

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF THE  
METROPOLITAN ZOOLOGICAL PARK AND MUSEUM DISTRICT**

St. Louis, Missouri  
November 1, 2016

A regular meeting of the Board of Directors of the Metropolitan Zoological Park and Museum District was held at 7733 Forsyth Blvd., 2<sup>nd</sup> Floor Conference Room A, on Tuesday November 1, 2016 at 12:00 p.m. The primary purpose of the meeting was the review and discussion of the ZMD's preliminary 2017 administrative budget.

Tom Campbell, Chair of the Metropolitan Zoological Park and Museum District ("District"), called the meeting to order. Upon roll call, the following Board members were present:

Thomas Mummert	Michelle Harris
Christine Chadwick	Thomas J. Campbell
Robert Eggmann	Robert G. Lowery, Sr. - via phone

Darnetta Clinkscale was absent. Other persons attending the meeting were District employees: J. Patrick Dougherty, Sharon L. Wilcutt and LaQuana S. Dilworth.

Public Comment: The chair called for public comments.

Mr. Uchitelle, a public citizen, addressed the meeting and presented his updated paper 'Time for Fairness' advocating that the ZMD Subdistricts be granted the elective right to charge admission fees to non-St. Louis City and County residents. He then responded to questions and comments from members of the Board. A discussion ensued.

Executive Director's Report: Pat Dougherty reported that, as of October 1, 2016 the balances in the various District controlled bank accounts totaled approximately \$10.1 million and included:

<u>Account for the benefit of:</u>	<u>Amount</u>
Zoological Park Subdistrict	\$ 4,250.23
Art Museum Subdistrict	\$ 4,285,809.23
St. Louis Science Center Subdistrict	\$ 33,611.53
Botanical Garden Subdistrict	\$ 2,017,484.25
Missouri History Museum Subdistrict	\$ 1,939,495.49
District Operating Fund	\$ 1,842,742.32

Mr. Dougherty presented the District's internal financial statements for the month of September 2016. No discussion resulted.

Minutes: The Chair then called for the approval of the minutes from the regular Board meeting held on September 27, 2016. Mr. Eggmann moved that the minutes from the Regular Board Meeting on September 27, 2016 be approved. Ms. Harris seconded the motion. The motion to approve the Regular Minutes from September 27, 2016 were approved with Mr. Mummert, Ms. Harris Mr. Campbell and Ms. Chadwick, Mr. Eggmann and Mr. Lowery voting 'Aye'.

Finance/Audit Committee Report: Mr. Eggmann reported that fourteen firms have responded to the RFP that was issued for the information technology security audit. The Audit Committee will meet, in the near future, to discuss



the proposals. The costs of the proposals range from \$35,000 to more than \$380,000. The Audit Committee plans to recommend one proposal at the December 13, 2016 board meeting.

Mr. Eggmann explained that the dates for the fieldwork for the agreed-upon procedure to be conducted by Kerber Eck & Braeckel, LLP at the Subdistricts has been scheduled:

Saint Louis Zoo	November 7 to 11, 2016
Missouri History Museum	November 14, 15, 16, 21 and 22, 2016
Saint Louis Science Center	November 24 to 28, 2016
Missouri Botanical Garden	December 5 to 9, 2016
Saint Louis Art Museum	December 12 to 16, 2016.

Mr. Eggmann stated that the notice for the RFP for the shared services consulting engagement will be published in the St. Louis American, Business Journal and the Post-Dispatch. The proposal due date is December 31, 2016.

Communications Committee: Ms. Harris reported that two firms have submitted proposals in response to the RFP for graphic design services. The costs range from \$5,000 to approximately \$14,200 - \$19,950. A meeting will be scheduled to review the proposal's to confirm that all of the criteria, as requested, has been met.

Report of Legal Counsel: No report at this time.

Old Business: No old business.

New Business: Mr. Dougherty presented the District's preliminary 2017 administrative budget. The presentation included an examination of the elements of the District's 2016 administrative revenue and expenses, comparison of these amounts to the budget and a recognition of both a dollar and percentage "actual to budget" variance. Reasons for each variance were reviewed. Mr. Dougherty then submitted a thorough analysis of the revenue and expense components included in the District's preliminary 2017 administrative budget. Mr. Dougherty then responded to questions from members of the Board. A discussion ensued.

Mr. Dougherty presented a proposal to update the District's website. The upgrade would make the site mobile responsive. The upgrade would follow all of Google's new mobile algorithm rules as well and still incorporate ADA requirements. The cost would be approximately \$3,295.00. A discussion ensued.

Mr. Dougherty reported that the District's current accounting software 'Fundware' will end their on-line support for the software program in January of 2017. A quote was received from Zobrio to upgrade to a compatible Financial Edge NXT software program. Financial Edge software is currently being used by some of the Subdistricts. The all-inclusive three year pricing for the Financial Edge NXT will be approximately \$17,589.00. A discussion ensued.

Ms. Harris moved that a conditional approval of the 2017 preliminary budget, subject to additional information on the expenses related to the report to the community, shared services consulting engagement, the information technology security audit, salaries and personnel costs. Mr. Eggmann seconded the motion. The motion for conditional approval of the 2017 preliminary budget was approved with all members voting 'Aye'.

