SALT LAKE COUNTY | ZOO ARTS & PARKS

Tier I & Zoological Advisory Board All-Day Review
Thursday, August 27, 2026 | 9:00AM–3:30PM
Mid-Valley Performing Arts Center, Conference Room
2525 Taylorsville Blvd. Taylorsville, UT 84129
In-Person Meeting

DRAFT MEETING MINUTES

AGENDA

I. **Call to Order & Welcome:** Chair Peter Klinge **9:00**
- Recording/Meeting started at 9:01AM.
    - Call to order, welcome, and Chair Klinge began the member activity and it went around the table to each member.
- Member Activity: Provide one word that summarizes your thoughts and reflections on the work and contributions of ZAP applicants to Salt Lake County residents and visitors.

II. **Public Comment Period:** Chair Klinge **9:10**
- The ZAP Advisory Boards will accept public comments regarding ZAP business in the following formats:
    - Written comments may be submitted to the ZAP Advisory Board Liaison, Dustyn Burt, via email (dburt@saltlakecounty.gov) no later than two hours prior to the meeting start time on the day of the meeting.
    - Verbal comments of two minutes or less will be accepted in person at all ZAP Advisory Board meetings.
        - Chair Klinge called for Public Comment. There was no public comment.

III. **Agenda Overview:** Samantha Thermos, Program Director **9:15**
- Agenda and Materials
    - Ms. Thermos gave an overview of the day's agenda, timing, materials, support items, logistics, housekeeping items, Parking Lot (items) whiteboards and a newer document to the Board, Utah Open and Public Meetings Act & Robert's Rules of Order Quick Reference Guide. Materials included those provided to the board in advance digitally as well as printed in-person today.

IV. **ACTION ITEM: Approve Advisory Board 5.28.26 Meeting Minutes** - Chair Klinge **9:20**
- Chair Klinge called for any questions or comments.
- **Ms. Wendel motioned to approve the minutes from May 28, 2026; Ms. Mulia seconded. There were none opposed. The motion passed unanimously.**

V. **ACTION ITEM: Election of Advisory Board 2027 Leadership** **9:25**
- Samantha Thermos, Ex Officio (Election Facilitator)

    - Nominees: Chair, Lynette Wendel | Vice Chair, Rita Wright
    - Ms. Thermos called for any other nominations. There were no other nominations. Ms. Thermos called for a motion for the Chair position for 2027.
        - **Ms. Mulia motioned for Ms. Wendel as Chair; Mr. Klinge seconded. There were none opposed. The motion passed unanimously.**
    - Ms. Thermos called for a motion for the Vice Chair position for 2027.
        - **Ms. McKay-Butler motioned for Ms. Wright as Vice Chair; Ms. Mulia seconded. There were none opposed. The motion passed unanimously.**

VI. Staff Presentation: 2027 Tier I & Zoological SWO & Data Reports 9:30

- Ms. Thermos, at the request of Chair Klinge, displayed the County Council Districts Interactive Map to give members a better understanding of which areas each represents, and for where applicants activities offerings are located throughout the County.
- Ms. Thermos provided a preview of the contents of each report. Mr. Goetz and Ms. Thermos walked through the SWO (Strengths, Weaknesses, Observations) Report as an overview as the board would be utilizing it and referencing both reports as they move through their review deliberations. Mr. Goetz continued with how the Report will be utilized for the meeting.
    - SWO Report includes Applicant Review Index, Funding Recommendation by Score Guide, FHT Scoring Rubric, Review Discussion Reminders and Board Feedback Comments, generated from synthesized Board notes with ZAP's grant management platform, Submittable.

VII. CPA Review Overview: Tori Potestio, CPA, Sorensen Vance & Company, PC **9:50**

- Overall TI&Z Applicant Pool and Industry Trends
    - Ms. Potestio, representing ZAP's independent CPA for ~25 years, (joined meeting by Webex) let the board know there are no accounting standards that ZAP or the board would need to consider this year or in the near term.
- Overview of Financial Health Tests (FHT): Explanation of Tests Performed
    - Ms. Potestio provided an overview of each of the six FHT performed with test number five being the most failed, annually. Two tests failed or test number six being failed, results in a total FHT failure for an organization. This year Pioneer Theatre Company (PTC) and Utah Arts Festival failed the FHT with PTC being a repeat from last year and the previous year.
    - Ms. Potestio took questions from the board regarding FHT.
    - Results: FHT Failures
        - Financial Health Improvement Plan – Samantha
            - Ms. Thermos shared that the two organizations that failed the FHT last year are in good standing with submitting their Financial Health Improvement Plans and associated Progress Report.
        - Organizational Health Letters – Samantha
            - Ms. Thermos reminded the Board that four organizations received Organization Health Letter (OHL) last year and that those

organizations met with staff for improving their application. Ms. Thermos referred to the hand-out defining the process of issuing OHLs. OHLs are notifications to Tier I organizations that score in the lower percentiles. The Letters signal ZAP's support for their organization to perform better and require a meeting with ZAP staff for discussion of how the organization can/should work to improve their application.

