved, Roxanne seconded. The motion carried.
- c. Endowment fund – Amy discussed investigating the creation of an endowment fund, developing a process for management of the fund and for disbursements from the fund. The board agreed this was a good use of Society resources and that Amy should proceed.

Discussion Items

1. Board President Update on Advisory Board Meeting
 - None
2. Executive Director's report
 - a. Miscellaneous
 - i. Path project – The zoo will likely be engaging in this project in the fall.
 - ii. Audit – The Potter Park Zoological Society audit started today – Feb. 27, 2023.
 - b. Staff Update
 - i. Employee Survey – The results were reviewed at an all staff meeting. Overall the Society staff seems quite happy in their work.
 - ii. Employee manual – This has been completed and will be distributed to staff.
 - c. Events/Education
 - i. Ice Safari – 8,000 people attended despite weather that melted the statues.
 - ii. MSU students – Over 1,500 students came to the zoo following the incident and loss of life the prior week.
 - d. Accreditation
 - i. The application will be submitted today. The zoo will be offered certain dates for inspection. The dates will be reported to this board as soon as they are scheduled.
 - e. Fund Development Update
 - i. The Society received a check for the \$25,000 in ARPA funds and we're checking on the other \$25,000.
 - ii. ETC tax refund – Maner Costerisan submitted the completed revised documentation, and we will be receiving \$271,000.
 - f. Capital Campaign Update

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- i. JNL – Jackson has still not made a final decision regarding their donation to the capital campaign.
 - ii. Transfer of funds - \$1,325,000 was transferred to Ingham County for the hospital project.
 - iii. In addition to hiring an owner’s representative (Kramer Group), the county has also agreed to allow the hospital project to be managed by the county building authority.
 - iv. Progress report – The Society has received \$2,303,090 and has hard pledges for an additional \$2,066,443. Funds remaining to be raised stands at \$129,467.
- g. Animal update
- i. The zoo is seeking an okapi, a new male bongo and an Arctic fox but no animals have been secured yet.
 - ii. The young binturong are currently with both parents, but will be transferred to Brandywine Zoo in Delaware in the spring.
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 12:50 p.m.

2023 Meeting Schedule – Potter Park Zoo – Welcome Center Conference Room

March 27, 2023

April 24, 2023

May 22, 2023

June 26, 2023

July 24, 2023

Aug. 28, 2023

Sept. 25, 2023

Oct. 23, 2023

Nov. 13, 2023

Dec. 11, 2023