



Minnesota State Zoological Board.
Zoo-Related Organizations Files.

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9010

November 20, 1978

Ms. Chase Davies
Minnesota Zoological Society
555 Wabasha Street
Saint Paul, Minnesota 55102

Subject: Diane Nevens

Dear Chase:

I would prefer to have the Society return a letter to this individual referring them to the Minnesota Zoological Garden for a more full explanation if they wish. I think you ought to clearly separate yourself from the ordinary operations of the Zoo.

However, I think we should share with her, either through your letter or through follow-up correspondence from here, the following:

1. The Minnesota Zoological Garden is specifically designed to try to enhance animal care and captive breeding. This is particularly true of endangered species. The level of animal health care provided is exceedingly high.
2. It should be pointed out that animals do die, both in zoos and in the wild. Generally speaking, animals in zoos have greater longevity because of the careful animal care and animal health facilities. Yet despite all of this, animals will die. We hope that by the programs, such as captive breeding, we will help nature by continuously replacing the animal population.
3. You might refer to the role of the Minnesota Zoological Garden as a kind of nature preserve that would hold animals for the future. In doing this, we must recognize that animals are becoming ever more endangered and threatened by the reduction of space and the development of land for human use. This is particularly true in

Ms. Chase Davies
November 20, 1978
Page 2

some of the foreign lands where efforts are being made to do nature preserves but are being particularly hampered by persons who continue to wish to destroy the wildlife of the area. In some cases, it may be the zoos of the world that will become the only way in which that species can be maintained.

4. She should be advised that there are efforts not only to do captive breeding and to perpetuate the species within zoos, but also to put animals back into the wild where they no longer exist. The Minnesota Zoological Garden is now helping in an endangered species program with the Mongolian wild horse which, if the population can increase substantially, would gradually be reintroduced to the wild area. A specific example where this has already been done is with the Arabian oryx where the San Diego Zoo has created a breeding population of sufficient size that a significant herd has now been relocated on an animal preserve in their native habitat. It is hoped by providing some minimal care in the animal preserve, the animals can gradually readapt back to that wild animal kingdom. We hope to become a part of saving animals from extinction and returning them to the wild.

Chase, I hope that this provides some base of information from which you can form a response. If not, give me a call.

Yours very truly,



Gerard D. Hegstrom
General Director

GDH:pn

cc: Bev Rongren
Sue Johnson

Please remove my name from your list, after reading the "Animal Connection" and seeing various films concerning the capture of zoo animals, I feel I do not want to have anything to do with an organization that should be investigated by the Animal Humane Society.

In case you think I am exaggerating the facts, I point out to you that in one of your zoo newsletters that you did report the death of some animals due to shock.

I do not want to be a contributing party to the death of more animals.

If you can justify your actions, I would be very interested in hearing what you have to say.

Do not mention to me that you perpetuate the species - only in zoos does this happen. There is no program that I know of to repopulate the wild animal kingdom.

Minnesota
Zoological
Society



555 Wabasha Street
Saint Paul, Minnesota 55102

October 30, 1978

Jerry —

I think this letter
should not be answered
by the Society alone.

I am not sure it
should be answered at all.
Consider it — or pass
it on — or dump it — your
choice.

If it is answered I
would appreciate seeing the
letter — willing to co-sign
it if appropriate — whatever.

Chase



**Minnesota
Zoological
Society**



555 Wabasha Street
Saint Paul, Minnesota 55102
Telephone 612 222-1706

Paul I. Freeman
President
Minneapolis

Lloyd L. Brandt
Vice-President
North Oaks

DeWayne H. Walker, D.V.M.
Secretary
Coon Rapids

Robert L. Bonawitz
Treasurer
Apple Valley

Chase C. Davies
Executive Director

November 1, 1978

Mr. Gerard Hegstrom
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124

Dear Jerry:

The Society is beginning to pull together the materials for inclusion in renewal programs and next years' membership campaign program. We hope the Zoo has on file some material which we could use in these programs.

Specifically, we want some quotable quotes by known personalities or leaders of the Zoo World so to speak. Such quotes as 'Comparable to San Diego', better than anything I have seen in this country, ranks --- among all the zoos in the world, etc. etc.

We will of course seek permission to use the quotes from the personality. We will of course be submitting copy for Zoo approval before publication (when appropriate).

Is it possible to determine the existence of quotes before the next Staff Liaison meeting, November 7? I could look at them after that meeting (assuming there are some on file at this time.) If there are none, perhaps we could discuss alternative solutions at the Liaison meeting. I suspect the use of such statements is desirable by all three organizations and will need some coordination.

See you Tuesday morning.


Chase C. Davies
Executive Director

DAC:
Please send
stuff for
comments.
Thanks




Twin Cities Metropolitan
ARTS ALLIANCE

310-4th Avenue S. #822
Minneapolis MN 55415
Phone (612) 332-0471

October 31, 1978

Mr. Gerard D. Hegstrom, General Director
Minnesota Zoological Garden
12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124

Dear Mr. Hegstrom:

While we have not met, I wish to extend our thanks for your hospitality in connection with the Membership Cooperative meeting at the Zoo on October 20. All in attendance found the tour enlightening and the information about the Garden-Society-Foundation relationship fascinating.

Because of the positive response to this type of meeting which allowed us to visit the actual site as well as discuss operations and other matters, the Membership Cooperative will attempt to reconvene in the future with the same format.

For many of us, it was the first opportunity to see first-hand your truly impressive garden. Thank you again.

Sincerely,

William G. Driver
Managing Director

cc: Chase Davies
Karla Williams

RECORD OF MEETING

NAME: MINNESOTA ZOOLOGICAL GARDEN
DATE: OCTOBER 11, 1978
PRESENT: CHASE DAVIES, BOB LAMBERT, ART YOUNG

PURPOSE: MEETING TO REVIEW & ESTABLISH PROCEDURES FOR RENNOVATING OBRIEN PROPERTY FOR USE BY SOCIETY & FOUNDATION.

ACTION BY

1. Zooboard would be asked to make available the property at a nominal rent. Society would absorb initial cost for renovations including architect's fee.
2. Society lease is renewable in February, 1979. (Currently leasing 750 s.f.)
Projected Needs- 2 full time, 3 part-time complement
Large work-room-(could also be used as meeting room-clean work)
Small Conference Room
3. Services that could be shared with ZooStaff (if staff is available)

*ART:
I suggest we
plan on a central services
provided by Society.*

- (Snow removal (Likely)
- Janitorial (Unlikely)
- Mail Service (Likely)
- Mechanical/Electrical (Only an emergency)
- Building Maintenance
- (Yardwork (Likely)

4. Participation by Foundation needs clarification.

c.c. Gerry Hegstrom
Steve Iserman
Pat Burns
Chase Davies
ZooTeam

Office Memorandum

DEPARTMENT _____

TO : G. Hegstrom

DATE: 10/14/78

FROM : D. Olson *DO*

PHONE: _____

SUBJECT: SOCIETY MEMBERSHIP PASSES

While on duty Saturday, October 14th, I was asked several times to respond to callers who wished to come to the Zoo over the week-end but could not locate their Society Membership Cards.

In two cases I told them that a cancelled check indicating payment of the membership fee would suffice if they presented it directly to me or the duty officer on Sunday (Iserman). I also advised them to contact the Society on Monday to let them know of their problem.

Perhaps some arrangements could be made to have a current Society Membership list available in Admissions, where this problem can be taken care of easily. It would take off some of the pressure we get - as some of these people think they've joined the Zoo family, and are obviously intent on holding us responsible for making the decision on their admission.

Recognizing that this may be "bending" the rules, I'd also suggest that the Society office reciprocate by giving us the names of all the family members and for keeping the list up to date. (One of the callers seemed to infer that she was bringing her week-end visitors in with the membership pass).

c.c. S. Iserman
B. Rongren

Note my entries in duty book for October 14th.

Rev.
Please pursue
with the Society -
[Signature]

cc: Chase D.



12111 Johnson, Cake Ridge Road
Apple Valley, MN 55124
612 434-8100

October 16, 1978

Mr. William G. Driver
Managing Director
Twin Cities Metropolitan Arts Alliance
310-4th Avenue S. #822
Minneapolis, Minnesota 55415

Dear Mr. Driver:

This will acknowledge receipt of your request dated October 9 asking that I confirm arrangements for a tour and use of the classroom building.

It is my understanding that the Minnesota Zoological Society will handle the admission requirements and that a classroom space is being provided to the Minnesota Zoological Society and the Arts Alliance.

If there are any questions regarding this matter, I suggest that you contact either Bev Rongren of this office or Chase Davies, with the Zoological Society.

I wish you every success on your program.

Yours very truly,

Gerard D. Hegstrom
General Director

GDH:pn

cc: Chase Davies
Bev Rongren

BC: Bev Rongren

It is my understanding from talking to Chase Davies that this is not intended to be free admission. They will pick up the cost of the group rate admission. I did not discuss the rental of the room space and did not understand that there would be any required staff time.

GDH



Twin Cities Metropolitan
ARTS ALLIANCE

310-4th Avenue S. #822
Minneapolis MN 55415
Phone (612) 332-0471

October 9, 1978

Mr. Gerard Hegstrom, General Director
Minnesota Zoological Garden
12101 Johnny Cake Road
Apple Valley, Minnesota 55124

Dear Mr. Hegstrom:

I wish to confirm the arrangements made with Ms. Chase Davies of the Minnesota Zoological Society in connection with a meeting of the Membership Cooperative on October 20, 1978. Enclosed is a copy of the invitation sent to ten organizations (with the possibility of up to three persons attending from each) and the agenda.

Ms. Davies has asked me to confirm the arrangements regarding the tour and use of the classroom building. I will be in contact with you personally but please call me if you have any questions or desire additional information.

Sincerely,

William G. Driver
Managing Director

Enclosure



Twin Cities Metropolitan
ARTS ALLIANCE

310-4th Avenue S. #822
Minneapolis MN 55415
Phone (612) 332-0471

October 9, 1978

G. Hegstrom

Ms. Chase Davies
Minnesota Zoological Society
555 Wabasha Street N.
St. Paul, MN 55102

CHASE: a copy for your reference. Please call me if any questions. *Bill*

On behalf of the Minnesota Zoological Society, the Arts Alliance cordially invites up to three members from your organization to a special program on Friday, October 20, 1978, at the new Minnesota Zoological Garden.

Ms. Chase Davies of the Society has arranged for an introductory tour of the Zoological Garden which will be followed by a presentation and discussion of the Society's experiences with their membership drive. Organizations which participated in the Membership Cooperative ("Ten Moneyworth Adventures") have been invited.

Considerations for the possible reconvening on this group at other sites in the future will be addressed by the Arts Alliance. Your suggestions regarding topics of mutual interest to be discussed will be solicited at this meeting.

The program includes:

- 2:30 Tours (assemble at the classroom building)
- 3:30 Presentations
 - Introduction: Arts Alliance
 - Welcome: Minnesota Zoological Society
 - Background of the Society
 - Membership Drive
 - Membership Records
 - Requests for Future Meeting Suggestions: Arts Alliance
- 4:00 Refreshments
- 4:30 Questions and Answers: Minnesota Zoological Society and Arts Alliance
- 5:00 Adjournment

We hope you will be able to join us. Enclosed are three passes to the zoo and a brochure which provides directions for getting there. When you arrive, proceed to the farthest parking lot off your left and park. Enter at the lower level, present your pass to the ticket taker, follow the signs to the classroom (turn left beyond the theatre and left again).

Return the enclosed post card with the names of those planning to attend (no more than three, please). Changes may be made; please call the Arts Alliance with this information.

*Office Memorandum*DEPARTMENT MZG

TO : Art Young

DATE: September 19, 1978

FROM : Gerard D. Hegstrom
General DirectorPHONE: 299SUBJECT: ZOO SOCIETY OFFICE -- H. O'BRIEN PROPERTY

Attached is a sketch prepared by Chase Davies from the Minnesota Zoological Society and forwarded to Bob Lambert.

I would like for you to maintain contact with regard to the proposed use of the facility to assure that the earlier assessments by Physical Facilities are incorporated in any design and adaptation.

I recall that the ductwork for the heating system has been discussed as a significant modification that would be required.

In addition to the modifications proposed for the house, I have also suggested that a pathway might be cut from that property through the 5 foot fence over to the east parking lot area to assure an overflow parking area that has access to the Zoo Society office.

Under the proposal by Chase, it would appear that a ramp walkway would be created around the building to what would become the main entry at the upper level. Some cleanup and adaptation of the lower spaces would be required.

While not specifically discussed with Chase Davies or Paul Freeman, it was my feeling from our discussions that the Society would be in a position to retain Bob Lambert for the design of the remodeling and to be able to pay for the remodeling required if kept to a reasonable level. If that could be done, it would be my intent to ask that it be considered in the lease payment rate as a kind of advance payment.

The issues of janitorial services, maintenance, snow removal, grass cutting, and similar issues should also be discussed with the Society. From our discussions, it is my understanding that Physical Facilities would prefer not to have to be responsible for those elements. Again, if this is done, it would be my intent to consider this in the lease rate.

Please contact Bob Lambert and Chase Davies to review and confirm some of this issues.

