

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, November 5, 2014.

Wednesday, November 5, 2014

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 October 8, 2014 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. Hospital Update
 - C. Strategic Planning Update
 - D. Review and Acceptance of County/Society Contract – **ACTION ITEM** (documentation will be provided at the meeting)
6. **DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham
 - B. Financial Report – Andrew Wingeier (documentation will be provided at the meeting)
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 **December 10, 2014** 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
October 8, 2014

The Ingham County Potter Park Zoo Advisory 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: Commissioner Tsernoglou, Chair Groen, Jennifer Flood, George Berghorn, Monica List, Kevin Feuka, Kyle Binkley, Aaron Davis, & Mary Leys

ABSENT: Commissioner Nolan, Dr. Snider, & Rick Kibbey

ALSO PRESENT: Sherrie Graham, Zoo Director; Teresa Masseur, Recording Secretary; Andrew Wingeier, Finance Director; James Tissue, Director of Public Safety; Ernie West, C2AE; & Doug Barga & Tracy Kameoka, Design Level

CALL TO ORDER Chair John Groen called the regular meeting of the Ingham County Zoo Advisory Board to order at 5:49 pm.

MINUTES: Moved by Commissioner Tsernoglou to approve and supported by Chair Groen to approve the August 20, 2014 minutes of the regular meeting as written, **Yes-8; No-0; MOTION CARRIED.**

Mrs. Leys arrived at 5:54 pm

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

Chair Groen asked the Board about adding three late agenda items as: 6E Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support; 6F Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2015 Marketing; and 6G Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers it was moved, supported and all were in agreement.

Presentation of Phase 1 Schematic Design for the Healthcare Facility

Mr. West stated he is from C2AE which is a local Lansing based architectural engineering surveying planning consultant who was teamed with Design Level from Columbus. Possesses a wealth of human and animal healthcare experience which made them the perfect partner. They've worked with County zoo staff and MSU Veterinarian staff to the needs and wants and develop a vision. This is the first phase and is headed for fundraising.

Mr. Barga said this is their 11th animal hospital. He talked about the floor plan, site plan, and explained the renderings.. There are treatment rooms and the surgery rooms feed off of the treatment rooms. Then on the other side of treatment rooms, are the radiology and pharmacy rooms. There is a garage with a cage and a hoist as an animal typically would be delivered by a pickup, van or horse trailer, then they have a straight shot into the treatment room. This is comparable to a human hospital in aesthetics and sterility. There is also a public viewing area where the visitors can go to observe an animal being treated.

Mr. West said there is a flood plan and from a financial aspect they wanted to stay out of the flood plan area. There is the North American area and they didn't want to land lock that area of the zoo. He said that the back of the building is very totalitarian and needed enough room to be able to turn vehicles around, but not wanting to build a lot of pavement.

Ms. Kameoka said what is unique about Potter Park Zoo is it is located within a park and when they looked at the existing contents; they purposely didn't make the roof red as they wanted it to blend in with the park. The exterior will basically be maintenance free. The flooring they are looking at is a stained concrete floor which has lots of fun things you can do with it.

Discussion ensued. Mrs. Graham said they wanted to make sure everyone is involved from every aspect of the zoo like special events, education, and animal staff and made room for a big zoo lesson class. She wanted three things out of this; rental space to produce revenue, additional holding, and bragging rights.

NEW BUSINESS

Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program (Rap) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (Mmrma)
Resolution #14-13

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

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of a grill guard for a patrol vehicle at Potter Park Zoo; and

WHEREAS, installation of the grill guard will aid in the prevention of damage to the vehicle while adding additional lighting.

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 \$250.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Moved by Commissioner Tsernoglou and Supported by Mr. Feuka that resolution #14-13 be approved. (Yes-8; No-0). MOTION CARRIED.

Resolution Recommending the Acceptance of a \$300.00 Risk Avoidance Program (RAP) Grant Award for Body Worn Cameras for Public Safety Personnel at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
Resolution #14-12

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

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost for Body Worn Cameras at Potter Park Zoo; and

WHEREAS, use of these cameras will aid in proper documentation, accountability, and safety.

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 \$300.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Moved by Commissioner Tsernoglou and Supported by Mr. Feuka that resolution #14-112 be approved. (Yes-8; No-0). MOTION CARRIED.

Approval of the Potter Park Zoo Contract with Ingham County

Mr. Feuka said this is a requirement that came back in 2012 and it was something which had slipped through the cracks by the County, Society, and the County Attorney. They started the process to re-execute the contract and it was really the context of Mrs. Graham being in the joint position of Zoo Director/Society Executive Director and this has not received a final vote by the Society Board, but was approved by the Ad hoc Committee. The original contract was signed in 2008. Unfortunately it had lapsed and the new contract will have additional amendments built into it.

Chair Groen said since this is the first time we are looking at the contract, is there any desire to look at this contract at the next meeting.

Mr. Feuka thought it a good idea and stated how it needs to go through all of the Boards.

Discussion ensued. It was agreed upon to bring it back it back to next month's Board meeting in resolution format.

Discussion on Including Parking with Zoo Memberships

Mrs. Graham said there has never been zoo parking included in zoo memberships, but she would like to include that for additional revenue. She didn't want to do it until talking to them first and it would be another level of membership, but have not discussed prices yet.

Discussion ensued. They talked about the County Parks parking passes and will bring a resolution to the Board either next month or the following month.

Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support
Resolution #14-11

WHEREAS, it is the desire of the Potter Park Zoo Board and the zoo management team to continue to move toward an equitable and successful and seamless public/private partnership with Potter Park Zoological Society; and

WHEREAS, these two entities incur joint administrative and financial services expenses in the comprehensive management of the zoo; and

WHEREAS, the combined budget of the two entities is \$5.2 million; and

WHEREAS, the Potter Park Zoological Society individual budget is \$1.8 million or 33.9% of the total; and

WHEREAS, the Potter Park Zoo millage budget is \$3.5 million or 66.1% of the total; and

WHEREAS, the Potter Park Zoological Society has assumed the responsibility of the majority of the administrative and financial services expense totaling \$231,375.00 for FY 2014; and

WHEREAS, applying the above percentages to the administrative and financial services budget expenses for 2014 yields an allocation of \$78,475 (33.9%) to Potter Park Zoological Society and \$152,900 (66.1%) to Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society currently receives compensation from the County in the amount of \$50,881; and

THEREFORE BE IT RESOLVED, that the Zoo Board authorizes the transfer \$102,020 from Potter Park Zoo to Potter Park Zoological Society to provide equity between the two entities; and

BE IT FURTHER RESOLVED, that the transfer of funds for the year 2014 in the amount of \$102,020 be made from fund balance line item #258-69200-818000-698010 from the Potter Park Zoo Millage to the Potter Park Zoological Society as a one-time transfer.

