

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, December 9, 2015.

Wednesday, December 9, 2015

at 6:00 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 November 11, 2015 will be considered
3. **Limited Public Comment** – *Limited to 3 minutes with no discussion*
4. **Late Items/Deletions/Consent Items**
5. **NEW BUSINESS**
 - A. Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Training All Staff in Autism Awareness
 - B. The Acceptance of Potter Park Zoo's Strategic Plan
 - C. Selection of Board Chair for 2016
 - D. Approval of 2016 Calendar Dates
6. **OLD BUSINESS**
 - A. Moose Exhibit Update
7. **DIRECTOR AND FINANCIAL REPORTS**
 - A. Zoo Director's Report – Sherrie Graham
 - B. Financial Report – Andrew Wingeier
8. **Board Comments**
9. **Limited Public Comment** - *Limited to 3 minutes with no discussion*
10. **Informational Items**
 - A. Thank You Letters
11. **Upcoming Meeting**
 - A. Zoo Board Meeting on **January 13, 2016 at 6:00 PM** at the Potter Park Zoo, Education Building.
12. **Adjournment**

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

“DRAFT” MINUTES OF THE MEETING
INGHAM COUNTY POTTER PARK ZOO BOARD
1301 S. Pennsylvania Avenue, Lansing, MI 48912
November 11, 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, Commissioner Tsernoglou, Rick Kibbey, Mary Leys, Ralph Hansen, Dr. Snider, Dr. List, Aaron Davis, & Dr. Berghorn

ABSENT: Kyle Binkley

ALSO PRESENT: Sherrie Graham, Zoo Director; Andrew Wingeier, Finance Director; & Amy Morris, Director of External Affairs

CALL TO ORDER Chair Groen called the regular meeting of the Ingham County Zoo Board to order at 6:06 PM

MINUTES: Moved by Dr. Snider to approve and supported by Mr. Hansen to approve the October 14, 2015 minutes of the regular meeting with the addition of AZA Conference to page 1, 2nd to the last paragraph, **Yes-9; No-0; MOTION CARRIED.**

LIMITED PUBLIC COMMENT

None

LATE ITEMS/DELETIONS/CONSENT ITEMS

None

Dr. Berghorn came in at 6:15 PM.

OLD BUSINESS

Moose Exhibit Update

Mrs. Graham stated it is almost done. It should be finished at the end of the week. The waterfall turned out very nice and when standing on the observation deck and looking out, it just looks very beautiful. There are lights in the waterfall. They've taken out the old parking lot and installing drivable grass in its place. There will be a grand opening, but not until spring when we can charge full price. It will take a couple of weeks to train the moose to get them to go into the trailer and then they can be moved.

Commissioner Nolan asked about the budget for the moose exhibit.

Mrs. Graham stated they were able to stay within the budget and add a couple items because they were given a large donation.

Strategic Planning Update

Mrs. Graham said Chair Groen and Ms. Morris volunteered their time for this strategic plan which saved the zoo a lot of money. The plan came from the ground up and not from the top down because the staff needs to buy into it in order to actually do the things that need to be done. Ms. Morris will present the draft. If there are changes just let her know and there will be another draft done and email it to you and then would like the Board to accept it at the December meeting.

Ms. Morris said this strategic plan is shorter term than the master plan which looked at the physical plans for the future of the zoo. This is more about operations, personnel, and mission.

Mrs. Graham said she wanted to make sure everyone from the zoo had an opportunity for input. With the master plan, there was not the right representation at the table for example the facilities department. This is a road map on how we move our mission forward.

Ms. Morris said they started this process with small group meetings throughout the zoo with all the different departments, members, volunteers, and docents. Then gathered as much information about all of their concerns and visions. It took a lot of time. Then they compiled the information into lists which were given to a larger planning group consisting of the management team and some others - about 18 total. Chair Groen and his wife helped with this group and worked through the more traditional strategic planning process. There was a list of simple items which could be fixed right away. Then there was another list of items given to the larger group, they spent two sessions working with these ideas and prioritizing. We ended up was a list of goals and objectives. Next, there will be a measurable action plan set in place.

Discussion ensued. There will be another draft written to be accepted by the Board at the December meeting.