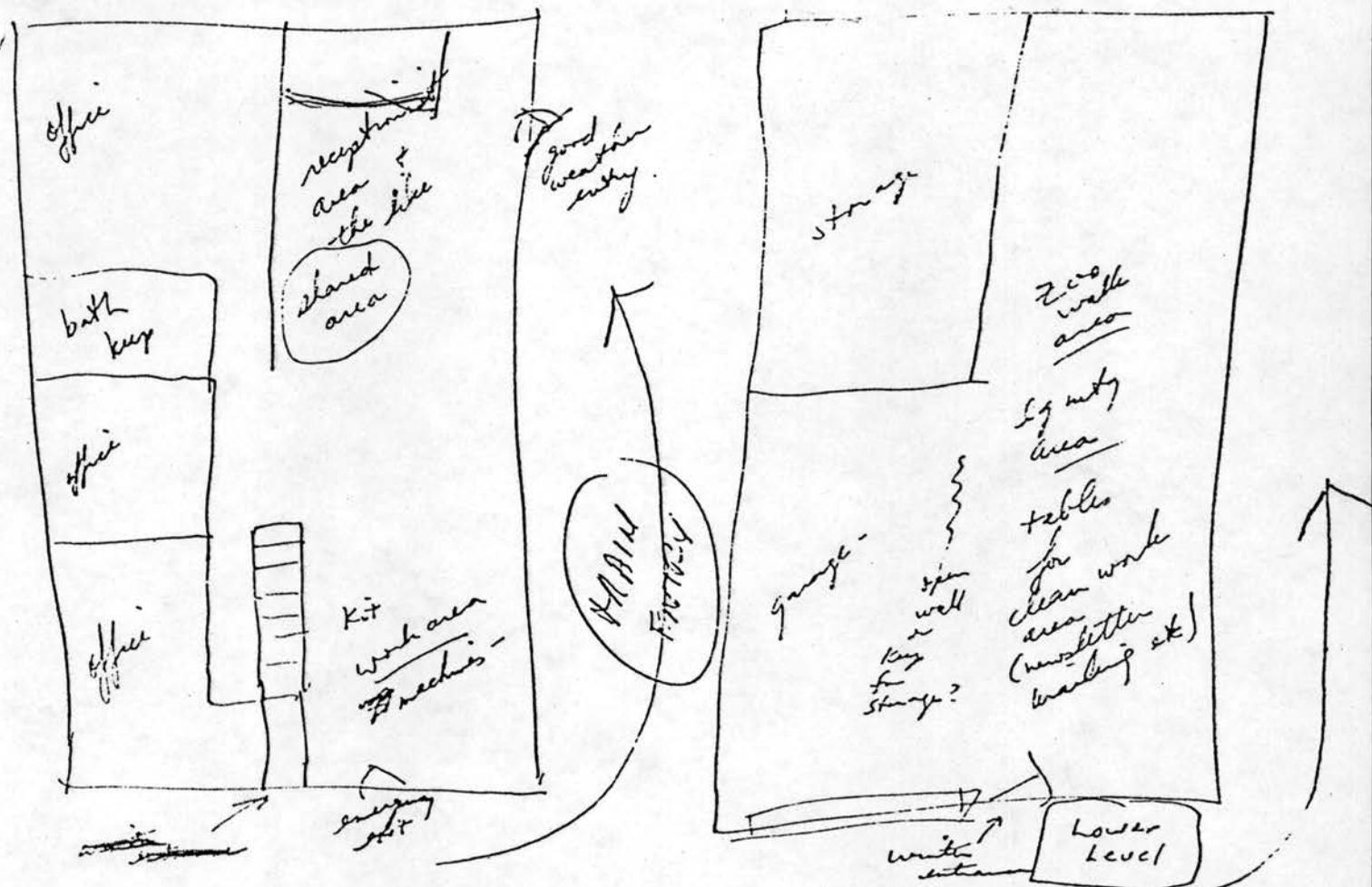
Thank you.

GDH:pn

Attachment

cc: B. Lambert, C. Davies, S. Iserman, B. Rongren

To Robert Lambert
From Chase C. Davis - m25



m25 needs ++ storage - for brochures - posters - mailing tubes etc.
 size of bath at least - useable - could be
 garage area with shelving.

Prop use

- m25 - 1. office for director
2. special area - preferably no office - for assistant director.
3. Bookkeeper
4. Rec/Hypnot
5. Volunteers numbering 8-10 at one time periodically.
6. Regular volunteer support 1-2 people per day - need space in regular upstairs area.

drop stairs work area



file

12101 Jonny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

September 20, 1978

Mr. Paul Freeman
Dain, Kalman and Quail, Inc.
210 American National Bank Building
St. Paul, Minnesota 55101

Subject: Society Management Approach

Dear Paul:

This will acknowledge receipt of copies of your "Executive Director Work Plan", Executive Director Position Description, Accountant Position Description, and proposed salary and pay relationships.

Let me commend you for an excellent businesslike approach to the needs of the Society. I am impressed.

For your information and comment, I am sending with this letter a copy of the proposed position description for the General Director of the Minnesota Zoological Garden. This information is being provided to candidates.

I hope the sharing of such information will lead to clear understanding and strong relationships between the Zoo and Society. In this regard, I would note that I think the Society Executive Director should have somewhat more detailed responsibilities in relation to the Garden and should have a specific relationship with the Garden in the Relationships section.

I am pleased with the businesslike approach. Also, the elimination of the need for a Biological Science background is a real plus. Good work.

Yours very truly,


Gerard D. Hegstrom
General Director

GDH:pn

Attachment

Proposed Job Description for the
RESEARCH COMMITTEE of the MZS

MZS
(Research)

GOAL --To help the MZG develop to its fullest potential its functions and services to the people of Minnesota and to the zoo world by supporting a professional Research Program of the highest caliber.

PURPOSE --To establish and support as soon as possible a dynamic research program for the MZG that can develop along with the zoo.

MECHANICS --

What --I. A Research Program for the MZG oriented primarily toward behavioral physiology, with a subsidiary program in experimental methods of innovative animal display techniques.

II. The emphasis should be on basic research

III. Objectives:

- A. To utilize the unique research opportunities afforded by the MZG
- B. To obtain basic information that can best be obtained at the MZG
- C. To obtain information of use, or of interest, to
 - 1. the maintenance of animals in captivity,
 - 2. the display of animals to the public,
 - 3. the education of zoo visitors,
 - 4. the conservation of species in the wild.
- D. To increase the visibility of the Society

IV. Functions:

- A. Conducting basic research at the MZG
- B. Encouraging outside scientists (students, fellows, etc.) to conduct research at the MZG
- C. Collaborating with, and advising, other MZG personnel in applied research

- D. Assisting in contracting for applied research if necessary
- E. Seeking support for research from outside sources as well as from the Society.

I.

Who --/The Research Program to be organized by the Research Committee

- A. Proposed Board members on Committee: Douglas, Zollman, Spong, Nagle, Nelson, Mech
- B. Outside members to be recruited
- C. The Research Program to be reviewed annually by the Committee
- D. The research personnel to be administered by the MZG as part of the zoo staff
- E. The basic research budget to be provided by the Society, including
 1. a regular basic annual budget,
 2. supplemental requests for funding to be reviewed by the Committee,
 3. proposals for grants to outside researchers to be reviewed by the committee.

II. A senior researcher to be recruited by the Committee and the MZG, with input from local scientists

III. One or more assistants or technicians to be recruited similarly but with major input from the senior researcher.

Where --Research staff to be headquartered at the MZG, including office and lab space, and with full access to all animals and holding facilities and other zoo resources, subject to the provisions set by the MZG.

Research to be conducted at the zoo for the first 5 years, but possibly to be extended to the field later.

When --I. Recruitment for the senior researcher to begin as soon as possible but may take 6-12 months; target date for employment, Jan. 1979.

II. Budget request reviewed annually, but a certain basic annual budget to be instituted at beginning of program

III. Support personnel to be recruited after senior researcher is hired.

How --I. Research Committee and MZG staff consults with appropriate scientists to determine possible candidates

II. Determines interest by phone or letter

III. Invites candidates for interview and seminar at MZG. Seminar could be open to the public. ^{Environmental} (Education Committee participates)

IV. Invites local scientists to attend seminar and aid in evaluation

V. Society donates to MZG funds for

A. Recruiting expenses

B. Salary for research personnel

C. Basic annual research budget

D. Supplementary requests if funds are available

E. Grants to outside researchers

F. A special annual grant to the MZG to use for experimenting with innovative methods of animal display; perhaps this work will have to be contracted for. Examples:

1. training predators to live with prey without attacking them,

2. devising a special display where an animal must "earn its living" by doing what it does naturally --as a weasel

running in and out of holes and crevices a certain

number of times before food is presented automatically to him.

(Society visibility here)

BUDGET --

I. Recruiting --travel and expenses for candidates	\$3,500
II. Salaries	
A. Senior Researcher	35,000
B. Support personnel (technicians, fellows, students)	30,000
III. Research budget	
A. Basic annual	25,000
B. Outside research grants	5,000
C. Innovative display grant	5,000
D. Supplementary funding	<u>as available</u>
	Total \$103,500

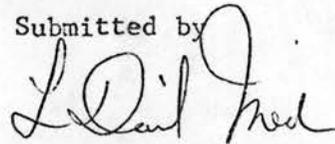
SCHEDULE --

- I. August 1978 --committee meets to discuss details of this proposal after feedback from Finance and Executive Committees, and refines proposal
- II. September 1978 --meet with MZG personnel and begin recruiting senior researcher
- III. October through December 1978 --arrange seminars by candidates
- IV. January 1979 --A. Hire senior researcher to begin program
B. Begin recruiting support personnel
- V. February 1979 --announce competition for outside researchers
- VI. May 1979 --review research ~~xxxxxx~~ applications
- VII. June 1979 --award outside grants
- VIII. July 1979 --A. Review entire Research Program
B. Recommend improvements
- IX August 1979 to ?
 - A. Review progress of research program every 6 months
 - B. Review proposals from MZG and outside researchers for supplementary funding as submitted
 - C. Additional agenda to be determined by full committee in Aug and Sept 1978

EVALUATION --

- I. Review of 6 month progress reports by the Committee
- II. Review of publications, invitations, papers, lectures, collaborators etc. annually
- III. Interview of MZG staff re: A. Usefulness of program to MZG,
B. capability and productivity of Research Program, including personnel.

Submitted by



L. David Mech

7/17/78

ANTICIPATED NEEDS XX OF RESEARCH COMMITTEE FROM

STAFF AND OTHER COMMITTEES

Publicity Committee --Public announcement in September about Research Program

Finance Committee --see budget

Staff --to be determined at Aug and Sept Committee meetings

at present, it is estimated that help will be necessary with arranging times and places for candidates to meet with MZG and Society staff and presenting seminars at the zoo

MONTHLY DISTRIBUTION OF BUDGET

	Recruitment	Salaries	Basic Res.	Other Res.	Total
Sept.	\$900				900
Oct	900				900
Nov	900				900
Dec	800				800
Jan		2,917	25,000		27,917
Feb		5,173			5,173
Mar		5,173			5,173
Apr		5,173			5,173
May		5,173			5,173
Jun		5,173		10,000	15,173
Jul		5,173			5,173
Sept 1978-Jul 1979 Total					\$72,455

7/20/78

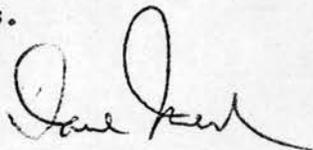
Paul

Enclosed is some info I requested from the N.Y. Zool. Soc. regarding their support of animal research.

I thought it might be useful to the executive committee in considering the MZS research committee's request for funding a research program at the MZG.

Please save for the research committee.

Thanks.



P.S.-

I will be out of state
from 7/21 - 8/6/78.



NEW YORK ZOOLOGICAL SOCIETY

New York Zoological Park
New York Aquarium

Bronx Zoo
Bronx, New York 10460
Telephone: (212) 220-5100

Center for Field Biology and Conservation
Osborn Laboratories of Marine Sciences

July 12, 1978

Dr. David Mech
U. S. FISH & WILDLIFE SERVICE
North Central Forest Experiment
Station
Folwell Avenue
St. Paul, Minnesota 55101

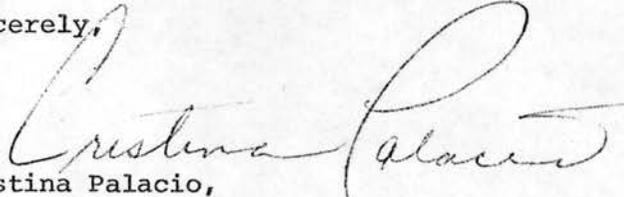
Dear Dr. Mech:

Enclosed, please find several lists which should give you a pretty good idea of the projects the Society has funded in the last several years.

In addition to funding independent researchers, we have five full-time researchers on the Society's staff. Three of these make up our Center for Field Research and Conservation - see active list. The other two are not part of the Center, but are Society staff: Dr. David Western - currently engaged in establishing and staffing a Wildlife Planning Unit in Amboseli National Park, Kenya, and Dr. Russell Mittermeier - our primate ecologist in South America (see active list).

Please let me know if I can be of further assistance.

Sincerely,


Cristina Palacio,
Staff Conservationist

CP:rlt

Enclosures

conservation in the field

the far-flung programs of the new york zoological society

At this very moment a man crouches among the rocks of a Himalayan mountainside scanning the slopes for snow leopards. In the shallows off the Patagonian coast another listens for a calling whale. Half a world apart, their aims are the same, to uncover a little more of what is still unknown. They seek new knowledge for the sake of wild species, toward whose preservation we may apply the information in an ever-threatening world.

The map provides some indication of the global span of the Zoological Society's activities, but it cannot show the measure of effort that the Society's researchers, and others supported completely or in part by the Society, bring to their labors at the frontiers of the unknown. They are building new understanding on which it should be possible to base sound conservation.

Many of the programs shown on the map are small ones, but there are more than 70 in over 40 countries. The Society has elected to apply its limited funds to critical areas; to the problems of beasts like crocodiles and whales,

which are anything but "cuddly," as well as to those that are. Rainforests, the big cats and other great predators—these are the areas of concentration. Especial emphasis has been given, as well, to encouraging foreign scientists to carry on studies of wildlife in their own lands.

In the 1970s wildlife faces the same kinds of threats present ten years ago, but in greater magnitude and number, and accompanied in some cases by newly recognized dangers—the liberation into the environment of toxic compounds unprecedented in Earth's history.

The Society's engagement in research and conservation today more than ever fills a need in a world whose wildlife and wild places suffer mounting pressures against their survival. We cannot begin to save a threatened species until we learn at least its minimum requirements, and we cannot move with any confidence until we know more than the basics. The Society's commitment must and will continue. We can do no less.