BE IT FURTHER RESOLVED, that the Controller/Administrator of the Chair of the Board of Commissioners be authorized to make the necessary transfer of funds.

Moved by Commissioner Tsernoglou and Supported by Chair Groen that resolution #14-11 be approved. (Yes-8; No-0). MOTION CARRIED.

Mrs. Graham said this covers the joint administrative for both financial and for herself as well and is the same as last year.

Resolution Authorizing a Fund Transfer to the Potter Park Zoological Society for 2015 Marketing
Resolution #14-14

WHEREAS, the electorate of Ingham County overwhelmingly approved the millage renewal proposal in November of 2010 to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society is a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Zoo; and

WHEREAS, in that capacity the Zoological Society supports: Marketing, Educational Programming, the Docent Association, the Teen Zookeeper Program, Special Events and the Zookambi Summer Camp; and

WHEREAS, the Zoological Society operates on a \$1,800,000 budget, all of which is spent on supporting the Potter Park Zoo through educational programming, special events, operating costs, and capital improvements; and

WHEREAS, the Ingham County Board of Commissioners approved the transfer of \$60,000 from the proceeds of the Potter Park Zoo Millage to the Potter Park Zoological Society for 2014 marketing purposes; and

WHEREAS, the Potter Park Zoological Society has proposed at least \$15,000 for advertising within the 2015 Society budget for a total of \$75,000 to be spent on advertising and marketing.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a transfer of \$60,000 from the proceeds of the Potter Park Zoo Millage to be used by the Potter Park Zoological Society for the 2015 marketing of the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.

Moved by Commissioner Tsernoglou and Supported by Mrs. Leys that resolution #14-14 be approved. (Yes-8; No-0). MOTION CARRIED.

Mrs. Graham said this is the same as last year, but if you look at the last whereas it has the Potter Park Zoological Society has proposed at least \$15,000 because the society has not completed their budget for next year yet.

Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers

Resolution #14-15

WHEREAS, it is the continuing desire of the Potter Park Zoo Board and the Zoo Management Team to work towards a successful Private/Public relationship with the Potter Park Zoological Society; and

WHEREAS, the Zoo Management Team wishes to continue to provide excellent customer service and be able to improve upon existing standards and proceed in a financially prudent manner; and

WHEREAS, the Zoo Management Team recommends that combining resources in the key customer service areas, by having all seasonal staff be hired, trained, supervised and paid by the Potter Park Zoological Society, will allow the Zoo to provide the most effective and consistent customer service; and

WHEREAS, the Zoo Management Team has identified funding within the 2015 approved Potter Park Zoo budget, which will provide for adequate staff as determined by the Zoo Director, as well as additional funds that can be transferred to other line items within the budget; and

WHEREAS, the Board of Commissioners Resolution #14-02 was approved for the transfer of funds to the Potter Park Zoo Society for the year of 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Potter Park Zoological Society to provide the management of the seasonal employees at the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the transfer of funds for the year 2014 in the amount of \$141,000 from the Potter Park Zoo Millage to the Potter Park Zoo Society from the following line items:

- \$47,874 from admissions seasonal wages, line item #258-69200-705000-32000
- \$31,700 from seedeater seasonal, line item #258-69200-705000-31300
- \$24,000 from animal/care seasonal, line item #258-69200-705000-31000
- \$14,000 from parking seasonal, line item #258-69300-705000-35000
- \$23,426 from grounds & maintenance seasonal, line #258-69200-705000-30000

BE IT FURTHER RESOLVED, that the Controller/Administrator and the Chair of the Board of Commissioners be authorized to make the necessary transfer of funds.

Moved by Commissioner Tsernoglou and Supported by Ms. Flood that resolution #14-15 be approved. (Yes-8; No-0). MOTION CARRIED.

Mrs. Graham said this is for the seasonal workers and is the same as last year.

Mr. Wingeier said this is for \$10,000 more due to the minimum wage increase and we are using more hours with admission people and there was a deficit last year and want to recoup for that too.

OLD BUSINESS

Moose Exhibit Update

Mrs. Graham said as far as the exhibit goes, we have one more week until the Indiana Bats are to leave. Now, we have issues with the City Planning that needs to wade through that as well. The bids are in, so if we have a decent winter and early spring, then we can be ready for the next season.

Hospital Financials

Mrs. Graham stated that we've had a presentation from C2AE and Design Level earlier this evening, so there's nothing new to report.

Strategic Planning Update

Mrs. Graham said there was a meeting with the management team. There were three lists; complaints, easy fixes, and true visioning.

Resolution Authorizing a Change of Fees for the Charitable Events at Potter Park Zoo **RESOLUTION #14-10**

WHEREAS, the Potter Park Zoo wishes to establish a change of fees for charitable events which would cover the operational expenses of the zoo during these events; and

WHEREAS, the Potter Park Zoo has become an independent department within Ingham County and in the past has always mirrored the Parks Department fees; and

WHEREAS, the Potter Park Zoo charges for the use of the Pavilion rental only and entry fees to the zoo were waived; and

WHEREAS, the pavilion rental fees that are currently being charged will remain unchanged; and

THEREFORE BE IT RESOLVED, the Potter Park Zoo Board authorizes the Potter Park Zoo charitable events fees to be charged a rate of \$4.00 per person.

BE IT FURTHER RESOLVED, the charitable event fees will become effective upon approval of the Board of Commissioners.

Moved by Chair Groen and Supported by Commissioner Tsernoglou that resolution #14-10 be approved. (Yes-8; No-0). MOTION CARRIED.