  - Board and staff clarification questions were fielded by Ms. Potestio.
  - Board clarification questions related to FHT results impacting scores were fielded by staff.
- Related Party Transactions (RPT): Allow/Disallow as Qualified Expenditures up to $5,000
  - Ms. Thermos began with an overview of the RPT board practice the board adopted at their annual Orientation meeting in May of this year. She provided context and history of when RPT are considered by the Board.
  - Ms. Thermos discussed the 2027 Tier I RPT Summary hand-out including specific organizations and the process/framework of their individual RPTs and associated support documentation being met. Ms. Thermos recommended the four RPT above $5,000 be allowed as Qualified Expenditures.
  - **ACTION ITEM: Related Party Costs Expenditures In/Exclusion Vote**
    - Chair Klinge called for a motion.
      - **Ms. Wendel motioned to approve all four RPT; Ms. Wright seconded. There were none opposed. Motion passed unanimously.**
        - Allowed
          - Red Butte Gardens & Arboretum: $12,063
          - Tanner Dance: $25,171
          - Utah Symphany Utah Opera: $1,583,000
          - Wasatch Community Gardens: $31,283
- Ms. Thermos asked the Board if there were any other matters to discuss or questions for Ms. Potestio. There was no more discussion or questions. Ms. Potestio exited the meeting slightly after 10:30AM.

VIII. **Application Review by Discipline:** Advisory Board Deliberations **10:30**

- Discussion commenced for Board observations beyond what was captured in SWO Report.
  - Data Report used as reference information. Includes data reported by applicants within the application for their Activity, Personnel, and Board.
  - Individual board member score(s) can be adjusted, if needed, as each applicant deliberation concludes. Mr. Goetz will track score adjustments.
  - Mr. Burt will capture Board feedback comments for applicants that will be added to the already identified and combined strengths and weakness (SWO Report). A draft will be sent to board for review, edits, and approval 1-2 weeks after today's deliberations.
  - 8 Minutes per Applicant: Mr. Goetz handled timekeeping.

        - 3 Minutes: Lead Reviewer Analysis - Application, Site visits, Event attendance, etc.
        - 5 Minutes: Board Discussion: Observations, Scores

- Dance
    - Ballet West

Break: Advisory Board photo just before 11:00AM, return ~11:15AM.

IX. **Application Reviews Con't:** Advisory Board Deliberations
    - Repertory Dance Theatre
    - Ririe-Woodbury Dance
    - Tanner Dance

X. **Lunch Break** (Adjustment of time in agenda; returned at 12:00PM)

XI. **Application Reviews Con't:** Advisory Board Deliberations
- Music
    - Utah Symphony Utah Opera
- Media Arts
    - Salt Lake Film Society
    - Utah Film Center – Ms. Prokop recused herself.
- Botanical
    - Red Butte Garden & Arboretum
    - Wasatch Community Gardens
    - TreeUtah

Deliberation Break: Staff/Board Working – Score adjustments support (Returned 1:00PM)

XII. **Application Reviews Con't:** Advisory Board Deliberations
- Zoological
    - Utah's Hogle Zoo
    - Loveland Living Planet Aquarium
    - Tracy Aviary
- Natural History
    - Natural History Museum of Utah – Ms. Prokop recused herself.

XIII. **Break** (10 Minutes; Returned at 1:50PM)

XIV. **Application Reviews Con't:** Advisory Board Deliberations

- Visual Arts
    - Utah Museum of Contemporary Arts
    - Utah Museum of Fine Arts
- Arts Education
    - Discovery Gateway Children's Museum
    - Spy Hop
- Theatre
    - Hale Centre Theatre
    - Pioneer Theatre Company
    - Salt Lake Acting Company

XV. Afternoon Break

XVI. Applications Reviews Con't – Advisory Board Deliberations ~**2:15**

- Multi-Disciplinary
    - Utah Arts Alliance
    - Utah Arts Festival – Ms. Mulia recused herself.
    - Utah Presents
- Local Arts Agency
    - Salt Lake Arts Council
- Humanities
    - Utah Humanities Council – Ms. McKay-Butler recused herself.

XVII. ACTION ITEM: Vote to Approve Funding Recommendations – Chair Klinge ~**3:55**

- Chair Klinge asked Ms. Thermos about the Board's next steps. Ms. Thermos provided next steps on how the Board moves forward. 1. Finalize review scores in system and Board feedback comments for applicants, 2. Board direction on Organization Health Letters for lowest percentile scoring applicants 3. Vote on funding recommendations for County Council consideration.
    - Chair Klinge noted he is open to hearing any final thoughts about organizations. Board discussions took place over updated scores during their deliberations. Conversations took place about Organizational Health Letters and process. Note made and taken by Ms. Thermos on which organizations receive letters.
    - **Ms. Prokop motioned to approve funding recommendations for 22 Tier I applicants and 3 Zoological; Ms. Wright seconded. There were none opposed. Motion passed.**
        - The top 22 applicant organizations, approved by the Tier I Board, received funding recommendations. One applicant was not recommended for Tier I funding.

- Ms. Thermos wrapped up the meeting with ZAP events happening next week and the upcoming months and a farewell to Chair Klinge for his final Advisory Board meeting after six years of ZAP Tier I board service.

XVIII. Adjourn – Chair Klinge **~4:00**

- **Chair Klinge motioned to adjourn.**
    - **Meeting was adjourned/recording stopped at 4:06PM.**

Meeting was available through Cisco Webex: 9:00-4:06PM.