William G. Conway
General Director, New York Zoological Society

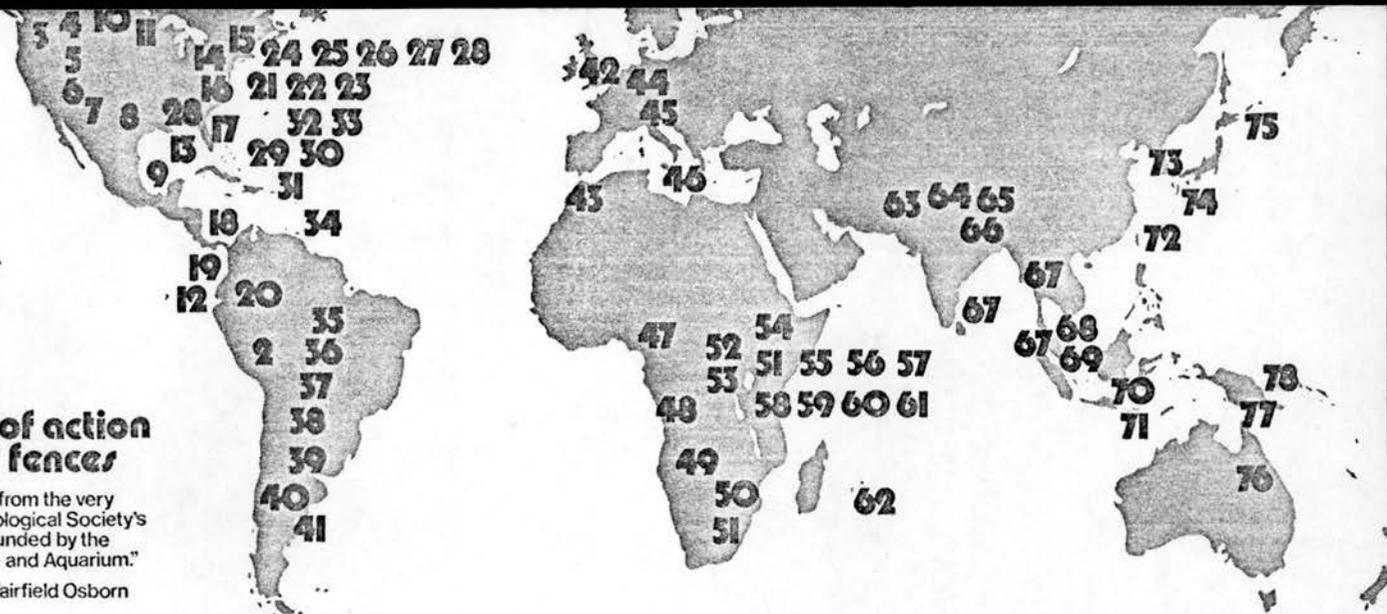


1972-1973

Three years of action beyond our fences

"It was never intended, from the very beginning, that the Zoological Society's interests should be bounded by the fences around the Zoo and Aquarium."

Fairfield Osborn

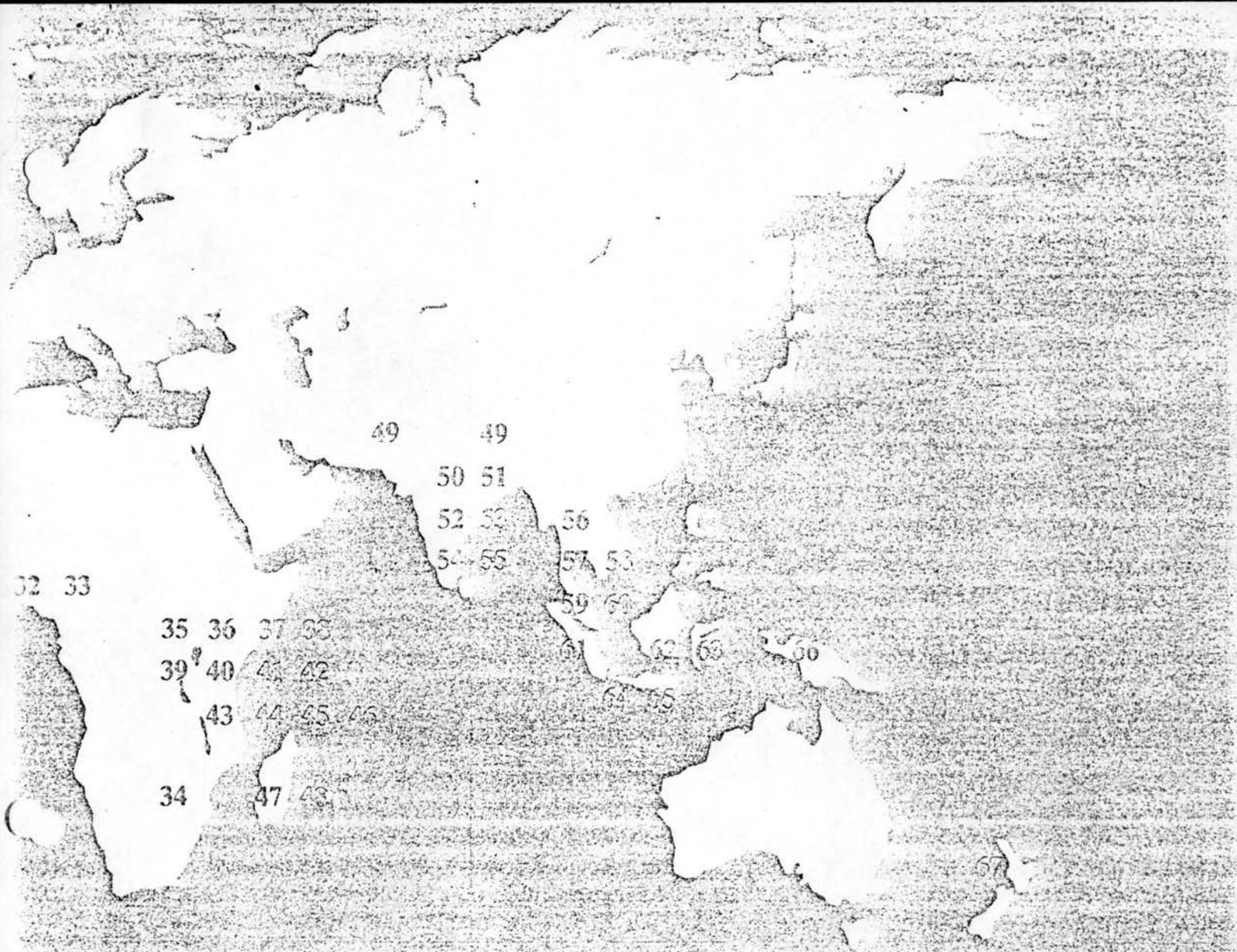


- | | | | |
|-------------------------------|--|----------------------------|--|
| 1 Hawaii | Galapagos tortoise—captive propagation | 41 Argentina | Right whale research—Payne |
| 2 N. & S. America | Wolf & puma survey—Nowak | 42 England | International Flamingo Symposium |
| 3 N.W., U.S.A. | Raptor survey—Craighead | 43 Morocco | Barbary ape survey—Taub |
| 4 Montana | Wolverine ecology—Hornocker | 44 Belgium | Zegge Wetland Preserve purchase |
| 5 Wyoming | Jackson Hole Biological Research Station | 45 Switzerland | I.U.C.N.—Polar Bear Conference |
| 6 Colorado | Peregrine falcon propagation—Enderson | 46 Crete | Agrimi goat ecology—Papageorgiou |
| 7 Arizona | Endangered desert spring fish—Miller | 47 Cameroon | African rainforest ecology—Struhsaker |
| 8 Texas | Texas blind salamander habitat (Ezell's cave) purchase | 48 Angola | Giant sable and wildebeest ecology—Estes |
| 9 Mexico | Morelet's crocodile morphology—King & Campbell | 49 Botswana | Okavango Swamp preservation |
| 10 Manitoba | Delta Waterfowl Research Station support | 50 South Africa | Second Crocodile Specialist Meeting |
| 11 Minnesota | Timberwolf ecology—Mech | 51 Kenya | Nile crocodile survey—King |
| 12 Galapagos | Charles Darwin Foundation support | South Africa | Nile crocodile nesting ecology—Cott |
| 13 Florida | American crocodile ecology—Lang | 52 Uganda | Primates of Kibale forest—Struhsaker |
| 14 Pennsylvania | Bog turtle ecology—Behler | 53 Uganda | Civet survey—Davis |
| 15 Pennsylvania | Monkey-eating eagle—captive propagation | 54 Ethiopia | Survey of pesticides in Lake Nakuru—Brown |
| 16 Virginia | Whale conference | 55 Kenya | Amboseli National Park |
| 17 Florida | Audubon caracara census—Layne | 56 Kenya | Tana River Colobus—Marsh |
| 18 Costa Rica | Green turtle reserve boat | 57 Kenya | Cheetah film—Abbott and Fuller |
| 19 Panama | Smithsonian Tropical Research Institute | 58 Tanzania | National Park consultation—Owen |
| 20 Columbia-Peru | Andean condor film—McGahan | 59 Tanzania | Group structure of wild chimps—Mwenera |
| 21 Washington | National Park short course—Florio (Argentina) | 60 Tanzania | African lion ecology and behavior—Schaller |
| 22 Washington | Golden Lion Marmoset Conference | 61 Tanzania | Indian Ocean island raptors—Temple |
| 23 Washington | Convention on International Trade in Endangered Species Wild Fauna and Flora | 62 Mauritius | Blue sheep, urial, markhor ecology—Schaller |
| 24 New York | Turtle <i>Salmonella</i> study—Behler | 63 Pakistan | Snow leopard survey—Schaller |
| 25 New York | Avian parasitology—Dolensek | 64 Himalayas | Indian rhino ecology—Laurie |
| 26 New York | First Crocodile Specialist Meeting | 65 Nepal | Northern swamp deer ecology—Schaaf |
| 27 New York | Peregrine propagation—Cade | 66 India | Monitor ecology—Auffenberg |
| 28 New York | Crocodile vocalizations—Garrick and Beck | Nepal | Siamang behavior and ecology—Chivers |
| 29 Bahamas | Kirtland's warbler survey—Radabaugh | 67 Malaysia | Elephant ecology—Oliver |
| 30 Bahamas | Green turtle propagation | Thailand | Captive <i>Anoa</i> breeding project |
| 31 Bahamas | Land iguana ecology—Auffenberg | Ceylon | Komodo monitor ecology—Auffenberg |
| 32 Bermuda | Humpback whale research—Payne | 68 Malaysia | Mikado and Swinhoe's pheasant survey—Severin |
| 33 Bermuda | Cahow conservation—Wingate | 69 Malaysia | Korean crane survey—Kim |
| 34 Trinidad | Simla Biological Station | 70 Indonesia | Steller's albatross survey—Tickell |
| 35 Brazil | Amazonian primates survey—Mittermeier | 71 Indonesia | White-naped and sacred cranes survey—Archibald |
| 36 South America | Crocodilian survey—Medem | 72 Taiwan | Brolga crane survey—Archibald |
| 37 Bolivia | Vicuna survey | 73 South Korea | Crocodile bibliography—Downes |
| 38 Bolivia | Flamingo survey—Kahl | 74 Torishima | Bird-of-paradise exploitation survey—Healey |
| 39 Chile and Argentina | Rheas development study—Bruning | 75 Japan | |
| 40 Argentina | Patagonia film | 76 Australia | |
| | | 77 Papua New Guinea | |
| | | 78 Papua New Guinea | |



**New York Zoological Society
Conservation and Research Projects
1974-1975**

1	Hawaii	Green sea turtle survey — Balazs	12	Bermuda	Cahow conservation — Wingate
2	Alaska	Polar bear radio-telemetry — Haugstad	13	USA	Status survey of rare crayfish and shrimp — Bouchard
	Canada		14	SE USA	Morphological variations of alligators — Ross
3	Washington	Lithium chloride aversion conditioning of coyotes — Garcia and Gustavson	15	Florida	Analysis of weather variables which affect manatees — Christman
4	Alberta	Grizzly bear ecology — Jonkel		Georgia	
	Montana			South Carolina	
5	Wyoming	Raptor nesting site survey — Craighead	16	Georgia	Loggerhead sea turtle tagging program — Williams
6	Wyoming	Support for Jackson Hole Biological Research Station	17	Florida	American alligator behavior — Garrick
		Effects of prescribed burning — McGee	18	Florida	Ecology of American crocodile and American alligator — Lang
		Analysis of coyote vocalizations — Lehner	19	Florida	Madagascar radiated tortoise propagation — Auffenberg
7	Alberta	Snake River beaver ecology — Collins	20	Bahamas	Green turtle propagation — Bahamas National Trust
	Texas	Causes of whooping crane decline — Goodwin	21	West Indies	Ecology of rock iguanas — Auffenberg
8	Connecticut	Sperm whales and early American whaling — Shuster	22	Jamaica	Ecology of American crocodile — Garrick
	Massachusetts			Hispaniola	
	New York			Panama	
9	Connecticut	Long Island Sound osprey nesting survey — Spitzer and Poole	23	Costa Rica	Contribution toward purchase of Monte Verde Cloud Forest Preserve
	Massachusetts		24	Costa Rica	Support for development of Tortuguero National Park
	New York		25	Columbia	Caiman and turtle survey in Colombian Amazon — Foote
	Rhode Island		26	Colombia	Survey of wild primate populations — Struhsaker
10	New York	Graduate fellowship in conservation studies — Tarak (Argentina)	27	Venezuela	South American otter survey — Duplaix-Hall
11	Connecticut	Bog turtle survey — Behler		Surinam	
	New York			Brazil	
	Pennsylvania		28	Trinidad	Asa Wright Nature Center newsletter distribution