Mrs. Graham said this went to County Services and Finance when they were at the AZA Conference, so no one was there to speak to the committee about the resolution. It was approved at County Services and was not approved at Finance. Mr. Bennett, Parks Director, was asked to speak for the zoo to the Finance County about it and gave misinformation. She had Mr. Wingeier and Ms. Rostar go to the County Commissioners Meeting and it had been pulled from the agenda.

Commissioner Tsernoglou said it went to County Services again and it was tabled, since it didn't pass finance, they needed someone to speak to them from the department. They just wanted to hear someone.

Mrs. Graham said she was told by the county controller to start back at the Zoo Board level again. It's more affirmative when it begins here.

Discussion ensued. They decided to vote again on it.

ZOO DIRECTORS REPORT

Mrs. Graham said they are going thru a reorganization of the keepers. One of the lead keepers is retiring on November 12th this year and the other one next spring. Right now, there are two 600 positions and 12 400 positions; and when the reorganizations is finished there will be one 600; 3 500's and the rest will be 400's. This is to better facilitate responsibility, but has to go through a 11 step

restructuring program. We hope to have it completed and put into place by the first of next year. The keeper's jobs are changing more and more every year because of new accreditation compliances. The Raven Exhibit will not be done by Boo at the Zoo.

FINANCIAL REPORTS

Mr. Wingeier spoke about the following items: letter A – animal care is an expensive area due to several large purchases of medication and food; letter B – salaries & wages full time as security has increased coverage compared to last year; letter C – salaries & wages seasonal was posted to purchased services; letter D – benefits have increased due to health care insurance and workers compensation insurance; letter E – purchased services contains seasonal labor resolution of \$135,000; letter F – utilities have created large fluctuations; letter G – IT Support expense as this is a major expense to maintain the county network and is spread to all departments. The attendance looks rough, but there were no special events during the month.

BOARD COMMENTS

Chair Groen thanked Mr. Feuka for his service to the Board as he is resigning.

Mr. Feuka thanked Chair Groen and the Board and said his greatest achievement was bringing Mrs. Graham on board. He said he is transferring to upstate New York in about three weeks. He's really impressed with the group here and their proactive supportive engagement which really helps make Mrs. Graham's job much easier. He also thanked them for his time and he will miss the zoo.

Mrs. Leys said she's trying to be more disaster prepared at home by having more food, etc. and wondered if the zoo has a plan. She knows they've talked about evacuating animals, but is there a plan for the zoo and if there's not it might be a good idea.

Mrs. Graham stated there are guidelines in which they are in compliance with AZA, but may not be congruent to personal preparedness. One issue is space and another is getting employees in and out. She will have to research and check into it and get back with you. We do have generators here and the zoo did not lose power last year during the ice storm.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:35 pm.

Teresa Masseur
Recording Secretary

Potter Park Zoo Board Report

2014 Third Quarter Comprehensive Report

Director's Report – Sherrie Graham, Director

Dr. Nofs was awarded the **American College of Zoological Medicine Student Manuscript Award 2014** for a paper she wrote as NIH Postdoctoral Fellow at Baylor College of Medicine in collaboration with the Houston Zoo. The paper is titled 'Prenatal passive transfer of maternal immunity in Asian elephants (*Elaphas maximas*)'. It was published in the journal Veterinary Immunology and Immunopathology. This is a terrific honor for her and we are very proud of her most significant accomplishment!

This year's Boo at the Zoo, October 18 & 19 and October 25 & 26 broke all records in both attendance and revenue! The weather was perfect, the advertising campaign was terrific and the zoo looked spectacular!! Kudos to Jen and all of the staff and volunteers who made it possible!

2012

Activity	Day 1	Day 2	Day 3	Day 4	TOTAL	
Boo Tunnel	\$ 80.00	\$ 22.00	\$ 79.00	\$ 25.50	\$ 206.50	
Hayride	\$ 70.00	\$ 24.00	\$ 48.00	\$ 23.50	\$ 165.50	
Cider/Donuts	\$ 54.00	\$ 56.00	\$ 55.00	\$ 42.00	\$ 207.00	
Strip Tickets	\$ 549.00	\$ 1,637.14	\$ 1,356.00	\$ 1,328.00	\$ 4,870.14	
					\$ 5,449.14	Grand Total
Admission	\$ 3,055.00	\$ 6,875.00	\$ 7,203.00	\$ 5,369.00	\$ 22,502.00	
Parking	\$ 1,024.00	\$ 2,391.00	\$ 2,495.00	\$ 1,880.00	\$ 7,790.00	

2013

Activity	Day 1	Day 2	Day 3	Day 4	Total	
Boo Tunnel	\$ 48.00	\$ 78.00	\$ 65.00	\$ 126.00	\$ 317.00	
Hayride	\$ 25.00	\$ 50.00	\$ 59.00	\$ 49.00	\$ 183.00	
Cider/Donuts	\$ 67.15	\$ 277.00	\$ 150.00	\$ 210.00	\$ 704.15	
Strip Tickets	\$ 935.00	\$ 2,918.00	\$ 1,849.00	\$ 3,130.00	\$ 8,832.00	
Admission	\$ 2,083.00	\$ 5,933.00	\$ 4,111.00	\$ 6,644.00	\$ 18,771.00	
					\$ 28,807.15	Grand Total

Parking	\$ 696.00	\$ 2,087.00	\$ 1,324.00	\$ 2,289.00	\$ 6,396.00
Guests	752	2080	1432	2360	6624

2014

Activity	Day 1	Day 2	Day 3	Day 4	Total
Boo Tunnel	\$ 48.00	\$ 85.00	\$ 12.00	\$ 33.00	\$ 178.00
Hayride	\$ 48.00	\$ 72.00	\$ 32.02	\$ 50.00	\$ 202.02
Cider/Donuts	\$ 155.00	\$ 426.00	\$ 170.00	\$ 44.00	\$ 795.00
Strip Tickets	\$ 3,544.00	\$ 4,844.00	\$ 5,984.00	\$ 6,433.00	\$ 20,805.00
Admission	\$ 4,906.00	\$ 8,904.00	\$ 9,498.00	\$ 11,062.00	\$ 34,370.00
On-line Tickets	\$ 492.55	\$ 277.08	\$ 459.55	\$ 488.28	\$ 1,717.46
Parking	\$ 2,239.00	\$ 2,428.00	\$ 3,348.00	\$ 3,287.00	\$ 11,302.00
					\$ 69,369.48
Guests	1613	3216	2989	4043	11861

Grand Total

Everything Halloween has now been dismantled and the decorating for Wonderland of Light continues to ramp up.

