

**Riverbanks Park Commission  
Meeting Minutes  
15 November 2018**

**Attendance Report**

Commissioners Present: Bud Tibshrary, Jan Stamps, Mary Howard, Alana Williams, Bob Davidson

Commissioners Absent: Phil Bartlett, Mike Velasco

Staff Present: Tommy Stringfellow, Breta Rheney, Katie McCoy

**Call to Order**

Chairman Tibshrary called the meeting to order.

**Reading of the Minutes**

The October 2018 minutes were approved as distributed.

Stamps moved, Tibshrary seconded, m/c unanimous.

**Introduction of the Hobbs Group**

Chief Financial Officer Breta Rheney, introduced Christina Kelly and Jessica Johnson of the Hobbs Group to present the 2017-2018 audit.

Christina praised Riverbanks staff for being a pleasure to work with, and noted that Riverbanks received an “unmodified opinion,” which is the highest opinion available.

After departure of the auditors the Commissions inquired how staff felt the audit went. Rheney stated the auditors were very professional and had no issues. Although it was not put to a full board vote, the audit committee did not report any concerns as presented.

This audit review completes the one-year auditing service with The Hobbs Group. Finance will work with the audit committee to assemble an RFP for multi-year solicitation for the next audit cycle.

**Chief Financial Officer’s Report**

Financial report was provided by Breta Rheney:

**Attendance**

Budgeted attendance for the month of October was 114,900; actual attendance was 96,983, down 17,917 visitors. Attendance was soft due to weather related factors: closure due to Hurricane Michael, several key weekend dates that were complete rainouts, and scheduled school holidays that were canceled to make up for the time off during Hurricane Florence. Despite the decrease in attendance for the month we are still ahead of year to date budgeted attendance by 6,489. Paid attendance represented 41%, membership visits represented 55%, and free admission represented 4% of the total.

## **Revenue**

Year to date budgeted revenue through October was \$5,354,984; actual revenue was \$6,026,430, resulting in a \$325,640 decrease compared to budget.

The primary contributors to the decrease in revenue are weather related.

## **Expenses**

Year to date through October budgeted expenses were \$5,724,250; actual expenses were \$5,462,955, resulting in \$261,295 savings compared to budget.

Primary contributors to the savings are due to timing and savings in open or unfilled positions, in addition to being closed for one operating date and reduced staffing expenses during bad weather days.

## **Society**

Annual budgeted membership households is 38,000; Year to date actual membership is 40,768. Actual membership revenue through October was \$1,545,453 compared to 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 October 2018 financials were accepted as presented.

Howard moved, Stamps seconded, m/c unanimous.

## **Chief Executive Officer's Report**

President and CEO Stringfellow provided the following report:

- By-Laws- The updated by-laws were sent to Riverbanks' attorney John Moore. He made one note, on page three, that the Commission reviewed.
  - Howard moved to accept the edited by-laws with John Moore's edit, Williams second, m/c unanimous.
- Capital Requests- Stringfellow provided a complete list of capital projects and items. He reviewed a list of capital needs and noted there will need to be a vote on approval for these items at the next commission meeting.
- Pony Ride Conversion- After December 31 pony rides will be discontinued. The area will be regraded and new hands on experiences, climbing structures, and animals, etc. will be added.
- Motus Wildlife Tracking System has been completed on-site. SCE&G donated and installed the tower on-site in the garden. The tower will track nanotagged birds and their migratory patterns. Press releases will be issued as birds are starting to be tracked.
- Boo at the Zoo lost a few big days due to weather, but met budget per cap for food, and retail did well.
- Lights Before Christmas begins Saturday night. Will be sending every county council member a letter and tickets.
- Gold Circle Party is on December 4, please RSVP.
- Now that we have decided to move forward from elephant to rhino, we need to choose a company to create the design. CLR was the original architect of elephant/meerkat in the 90's. Stringfellow proposed we use them for several reasons: they have the plans, they are already here doing master planning, they

know the product and possibilities, and we would realize a cost savings. All of which is allowed within our procurement policy. Stamps motioned to approve CLR to do the design, Davidson second, m/c unanimous.

**Executive Session**

Stamps motioned to enter in to Executive Session, Davidson seconded.

Following executive session, the Commission voted and approved a performance-based merit increase effective January 1, 2019 for Tommy Stringfellow.

The meeting was adjourned.

Approved and adopted on the 20 day of December 2018.

 \_\_\_\_\_, Secretary