Ms. Chadwick moved for the approval of the upgrade to the District Website. Ms. Harris seconded the motion. The motion to approve the upgrade to the District website was approved with all members voting 'Aye'.

Mr. Eggmann moved that the District accept the proposal for Financial Edge NXT from Zobrio. Ms. Harris seconded the motion. The motion to approve the proposal and to transition to Financial Edge NXT was approved with all members voting 'Aye'.


Mr. Campbell called attention to the booklet '*The Will of Henry Shaw – Establishing the Missouri Botanical Garden and Other Documents Pertaining Thereto*' that was included in the packet. The Missouri Botanical Garden provided the information as an overview to Henry Shaw's Will and how it impacts current and future Garden operations following a request from the Board during the August 30, 2016 regular Board meeting.

Public Comment: The Chair asked for any public comments from those in attendance. No comments resulted.

There being none and no other business of the District, Mr. Eggmann moved that the meeting be adjourned. Ms. Harris seconded the motion which was adopted unanimously with all members voting "Aye."

The meeting adjourned at 12:51 p.m.

Respectfully submitted,



Vice Chair

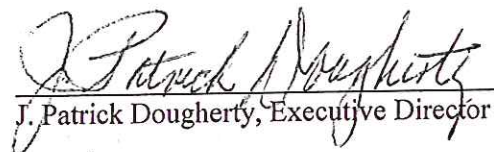


# CERTIFICATE

I, J. Patrick Dougherty, do hereby certify that the attached Notice of Regular Meeting was published in accordance with the provisions of Section 610.020 of the Revised Missouri Statutes, posting said Notice at least twenty-four hours in advance of the date of said meeting in a prominent place easily accessible to the public at the Pierre Laclede Center Building, 7733 Forsyth Boulevard, Suite 550, and Conference Room A 2<sup>nd</sup> floor in Clayton Missouri 63105, and by posting on the District's website and mailing and/or e-mailing a copy of said Notice by ordinary mail to:

- Stephen Deere
- Diane Toroian Keaggy
- Mark Schlinkamm
- Deborah Peterson
- Patrick Brown
- St. Louis Business Journal
- Riverfront Times
- Susan C. Thomson
- Betsey Bruce
- Tonya Sinkovits
- Susan Hegger
- St. Louis Public Radio
- Rachel Lippmann
- Willis Arnold
- Alex Heuer
- Nancy Fowler
- Charlene Prost
- Ray Hartmann
- Odester Saunders
- Elise Glickert
- Pat Westhoff
- Ben Uchitelle
- Robert Powell
- Gloria Wessels
- Jeff Rainford
- Sable Campbell
- Tom Curran
- Matthew Hathaway
- Brent Benjamin
- Bert Vescolani
- Barb Boyle
- Laura Taylor
- Benjamin Washington
- Everett Dietle
- Francis Levine
- Eric Miller
- Dustin Deschamp
- Jeffery Bonner
- Katie O'Sullivan
- Peter Wyse Jackson
- Erin Nolan
- Jerry L. Kent
- Matthew W. Geekie
- John R. Musgrave
- Adrienne D. Davis
- Barbara Taylor
- Michael F. Neiforff
- Donna Wilkerson
- Marcia B. Mellitz
- Lelia J. Farr
- Richard Jensen
- Harry Rich
- Mike Faulk

Signed this 1st day of November, 2016

  
J. Patrick Dougherty, Executive Director

**NOTICE OF REGULAR MEETING**  
**METROPOLITAN ZOOLOGICAL PARK AND MUSEUM DISTRICT**

Pursuant to Section 610.020 of the Revised Missouri Statutes, notice is hereby given that a Regular Meeting of the Metropolitan Zoological Park and Museum District Board will be held as follows:

Date: November 1, 2016

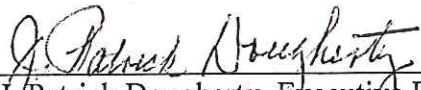
Time: 12:00 P.M.

Place: Pierre Laclede Center  
7733 Forsyth Boulevard  
2<sup>nd</sup> Floor Conference Room A  
St. Louis, MO 63105

Agenda:

1. Public Comments.
2. Review, discuss and vote to approve the minutes from the September 27, 2016 regular Board Meeting.
3. Committee Reports.
4. Report from the Executive Director concerning District matters.
5. Old Business and such other business that comes before the District.
6. Review and discussion of the ZMD's 2017 preliminary administrative operating budget.
7. The Board may also hold a closed session, with a closed vote and record, as authorized by Section 610.021 (1), (2) and (3), Revised Statutes of Missouri, related to legal issues, real estate and/or personnel, negotiation of a contract pursuant to 610.021 (12) RSMO, proprietary information pursuant to Section 610.021 (15) and/or confidential or privileged communications with our auditor pursuant to (17).

Further information may be obtained at the District Office, 7733 Forsyth Blvd., Suite 550, Clayton, Missouri 63105, (314) 862-4222.

  
\_\_\_\_\_  
J. Patrick Dougherty, Executive Director

Mission Statement

*The Mission of the Zoo Museum District is to represent the taxpayers of the District in the careful oversight of the financial affairs of the Subdistricts: Missouri Botanical Garden, Missouri History Museum, Saint Louis Art Museum, Saint Louis Science Center, and Saint Louis Zoo.*