We are still moving through a multi-step process to reorganize our Keeper staff. It will be brought to County Services as a resolution during their next meeting and then move through the remaining approval process. Hopefully it will be in place to begin the new year.

We submitted a \$200,000 proposal to the Hal and Jean Glasses Memorial Foundation for support of the new moose exhibit. Their Board meeting is on October 29. We should hear shortly.

Within the next two weeks we will be receiving two new wolf pups and a new Arctic fox.

Below you will find the quarterly reports from the Potter Park Zoo's department heads summarizing the events and activities of 2014's second quarter.

Veterinary Report – Dr. Sally Nofs, Interim Director of Animal Health

ZIMS has recently replaced Medarks as the new zoo medical recordkeeping program. There is a lot to learn and adaptations to be made. At some point, we will once again be able to share numbers regarding procedures with you once again.

I began as interim Director of Animal Health July 30, 2014. Discussions and meetings are being held to determine what the zoo desires in the Veterinary department during this time of change.

Deb Paperd attended the Association of Zoo Veterinary Technicians conference in September. She attended a ZIMS medical record system training class in addition to many sessions on various topics.

I attended the annual American Association of Zoo Veterinarians conference in Orlando.

The veterinary resident Dr. Kim Thompson also attended AAZV conference and presented a penguin case at the Pathology workshop.

I took time off in September to honor a previous commitment to help teach a field research course in the Brazilian Pantanal for veterinarians and wildlife biologists/zoologists. Field research on giant anteaters was also a part of the trip, flying in a small plane with other wildlife veterinarians deeper into the Pantanal where they darted and collected samples on wild giant anteaters. I am a research associate and North American representative for the Brazilian organization Project Anteater (Projeto Tamandua).

We continue to work on preventative medicine including preshipment exams for outgoing animals and consulting with veterinarians at sending institutions about preshipment exams for incoming animals.

Animal Report – Cindy Wagner, General Curator

Animal acquisitions in progress:

Gray Wolves-2.0 from New York State Zoo. This is the same zoo we received Tala from.

Arctic Fox-0.3 from Nebraska

Eagle Owls- 1.0 from Lion Safari in Ontario & 0.1 from Conservation Centre for Specialized Species. They will be a breeding pair when they reach sexual maturity. Permitting will take time so they will arrive sometime this winter after the permits are completed. These are both SSP recommendations.

Red Panda- 1.0 from Minnesota & 0.1 from Fort Wayne Children's Zoo. They will be a breeding pair when they reach sexual maturity. These are both SSP recommendations.

Animal dispositions in progress:

Bongo- 0.1, last year's calf, going to Tampa's Lowry Park Zoo. This is a SSP recommendation.

Tree Shrew- 0.1, one of this year's pups, going to Denver Zoo. This is a SSP recommendation.

Red Panda-1.0 Walter, institution to be determined by SSP.

Burmese Python- in the permitting process, going to Fort Worth Zoo. We will be replacing him with a species more suitable in size for the exhibit space, species yet to be determined by Animal Management Committee.

Exhibit Updates:

Raven- the exhibit is nearing completion. We will be introducing our male and female for the first time in the new exhibit. Currently our male is located in an exhibit near the Bird House and the female is off exhibit behind the Discovery Building. We are considering species for a mixed-species exhibit in the future.

Red Panda- Plans are in progress for a major overhaul to the old spider monkey exhibit for the red pandas. This will increase the size of the exhibit, move the exhibit farther from the large cats, allow for a separate maternity stall and create a space for visitors to view the pandas inside.

AZA Conference:

The conference was very helpful and I was able to gather ideas to enhance our conservation efforts both In Situ and Ex Situ. I am looking forward to finding more conservation partners and increasing our focus on conservation as an institution.

Staff:

Dennis Sweeney will be retiring on November 12th. There will be a retirement party for him from 3-6pm on the 12th in the Safari room. Dennis has been a dedicated keeper for 33 years and will be missed. We will be hiring temporary keepers to fill Dennis's position until the keeper reorganization is completed.

Potter Park Zoo's AAZK (American Association of Zookeepers) Chapter raised \$2600.00 for Bowling for Rhinos. This was the first year we have had an AAZK Chapter and the first year we have participated in Bowling for Rhinos. The keepers are very excited to continue raising money to support conservation efforts.

Education Report – Dennis Laidler, Education Curator

Overall Education Programming:

. Due to record adverse weather in the first quarter and some of that bad weather continuing into the second quarter, numbers are down just slightly year to date. However, we do have some good news –virtually all of our programs since then have been coming in at or above last year's pace. In other words, despite all of the aforementioned adverse weather, we have an excellent chance of eclipsing last year's figures. The really, really good news is that Zookambi set another record in attendance. We had 670 campers this summer! To put that in perspective last year's attendance was 423 (itself a record increase from 2012's 278). Adding a third instructor, adding 20 new class offerings, great marketing, and awesome instruction by our staff have combined to make this the best Zookambi season ever. If we have a really good final quarter, we are still optimistic about reaching our many ambitious goals for the year. **See Attached Summary Below:**

Docent Recruitment, Training & Continuing Education: Docents will be soon undergoing their annual animal handling refresher course and some additional continuing education. To expedite these important processes, we will be developing some blended learning strategies – incorporating some online video and PowerPoint instruction in addition to the hands-on portions of the training. In two meetings in August, the docents and volunteers were very appreciative and embraced their opportunity to contribute input for the strategic plan initiative.

BIG Zoo Lesson (BZL): After discussing the pros and cons of booking BZL as heavily we did last year, and looking at next year's school calendar, classroom availability and staff workloads, we revised downward our goals for BZL to the range of 55-57 classes and that is right where we

are at currently. In addition to training the 10 new, first-time BZL teachers in our program, we will also be training 12 new teachers for Binder Park Zoo's BZL program (a fee/participant arrangement) on October 28-29.

Zoo Science High School Class: Rebecca Morningstar, our instructor has made some changes in the curriculum to enhance the animal medicine components and has formed a new FFA chapter for the class, a state curriculum-driven requirement. We have 30 students participating this year.

