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**Lowell Observatory Advisory Board  
Meeting of the Executive Committee  
Sunday 26 January 2020, 2:00 p.m.**

**I. Welcome and Introductions**

The meeting was called to order by Chairman Michael Beckage. Present were Executive Committee Members: Leo Crowley, David Chase, Donna Weistrop, Kay Corbin, David Connell, Drew Barringer, Tom Ensign and Pam Ross (Secretary), Trustee Lowell Putnam and Jeffrey Hall (ex-officio). Present on the phone were Jim McCarthy and Bob Ayers. Also present were Lisa Actor (Deputy Director for Development – DDD), Stephen Riggs (Development Manager), Anne LaBruzzo (Deputy Director for Administration - DDA), Michael West (Deputy Director for Science - DDS), Samantha Gorney (Deputy Director for Outreach), Danielle Adams (Deputy Director for Marketing and Communications – DDMC), Kyler Kuehn (Deputy Director for Technology), Stephen Brown (Foundation Board), Paul Stewart, Erica Broman, Joe Marcus, Sherry Shaffer, George Putnam, Kris Walsh, and Dick Baker. Mattie Harrington took meeting minutes.

**II. Minutes of Meeting September 2019**

The minutes of the September 13, 2019 meeting were approved as corrected.

**III. Millennium Fund Status**

Chairman Beckage reported the balance of the Millennium Fund at the end of December 2019 was \$2,125,940. The total disbursed in 2019 was \$77,576, which included disbursements (approved by email vote in December) of \$14,920 for the partial cost of a Campus Forklift, and \$11,356 for the relocation of Kyler Kuehn, our new Deputy Director of Technology. A new procedure will be put in place to follow-up on approved disbursement requests.

**IV. Trustee's Comments**

Trustee Putnam was in Washington, DC recently for talks concerning Section 17. He reported there is need to update Observatory plans for use of the forest surrounding Lowell Observatory. The forest service reserves the right to any monetary value for lumber cut on that section. He also reported that \$5 million was awarded to bring the NPOI up to date, plus additional funds for operational purposes.

**V. Director's Report**

Director Hall gave a brief report on the current status of operations at Lowell Observatory. We had an excellent year with approximately 105,000 visitors in 2019. The Director is planning a staff retreat this year toward creating a unified strategic plan with goals in science, outreach

and finance. Operational costs are increasing primarily due to increased headcount and changes in minimum wage laws. Despite the challenges, the financial condition of the Observatory continues to improve as a result of the growing Lowell Observatory Foundation and other sources of funding that are easing reliance on the Percival Lowell Trust.

**VI. Membership Committee**

Donna Weistrop reported that the committee is in the process of identifying individuals with an interest in Lowell Observatory who might add to the diversity of the Advisory Board. A plan and proposed metrics are expected by the June Advisory Board meeting.

**VII. Comprehensive Campaign Update**

Lisa Actor reported that a total of over \$39 million has been raised or pledged since inception of the campaign in 2016. As of 12/31/2019, the Lowell Observatory Foundation has a total of \$6,038,859 in endowed funds. The total with pledges and expected revenue is over \$8 million by 2023. The Development team has increased membership in the Percival Lowell Society (people who have included Lowell Observatory in their estate plan) by 24 over the past two years with 10 new members in 2019.

**VIII. Marketing and Communications Update**

Danielle Adams reported that a new point-of-sale system for the gift shop is on track to be up and running in March 2020. The “I♥Pluto” festival will take place on February 15th and 18th. The plan is for this to be an annual event leading up the 100th anniversary of the discovery of Pluto in 2030. As a result of negotiations with Discovery Communications, the Discovery Channel Telescope is officially being renamed the “Lowell Discovery Telescope” or “LDT”. The first new documentary project with Discovery and Observatory staff began filming in January. The Observatory will continue using the 125th anniversary logo for now with plans to launch a new logo this summer.

**IX. Lowell Observatory Foundation**

David Connell gave a brief update on the current status of the Foundation and funds. In order to honor a donor’s wish to have his legacy gift permanently endowed and restricted, the Foundation will transfer the gift to the Millennium fund once there is an agreement between the Foundation and the Executive Committee.

**X. Putnam Collections Center (PCC) Report**

Joe Marcus, chairperson of the PCC, gave a brief report on activities at the Putnam Collections Center. PCC staff Lauren and Stacey recently hosted an event on preserving important collections. The papers of Ted Dunham and Ralph Nye have been added to the archives. The Center will need added resources to help archive the logbooks of Carl Lampland.

**XI. Review Meeting Calendar, Other Business**

The next meeting is scheduled for April 29, 2020.