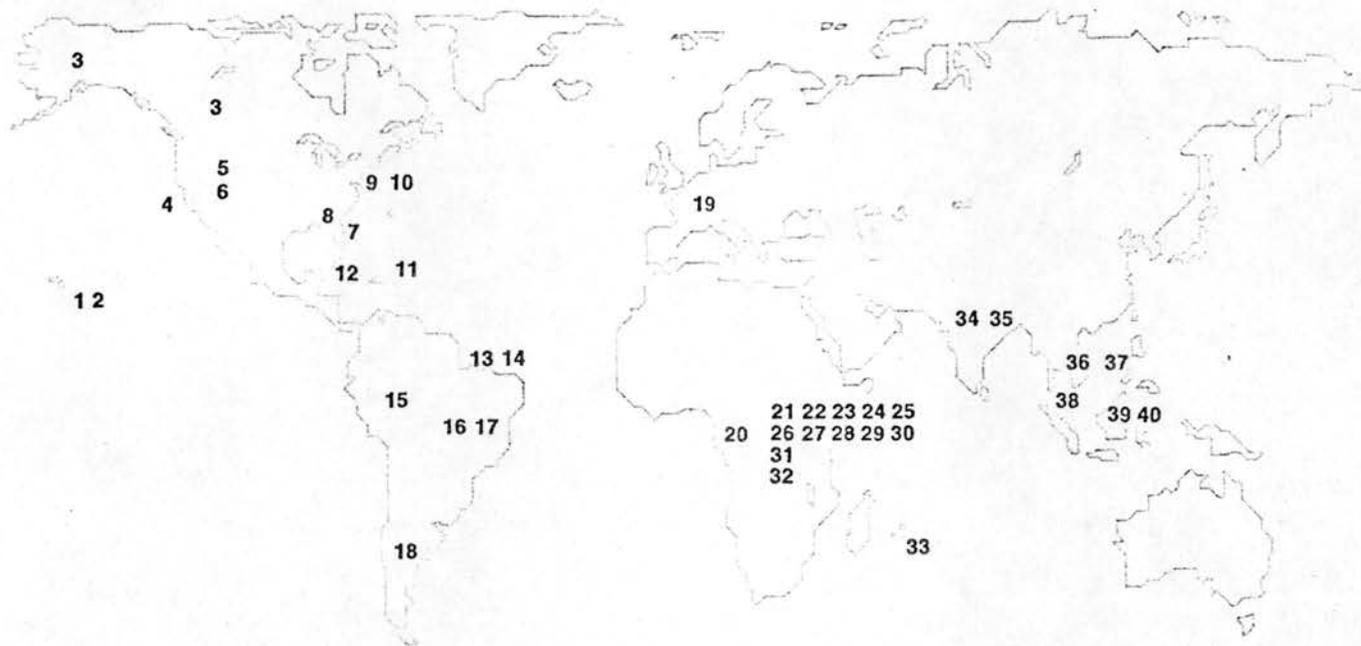


- | | | | | | |
|----|--------------|--|----|-------------|---|
| 49 | Venezuela | Preliminary survey of deer and jaguar — Schaller | 49 | Pakistan | Ecology of Himalayan ungulates and predators — Schaller |
| | Surinam | | | Nepal | |
| | Brazil | | 50 | India | Support for Dudwa Wildlife Sanctuary — Singh |
| | Argentina | | 51 | Nepal | Ecology of Indian rhinoceros — Laurie |
| 33 | Argentina | Conservation travel funds — Tarak | | India | |
| 1 | Argentina | Ecology and behavior of right whale — Payne | 52 | India | Survey of gharial populations — Whitaker |
| 2 | Cameroon | Survey for rain forest national parks — Gartlan | 53 | India | Siberian crane ecology and behavior — Sauey and Spitzer |
| 3 | Cameroon | Status of lowland gorilla population — Webb | 54 | India | Man and monitor lizard interaction — Auffenberg |
| 1 | South Africa | Slender-snouted and dwarf crocodile captive propagation — Pooley | | Malaysia | |
| 5 | Uganda | Ecology of Kibale Forest primates — Struhsaker | 55 | Bangladesh | Crocodile conservation program — Auffenberg |
| 3 | Kenya | Ecology of Tana River mangabey — Homewood | 56 | Laos | Wild cattle survey — Neese |
| 7 | Kenya | Behavior and ecology of Tana River red colobus — Marsh | 57 | Thailand | Wild animal export survey by Thai university students |
| 1 | Kenya | Tana River and Lamu district elephant ecology — Allaway | 58 | Thailand | Ecology of wild ungulates — Ngampongsai |
| 1 | Kenya | Establishment of Amboseli National Park | 59 | Malaysia | Ecology of black-handed gibbon — Gittins |
| 1 | Kenya | Ecological monitoring of Amboseli ecosystem — Western | 60 | Malaysia | Comparative biology of rain forest pheasants — Davison |
| 1 | Tanzania | Radio-telemetry studies of Serengeti wildlife — Serengeti Research Institute | 61 | Malaysia | Batagur turtle ecology and conservation — Moll |
| 2 | Tanzania | Serengeti Institute discretionary fund — Meharo | 62 | Indonesia | Support for Hilmi Oesman Research Station, Kalimantan |
| 1 | Tanzania | Ecology and behavior of Serengeti lions — Bygott | 63 | Indonesia | Non-human primate survey in East Kalimantan — Rodman |
| 1 | Tanzania | Aerial wildlife survey in Tanzania National Parks | 64 | Indonesia | Captive orangutan rehabilitation to the wild — Brindamour |
| 1 | Tanzania | National Park ranger training seminars in ecological research | 65 | Indonesia | Javan rhinoceros survey — Laurie |
| 1 | Tanzania | Ruaaha National Park elephant behavior — Barnes | 66 | Papua | Survey of crocodile conservation program — Behler |
| 1 | Madagascar | Dry season ecology of radiated tortoises — Juyik | | New Guinea | |
| | Mauritius | Conservation of endangered endemic birds — Temple and Newlands | 67 | New Zealand | Ecology of introduced Himalayan tahr — Schaller |

1976

CONSERVATION

Field Projects Around the World



	PROJECT	INVESTIGATOR	1976 GRANT	
1	Hawaii	Continuation of studies of sound production and survey of whale populations in North Pacific and South Atlantic.	R. Payne	Staff
2	Hawaii	Continuation of study of green sea turtle population in French Frigate Shoals, western Hawaiian Islands. (Partially funded under contract from U.S. Fish and Wildlife Service.)	G. Balazs	\$2,173
3	Alaska and Canada	Continued development of a radio-telemetry system for tracking free-ranging polar bears. (Under contract from U.S. Fish and Wildlife Service and in cooperation with the Canadian government.)	P. Haugstad	3,000
4	California	Investigation of hydro-carbons in marine turtles and turtle products.	R. W. Risenborough	3,000
5	Wyoming	The ecology of the beaver on the Snake River floodplain.	T. C. Collins	500
6	Wyoming	Analysis of coyote vocalizations.	P. Lehner	682
7	Florida Georgia South Carolina	Continued computer analysis of weather variables which affect manatee distribution. (Under contract from the U.S. Fish and Wildlife Service.)	S. Christman	1,640
8	United States	Survey of endangered crayfish and shrimp in the United States. (Under contract from the U.S. Fish and Wildlife Service.)	R. Bouchard	12,000
9	Connecticut	Continued survey of osprey nesting sites around Long Island Sound.	P. Spitzer	3,833

10	New England	Identification of humpback whales off New England coast.	O. Brazier	450
11	West Indies	Completion of the Turks and Caicos Island land iguana project.	W. Auffenberg	800
12	Jamaica	Study of American crocodile.	L. Garrick	5,000
13	Surinam	Distribution, abundance, and conservation of primates.	R. Mittermeier	4,500
14	Surinam	Population survey and study of the ecology of the giant Brazilian otter.	N. Duplaix-Hall	4,920
15	Bolivia	Food habits of South American flamingos.	R. W. McFarlane	1,100
16	Brazil	Ecology of the maned wolf.	J. Dietz	5,040
17	Brazil	New study of jaguar and survey of endangered large mammals.	G. Schaller	Staff
18	Argentina	Support of the 7th Latin American Congress of Zoology.	A. Willink	1,000
19	Switzerland	Special grant in support of the International Union for the Conservation of Nature and Natural Resources.		5,000
20	Cameroun	Survey of Korup preserve for poaching activities.	T. Struhsaker	Staff
21	Uganda	Continuation of study of primate and rainforest ecology and conservation.	T. Struhsaker	Staff
22	Uganda	Role of primates in forest regeneration, Kibale Forest.	S. C. Ross	680
23	Kenya	Amboseli National Park water diversion and ecological monitoring project.	D. Western	32,490
24	Kenya	Continuation of study of the ecology of the Tana River/Lamu District elephant.	J. S. Allaway	2,000
25	Kenya	Reconciling conservation and recreation and the carrying capacity of Amboseli National Park for tourist use.	W. R. Henry	6,631
26	Kenya	Completion of Tana River colobus research.	C. Marsh	2,750
27	Kenya	Survey of forest-living baboons and their interaction with humans on the lower Tana River.	S. B. Singer	725
28	Tanzania	Continuation of elephant ecology study in Ruaha National Park.	R. W. Barnes	2,000
29	Tanzania	Radio-telemetry studies of African wildlife, Serengeti Research Institute.	R. Pellew	473
30	Tanzania	Continuation of Serengeti lion study.	J. D. Bygott	2,250
31	Tanzania	Gombe Stream primate research/conservation.	J. Goodall	1,191
32	Africa	Salary during pan-African elephant survey.	I. Douglas-Hamilton	20,000
33	Mauritius	Continuation of Mauritius endangered bird propagation program. (Jointly sponsored with World Wildlife Fund and International Council for Bird Preservation.)	D. McKelvey	4,000
34	Nepal	Continuation of swamp deer project in Sukla Phanta Reserve.	D. Schaaf	5,940
35	India and Nepal	Continuation of Indian rhinoceros study.	A. Laurie	3,550
36	Thailand	Conservation of pileated gibbon and its relationship with the white-handed gibbon in Khao Yai National Park.	W. Brockelman	3,575
37	Thailand	Ecological relations of wild ungulates with emphasis on the sambar.	C. Ngampongsai	Funded in 1975
38	Malaysia	Social relationships of adult female and immature silvered leaf-monkeys.	K. Wild	1,550
39	Indonesia	Continuation of orangutan rehabilitation/research project in Tanjung Puting Reserve, Kalimantan.	B. Galdikas	3,750
40	Indonesia	Population survey of the gray gibbon in Kutai Reserve.	D. R. Leighton	3,795

NEW YORK ZOOLOGICAL SOCIETY CONSERVATION PROJECTS: ACTIVE

<u>Project</u>	<u>Investigator</u>	<u>Locality</u>
The role of elephants in ecological and natural resource systems in Kenya	James Allaway	Kenya
Malagasy radiated tortoise breeding project	Walter Auffenberg	Florida
Study of the Ruaha elephants	Richard Barnes	Tanzania
Orangutan research project	Birute Brindamour	Kalimantan, Indonesia
Conservation of the pileated gibbon and its relationship with the white-handed gibbon in Khao Yai National Park	Warren Brockelman	Thailand
Aerial surveys to locate game in Tanzanian National Parks to speed up on-ground censuses and observations	Derek Bryceson	Tanzania
Comparative biology of Malayan forest pheasants	G. W. H. Davison	Malaysia
Ecology of the maned wolf	J. M. Dietz	Brazil
Pan-African elephant survey	I. Douglas-Hamilton	Africa
Ecology and behavior of the American crocodile	Leslie Garrick	Jamaica
A population survey of the gray gibbon	D. R. Leighton	Indonesia
Food habits of South American flamingos	R. W. McFarlane	Chile
Ecology and conservation of the Indian Ocean island raptors	Fay N. Steele	Mauritius
Population survey of nonhuman primates	Peter S. Rodman	East Kalimantan
Forest-living baboons and interaction with humans on the lower Tana River	S. B. Singer	Kenya
Conservation of Barbary macaque	David Taub	Morocco
Endangered species of Peru	Augusto Urrutia	Peru
Amboseli National Park	David Western	Kenya
Cahow conservation program	David Wingate	Bermuda
Social relationships of silvered leaf-monkeys	Katherine Wolf	Malaysia

<u>Project</u>	<u>Investigator</u>	<u>Locality</u>
Photographic and Biological Study of the Monkey-eating Eagle	A. R. Degen, R. S. Kennedy, N. L. Rettig & W. A. Salb	Philippines
Marsh Crocodile Rearing Programme	Arjan Singh	India
Feeding Ecology and Habitat Needs of the Mountain Gorilla	Amy Vedder A. William Weber	Rwanda
Conservation of the Sea Turtles of the Pacific Coast of Mexico	Dr. R. S. Felger	Mexico
A Study of the Distribution and Ecology of Primate Species Along the Rio Acre in Northern Bolivia	Dr. A. G. Pook	Bolivia
Facilitation of the Establishment of Four National Forests and a Gorilla Sanctuary in Cameroon	J. S. Gartlan	Cameroon
Ecology and Behavior of the Pileated Gibbon in Khao Soi Dao Wildlife Sanctuary, Thailand	Sompoad Srikosarmatara	Thailand
An Ecological Study of Maasailand	Tepilit Ole Saitoti	Tanzania and Kenya
The Conservation of the Wattled Crane in Zambia	G. Archibald	Zambia
The Serengeti Ecosystem: The Current Situation	A. R. Sinclair	Tanzania
A Census and Study of Nilgiri tahr (India)	C. G. Rice	India
Population/Distribution Survey of the Giant Otter in Guyana	Elizabeth and Keith Laidler	Guyana
Ecological Survey of the Ashambu Hills	Dr. John F. Oates	India
Survey of the Status of the Red Uakari	Roy Fontaine	Peru
Development of a Research and Training Pro- gram at Huay Kha Khaeng Game Sanctuary	Ardith Eudey	Thailand
Transport, Hatching and Rearing of Siberian Cranes for 1918	International Crane Foundation	United States/ U.S.S.R.
The Effects of Human Activities on Cheetahs	David Burney	Kenya
The Status, Biology and Outward Relationships of Northern Baffin Bay-Kane Basin Polar Bears	Harrie Sherwood	Canada/ Greenland

<u>Project</u>	<u>Investigator</u>	<u>Locality</u>
Conservation and Management of Gray's Monitor Lizard	Walter Auffenberg	Philippines
Conservation of Eastern Brazilian Primates	Russell A. Mittermeier	Brazil

CENTER FOR FIELD BIOLOGY AND CONSERVATION

Kibale Forest Primate Research	Thomas Struhsaker	Uganda
Ecology and Behavior of Jaguar in Mato Grosso, Brazil	George Schaller	Brazil
Whale Research	Roger Payne	



SOCIETY
FILE

12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

July 28, 1978

Dr. DeWayne Walker, Chairman
MZS Project Screening Committee
Minnesota Zoological Society
555 Wabasha Street
St. Paul, Minnesota 55102

Dear Dr. Walker:

This will acknowledge receipt of your letter outlining some discussions that you have had regarding Society relationships with the Minnesota Zoological Garden staff, with the focus on the functions of the Screening Committee for the Society.

