

# AGENDA

## Potter Park Zoo Board

1301 S. Pennsylvania Avenue ~ Lansing, MI 48912  
Telephone: 517.342.2776; Fax: 517.316.3894

*The packet is available on-line by going to [www.ingham.org](http://www.ingham.org), choosing the "Monthly Calendar" and click on Wednesday, August 3, 2016.*

**Wednesday, August 3, 2016**

**at 5:45 PM**

### **POTTER PARK ZOO BOARD MEETING**

**Potter Park Zoo, Education Building,  
1301 S. Pennsylvania Ave., Lansing, Michigan**

- 1. Call to Order**
- 2. Approval of Minutes**  
Minutes of July 13, 2015 will be considered
- 3. Limited Public Comment – *Limited to 3 minutes with no discussion***
- 4. Late Items/Deletions/Consent Items**
- 5. NEW BUSINESS**
  - A. Visitor Survey (documentation to be provided at the meeting)
- 6. OLD BUSINESS**
  - A. Emergency Egress Completion – Cindy Wagner
  - B. Search Committee Update – Commissioner Nolan/Dr. Snider
- 7. DIRECTOR AND FINANCIAL REPORTS**
  - A. Zoo Director's Report – Cindy Wagner
  - B. Financial Report – Andrew Wingeier (documentation to be provided at the meeting)
- 8. Board Comments**
- 9. Limited Public Comment - *Limited to 3 minutes with no discussion***
- 10. Informational Items**
  - A. Thank You Letters
- 11. Upcoming Meeting**
  - A. Zoo Board Meeting on **September 14, 2016 at 5:45 PM** at the Potter Park Zoo, Education Building.
- 12. Adjournment**

Official minutes are stored and available for inspection at the address noted at the top of this agenda. The Potter Park Zoo will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days' notice to the Potter Park Zoo. Individuals with disabilities requiring auxiliary aids or services should contact Potter Park Zoo by writing to the Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, MI 48912 or by calling 517.342.2776.

**“DRAFT” MINUTES OF THE MEETING  
INGHAM COUNTY POTTER PARK ZOO BOARD  
1301 S. Pennsylvania Avenue, Lansing, MI 48912  
July 13, 2016**

The Ingham County Potter Park Zoo Board held a regularly scheduled meeting at the Potter Park Zoo, 1301 S. Pennsylvania Ave., Education Bldg./Safari Room, Lansing, Michigan

**BOARD MEMBERS**

**PRESENT:** Chair John Groen, Commissioner Nolan, Commissioner Koenig, Kyle Binkley, Mary Leys, Dr. List, Rick Kibbey, & Dr. Berghorn

**ABSENT:** Dr. Snider, Ralph Hansen, & Andrew Wingeier

**ALSO PRESENT:** Cindy Wagner, Interim Zoo Director; Teresa Masseau, Recording Secretary; Dennis Laidler, Education Curator; & Annie Marcum, Zookeeper

**CALL TO ORDER** Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 6:00 PM

**MINUTES:** Moved by Commissioner Koenig to approve and supported by Commissioner Nolan to approve the May 11, 2016 minutes of the regular meeting as written with a couple of changes, **Yes-8; No-0; MOTION CARRIED.**

**LIMITED PUBLIC COMMENT**

None

**LATE ITEMS/DELETIONS/CONSENT ITEMS**

None

**NEW BUSINESS**

**Tiger Conservation Conference Report**

Mrs. Marcum, Potter Park Zoo Zookeeper, went to Malaysia for a conference regarding the tiger population. She said it's not doing well and there is an estimated 3,500 total in the world. In Malaysia, they've lost 90% of their population due to poaching habitat loss. We need to be better educators and engage visitors better and this is especially true after having seen the evidence over in Malaysia. Discussion ensued.

**OLD BUSINESS**

**Emergency Egress Completion**

Mrs. Wagner said this is not completed yet, but most is done and it is paved up to the fence. The City needs to do their part and there needs to be a protocol and official personnel will need to be at the tracks at the time of it being used. There is hope that it will be done soon.

**Search Committee Update**

Commissioner Nolan asked Mrs. Wagner if the job description has been done.

Mrs. Wagner said no and it's at the controller's hands at this moment and he'll update us when it has been completed and when it will be posted. She will contact the controller to see what the next step. She also stated that the AZA is requesting a letter by July 29<sup>th</sup>.

