

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, choosing the "Monthly Calendar" and click on Wednesday, January 13, 2016.

**Wednesday, January 13, 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 December 9, 2015 will be considered
3. **Limited Public Comment** – *Limited to 3 minutes with no discussion*
4. **Late Items/Deletions/Consent Items**
5. **OLD BUSINESS**
 - A. Moose Exhibit Update
 - B. Emergency Egress Completion
6. **DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham
 - B. Financial Report – Andrew Wingeier
7. **Board Comments**
8. **Limited Public Comment** - *Limited to 3 minutes with no discussion*
9. **Informational Items**
 - A. Thank You Letters
10. **Upcoming Meeting**
 - A. Zoo Board Meeting on **February 10, 2016 at 6:00 PM** at the Potter Park Zoo, Education Building.
11. **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
December 9, 2015**

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

BOARD MEMBERS

PRESENT: Chair John Groen, Commissioner Nolan, Rick Kibbey, Dr. Snider, Dr. List, Aaron Davis, Dr. Berghorn, & Kyle Binkley

ABSENT: Commissioner Tsernoglou, Mary Leys, & Ralph Hansen

ALSO PRESENT: Sherrie Graham, Zoo Director; Teresa Masseur, Recording Secretary; Andrew Wingeier, Finance Director; & James Tissue, Director of Public Safety

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 6:15 PM

MINUTES: Moved by Dr. Snider to approve and supported by Commissioner Nolan to approve the November 11, 2015 minutes of the regular meeting with the amendment change to page 2, **Yes-7; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

Chair Groen asked if there were any late items and Commissioner Nolan asked to add “Emergency Egress Completion” under Old Business and the motion was moved by Commissioner Nolan and supported by Dr. Snider, Yes-7; No-0. **MOTION CARRIED.**

Chair Green asked the Board to add to New Business a #5E, Contacting for Programming at MSU. The motion was moved by Mr. Kibbey and supported by Commissioner Nolan, Yes-0; No-0; **MOTION CARRIED.**

NEW BUSINESS

**Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award
for Training All Staff in Autism Awareness**
RESOLUTION #15-11

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, the grant funds will reimburse Potter Park Zoo 50% of the cost of hosting and training for all zoo staff in autism awareness.

THEREFORE BE IT RESOLVED, that the Potter Park Zoo Board recommends to the Board of Commissioners acceptance of the grant funds from MMRMA in the amount of \$500.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Moved by Commissioner Nolan and Supported by Mr. Kibbey that resolution #15-11 be approved. (Yes-7; No-0). **MOTION CARRIED.**

Mr. Tissue talked about how it’s a grant which will pay to train all staff on how to do deal with autistic and special needs children. There will be two sessions through Autism Alliance of Michigan. He also spoke about how he had submitted two grants; one for \$46,000 for generators for every single building and another for \$6,000 for AED’s for the patrol cars.

Chair Groen thanked Mr. Tissue for being able to find all of these grants for the zoo.

Mrs. Graham stated he is really good at finding grants.

Dr. Berghorn came in at 6:23 PM.

The Acceptance of Potter Park Zoo’s Strategic Plan

Chair Groen talked about the goals of the zoo. They will be written, so they are measurable. Most will be stated as to where we want to be in 5 years. Additionally, they will be evaluated annually and adjusted as needed.

Selection of Board Chair of 2016

Dr. Berghorn nominated Chair Groen for the 2016 Board Chair. It was moved by Commissioner Nolan and Supported by Dr. Snider, Yes-8; No-0. Chair Groen is the Board Chair for 2016. **MOTION CARRIED.**

Commissioner Nolan nominated Dr. Berghorn for the 2016 Vice Chair. It was moved by Commissioner Nolan and Supported by Mr. Kibbey, Yes-8; No-0. Dr. Berghorn is the Board Vice Chair for 2016. **MOTION CARRIED.**

Approval of 2016 Calendar Dates

After much discussion, it was decided to change the August 10th date to August 3rd and to change the time back to 5:45 PM instead of 6:00 PM. It was moved by Commissioner Nolan and Supported by Mr. Binkley, Yes-8; No-0. **MOTION CARRIED.**

Contacting for Programming at MSU

Dr. Berghorn talked about how there is a class at MSU with Dr. Constantino and they take on projects for cheap and a team could make an Interactive Zoo Map for \$1,500-\$2,000. He's used them before for three business projects and received a good product, so he will be contacting them.