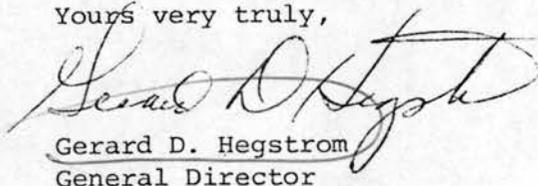
I have read with interest the Screening Committee charter. It is clear that the kinds of affiliations, events, and product which might be presented to the Committee for consideration would be of some interest and concern to the Minnesota Zoological Garden. For that reason, a consistent liaison representative from the MZG staff would be appropriate.

At this time, the single liaison representative to the Society is Bev Rongren, Associate Director for Information and Education Services. I suggest that any other liaison relationships be reviewed and confirmed through Ms. Rongren.

Because of the nature of the Committee itself, it seems most likely to be involved with marketing and promotions rather than directly with the gift stores. The Minnesota Zoological Garden is now considering a special events program that would be under the supervision of Marketing and Promotion. I would ask that you and Bev Rongren evaluate whether Sue Johnson might not be the best continuing liaison contact.

If there are questions, please contact me.

Yours very truly,



Gerard D. Hegstrom
General Director

GDH:pn

cc: Chase Davies
Paul Freeman
Yvonne Johnson

Bev Rongren
Sue Johnson
Steve Schuster

Minnesota
Zoological
Society



555 Wabasha Street
Saint Paul, Minnesota 55102
Telephone 612 222-1708

July 11, 1978

Mr. Jerry Hegstrom
Minnesota Zoological Garden

Dear Mr. Hegstrom,

Per our telephone conversation of Friday July 7, 1978 I am enclosing information regarding the Minnesota Zoological Society Project Screening Committee's charter and SOPs. On July 6 Ms Evonne Johnson and myself had a fruitful discussion regarding the Society and its relationship to the Minnesota Zoological Garden. I think that in many ways her role and my committees functions are quite similar.

In reviewing the charter it hopefully is apparent that the MZG staff liaison representative is an important part of my committee when we are confronted with requests or internally generated ideas which may have MZG involvement. As a consequence of the July 6 meeting Evonne had agreed to be the liaison MZG representative, however, I wish to have this fact known to you and cleared through you. Prior to this point in time John Merhten had been the MZG liaison representative.

I feel that this liaison arrangement is extremely beneficial for both groups so as to avoid accidental competition and to enhance each others efforts in maintaining a healthy MZG and MZS. I look forward to continuing this relationship.

Sincerely,

Dr. DeWayne Walker
Chairman, MZS Project Screening Committee

cc: Ms Evonne Johnson

MINNESOTA ZOOLOGICAL SOCIETY

SCREENING COMMITTEE

COMMITTEE MEMBERSHIP:

Committee membership shall include a chairperson and as many members as are deemed necessary by the chairperson to effectively carry out committee activities. Although not having to be a member of the committee, a staff member of the Zoological Garden will act as a liaison officer to assure adequate communication with the committee in matters the committee deem possible infringement on or opportunities for the Zoological Garden market activities or a potential conflict activity associated with the Garden's functions.

FUNCTIONAL CHARTER:

It is purposed that this committee function in a Review, Report and Recommendation capacity as outlined below:

Review: The committee is delegated to review all requests to the Minnesota Zoological Society in which the requestor wishes to affiliate with, provide services for, distribute through or request support from the Minnesota Zoological Society. Requests are not limited to the following but could include as examples special events, product sales, distribution of materials and other cooperative group affiliation ventures.

Report: The committee is delegated to report to the Minnesota Zoological Society Board information regarding the submitted requests. The report is not limited to but will minimally include the requestor's background and/or affiliations, the requestors overall goals, the requestors proposal, the requestors desired commitment from the Society, financial and/or public relation value to the Society.

Recommendation:

The committee is delegated to consider the feasibility and/or workability of the given requests and from such a study make a favorable or unfavorable recommendation to the Society Board. The committee is not, however, delegated the responsibility of execution of the given request should the Board favor its adoption.

ACCOMPLISHMENT OF CHARTER FUNCTIONS:

It is purposed that the screening committee will meet as required to fulfill the charter commitment. It is assumed that a monthly meeting will suffice for the majority of the submitted items, however, it is also assumed that high priority items will necessitate more frequent meetings on an as needed basis.

MINNESOTA ZOOLOGICAL SOCIETY

SCREENING COMMITTEE

STANDARD OPERATING PROCEDURES:

Upon receipt of a request by an organization, group or individual to undertake fund raising activities for or on behalf of the Minnesota Zoological Society or requests for support from the Society the Screening Committee shall operate in the following manner.

I. REVIEW PROCESS

- A. The requestor will be contacted by a committee member to obtain as much information as possible for transmittal to the Data Project Sheet.
- B. Subsequent contacts will be made by the chairperson or a delegated committee member should it be deemed important in the project review process.
- C. The committee will meet minimally once between each Board session to review the active Data Project Sheets.
- D. It will be up to the discretion of the committee to delay reporting to the Board on a given project in the following circumstances:
 1. Inadequate information obtained from requestor to date thus unable to make an appropriate recommendation.
 2. Adequate requestor information but committee requires report delayed so as to delve deeper into the overall concept presented by the requestor.
 3. The requested project may require approval from the Zoological Garden liaison officer before pursuing further in the recommendation process.
- E. Upon completion of the committee review process the project will be voted upon by committee members in attendance.
 1. The recommendation to the Board shall be derived from a majority vote of the committee
 2. A minority report may be attached to the recommendation and presented with the majority decision in the committee report at the next scheduled Board meeting.

II. REPORT PROCESS

- A. A written report will be provided to Board members at or prior to (when feasible) the scheduled Society Board meetings.

REPORT PROCESS (cont.)

1. The written report submitted to the Board shall take the form of a format to include the name and address of requestor, category of product, proposal, Society role, committee recommendation and supporting comments when applicable.
 2. The minority report may be given at the Board meeting verbally or presented as a written attachment to the submitted committee report.
 3. In those cases when projects are time dependent and an immediate decision must be made, the committee recommendation will be passed through the Society President and the Board informed of this in the submitted committee report.
- B. The chairperson of the committee shall maintain the following records:
1. An active file containing projects to be acted upon by the committee.
 2. A dead file containing all Project Data Sheets acted upon by the Board and correspondence pertaining to that project.
 3. A pending file containing projects requiring further investigation of their feasibility.
 4. An ideas file containing projects and committee ideas that have future potential but are not presently feasible.
- C. The chairperson of the committee shall submit to the Director of the Minnesota Zoological Society copies of dead Project Data Sheets for the office files.
- D. The chairperson or delegated committee member shall be responsible for informing requestors of the decision of the Board.

SCREENING COMMITTEE
DATA PROJECT SHEET

NAME OF ORGANIZATION,
BUSINESS OR INDIVIDUAL -

ADDRESS -

TELEPHONE -

CONTACT PERSON -

POSITION/TITLE -

CONTACT DATES:

INITIAL -

SUBSEQUENT -

PROJECT REQUESTED -

CATEGORY OF PRODUCT -

PURPOSE -

RESPONSIBILITY OF REQUESTOR -

RESPONSIBILITY OF SOCIETY -

TIME FRAME:

STARTING DATE -

PROJECT LENGTH -

FINANCIAL OBLIGATION *and/or* ARRANGEMENTS -

BENEFIT TO:

REQUESTOR -

SOCIETY -

GARDEN -

NEGATIVE ASPECTS -

COMMITTEE MEETING DATE AND COMMENTS -

COMMITTEE RECOMMENDATION TO MZS BOARD -

DATE OF BOARD REVIEW -

FURTHER ATTACHMENTS -

File

Phyllis L. Kahn

District 57A
Hennepin County
Committees:
Appropriations
Division on State Departments,
Vice-Chairman
Division on Semi-State
Agriculture
Environment and Natural Resources



Minnesota House of Representatives

Martin Olav Sabo, Speaker

July 25, 1978

Mr. Chase Davies
Executive Director
Minnesota Zoological Society
555 Wabasha Street
St. Paul, Minnesota 55102

Dear Mr. Davies:

I am returning the membership card sent to me for correction. As I recall, I sent the letter to you and signed the check as I made the initial decision to purchase the family membership. I find it quite offensive to have had you merge my identify into my husband's.

Please reissue the card, preferably to Phyllis and Donald Kahn (or to Phyllis Kahn if your system allows only one name).

I hope you will not continue to make assumptions about the Zoological Society "family" that are patently offensive to its feminist members.

Sincerely,

Phyllis Kahn
State Representative

PK:k

cc: Gerry Hegstrom ✓



Minnesota Zoological Society

555 Wabasha Street • Saint Paul, Minnesota 55102

Telephone 612 222-1706



Mr. & Mrs. Don Kahn
100 Malcolm Ave. S.e.
Minneapolis, MN 55414

Dear Mr. & Mrs. Kahn:

Welcome to the family! And our sincere thanks for becoming a member of the Minnesota Zoological Society.

Here is your membership card. Instructions for its use are printed on the back. Your subscription to the Society's Zoo News, and to the wonderful publication Animal Kingdom has been entered and will start with the next issue. I'm sure you will enjoy these publications.

I hope you'll participate in the Society's activities, and take an active part in supporting your new Zoo. Your participation will be a source of enjoyment and pride.

Remember that all benefits of your membership extend until 08/79.

Again, thanks for joining us. I look forward to meeting you in person.

Sincerely,

Chase Davies
Executive Director
Minnesota Zoological Society

I'M A MEMBER OF THE FAMILY

NAME Don Kahn

MEMBERSHIP NUMBER 104-0 10425

EXPIRATION DATE 08/79 FAMILY MEMBERS 3

MEMBER SINCE 1978 Family

SIGNATURE
(Please sign in ink)

Minnesota Zoological Society



Minnesota
Zoological
Society



555 Wabasha Street
Saint Paul, Minnesota 55102

June 16, 1978

Don -

This one gets chalked up to good will. She is not a member and we have talked long about how she will SOON become a member.

Many thanks for the super PR involved!!

Chase

MINNESOTA ZOOLOGICAL
GARDEN

APPLE VALLEY MN

05/28/78

1.25N REG CHILD

1.25N REG CHILD

2.50 TOTAL

3.00 CASH

.50 CHANGE

2965 102 1 2.36PM



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

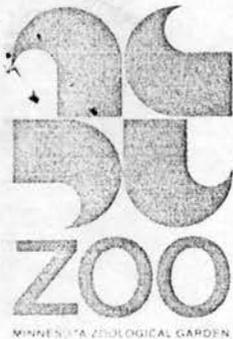
June 8, 1978

Chase -

Here is a copy of the receipt. If you find that the membership is valid, I would appreciate a refund.

If not, we will chalk it up as good will and public relations.

Don



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

Mrs. Jean Sager
6035 West 130th Street
Apple Valley, Minnesota 55124

- 432 4200

June 8, 1978

6/11/78
Margaret -
Find her phone # if
you can -
call her -
request cancelled
check.
We have no
record of her...
Chase

Dear Mrs. Sager:

Believe it or not, we did find the children and I personally arranged their admission to the Zoo. It is my understanding from the Minnesota Zoological Society that no records of your membership had, at that time appeared, and I would suggest again that you contact Ms. Chase Davies at the Society Office, 555 Wabasha Street, St. Paul, Minnesota 55102, phone number 222-1706.

I hope that the visit was enjoyable. We will now be open every Tuesday night until 9:00 P.M. and would suggest that a visit between the hours of 6:00 P.M. and 9:00 P.M. would be a very pleasant one. I also hope that you will see fit to continue to support the Minnesota Zoological Society and the Minnesota Zoological Garden.

Best regards,

Donald D. Bridgwater
General Director

cc: Chase Davies ✓

DDB/pc



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

July 5, 1978

Mr. Peter Zitz, Editor
Animal Kingdom
New York Zoological Society
New York Zoological Park
Bronx Park
Bronx, New York 10460

Subject: Animal Kingdom Editorial Advisory Board

Dear Mr. Zitz:

This is submitted in response to your request for names of professional staff members of the Minnesota Zoological Garden who should serve as members of the Animal Kingdom Editorial Advisory Board.

I would recommend to you the following names:

Beverly A. Rongren, Associate Director of Information & Education Services
R. Douglas Olson, Public Relations Coordinator
H. Brad House, Associate Director for Animal and Plant Sciences
Ralph E. Waterhouse, General Curator
Sanford N. Friedman, Zoologist
Ronald E. Johnson, Zoologist
John R. Lewis, Zoologist
Charles Austin McDevitt, Zoologist
Nicholas J. Reindl, Zoologist

This group of nine individuals will represent the Minnesota Zoological Garden on the Animal Kingdom Editorial Advisory Board.

If you should have any questions, please contact me.

Yours very truly,


Gerard D. Hegstrom
Chief Operating Officer

GDH:pn

cc: Mr. Eugene Walter, Jr.
Minnesota Zoological Society
Minnesota Zoological Garden Foundation
All above named individuals

DAE

**Minnesota
Zoological
Society**



555 Wabasha Street
Saint Paul, Minnesota 55102

June 9, 1978

Gerry:

Enclosed is a copy of the directive regarding appointments to the Animal Kingdom Advisory Board - the bimonthly magazine published by the New York Zoological Society.

Appointments from the Zoo staff need to be made to this Board. Apparently the number is flexible. I would like to see both Bev and Brad on the list. Beyond that, perhaps there are some on staff who would feel somewhat honored and/or interested to be on it for their own reasons.

May we discuss this in the near future. The editor of the magazine, Peter Zitz, would like to have the names for the next issue so probably need names by the end of June. There is no requirement that they be included at that time but certainly by the October issue when the Society insert will begin.

