

FRESNO'S CHAFFEE ZOO CORPORATION
Board Meeting Minutes
June 1, 2006

<u>Present</u>	<u>Absent</u>	<u>Public Comment</u>	<u>Staff Comment</u>
Cheryl Assemi	None	None	Shelley Morrison
Tom Templeton			Lewis Greene
Sharon Levy			Leslie Gates
Shari Rainwater			
Colin Dougherty			
George Nokes			
Rogelio Arroyo			
John Valentino (arrived 5:44 p.m.)			
Sheri Manning-Cartwright			

Meeting called to order at 5:39 p.m..

Discuss and Consider Minutes: Templeton made a motion to accept the minutes for the May 4th meeting with the following revisions; when discussing section 4.11 of the bylaws, the suggestions were made by Colin Dougherty and not George Nokes. The motion was seconded by Dougherty. Motion carried.

Assemi stated that, after any document is amended, the board needs to review final copy.

Nokes stated that he would like to see a discussion of the bylaws on the next agenda.

Dougherty requests that a Chairman's report be listed on every agenda and given at each meeting. In addition, he would like to see the agenda item entitled "CEO Comments" listed as "CEO Report". Also, at some time toward the end of the meeting Dougherty requested time be set aside on each agenda for boardmember's questions.

CEO Comments: CEO, Lewis Greene, stated that he is working on an employee handbook. Once a draft is completed some staff will be invited to review it before it is finalized. Green would like to give a report on strategic planning and master planning at the next meeting. Greene stated that he has asked staff members to submit 5 items that they feel need immediate attention so he can determine what the critical issues are that need to be addressed. Greene added that he is reviewing résumé's for both Veterinarian and Curator of education. He added that Patty Peters will be starting as Director of Development and Marketing, and that there are still 6 zookeeper positions and 1 senior zookeeper position open. Resumes for these positions are being reviewed.

The telephone numbers for the zoo will be changing within the next two weeks.

Greene will be reviewing the budget for the zoo.

The bill in the California Assembly for elephants has died in appropriations. The bill would have required elephant care givers to provide 5 acres for 3 elephants.

Dougherty requested that, when Greene's 100-day report is completed, that it be given to the board members ahead of time.

Third Grade Education Pilot Program: Interim Curator of Education, Leslie Gates, reported on the third grade pilot program. The children were able to visit stations designed to educate them on animal habitats and adaptations. Assemi stated that the teachers loved it and it was very successful. Gates added that she would like to be able to charge the standard zoo admission plus \$2:00 per child for the program. Gates stated that she was hopeful that these costs could be covered by corporate sponsorships. Evaluation forms were given to each teacher but had yet to be returned.

Discuss and Consider Playland and Storyland: Peter Zeitler, board member for Playland/Storyland, gave a brief history on Playland and Storyland. He stated that he wants to collaborate with Fresno Chaffee Zoo on some possible future projects. Rainwater suggested putting together a feasibility committee that could meet with the Playland/Storyland board to start a dialogue. The committee members will include Rainwater, Manning-Cartwright, Valentino, Dougherty, and Greene. Templeton made a motion to accept the committee, formed by the aforementioned members. Valentino seconded the motion. Motion carried. Levy added that, since there are five members on this committee, a notice will be posted to notify the public when the committee will be meeting, as pursuant to the Brown Act.

Bank Services with County Bank: Brad Majors from County Bank discussed two options available for excess funds. In a previous meeting, the question had come up whether to consider the funds received from the measure Z tax as public money or private money once the zoo received the money. A document was passed around to the board stating that legal counsel's opinion was that the funds could be considered private money. The two options available to house the excess funds were a sweep account, which is done electronically, and the 7 day certificate of deposit, which is done manually. Morrison suggested the board take advantage of both so that funds from one account will be available in case of emergency while the other account accumulates at a higher interest rate. Levy requested a report of the bank fees and earning potential for the accounts at the next board meeting. Templeton suggested choosing a fund now so that the account can begin earning interest and review the report at the next meeting. Dougherty made the motion to put the funds in a 7 day certificate. Greene stated that if that is done the funds won't be available for immediate withdraw in case of emergency. Assemi stated that, after further review of the document sharing legal counsel's opinion on the whether the funds are public or private, the document reads that legal counsel's opinion is that the money is private but should be treated at public. Dougherty made a motion to house 80% of the funds in the 7 day certificate and the remaining 20% in the sweep account for 30 days, and allow Lewis Greene and Shelley Morrison the flexibility to change the percentages as needed, if needed, until the next board meeting. Arroyo seconded the motion. All members were in favor.

Zoo Financial Statement: Shelley Morrison passed out a copy of the zoo's financial statement to the board, as well as the City of Fresno's invoice for services through April 30th.

