

**General Meeting of the Board of Directors  
Fresno Chaffee Zoo Education Building  
Wednesday, January 18<sup>th</sup>, 2017 5:30 pm**

**DRAFT**

<b>Board Members</b>	<b>Attendance</b>	<b>Staff Present</b>	<b>Public Present</b>
Cates, Chelsea	Present	Condoian, Lisa	None
Dougherty, Colin	Present	Myers, Lyn	
Gonzalez, Ed	Present	Martina, Laura	
Levy, Sharon	Present	Goldman, Brian	
Nokes, George	Present	Nodolf, Shannon	
Price, Ken	Present	Pitts, Sandra	
Rainwater, Shari	Present	Revis, Jessica	
Richards, Tom	Absent		
Saladino, Craig	Present		
Valentino, John	Present		
<b>Advisory</b>			
Scott Barton	Present		<b>Fresno's Chaffee Zoo Corp Legal Counsel</b>
Dorothy Fortune	Present		Doug Larsen – Present

**Meeting called to order at 5:38 p.m.:** Board Chair, John Valentino called the meeting to order.

**Roll Call:** Board Directors Dougherty, Nokes, Rainwater, Price, Cates, Levy, Gonzalez, Saladino, and Valentino all present. Board Director Richards absent. Advisors CEO Barton and Mrs. Fortune present. Legal Counsel Mr. Larsen present.

**Approval of Minutes:** Director Valentino called for review of the minutes from November 16, 2016 and a motion to approve. Director Dougherty so called for a motion to approve. Director Rainwater seconded. Director Price abstained as he was not present for that meeting. All in favor. None opposed. Motion carried.

**Chair Report:** Director Valentino stated he did have anything to report at this time. He deferred to the CEO's report.

**CEO Report:** CEO Scott Barton stated the final attendance for 2016 was 964,091 visitors. This is record attendance for the seventh year in a row. The total budgeted amount for 2016 was 850,000. CEO Barton stated that at the Association of Zoos and Aquariums annual conference, a large zoo was estimated to have about 750k visitors a year. Therefore, the Fresno Chaffee Zoo is easily considered a large zoo in its industry. CEO Barton stated that the zoo had guests from all 50 US states, and 30 countries internationally. CEO Barton stated that all reviews found online, ranging from Yelp to Facebook, listed praises of the exhibits and wonderful zoo staff. CEO Barton stated the zoo is currently working on several different projects including the storm drain piping, the conservation building, program animal building, a new commissary, as well as many more. He stated that the new Asia area is currently out for RFP, and the Dino Dig expansion would be completed in a couple months. CEO Barton stated that he would have a new masterplan at the next upcoming Board meeting.

**Review, Discuss, and Consider Human Resources Department Update:** Chief Human Resources Officer, Laura Martina, presented to the Fresno Chaffee Zoo. CHRO Martina stated the zoo currently has about 221 staff members. That number includes roughly 17 seasonal, and 76 part-time employees. The biggest ratio of employees by department are operations with 31% and animal care with 36%. The zoo staff mostly consist of females, ages ranging from 18 – 32 years old. CHRO Martina stated that her department is working closely with AZA on their national diversity initiative. CHRO Martina stated that the AZA national turnover rate is 18.7%, and the Fresno Chaffee Zoo turnover rate is only 11% for full time employees, and 35% for part-time. She stated that 31% of staff



that left stated it was for school, 18% for professional advancement, and 18% due to it being a seasonal position. CHRO Martina stated the zoo also provides staff development opportunities. The staff are able to receive training, apprenticeship, and potential travel opportunities. The zoo also gives staff the opportunity to advance through new lead positions, as well as interim opportunities as openings become available. CHRO Martina stated that the zoo also has the FCZ Academy, that partners with the San Diego Zoo. This online program is available for all staff to utilize as a form of training. Director Nokes asked if staff are utilizing these opportunities. CHRO Martina stated yes, that about 80% of staff do. Director Saladino asked if the zoo has safety training. CHRO Martina stated that the zoo has a safety committee as well as six safety drills a year. Director Saladino asked if the interim positions that are filled are based upon the employee's qualifications. CHRO Martina stated that the interim position is based upon several different factors including the employee's qualification. CHRO Martina stated that the zoo recruited 79% of their staff from the Fresno valley and 21% nationally. She stated that there are also a couple staff members from outside the United States. CHRO Martina stated that a staff challenge this past year was communication. She stated that much of the staff have varying schedules. To help fix this challenge, they have created a monthly employee newsletter, added more employee staff meetings, distributed a calendar for the entire year of events, implemented a new online payroll system, and will begin career pathing. Director Dougherty asked what degree a person would need to apply at the zoo. CHRO Martina stated that the most common degree seen is in Biology, but that they do have a variety of applicants. Director Gonzalez asked how we advertise the open positions. CHRO Martina stated they are posted on the AZA website, Indeed, and Ziprecruiter.

**Review, Discuss, and Consider FCZ Nominating Update:** Director Valentino stated that Director Richards was not able to attend this Board meeting and would like to extend the organizational meeting until the next Board meeting in March 2017.

**Review, Discuss, and Consider FCZ Finance Committee Update:** Director Saladino stated the Finance committee is reviewing our current investment policy as well as the 401k options. Director Saladino deferred to CFO Goldman for the financial report.

