



Audubon Nature Institute

6500 Magazine Street • New Orleans, LA 70118
AudubonInstitute.org

November 21, 2014

A meeting of the Audubon Nature Institute Board was held on Wednesday, November 19, 2014 at 9:00am in the Presidents' Room at the Audubon Zoo, Chairman Gottsegen presiding.

The minutes of the September 24, 2014 meeting were unanimously accepted as distributed.

Mr. Forman, President & CEO, asked Board Member Mr. John Payne to give a presentation on the proposed Carrollton Soccer Complex. Mr. Payne and his associates gave a brief presentation on proposed changes to the Carrollton Soccer Fields located on the Riverview. Mr. Payne stated that all funds for the project have been privately raised and that he was seeking approval from the board to continue with conceptual design. Chairman Gottsegen asked for a motion to approve. (Sloss/Werner/unanimous).

Nominating Committee Report

Mr. Marshall, Chair of the Nominating Committee reported that the Nominating Committee met on October 15th at 3pm where Mr. Forman stated that two board members, Matt Wisdom and Jason Williams, had resigned their positions and they need to be filled. The Nominating Committee recommends Henry Coaxum and Wilmer Jacobs to fill their terms. (Romig/Werner/unanimous).

Finance Committee Report

Mr. Rivarde, EVP and Managing Director Uptown Facilities reported that the 2015 Operating Budget was presented to the Joint Audubon Commission and Audubon Nature Institute Executive and Finance Committees and it was their recommendation to present it to the Audubon Nature Institute Board for approval. Mr. Rivarde reviewed the budget with the board stating that it includes an increase in attendance based on the opening of several new projects together with a new and exciting marketing strategy for 2015. Admissions revenue shows \$16.65m based on the new attendance budget and increased pricing. Chairman Gottsegen asked for a motion to approve the 2015 Operating Budget as presented. (Brown/Markham/unanimous).

Staff Reports

Mr. Kurtz, Sr. EVP & Chief of Staff first introduced Caroline Tierney, Director of Finance who helped prepare the Operating Budget and Mary Wallace Shaver, Business

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Compliance Officer who worked on several policies that he is presenting to the board for approval. Mr. Kurtz reported the following policies:

- *Risk Management Plan* – outlines how we address risk to eliminate or transfer Audubon's liability related to financial losses, injuries and damages to property.
- *Financial Resource Management Policy* – details the responsibility of all employees to safeguard assets and outlines high-level procedures for doing so.
- *Executive Expenditures* – defines expenditures that may be incurred by Executives and the proper review of those expenditures.
- *Public Affairs Policy* – identifies the primary communicators and channels for governance and public affairs matters and details how requests from the media should be handled by employees.
- *Hiring Policy* – outlines hiring practices that ensure hiring of the most qualified and best available applicants, including stating the proper level of approval for position requisitions and pay ranges.
- *Executive Compensation Policy* – identifies the process for approving and periodically reviewing the compensation of contracted Executive Staff.
- *Record Retention Policy* – defines the amount of time Audubon will retain records in light of our obligation to preserve information relating to litigation, financial records, contracts, audits and investigations. This is a policy update in order to include records that were not previously included, for example parameters for email correspondence.

Chairman Gottsegen asked for a motion to approve all policies as presented. (Bardell/Payne/unanimous).

Mr. Kurtz further reported that Audubon had been previously approached by The Conservation Fund who is interested in purchasing approximately 500 acres of wetlands that Audubon owns in Irish Bayou. Mr. Kurtz stated that the Audubon Nature Institute Board previously approved a sale of the land for \$594,500 but that the sale price has changed to \$180,000 based on the funder's appraisal.

Mr. Sloss moved that

Be it resolved that Audubon Nature Institute authorizes the Chairman of the Board or the President and CEO of Audubon Nature Institute to prepare and execute documents for the sale of Audubon's Irish Bayou property to The Conservation Fund for an estimated value of \$180,000.

Mr. Bardell seconded the motion and it carried unanimously.

Mrs. Conkerton, EVP/Development, reported that a motion was needed authorizing the Chairman of Audubon Nature Institute Board or the President & CEO of Audubon Nature Institute to commit supplemental funding for the CDBG disaster recovery grant application for the Woldenberg Riverfront Park plaza perimeter repairs and general restoration project and to certify that supplemental funds are available. Chairman Gottsegen asked for a motion. (Jaegar/Sloss/unanimous).

Mr. Toth, Acting Managing Director of Downtown Facilities, reported that the Aquarium has received an endangered Sand Tiger Shark. He further reported that the new Splashpad in Woldenberg Park should be finished by the end of January 2015.

There being no further business, the meeting adjourned at 10:15 a.m.

Katherine B. Werner
Recording Secretary

In attendance: Bardell, Brown, Coaxum, Feoli, Jaeger, Jacobs, Gottsegen, Markham, Marshall, Payne, Romig, Sloss, Smith, Tiller, Werner

Excused: Adams, Charpentier, Colhoun, Fine, French, Goldring, Heebe, A. Hooper, D. Hooper, Kupperman, Le Clercq, Palumbo, Perry, Quinn, Rice, Rowan, Westfeldt

MOTIONS
November 19, 2014

- 1. Operating Budget for 2015**
- 2. Nominating Committee**
- 3. Policies**
- 4. CDBG Amendment**