

**FRESNO'S CHAFFEE ZOO CORPORATION**  
**Board Meeting Minutes**  
**September 7, 2006**

<u>Present</u>	<u>Absent</u>	<u>Public Comment</u>	<u>Staff Comment</u>
Sharon Levy Colin Dougherty Cheryl Assemi Rogelio Arroyo Tom Templeton George Nokes Sheri Manning-Cartwright Shari Rainwater			

Meeting called to order at 5:35 p.m.

**Discuss and Consider Minutes:** Director Tom Templeton requested the correction in the spelling of Director Nokes last name in the designated paragraphs in the text of the board's previous minutes. Director Templeton also requested a sentence change in paragraph titled Report by Membership and Development: Director Dougherty asked if the board required the report from Membership and Development to come before the board every month for approval. Director Templeton suggested Membership and Development present a report to the board every month for discussion and comment. Director Templeton also requested the correct spelling for Mr. Biddle. Director Templeton requested a sentence change under Board Questions and Comments to correctly read: Templeton passed out a brochure outlining a flexible benefit plan and or cafeteria plan for medical expenses. A motion was made by Director Nokes to accept the amended minutes for the July 27 meeting. Director Templeton seconded the motion. All members were in favor. None opposed. Motion carried.

**Statements and Questions by Board members:** Director Shari Rainwater thanked Shelley Morrison for her dedication and job well done for the Fresno Chaffee Zoo since the Blue Ribbon Committee was established. Sharon Levy asked about the process of filling the position that will be vacated by Shelley Morrison. CEO, Lewis Greene stated that the job was posted with AZA and Mr. Biddle presented the position at the financial zoo people in Chicago. CEO Greene also stated that there had been some interest in the position. Director Levy inquired about the salary that will be offered. Director Manning-Cartwright stated that the finance committee will be discussing a salary range. George Nokes asked if the job posting for this position included any added duties. Director Nokes asked if the budget under review was the current budget. Director Rainwater stated it was a review of the budget verses actual for 2006 and that the new budget had to be ready for the Zoo Tax Authority on October 12. Director Levy asked if Rick Biddle was reviewing the Fresno Chaffee Zoo budget. CEO Greene explained that Rick Biddle was preparing a budget in relation to the master plan. CEO Greene stated that a RFQ (request for qualifications) went out to 10 companies and then narrow down to 3 companies to bid on the master plan. A committee would be put together to review the submissions.

**CEO Report:** CEO, Lewis Greene reported, reported that a RFP request for proposal will go out regarding the concessions. The current concessionaire 's contract was with the City of Fresno. CEO Greene stated that Mr. Biddle's expertise in master plans is essential. CEO Greene stated that he has conducted some interviews with candidates for General Curator, Curator of Education and Secretary/Registrar and the positions should be filled within a week or two. CEO Greene stated that the Zoo Veterinarian position did not receive enough response and would have to be readvertised. CEO Greene stated that he would be in Tampa, Fl for the National AZA conference September 23-30. CEO Greene stated that the zoo would be ready for accreditation and the items on the list are being addressed. Director Assemi asked if an escaped animal and/or lost child protocol had been established with the new employees. CEO Greene stated that Zoo Supervisor, Ray Navarro is currently working on that plan. CEO Greene will be addressing the need for radios. CEO Greene stated that a Employee Handbook and Zoo policies is

currently being prepared and after review by staff and possibly a Human Resources firm should be ready for the next meeting. CEO Greene, submitted a book for everyone to sign comments and condolences to send to the Australian Zoo to the Steve Irwin family.

**Zoo Financial Statement:** Shelley Morrison presented the July financial statement. Director Dougherty had requested a summary page. The financial statement is through July 31, 2006. Shelley stated she has been training the new Business Manager to do the financial statements.

**Report by Membership and Development:** Director of Membership and Development, Patty Peters, presented a media log of appearances made by staff and volunteers. Peters stated that Ice Cream was a success. Rotary Playland day would be on September 8<sup>th</sup> and that her department would be involved. Zoobilation will be September 16, this event is for members and will showcase everything that the zoo does. Peters thanked the board for their participation and further stated that their involvement means a lot to the public. Peters stated she had hired a graphics person, who would be starting September 11, 2006. Director Rainwater stated that she volunteered and enjoyed the Ice Cream event. Greene stated that the Hispanic Day event was a great success. Attendance was over 8,000. Shelley Morrison and Ray Navarro, Zoo Supervisor, in the past have run this event with Channel 21. In future, the Hispanic Day event will be supervised by the Marketing and Development department.

**Discuss and consider proposals by Randy Buresh of Benefit Administration Corporation:** Randy Buresh passed out a brochure and explained how the Cafeteria plan would benefit the employees with their medical expenses should they choose to participate. Mr. Buresh outlined the benefits and restrictions involved with this plan. Employee contribution would be pre-taxed dollars. Employees will be surveyed to determine level of interest in this plan. Director Dougherty made a motion to adopt a cafeteria plan once employee interest and minimum participation is determined. Director Rainwater seconded. All members in favor. None opposed. Motion carried.

**Public Comment:** No public comment offered.

**Discuss and Consider CEO review process:** Director Templeton suggested the review process start with goals. 6 goals were submitted. 1) Create positive outlook of zoo, 2) Fiscal Control, 3) High Employee Moral, 4) Increase zoo attendance, 5) Master Plan, 6) Continue Zoo Tax (measures to keep public involvement. Director Templeton, Director Rainwater and Director Nokes will be the committee to set up criteria for CEO Review process.

**Meeting adjourned at 8:35 pm.**

Respectfully submitted by Lisa Condoian, Bookkeeper, Fresno Chaffee Zoo Corporation