OLD BUSINESS

Moose Exhibit Update

Mrs. Graham stated it is almost done. Once the items on the punch list are finished, then the moose will be trained and then they can be moved over to their new exhibit. The old parking lot is gone and there's drivable grass now and screening on the fence.

ZOO DIRECTORS REPORT

Mrs. Graham said there is a written report. She talked about the planning animal management meeting today which lasted for four hours. She talked about how accreditation could be affected by the clinic and cat holding and also the mandrill space is not appropriate. There were five minor projects which would make a difference and more interesting if we were to get rid of the camels and had a kangaroo walkthrough. The zoo is buying a new pony and looking for a second one.

FINANCIAL REPORTS

Mr. Wingeier talked about the November Financial Report. The reference page is on page 7 and Item A; Total Expensed before Capital - the overall 2015 budget has been 94.7% utilized as of November 30th, 2015 (91.7% through the year). Item B; Other Revenues - the variance is believed to be a timing difference in recognition of tax revenues. Item C; Personnel Services - Due to reorganization of zookeeper staff and increased coverage in security personnel has created large variances between line items, but are nearly level in total. Item D; Purchased Services - an increase in the cost of trash and manual removal and the recognition of the Zoo's quarterly administrative charge in November has caused a large variance between 2015 and 2014 amounts. Also a change in the accounting of the County transfer to the Society makes the purchased services line item look less favorable. Item E; Utilities (Controllable) - Cell phone and telephone expenses have increased from prior year. Item F; Other Expenses - the County changed the classification of CIP items to projects of \$5,000 and up as opposed to the previous classification of CIP items to projects of \$1,000 and up. The smaller Capital Improvement Projects are now expensed in the department's budgets instead of the CIP budget. Item G; Utilities (Non-controllable) - Several timing differences caused 2014 utilities to be significantly overstated and when comparing the true cost of 2014 and 2015 utilities, there is very little variance. Item H; Insurance - In 2014, insurance was paid in two lump sum payments, one in June and one in December. This year, insurance was paid in a lump sum in February. Item I; IT Support Expense - The monthly charge for IT Support has increased when compared to last year. Item J; Capital Improvement - More capital projects have been completed this year than last including the Moose and Red Panda Exhibit projects. He talked about the attendance report and that the total is down and this is due to the weather as it does play a big part in attendance.

Discussion ensued about the MUNIS System and how it's not very user friendly.

BOARD COMMENTS

None

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:27 PM.



Potter Park Zoo Director's Report January 2016

Happy New Year to everyone! We will be receipting 2015 year-end gifts through January 15, 2016. Additionally, we will not have the final numbers for a week or so but it appears 2015 was a very good year for Potter Park Zoo.

Our first in a series of programs designed for autistic children and their families will begin on January 30, and be held monthly. This special programming was made possible by a grant from the Capital Area Community Foundation. Local area schools are helping with the marketing and the identification of potential participants. James has secured a grant from our risk management company to pay for the necessary staff and volunteer training which will be conducted on January 14.

We have retained attorney Aaron Davis, Zoo Advisory Board member, to represent our interest in the settlement of Jane Coffman's estate. It is being contested by her longtime companion, Robert Andrews. The case is being heard in probate court on January 21, 2016 at 9:15 a.m. Keep your fingers crossed!!

We have been presented with the first draft of the master plan for the Back Yard Garden area of the zoo. Our hope is to finalize the plans soon so we are ready to begin work in the spring. Preliminarily it appears both Education and Special Events are pleased with the draft which allows the needs of both to be met.

Although there are still a substantial number of internal work orders to be completed, we closed out the moose exhibit with the contractors. Once the work orders are finished, we will begin the training necessary to move the moose into their new home. We anticipate a grand opening/ribbon cutting sometime in the spring.

