



Fresno's Chaffee Zoo Corporation
Board of Directors Meeting
Minutes

Thursday, April 8, 2021 5:30 PM
Zoom Meeting ID 984 0159 1768 Passcode 621660

Directors Present

- Mr. Oliver Baines, joined at 5:46 PM
- Dr. Ed Gonzalez, Vice Chair
- Ms. Wilma Tom Hashimoto
- Mr. Babatunde Ilori
- Mr. Kyle Kirkland, Chair
- Mr. Rion Morgenstern, Treasurer
- Mr. Ross Parnagian
- Ms. Emilia Reyes
- Ms. Julie Vance, Secretary

Advisors Present

- Mr. Jon Forrest Dohlin – Chief Executive Officer
- Mr. Doug Larsen – Fishman, Larsen & Callister
- Ms. Patty McLane – Docent President

Guest Speakers Present

- Mr. Robert Golden - CEO Golden Charter Academy
- Dr. Shannon Nodolf - Chief Veterinary Officer

Zoo Staff Present

- Ms. Nora Crow – Interim Chief Financial Officers
- Mr. Steven Gonzales-Warkentin – Executive Assistant
- Mr. Amos Morris – Deputy Director/Chief Operating Officer
- Mr. Jesse Santiago – Project Manager
- Mr. Dean Watanabe – Chief Conservation Education Officer

Mr. Kirkland called the meeting to order at 5:36 PM.

Item 01 Roll Call

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



Item 02 Public Comment

Mr. Kirkland 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 Consent Agenda

Mr. Kirkland introduced the idea of a consent agenda to package routine items such as minutes, routine reports, etc. for consideration as a group. He stated items such as the financial report and contingency items will continue to be discussed at length in the Finance Committee meetings but might be presented as a report in the board materials.

Dr. Gonzalez stated he agreed with the concept of a consent agenda but would like the Board to receive a quarterly financial update. Ms. Vance then asked that the finance report and contingency items be pulled from the meeting's consent agenda for discussion.

Mr. Kirkland then asked if there was any feedback on the remaining consent agenda items, the Board minutes from the March 11th and March 18th meetings. Hearing none, Ms. Vance recommended approving the minutes as presented, and Ms. Hashimoto seconded. The motion passed unanimously.

Next, Mr. Kirkland stated that the Finance Committee had discussed the Year-to-Date report in detail and recommended it for the approval and asked Ms. Crow to present the report. Ms. Crow stated that in February the Zoo's self-generated revenue was only 1% below budget, and the operating deficit was at 69% of the budgeted deficit. Ms. Crow said that in March, attendance was 145% of budget due to increases in allowed capacity to 2,500 from 1,800 guests at any one time. After discussion, Dr. Gonzalez made a motion to accept the Financial report as presented, and Ms. Vance seconded. The motion passed unanimously.

Mr. Dohlin then 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, revisions to the East entry rockwork for \$35,157, resulted from review the entrance 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 orangutan exhibit for \$11,184, and the third resulted from a cost increase resulting 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.

After discussion, Mr. Parnagian made a motion to approve the contingency items as presented and Mr. Ilori seconded. The motion passed unanimously.

Item 04 Receive Chair Report

Mr. Kirkland stated that he was excited to see so many guests visiting the Zoo and was looking forward to the summer where COVID-19 related restrictions may be further lifted. He also thanked the Zoo



management team for its diligence and continued progress throughout the extended COVID-19 shutdown.

Item 05 Receive CEO Report

Mr. Dohlin reported that the Ambassador Animal Building was nearing completion with a move-in date in May. He shared the news that the Reptile House, a guest favorite, would soon be reopening with limited capacity and added that the Zoo team was looking to reopen Wilderness Falls and Dino Dig this summer. Mr. Dohlin stated that the search for the CFO and CDO continues and shared that the Zoo's IT Manager, Luke Giffen, had submitted his resignation, leaving another vacancy.

Mr. Dohlin informed the group that he was meeting with the City of Fresno next week to discuss the shared cost Parking Hub project and would be meeting with the new City Manager. He also reported that the Zoo would engage in a social media segment highlighting an upcoming move of a giraffe to the Oakland Zoo.

Item 06 Consider and approve Commercial Card credit increase of \$350,000, for a total limit of \$850,000

Mr. Kirkland asked interim CFO, Nora Crow, to report on the request to increase the Zoo's credit limit. 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 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. Kirkland stated that the Finance Committee reviewed the controls in place over purchasing and were satisfied that the Zoo has the proper oversight in place. Ms. Crow also added that the Zoo pays all charges in full each month and does not carry an outstanding balance or incur interest charges. After discussion, Ms. Vance made a motion to approve the request to raise the Zoo's credit limit to \$850,000, and Mr. Parnagian seconded. The motion passed unanimously.

Item 07 Consider and approve public members for BOD Committees

Next, Dr. Gonzalez said that the Nominating Committee would like the Board to approve local CPA, Ms. Lisa Graham to become a public member of the Audit Committee. Mr. Kirkland disclosed that Ms. Graham was previously employed with Baker Peterson, the firm that oversaw Club One's audit, but was no longer involved in an audit relationship with his company.

Dr. Gonzalez made the motion to approve Ms. Graham to fill the public member seat in the Audit Committee and Mr. Parnagian seconded. The motion passed unanimously.

Item 08 Consider and approve new positions

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. Ms. Hashimoto expressed her support for the addition of these two positions. After added discussion, Ms. Vance made a motion to approve the Zoo to hire an Accounting Manager and Payroll & Benefits Specialist and Ms. Reyes seconded. The motion passed unanimously.

Item 09 Receive an update on the Golden Charter Academy

Mr. Golden reported that the Golden Charter Academy had signed a lease with the vacant Our Lady of Victory school that will serve as their interim location. In addition, the school had hired a Principal with a background in environmental education and was interviewing teachers. He also said that the Academy was in escrow with a property across the street from the Zoo with a hope to be in that location in 2023.

Item 10 Receive an update on the Lyles building donation

Mr. Dohlin stated that the Lyles family has offered to donate a furnished office building across the street (Olive) from the Zoo. He added that he and Mr. Morris had toured the building and were impressed with its condition and usefulness. He continued that it was the Zoo's intent to move administration, development, marketing and events to the building and return the office trailers that the Zoo had been renting. Mr. Dohlin concluded by saying that there would be an initial cost associated with moving and that the Zoo would bring back a request to the Board at a future meeting.

Item 11 Receive department update

Next, Dr. Shannon, Chief Veterinary Officer, presented a recent jaw cancer situation with one of the Zoo's beloved orangutans, Saibu. She was able to show each step of the treatment process, how the veterinary teams respond to our animal health issues, Saibu's cancer relapse and euthanasia over quality of life concerns. She noted that while the outcome was unfortunate, Saibu served as a case study of her team and outside resources caring for the health of one of our residents. Mr. Kirkland stated it was impressive to see the steps Dr. Shannon and her team took to treat Saibu and the lengths at which they are willing to go to care for the animals.

Item 12 Consider for approval any Old Business

No old business was presented.

Item 13 Consider for approval any New Business

After discussion, the Board concluded that a May meeting of the Board was unnecessary and agreed to meet in June. Mr. Ilori stated he would not be available for the June 10th Board Meeting and asked if it could be moved to a different date. Mr. Gonzales-Warkentin stated that he would caucus the Board members after this meeting and determine a June meeting date.

With no further business to discuss, Mr. Kirkland adjourned the meeting at 7:53 PM.