



Potter Park Zoological Society Board of Directors Meeting

July 24, 2023 – 11:30 to 1 p.m. in Welcome Center Conference Room

MINUTES

Present

Julie Pingston
George Berghorn
Roxanne Truhn
Aaron Davis
Gabe Rodriguez-Garriga
Bethany Wicksall
Amy L. Morris-Hall, Society Executive Director

Absent

Karlene Belyea

General Items

1. Meeting was called to order at 11:38 a.m.
2. Approval of May 22, 2023 minutes – approved
3. No members of public
4. Late Items/Deletion/Consent Items – None

Board Items

5. Financial Report YTD (preliminary) through June 30, 2023
Revenue: Year to date revenue at \$634,320.45 is over budget by \$25,822.45, with capital campaign revenue not included. Year to date revenue exceeds prior year by \$103,269.86 without the capital campaign.
Expenses: Year to date expenses at \$626,810.17 are \$84,978.17 over budget without the capital campaign. Overall expenses not including the capital campaign are 55 percent of the annual budget after six months (50 percent of the year).
Net surplus: The net surplus from operations not including capital campaign is \$17,510.28.
Cash: The days of cash decreased from 377 days April 30, 2023 to 271 days as of June 30, 2023 with capital campaign cash and expenses not included.
6. Transaction of Business
 - a. Old Business
 - a. None



- b. New Business
 - a. Approval of repayment for veterinary facility costs incurred by Ingham County and the Ingham County Building Authority
 - 1 Gabe Rodriguez-Garriga made the following motion: Any and all costs incurred by Ingham County and the Ingham County Building Authority in regard to constructing, equipping and financing the new animal health facility required by the Association of Zoos and Aquariums to replace the existing veterinary facility not to exceed a total project cost of \$6 million will be reimbursed by the Potter Park Zoological Society. George Berghorn seconded the motion. The motion passed unanimously.
 - b. Approval of Michigan Arts and Culture Council grant application for capital improvements and operational support
 - 1 Roxanne Truhn made the following motion: The Potter Park Zoological Society Board approves the Michigan Arts and Culture Council grant applications for both capital improvements and operational support. Gabe Rodriguez-Garriga seconded. The motion passed unanimously.
 - c. New board member – Kieran P. Marion
 - Bethany Wicksall made the following motion: The Potter Park Zoological Society Board would like to add Kieran P. Marion as a board member. Aaron Davis seconded the motion. The motion passed unanimously.

Discussion Items

- 1. Board President Update on Advisory Board Meeting
 - a. No update today.
- 2. Executive Director's report
 - a. Miscellaneous
 - i. Asphalt project – Phase one, which will include the entrance plaza, will begin Aug. 7 and should be completed within three to four weeks. The replacement will be completed in three phases and is set to end Oct. 31. 2023.
 - b. Staff Update
 - i. New team members in education are doing well.
 - c. Events/Education
 - i. Zoo Nights June and July events had more than 400 guests at each. The next Zoo Nights is Aug. 17, 2023

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- ii. Member's Night is Aug. 2, 2023.
 - iii. Conservation Movie Night is Aug. 5, 2023.
 - iv. Sundown Safari is Aug. 12, 2023.
 - d. Accreditation Update
 - i. Points of achievement
 - 1 Support organization raising capital campaign funds
 - 2 Zoo employee pay and advancement opportunities
 - 3 Grounds neat and clean
 - 4 DEAI program
 - 5 Maintenance response to inspection
 - 6 Staff morale
 - ii. Major concerns
 - 1 Veterinary facilities
 - 2 Big cats and lion winter holding
 - 3 Sidewalks and pathways
 - iii. The report to the accreditation board is due Aug. 7 and must include these minutes, final numbers for what has been raised for the capital campaign, as well as materials and a plan for fundraising to build a new lion facility.
 - e. Fund Development Update
 - i. Erin O'Rourke is in Indianapolis at a planned giving training offered by IUPUI. When she completes this course, she will be eligible to take an exam and become certified in Fund Raising Management.
 - ii. Planned giving materials have been developed and will be finalized by late July and the plan is to promote the program to existing donors and financial planners.
 - iii. A plan to begin promoting exhibit sponsorships has been finalized and we will be moving forward on this.
 - f. Capital Campaign/Hospital Construction Update
 - i. The request for proposal for a design build firm was released to bidders July 5. Proposals are due Aug. 8. They will be reviewed, and interviews will be held Aug. 15-16. Aug. 17 a recommendation will be submitted to the Ingham County Board Authority agenda. The board authority will review and vote on this recommendation Aug. 28.
 - g. Animal update
 - i. Ring-tailed lemur baby doing well.
 - ii. The remaining cotton-top tamarin baby is doing well.
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 12:46 p.m.

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

Aug. 28, 2023

Sept. 25, 2023

Oct. 23, 2023

Nov. 13, 2023

Dec. 11, 2023