Thanks

*Jerry Hoge from
Ernie Chase Davis*

ANIMAL KINGDOM EDITORIAL ADVISORY BOARD

1. Composition of the board should include the Director plus those curators he feels should be included.
2. Because staff composition and size may vary from one institution to another, we are not limiting the number of advisors from each society and request only that it be kept reasonable. (In our terms, ten might be reasonable, twenty is unreasonable.) We reserve the right to place a numerical limit on all participating institutions (including the NYZS) if, at some later date, the board seems excessively large and less effective than intended.
3. The chief purpose of the board is to advise on scientific and technical matters in the contents of ANIMAL KINGDOM, so we expect that it would consist chiefly of scientific staff. However, it is at the discretion of the Director if he feels a non-scientist on his staff should be included because of his expertise in some other area, such as publishing.
4. Editorial advisors will be listed on the ANIMAL KINGDOM masthead alphabetically by institution (which will also be arranged in alphabetical order). Individual titles will not be included as that could prove cumbersome.
5. Major duties involve:
 - a) Checking manuscripts for technical accuracy. For this we would like to have a list of the staff members involved and their particular areas of expertise and interest. This should not be something as general as "mammals" but identified very specifically--e.g. birds of Paraguay, psittacines, African swine, etc. We some-

times find curators have knowledge beyond their regular areas of responsibility--like an ornithologist who has studied butterflies--and we want to know about that too.

b) Recommending subjects for articles or authors we should use or both. We will often come to you and ask for names of experts on particular species on which we would like to run an article.

6. While we will also listen to comments or gripes on matters that are purely editorial--such as writing style or subject matter--the ultimate decisions on whether or not to publish a manuscript (so long as it is technically accurate) will rest with the editors of ANIMAL KINGDOM. To involve a large number of people on something that can be as subjective as writing style would be to invite chaos. We have managed to maintain a high level of quality and believe we can continue to do so. ANIMAL KINGDOM's editors are also reasonable people; we do listen to the editorial opinions of our NYZS curators, and we can be persuaded.
7. Members of the advisory board are also urged to submit manuscripts for publication. Naturally they must meet AK's editorial standards. Any manuscripts should be submitted to the Director of the participating institution before it is sent to us. We can and do work carefully with authors on revisions. Our guidelines have also proved helpful to most authors. In general, article ideas should be queried prior to submission.

**Minnesota
Zoological
Society**



555 Wabasha Street
Saint Paul, Minnesota 55102
Telephone 612 222-1706

*File
M25*

Memorandum to: Donald Bridgwater, Director
Minnesota Zoological Garden

Robert Voight, Director
Minnesota Zoological Foundation

From: Paul I. Freeman, President
Minnesota Zoological Society

Date: February 13, 1978

Our membership drive is now in full swing and the initial results are very satisfying. The development of the original art piece, "The Family," to be used through out the membership drive, has worked well. "The Family" is used as a visual key to draw all parts of the drive together. The Society plans on using this piece for at least the next year in our plans for promotion of our organization. Because of this, I would like to request you to contact me if you are planning any use of the Society's painting, "The Family." I feel both the Zoo and the Foundation may be able to utilize this painting, but its use must first be coordinated with any promotional plans of the Society.

Paul

*Permanized
Plover Bond
25% Cotton Fiber
U.S.A.*

February 2, 1978
Report to the Board of Directors
Minnesota Zoological Society
page 1

SUBJECT: Membership Campaign Recap

PHASE I

Expenses (Committed - includes costs allocated for production of Phase II brochure

a) Production

Illustration	\$2,000	
Type	400	
Color Photo Work	700	
Miscellaneous	120	\$3,220

b) Printing/Stock (Phase III costs included)

Brochures (including letter and envelope insertion)	\$3,626	
Posters (Phase II & III)	491	
500 Prints	221	
Letters (Stock and printing)	787	
Paper for brochures	1,200	
Paper for Posters (Phase II & III)	1,175	
Paper for prints	233	
Envelopes	407	
Bumper Stickers (Phase II)	490	\$8,630

c) Mailing

Estimated 10,500 at .025¢ (includes Phase III)	\$ 263	
Shrink wrap 12,000 at .03¢	360	
Handling/labelling	280	\$ 903

Total Expenses of materials \$12,753

Commission on 300 donor members \$ 450 \$ 450 \$13,203

PHASE II

Expenses

a) Production - Charged to Phase I

b) Printing/Stock

126,000 brochures (includes insertion of letter and envelope)	\$10,419	
100,000 letters (stock and printing)	2,462	
Paper for 126,000 brochures	7,165	
Envelopes	2,347	\$22,393

February 2, 1978
 SUBJECT: Membership Campaign Recap
 page 2

c) Mailing

Postage for 100,000 at 2.5¢	\$ 2,500	
Handling/Labeling	2,000	
List costs	2,000	\$ 6,500

d) Promotion

Paid Media	\$ 3,000	
------------	----------	--

Total expenses of materials and media		\$31,893
---------------------------------------	--	----------

Commission (3200 new members)	\$ 4,800	\$36,693
-------------------------------	----------	----------

SUMMATION of estimated Expenses

PHASE I	\$13,203
PHASE II	36,693
Total	<u>49,896 *</u>

Original Proposed Expenses

PHASE I (only)	\$10,450
PHASE II (only)	44,800
Total	<u>55,250</u>

* Note: This does not reflect the \$7,000 paper donation which will be treated as income, nor the estimated \$2,000 return from the auction of the original painting.

February 2, 1978
 SUBJECT: Membership Campaign Recap
 page 3

ALLOCATION OF EXPENSES

Brochures

Society Office (26,000)	\$ 4,784	
Phase I (14,000)	2,577	
Phase II (100,000)	18,400	\$25,761

Envelopes

Society Office (26,000)	914	
Phase I (14,000)	407	
Phase II (100,000)	2,347	\$ 3,668

Letters

Phase I (14,000)	787	
Phase II (100,000)	2,462	\$ 3,249

Mailing and Handling

Phase I (10,500)	\$ 1,050	
Phase II (100,000)	6,500	\$ 7,550

Posters and limited edition

\$ 1,726	\$ 1,726
----------	----------

Paid Media

\$ 3,000	\$ 3,000
----------	----------

SUMMATION OF ALLOCATION

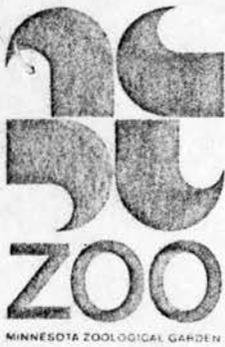
Society Office	\$ 5,698
Phase I (includes poster and ltd. edition)	\$ 6,547
Phase II (includes paid media)	\$32,709

 ESTIMATED INCOME

Phase I - 300 donors	\$30,000	
Phase II - 3200 members (70% family 30% individuals)	81,600	
Paper donation	7,000	
Estimated from sale of painting	2,000	\$120,600

SUMMARY

Estimated Income	\$120,600
Estimated Expenses	49,896
NET	<u>70,704</u>



January 24, 1978

12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

Ms. Chase Davis, Executive Director
Minnesota Zoological Society
555 Wabasha Street
St. Paul, Minnesota 55102

Dear Chase:

If memory serves me right, I think I forwarded a copy of a letter to you which was from Dick Schultz, Director of the St. Louis Zoological Park to Bill Conway, Director of the New York Zoological Society raising objections to the unilateral decision to include advertising in Animal Kingdom magazine.

Enclosed, please find a copy of a letter responding to this issue from Tim Anderson at the Boston Zoological Society. I talked briefly with Paul Freeman about this issue. My own personal feelings were expressed in the hand written note to Bill Conway and also as noted in the enclosed letter from Tim Anderson.

I think it would be good if you could write Gene Walter expressing the Minnesota Zoological Society's feelings. It might also be appropriate to note that the Minnesota Zoological Society is a different entity from the Minnesota Zoological Garden.

Best regards,

A handwritten signature in dark ink, appearing to read "D. Bridgwater".

Donald D. Bridgwater
General Director

cc: Paul Freeman

DDB/pc



**BOSTON
ZOOLOGICAL
SOCIETY**

January 18, 1978

Mr. Richard D. Schultz
Director
St. Louis Zoological Park
St. Louis, Missouri 63110

Dear Dick:

Thank you for the copy of your letter to Bill Conway dated January ninth.

At the AAZPA National Conference a meeting was held regarding Animal Kingdom magazine. This meeting was attended by about ten representatives of participating institutions. During the meeting Gene Walter presented the financial facts of life about the magazine. He then presented a proposal for the magazines acceptance of tasteful advertising. It was my clear perception that those attending this meeting finally approved of the plan.

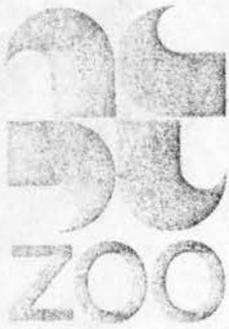
Personally, I regretfully agreed that financially it would be necessary to accept such carefully selected advertising.

Sincerely,

Timothy Anderson
Executive Director

TA:em

cc: William Conway
George B. Rabb
Frank M. Thompson
Earl B. Wells
John E. Werler
James L. Swigert
Donald D. Bridgewater
Travis Fauntleroy
Saul L. Kitchener
Director, Toronto



October 19, 1977

12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612 432-9000

Chase Davies, Director
Minnesota Zoological Society
555 Wabasha Street
St. Paul, Minnesota 55102

Re: Martin/Williams Advertising
Society Membership Mailing

Dear Chase:

I have just reviewed a copy of the Society membership mailer draft dated October 11, 1977 and have the following comments:

"They aren't cute, and they weren't meant to be caged and stared at." I would strongly urge that this particular statement be cut and a revised statement be created. While it is quite apparent to me the intent of the statement, it gets us into all sorts of problems with reference to concept of "caged and stared at". Very obviously, although the MZG is designed to eliminate the bad aspects of caging, all the animals here are caged, and to a greater or lesser degree, stared at. It just needs a better lead.

I would suggest on page 2, line 2, the word "perhaps" be substituted with "many".

Otherwise, it is an excellent piece and I think will be most successful. I would urge a rewrite of the cover lead.

We talked briefly on the phone relative to the offering of Animal Kingdom as a membership benefit. This is an excellent idea. At that point where it would be possible for a particular institution's insert to appear in the magazine, I would urge that we have some discussion between the Garden and the Society. We are hopeful that it will be possible to produce our own slick-paper magazine or expand our newsletter to include something more than an informational sheet. There is the problem that those institutions presently participating in the insert are basically zoological gardens rather than pure zoological societies as defined by the MZS. At any rate, this is a ways down the pike, and I simply make the note now for future reference and discussion.

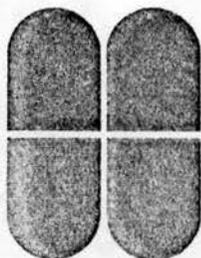
Congratulations on your new job, and thanks so much for seeing that this information is appropriately treated.

Sincerely,

Donald D. Bridgwater
General Director

DDB/je
cc: Bob Bonawitz

copy



date October 11, 1977
job no 7-175-005
client MN Zoological Society
Mailer

(COVER:)

Rewrite No Good
They aren't cute, and they weren't meant to
be caged and stared at.

(INSIDE:)

HEADLINE: They're creatures of beauty and dignity and,
in the right environment, they have much to
teach us.

BODY: This ideal is coming to life in a special way,
right here in Minnesota.

A new Zoo has been created out of a belief in the
beauty and dignity of animals, a sense of kinship
among all living things.

The Minnesota Zoological Garden is a place where
animals have some room to be themselves. They can
move in an environment which resembles their
natural habitat. Their wildness is, not repressed,
but encouraged.

many? /

The new Zoo gives people a chance to understand, perhaps for the first time, what their animal brothers and sisters are really like.

Young and old can learn and enjoy in an atmosphere born of respect. And come away feeling good about what they've experienced.

Around this new Zoo has grown a group of people who share its spirit and want to advance its cause. It's a non-profit citizens group called the Minnesota Zoological Society.

This is your invitation to join the Society. And become, not just a visitor to the new Zoo, but a participant in its life and work.

HEADLINE:

If you share our belief, share our joy.
Join the Minnesota Zoological Society.

BODY:

If you share our belief in the dignity of animals and the kinship of living things -- and you like the idea of being an active part of something exciting -- that's really all it takes to be a candidate for membership in the Minnesota Zoological Society.

In inviting you to join, we're asking two things of you. One, as you might suspect, is some money. The other, if you're willing, is your time.

Before you invest either, you may ask who we are and why you should consider joining us.

Except for a few shared ideals, the membership of the Minnesota Zoological Society is hard to describe. We cut across most of the categories people are put in -- age, income, etc. -- and we intend to broaden our membership still further.

The Society is a non-profit organization formed in 1961. Our people were among the first to support the concept of a Minnesota Zoo that would bring people and animals together in the most natural environment possible. As you know, this concept is being realized.

So far, so good. But the opening of the Zoo is, literally, just the beginning. Operation and expansion of the Zoo will be endless tasks requiring a lot of money, a lot of effort.

The Society will contribute both. We're already conducting special fund-raising activities. Our annual Horse Show raised **d** money for construction of animal habitats. We helped organize the Whale Walk to raise money toward a home for the Zoo's beluga whales.

But the Zoo needs human support as much as it needs financial support. As a Society member, any time or talents you care to give can be put to use. You can do volunteer work at the Zoo. Or you can work in the community to inform the public and strengthen the bond between the people and their Zoo.

All right, the Zoo benefits from the work of the Society. The animals benefit. The public benefits. But what about you as a member?

You'll receive some very specific benefits and we'll spell them out in the next section. But there's one general benefit which we think is at least as significant:

Everything we know about the new Minnesota Zoo ... its philosophy, its design, the type and variety of its inhabitants ... suggests a magnificent experience. As a visitor to the Zoo, you'll enjoy it -- but only as a spectator. As a member of the Society, you'll be a participant.

This difference -- the difference between witnessing something fine and being part of it -- can, we think, be a source of great joy. And that's a great reason to join the Minnesota Zoological Society.

