



Fresno's Chaffee Zoo Corporation
Board of Directors Meeting, Finance Committee Meeting
Minutes

Thursday, April 8, 2021, 4:00 PM
Zoom Meeting ID 984 0159 1768 Passcode 621660
Dial In: 669-900-6833

Committee Members Present

- Mr. Babatunde Ilori, joined at 4:05 PM
- Mr. Kyle Kirkland
- Mr. Rion Morgenstern – Committee Chair

Zoo Staff Present

- Ms. Nora Crow - Interim Chief Financial Officer
- Mr. Jon Dohlin - Chief Executive Officer
- Mr. Steven Gonzales-Warkentin - Executive Assistant
- Mr. Amos Morris – Deputy Director/Chief Operating Officer
- Mr. Jesse Santiago - Project Manager

Mr. Morgenstern called the meeting to order at 4:01 PM.

Item 01 Roll Call

Mr. Gonzales-Warkentin called the roll and established a quorum was present. The Committee then proceeded with business.

Item 02 Public Comment

Mr. Morgenstern asked if any members of the public wished to comment on the evening's agenda. Hearing none, he proceeded with the balance of the agenda.

Item 03 Review and approve minutes from 3/11/2021 FCZC Finance Committee meeting

Mr. Morgenstern asked if any member had comments on the minutes. Hearing none, Mr. Kirkland made a motion to accept the minutes as presented and Mr. Morgenstern seconded. The motion passed unanimously.

Item 04 Receive Chair update

Mr. Morgenstern reported that he was excited about the candidates for the Chief Financial Officer position. Mr. Dohlin stated that interviews were ongoing.

Item 05 Review, approve and recommend Year-to-Date Financial Report for Board approval



Ms. Crow stated that the Zoo received approval from the Zoo Tax Authority Board to reallocate Measure Z funds due to the receipt of the second PPP loan. She reported that the Zoo's margin loan had been paid off. Self-generated revenue is 1% below budget, year-to-date. In March, Ms. Crow stated monthly attendance was 145% of budget.

Mr. Morgenstern noted that the Zoo's spend on conservation appeared to be under budget. He stated that as a mission-based goal for the Zoo, it's important to follow through with our conservation commitment. Ms. Crow stated that three additional conservation requests were recently approved, but not reflected in the report. She confirmed that the spend is tracking very closely to budget.

After further discussion, Mr. Kirkland made a motion to approve the Year-to-Date Financial Report as presented, and Mr. Ilori seconded. The motion passed unanimously.

Item 06 Review, approve and recommend Commercial Card credit increase of \$350,000, for a total limit of \$850,000 for Board approval

Ms. Crow stated that recent purchasing activity exceeded the Zoo's existing credit card limits, resulting in the delay of vital purchases. She stated that staff is encouraged to purchase items on corporate cards with cash back and rewards and purchase protection. She added that purchases for projects such as the Ambassador Animal Building and Zooplex exacerbated the need for credit limit increases. She stated that in 2020 the Zoo received a rebate (cash back) from credit purchases of almost \$26,000.

Mr. Morgenstern asked if there was a benefit to creating a separate credit card system for capital purchases that could be discontinued once projects were complete. Mr. Dohlin stated that purchasing for capital projects will be ongoing as future projects are in consideration beyond the current capital builds.

Mr. Morgenstern stated that he is in support of the benefit of cash back from spending on the credit cards and made a motion to recommend the increase in credit to \$850,000. Mr. Kirkland seconded the motion. The motion passed unanimously.

Item 07 Review, approve and recommend new Zoo staff positions for Board approval

Mr. Dohlin stated that the Zoo was seeking approval for a Payroll & Benefits Specialist and an Accounting Manager. He stated that while the Zoo has grown over the past decade, staffing in Accounting and Human Resources had remained unchanged.

Mr. Babatunde expressed his shock to hear that the accounting department was not larger. He requested the Zoo provide a full organizational chart as a reference for the Board.

Mr. Morgenstern stated he fully supports both positions and made a motion to recommend to the Board to approve the Accounting Manager and Payroll and Benefits positions. Mr. Ilori seconded. The motion passed unanimously.



Item 08 Review, approve and recommend Capital Projects change orders and contingency items for Board approval

Mr. Dohlin reported on capital change orders and contingency items. He stated that the Ambassador Animal Building had no items for review, but Kingdoms of Asia had three requests. The first, revision to the East entry rockwork for \$35,157, resulted from review of the rockwork with the Zoo's cultural advisory group and concerns about the original proposed depiction of the Faces of Bayon. The second change order was for additional demolition work in the exhibit for \$11,184, and the third resulted from lumber price escalations of \$24,353. Mr. Dohlin concluded the contingency requests with a request for the Zooplex project of \$5,556.76 resulting from a needed fire line connection. The Board agreed that the change to Kingdoms of Asia was important for the cultural integrity of the exhibit and that the other items were appropriate.

Mr. Dohlin also stated that the Zoo would receive a credit of \$208,145 for the elimination of boring at the tiger exhibit.

After further discussion Mr. Kirkland made a motion to recommend to the Board approval of the change order requests, and Mr. Morgenstern seconded. The motion passed unanimously.

Item 09 Consider any Old Business

No old business was presented.

Item 10 Consider any New Business

The Committee recommended keeping the May 13th meeting.

With no further business to discuss, Mr. Morgenstern adjourned the meeting at 5:33 PM.