The weather was perfect for Wonderland of Lights this year allowing us to exceed last year's admission revenue by \$20,000!!

Amy Morris is attending the Fund Raising School in Indianapolis this week. She was very pleased to find her classmates included personnel from both the Indianapolis Zoo and the Omaha Zoo.

Work will soon begin on the repair and maintenance for Bird and Reptile house.

POTTER PARK ZOO
FINANCIAL REPORT
FOR THE MONTH OF
DECEMBER 2015

Included:

December Financial Report (Preliminary)
December Year to Date Comparison Report (Preliminary)
December Attendance Report

Reference Page

- (A) Property Tax Revenues:**
Budgeted Property Tax Revenue increased from \$2,721,614. Further investigation is required.
- (B) Other Revenues (Budgeted):**
The "Carry Over Surplus Used" budgeted amount in the Other Revenue category increased to \$1,137,135. Further investigation is required.
- (C) Total Expenses Before Capital:**
Total Expenses Before Capital are 4.2% lower than budgeted for 2015.
- (D) Other Revenues:**
The variance is believed to be a timing difference, but further investigation is required.
- (E) Personnel Services:**
Overall, Personnel Services are 0.9% lower than prior year. This is mostly attributed to the Zookeeper restructuring.
- (F) Purchased Services:**
An increase in the cost of trash and manure removal and a change in the accounting of the County transfer to the Society makes the purchased services line item look less favorable to prior year.
- (G) Other Expenses:**
The County changed the classification of CIP items to projects of \$5,000 and up as opposed to the previous classification of \$1,000 and up. The smaller Capital Improvement Projects are now expensed in the department's budgets instead of the CIP budget.
- (H) Utilities:**
Several timing differences caused 2014 Utilities to be significantly overstated. When comparing the true cost of 2014 and 2015 utilities, there is very little variance.
- (I) IT Support Expense:**
The monthly charge for IT Support has increased when compared to last year.
- (J) Capital Improvement:**
More capital projects have been completed this year than last, including the Moose and Red Panda Exhibit projects.

**POTTER PARK ZOO
REMAINING BUDGET REPORT
FOR YTD ENDING DECEMBER 2015
PRELIMINARY**

	2015 BUDGET	PRELIMINARY DECEMBER 2015 YTD ACTUAL	BUDGET REMAINING	% UTILIZED
REVENUES:				
Property Tax Revenues	\$ 2,889,814	\$ 2,713,008	\$ 176,806 (A)	
Admission Revenues	557,471	479,252	78,219	
Parking Lot Revenues	207,889	180,733	27,156	
Interactive Site Revenues	28,125	25,753	2,372	
Interest Income	15,000	11,349	3,651	
Other Revenues	1,190,600	14,946	1,175,654 (B)	
TOTAL REVENUES	\$ 4,888,899	\$ 3,425,041	\$ 1,463,858	70.1%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 1,163,999	\$ 1,100,737	\$ 63,262	
Salaries & Wages - Seasonal	387,574	372,666	14,908	
Benefits	551,893	572,100	(20,207)	
Total Personnel Services	2,103,466	2,045,502	57,964	97.2%
Controllable Expense				
Supplies	140,144	115,583	24,561	
Animal Care	231,000	235,618	(4,618)	
Purchased Services	815,902	779,185	36,717	
Utilities	24,300	24,064	236	
Rentals & Leases	3,000	2,966	34	
Other Expenses	101,411	121,154	(19,743)	
Total Controllable Expense	1,315,757	1,278,569	37,188	97.2%
Non-Controllable Expense				
Utilities	220,000	198,500	21,500	
Insurance	102,976	69,388	33,588	
IT Support Expense	60,522	51,660	8,862	
Other Expenses	478	478	0	
Total Non-Controllable Expense	383,976	320,025	63,951	83.3%
TOTAL EXPENSES BEFORE CAPITAL	3,803,199	3,644,097	159,102 (C)	95.8%
Capital Outlay				
Capital Improvements	1,085,700	724,624	361,076	
Machinery & Equipment	-	-	-	
Total Capital Outlay	1,085,700	724,624	361,076	
TOTAL EXPENSES	\$ 4,888,899	\$ 4,368,720	\$ 520,179	
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ (943,679)	\$ 943,679	
FUND BALANCE AS OF 12-31-2014		\$ 1,022,013		

