

## METROPOLITAN ZOOLOGICAL PARK AND MUSEUM DISTRICT

St. Louis, MO  
April 23, 2019

A regular meeting of the Board of Directors of the Metropolitan Zoological Park and Museum District was held in the Living World Board Room, at the St. Louis Zoological Park, St. Louis, Missouri at 12:00 p.m. on Tuesday, April 23, 2019. The primary purpose of the meeting was to review the Zoo's 2018 operations and its 2019 budget.

Ms. Chadwick, Chair of the Metropolitan Zoological Park and Museum District ("District"), called the meeting to order. She welcomed the Saint Louis Zoological Park Commissioners, Trustees and Staff and thanked the Staff for the special behind the scenes tour of Puffin & Penguin Coast.

Upon roll call, the following Board members were present:

Christine Chadwick	Thomas Campbell
Darnetta Clinkscale	Pat Coleman
Robert E. Eggmann	Michelle Harris
Thomas Mummert	

Other persons attending the meeting included Michael Chivell from Armstrong Teasdale LLP, the District's legal counsel LLP; Brian Wuertz, Allison Weems and Rick Gratza from Kerber, Eck & Braeckel LLP; and District employees: J. Patrick Dougherty, Jina Choi and LaQuana Dilworth.

Public Comments: The Chair then asked for public comments from those in attendance. No comments resulted.

Zoological Park Subdistrict Budget Presentation: Dr. Bonner initiated the budget presentation with a slide presentation that represented 2018 tax support as a percentage of the Zoo's \$72.2 million gross revenues.

- Tax Revenue: 31%
- Contributions: 37%
- Visitor Spending: 38%

In addition the 2018 tax support as a percentage of the Zoo's \$73.5 million operating revenue was presented.

- Tax Revenue: 31%
- Fundraising and Membership: 32%
- Food Service: 16%

Dr. Bonner then presented a detailed 2018 expense report. He explained that 36% of the operating expenses are covered by ZMD tax support. Dr. Bonner further explained that 56% of salaries and 77% of utilities were covered by tax receipts.

Dr. Bonner then provided details regarding the Zoo's sales tax initiative. Prop Z passed by 61% in all 28 townships. It passed by approximately 70% in North County townships.

Dr. Bonner also discussed the Zoo's major capital projects. The Forest Park campus projects include hydraulic doors in the elephant management facility, herpetarium solarium renovations, Sea Lion Arena

demolition and Zooline Rail Road tunnel repair. The Spanish Lake campus projects include network development, radio repeater, drainage issues and the perimeter fence work.

Upon completion of the budget presentation, the meeting recessed. After a short break, the Chair called the meeting to order.

Approval of Minutes: The Chair called for the approval of the minutes from the April 3, 2019 regular Board meeting and closed session. Mr. Eggmann moved that the minutes be approved. Mr. Mummert seconded the motion. The Chair asked for a discussion. Mr. Campbell suggested that the regular Board minutes be amended to reflect more detailed information regarding the RFP for banking services. The Board agreed to table the regular Board minutes until the next meeting. The closed session minutes were approved with all members voting "Aye".

Review of the Presentation by Zoo Management: The Chair called for comments and discussion on the information presented by the Saint Zoological Park management. The discussion included the following comments from Board members:

- Board members were impressed that the gender and racial diversity statistics associated with both the Zoo's non-supervisory and supervisory paid staff are favorable.
- The Board suggests that the Zoo partner with other ZMD institutions to develop a strategy that will assist each organization in its efforts to recruit Volunteers who "look like the individuals visiting the institutions".
- ZMD Board members were impressed to hear that the Zoo's management encouraged its North County neighbors to participate in the property's development by soliciting their opinions and preferences regarding the attractions to be incorporated into the facility.
- Board members request that management continue to keep the ZMD informed on the strategic plan, the AZA accreditation process, and the collection and tracking of sales tax receipts resulting from the passage of Proposition Z.

Executive Director's Report: Mr. Dougherty updated the Board regarding the "paperless office" project. Iron Mountain is scheduled to come to the office on April 25<sup>th</sup> for on-site shredding. They will shred fifty boxes of information in compliance with the ZMD's retention policy set forth by Armstrong Teasdale.

Mr. Dougherty also reminded Board members of the Missouri Ethics Commission's May 1<sup>st</sup> deadline for Personal Financial Disclosures.

Communications Committee: Ms. Harris reported the Report to the Community is on budget and projected to be released as scheduled. The Communications Committee will meet immediately following this meeting.

Audit Committee: Brian Wuertz provided the Board with an overview of the District's December 31, 2018 Financial Statements. Mr. Wuertz, also, presented a summary of Auditors' Results.

- The Financial Statements only include the financial data of the District and do not include the Subdistrict's (component units) data.
- No material weaknesses in internal controls were identified.
- No material noncompliance with laws, regulations, grants or contracts were identified.
- Significant accounting policies are described in Note 1 of the financial statements.
- There were no changes in the ZMD's accounting procedures.

- There were no transactions that lacked authoritative guidance or consensus.
- The most sensitive estimate affecting the financial statements was the allowance for uncollected property taxes. The allowance is based on historical collection rates.

The Chair called for the approval of the December 31, 2018 Financial Statements. Mr. Eggmann moved that the Financial Statements be approved. Mr. Campbell seconded the motion. The Chair asked for a discussion; none resulted. The December 31, 2018 Financial Statements were approved with all members voting "Aye".

Report of Legal Counsel: Mr. Chivell had no report, but thanked Ms. Choi for her work on the "paperless office" project.

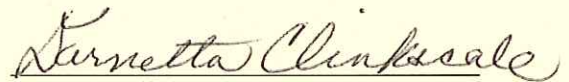
Old Business: No old business.

New Business: Ms. Chadwick was asked to serve on the Zoo's Committee for Strategic Planning as a member of the Stakeholder Engagement Group. The group will be the highest level of community input. Ms. Chadwick discussed the possible conflict of interest with the ZMD's legal counsel and wanted to share the information with the Board. Mr. Chivell saw no conflict of interest.

Public Comments: The Chair then asked for public comments from those in attendance. No comments resulted.

There being no further business of the Board, the Chair asked for a motion to adjourn the meeting, Mr. Campbell moved that the meeting be adjourned. Mr. Mummert seconded the motion and it was unanimously passed. The meeting adjourned at 1:45 p.m.

Respectfully submitted,



Darnetta Clinkscale  
Secretary