



Potter Park Zoological Society Board of Directors Meeting

Aug. 25, 2025 – 11:30 to 1 p.m.

Welcome Center Conference Room

MINUTES

Present

Julie Pingston
Karlene Belyea
Megan Vandermolen
Kieran Marion
Gabe Rodriguez-Garriga
Aaron Davis
George Berghorn
Amy L. Morris-Hall, Society Executive Director

Absent

General Items

1. Meeting was called to order at 11:42 a.m.
2. Approval of June 30, 2025 minutes – approved
3. No members of public
4. Late Items/Deletion/Consent Items

Board Items

Financial Report YTD (preliminary) through July 31, 2025

Revenue

1. Revenue year-to-date not including capital campaign is under budget in program revenue (-\$11,372), contributions (-\$12,392), member fees (-\$14,680), and revenue-other (-\$3,150). Overall revenue not including capital campaign is under budget by \$41,596.
 - a. Program revenue is under budget mainly due to the Eaton RESA revenue budgeted to be recognized through June, but actual revenue was recognized through May. This totaled \$10,600. Additional Eaton RESA revenue will be recognized later in the year starting in September at an increased rate due to a new contract. This line item should end the year over budget.



- b. Contributions are under budget primarily due to several grants that were budgeted but have not yet been received. This should hit budget by the end of the year.
 - c. Member fees are under budget and currently have \$156,190 in deferred revenue to be recognized over the remainder of the year.
 - d. Revenue- other is under budget due to a payment made for the penny presser revenue share budgeted for later in the year and cash back rewards that have not been redeemed yet this year.
2. Year-to-date revenue without the capital campaign is 41% of the annual budget after 7 months or 58% of the year.

Expense

1. Total expenses are \$393,778 over budget year-to-date with capital campaign not included. Without the \$416,000 bond payment included expenses are \$22,222 under budget.
- a. Salary and wages are under budget by \$34,860. This is due to the payroll accrual in December for a portion of the first payroll in January.
 - b. Payroll benefits are over budget by \$4,088 due to an added benefit package for a new employee. Additionally, we are changing health care providers so this is likely to be over budget for the remainder of the year.
 - c. Potter Park Zoo Support includes the \$416,000 payment for the bond and is over budget by \$382,670. Removing the bond payment, Potter Park Zoo support is under budget \$33,330.
 - d. Conferences, conventions, and meetings is under budget by \$7,086. This difference will continue to shrink as expenses are incurred for the AZA conference coming up.
 - e. Other expenses is over budget by \$8,073 due to the reimbursement of the staff's overpayment of the healthcare co-pay.
 - f. Professional fees are over budget \$18,207 partially due to audit fees incurred \$2,500 over budget, accounting services \$8,038 over budget, and cleaning services \$3,097 over budget.
2. Total expenses, not including capital campaign or the bond payment, are 55% of the annual budget after 7 months or 58% of the year.

Net surplus/deficit:

1. The net deficit from operations not including the capital campaign and including the bond payment is \$624,385 which is over budget by \$435,374. Without the bond payment the net deficit is \$208,385. The net deficit is budgeted at \$189,010 as of July 31, 2025.



Cash: Days of cash are at 26 with the capital campaign not included.

5. Transaction of Business

- a. Old Business
 - a. None
- b. New Business
 - a. None

Discussion Items

1. Board President Update
 - a. There was no meeting in July so there is no update.
2. Executive Director's report
 - a. Miscellaneous
 - i. AZA – Many staff are attending. Amy will not be going.
 - b. Staff Update
 - i. BZL Coordinator position is open again and will be posted.
 - c. Events/Education
 - 1 ERESA high school class is underway.
 - 2 Volunteer opportunities are available for board members.
The next Zoo Nights is Aug. 28.
 - d. Fund Development Update
 - i. An estate bequest is pending.
 - ii. The endowment fund balance for the Potter Park Zoological Society Endowment Fund is now \$65,048. The balance in the Robert and Phyllis Miller Fund is \$381,682.
 - iii. One of the CDs is now cashed in.
 - iv. RAP Grant – We will be applying for this city grant to renovate the playground in the park.
 - e. Capital Campaign Update
 - i. Feline/Primate building will be experiencing many changes. Amy will bring draft drawings to the next board meeting if they are available.
 - 1 Merritt will be working on exhibit sponsorships for this facility as soon as the plans are semi-final.
 - ii. The hospital is scheduled for completion by the end of September. We are looking at October for a grand opening.
 - f. Animal update
 - i. Doppsee Update: Doppsee continues to receive treatment and has



gone up and

down in regard to her progress.

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 12:20 p.m.

2025 Meeting Schedule – Potter Park Zoo – Welcome Center Conference Room

September 29, 2025

October 27, 2025

November 17, 2025

December 15, 2025