**POTTER PARK ZOO
ACTUAL VS PRIOR YEAR REPORT
FOR YTD ENDING DECEMBER 2015
PRELIMINARY**

	<u>DECEMBER 2015 YTD ACTUAL</u>	<u>DECEMBER 2014 YTD ACTUAL</u>	<u>BETTER/(WORSE) THAN PRIOR YEAR</u>	<u>% VARIANCE</u>
REVENUES:				
Property Tax Revenues	\$ 2,713,008	\$ 2,695,452	\$ 17,556	
Admission Revenues	479,252	491,642	(12,390)	
Parking Lot Revenues	180,733	178,001	2,732	
Interactive Site Revenues	25,753	24,503	1,250	
Interest Income	11,349	15,589	(4,240)	
Other Revenues	14,946	46,429	(31,483) (D)	
TOTAL REVENUES	\$ 3,425,041	\$ 3,451,617	\$ (26,575)	-0.8%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 1,100,737	\$ 1,099,976	\$ (761)	} (E)
Salaries & Wages - Seasonal	372,666	419,223	46,557	
Benefits	572,100	545,913	(26,187)	
Total Personnel Services	2,045,502	2,065,111	19,609	-0.9%
Controllable Expense				
Supplies	115,583	126,551	10,969	
Animal Care	235,618	229,982	(5,636)	
Purchased Services	779,185	632,854	(146,331) (F)	
Utilities	24,064	14,880	(9,183)	
Rentals & Leases	2,966	1,322	(1,644)	
Other Expenses	121,154	85,437	(35,717) (G)	
Total Controllable Expense	1,278,569	1,091,026	(187,543)	17.2%
Non-Controllable Expense				
Utilities	198,500	220,300	21,800 (H)	
Insurance	69,388	65,750	(3,638)	
IT Support Expense	51,660	40,241	(11,419) (I)	
Other Expenses	478	436	(41)	
Total Non-Controllable Expense	320,025	326,727	6,702	-2.1%
TOTAL EXPENSES BEFORE CAPITAL	3,644,097	3,482,864	(161,232)	4.6%
Capital Outlay				
Capital Improvements	724,624	228,997	(495,626) (J)	
Machinery & Equipment	-	7,011	7,011	
Total Capital Outlay	724,624	236,008	(488,616)	
TOTAL EXPENSES	\$ 4,368,720	\$ 3,718,872	\$ (649,848)	17.5%
TOTAL CHANGE IN FUND BALANCE	\$ (943,679)	\$ (267,256)	\$ (676,423)	-253.1%
FUND BALANCE AS OF 12-31-2014	\$ 1,022,013			

**POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING DECEMBER 2015**

<u>ADMISSION TYPE</u>	<u>CURRENT MONTH</u>			<u>YEAR-TO-DATE</u>		
	<u>2015 COUNT</u>	<u>2014 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>	<u>2015 COUNT</u>	<u>2014 COUNT</u>	<u>BETTER (WORSE) THAN PY</u>
CHILDREN	-	-	-	28,647	29,268	(621)
CHILDREN-UNDER 3	95	87	8	15,598	15,337	261
CHILDREN-OFF-SEASON	269	192	77	2,116	1,219	897
ADULT RESIDENT	-	-	-	26,234	28,200	(1,966)
ADULT NON-RESIDENT	-	-	-	21,392	21,451	(59)
ADULT OFF-SEASON	659	569	90	4,577	3,547	1,030
SENIOR RESIDENT	-	-	-	2,279	2,619	(340)
SENIOR NON-RESIDENT	-	-	-	3,213	3,160	53
SPECIAL EVENTS	-	-	-	21,546	29,217	(7,671)
PPZ ZOO MEMBERS	267	260	7	20,689	18,614	2,075
SHARED ZOO MEMBERS	11	25	(14)	6,176	6,329	(153)
GROUPS	-	-	-	14,325	14,479	(154)
MONDAY PROGRAM	-	-	-	4,522	4,372	150
OTHER	-	-	-	543	338	205
TOTAL	1,301	1,133	168	171,857	178,150	(6,293)

