

FRESNO'S CHAFFEE ZOO CORPORATION
Board Meeting Minutes
July 6, 2006

<u>Present</u>	<u>Absent</u>	<u>Public Comment</u>	<u>Staff Comment</u>
Cheryl Assemi	Shari Rainwater	None	Shelley Morrison
Tom Templeton			Lewis Greene
Sharon Levy (arrived 5:35 p.m.)			Lesley Gates
Colin Dougherty			
George Nokes			
Rogelio Arroyo (arrived 5:37 p.m.)			
John Valentino			
Sheri Manning-Cartwright			

Meeting called to order at 5:30 p.m..

Meeting chaired by Colin Dougherty in the absence of Chairperson Rainwater.

Discuss and Consider Minutes: Templeton stated that the minutes for the June meeting did not reflect the passing of the motion after the discussion of the Quarterly Report, and he would like it noted. Templeton made a motion to accept the minutes for the June meeting with the amendment. Valentino seconded the motion. All members in favor. Motion carried

Report on Meeting with Storyland/Playland Board: Valentino talked about the special meeting held with the Storyland/Playland board of Directors. Valentino stated that the focus was to make both the zoo and Storyland/Playland better for the community. He recommended pursuing the relationship as the Zoo creates a master plan and a business plan. Valentino believes the next step is to propose something the FCZC board feels will work to everyone's advantage. He suggests telling the Storyland/Playland board that the FCZC board is interested in the concept and make a proposal when the time is right. Greene added that, when the FCZC board begins the master plan and the business plan, a closer look can be taken at the feasibility of a joint venture.

CEO Report: Greene passed out a handout to the board members containing addresses, telephone numbers, and email addresses of all key figures. Greene stated that, over the next few months, he would be reviewing policies for any needed changes or additions. He requested that the board outline how they would like policy changes or new policies implemented. There was some discussion as to whether a committee should be formed to oversee policy changes and implementation. Greene suggested that, at present, staff would form any new policy or alter any existing policy, clear it with legal counsel, then bring it before the board for review and approval. This topic will be revisited at a later time to discuss whether a committee is necessary. Recruitments have not yet been finalized for the vacant Senior Zookeeper and Zookeeper positions. Greene added that,

since so much time has lapsed, the Zoo is readvertising for the Curator of Education and Veterinarian positions, as well as the newly vacated General Curator position. These postings will close July 20th. Greene requested approval for travel and lodging expenses for 2-3 candidates for the positions. Greene stated that there is money available due to salary savings from the vacant positions. Attorney Tom Riggs stated that the CEO has the authority to carry out the request. Templeton supported counsel's input. Greene added that the vacant Business Manager position will be redefined and a new recruitment started.

The changing of the Zoo telephone numbers is still a work in progress.

The Tax Authority board came for a tour of the zoo on June 28th.

Staff is still processing the income and statistics from Safari Night. A report will be given when finalized.

Valentino requested an Organizational Chart for the next meeting.

Zoo Financial Statement: Shelley Morrison passed out the zoo's financial statement. Morrison reported that the admissions revenue is up from last month but still down as of year-to-date. Morrison also reported that the transition of the Zoo Society to the new organization is complete except for \$150,000 that was held over for closing expenses. Manning-Cartwright asked Morrison why concessions revenue was off. Morrison answered that it was due to the overabundance of rain this past season, however, not all concession revenue had been collected. Assemi made a motion to accept the Financial Statement as presented. Valentino seconded the motion. All members were in favor. None opposed. Motion carried.

Discuss Treasurer's Report: No report presented.

Follow Up on Investments Accounts by Brad Majors: Brad Majors with County Bank reported that the accounts discussed at the June board meeting had been set up. 35% of the funds went to the SEI Sweep account and 64 % went to the seven day CD. Monies will be moved, effective July 7, 2006, to comply with the previous agreement of an 80%/20% split; 80% going to the seven day CD and 20% going to the SEI Sweep account. Majors also went over current yields and income for each account.

Education Presentation of Department Programs: Interim Director of Education, Leslie Gates, showed a video outlining the various programs available through the Education Department. Tom Templeton passed out an informational outline discussing the various educational programs.