HEADLINE: You'll get some very practical benefits;
you can also have some wild experiences.

COPY: While you're helping to support the Zoo and its
citizens as a Society member, you'll also be
doing something for yourself. And there's
nothing wrong with that.

*Annual as
opposed to
journal?*

[As a member of the Minnesota Zoological Society,
you'll enjoy unlimited free admission to the
Zoo. With a family membership, everybody --
parents and all children living at home -- gets
unlimited free admission.

[Handwritten mark]

"Unlimited" is a significant word, meaning you
can get in free anytime you want, as often as
you like, for the duration of your membership.
That's important because everything about the
new Zoo -- its nearly 500 acres and 250 species --
habitat that encourages more interesting and
varied behavior, the emphasis on northern
hemisphere life for a year-round experience --
suggests you'll want to visit often. As a
member you can, and you can do it without
paying the regular admission: \$2.50 for adults
and \$1.25 for children.

Another aspect of Society membership is being
informed. As a member, you'll receive the Zoo
News, a bimonthly newsletter that tells what's
going on, both at the Zoo and in the Society.

Since a lot will be happening at both places, it should be good reading.

You'll also receive a free subscription to a beautiful magazine, Animal Kingdom. It's written and edited by experts in animal behavior and ecology, yet it's so readable that interested young people can enjoy it, too. The photography and reproduction are outstanding. The publication covers subjects ranging from the breeding habits of carpenter ants to the combat of bull rhinos. It presents material as exotic as the courtship flight of the male quetzal and as familiar as the creatures in your own backyard. Animal Kingdom sells for \$1.25 an issue, but it'll come to you, free, every two months for as long as you're a member of the Society.

We've previously pointed out that as a Society member you'll be, not just a spectator, but a participant. You'll be participating in the life of the Zoo; you'll also have the opportunity to participate in some special experiences in the world outside. For example, society members have traveled to Duluth to observe migrating hawks. And, in a truly wild experience, they've taken part in a "wolf howl" near Silver Bay.

Those are the current benefits of membership in the Minnesota Zoological Society. In the future, there may be benefits, activities and projects we've yet to dream of. We want the Society to be that kind of group, open and changing. By participating in the Society, you can also help shape it. We hope you'll decide to do so.

For your sake and ours and for the benefit of our brothers and sisters in the new Zoo, come join us.

Join the Family.

Become a member of the Minnesota Zoological Society and help support your new Zoo.

The following suggestions concerning MZS membership and benefits are taken from a preliminary proposal which has been prepared by the MZS Membership Benefits Committee.

This working document has not yet been presented to the MZS Board for approval. It is presented to you for information and preliminary discussion only.

PROPOSED MEMBERSHIP CATEGORIES

<u>Type of Membership</u>	<u>Fee</u>	<u>Benefits</u>
Regular	\$25.00	full Society and Zoo benefits
Special (student) (senior citizen) (single)	\$15.00	full Society and 1/2 the number of admissions
Limited	\$10.00	full Society - no Zoo benefits
Sustaining	\$50.00	full Society and Zoo benefits (2 guest passes)
Supporting	\$100.00	full Society and Zoo benefits (5 guest passes)
Patron	\$500.00	full Society and Zoo benefits (20 guest passes)

BENEFITS TO THE MINNESOTA ZOOLOGICAL SOCIETY MEMBERSHIP

1. Ten (10) free admissions annually to the Zoo for each current paid up Society Membership (excluding "limited" membership category) and five (5) free admissions for "special" membership category.
2. Guest tickets as follows: 2 with a Sustaining Membership; 5 with a Supporting Membership; 20 with a Patron Membership.
3. Use of the Minnesota Zoological Garden on-site board room for regularly scheduled Society Board of Director meetings.
4. "Members Night" at the Zoo once a year. The Zoo would be reserved for Society members only at this time. This night would include free entry (not counted as one of the membership free entries) and a special tour and program at the Zoo.
5. Designated space on the Zoo site to organize volunteer activities.
6. 50% reduction in Zoo parking fee.

BENEFITS TO THE MINNESOTA ZOOLOGICAL GARDEN

1. Supportive activities (public support/public relations).
 - a. Speakers Bureau.
 - b. Staffing booths.
 - c. Sponsoring agent of an annual major fund-raising event.
 - d. Public exposure through distribution of printed promotional material.
2. Tour guides on a daily basis.
3. Representatives for the Children's Zoo.
4. Representatives for daily operation of the Gift Shop.
5. A volunteer corp of at least 200 members.
6. A volunteer coordinator
7. Representatives for specific Zoo needs as agreed upon mutually by the Minnesota Zoological Society and the Minnesota Zoological Garden.
8. Donation to the Zoo from the Society for each of the following membership classifications:
 - \$50 Sustaining Membership - \$7.00 donation
 - \$100 Supporting Membership - \$17.50 donation
 - \$500 Patron Membership - \$70.00 donation



*File AT. Gen also
Copies in
Society File*

STATE OF MINNESOTA

DEPARTMENT ATTORNEY GENERAL**Office Memorandum**

TO : ROBERT L. BONAWITZ
Associate Director
Operations and Visitor Services

DATE: April 4, 1977

FROM : PEDER B. HONG *PBH*
Special Assistant
Attorney General

PHONE: 296-2654

SUBJECT: Minnesota Zoological Garden/Minnesota Zoological Society
Relationships and Understandings

I have reviewed your enclosures of April 1, 1977. I believe they are consistent with the Board's authority.

PBH:km

Office Memorandum

DEPARTMENT MINNESOTA ZOOLOGICAL GARDEN

TO : Peder Hong, Special Assistant
Office of the Attorney General

DATE: April 1, 1977

FROM : Robert L. Bonawitz, Associate Director
Operations and Visitor Services

PHONE: 432-9000

SUBJECT: Minnesota Zoological Garden/Minnesota Zoological Society
Relationships and Understandings

Enclosed, in response to our discussion of April 1, 1977, is a copy of:

- 1) The MZS/MZG Reciprocal Relationship.
- 2) MZG Zoo Volunteer Activity Program (ZOOVAP)
Selection, Development, Organization and
Coordination Policy.

These documents were reviewed by the Zoological Board's Operations and Personnel Committee on March 31, 1977. The Committee recommended unanimously that these documents be presented, once confirmed by the Minnesota Zoological Society, to the Minnesota Zoological Board for approval to cover the relationships expressed in the two documents.

It was also noted during the meeting that Zoo staff would secure any legal review required prior to the April 29, 1977 Zoo Board meeting, at which time these documents would be presented for Zoo Board approval.

We do not intend to enter into any type of contractual agreement as relates to these documents, however, would intend to execute a memorandum of understanding covering the MZS/MZG reciprocal relationship document. Such a memorandum of understanding will be signed by representatives of the Minnesota Zoological Society and the Minnesota Zoological Board.

Please review these documents and let me know if any further processing or approval will be required prior to the Board's adopting these relationships. I would appreciate your response by the 15th of April, however, if at all possible I would appreciate a call advising me of any required actions by Thursday, April 7, 1977. This will allow me to let the Society Board, which will be meeting the evening of the 7th, of any further action required by the Zoo Board prior to their April 19, 1977 meeting.

RLB/vs

Attachments



12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
612/432-9000

MEMORANDUM

TO: MZS Board of Directors DATE: March 14, 1977

FROM: Chase Davies, Co-Chairperson *CD*
 Volunteer Services Committee
 Bev Rongren, Director, IS&E *BR*

RE: Recommended for Board Action. . . Volunteer Structuring

The Volunteer Services Committee met with zoo staff at the MZG site on Saturday, March 12, 1977. This meeting was held to finalize MZG/MZS volunteer activities relationships.

Attached is the result of that meeting - a document that has been endorsed by all attending the meeting. It includes the MZG policy statement, definitions of four interrelated groups, and general guidelines indicating areas of responsibility for: MZG, MZS, zoo staff, the Volunteer Services Committee, ZooVAP and the individual volunteer.

The Volunteer Services Committee recommends MZS Board approval of this document, which is to be presented to the MZG Operations and Personnel Committee on March 31st and the Zoo Board on April 1st.

Please read the material prior to the March 17th meeting. Volunteer Services Committee members and zoo staff will be present to lead discussion and answer questions.

Attendees of March 12th meeting:

Committee members: C. Davies, D. Dunn, M. Seal and E. Weingart

Zoo staff: R. Bonawitz, B. Rongren

Attachment
CD/BR:cnp

MZG ZOO VOLUNTEER ACTIVITY PROGRAM (ZooVAP)

SELECTION, DEVELOPMENT, ORGANIZATION AND COORDINATION POLICY

PURPOSE: The purpose of this policy is to insure that the MZG has and maintains a well-organized, knowledgeable and highly motivated corps of volunteers to assist the zoological garden in accomplishing its objectives. This includes, but is not limited to, assistance in the children's zoo, with classroom and laboratory activities, as informed guides for group learning excursions, as well as providing services for concessions and other operational areas in need of volunteer assistance.

DEFINITIONS: For purposes of clarification, the following definitions have been established.

- A. The Zoo Volunteer Activities Program Committee (ZooVAP), chaired by the MZG Volunteer Activities Director and responsible to the Director of IS&E, shall be responsible for:
1. Coordinating all volunteer efforts with the Volunteer Services Steering Committee of MZS.
 2. Providing advice and recommendations to the Director of IS&E and to the Zoo Volunteer Activities Director relative to the day-to-day administration of the volunteer corps (including, but not limited to, such things as personnel selection, training, scheduling and evaluation).
- B. The Volunteer Services Steering Committee (VSSC), a committee responsible to the Board of the Minnesota Zoological Society, shall have as its primary responsibilities:
1. The recruitment and screening of volunteers for all society volunteer efforts.
 2. The obligation to provide recommendation and counsel to the ZooVAP Committee relative to major policies and procedures governing the Volunteer Services relationships between the MZS and the MZG.
 3. The development, training and nurturing of the Society's ZooVAP Volunteer pool as well as general volunteer services for the Society.
 4. The obligation to provide from its zoo volunteer pool, ZooVAP volunteer corps members in sufficient quantity to insure (in conjunction with independent, non-Society, ZooVAP volunteers) a stable and competent volunteer corps.
- C. The Zoo Volunteer Corps consists of those qualified volunteers assigned to provide volunteer services to the MZG in accomplishing its programs. Such volunteers may have "provisional" or "active" status.
- D. The Society ZooVAP volunteer pool consists of all the Society volunteers who have been trained and enrolled as qualified zoo volunteers.

POLICY: It shall be the policy of the zoological garden that:

1. The IS&E Department (Interpretive Services and Education) shall be responsible for organizing and directing all ZooVAP efforts through its Volunteer Activities Director. Such IS&E efforts shall be coordinated with other MZG departments to insure that they have a ready resource to accomplish their objectives.
2. The IS&E Department shall be responsible for structuring and managing the zoo volunteer program. The MZG shall develop the volunteer corps in conjunction with the MZS, but Society membership shall not be a prerequisite for acceptance into the zoo volunteer program. Upon successful completion and passing of required courses, the candidate will become a member of the active volunteer corps. All non-Society volunteers will be encouraged to join the MZS.
3. In general, all ZooVAP classes shall be conducted at the zoo site by zoo personnel and selected guest instructors.
4. Day-to-day guidance of and liaison with ZooVAP members will be under the direction of the IS&E Volunteer Activities Director.
5. It is understood that the Minnesota Zoological Society shall be primarily responsible for initial recruitment and selection of volunteers coming from the Society. Final screening of such volunteers shall be accomplished jointly by ZooVAP and VSSC.
6. Zoo Volunteer Corps organizational development and committee structure shall be the responsibility of the Zoo Volunteer Activity Program Committee under the direction of the MZG Director of IS&E.
7. The Zoo Volunteer Activity Program Committee, chaired by the IS&E Volunteer Activities Director, will be comprised of key volunteer leaders, selected MZG staff members and the Director of the IS&E Department. Formal organization, membership and structuring, and operations of the committee shall be determined by the above stated representatives through regularly held meetings.
8. All ZooVAP policies, procedures and materials will be approved by the MZG General Director or his designee prior to use and/or dissemination.
9. Development and maintenance of high quality training program and standards for evaluation of volunteer competence as it relates to content of the training program is essential and shall be a responsibility of IS&E, with input from VSSC and ZooVAP. Volunteers failing to meet those standards shall be required to repeat the training program and pass evaluation before being accepted into the active corps.
10. Development of minimum yearly time commitments and guidelines for zoo volunteer conduct is also essential and should be the responsibility of ZooVAP.
11. A volunteer shall, should performance be deemed unsatisfactory by the Volunteer Activities Director, be appraised of the need to improve performance.
12. Volunteers will be required to reimburse the MZG for the cost of training materials, which they retain upon completion of training.

GENERAL INFORMATION

The following information and guidelines, presented hereunder for purposes demonstrating a cohesive MZS-MZG policy relative to volunteer efforts, have been developed by the Minnesota Zoological Society in concert with the Minnesota Zoological Garden.

RESPONSIBILITY OF THE MZG

1. All Volunteer Services Steering Committee policies, procedures and materials regarding the MZG will be approved by the MZG General Director or his designee prior to use and/or dissemination.
2. The MZG will allow free entrance and parking to trainees and working Volunteers Corps members.
3. Each volunteer will sign in and out when reporting for duty. The scheduler will be responsible for maintenance of volunteer sign-in and sign-out. Monthly summaries will be made available to MZS and MZG.

RESPONSIBILITY OF THE MZS

4. The portion of the Volunteer Corps training regarding the Society, its activities and other pertinent information is the province of the Society to develop and communicate and/or teach.

RESPONSIBILITY OF THE VOLUNTEER SERVICES STEERING COMMITTEE (VSSC)

5. The Volunteer Services Steering Committee shall be primarily responsible for initial recruitment and selection of volunteers.
6. The Volunteer Services Steering Committee will be comprised of key volunteer leaders, selected MZG staff members, the Director of the IS&E Department, and the appointee(s) of the MZS Board.
7. The formal organization and membership and the structuring and operations of this committee shall be determined by the members through regularly held meetings.
8. Recommendations relative to standards for yearly commitments of zoo volunteers, evaluation of activities (other than regarding technical information) and recognition for services rendered shall be among the tasks of this committee.
9. Organization of the Society's overall Volunteer Corps shall be the province of this committee.
10. Particulars of dress, identification, procedures, etc. related to the Society, other than ZooVAP activities, shall be the province of the VSS Committee.