ZOO DIRECTORS REPORT

Mrs. Graham said there is a written report. She thanked all the Board members that have taken on projects for the zoo. She is very pleased with the participation of this Board. She also thanked those for their kind words and support with the passing of Jello. The new edition of the Zoo Tales newsletter is out now. The Zombi Zoo Brew went really well and had to be inside, so it was at capacity. On December 2nd, there is the Winter Wine and Stein and Spirits. She talked about restructuring of the Public Safety Department due to high turnover rate as they are not paid well and cannot work more than 29 hours a week.

FINANCIAL REPORTS

Mr. Wingeier talked about the September Financial Report and on page 19 is the reference page. Item A; Total Expensed before Capital - the overall 2015 budget has been 79.20% utilized as of October 31st, 2015 (83.33% 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 – explanation of variance will be given at meeting. Item D; Purchased Services – trash and manual removal is significantly higher than the prior year due to start-up fees associated with the new County contract with Granger. Also merchant fees have increased from prior year. 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. 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 substantially 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.

Mr. Wingeier spoke about the 2016 Budget Report which has been approved by the Board of Commissioners. He talked about the Capital Improvement Projects which is on page 30.

BOARD COMMENTS

Commissioner Nolan said the Dakin Street Bridge is not the railroad. She stated in regards to the storm sewer separation if the City is going to own the land, then they should be helping with the cost or donate the land to the County. She's been working on the Dakin Street Bridge for over a year now.

Mrs. Ley said she would not be at the December Board meeting as she will be in Puerto Rico and did some research on the Puerto Rican Crested Toads and will keep her eyes open for them.

LIMITED PUBLIC COMMENT

None

ADJOURNMENT

Being no further business, the meeting was adjourned at 7:58 PM.

Teresa Masseur
Recording Secretary

POTTER PARK ZOO BOARD

Meeting of December 9, 2015

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$500.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR TRAINING ALL STAFF IN AUTISM AWARENESS.

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).



NOTICE
REGULAR MEETINGS OF THE
POTTER PARK ZOO BOARD
FOR 2016

The Potter Park Zoo Board shall conduct meetings the second Wednesday of each month. Meetings commence at 6:00 pm and are held at the Potter Park Zoo, 1301 S. Pennsylvania Ave., Education Bldg./Coral Reef Room, Lansing, Michigan

- January 13, 2016
- February 10, 2016
- March 9, 2016
- April 13, 2016
- May 11, 2016
- June 8, 2016
- July 13, 2016
- August 10, 2016
- September 14, 2016
- October 12, 2016
- November 9, 2016
- December 14, 2016

In the event of a special meeting, rescheduled meeting or cancellation of a regularly scheduled meeting, a notice of same will be posted at the office of Potter Park Zoo, 1301 S. Pennsylvania Ave., Lansing, Michigan, at least 18 hours prior to the time of the meeting or canceled meeting.

The Ingham County Parks Department 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, or individuals with disabilities at the meeting, upon five (5) working days' notice to the Ingham County Parks Department. Individuals with disabilities requiring auxiliary aids or services should contact the Ingham County Parks Department in writing or by calling the Ingham County Parks Office, P.O. Box 178, Mason, MI 48854 - Phone: (517)676-2233.

A QUORUM OF POTTER PARK ZOO BOARD MEMBERS MAY BE IN ATTENDANCE AT THIS MEETING



December 4, 2015

Potter Park Zoo

Board Report

December 2015

- We are putting the finishing touches on the moose exhibit. There is still a punch list of small items which need to be accomplished and we are working on those daily.
- Winter Wine and Stein and Spirits attracted 371 guests, 105 more than last year. Additionally, we received \$4000 more in revenue from this event than in 2014.
- Wonderland of Lights is off to a good start. If our nice stretch of weather continues, we could break all records.
- Our winter edition of Zoo Tales is going to press this week. We hope to capture some year-end giving with our response envelope.
- We received \$15,000 from the Capital Area Community Foundation to implement a special education program for autistic children and their families.
- We have a meeting scheduled for next week to receive the land use plan for the Back Yard Gardens area of the zoo. We hope to be able to improve the Nature Play appeal as well as repurpose a portion for events.

