

Riverbanks Park Commission
Meeting Minutes
20 December 2018

Attendance Report

Commissioners Present: Bud Tibshrary, Jan Stamps, Alana Williams, Bob Davidson, Phil Bartlett, Mike Velasco

Commissioners Absent: Mary Howard

Staff Present: Tommy Stringfellow, Breta Rheney, Katie McCoy

Call to Order

Chairman Tibshrary called the meeting to order.

Reading of the Minutes

The November 2018 minutes were approved as distributed.

Bartlett moved, Velasco seconded, m/c unanimous.

Chairman's Remarks

Chairman Tibshrary wished everyone a Merry Christmas and Happy Holidays.

Chief Financial Officer's Report

Financial report was provided by Breta Rheney:

- Rheney reported that the balance of the escrow money from Lexington County was received in November.

Attendance

Budgeted attendance for the month of November was 68,900; actual attendance was 69,707, up 807 visitors. Attendance was on par as budgeted for the month. Year to date we are still ahead of budgeted attendance by 7,296. Paid attendance represented 40%, membership visits represented 56%, and free admission represented 4% of the total.

Revenue

Year to date budgeted revenue through October was \$5,575,041; actual revenue was \$6,082,910 resulting in a \$507,869 increase compared to budget.

The primary contributor in revenue increase is due to the Lexington County escrowed funds that were finally submitted in November. General Admission revenues are down primarily due to a drop in per cap spending of \$1.13. The per cap decrease is found across all ticket types which began trending this way in the month of October. With the planned increase in group and corporate ticket categories in January we should see our budgeted per cap rebound.

Expenses

Year to date through October budgeted expenses were \$6,976,175; actual expenses were \$6,686,208, which resulted in \$289,967 savings compared to budget.

Primary contributors to the savings are due to timing of invoices and savings in open or unfilled positions, in addition to being closed for one operating date. Savings also resulted from a hand full of bad weather days that allowed us to manage staffing levels and expenses.

Society

Annual budgeted membership households is 38,000; Year to date actual membership is 40,783. Actual membership revenue through October was \$1,545,453 compared to the budget of \$1,406,931 resulting in an increase of \$138,522 in Society membership revenues. Members continue to respond well to the message of renewing now before dues increase in January, in addition to the introduction of zoo babies.

The November 2018 financials were accepted as presented:

Bartlett moved, Stamps seconded, m/c unanimous.

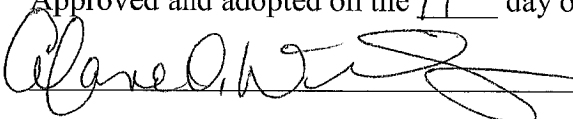
Chief Executive Officer's Report

President and CEO Stringfellow provided the following report:

- Animal Updates: Stringfellow shared photos of the newly acquired harbor seals, Triton and Riley.
- Capital Project Funding: The Commission voted on the use of the \$2.5M transferred from the Society Board.
 - Bartlett motioned to approve the capital requests, Stamps second, m/c unanimous.
- Master Planning: Last week concluded session four. We are continuing to narrow down the scope of projects and timelines. The next session will be held in February.
- Stringfellow presented the names and a brief bio for the newly appointed Society Board Executive Committee and the six new members.
- Society By-Laws: Similarly, to the Commission, the Society Board also assembled a committee to review their by-laws. In their review, the committee discovered that the by-laws were setup to require all 40,000 member households to vote on decisions regarding altering the by-laws. The committee would like to suggest moving to a system that would be a board only vote. They will continue to research what this would require and will keep us updated.
- Audit Approval: Williams proposed a motion to approve the audit that was presented at the November 2018 meeting. Bartlett seconded, m/c unanimous.
- Population Management: Stringfellow shared a few recent highlights of population sustainability efforts at Riverbanks. This week WLTX featured a segment on "animal matchmaking" and the work that Riverbanks does to aid in population management.
- Stringfellow shared the Richland County calendar, which features businesses and services around Richland County. Riverbanks employee Charles Brunson was featured on the cover and on the February page.

The meeting was adjourned.

Approved and adopted on the 17th day of January 2019.

 _____, Secretary