

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, February 7, 2018.

Wednesday, February 7, 2018
at 5:45 PM

POTTER PARK ZOO BOARD MEETING
Potter Park Zoo, Education Building, Coral Reef Room
1301 S. Pennsylvania Ave., Lansing, Michigan

1. **Call to Order**
2. **Approval of Minutes**
Minutes of January 10, 2018 will be considered
3. **Limited Public Comment** – *Limited to 3 minutes with no discussion*
4. **Late Items/Deletions/Consent Items**
5. **DIRECTOR AND FINANCIAL REPORTS**
 - A. December Financial Reports – Delphine Brezee
 - B. Zoo Director and Society's Report – Cindy Wagner/Amy Morris
 - i. January Attendance
6. **OLD BUSINESS**
 - A. Subcommittees:
 - i. Strategy Subcommittee – Mary Leys
 - ii. External Relations Subcommittee – Cheryl Bergman
 - iii. Financial Sustainability Subcommittee – Kyle Binkley
7. **Board Comments**
8. **Limited Public Comment** - *Limited to 3 minutes with no discussion*
9. **Upcoming Meeting**
 - A. Zoo Board Meeting on **March 14, 2018 at 5:45 PM** at the Potter Park Zoo, Education Building
10. **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
January 10, 2018**

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, Commissioner Koenig, Mary Leys, Rick Kibbey, Aaron Davis, Dr. Snider, & Jennifer Flood

ABSENT: Vice Chair Kyle Binkley & Cheryl Bergman

ALSO PRESENT: Cynthia Wagner, Zoo Director; Teresa Masseur, Recording Secretary; Amy Morris, Executive Director of PPZS; & Sarah Pechtel, General Curator

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 5:50 PM

MINUTES: Moved by Commissioner Nolan to approve and supported by Commissioner Koenig to approve the November 8, 2017 minutes of the regular meeting as amended: remove “annual conference” after facilities Association in Zoo Director’s Report, delete “she stated” in the next sentence of Zoo Directors report, and change “he” to “the” in the October attendance and parking report, and first sentence on page 2 insert “we are developing” and delete “that historically there has not been much of.” Yes-8; No-0; **MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

DIRECTORS AND FINANCIAL REPORTS

Financial Report

Mrs. Wagner stated there is no report as it is year end and will not be finished until the February meeting.

Zoo Director’s Report

Mrs. Wagner talked about her director’s report. She said Mr. Conarton, the Financial Director for the Zoo Society, passed away last night unexpected; working on the AZA progress report and the focus needs to be more on an action plan for the master plan; we are also updating the master plan maps and need to keep working on the strategic plan goals for financial sustainability, conservation, and animal welfare; the AZA calendar was published, there is a photo that Kaiti took of the male moose and this is the first time a photo from Potter Park Zoo has been in the calendar; had an all staff meeting with training Ms. Karlene Belyea today; and there was an incident with the Arctic fox which had escaped on Christmas Eve and we learned we need a crisis communication plan and also update the animal escape plan.

Commissioner Koenig said you may want to get in contact with the Emergency Response Team, so they can get to know the buildings, entrances and the exits and also recommends having an outline ready for the press.

Mrs. Wagner stated Mr. Parker will be attending a Just Workshop in Denver for preventative safety; working on the alarm codes; doing more drills and including the administrative personnel more in the drills; and the picture of the snow leopard will be on the front of the Lansing phone book.

December Attendance

Mrs. Wagner said the November and December numbers are down this year from 2016. The kids are down for the peak season and also the off season. The Monday program is up a lot this year, so that could be part of it.

Society Report

Mrs. Morris said she will not have year-end financials until the February 2018 meeting. She is confident that year-end financials will be improved over those reported in November 2017. Private events and Wonderland of Lights exceeded budgeted revenue. The Winter Wine and Stein was on budget and vendors all donated back to the event and so the total expenses were low. They do need to broaden their number of donors, so they can be more sustainable. They are working through a prospect list and are making many connections in the community.