****Please remember we will be serving light snacks and wine at our December meeting.***

POTTER PARK ZOO

FINANCIAL REPORT

FOR THE MONTH OF

NOVEMBER 2015

Included:

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

Reference Page

(A) Total Expenses before Capital:

The overall 2015 budget has been 94.7% utilized as of November 30th, 2015 (91.7% through the year).

(B) Other Revenues:

The variance is believed to be a timing difference in the recognition of tax revenues.

(C) Personnel Services:

Reorganization of Zookeeper staff and increased coverage in Security Personnel has created large variances between line items, but are nearly level in total.

(D) Purchased Services:

An increase in the cost of trash and manure 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.

(E) Utilities (Controllable):

Cell Phone and telephone expenses have increased from prior year.

(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 \$1,000 and up. The smaller Capital Improvement Projects are now expensed in the department's budgets instead of the CIP budget.

(G) Utilities (Non-controllable):

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.

(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.

(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 NOVEMBER 2015
PRELIMINARY**

	2015 BUDGET	PRELIMINARY NOVEMBER 2015 YTD ACTUAL	BUDGET REMAINING	% UTILIZED
REVENUES:				
Property Tax Revenues	\$ 2,721,614	\$ 2,709,116	\$ 12,498	
Admission Revenues	557,471	479,252	78,219	
Parking Lot Revenues	207,889	180,733	27,156	
Interactive Site Revenues	18,125	25,753	(7,628)	
Interest Income	15,000	11,349	3,651	
Other Revenues	109,465	14,946	94,519	
TOTAL REVENUES	\$ 3,629,564	\$ 3,421,149	\$ 208,415	94.3%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 1,093,999	\$ 967,656	\$ 126,343	
Salaries & Wages - Seasonal	387,574	345,906	41,668	
Benefits	661,893	504,486	157,407	
Total Personnel Services	2,143,466	1,818,047	325,419	84.8%
Controllable Expense				
Supplies	139,144	109,365	29,779	
Animal Care	206,000	221,782	(15,782)	
Purchased Services	624,300	751,099	(126,799)	
Utilities	24,300	22,741	1,559	
Rentals & Leases	3,000	2,966	34	
Other Expenses	100,661	117,323	(16,662)	
Total Controllable Expense	1,097,405	1,225,275	(127,870)	111.7%
Non-Controllable Expense				
Utilities	188,000	181,927	6,073	
Insurance	38,976	64,582	(25,606)	
IT Support Expense	40,322	47,695	(7,373)	
Other Expenses	478	478	0	
Total Non-Controllable Expense	267,776	294,682	(26,906)	110.0%
TOTAL EXPENSES BEFORE CAPITAL	3,508,647	3,338,004	170,643 (A)	95.1%
Capital Outlay				
Capital Improvements	120,917	453,821	(332,904)	
Machinery & Equipment	-	-	-	
Total Capital Outlay	120,917	453,821	(332,904)	
TOTAL EXPENSES	\$ 3,629,564	\$ 3,791,825	\$ (162,261)	
TOTAL CHANGE IN FUND BALANCE	\$ -	\$ (370,675)	\$ 370,675	
FUND BALANCE AS OF 12-31-2014		\$ 1,022,013		