Teen Zookeeper Program: Another 85 teens aged 13-18 had the opportunity to intimately experience the zoo this summer, thanks to the cooperation of the animal care staff. The teen zookeepers have five different areas in which they can volunteer: one-on-one with zoo keepers; pony rides; animal contact area; Zookambi summer camp; and, new this year, Wings Down Under exhibit. They began June 14th, and volunteered through Labor Day weekend.

Lake Trust Credit Union: LTCU has agreed to provide \$5,000.00 in financial support to nest summer's Zookambi program. This will provide 25 students from the Lansing School District an opportunity to participate in a full week of all-day Zookambi, with early drop-off and late pick-up options.

Looking Ahead: Later this school year we will be piloting a special week of the BIG Zoo Lesson for a class of special needs students from the Beekman Center. Sherrie is working with a potential sponsor to help defray some of the costs.

We are looking at more effective ways to provide nature playscapes for young children and their families here at the zoo. Based on all the latest research this is a very important need and it is a high priority for the AZA.

Education Program Summary

Third Quarter 2014

Education Programs:

Third Quarter Summary

	Programs	Participants	Fees
2008	100	2756	\$7497.50
2009	89	3936	\$9784.50
2010*	120	15033	\$12,078.25
2011	115	16961	\$11,654.00
2012	99	22492	\$15254.75
2013	103	25279	\$17432.50
2014**	106	24302	\$22759.25

*In 2010, we did a couple education programs that had very high attendance, inflating our participant number. In 2011, we started doing educational programming at the Ingham County Fair as well as at home Lansing Lugnuts games, which greatly increased our participant numbers.

** BIG Zoo Lesson numbers are included in this summary. Previously, they were listed separately.

Free Programs: These numbers are included in the above figures.

	Participants	Fees Lost
(6) Ingham County Fair	Est. 12000	\$2250
Champion Dodge Outreach	Est 600	Donation made
PPZ Member's Night	1000	n/a
Touch-a-Truck (Ingham Co.)	800	\$375

Zookambi Revenue Summary

2012

Program Openings filled- 287

Total Revenue- \$21,381.90

2013

Program openings filled- 424

Extended Care openings filled- 94

Total Revenue- \$35,502.50

2014

Program Participants- 291

Program openings filled- 687

Extended care openings filled- 105

Total Revenue- \$55,493.22

*Participants refers to the number of program openings filled. Many children attended multiple programs over the summer.

Marketing, Communications and Public Relations – Amy Morris, Senior Account Executive, Martin Waymire Advocacy Communications

Below is a comprehensive report of website traffic, media coverage and social media impact.

Google Analytics

	<u>2014</u>	<u>2013</u>
Total Visits:	76,230	26,327
Unique Visitors:	54,219	18,472
Total Page Views:	269,778	104,119

Top days by visits:

Tuesday, July 8, 2014	1798	----- Zoo Days
Thursday, July 10, 2014	1722	----- Goodbye Bella
Friday, July 18, 2014	1269	----- Help Name The Baby Bongo
Sunday, July 20, 2014	1210	----- Pictures of the Baby Bongo on Facebook
Wednesday, July 2, 2014	1164	----- Red, White and Zoo post/Holiday weekend

Top Referring sites:

Facebook.com (mobile)	2,072
Facebook.com	1,691
Lansing.org	547
Michigan.org	629
Tripbuzz.com	366

Top 5 cities by visits:

Lansing	8,655
East Lansing	4,146
Ann Arbor	3,998
Westland	3,238
Brighton	2,266

Search Engines	54,340
Direct Traffic:	12,897
Referral Sites:	4,205
Social Media	4,141
Email	647

Media Hits

Online: 84 stories

Print: 41 stories

Total: 125 stories

See attached media report for detailed information and links to stories

Facebook

Fans: 27,273

New fans this quarter: 2,928

Top Posts:

Goodbye Bella - July 10, 2014, Reach 33,300, 773 Likes, 128 Shares, 1,283 Clicks

Accepting applications – Sept. 9, 2014, Reach 40,064, 226 Likes, 282 Shares, 2,995 Clicks

Twitter

Re-Tweets this quarter: 89

Favorites this quarter: 143

Replies: 36

Clicks: 230

New Followers: 261 (approximate)

Total Followers: 4,967

Instagram

New Followers: 110

Followers to date: 1,240

Guest Services – Rick Parker, Manager

- The busy time is winding down as the camel rides are closed for the season, the pony rides are open on weekends through October 12th and the train ride open on weekends through October 26th.
- The restaurant and souvenir shop will remain open every day through the end of October.
- The camel ride will be moved to the area behind the eagle owl. This will make it much better as the camels will not have to walk through the zoo anymore to get to the ride area.
- We will be getting something new and exciting to place in the old camel ride area.

Special Events – Jen Rostar, Coordinator

Special Events

- **Zoo Days** – This annual family favorite enjoyed a good turnout with over 8000 guests and lots of community partners joining us for the two day event. Thank you again to Meijer for sponsoring the event and extending their sponsorship to include \$500 worth of candy for Boo at the Zoo.
- **Members Night** – Nearly 600 members joined us for our annual member's night. Guests participated in behind the scenes tours, animal enrichments, a raffle, pony rides and a hotdog bbq.
- **World Rhino Day** – This conservation awareness event offers behind the scenes tours for guests, kids activities and informational booths about the rhinos at PPZ and animals all over the world. The event raises funds every year for rhino conservation and fulfills an important role in PPZ's AZA accreditation.
- **Zoo Brew** – July and August concluded the Zoo Brew series for the summer. Music, food, beverages and animals under the twilight sky are always a huge hit with our guests. From a fundraising perspective the series was a success and will become an annual event on the special event calendar.

Private Events

- September brings the busy private season to an end. Although we have many private events scheduled for the rest of the year the frequency slows quite a bit after September.

