

NIABI ZOO COMMUNITY ADVISORY BOARD – APRIL 2018 MEETING

IN ATTENDANCE

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

MEETING MINUTES

1. Minutes approval for Feb. – motion: Luke V., 2nd: Kathy M., minutes approved
2. Minutes approval for Mar. – motion: Gerald C., 2nd: Luke V., minutes approved
3. Guest: John Peters, Blackhawk Bank & Trust – invited by Luke VanLandegen
4. Reminder: Open Meetings Act training required for all members
5. Forest Preserve approved CAB to move forward with creating a 501(c)3 supporting organization for the Zoo
 - a. Sub-Committee to develop draft By-Laws, organization structure:
 - i. Luke V., Kathy M., Lee J., and Liz D. will form sub-committee; will work from template and from current Animalia by-laws (current name of 501(c)3 ID being taken over by CAB)
 - ii. Lee has MOUs (Memoranda of Understanding) from collaborating orgs and will send to sub-committee to review
 - iii. **By-Laws Sub-Committee will meet 4/18/2018 at 5:30pm at Niabi Zoo**
 - b. Next meeting – Sub-Committee will have draft of by-laws and discussion on how process will move forward; will need to formally move to accept Animalia's 501(c)3 designation, have Joel Vanderbush file IRS paperwork before end of fiscal year (June 30)
6. Surveys:
 - a. Bill N. – Niabi Zoo has opportunity for survey and data collection to be done for free by graduate student at WIU who is currently working with Forest Preserve on golf courses' surveys; Forest Preserve will support funding student to conduct survey work for Zoo
 - b. Survey type – Liz and Lee note the survey should reflect questions we want answers for, not confirmation of answers we already know, unless we want to look at trend data over a period of years/seasons; survey could be attitudinal towards current focus/goals of Zoo, or could examine level of understanding and agreement with future plans (could be based on master planning completion prior to survey)

- c. Sub-Committee: Kat B., Gerald C., Bill N., Lee J. will form; will examine what goals will be in administering a survey, to what audiences and by what means a survey will be distributed; will put together draft of survey questions for May CAB meeting
 - d. **Meeting to form questions, discuss goals: 4/19/2018 at 10:00am at Niabi Zoo**
- 7. Replacing lost members of CAB – Luke V. introduced John Peters, John talked about banking and financial planning background; Liz D. asked whether Forest Preserve wanted to formally appoint new members to replace those who have left, Bill noted that nominations/appointments would be welcome by CAB members and then would be pushed up to Forest Preserve to approve; Liz noted the group should work to add at least one additional member to bring total to nine (9) so there will be a simple majority with all votes
- 8. Master Planning – report from Lee: going well, consultants on-site 4/11/2018 (CAB invited to attend)
- 9. Director’s Report:
 - a. Branding – Website going to new layout and mobile-responsive design by end of May; new logo has already been unveiled
 - b. Operations – all seasonal employees hired; duiker exhibit nearly complete; monthly speaker series going well, shows customer interest in conservation and education opportunities
 - c. Zoo tour for CAB members – will open May meeting with tour to see new/updated exhibits
- 10. Next meeting:
 - a. Tour of facilities
 - b. Drafts of by-laws for 501(c)3 status and survey questions
- 11. Adjourn: 6:43pm

Next meeting: Monday, May 7th, 2018 – 5:30pm at Niabi Zoo