INCREASE (DECREASE) FROM PRIOR YEAR

14.8%

-3.5%

<u>ADMISSION TYPE</u>	<u>DESCRIPTION</u>
CHILDREN	All Children, any county ages 3-16 (\$2)
CHILDREN-UNDER 3	All Children, any county under age 3 (Free)
CHILDREN-OFF-SEASON	All Children, any county ages 3-16 Nov. 1- March 31 (\$1)
ADULT RESIDENT	Adult of Ingham county April 1 - Oct. 31 (\$4)
ADULT NON-RESIDENT	Adult Out of Ingham County April 1 -Oct. 31 (\$10)
ADULT OFF-SEASON	All Adults, Any County Nov. 1 - March 31 (\$2)
SENIOR RESIDENT	Discount for Ingham seniors ages 60+ April 1 - Oct. 31 (\$3)
SENIOR NON-RESIDENT	Discount for Out of County seniors ages 60+ April 1 - Oct. 31 (\$8)
SPECIAL EVENTS	Attendees associated with County or Society Events (Price varies)
PPZ ZOO MEMBERS	Zoo Members (Free)
SHARED ZOO MEMBERS	Reciprocal Zoo memberships (Price Varies)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham County Residents receive \$1 off per person (slowest day of week)
OTHER	Any Coupon related attendee



St. Joseph Parish

3430 DOVER STREET
DEXTER, MICHIGAN 48130
Phone: 734-426-8483 Fax: 734-426-6451

November 25, 2015

Potter Park Zoo
1301 S. Pennsylvania Ave
Lansing MI 48912

Dear Friends,

St. Joseph Parish would like to thank you for your support of our 2015 Silent Auction. The auction was a great success and we raised more than \$19,000 which will be used to further the good works of St. Joseph Parish.

Your donation, valued at \$80, of

Potter Park Zoo Basic Membership for 2

was greatly appreciated and contributed to our success.

Each donor received recognition by having the item and donor's name or organization listed in our auction program. Attendees were encouraged to support our business community donors.


Thank you again for your contribution to our fundraising effort. We recognize and appreciate your support of St. Joseph Parish.

This letter serves as a receipt for income tax purposes.

Sincerely,


Marinell High
Co-Chair


Liz Neil
Co-Chair


Mary Pawloski
Procurement Chair

REACH

STUDIO ART CENTER

1804 S. Washington Avenue, Lansing, Michigan 48910
a non-profit neighborhood place to do art!

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

December 15, 2015

Dear Potter Park Zoo,

On behalf of the staff and board of directors, thank you for your recent generous donation of Adult memberships to REACH Studio's annual fundraiser event, "A Not So Silent Night". Your donation helped to raise \$8400 for REACH to use in its mission of providing after school art education and free after school art programming to youth in the Lansing area... especially those who typically find it difficult to access art-making and creative after school programs. Over 100 people attended the event which was held for the first time at our own "digs"—the newly renovated Main Hub at REACH. This was our 11th Not So Silent Night and lots of happy "buzz" filled the air regarding the items and atmosphere. Please use this document as a tax receipt for your donation, which is described below.

If you have questions about this receipt, please contact Alice at 517-999-3643 or alice@reachstudioart.org. Again, thanks so very much for your support of REACH!

On behalf of all of us at REACH, our warmest regards and best wishes for the holidays and a Happy New Year,



Alice Brinkman
Executive Director, REACH Studio Art Center

Adult memberships
Number of Items: 2
Value: \$80

Reach Studio Art Center is a 501(c)3 nonprofit organization. Tax ID 20-0864458
No goods or services were received in consideration of this gift.

Ph: 517.999.3643 reachstudioart.org info@reachstudioart.org



MID-MICHIGAN

December 17, 2015

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

Re: 2015 Golf for the House – Ronald McDonald House of Mid-Michigan

Dear Sir or Madam,

On behalf of our families, we thank you for your generous support of the Ronald McDonald House of Mid-Michigan's Golf for the House 2015! We added many great new activities and prizes to this year's event! We hope you had a great day of golf for a great cause! Your participation brought in much needed funds to support our mission: to provide a warm and caring home-away-from-home for families of ill children receiving treatment at area hospitals and clinics.