THE ZOO VOLUNTEER CORPS MEMBER

11. The individual volunteer shall be responsible for fees or costs incurred in training.
12. A volunteer may, at any time, request a change in assignment. Such request shall be reviewed with the Volunteer Activities Director, who shall attempt to honor the request.
13. Should a volunteer not be reassigned upon request, or should the volunteer's performance fall below established standards, the volunteer or the ZooVAP/VSSC shall initiate a review to determine appropriate action. In any case, no volunteer shall be dismissed or reassigned without a thorough review.
14. The active Zoo Volunteer Corps member (defined as having passed MZG requirements and a trial period and final screening), who is also a member of the Society, may at any time enter into other Society activities.
15. Retention on the Active Corps roster will be determined by the individual's meeting minimum hours of volunteering, and acceptable standards of work.
16. A person may become inactive from the Corps and later be reinstated to active membership upon completion of updating and/or retraining and final screening.

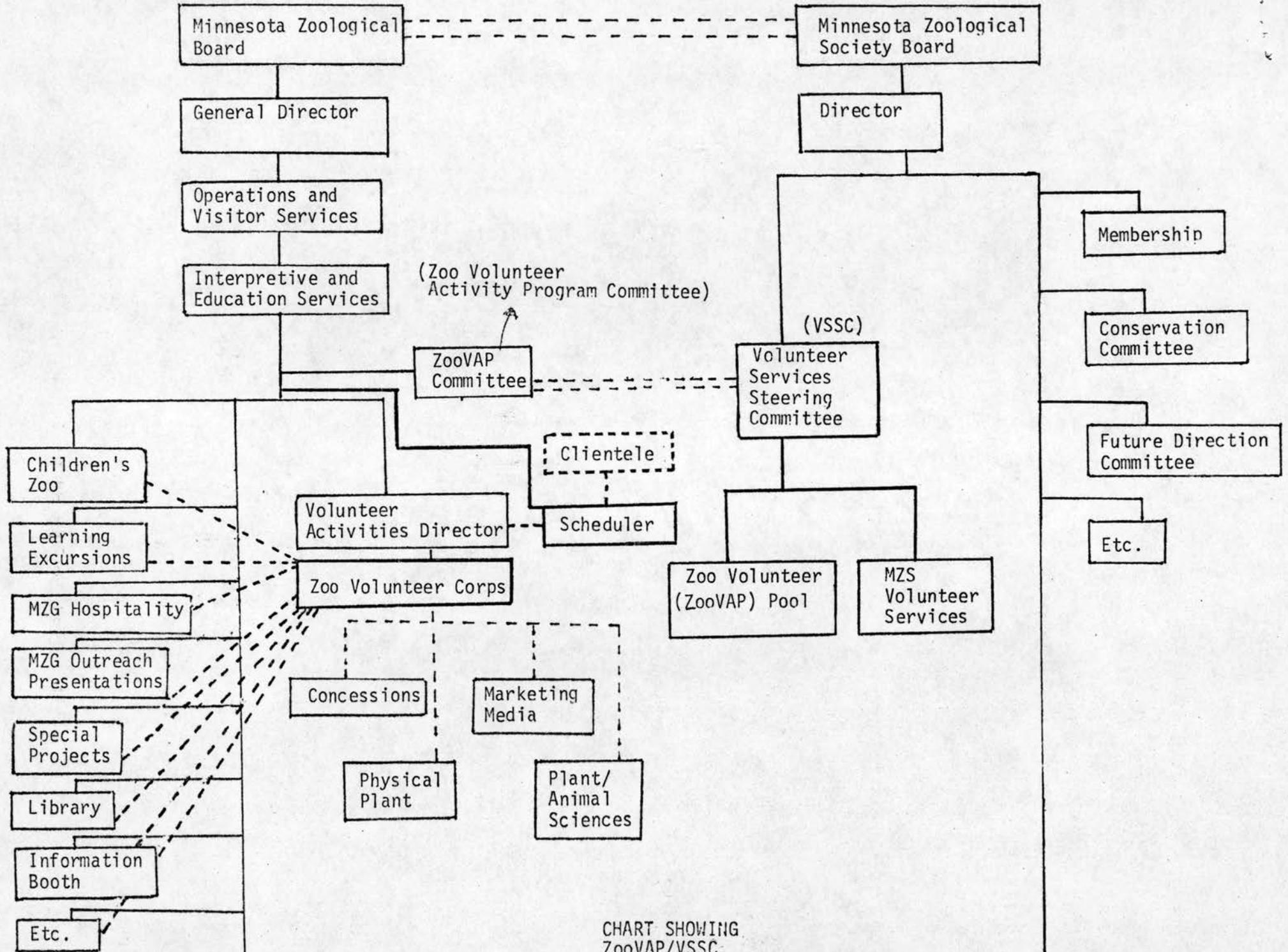


CHART SHOWING
ZooVAP/VSSC
MZG/MZS Relationships

FYI

Bob / Steve / Dick / Dave

P.W. Pls. read + file...

Lia noted some inaccuracies BR

VOLUNTEER SERVICES COMMITTEE
Minnesota Zoological Society
Meeting Minutes
January 17, 1977

5

PRESENT: Chase Davies, Maryalice Seal, Ellen Weingart, Bev Rongren

ABSENT: David Dunn, Sue McCarthy

1. The meeting began at 7:35 in the MZS offices.
2. The purpose of this meeting was decided to be
 - a. Review the current status of volunteer services plans;
 - b. Begin to identify other areas which need consideration;
 - c. Prioritize immediate needs based on the time line leading to the opening of the zoo;
 - d. Delegate action;
 - e. Set next meeting date.
3. Bev Rongren reviewed the current status of the volunteer services plan and responded to various questions. In essence:
 - a. AT THE ZOO
 1. Volunteers will assist in the educational activities including, when appropriate: learning excursion leaders, helpers in research center, give classroom presentations, and whatever else may develop from time to time.
 2. Interim program for the first few months after opening, weekends and summers ~~will~~ involve ZOO VOLUNTEERS being posted at strategic spots to answer questions.
 3. At this time there is no firm committment to use or not use ZOO VOLUNTEERS in the gift shop. Bob Bonowitz is the person with responsibility in this area. Proceeds from the shop will go to the zoo; it is not a concession.
 - b. OFF SITE
 1. Speakers Bureau will continue after the opening
 - c. HOSPITALITY - The group did not identify any specific tasks for this area but will examine the needs and possibilities later.
 - d. INITIATION OF SPECIAL PROGRAMS - (see item 7,e)
4. Training of the ZOO VOLUNTEERS was outlined by Bev Rongren. This is a flexible program in terms of time of day/week; the content will vary as the zoo develops; comments and suggestions are appropriate at this time.
 - a. Training will be the equivalent of a 3 unit college course but ~~no~~ credit ~~will~~ be arranged for initially.
 - b. 30-40 hours *may not*
 - 8-10 weeks in length
 - 3 hours in a session - approximately 1/2 of each session in the classroom in *lecture style etc* question and answer format, 1/2 of the session on site dealing with the animals and exhibits.

First 4-6 sessions everyone together for general orientations.
Last 2-4 sessions will be in special interest groups to gain in-depth information

may

most likely integrated w/ on site volunteers and scheduled for the zoo

p. 2 January 17, 1977
Meeting Minutes
Volunteer Services Committee
MZS

Titles of Zoo Excursions (approximately one hour tour)

1. General Introduction
2. Everybody needs a home - locomotion and houses *homesites*
3. Exploring sealife
4. Minnesota wildlife

*this needs not
established*
→ ?

Training will be from a taxonomic approach with heavy emphasis on habitat

40-50 persons will be in a class

Fee will be charged for materials only - \$5 - \$10 probably

Testing will be done at the completion of the course

- c. Goal is for each ZOO VOLUNTEER to work with a small group of 10-12 students at a time. (*may have to take 15 or 30 though*)
- d. Fall, winter and spring training will be held starting in September, 1977 through spring 1978. Training will be less frequent after the initial classes.
- e. Daytime, evening and weekend training will be offered at various times.
- f. Commitment of the ZOO VOLUNTEER will be for one year - frequency of service and minimum number of hours to be determined by this group.

5. RECRUITMENT is to be done by the Society and is the first priority at this time. The time line now looks like:

- a. Initial push inconjunction with Whale of a Day which happens to be during National Volunteer Week.
- b. Publicity to continue during the summer. (Steve Schuster - zoo p.r.)
- c. Applications may be submitted any time after Whale of a Day.
- d. Interviewing of applicants by Society and MZG staff - August and early September. Applicant to choose class at that time.
- e. First class starts 2-3rd week in September, 1977.
- f. Recruitment for future classes is ongoing.

NEEDS for successful recruiting:

1. Awareness of all the media which is open to use by Society recruiters.
2. Knowledge of appropriate forms to send/take information to the various media.
3. Develop system to keep permanent records on volunteers who apply to become ZOO VOLUNTEERS or other Society volunteers - from time of first contact to the end of their service.
concise complete useable
4. Develop procedures for keeping track of volunteers moving through the system toward being fully trained (if ever) and in their work assignments.

6. Mechanics after opening

- a. The zoo will hire a paid clerical person to schedule the groups coming to the zoo according to the number of volunteers available on a given day. This person will not assign ZOO VOLUNTEERS by name to groups. This person will be scheduling use of all areas on the site: classrooms, meeting rooms, slide presentations, etc.

sh

p. 3 January 17, 1977
Meeting Minutes
Volunteer Services Committee
MZS

- not specified*
- b. A day captain will be needed, a Society person, who will assign ZOO VOLUNTEERS by name to the groups according to the best possible match of knowledge and interest of the group.
 - c. The zoo will assign a coordinator (an educator) who is a biologist to pass on the newest information about what is happening in the zoo to the volunteer group of the day (or the Captain?); answer questions as they arise; hold the hands of the volunteers (along with other support methods); receive information back from the volunteers, etc.
 - d. The ZOO VOLUNTEER will have free parking when working and free entrance for self and family when working.
 - e. Initial focus of the ZOO VOLUNTEER will be toward visiting school groups with the aim being to have one ZV to each 10 students and so operate in small groups. (This in addition to interim plan?) *Interim plan assumes no "guided tours"*

7. Other thoughts

- a. Need to generate cover letter to applicants to go out with the application forms.
- b. Design the application form
- c. Decide on a means of identification for the ZOO VOLUNTEERS - buttons, sashes, hats, whatever is flexible enough for the various climates here.
- d. Identify the structure the volunteer organization should have considering:
 - 200 people in the pool minimum
 - Variety of jobs and tasks by different groups
 - Officers?? Committees??
 - How choose or appoint leadership???
- e. What kinds of activities and with what frequency should activities be held to secure, ensure and build the cohesiveness of the volunteer group as a whole; the on site groups; the off site groups; others.

8. Next meeting 6:45 February 2, 1977 (prior to Board of Directors meeting) at the same place as the Board meeting

PLEASE BRING all of the following unless you are truly great and mail the information to Chase so she can get it somewhat organized before the meeting. IF POSSIBLE, SEND INFO BY JANUARY 27, 1977.

- 1. Any comments you may have about these minutes - form, content.
- 2. Your personal suggestion for organizing the volunteers into a smoothly operating group.
- 3. on 3 x 5 cards, list one source per card of ALL MEDIA you can become aware of for publicity, public relations. (Ask your friends, neighbors, co-workers, etc.)

INCLUDE as much of the following as possible:

- Name of column, show, interviewer, etc.
- Contact person
- Address
- Phone
- Special Interest

Respectfully submitted,

Chase C. Davies
Committee Coordinator

VOLUNTEER COMMITTEE

January, 1977

Chase C. Davies
1442 Brenner Avenue
St. Paul, MN 55113
633-1663 (h)
938-6337 (w)

David F. Dunn
Parks and Recreation Department
Olmstrd County Courthouse
Rochester, MN 55901
507-285-8231 (w)
507-282-2157 (h)

Jan Humphrey
4100 Lotus Drive
Excelsior, MN 55361
472-4219 (h)

Sue McCarthy
2676 Westwood Village
Roseville, MN 55113
484-7545 (h)
484-2674 (w)

Maryalice Seal
9801 Pillsbury Avenue South
Bloomington, MN 55420
888-7267 (h)

Dr. Ellen L. Weingart
2518 Long Lake Road
New Brighton, MN 55112
784-4092 (h)

Bev Rongren
12101 Johnny Cake Ridge Road
Apple Valley, MN 55124
432-9000 (w)

Karla A. Williams (ex officio)
26 Southwest Nineteenth Avenue
New Brighton, MN 55112
633-2168 (h)

VOLUNTEER ASSISTANCE COMMITTEE:

Jan Humphrey
Chase Davies
~~Dennis Albrecht~~

Sue McCarthy
Maryalice Seal

Ellen Weingart
Dave Dunn

DISCUSSION:

1. Volunteer Assistance Development

- a. establish needs of Zoo - docents, tour guides, gift shop workers, etc.
- b. determine number of volunteers needed. and by when.
- c. determine schedule to have volunteers trained .
- d. consider how the organizational structure of volunteers/versus/members
- e. discuss what benefits are necessary to stimulate volunteerism.
- f. consider how the recruitment of volunteers will be handled.
- g. how the training will be set-up (course work, tests, evaluations, etc.)

THINGS TO DO NOW:

- 1.) Research other zoological organizations to evaluate how they are organized, what they offer to volunteers and how they use them.
- 2.) Meet with Zoo Staff regularly to work out a.,b., and c. They will be responsible for the actual training - but we will be responsible for the scheduling (matching of volunteers to groups)
- 3.) Work out organizational structure.
- 4.) Establish a schedule and method for recruitment.

Jan Humphrey

Chase Davies

Dennis Albrecht

Sue McCarthy

Maryalice Seal

Ellen Weingart

Dave Dunn