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

	<u>NOVEMBER 2015 YTD ACTUAL</u>	<u>NOVEMBER 2014 YTD ACTUAL</u>	<u>BETTER/(WORSE) THAN PRIOR YEAR</u>	<u>% VARIANCE</u>
REVENUES:				
Property Tax Revenues	\$ 2,709,116	\$ 2,681,314	\$ 27,802	
Admission Revenues	479,252	480,835	(1,583)	
Parking Lot Revenues	180,733	163,614	17,119	
Interactive Site Revenues	25,753	24,503	1,250	
Interest Income	11,349	13,053	(1,704)	
Other Revenues	14,946	46,429	(31,483) (B)	
TOTAL REVENUES	\$ 3,421,149	\$ 3,409,749	\$ 11,401	0.3%
EXPENSES:				
Personnel Services				
Salaries & Wages - Full Time	\$ 967,656	\$ 951,666	\$ (15,989)	} (C)
Salaries & Wages - Seasonal	345,906	374,113	28,207	
Benefits	504,486	488,007	(16,478)	
Total Personnel Services	1,818,047	1,813,787	(4,261)	0.2%
Controllable Expense				
Supplies	109,365	116,699	7,334	
Animal Care	221,782	211,381	(10,400)	
Purchased Services	751,099	543,012	(208,087) (D)	
Utilities	22,741	13,301	(9,440) (E)	
Rentals & Leases	2,966	1,097	(1,869)	
Other Expenses	117,323	64,872	(52,452) (F)	
Total Controllable Expense	1,225,275	950,361	(274,914)	28.9%
Non-Controllable Expense				
Utilities	181,927	201,394	19,468 (G)	
Insurance	64,582	21,077	(43,505) (H)	
IT Support Expense	47,695	38,511	(9,184) (I)	
Other Expenses	478	436	(41)	
Total Non-Controllable Expense	294,682	261,419	(33,263)	12.7%
TOTAL EXPENSES BEFORE CAPITAL	3,338,004	3,025,567	(312,437)	10.3%
Capital Outlay				
Capital Improvements	453,821	222,819	(231,001) (J)	
Machinery & Equipment	-	7,011	7,011	
Total Capital Outlay	453,821	229,830	(223,991)	
TOTAL EXPENSES	\$ 3,791,825	\$ 3,255,397	\$ (536,428)	16.5%
TOTAL CHANGE IN FUND BALANCE	\$ (370,675)	\$ 154,352	\$ (525,027)	-340.1%
FUND BALANCE AS OF 12-31-2014	\$ 1,022,013			

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

ADMISSION TYPE	CURRENT MONTH			YEAR-TO-DATE		
	2015 COUNT	2014 COUNT	BETTER (WORSE) THAN PY	2015 COUNT	2014 COUNT	BETTER (WORSE) THAN PY
CHILDREN	-	-	-	28,647	29,268	(621)
CHILDREN-UNDER 3	462	119	343	15,503	15,250	253
CHILDREN-OFF-SEASON	876	212	664	1,847	1,027	820
ADULT RESIDENT	-	-	-	26,234	28,200	(1,966)
ADULT NON-RESIDENT	-	-	-	21,392	21,451	(59)
ADULT OFF-SEASON	1,766	599	1,167	3,918	2,978	940
SENIOR RESIDENT	-	-	-	2,279	2,619	(340)
SENIOR NON-RESIDENT	-	-	-	3,213	3,160	53
SPECIAL EVENTS	1,231	1,604	(373)	21,546	29,217	(7,671)
PPZ ZOO MEMBERS	770	274	496	20,422	18,354	2,068
SHARED ZOO MEMBERS	50	24	26	6,165	6,304	(139)
GROUPS	20	-	20	14,325	14,479	(154)
MONDAY PROGRAM	-	-	-	4,522	4,372	150
OTHER	10	-	10	543	338	205
TOTAL	5,185	2,832	2,353	170,556	177,017	(6,461)

INCREASE (DECREASE) FROM PRIOR YEAR

83.1%

-3.6%

ADMISSION TYPE	DESCRIPTION
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

We couldn't have done it
without you!

Marshall Active Parents
and Staff



Arda Crandell	Kim Jackson
Kristin Porco	Becky Mathews
Jish Podma	Becky Kramer

Thank you for supporting
Davisburg Elementary!
your help

was
awesome

you
made
it
more

Fun!





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

Dear Kelly,

Thank you for your generous support of the Our Lady of the Lakes 11th Annual Silent Auction and Gala. The proceeds from your donation will help to fund improvements in the Art, Drama, and Music departments at Our Lady of the Lakes.

For your convenience, we have included a receipt for your donations below.

Item	Consideration Received*	Value
One-Year Membership at Potter Park Zoo	\$0.00	\$80.00

Without the support of donors like you, our auction would not be able to occur. We sincerely hope that you will consider helping us again next year. If you have any questions, concerns, or suggestions, you can reach us by email at oll.auction@ollonline.org.

Blessings,

Melissa Langnes
Procurement Chairperson
Our Lady of the Lakes

*Our Lady of the Lakes is a 501 (c)3 organization. Our tax ID is B-381359049. Your donations may be tax-deductible to the extent they exceed any consideration received. Consult a tax professional for more information.