LOOKING AHEAD

Special Events

- Boo at the Zoo – October 18, 19, 25 & 26
- Wonderland of Lights begins – November 21st (one week earlier than usual)
- Winter Wine & Stein – December 3rd

Public Safety – James Tissue, Coordinator

Here are the stats from the front desk/Operations July-September

Phone Calls Answered: 1150

Walk-Ins: 501

Calls for Service Dispatched: 1245

Office Help/Activity: 431

- I attended the AZA, and IACP conference. I am excited to start implementing everything I learned from both.
- As we begin the slower part of our season our training begins! This winter will be training in the following: driving, autism awareness, leadership and supervision, along with weather, animal, and other various sessions.
- I have secured from MMRMA 3 grants totaling \$1050.00
- We had a VERY busy Boo at the Zoo event and are looking forward to the Wonder Land of Lights.

Facilities – Mike Hughes, Rick Terrill, Director

Project Updates:

- Red Panda – mandatory pre-bid scheduled for Nov. 12th
- Raven Exhibit – substantially complete
- Pavilion II Roof Replacement – Should be complete by next week
- Moose Exhibit – meeting with Lansing to discuss engineering concerns today
-

Other than that, business as usual.

Maintenance – Tom Davidek

- Completed over 650 work orders along with all other daily maintenance duties
- Continued to work with volunteers on various projects in the park and zoo
- Continued to work with the friend of the court program and trustee program on various projects
- Worked with the Lions Club on phase 2 landscaping in the Lions Sensory Garden
- Finished landscaping in the bowl area at the zoo entrance
- In the process of finishing landscape installation, and the installation of signage, viewing area walkways and fencing in front of the new Raven exhibit
- Seasonal employees are slowly dwindling as they finish for the year
- Prepping for fall leaf removal and the winter snow season



Dear Potter Park Zoo

ITEM #9A

Thank you so much for donating to the Silent Auction at our 1st ever Ingham County Fair Foundation Scrapbooking and Craft Retreat Fundraiser!

Your generous donation will go towards restoring 4-H Youth premiums at the Ingham County Fair.

The Silent Auction was very successful; we raised over \$700.00 on the Silent Auction alone because of the many donations. On behalf of the Ingham County Fair Foundation Fund Raising Committee, we thank you for your support!

Debbie Miller & Julie Casper
Co-Chairs
Ingham County Fair Foundation
Scrapbooking & Craft Retreat Fundraiser

Thank You

Debbie

Julie



October 10, 2014

Our Dearest Friends and Supporters,

Every year, more and more children are tragically diagnosed with one of the 40 forms of Leukodystrophy. Most children with this life threatening disease are diagnosed under the age of two and sadly do not live past the age of 5.

For those of you who know our family, Olivia has become our mission, our ministry, our passion and our fight. As her parents and her only advocates, we passionately strive everyday to get the word out to people and medical professionals that Alexander Disease (Leukodystrophy) is not only a rare disease but a heartbreaking and very serious disease that families are challenged with on a daily basis. We want to share Olivia's story and bring awareness to her disease. This is our mission as Team Olivia Kay!

On behalf of Team Olivia Kay, we would like to take this time to say THANK YOU, for your contribution to our 3rd Annual Leukodystrophy Awareness Walk that took place on September 27th, 2014 in Dewitt, in honor of Olivia K Borodychuk. Your support makes it possible for our family to put this walk on. We could have not done it without your help.

You will soon be receiving a tax receipt for your donation via mail from the United Leukodystrophy Foundation. This year, with your generous support, our online silent auction raised \$2,403 and our walk brought in another \$1,237. With generous donors like you, we can further our mission to bring awareness to this community and beyond.

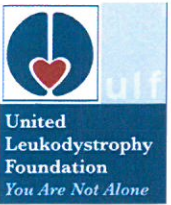
Thank you for your support. We would love for you to join us next year by helping us spread awareness for this disease. Please mark your calendars for our 4th Annual Leukodystrophy Awareness Walk on Saturday, September 26th in Dewitt.

Sincerely,

Team Olivia Kay

The Borodychuk Family
(Chad, Lisa, Olivia and Oliver)
Dewitt, MI
<http://www.teamoliviakay.com>

BELIEVE in a CURE - Support the Fight Against Leukodystrophy!



Hugo W. Moser, M.D.
10/4/1924 — 1/20/2007
Founder

William Kintner, D.Min, Th.M.
Past President

Robert Rauner
President

Medical & Scientific
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Bonn, Germany

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Genzyme Corporation
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Wermsdorf, Germany

Reuben Matalon, M.D., Ph.D.
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Galveston, Texas

Albee Messing, D.V.M., Ph.D.
University of Wisconsin-Madison
Waisman Center
Madison, Wisconsin

Sakkubai Naidu, M.D.
Kennedy Krieger Institute
Baltimore, Maryland

Gilmore N. O'Neill, M.B., M.R.C.P.I.
Massachusetts General Hospital
Harvard Medical School
Boston, Massachusetts

Charles Peters, M.D.
Onalaska Pediatric Clinic
Onalaska, Wisconsin

Gerald Raymond, M.D.
University of Minnesota Medical School
Minneapolis, Minnesota

Marjo van der Knaap, M.D., Ph.D.
VU University Medical Center
Amsterdam, The Netherlands

Bjorn van Geel, M.D., Ph.D.
Medical Center Alkmaar
Wilhelminalaan, The Netherlands

David A. Wenger, Ph.D.
Jefferson Medical College
Philadelphia, Pennsylvania

Member of
National Organization for
Rare Disorders, Inc. (NORD)

American Society of
Human Genetics (ASHG)

Genetic Alliance

Medical Research Charities (MRC)
INDEPENDENT SECTOR

October 16, 2014

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

Dear Friends of the ULF,

The United Leukodystrophy Foundation thanks you for donating a one year family pass membership for the 3rd Annual Leukodystrophy Awareness Walk in honor of Olivia Borodychuk.

Your contribution assists in a meaningful way to enable the ULF to continue our work and mission. Leukodystrophy is a serious disorder, but there is hope!

We are proudly celebrating our 32nd Anniversary helping to fund leukodystrophy research and providing support programs for affected families. We want to thank our members; donors and friends like you for helping us reach this important milestone.

The ULF is a 501 (c) (3) non-profit organization; our Federal Tax I.D. is 35-1557361. No goods or services were received in return for this gift. Please save this letter as your receipt for tax purposes.

Again, thank you for your support.