Chair Groen asked her to send both boards a copy of the letter.

Commissioner Nolan said that at the September 14<sup>th</sup> Board meeting, there will be a job description ready to go out.

Discussion ensued.

**ZOO DIRECTORS REPORT**

Mrs. Wagner talked about the comprehensive board report. She also stated they will be looking at the parking numbers as they are down and will be talking to Mr. Wingeier about how it's tracked.

Chair Groen would like to see the gates open after work to be able to bring his family

Mrs. Wagner said she plans on creating a visitor survey to see about night time hours and if there's anything else you would like to add, please let her know.

Mrs. Marcum said there is an Bowling for Rhinos event on August 5<sup>th</sup> which is a lot of fun.

Discussion ensued.

#### **FINANCIAL REPORTS**

Mrs. Wagner stated that Mr. Wingeier is not here this evening and he had left on vacation right after the audit was conducted. If there are any questions, she can forward them onto him. She stated everyone is watching very closely all expenses. The revised budget will be out September.

#### **BOARD COMMENTS**

Dr. Berghorn said he has concern about the overnight coverage for the public safety officers and just wants to be careful.

Commissioner Nolan stated she would like them to look more like regular zoo staff and to tone down the police force by the cars and the uniforms which would take the target away from them more.

Mrs. Wagner said she has a meeting scheduled with Mr. Tissue and will be talking about these topics.

Mrs. Leys said the millage is coming up this fall and she remembers she had a yard sign last time and will there be something like this again.

Commissioner Nolan said this is no committee for the millage this year.

#### **LIMITED PUBLIC COMMENT**

None

#### **ADJOURNMENT**

Being no further business, the meeting was adjourned at 8:02 PM.

Teresa Masseau  
Recording Secretary



## Interim Director Report 8-3-16

High temperatures have been one of the biggest challenges at the zoo the past few weeks. We are using misters along the paths in several locations to provide a place for visitors to cool off. Extra fans with frozen 5 gallon buckets of water in front of them to create a cool breeze are being used in both the moose and red panda holding areas. Misters and sprinklers are used for the camels, rhino, llama, pigs, and many others. Most animals are given the choice to go inside or outside when temperatures are above 90°. This does create situations where animals may not be visible to visitors. Keepers are using signs to inform guests at exhibits and the admissions attendants are also notifying guests when they enter the zoo. On days when the heat index is above 95°, the encounters areas are closed for the safety of the animals and staff.

Members Night is August 10<sup>th</sup>; please RSVP if you plan to attend. There are many fun activities planned including scheduled animal enrichments and keeper talks.

Private Event numbers are on track to exceed last year's revenue.

We are finalizing our plans to partner with the MSU Science Festival in April of 2017. This is a fantastic opportunity to reach a large and diverse audience in our community.

As part of the Nature Play grant, the education interns are beginning their public presentations this week. These presentations point out the benefits of children and their families interacting with nature (getting them outdoors) and provide information on places to go and activities to try in the Greater Lansing area. These presentations will be held at Lansing area community centers and as many district libraries as possible.

Dennis Laidler has been able to engage with Channel 47 to promote upcoming events such as FALCONERS, Sundown Safari, and Zoo Brew.

There are many animal acquisitions/dispositions in process to be carried out when temperatures allow. Many of these transactions are SSP recommended transfers.

Cindy,  
Thank you so  
very much! You made  
all our day with the rhinos.  
(Signed)

Cindy,  
Visiting the Zoo  
was such a wonderful  
experience!  
Thank you!  
Kevin

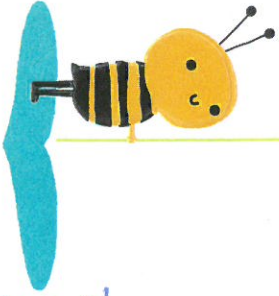
Dear, Cindy thank you for showing us  
around the Zoo and especially for  
letting us touch and feed the Rhino.  
That was an amazing experience and  
something none of our informational  
scouts had ever done before.  
Kevin  
Brauer  
Camp 2

## YOUR THOUGHTFULNESS

MEANT A LOT.