Suits And The City

Thanks you for your donation to our First Annual

Fundraiser

for

T.R.U.E. (Teens Respecting and Understanding Each Other)



<http://www.gatewayservices.org/lgbtq-support-group/>

Greetings:

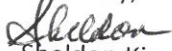
We are writing this letter to express our deepest thanks for your generous contribution towards Suits and the City, Gateway Services LGBTQ Youth Support Group. Donations from bighearted people like you help us in providing a safe space that is free from bullying, homophobia, biphobia, & transphobia for LGBTQ youth and allies ages 14-18 in the Lansing area.

Your support has enabled us to bring some solace to these young people who are often at higher risk for homelessness, family conflict, and bullying than their peers, making Gateway's LGBTQ Support Group an integral part of our commitment to youth.

Due to your charitable donation, Suits and the City was able to raise more than \$1800.00 for Gateway Services LGBTQ Youth Support Group. Without people like you, who become partners in our endeavors, this would not have been possible.

We hope you will continue to assist us in the fall of 2016 for our second annual fundraising event to help this and other wonderful LGBTQ organizations.

Sincerely,


Sheldon Kinney

Skinney11@yahoo.com

Suits and the City Board Member



Improving the health of the people in our communities by
providing quality, compassionate care to everyone, every time

November 24, 2015

Ms. Kelly Gibsen
Potter Park Zoo
1301 S Pennsylvania Ave
Lansing, MI 48912-1646

Dear Kelly,

Thank you so much for your organization's donation of a one year (2 adult) family membership to Potter Park Zoo, which you have valued at \$80.00 and we recorded on 11/19/2015. Because of your generosity, more proceeds from the 2016 Sparrow Gala will be available to support the programs and services we provide.

Through an enduring commitment to our mission and vision, Sparrow continues to grow and develop, caring for all who come through our doors regardless of their ability to pay. On behalf of the many men, women and children who will benefit from your generosity, we offer our sincere and heartfelt **thanks**.

Every gift makes a difference, and together we are making major investments in mid-Michigan's health and well-being. It is through the generosity of individuals like you that Sparrow is able to offer ground-breaking technology and exceptional care to the people of our region. If you would like to know more about the impact of your gift, please don't hesitate to contact me at 517.364.3620. I would be happy to talk with you.

Sincerely,

A handwritten signature in green ink that reads "Stella Cash".

Stella Cash
Vice President
Development & Strategic Partnerships

Sparrow Foundation acknowledges that it did not provide any goods or services in exchange for this gift.

**TRI-COUNTY
OFFICE ON AGING
ADMINISTRATIVE
BOARD OF DIRECTORS**

KARA HOPE

*Chair
Ingham County Board
of Commissioners*

**REBECCA BAHAR-
COOK**

*Ingham County Board
of Commissioners*

RUTH BEIER

East Lansing City Council

BRYAN CRENSHAW

*Ingham County Board
of Commissioners*

KATHIE DUNBAR

Lansing City Council

ANNE HILL

*Clinton County Board
of Commissioners*

**JOAN JACKSON-
JOHNSON**

*for Mayor Bernero
City of Lansing*

KEN MITCHELL

*Clinton County Board
of Commissioners*

BLAKE MULDER

*Vice-Chair
Eaton County Board
of Commissioners*

HOWARD SPENCE

*Eaton County Board
of Commissioners*

CHRIS SWOPE

Lansing City Clerk

BARBARA ROGERS

*Eaton County Board
of Commissioners*

**FRIENDS FOR
INDEPENDENCE**

BOB PARSONS

*Chair
Michigan Department
of Transportation*

**REBECCA BAHAR-
COOK**

*TCOA Administrative Board
of Directors*

JOE DOUGLAS

UAW Cap Council

STEVE DOUGAN

Farmers Financial Solutions

JESSICA EYDE

The Eyde Company

MICHELLE LANE

Chalgian & Tripp Law Offices

RE'SHANE LONZO

DRM Genesis Home Healthcare

NORMA MCGARRY

CASE Credit Union

MARION OWEN

Tri-County Office on Aging

ELLEN SULLIVAN

Community Volunteer



11/19/2015

Sherri Graham
Executive Director
Potter Park Zoo
1301 S. Pennsylvania
Lansing, MI 48910

Dear Sherri Graham,

On behalf of the Tri-County Office on Aging please accept our sincere gratitude for your auction item donation for our 30th Dinner and Auction held on November 5th.