Mr. Davis said we are new players in this and don't have a relationship with these people to discuss donations, but we are on their radar. We need to establish the relationships first and then start asking for money.

NEW BUSINESS

Presentation on the PMP Workshop – Sarah Pechtel

Mrs. Pechtel talked about the population management 1 course she took and how it is a requirement for becoming a studbook manager. She was granted a candidate program for the Blanding's turtle and so she is basically starting from scratch. She is doing research and collecting data from other zoos that have a Blanding's population and then she will prepare breeding recommendations and she hopes to have her first studbook published in November 2018. She will also have another course to attend which is about the next step on whether to breed or not to breed.

Point of Sale System Discussion – Cynthia Wagner

Mrs. Wagner said the RFP went out and only four vendors responded and only two are being considered. There is an addendum that needs to be added asking for updated quotes for hardware. The cost for WIFI, software, and support with hardware will run around \$150,000. She met with IT and they are going to get a quote for the WIFI. Cost includes three years of support and then a charge for support of approximate \$10, 000 per year after. The Point of Sale System can do more than what they need, track inventory for the gift shop and restaurant; reporting admissions and parking numbers; rental of shelters, possibly education booking, memberships, and online store.

Discussion ensued.

Animal Hospital Discussion – Cynthia Wagner

Mrs. Wagner said she and Mrs. Morris have already met with MSU and they will not be financially supporting the hospital, so we will need to scale the hospital down. They have met with the vet staff about what to scale back on. She needs to know if the Board feels we should get new renderings only or start process for new construction drawing.

Mrs. Wagner said the rough estimate they received the first time was \$6-8 million and they need to cut that down to \$2-3 million.

Discussion ensued.

Selection of Board Chair and Vice Chair for 2018

Commissioner Nolan nominated Chair Groen for the 2018 Board Chair and Mrs. Leys nominated Mr. Binkley for Vice Chair. It was moved by Commissioner Nolan and Supported by Mr. Kibbey, Yes-8; No-0. Chair Groen is the Board Chair for 2018 and Mr. Binkley for Vice Chair for 2018. **MOTION CARRIED.**

Approval 2018 Calendar Dates

Chair Groen asked if the dates looked good and it was moved by Commissioner Nolan and Supported by Commissioner Koenig, Yes-8; No-0. **MOTION CARRIED.**

OLD BUSINESS

Sub-Committee Updates

Master Plan Sub-committee

There was no report at this time.

Finance Sustainability Sub-committee

There was no report at this time.

External Relations Sub-committee

There was no report at this time.

BOARD COMMENTS

Mrs. Masseau announced her retirement to the board with her last date being March 2, 2018.

Chair Groen stated that his son was at the Big Zoo Lesson and he said it was amazing and the highlight was the rhino encounter.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:43 PM.

Teresa Masseau
Recording Secretary

POTTER PARK**Zoo Director Report
February 7, 2018****AZA**

The AZA report was submitted on January 26, 2018.

I attended the AZA Director's conference January 29 – February 2, 2018 in Monterey, CA. Information regarding future accreditation standards concerning animal welfare was very informative and helpful.

Staff

We are developing a horticulture internship program for summer and fall semesters. Michigan State University, Lansing Community College, Ferris State University, Grand Valley State University and University of Michigan are some of the institutions we are communicating with about this opportunity.

A new keeper aide was hired – Ambrie Garner was previously an intern and a seasonal employee. We believe she will be a great asset to the program.

Teresa Masseau's last day as registrar will be February 28, 2018. We will hold a celebratory retirement party for her on March 2, 2018 in the safari room from 3-5. We will begin interviewing registrar applicants the week of February 12, 2018.

Conservation

Pete Coppolillo PhD, Executive Director of Working Dogs for Conservation presented at the Zoo on January 25, 2017 in the Safari room. The event brought in over 100 individuals who learned about the amazing things conservation detection dogs do in the course of their work. We were able to raise \$260.00 in donations for Working Dogs for Conservation at the event and Potter Park Zoo will be contributing an additional \$1000.00 from the Zoo conservation fund with money raised from selling the conservation bookmarks.

