



Potter Park Zoological Society Board of Directors Meeting

Sept. 29, 2025 – 11:30 to 1 p.m.

Welcome Center Conference Room

MINUTES

Present

George Berghorn
Megan Vandermolen
Gabe Rodriguez-Garriga
Amy L. Morris-Hall, Society Executive Director

Absent

Julie Pingston
Karlene Belyea
Aaron Davis
Kieran Marion

General Items

1. Meeting was called to order at 11:32 a.m.
2. Approval of Aug. 25, 2025 minutes – approved
3. No members of public
4. Late Items/Deletion/Consent Items

Board Items

Financial Report YTD (preliminary) through Aug. 31, 2025

Revenue

1. Revenue year-to-date not including capital campaign is under budget in program revenue (-\$29,865), contributions (-\$12,392), member fees (-\$4,846), and revenue-other (-\$4,780). Contribution revenue is over budget (\$19,832). Overall revenue not including capital campaign is under budget by \$19,659.
 - a. Program revenue is off primarily because of how the education stations were budgeted in June through August. We have not yet received the information to generate the invoice. In 2024 education stations made \$49,677.50 and profited \$36,830. Big Zoo Lesson is also off by \$8,643. This will even out by the end of the year. Overall, we should end up over in program revenue by the end of the year.
 - b. Member fees are under budget and currently have \$159,704 in deferred revenue to be recognized in future months. This is slightly higher than 2024.



- c. 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.
 - d. 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.
 - e. Member fees are under budget and currently have \$156,190 in deferred revenue to be recognized over the remainder of the year.
 - f. 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 53% of the annual budget after 8 months or 62% of the year.

Expense

1. Total expenses are \$421,587 over budget year-to-date with the capital campaign not included. Without the \$416,000 bond payment included expenses are \$5,587 over budget.
- a. Salary and wages are under budget by \$40,917. 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 \$4,629 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 \$383,048. Removing the bond payment, Potter Park Zoo support is under budget \$32,952.
 - d. Conferences, conventions, and meetings is under budget by \$5,980. This difference will continue to shrink as expenses are incurred for the AZA conference coming up.
 - e. Other expenses is over budget by \$8,161 due to the reimbursement of the staff's overpayment of the healthcare co-pay. An additional overpayment found from 2023 was also reimbursed in September. This will cause other expenses to go over budget slightly more in September.
 - f. Professional fees are over budget \$22,278 partially due to audit fees incurred \$2,500 over budget, accounting services \$9,740 over budget, and cleaning services \$3,197 over budget.
2. Total expenses, not including capital campaign and including the bond payment are 95% of the annual budget after 62% of the year. Without the \$416,000 bond payment they are 67% of annual budget after 8 month or 62% of the year.



Net surplus/deficit:

1. The net deficit from operations not including the capital campaign and including the bond payment is \$606,471 which is over budget by \$441,247. Without the bond payment the net deficit is \$190,471. It is budgeted to be at a net deficit of \$165,224.85.

Cash: Days of cash are at 14 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 is no update
2. Executive Director's report
 - a. Miscellaneous
 - i. We are scheduling a breakfast to discuss what our team learned at the AZA annual conference.
 - b. Staff Update
 - i. BZL Coordinator position is open again and will be posted.
 - c. Events/Education
 - 1 Big Zoo Lesson is underway and going well.
 - 2 Boo at the Zoo preparation is underway.
 - d. Fund Development Update
 - i. Two estate bequests are pending. One \$10,000 was been contributed from the estate of a long-time docent.
 - ii. The endowment fund balance for the Potter Park Zoological Society Endowment Fund is now \$68,236. The balance in the Robert and Phyllis Miller Fund is \$400,478.
 - iii. We are beginning work on publicizing our Legacy Society. More information will be coming soon.
 - e. Capital Campaign Update
 - i. Finalized drawings of the feline/primate exhibit will be available soon.



- 1 Merritt continues 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 October. We are looking at Nov. 6 for a grand opening.
- f. Animal update
 - i. Review of animal management minutes
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 12:40 p.m.

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

October 27, 2025

November 17, 2025

December 15, 2025