We are pleased thanks to your generous donation, we were able to raise over \$50,000 in net proceeds. The money raised benefits Meals on Wheels and funds our mission to promote and preserve the independence and dignity of the aging population.

Next year will be our 31st Dinner and Auction we hope you will continue to support us by donating a wonderful auction item.

There are so many worthwhile charitable causes to choose from we are truly grateful for your choice to support our annual Dinner and Auction. Please find an event program enclosed.

Please feel free to contact Vaughn Thompson at Tri-County Office on Aging at thompsonv@tcoa.org or call 517-887-1377 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Marion T. Owen".

Marion T. Owen
Executive Director

5303 S. Cedar St., Suite 1, Lansing, MI 48911
www.tcoa.org

Saint Mary Catholic School
"A BOUNTIFUL HARVEST"
Auction Committee
508 Paw Paw St.
Paw Paw, MI 49079
(269) 657-3750

November 9, 2015

Dear Friend,

On behalf of Saint Mary Catholic School, the "Bountiful Harvest" Auction Committee would like to thank you for your generous donation. Thanks to the sponsors and donors like you, our fundraising event was a huge success. All of the funds raised from this event will be used to support the continued growth and educational needs of our students.

Each year Saint Mary Catholic School continues to advance its mission of providing a quality faith-filled education to our children. Through the dedication of our teachers, parents and surrounding communities we are able to provide our students with the opportunities that otherwise would not be available.

Saint Mary Catholic School will continue to prepare our students to become tomorrow's leaders. Thank you on behalf of Saint Mary's students for your greatly appreciated support!

Once again, we thank you for your kindness and generosity!

Sincerely,

Holly Newhouse
Auction Chair

Saint Mary School
"A Bountiful Harvest"
November 7, 2015

Value of your donation: \$ _____

TIN: 38-1360575

Receipt for your tax purposes

The Work of Christ

A Sword of the Spirit Community

4828 South Hagadorn Road
East Lansing, Michigan 48823
Phone: (517) 336-8530

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

November 4, 2015

On behalf of all of the members of Christian Youth in Action (CYA) we would like to thank you for your kind donation of 1-Year Family Membership for our annual CYA Silent Auction for mission trips and youth retreats. Your generous gift will enable our youth to practice lives of service through their early missionary endeavors.

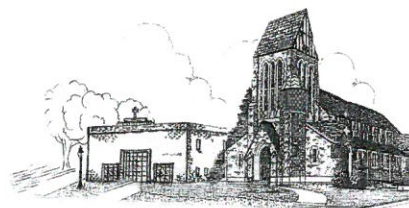
Thank you once again and may God bless you,

Leo and Laurel LaPorte, Chairpersons
Steve and Ginny Turner, Chairpersons
CYA Silent Auction Committee

St. Patrick School

122 West Street, Portland, MI 48875

(517) 647-7551



On behalf of Portland St. Patrick Catholic School, we would like to sincerely **THANK YOU** for your donation to our annual Shamrock Auction this past April. The late response stems from our desire to “show you” exactly what your generous donations were able to do for our students. The photo above shows our NEW GYM floor with this year’s graduating class of 2016 surrounding center court.

On **April 18, 2015**, the Annual *Shamrock Auction* kicked off with the high hopes of generating enough funds to start the “seed money” to replace our 62 year old gym floor. Beyond our wildest dreams; our parents, parish members, coaches, former students, teachers, diocese members...all reached deep in their pockets and generated \$58,000 just for the project! The annual total for the auction was an amazing \$110,000; the absolute largest in the 13 year history of our event. Without your generosity, this would *never* have been accomplished. Our heartfelt admiration and praise go out to you for all you do for our school on an annual basis.

Full details of the project can be viewed at the following website:

<http://www.portlandstpats.com/gym-floor-bleacher-project>

Please consider St. Patrick Catholic School in your annual charity donation budget for this coming 2016 fiscal year. Our annual donation letter will be sent out in just a few months. The completion for funds for the new bleachers for the gym will be on this year’s auction fundraising agenda. Our non-profit 501(c)(3) organization is under the United States Conference of Catholic Bishops and our federal taxpayer ID # is 53-0196617.

God Bless,

Victoria Klein
2015 Auction Chair

Amber Fogarty
2016 Auction Chair