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

*July 29, 2024 – 11:30 to 1 p.m. in Welcome Center Conference Room*

**MINUTES**

# Present Absent

Julie Pingston

Karlene Belyea

Megan Vandermolen

Kieran Marion

Gabe Rodriguez-Garriga

Aaron Davis

George Berghorn

Amy L. Morris-Hall, Society Executive Director

# General Items

1. Meeting was called to order at 11:31 a.m.
2. Approval of June 17, 2024 minutes – approved
3. No members of public
4. Late Items/Deletion/Consent Items

# Board Items

Financial Report YTD (preliminary) through June 30, 2024  
 **Revenue:** Year to date revenue at $553,153 is under budget by $1,846.16, with capital campaign revenue not included. The area significantly over budget is program revenue (due to Zookambi revenue being budgeted later in the year). Contributions are under budget.

**Expenses:** Year to date expenses at $675,274.36 are $44,490.86 over budget.

* Zoo support at $47,159.89 is over budget by $9,659. This will balance out by the end of the year as the total budgeted amount is $75,000.
* Advertising and promotion is over budget by $8,723. This is an expense reimbursed by the zoo.
* Occupancy is over budget by $4,452.65 primarily due to utilities. This was not budgeted correctly as our utilities have not changed substantially in many years.
* Office supplies is over budget by $4,082 primarily due to merchant fees that were not budgeted.
* Professional fees are over budget $42,692.05 due to the Big Zoo Lesson contract coming in earlier than budgeted and payments to an artist painting fence in the zoo (this is an expense reimbursed by the zoo). Additionally, this also includes several expenses that were not budgeted – the lobbyist, new entertainment at our Zoo Nights events, reimbursement to the zoo for Diversity Day parking, an Able Eyes tour of the zoo for our website, and customer service training from the Nonprofit Network.
* Areas under budget are salary and wages, conferences and program supplies.
* **Net surplus/deficit:** The net deficit from operations not including the capital campaign is $46,337.02 over budget at $122,120.41.

**Cash:** The days of cash are at $1,132,739 or 306 days of cash as of June 30 with capital campaign cash and expenses not included.

1. Transaction of Business   
   1. Old Business
      1. Endowment fund policy decision – Aaron Davis felt the gift acceptance policy was not the appropriate place to address endowment distributions. He will be providing suggested language at our next meeting.
   2. New Business
      1. 2023 Audit – George moved to accept the audit, Kieran seconded. The motion carried.

# Discussion Items

1. Board President Update
   1. No update
2. Executive Director’s report
   1. Miscellaneous
      1. Hospital update – Discussions continue on how to handle the waterline, when construction will officially begin and the bond necessary for the project.
      2. Legislative Update
         1. Potter Park Zoo received a $10 million enhancement grant in the state budget. The funds will come through Ingham County. George Berghorn would like to talk to Cynthia Wagner regarding the costs of renovating vs. rebuilding.
         2. The legislative event is planned for Sept. 12 (which is Zoo Nights).
   2. Staff Update
      1. Society Assistant Position – We have hired someone for this position.
      2. Major Gifts Associate position – We have had no applicants for this position and will post with the Association of Fundraising Professionals.
   3. Events/Education
      1. Zoo Nights volunteer opportunities are available Aug. 22.
   4. Fund Development Update
      1. The endowment funds are doing well. The balances are currently $349,956.68 in the Robert and Phyllis Miller Fund and $59,668.96 in the Potter Park Zoological Society Fund.
   5. Capital Campaign Update
      1. Nothing new to report
   6. Animal update
      1. Various animal updates were discussed.
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 12:25 p.m.

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

*August 26, 2024*

*September 30, 2024*

*October 28, 2024*

*November 18, 2024*

*December 16, 2024*