Discuss and Consider Revised Bylaws: Dougherty asked the board for approval of the bylaws that had been revised and sent to all the members by legal counsel. Valentino questioned section 4.5 on page 3. Valentino stated that, even though the board had discussed holding elections in December, he felt they should continue to be held in January. Templeton stated it was he who had made the previous suggestion to move the election from January to December. Levy and Assemi both stated they wanted the elections to continue in January. Dougherty called for a motion. Assemi made the motion to have the elections in January. Valentino seconded the motion. Dougherty,

Assemi, Valentino, Manning-Cartwright, Arroyo, Levy and Nokes were in favor of the motion. Templeton opposed the motion. Motion carried with a vote of 7 to 1 with one member absent. Dougherty asked for a motion to be made to accept the bylaws as a whole. Arroyo made the motion to accept the bylaws as amended. Manning-Cartwright seconded the motion. All members were in favor. None opposed. Motion carried. The bylaws will be available to the public on the website.

Public Comment: No public comment was offered.

Break: Meeting recessed from 6:40 to 6:45 p.m.

Discuss Zoo Smoking Policy: Levy moved to make the zoo a “no smoking” facility. Templeton requested that the zoo provide a staff smoking area. Greene will research other policies and formulate one that works best for this facility. Levy repeated her motion to adopt a “no smoking” ordinance and the CEO will create a safe staff smoking area. Manning-Cartwright seconded the motion. All Members were in favor. None opposed. Motion carried.

Consider the Possibility of a CPA Consultant for the Zoo: Greene stated that, when in Virginia, they had a CPA work as a consultant to assist staff in preparing for an independent audit. Greene stated that there was room in the current budget for the expense, and will be included in the next year’s budget. Dougherty stated that board approval was not required since there was money available for the expense and a previous vote of acceptance had already been made during a prior meeting.

Review by Lewis Greene of the Measure Z Funding Estimates and Allocation Requirements for Funding Operations and Capital Improvements, and the Implications of those Requirements: Greene passed out a prepared chart overviewing some challenges that the zoo will be facing in the future as far as operating costs. Greene states that it is important to make sure the zoo does not overbuild, as meeting the costs required to operate a much larger facility may be a challenge. The funds available for new construction or renovations will be approximately 6.6 million dollars a year, totaling a cumulative amount of 66 million dollars at the end of ten years. The funds available for operating costs are 3.3 million dollars a year and will zero out at the end of every year and does not accumulate. Greene stated that public perception is that the zoo has all the money it needs. He pointed out that the operating budget will be a challenge in the future.

Consider Sewage Maintenance: Greene discussed sewage maintenance. The zoo has major issues with the old sewage lines and the estimated repair cost is \$10,000. The money needed for repairs is in the budget, however, Greene wanted the board to be aware of the needed repair and cost.

Consider Radio Purchases for the Zoo: Greene suggested releasing an RFP for a radio system to meet the zoo’s communication needs.

Greene also made a request to all board members to put out an effort to locate a dump truck to haul donated produce. When the zoo privatized it lost access to the City of Fresno owned dump truck. Now, employees are forced to make numerous trips to haul donated produce to the zoo.

Board Questions and Comments: Greene will not be able to attend the August meeting. Dougherty asked if the board would like to cancel the August meeting or move it to another date. Rhea Rich stated that Zoolynx is still working under Zoo Society bylaws and they had hoped to present revised bylaws for board acceptance at the August meeting. After discussion Templeton made the motion to hold the August meeting on July 27th. Manning- Cartwright seconded the motion. All members were in favor. None opposed. Motion carried.

Dougherty requested that Patty Peters be put on each agenda item so that she may give a monthly report. It was requested that Peters supply the board members with the report for review before the meeting. Dougherty requested that any staff member presenting a report to the board supply a copy to each member for review before the meeting. Manning-Cartwright asked for an update on the release of an RFP for the master plan. Green stated that it is unavailable due to computer malfunctions but will be available soon.

The application for FPPC has been sent out.

Templeton asked Morrison for an update on the status of the DSL lines. Morrison stated that they had run in to some problems but they were being addressed.

Templeton also inquired as to how the new software was working. Morrison stated they were doing well and the Development Department was working on their implementation of the Razor's Edge software.

Regular session adjourned for closed session 7:10 p.m..

Respectfully submitted by Denise Buckley, Asst. Secretary, FCZC Board of Directors.

Open Session Resumed

<u>Present</u>	<u>Absent</u>	<u>Public Comment</u>	<u>Staff Comment</u>
Cheryl Assemi	Shari Rainwater	None	Lewis Greene
Tom Templeton			
Sharon Levy			
Colin Dougherty			
George Nokes			
Rogelio Arroyo			
John Valentino			
Sheri Manning-Cartwright			

Open session resumed at 7:47 p.m.

John Valentino made a motion to approve a 401K plan for the CEO for 6%. It was seconded by Tom Templeton. All approved.

Meeting adjourned at 7:50 p. m.

Respectfully submitted by Cheryl Assemi, Secretary, FCZC Board of Directors