

NIABI ZOO COMMUNITY ADVISORY BOARD – SEPTEMBER 2018 MEETING

IN ATTENDANCE

Bill Nelson – Chair	Kat Broughton	John Peters
Liz Dierolf – Vice Chair	Dr. Laura Crowe	Luke VanLandegen
Gerald Correthers - Secretary	Mik Holgersson	
Lee Jackson – Niabi Zoo Director	Kathy Matherly	

MEETING MINUTES

1. Minutes approval for July and August – motion: Luke H., 2nd Kathy M., minutes approved
2. Guests: Scott Lohman
3. Survey and 501(c)3 Update
 - a. Data compiled, starting analyzation; focus group questions to be sent out to CAB group to look over next week
 - b. Bi-laws approval: Luke H. motion, 2nd Kathy M., approved
 - c. Bi-laws in review, attorney to draw up docs.; for Foundation – need to consider separate members for this group beyond CAB members since primary focus of Foundation will be fundraising
4. Discussion on memorials/donations:
 - a. Group discussed gift acceptance and donor stewardship related to memorials, bricks, benches, and other non-permanent physical items
 - b. Bill noted Forest Preserve wants CAB to make some recommendations on broader policy related to memorials – assess what is needed for Niabi but examine how policies/recommendations could be used throughout Forest Preserve entities
 - c. Group discussed particular types of gifts and how the Zoo might determine whether to accept them
 - i. Liz D. requested group develop a framework structure by which specific gifts could be considered, so as to have a set policy on 'gift acceptance' rather than particular policies for specific items; a more comprehensive policy will allow the Zoo to say 'no' to certain gifts and be equitable for a variety of situations rather than having to create specific policy each time a new kind of gift is offered (e.g. tractors, trees, animals, cash in exchange for naming a building, etc.)
 - ii. Group discussed what best practices should be when accepting certain kinds of gifts; noted need to develop written policy on how items are able to be used once donated –led to discussion on creating gift agreements for certain types of

gifts/gifts over certain dollar value, which would be laid out and signed by both Zoo director and donor to be clear on donated item being sold, disposed of if not usable, etc.

- iii. Group noted need to develop policy/framework for how spaces and buildings can/should be named when paid for by donated funds – Liz D. mentioned need to follow best practice for named spaces on national fundraising sites (see later pages for notes on gift acceptance policies and donor agreements)
- iv. Group agreed to get additional information on policies, discuss further, and make recommendations to Forest Preserve on pieces CAB feels are needed for Zoo to have structure for accepting certain types of gifts
- d. AZA inspection set for Dec. 3 – Zoo director invites any CAB members who are available to come for part or all of the day to see process
- e. Zoo director report highlights:
 - i. AZA accreditation inspectors – all depts. working to prepare
 - ii. Refurbishing and renovations being completed in Biodiversity Hall (badgers), Domestic Animals (wooden fencing), Giraffe exhibit (shade structure and water spigot), other various small repairs
 - iii. Educational programming: paid program - enrichment workshops filled to capacity in August and September; zoo camp totals – 191 children (\$29,990.00), increase of 25% attendance and 40% revenue
 - iv. Pints for Preservation: attendance – 639, ticket sales \$33,635.00
 - v. Director proposed changing the elephant memorial to a Zoo History graphic and timeline – CAB agreed, need to address past but put in perspective as Zoo looks to raise standard of professionalism and quality in the future
- f. Items for next agenda:
 - i. Further follow-up of survey
 - ii. Donation/Memorial Follow-Up
 - iii. Foundation paperwork follow-up

Adjourn: 7:50pm

Next meeting: Monday, October 1st, 2018 – 5:30pm at Niabi Zoo