**Potter Park Zoological Society Board of Directors Meeting**

*June 17, 2024 – 11:30 to 1 p.m. in Welcome Center Conference Room*

**MINUTES**

# Present Absent

Julie Pingston Aaron Davis

Karlene Belyea George Berghorn

Megan Vandermolen

Kieran Marion

Gabe Rodriguez-Garriga

Amy L. Morris-Hall, Society Executive Director

# General Items

1. Meeting was called to order at 11:40 a.m.
2. Approval of May 20, 2024 minutes – approved
3. No members of public
4. Late Items/Deletion/Consent Items

# Board Items

Financial Report YTD (preliminary) through May 31, 2024  
 **Revenue:** Year to date revenue at $464,321 is over budget by $20,221.16, with capital campaign revenue not included. The areas over budget are program revenue (due to Zookambi revenue coming in early and being budgeted later in the year) and revenue other (due to reimbursed expenses from marketing).

**Expenses:** Year to date expenses at $517,751.88 are $3,101.37 over budget.

* Professional fees are over budget $14,902.66 primarily due to the Big Zoo Lesson contract coming in earlier than budgeted, payment to an artist painting fence in the zoo (this is an expense reimbursed by the zoo), and payments to the lobbyist which were not budgeted. **Net surplus/deficit:** The net deficit from operations not including the capital campaign is $23,322.53 over budget at $53,430.63.

**Cash:** The days of cash are at $1,200,541 or 363 days as of cash as of May 31 with capital campaign cash and expenses not included.

1. Transaction of Business   
   1. Old Business
      1. Endowment fund policy decision
         1. Amy will investigate existing policies and see if there is a logical place to add this. It is the board desire to maintain flexibility on the annual disbursements from these funds and ensure they benefit Potter Park Zoo and/or the Potter Park Zoological Society for immediate needs.
   2. New Business
      1. None

# Discussion Items

1. Board President Update
   1. Admissions - 12,941 people over last year. With Society events it is 71,249 total.
   2. Water main repair came in lower than anticipated at $3,200.
   3. Discussion was held at the Advisory Board Meeting regarding the zoo’s vision statement.
2. Executive Director’s report
   1. Miscellaneous
      1. Economic Impact Report – The final versions are at print and will be placed on the website this week.
      2. Hospital update – Nothing new to report
      3. Lobbyist and lawmaker visit update
         1. Potter Park Zoo Advisory Board Chair Cheryl Bergman reached out to Sen. Sarah Anthony on behalf of Potter Park Zoo.
         2. A meeting is scheduled Wednesday with Lobbyist Kevin McKinney to discuss the potential of an event for lawmakers at the zoo in September.
   2. Staff Update
      1. Society Assistant Position – interviews have been completed and a hire is expected this week.
      2. Major Gifts Associate position – A job description has been created and will be reviewed at a Society staff meeting Thursday. It will then be posted.
   3. Events/Education
      1. Volunteer opportunities at Zoo Days and Zoo Nights.
      2. Zookambi is going well and we are entering the second of seven camp weeks. We are nearly full each week.
   4. Fund Development Update
      1. We are reviewing and implementing our fund development plan. We have assigned duties and deadlines to this implementation. The first priority is to implement a campaign to encourage planned giving.
      2. The annual appeal has currently generated over $5000 with donations continuing to come in.
   5. Capital Campaign Update
      1. The groundbreaking ceremony went very well.
      2. A new potential high level donor has been identified and will be approached regarding a major gift
   6. Animal update
      1. The river otter pups are doing very well.
      2. The red panda is confirmed pregnant
      3. The black rhinos bred, but pregnancy cannot be confirmed for several months
      4. The Eurasian eagle owl eggs were not viable. She was sitting on three.
3. Suggestions for future agenda items, discussion and/or board comments
   1. None

1. Public comment – No members of the public attended the meeting.

# Adjournment

The meeting adjourned at 12:45 p.m.

*2024 Meeting Schedule – Potter Park Zoo – Welcome Center Conference Room*

*July 29, 2024*

*August 26, 2024*

*September 30, 2024*

*October 28, 2024*

*November 18, 2024*

*December 16, 2024*