**Review, Discuss and Consider Financial Report:** CFO Goldman presented the Board with an abbreviated report. CFO Goldman stated that the Finance committee would cover this report more in-depth but would have that information available to anyone who would like to review it. CFO Goldman stated that zoo had a self-generated revenue of about 10 million compared to a budgeted revenue of \$8,669,200. There is a surplus of \$2,047,160, compared to a budgeted surplus of \$532,054. CFO Goldman stated the total personnel expenses were 7.6% under budget and total expenses were 2.9% under budget. He stated that the year-end adjustments, such as accrued payroll and final depreciation, will be made by the end of February 2017. CFO Goldman stated that the December 2016 attendance was 55,679 compared to budgeted attendance of 55,000, an increase of 1%. December 2016 attendance was 2% ahead of December 2015 attendance of 54,466. The total 2016 attendance was 964,091, compared to 2016 budgeted attendance of 850,000. That is a total increase of 13%. CFO Goldman mentioned the 2016 attendance was 19% over 2015 attendance of 808,914. Director Price made a motion to accept the financial report as presented. Director Gonzalez seconded. All in favor. None opposed. Motion carried.

**Review, Discuss, and Consider Storm Drain Pipeline Extension Budget & Contracts:** CFO Goldman asked the Board for \$670,031.45 of which \$488,510.05 is for the storm water project and \$181,521.40 is for infrastructure work of the Water Play Area. CFO Goldman stated the storm water project includes the extension of the main storm drain pipeline from a location South East of the main Zoo administration office to Sea Lion Cove and basin located in the old City Corporation yard that is now being utilized by the Fresno Chaffee Zoo. The Water Play project includes the construction of a custom 16,800 SF water play area located within the Chaffee Zoo between the Jungle Bungalow and Dino Dig Exhibits and Zoo's Main Concessionaire Stand and Restrooms. This first phase allows the zoo to begin underground infrastructure during a slow time to limit the impact to zoo guests and to utilize open trenches to start infrastructure work on Water Play Area. There is a request to the Zoo Authority at



the January 25, 2017 meeting for Measure Z Capital Funds. CFO Goldman stated that this should not impact the budget. Director Saladino stated it would not impact the budget if approved by the Zoo Tax Authority, as a capital budget expense. Director Dougherty so moved for approval. Director Saladino seconded. All in favor. None opposed. Motion carried.

**Review, Discuss, and Consider Yamabe & Horn Engineering, Inc. Contract:** CFO Goldman asked the Board for approval of \$91,000 for civil engineering and land surveying services to research, model and design a storm water system to handle the changes resulting from the new parking improvements. This is a shared cost with Fresno City. The City has proved funds previously with the \$1.5 million check. The Zoo and City of Fresno are looking to expand and improve the parking facilities in Roeding Park (north of the zoo). The changes will impact the storm drainage system currently in place. Services in the proposal include topographic and utility surveys, storm drain master plan, and construction documents. Director Saladino stated that the Finance committee approved for recommendation on the caveat that once the zoo has the entire contract it will go to the Zoo Tax Authority for approval. Director Price so moved to approve. Director Nokes seconded. All in favor. None opposed. Motion carried.

**Review, Discuss, and Consider Code of Interest Update:** Legal Counsel, Mr. Doug Larsen, stated the Fresno Chaffee Zoo Code of Interest was updated to add the Deputy Director position. Mr. Larsen stated that the legal counsel for the County of Fresno did recommend an added appendix, but that it was not necessary at this time. Director Price so moved to approve. Director Saladino seconded. All in favor. None opposed. Motion carried.

**Review, Discuss, and Consider Old Business:** Chief Marketing and Development Officer, Alisha Anderson, stated that the Zoo is implementing a new award at the Toucan Dinner. In honor of a special patron of the Zoo, this person will be awarded a plaque at the entrance of African Adventure. The unveiling will be in the fall of 2017, and the award given the next spring at the Toucan dinner. Director Valentino clarified that there will not be a Toucan dinner in 2017, and that it would be in the spring of the following year. CMDO Anderson stated that was correct.

**Review, Discuss, and Consider New Business:** The Board affirmed the next Board meeting for March 15, 2017. Executive Assistant, Jessica Revis, stated that she would send out a calendar invite to all Board members.

**Closed Session:** Conference with Legal Counsel – Employee Performance Evaluation (CEO)  
Pursuant Govt. Code 54957(b)

**Public Comment. This time is set-aside for the public to comment on any item within the jurisdiction of the Board, but not appearing on the agenda. Items presented under public comment may not be discussed or acted upon by the Board at this time. For items appearing on the agenda, the public is invited to comment at the time the item is called for consideration by the Board. Any person addressing the Board under public comment will be limited to a 3-minute presentation to insure that all interested parties have an opportunity to speak. Please state your name and address for the record:** Dotty Doyle stated she was very happy to be a part of the zoo as a docent. She was very excited for the Facebook competition regarding the birth of the lion cubs.

**Board questions and comments:** none.

**Adjournment:** Closed Session entered into at 6:44 pm, Open Session resumed at 8:12 pm. No action taken.  
Adjournment 8:13 pm

**Respectfully submitted by:** Jessica Revis, Executive Assistant to the CEO/Executive Director  
Fresno's Chaffee Zoo Corporation