Three Frog Watch training sessions are scheduled for March 24th and 25th. Zoo staff will hold an additional training session for FALCONERS for the first time this year. This is the 6th year for Frog Watch at Potter Park Zoo.

Dr. Sally Nofs attended the Zoos and Aquariums Committing to Conservation (ZACC) bi-annual conference at the Jacksonville Zoo, January 22-26.

Graphics

The Penguin Cove and Eagle Landing shelters will have new graphics before April 1, 2018 to help them be easily identified by visitors from the zoo drive.

Several 32" LED televisions have been mounted in the birdhouse replacing the outdated graphic light boxes. The televisions will allow us to display more information about each of the species through multiple slides. With the televisions, we will be able to have new graphics quickly at no cost when animals change in the bird and reptile house exhibits.

Education

The Zoo in Your Neighborhood project is now in the meat of its schedule and the next four months we will be busy delivering the bulk of the 65 presentations we will be giving at community centers and library branches throughout the tri-county area. This project received a boost in funding with a \$4,350 grant from the Gannett Foundation.

FALCONERS just completed a successful January event and in February, we will having our first off-site FALCONERS event –a “Star safari” in partnership with Abrams planetarium at MSU. This event will feature a presentation on animal constellations, interesting facts about those animals and opportunities to engage with zoo ambassador animals before and after the event. We are also exploring the possibility of another off-site option for this program during the summer. We are in discussions with MDNR regarding the possibility of hosting a FALCONERS event at Sleepy Hollow State Park.

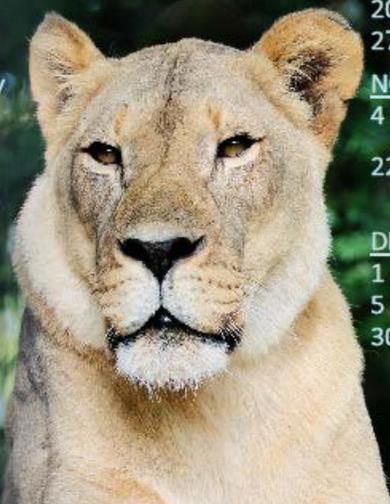
Zookambi 2018 is in the planning stages. We are looking at all aspects of this program in order to find ways to meet or surpass last year’s record attendance.

We are just completing the determination of which candidates will be accepted into the 2018 docent class. To ensure the quality of training, the class will be limited to 20 and the docent-training course has been extended in length to ten weeks. Class will begin February 15.

Becky Morningstar, the instructor for the zoo’s ERESA Animal Science class, has taken upon herself to add another certification option for her second year students. They will now have the option of earning a veterinary assistant certification.

Events

Potter Park Zoo Events 2018



POTTER PARK ZOO

<u>MARCH</u>		<u>SEPTEMBER</u>	
24-25	Frog Watch <i>(Conservation Activity)</i>	16	World Rhino Day
		30	Tailgate w/the Animals <i>(Animal Enrichment Event)</i>
<u>APRIL</u>		<u>OCTOBER</u>	
29	Party for the Planet <i>(Animal Enrichment Event)</i>	6	Ingham County Free Day
<u>MAY</u>		13-14	Boo at the Zoo
17	Wine & Stein*	20-21	Boo at the Zoo
		27-28	Boo at the Zoo
<u>JUNE</u>		<u>NOVEMBER</u>	
2	Int'l Migratory Bird Day	4	Pumpkin Fest <i>(Animal Enrichment Event)</i>
28	Zoo Brew*	22	Wonderland of Lights Begins
<u>JULY</u>		<u>DECEMBER</u>	
10-11	Zoo Days	1	Toys for Tots
26	Zoo Brew*	5	Winter Wine & Stein*
TBD	Just Chillin' with the Animals <i>(Animal Enrichment Event)</i>	30	Last Day for Wonderland of Lights
<u>AUGUST</u>			
TBD	Sundown Safari Family Camping		
8	Members Night		
30	Zoo Brew*		

* 21 & Older Only Event

Animals

The Madagascar hognose snake exhibit is completed and she is on exhibit. Keeper staff in area 80 did an amazing job modifying an exhibit for her. The next reptile exhibit renovation planned is for the blue monitor.