Sincerely,

Robert Rauner
President
United Leukodystrophy Foundation

RR/ngs



Child Abuse Prevention Council

**SMALL TALK
CHILDREN'S ASSESSMENT CENTER**

"I feel so much better now. I don't have a secret anymore"

~ April 2014, child victim leaving a Small Talk interview

October 6, 2014

Potter Park Zoo
1301 S Pennsylvania Ave
Lansing, MI 48912

Dear Friends:

Thank you so much for donating two one-year memberships to the First Annual Benefit and Auction to Support Child Victims of Abuse. Your donation makes it possible for us to provide safety, support, healing, and justice for children who have been victims of abuse and violence.

Your funds will assist in finding a permanent home for Small Talk, where we can better meet the needs of children in your area. The Small Talk team is dedicated to the goal of purchasing a home where children can feel comfortable and supported. Our target location will have space for children of various ages to be interviewed, a family friendly waiting room, a counseling office, and meeting space for our team of professionals to come together and provide the best care and support for these brave children.

People like you make a difference in the lives of these children. Your generosity will help us create an environment that promotes positivity, truth, and justice. Not only does your donation assist a child who has been the victim of abuse, but also it helps protect other children in our community by identifying abusers and bringing them to justice.

On behalf of the Small Talk Team, thank you for your support.

Yours Truly,

Carrie Gregg

Executive Director



October 13, 2014

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

I want to thank you for the generous donation for the 2014 United Way silent auction at Consumers Energy. It was a great item to have in our line up. This year's auction was very successful and it brought in over \$11,000 for the Jackson community. When the auction started fourteen years ago approximately 25 items were donated and available to bid on. Through your generosity and others over 175 items were donated this year! There was something for everyone!

Thank you again for your contribution to the silent auction and supporting United Way. The donation value is \$60.00.

Your silent auction coordinator,

Megan M. O'Dowd

Megan M. O'Dowd
Consumers Energy Admin Specialist II

What a wonderful addition to our annual silent auction, Thank you again, we look forward to an even better auction next year. Megan





Donation Receipt from United Way of Jackson County

Questions? Contact the United Way Office at 517-784-0511.

Date	13-Oct-14
Donor Name	Potter Park Zoo
Address	1301 S. Pennsylvania Ave.
City	Lansing
State/Province	MI
Postal code	48912
Phone	
Total gift amount	\$60.00

Type of donation	Silent Auction Items
Description	One year Family Membership at Potter Park Zoo
Value	

Thank you for your generous support!



October 1, 2014

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

Dear Friends:

The Historical Society of Greater Lansing thanks you for the donation of family membership valued at \$60 for our upcoming silent auction fundraiser. All money raised through this event will be used in the future development of a Lansing history museum. We greatly appreciate your support of our vision for a historical museum.

We hope that you will be able to attend our museum fundraiser. The event will take place on Saturday, November 15, from 4:00 pm – 6:30 p.m. During the silent and live auctions, attendees will have the opportunity to bid on 100 unique items donated by generous local businesses and organizations. The evening will also include a tour of the historic Knapp's Centre, courtesy of the Eyde Company, and the chance to view a mini exhibit about the history of Knapp's in the Lansing community.

Enclosed are two complimentary tickets to the event. We hope that you will be able to attend. If you would like to purchase additional tickets please visit our website, www.lansinghistory.org, call us at 517-282-0671, or send an e-mail to info@lansinghistory.org. Tickets are \$15 per person.

Again, thank you for your support of Lansing history.

Sincerely,

Valerie R. Marvin
President
Historical Society of Greater Lansing

*The Historical Society of Greater Lansing is a 501 (c)(3) founded in 1947.
Our tax id number is 38-6092491.*



The
Answer Center
for women

Pregnancy Resource Center

October 8, 2014

Dear Sponsor,

Thank you for your generous donation for the Answer Center for Women Silent Auction fundraiser dinner. With your support, we raised \$3,300 for our organization.

Also, we gave your organization recognition for your contribution towards this event.

Sincerely,

Robin Chamberlin

Director

The Answer Center for Women

315 West Genesee Avenue
P.O. Box 2283
Saginaw, MI 48605-2283
Phone: 989-399-6626
Fax: 989-399-0431

www.michildrensmuseum.com

mid-michigan
**children's
museum**

October 1, 2014

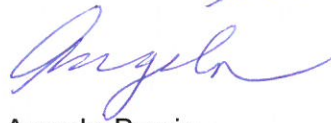
Potter Park Zoological Society
1301 S. Pennsylvania Ave.
Lansing, MI 48912

Thank you for the family membership that will be offered for bid in our **8th Annual Arts from the Heart** silent auction, scheduled for Thursday, February 12, 2015.

The Mid-Michigan Children's Museum provides an unparalleled opportunity to enhance the lives of children as a fascinating destination where they learn through play and adults learn to play again. Children – thanks to their energy – pull us out of thinking about ourselves – children invite us to something better: being part of the community.

Your contribution, your support is very much appreciated and will help to continue the operation of the Children's Museum. We invite you to bring your family, invite your friends to experience the Mid-Michigan Children's Museum!

With warm regards,

And Thank you!


Angela Barris
President and CEO



DESTINATION AUCTION BEHIND THE MASQUE

SATURDAY, MARCH 28, 2015

Big Ten Rooms/Kellogg Hotel & Conference Center

The 24th Annual Hospitality Association/
The School of Hospitality Business
Alumni Association Auction

645 N. Shaw Lane, Room 232 Eppley
Michigan State University
East Lansing, MI 48824-1121
Phone: (517) 353-9211 • Fax: (517) 432-1170
<http://msualumniauction.webs.com>

September 28, 2014

Samantha Friedlander
Potter Park Zoological Society
1301 S. Pennsylvania
Lansing, Michigan 48912

*Family Membership
OR
S.Y.*

Dear Ms. Friedlander,

THANK YOU for your generous donation of a One Year Family Membership To Potter Park Zoo to Destination Auction: Behind the Masque. We were excited to receive your donation on September 17th. The School of Hospitality Business Student Hospitality Association and Alumni Association truly appreciate your donation.

Please be our guest at the 24th Annual Destination Auction on **Saturday, March 28, 2015** at the Kellogg Hotel in East Lansing! The festivities begin at 5:00 p.m. for Silent Auction and 6:00 p.m. for Live Auction. You also have an opportunity to register online to participate in our two remote bidding locations in Atlanta and Chicago. If you are interested, or have any questions, please email me at keilkris@msu.edu.

