

Riverbanks Park Commission
Meeting Minutes
20 January 2022

Attendance Report

Commissioners Present: Bob Davidson, Deneen Shockley, Jan Stamps, Jeff Reeves, Cliff Bourke, Alana Williams

Commissioners Absent: Mike Velasco

Staff Present: Tommy Stringfellow, Christie Vondrak, Lochlan Wooten, Jessica Johnson

Guest Presentation:

Tom LaRock, Founder & CEO (Chief Exploration Officer) of Safari Professionals presented partnership opportunities and benefits of working with Safari Professionals. LaRock also reviewed the 2022 Kenya Trip Agenda.

Call to Order

Chairman Davidson called the meeting to order.

Reading of the Minutes

The November 18, 2021 commission minutes were approved as distributed.

For the record, there was no December 2021 meeting

Chairman's Remarks

Chairman Davidson remarked that the bottom line looks very healthy for this time of year. He commented that he thoroughly enjoyed the November 2021 meeting and hearing about Riverbanks' contributions to conservation efforts and looks forward to learning more.

VP of Finance Report

VP of Finance, Jessica Johnson provided the following report:

- Scott & Company completed their third year of audit. Their contract has two one-year optional extensions, but we have opted to issue an RFP for auditing, with the same contract structure. Will evaluate the options and have an idea by February 4th
- Budget season is upon us. The preliminary budget is due to Lexington County on February 8
- After completing the RFP process for finance software, BS&A was the selected winner. Finance software was a capital list item.
- Shuttered Venue Operators Grant (SVOG) Update- We expected the reporting period to open in December, but as of yesterday it is still not open. Waiting on them to open so we can report that we have used that grant money for payroll and then release for other things.
- December Financials Highlights-
 - Membership households are up 10,280 from budget.
 - Paid admission visits are tracking under budget- something to keep an eye on.
 - On the balance sheet, note that most of that cash balance has been earmarked for specific expenses.

- Have received the Lexington County funds. They will be reflected on budget by next financials.

Reeves motioned to approve the December financials, Shockley seconded, m/c unanimous.

President & CEO Report:

President & CEO Tommy Stringfellow provided the following report:

- Stringfellow continues to work on relationships with County Councils. As of now, we are not anticipating any changes to Riverbanks budget from the counties. Recent changes to councils- Scott Whetstone is the new Chair for Lexington County and Beth Carrigg is Vice Chair. At Richland County Council, Overture Walker is the new Chair and Jessica Mackey is Vice Chair.
- Discussed hosting a legislative evening in May to invite local legislators out to Riverbanks for relationship building and thanking them for their continued support. Stringfellow will keep the Commission informed on the date of that event.
- Donor gifts- received a call from a representative from Lloyd Liles, a previous Commissioner, Board Member and longtime support of Riverbanks. The Liles family left a generous gift to Riverbanks. We will be in discussions as to the best way to use their gift to honor the Liles family.
- Capital list- of the \$4.2M- completed 4 items on the list; lift, new train, theater floor leveling and remodeling, and financial software. Stringfellow will continue to update the Commission on the status of capital list projects.
- Stringfellow and Wooten will be attending the Director's Policy Conference in Phoenix, AZ next week.

Chief Administrative Officer's Report:

CAO Christie Vondrak provided the following report:

- Free Fridays are every Friday in January and February for residents of Richland and Lexington Counties. We are hoping the weather improves for them soon!
- Doing group interviews for spring hiring. Will start to see social media pushes for hiring. If you know anyone looking for a great job, please direct them to Riverbanks' website.
- Meeting with teams on budgets. We are starting to get back on schedule with replacing technology and equipment, looking at new goals, right paying staff, etc.
- Currently at 14 positive covid cases- our highest month since the start of the pandemic. Rolled out a \$100 incentive to staff for getting their covid booster shots.
- Vondrak shared a look at the last few years in Town Hall topics and trends
- Vondrak shared the updated org chart

Chief Operating Officer's Report:

COO Lochlan Wooten provided the following report:

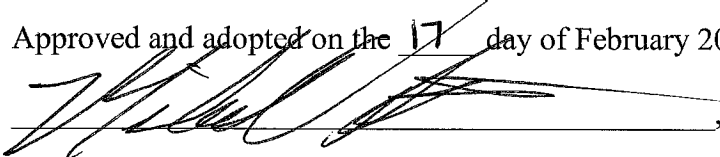
- Proud to share that Colleen Lynch and her team have received an AZA Plume award. This award is given for dedicated service to the avian collection. It is a significant achievement for the team and for Riverbanks as a whole. Their hard work is to be commended.
- Have onboarded new marketing service, Flock and Rally. Looking forward to seeing their brand package and direction for marketing Riverbanks. We would like to emphasize

conservation in all of our messaging and we are excited to have them, and new Director of Marketing, Stacy MacGregor on board to dedicate focus to that effort.

- Wooten shared the ARCC renovation progress.
- Lights Before Christmas- saw almost 75,000 guests which is more than we've had in a decade.
- Membership revenue trends- finishing year with just under 50,000 households.
- Wooten shared the social media around the passing of actress Betty White, who was a friend to Riverbanks and conservation organizations in general.
- Timeline Update- February will host the annual Wild About Recycling event on site. March 15 Wine Tasting tickets should go live for the in-person event in April. Expecting it to sell out quickly. Zoo Camp registration opens February 1

The meeting was adjourned.

Approved and adopted on the 17 day of February 2022.


_____, Secretary