Thank you so  
much! You  
made it!  
David Nicholas

I've never seen  
a Rhino up close  
before, Thank you!  
-Nelly



宋易水

宋易水  
Dorian Cheng

Zachary

黃竣聖

Chris

林秋萍

De Boe

~~林秋萍~~  
Jackson

蕭金彤

鄧亞萱=D



# Imlay City CHRISTIAN SCHOOL

7197 Imlay City Road • Imlay City, Michigan 48444

Phone: 810-724-5695

E-mail: [icchristianschool@yahoo.com](mailto:icchristianschool@yahoo.com)

Fax: 810-724-5355

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Dear Business Owner and Friend of Imlay City Christian School,

Thank you for your recent donation to our Annual Benefit Auction. It was held at Castle Creek Golf Club and was a great success. Your donation helped make that happen and for this we are very grateful.

The auction's funds directly benefit our current and future students. Your support and generosity enable Christian education to continue to be available in our community. Imlay City Christian has a great history of excellence and many of our local businessmen and women once attended ICCS. Thank you for partnering with us to keep the legacy going.

Your donation is tax deductible and we have included a tax receipt for your records.

Blessings and gratitude,

Karen Hibbler

Principal

Imlay City Christian School

***"Helping parents educate tomorrow's Christian leaders."***





July 14, 2016

Potter Park Zoological Society  
1301 S Pennsylvania Ave  
Lansing, MI 48912-1646

Dear Sherrie,

On behalf of the Girl Scouts Heart of Michigan, I would like to thank you for your pledge payment of \$425.00, which was received on 06/24/2016 for the Sources that benefits the Programs Fund.

Without the help of dedicated volunteers and donors like you, we would be unable to provide innovative programming that gives girls courage to discover new things about themselves; the confidence to connect to others, and the character necessary to take action to make the world a better place.

Because we base our budget on the pledges of our donors, we greatly appreciate your timely pledge payments. **Our records indicate your pledge balance is \$0.00.** If you need to reschedule your payments or contact us, please do so by calling any of our regional centers at (800) 49-SCOUT.

Thank you again for your generosity. You have truly made a difference in the lives of girls.

Sincerely,

Lyah VanSickle  
Regional Development Specialist

Girl Scouts Heart of Michigan is a 501(c)(3) non-profit organization. For your records, please retain this letter as your official receipt of your donation. No goods or services were provided in exchange for your contribution.

**Jackson  
Regional Center**  
4403 Francis St  
Jackson, MI 49203  
517-784-8543  
517-784-9553 FAX

**Kalamazoo  
Regional Center**  
601 West Maple St  
Kalamazoo, MI 49008  
269-343-1516  
269-492-1439 FAX

**Lansing  
Regional Center**  
1223 Turner St, Suite 200  
Lansing, MI 48906  
517-699-9400  
517-699-9405 FAX

**Saginaw  
Regional Center**  
5470 Davis Rd  
Saginaw, MI 48604  
989-799-9565  
989-799-1450 FAX

**Ypsilanti/Ann Arbor  
Regional Center**  
444 James L. Hart Parkway  
Ypsilanti, MI 48197  
734-714-5140  
734-714-3037 FAX

JUL 25 2016



Spectrum Health United and Kelsey Hospitals  
703 Marvel Drive | MC626  
Greenville, MI 48838  
616.225.6427  
[give.spectrumhealth.org/united-kelsey](http://give.spectrumhealth.org/united-kelsey)

July 11, 2016

Potter Park Zoo  
1301 S. Pennsylvania Ave.  
Lansing, MI 48912

Dear Donations Coordinator,

We thank you for your gift-in-kind donation in support of Spectrum Health Foundation United and Kelsey Hospitals Golf Day 2016. Your generosity will help expand Ear, Nose and Throat (ENT) surgical services at Spectrum Health United Hospital.

Through your kindness and willingness to join this important effort, new surgical equipment, primarily used for children's ENT procedures, will be purchased. We sincerely appreciate your involvement and support for the health and healing of children and adults in our community.

This letter and copy of your donation form will serve as your tax receipt for gift-in-kind donations. Per IRS guidelines, you as the donor are to determine appropriate value of your contribution amount. This letter also confirms you have not received any goods or services in exchange for your donation. If you have any questions, please contact our Foundation Specialist, Sara Stachon Durham at 616.225.7633.