We greatly appreciate your support for the development of our students. The net proceeds from Destination Auction: Behind the Masque will help fund opportunities for our students to attend hospitality conferences in several cities around the country including New York and Chicago. The net proceeds are also shared with the Junior League of Lansing and the Wharton Center Program for Arts & Creativity on the campus of MSU. Most importantly, the students planning and managing Destination Auction gain a real-world learning experience that wouldn't be possible without donors like you.

Thank you again for supporting this year's Destination Auction. Join us in revelry, indulge in your curiosity and unveil what's behind the mask on Saturday, March 28, 2015. In the meantime, please visit our website: <http://www.msualumniauction.webs.com/>

Sincerely,

Kristina M. Keil (BA '16)
Director of Silent Auction

Chief Executive Officer: Josh Roberts (BA '15)

Chief Financial Officer: Jaclyn Bell (BA '15) □ Chief Operating Officer: Sammi Miller (BA '16)

Alumni Co-Chairmen: Chuck Day (BA '91), Regional Revenue Manager, RMH InterContinental Hotels Group, Inc;

Jerry McVety (BA '67), President, McVety & Associates; Marc J. Gordon (MBA '73), President & Chief Executive Officer, Illinois Hotel & Lodging Association;

Bradley Cance (BA '89), General Manager, Bethesda Country Club; Honorary Chairman: Ginny Brooks, Junior League of Lansing Representative



**Junior
Achievement®**



empowering young people to
own their economic success

September 12, 2014

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

Dear Sherrie:

Thank you very much for your recent contribution! Because of your commitment of financial support and dedication to our efforts, this school-year we will be able to provide 7,000 Mid Michigan students with Junior Achievement's valuable business education!

Your organizations financial commitment is helping dedicated educators and community volunteers provide students with the fundamentals of economic education. As students learn business concepts and skills through sequential activities, they are building a solid foundation of knowledge that will help them become the employees, business owners, and consumers who will further our region's and our nation's economy.

If you would like to view a Junior Achievement program in the classroom, please give me a call at 517-371-5437. I would be happy to schedule your visit.

We appreciate your ongoing gift, one that continues to ensure student learning and hands-on exploration of economics and workforce skills.

Regards,

Bill

William C. Coderre, III
President

Cc: Samantha Sevrey

Thank you for your In-Kind contribution of one family membership that JA received on 8/13/2014 for the 2014-2015 JA On Line Auction. No goods or services were provided in exchange for your contribution.

Junior Achievement of the
Michigan Great Lakes, Inc.

westmichigan.ja.org

Main Office
3351 Claystone St. SE
Grand Rapids, MI 49546
(616) 575-9080
Fax (616) 575-9028

Lakeshore Service Office
201 N. Third
Grand Haven, MI 49417
(616) 844-0800
Fax (616) 844-0622

JA of Northwest Michigan
PO Box 1928
Traverse City, MI 49685
(231) 922-6330
Fax (231) 922-6552

JA Northern Service Office
PO Box 974
Boyer City, MI 49712
(231) 582-4660

JA of Mid Michigan
600 W Saint Joseph St #2G
Lansing, MI 48933
(517) 371-5437
Fax (517) 371-4533
jamidmichigan.org



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

September 2, 2014

Donor Name/Organization: Potter Park Zoo

RE: Charitable Donation
Southside Community Kitchen
Employer Identification Number 38-2928681

To Whom It May Concern:

On behalf of the Southside Community Kitchen, in voluntary partnership with the Michigan Department of Transportation's (MDOT) Bureau of Finance and Administration, I would like to personally thank you for your generous gift of:

One Year Family Membership

Estimated value: \$ 60.00

Your donation will help provide meals to community members in need.

Each year the Southside Community Kitchen continues to advance its mission of providing well-balanced, nourishing meals to the hungry people of Lansing in a caring, dignified environment. Contributions from MDOT's Silent Auction and SOUPer Luncheon charity events support approximately 10% of the Southside Community Kitchen's annual budget each year. Our years-to-date contribution total is \$121,307.00, a figure which could not have been obtained without generous donors like you.

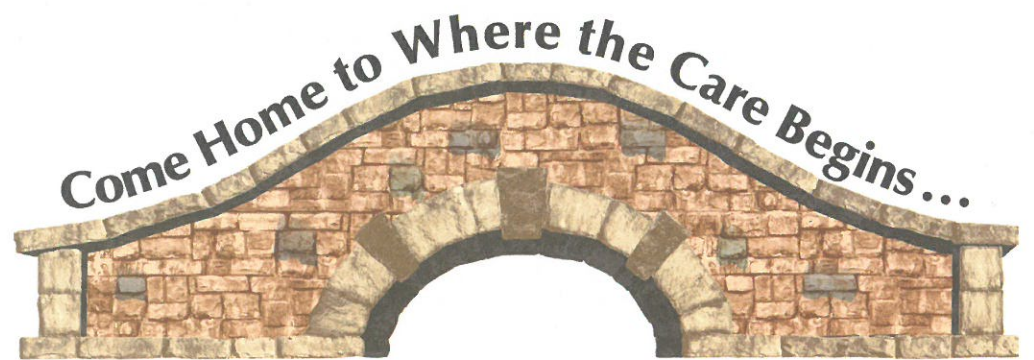
If you would like more information regarding the Southside Community Kitchen or would like to become involved in its mission, please contact Marcia Beer at 517-375-2977 or visit the Kitchen's website at <http://southsidecommunitykitchen.org/>.

Again, thank you for your support!

Sincerely,

Linda King
2014 Silent Auction Chair

For federal income taxation purposes, this letter acknowledges your contribution to the Southside Community Kitchen. The Southside Community Kitchen is a non-profit, 501(c)(3). Donors may deduct contributions as provided in IRC 170(c)(3) of the U.S. Tax Code. No goods or services were provided to you as a result of this donation.



Dear Potter Park Zoo,

Thank you so much for your donation. With your help we raised \$7000 for Alzheimer's. We hope you will consider us for next year.

Again we appreciate your generosity.

Sincerely,
Riverside Assisted Living
Center