Treasurer's Report: Manning-Cartwright stated that another request for funds from the FCTA will be made soon.

Status Report on Safari Night: Jonatha Monetti gave an update on the progress of the planning surrounding Safari Night. Arroyo suggested that the restaurants participating in Safari Night be posted on the website. Manning-Cartwright agreed with the suggestion. Dougherty questioned whether the alcohol drink cups could be downsized to limit consumption, as there had been some reports of overdrinking in the past. Greene will take a closer look at the amount of alcohol consumed for next year's Safari Night. Monetti will instruct the vendors to only fill the standard 5 oz cup and not allow people to bring larger cups from home. Lyn Myers, Senior Zookeeper, suggested the use of drink tickets to limit the alcohol consumption. Harold Mountan, Senior Zookeeper, asked the board to look into controlling smoking on zoo grounds as well as ensuring that vendors stay clear of the paved areas so as not to impede access for wheelchair bound visitors.

Discuss and Consider Zoo Society Transition: A copy of the Zoo Society 2005 financial statement was passed out to the board. Susan Karby stated that the Zoo Society has fulfilled or is in the process of fulfilling the transition requirements. The audit is completed, as stated by Karby, and the only thing left is for the officer's certificate to be signed by the FCZC chairperson. Templeton made a motion to accept the audit. Dougherty seconded the motion. Motion carried. Rainwater signed the officer's certificate.

Public Comment: A docent passed out a copy of the most current Fresno Chaffee Zoo cookbook to each board member. The cook books can be purchased for \$15.00 each.

Shelley Morrison read a letter from Talahi, the company in charge of the upkeep of the FCZC and Fresno Chaffee Zoo websites. The letter states that the websites have been integrated and tickets can now be purchased online by going to tickets@fresnochaffeezoo.com, which is a secure site.

Rainwater asked if the board felt it was important for legal counsel to be present at every board meeting. Templeton stated he did not feel it was required. Levy and Assemi both felt it was required. Nokes asked if it would be possible if counsel could attend the beginning of the meeting. Dougherty requested counsel attend the first half of the meeting. Manning-Cartwright made a motion to have legal counsel attend the meetings until further notice. Assemi seconded the motion.

Nokes is having name tags made for each board member by Omega Trophy. The cost of each tag is \$5.00 and each member will pay for his/her own tag.

Dougherty requests that the board try to shorten the meetings, if possible.

Assemi requested that a ten minute break be added to every agenda.

Discuss and Consider Quarterly Report: Dougherty passed out a draft of the quarterly report of the board's actions. There were some recommended changes for spelling and grammatical errors. Manning-Cartwright stated that she felt Patty Peters should be the press contact. Assemi stated that if it is a board issue being discussed it should be a board member reporting. Green added that, in his experience, there is only one press contact for the zoo. Templeton suggested that all PR issues go through Patty, for consistency. Templeton made a motion to approve the quarterly report with the recommended changes and to have Patty Peters as the PR contact for the zoo. Manning-Cartwright seconded the motion. Motion was approved.

Rainwater asked if the board was ready to introduce Lewis Greene to the City Council on June 9 at 2:45. Greene will be giving the Quarterly report to the Council.

Status Report on the Zoo Master Plan: The report is being completed for presentation next month.

Discuss and Consider Report To The City Council: See above under "Discuss and Consider Quarterly Report."

Discuss Zoo Tax Authority Board Zoo Tour on June 28 at 8:30-a.m.: This meeting is scheduled as a zoo tour. Greene suggested the entire board show up for the tour.

Levy stated that, at the last board meeting, a marketing and fundraising committee was formed. She asked how this committee would work with Patty Peters, the new Director of Development and Marketing. Levy then asked for clarification of Peters' role. Greene stated that Peters would provide reports and information to the board. Levy also asked whether the board would be given information concerning Peters' compensation package. Levy then stated that, in addition, she had expected the amended contract for Greene to come before the board, but had not yet been presented. Greene stated that he had received the amended contract but had not yet signed it. Levy stated that, after any revisions, a final document should come before the board for final approval. Assemi added that it is the responsibility of the board to present any amended documents for final approval. Rainwater then asked the board if Greene could sign his revised contract. Dougherty stated that, under the circumstances, no. The board should revisit the contract for final approval. Rainwater stated that the board had already approved the contract with the amendments. Rainwater added that Greene should be allowed to sign the contract and, in the future, all revised contract will be brought before the board for final approval. Rainwater added that she will contact legal counsel in the morning and have him email a copy of the revised contract to each board member for final approval. Members will have until Monday, June 5 to bring up any requested changes. If no one responds, Greene will sign his contract.

Meeting adjourned at 8:27 p.m..

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