We are monitoring the North American river otter for signs of pregnancy.

The red kangaroo joey has been seen peeking out of the pouch but has not left the pouch yet.

Bat eared fox were moved to larger winter holding and the move allowed us to give the meerkats larger winter holding as a result.

Anticipated spring animal transfers:

- Outgoing: penguin, spiny turtle, tree shrew, tenrec
- Incoming: kangaroo, penguin, rat snakes, Puerto Rican crested toads, emerald tree boa

The Institutional Collection Plan (ICP) for 2018 has been sent to the Animal Management committee for review.

POTTER PARK ZOO
MONTHLY ATTENDANCE REPORT
FOR MONTH AND YTD ENDING JANUARY 2018

<u>ADMISSION TYPE</u>	<u>CURRENT MONTH</u>			<u>YEAR-TO-DATE</u>		
	<u>2017</u> <u>COUNT</u>	<u>2018</u> <u>COUNT</u>	<u>BETTER</u> <u>(WORSE)</u> <u>THAN PY</u>	<u>2017</u> <u>COUNT</u>	<u>2018</u> <u>COUNT</u>	<u>BETTER</u> <u>(WORSE)</u> <u>THAN PY</u>
CHILDREN	-	-	-	-	-	-
CHILDREN-UNDER 3	134	110	(24)	134	110	(24)
CHILDREN-OFF-SEASON	613	215	(398)	613	215	(398)
ADULT RESIDENT	-	-	-	-	-	-
ADULT NON-RESIDENT	-	3	3	-	3	3
ADULT OFF-SEASON	1,348	755	(593)	1,348	755	(593)
SENIOR RESIDENT	-	-	-	-	-	-
SENIOR NON-RESIDENT	-	-	-	-	-	-
GROUPS	-	50	50	-	50	50
TOTAL	2,095	1,133	(962)	2,095	1,133	(962)
SPECIAL EVENTS-PPZS	-	-	-	-	-	-
SPECIAL EVENTS-COUNTY	-	-	-	-	-	-
RECIPROCAL ZOO MEMBERS 100%	398	341	(57)	398	341	(57)
RECIPROCAL ZOO MEMBERS 50%	40	54	14	40	54	14
MONDAY PROGRAM	46	17	(29)	46	17	(29)
OTHER	-	-	-	-	-	-
	484	412	(72)	484	412	(72)
GRAND TOTAL	2,579	1,545	(1,034)	2,579	1,545	(1,034)

<u>ADMISSION TYPE</u>	<u>DESCRIPTION</u>
CHILDREN	All Children, any county ages 3-16 (\$4)
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 (\$2)
ADULT RESIDENT	Adult of Ingham county April 1 - Oct. 31 (\$6)
ADULT NON-RESIDENT	Adult Out of Ingham County April 1 -Oct. 31 (\$11)
ADULT OFF-SEASON	All Adults, Any County Nov. 1 - March 31 (\$3)
SENIOR RESIDENT	Discount for Ingham seniors ages 60+ April 1 - Oct. 31 (\$5)
SENIOR NON-RESIDENT	Discount for Out of Co. seniors ages 60+ April 1- Oct. 31 (\$10)
SPECIAL EVENTS-PPZS	
SPECIAL EVENTS-COUNTY	
RECIPROCAL ZOO MEMBERS 100%	Zoo Members (Free)
RECIPROCAL ZOO MEMBERS 50%	Reciprocal Zoo memberships (Price Varies)
GROUPS	20 or more guests paying together (\$1 off per person)
MONDAY PROGRAM	Ingham Co. Residents free 9-12 PM on non-holiday Monday's
OTHER	Any Coupon related attendee