Since we opened our doors, our House has offered more than 3,256 families 28,806 nights of lodging. We are deeply affected by each family that stays at the House, whether for a night or for many months, witnessing strength, hope and love that stay with us long after a family returns to their home. As each family blesses us, it is because of supporters like you that we are able to bless them. That's why we are so grateful for our donors, who help keep the House operating. Our Ronald McDonald House is truly fortunate to have a supportive community that believes in our mission and our dedication to families.

Sincerely,

A handwritten signature in black ink that reads "Michelle S. Weinfeld". The signature is written in a cursive style.

Michelle Weinfeld
Marketing & Events Coordinator
Ronald McDonald House of Mid-Michigan
Ph: 517-485-9303
E: michelle@rmhmm.org

Please consider this letter official receipt of your tax deductible contribution on July 27, 2015 in the amount of \$80.00. No goods or services were provided to you in consideration of this gift. Our federal tax identification number is 38-3279325. This organization is a 501(c)3 tax exempt organization, IRS Section 170(b)(2)(iii) for both federal and state tax purposes.



Receipt

07-Dec-2015

Potter Park Zoo
1301 S Pennsylvania Ave
Lansing, MI 48912

Dear Potter Park Zoo:

Thank you for your commitment to improving the lives of the 30,000 children and adults with cystic fibrosis (CF). Your donation will help the Cystic Fibrosis Foundation achieve its mission to cure cystic fibrosis and to provide all people with the disease the opportunity to lead full, productive lives.

This acknowledgment verifies that we have received your donation.

Event: Corks and Kegs Date: 22-Oct-2015

Item Contributed	Date Received
One Year Two Adult Family, Basic Membership	12-Oct-2015

Item(s) received in return: N/A

Estimated value of goods received in return: \$0

The amount of this payment deductible for federal income tax purposes is limited to the excess of the amount contributed over the value of the goods and services provided by Cystic Fibrosis Foundation.

Please know how much we appreciate your gift. Your support will help us continue to forge new paths to reach our ultimate goal: a cure for all people with CF.

Sincerely,

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

Shelly Francis
Executive Director

This is your receipt. Please save for your tax records.

Michigan Chapter-Metro Detro Office
2265 Livernois
Suite 410
Troy MI 48083
(248) 269-8759 E-mail: detroit@cff.org



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

Dear Friend of Howell Nature Center,

It is with sincere gratitude that I write this letter of thanks for your generous donation of a two-adult family basic membership for one year, valued at \$80, Howell Nature Center's "Wild Wonderful Night" Gala on November 5, 2015.

Your support helped make the event a success before the first guest walked through the door: sponsorships totaling \$14,000 PLUS over \$18,500 in goods and services contributed to a record total of over \$69,750 raised that night!

This year, your contribution helped our Wildlife Education and Rehabilitation Program:

- care for over more injured and orphaned wild animals than ever before,
 - feed and maintain enclosures for the nearly 70 permanently-injured residents of Livingston County's only zoo-Wild Wonders Wildlife Park,
 - teach well over 102,000 guests how to live in harmony with nature,
- and so much more.

Together, we are making a very positive change for our natural world.

Plans for next year's "Wild Wonderful Night" Gala have already begun, and we welcome your advice for improving all aspects of the event. Please contact Executive Director Dick Grant (810-923-9672, rgrant@howellnaturecenter.org) or Director Dana DeBenham (248-459-0485, danad@howellnaturecenter.org) if you have advice you wish to share, or if you are interested in becoming more involved in the planning and execution of this fundraiser.

With hope that you will continue to Heal, Grow, and Be Wild with us,

April Gasbarre

Marketing Coordinator

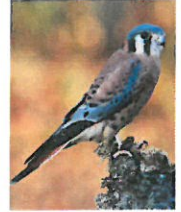
and all the members of the Wild Wonderful Night Planning Committee

This letter acknowledges your contribution to Howell Nature Centers, LLC, a wholly owned/disregarded subsidiary of The Presbytery of Detroit EIN 38-1996723, who is an affiliate group member of a central organization, being the Presbyterian Church (U.S.A.) EIN 23-6393377 / General Exemption Number: 1617.