With heartfelt appreciation,

A handwritten signature in blue ink that reads "Shelly Westbrook".

Shelly Westbrook  
Foundation Director

A handwritten note in blue ink that says "Thank you!" with a small flourish at the end.

ENCLOSURE

Verification of Contribution of Goods and Materials Form





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Program Manager

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Grant Writer

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Executive Assistant

#### Founder Emeritus

Kathleen Donnelly, RN

July 13, 2016

Potter Park Zoo  
Attn: Kelly Gibson  
13015 Pennsylvania Ave  
Lansing, MI 48912

Dear Kelly,

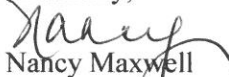
Sweet Dreamzzz would like to thank you for your donation to the auction at our A Night to R.E.M.ember fundraising event on September 10, 2016. Your support is very important to us as we integrate our sleep education programs into the Early Childhood arena. Sleep is critical to a child's physical and cognitive development yet most children do not get enough. Parents often lack the knowledge, bedtime routines and bedtime essentials. Our Early Childhood Sleep Education Program™ (ECSEP) targets preschool teachers, students and parents for success in helping children form healthy sleep habits that last a lifetime.

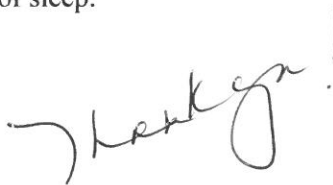
This past year, in partnership with the University of Michigan Sleep Disorders Center, research was published in the June issue of SLEEP. This research confirmed that our ECSEP was effective in increasing the sleep duration of a child...by a minimum of 30 minutes. This has been associated with improvements in daytime functioning in children.

The research feedback stated, "*Studies such as the current one now provide critical demonstrations that minimal, relatively inexpensive interventions can be effective, even at early ages when lifelong effect may be the greatest. Family sleep education during early childhood years, when sleep habits are being established, could prove to be a most cost-effective strategy to improve children's sleep and overall health.*"

We are the only nonprofit in the country bringing sleep education and sleep kits to at-risk children and their families. Your gift combined with the gift of our research can together give another family the simple gift of sleep.

Gratefully,

  
Nancy Maxwell  
Executive Director



Donation Date: 7/12/16

Donated Item: Family membership

*As a 501(c)3 nonprofit, donations made to Sweet Dreamzzz™, Inc. are tax-deductible under the provisions of the Internal Revenue Service. No goods or services were provided in exchange for this donation. (Tax I.D. 38-3585813)*

2016 Auction Committee  
Holy Trinity Community Auction  
1200 Alpine Church RD NW  
Comstock Park MI 49321  
auction@holylrinitycp.org

July 8, 2016

Dear Potter Park Zoo,

You Have Made Our Day!!

Thank you so much for your very generous donation to Holy Trinity Community Auction, on April 30, 2016. It will have an impact on everyone involved with Holy Trinity Catholic Church and School.

Here at Holy Trinity your gift will have a huge impact. Not only with students, by helping them have the newest and up to date technology, to learn in the classroom and stay competitive with their peers in the public school system. It will also help to spread faith and the great values of the Catholic Church, through religious education and RICA classes.

The money we raised will assist every child that is a part of the Holy Trinity Community. It helps with day to day needs of the students, technology, and when a child needs help financially. This includes costs for an adult becoming a Catholic and children learning becoming Catholic.

Thank you! We can not thank you enough for your generous donation, it will help several children in several wonderful ways. We look forward to working with you again in the future for this great event.

Potter Park Zoo, thanks again for helping make this event successful!!

Respectfully, 2016 Auction Committee

Auction Committee

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**DONATION RECEIPT – Keep for your records**

Organization: Holy Trinity Catholic Church and School  
Date Received: April 30, 2016  
Cash Contribution:  
Our Tax ID #: 38-1617921

No goods or services were provided in exchange for your contribution.

*{ If you provided goods or services in exchange for the contribution, see IRS publication 1771 to determine if you should include the following two paragraphs instead of the above sentence. }*

In exchange for your contribution, we gave you [describe the gift, item, or service] with an estimated fair market value of \$[amount].

Note: The amount of the contribution that is deductible for federal income tax purposes is limited to the excess of money (and the fair market value of property other than money) contributed over the value of goods or services provided by the organization.