

Fresno Chaffee Zoo
894 W. Belmont Avenue
Fresno, CA 93728

Fresno's Chaffee Zoo Corporation
Finance Committee Meeting
Minutes

Thursday, September 19 2019
Education Lab Conference Room

Committee Attendees Present

- Mr. Babatunde Ilori
- Mr. Kyle Kirkland
- Dr. KC Chen

Advisors Present

- Mr. Scott Barton

Guest Speakers Present

- Mr. Chris Comstock, Regency Investments
- Mr. Judson Myers, Regency Investments

Zoo Staff Present

- Ms. Laura Martina
- Mr. Amos Morris
- Mr. Steven Gonzales-Warkentin

The meeting commenced at 4:20 PM

Item 01: Roll Call

Mr. Kirkland, Mr. Ilori and Dr. Chen were present. Ms. Vance observed the meeting by phone, but was not eligible to participate in actions taken or count toward the meeting quorum. The committee members present comprised a quorum, and the meeting proceeded with business.

Item 02: Public Comment

No members of the public were in attendance.

Item 03: Chair Report

Mr. Kirkland, acting as Chair in Ms. Vance's absence, had nothing to report.

Item 04: Receive, review and consider Finance Committee Meeting minutes dated May 16, 2019

The Committee reviewed the minutes from the previous Finance Committee Meeting. Mr. Kirkland asked if there were any suggested revisions. With no revisions offered, Mr. Chen motioned to accept the minutes as presented; Mr. Ilori seconded. The Committee approved the minutes without objection.

Item 05: Receive quarterly report from Regency Investments

Regency Investments (Mr. Comstock) presented a recap of the performance of the Endowment and General Fund summary through June 30, 2019, noting no asset allocation changes to date. Regency did not recommend making any changes to the investment portfolio.

Item 06: Receive, review and consider Year-to-Date Financial Report

Mr. Barton presented the Zoo's financials as of July 31, 2019, noting that June was the best month in attendance the Zoo has had to date. He stated that the Zoo is above budget with Zoorassic Park Membership add-ons, Adopt-an-Animal sales and Giraffe feeding. Equipment rental costs were above budget, but Mr. Barton stated this issue has now been addressed. The Committee discussed the report in detail. Dr. Chen made a motion to accept the Finance Report as presented and recommend to the Board of Directors for approval. Mr. Ilori seconded the motion. The Committee approved the motion without objection.

Item 07: Receive, review and consider South Corridor Infrastructure release of retention

Mr. Barton stated that the sub-contractors have completed the scope of their work and requested that retention funds be released. He noted that some items with the project have not received final approval, but they are unrelated to the sub-contractors seeking final payment. Mr. Kirkland asked the Committee if any further clarification was needed. Hearing none, he asked for a motion to approve the release of retention and to recommend to the Board of Directors for approval. Mr. Ilori motioned, and Dr. Chen seconded. The Committee approved the motion without objection.

Item 08: Receive, review and consider Contract Administration & Management Policy and Procedures

Mr. Barton requested that the Committee remove the item from the agenda and address it with the new Chief Financial Officer in January. Management team members noted that the proposed policy and procedures were cumbersome and suggested streamlining them with the new CFO. The Committee agreed to table the issue for review with the incoming CFO.

Item 09: Receive, review and consider FCZ Capital Project Change Orders and Contingency Items

Mr. Barton presented a proposal from the Kingdoms of Asia project architects, CLR Design, for an animation of the video with a not-to-exceed cost of \$28,000 and provided a brief trailer of that animation. Mr. Barton mentioned that a similar video was produced for the African Adventure project and used extensively in the marketing and promotion of the exhibit. Mr. Ilori commented that he was concerned that the animation was not part of the architect's original package. After discussion, Mr. Kirkland asked that management talk with other architectural firms for reference prior to approval. Mr. Barton noted that the issue was not time-sensitive and that management could collect final information in advance of October budget approvals.

Item 10: Receive, review and consider SSA's Food Service and Retail Operations proposal

Mr. Kirkland stated after the last Board of Directors meeting, the Zoo's food, beverage and retail vendor Service System Associates (SSA) was asked to put together a proposal for continued partnership with the Zoo and presented a 10-year proposal with \$2 million of capital commitments to extend the existing

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partnership which is slated to expire in 2020. Mr. Barton highlighted certain areas of the proposal and the Committee agreed that the proposal had many advantages for the Zoo. Mr. Kirkland asked Mr. Barton to summarize alternative vendors for the Board for reference but agreed that the SSA proposal as presented was advantageous for the Zoo.

Item 11: Old Business

No old business was presented.

Item 12: New Business

Mr. Kirkland confirmed that there will be an October Finance Committee meeting on the 17th at 5:00 PM.

The meeting adjourned at 5:21 PM.