1005 Triangle Lake Rd., Howell, MI 48843 • P 517-546-0249 F 517-546-1677 • howellnaturecenter.org

Event Summary Report

A GALA EVENT



December 2, 2015

Thank you for your support of our November 5, 2015, Wild Wonderful Night Gala at Cleary University's Johnson Center! Your contributions helped make this year's event an incredible success that surpassed our wildest dreams.

This year's event exceeded all expectations, grossing more than \$69,650, which surpassed the previous year's total by 31%, chalking up two consecutive years of record results. Record attendance exceeded 300 guests, plus dozens of volunteers.

Held at Cleary University's Johnson Center, this elegant evening celebrates fine food, exciting auctions and fun raffles, and especially the accomplishments of the Nature Center's wildlife education and rehabilitation programs. Its purpose is to raise funds for, and awareness of, this well-established non-profit organization.

THE PROGRAM

A live wildlife encounter educated attendees about the permanently-injured residents of the Nature Center's Wild Wonders Wildlife Park. All were invited to have a photo taken with the representative wildlife, which included event mascot Horus, an American Kestrel.



Silent and live auctions were supported by 127 businesses and individuals who donated \$18,565 in goods and services that are not included in gross income.

A special "From the Heart" appeal in honor of long-time volunteer Diane Solecki that raised over \$22,000 in less than 15 minutes! These funds have been set aside to build, supply, and staff a secluded fawn shelter and enclosure for the many injured and orphaned fawns that we take in each year. It will be a place for these iconic Michigan mammals to mature with minimal human interaction so that they will get a second chance at life in the wild.

Remarks from Director Dana DeBenham, who reviewed wildlife rehabilitation cases, Wild Wonders Wildlife Park residents, and public outreach initiatives that highlighted 2015.

The Kili Competition, which featured eleven of the area's finest restaurants against each other in competition for a gleaming trophy representing one of the American Bald Eagles that resides in the Nature Center's Wild Wonders Wildlife Park. Diamond's Steak & Seafood won their third consecutive Kili Award this year.

The Freestyle jazz combo played live music from 5:30 to 7:45 p.m.

Cuisine Sponsors each received two complimentary tickets to the event and a personalized full-color, 10" x 14" recognition plaque featuring the 2015 Wild Wonderful Night mascot, Horus, an American kestrel.

FUNDRAISING HIGHLIGHTS

Wild Wonderful Night employs structural elements that keep costs low, thereby maximizing the net income that directly benefits wildlife education and rehabilitation programs at the Howell Nature Center.

Participating restaurants, known as Cuisine Sponsors, donated virtually all of the food for the event, an expense that we value at more than \$1,000 each, but do not include as income.

This year's gala garnered \$14,000 in sponsorships, and increased attendance resulted in a modest admissions gain to over \$5,000.

An option on the printed and electronic invitations to make a donation instead of attendance netted an additional \$3,481, a total that continues to grow as donations trickle in.

Silent and live auctions benefitted from an experienced silent auction merchandising team, as well as employment of a professional auctioneer, Joseph Merkel of Merkel Auction Specialists, to result in \$16,750 in income from these sources. When we include donations made toward the "From the Heart" appeal (during the live auction), that total jumps to over \$49,000.

EVENT REPORT CARD

The results we enjoyed in 2015 resulted from conscious improvements in targeted areas, including:

- Carrying on the "committee model" of event management. This process needs to continue for Wild Wonderful Night to build upon recent successes by recruiting enthusiastic volunteers to each level of the planning and execution process.
- Improved record-keeping, including not only event registration, but also the management of the procurement process. We were able to avoid the purchase of event management software by creating a cloud-based auction item database that should only require modest tweaks going forward.
- We highlighted live auction items using a PowerPoint slideshow with all package details, which complemented printed live auction item lists.





