

NIABI ZOO OVERSIGHT COMMITTEE AGENDA -- 12/21/15 at 5:00 PM
13010 Niabi Zoo Road, Coal Valley, IL – Administrative Building, Education Room



Call to Order & Roll Call

Approval of the minutes from December 8, 2015

Election of Committee Chairman

Old Business:

Discussion of Potential 2016 Visitor/Animal Experiences

Consider a marketing partner for Niabi Zoo

Presentations with structured discussions are being set for January 12th at 5:00PM

Reports:

Dan Meates - Assistant Director/Interim Director Zoo Status Report

Niabi Zoological Society Status Report

New Business:

Discussion of next Oversight Committee Meetings & Communications

Approval of Zoo Passes and uses for 2016 Season*

Discussion of Memorandum of Understanding between the District and Niabi Zoological Society

Development of new organizational chart for the Niabi Zoo

Update on Food RFP process

Review of Six-Month Implementation Workplan of Key Deliverables

Review of Timeline for the Search for the new Niabi Zoo Director*

Other business as needed:

Adjourn:

* items are in members packets

Niabi Zoo 2016 Passes

WQAD(will have their logo on their passes) This includes passes for the contract and their events for giveaways and sponsors.

- 450/Admission passes with their logo and expiration date of 10-30-16
- 60/Admission passes with their logo, but no expiration date. We will stamp them. These are for Boo at the Zoo sponsors.

DONATIONS-50 packets each quarter are donated with 4 admission, 4 train and 4 carrousel in each one. We already have 2016 ones done for the Oct-Dec 2015 quarter because we are not open so we give the next seasons out at this time.

- 600/Admission passes
- 600/Train passes
- 600/Carrousel passes

*Need an expiration of 10-30-16 on them.

MEMBERSHIP- We give out 2 train & 2 carrousel for each Premium Individual and Premium Single family membership sold and 4 train & 4 carrousel for each Premium Family membership sold.

- 2,500/Train passes
- 2,500/Carrousel passes

*No expiration on these. We stamp them ourselves on the back because these passes are good for the length of the membership. Needs to say MEMBER on it somewhere.

ADOPT- We are good for this category. We give out 2/admission for \$100 adopt, 4/admission for \$250 adopt and 6/admission for a \$500 adopt. We do not sell that many.

*We also stamp these ones ourselves because these passes are good for the length of the adopt.

SOCIETY/JOHN DEERE CLASSIC- These will have a golf ball on them.

- 250/Admission passes
- 250/Train Passes
- 250/Carrousel Passes

*Need an expiration of 10-30-16 on them.

COMP –

- 100/Admission passes
- 100/Train passes
- 100/Carrousel

*Need an expiration of 10-30-16 on them.

TOTALS-

- 1460/Admission passes
- 3450/Train passes
- 3450/Carrousel passes



Niabi Zoo

Executive Search - Schedule of Activities

<i>Activity</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>
Preparation				
Interview Oversight Committee/key Zoo staff members	█			
Review and update, as necessary, current Zoo Director job description	█			
Create a position profile for the new Zoo Director	█			
Confirm members of Search Committee	█			
Salary benchmarking and recommendation	█			
Recruiting Qualified Candidates				
Post position profile	█	█		
Circulate position to appropriate contacts	█	█		
Establish and host portal for applicants	█	█		
Screening & Selecting Finalists				
Acknowledge receipt of applications		█		
Review/vet initial applications		█		
Submit applicant pool overview to Oversight Committee		█	█	
Prepare supplement questions for candidates		█	█	
Recommend six top candidates			█	
Facilitate Skype interviews			█	
Candidate assessment to Oversight Committee			█	
Recommend finalists			█	
Develop interview materials			█	
In-person interviews with 1-3 finalists			█	
Check references			█	
Interview feedback			█	
Oversight Committee to make final decision on candidate			█	█
Forest Preserve Committee to review/approve Oversight Committee's final candidate recommendation (may include meeting candidate)*			█	█
Support negotiation and offer (if necessary)			█	█
Oversight Committee/Forest Preserve Committee to approve employment agreement			█	█

*This schedule can be amended to accommodate scheduled Forest Preserve Committee meetings.