New Covenant Christian School

Building a Rock Solid Foundation

December 9, 2015

Potter Park Zoo
1301 S. Pennsylvania
Lansing, MI 48912

Thank you for your contribution to our recent Silent Auction and Banquet to benefit New Covenant Christian School.

The evening was a great success and one that gives us the annual opportunity to fundraise for necessary funding that will ensure that this school is around for years to come. Our curriculum is challenging and we have a significant culture of service in the community. We teach from a biblical worldview and mentor students to live it. We represent over 20 different Christian denominations and we have a diverse ethnic representation. If you are ever interested in hearing more about us, please feel free to contact us by phone or email.

Thank you again for your generous support!

Yours sincerely,

Fred B. McGlone III, Principal
New Covenant Christian School

DONATION RECEIPT

Your gift(s), listed below, are gratefully appreciated. No good or services were given in exchange for this donation.

An annual Family Membership

Our Tax Id # 38-2027706. We are a 501(c)(3) school.

Mailing Address: PO Box 80737, Lansing, Michigan 48908-0737

Located At: 4415 W St Joseph Hwy, West of Waverly Road
517.323.8903 fax 517.323.0421 www.nccswarriors.org

WARRIORS



The 25th Annual Hospitality Association/
The School of Hospitality Business
Alumni Association Auction

Saturday
February 20, 2016
Big Ten Rooms
Kellogg Hotel & Conference Center

645 N. Shaw Lane, Room 232 Eppley
Michigan State University
East Lansing, MI 48824
Phone: (517) 353-9211 • Fax: (517) 432-1170
<http://msdestinationauction.com>

December 1, 2015

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

Dear Ms. Gibson,

Thank you for your generous donation of Two Adult Family, Basic Membership for one year to the Potter Park Zoo to Destination Auction: Under the Big Top. We were excited to receive your donation on November 18th. On behalf of the Hospitality Association and The School of Hospitality Business Alumni Association, we truly appreciate your support.

We invite you to be our guest at the 25th Annual Destination Auction on **Saturday, February 20, 2016** at the Kellogg Hotel and Conference Center in East Lansing! The festivities begin at 5 p.m. with our Silent Auction and the Live Auction begins at 6 p.m. If you have any questions about the event, feel free to email us at msualumniauction@gmail.com.

Nearly 900 students in The School greatly depend on generous donors like you. The proceeds from Destination Auction: Under the Big Top fund opportunities for students to attend hospitality conferences in several cities around the country including New York City, Chicago and San Francisco. The funds raised are also shared with two local charities: the Junior League of Lansing and the Wharton Center Program for Arts & Creativity. In addition, the students planning and managing Destination Auction gain a real-world learning experience that wouldn't be possible without your continued support.

Thank you again for supporting this year's Destination Auction. We hope you can join us for our event on Saturday, February 20, 2016. Please visit our website for more information on this exciting milestone event: <http://www.msdestinationauction.com/>.

Sincerely,

Erica L. Kaschalk (BA '18)
Director of Silent Auction

Chief Executive Officer: Sammi Miller (BA '16) • *Chief Financial Officer:* Monica Blaze (BA '16) • *Chief Operating Officer:* Kristie Duve (BA '16)
Alumni Co-Chairmen: Chuck Day (BA '91), Regional Director, Revenue Management Services, InterContinental Hotels Group;
Marc J. Gordon (MBA '73), President & Chief Executive Officer, Illinois Hotel & Lodging Association; J. Bruce Langu (BA '78), Managing Director,
Westin Kierland Resort & Spa; Marc Cassier (BA '89), Corporate Executive Director, Conference Services & Catering, Fairmont Hotels & Resorts;
Michael Rice (BA '91), General Manager, Quality Suites Hotel – Lansing; Bradley Cance (BA '89), General Manager, Bethesda Country Club;
Honorary Chairman: Ginny Brooks, Junior League of Lansing Representative



Thank You

Thank you for your contribution towards the Matthew Bendele Memorial Scholarship. Our event this fall raised over \$8,000 that will go towards scholarships for kids with special needs and kids who have had a significant influence on other students with special needs.

Your generosity is greatly appreciated,

Hein Bendele