



**Lowell Observatory Advisory Board
Meeting of the Executive Committee
Sunday, January 30, 2022 at 2:00 p.m.**

I. Introduction and Minutes

The meeting was called to order by Chairman Michael Beckage. Executive Committee (EC) members attending in-person or via Zoom were: Brooke Miner, Drew Barringer, Donna Weistrop, Kay Corbin, David Chase, Joe Marcus, Leo Crowley, Jim McCarthy, Tom Ensign, Michael Beckage, and EC Secretary Pamela Ross. Advisory Board members attending in-person or via Zoom were: George Jacoby, Palmer Nackard, Kent Colbath, Kris Walsh, and Richard Baker. Others attending in person were: Lowell Putnam (Sole Trustee), Lisa Actor (Chief Philanthropy Officer), Stephen Riggs (Senior Philanthropy Manager), Christoph Keller (Director of Science), Danielle Adams (Chief Marketing and Revenue Officer), Jeffrey Hall (Executive Director), Kyler Kuehn (Director of Technology), Samantha Gorney (Director of Education), Erica Broman, Christopher Millette, Amanda Bosh (Chief Operating Officer), Marj McClanahan, and Andrew Victor. Also present was Mattie Harrington taking meeting minutes.

Minutes from the October 1, 2021 meeting were approved with minor corrections as noted in the meeting.

II. Trustee's Comments

Lowell Putnam welcomed everyone to the meeting and thanked them for their participation in person and via Zoom. The Trustee then gave a brief update on the status of Section 17 and commented on the decision of the Flagstaff City Counsel to not support the congressional bill that would have changed the management of the parcel had it been approved. The Observatory will continue the management of Section 17 as it always has without the changes that were requested in the proposal.

III. Millennium Fund

Michael Beckage gave an update on the Millennium Fund. Approved funding requests totaled \$89,413 in 2021. Projects funded included upgrades to the IT infrastructure, renovation of office space, Lampland Dome project design, a membership acquisition mailing, Payscale compensation analysis services, and recruiting costs for the Director of Science position. The Balance in the fund as of December 31, 2021 was \$2,409,974 with approximately \$80,000 available in 2022. Director Hall proposed that the EC approve \$28,000 in funding for renovation of the HCPS conference room. The Committee voted to approve this request.

IV. Director's Comments

Jeff Hall introduced the new Director of Science, Christoph Keller and the new Chief Operating Officer, Amanda Bosh. The Observatory is currently looking for a Chief Human Resources Officer. These positions expand the staffing structure to be more consistent with the growth of the Observatory. The 2022 budget includes other new staffing requests as part of the forward-looking strategy to be discussed at the Investment Committee meeting tomorrow (January 31st). Jeff also raised the need for succession planning around key staff positions.

The team is close to wrapping up fundraising for the Astronomy Discovery Center (ADC). Lowell Observatory is applying for American Rescue Plan Act funding from the State of Arizona to help fill the gap caused by an increase in the ADC budget. When ADC fundraising is complete, the team will focus on the development of scientific and technical assets, instrumentation, and staffing.

The number of people employed by Lowell Observatory will increase with the opening of the ADC and we will need office space for these individuals. A new office building or technical and office building combination are part of the new strategic plan.

V. Development – Highlights & Challenges

Lisa Actor reported that the total amount raised in 2021 was \$12,428,971

The cost for the Kemper and Ethel Marley Foundation Astronomy Discovery Center (ADC) has increased from \$37.5 million in 2020 to a current total of \$46.36 million.

Additional costs are:

- Construction scope change (approved): \$1 million
- Construction scope change (not yet approved): \$567K
- Construction escalation (estimate): \$5 million

- LED Screen: \$2 million
- Unbudgeted Wish List: \$3.8 million

Total Additional Costs - \$12.36 million

Less budgeted contingency and escalation: \$3.5 million

Total: \$8.86M

There are still naming opportunities available totaling \$10.5 million (Astronomy Gallery, Universe Theater, LED Screen Technology, Great Planetary Hall and 'Other')

As reported by Director Hall, the Observatory is requesting funding from the American Rescue Plan Act through the State of Arizona to finalize funding for the ADC. The total request is \$19.6M. That includes:

- | | |
|-------------------------------------|---------|
| • ADC Scope changes plus LED Screen | \$12.4M |
| • Extra amenities | \$ 3.0M |
| • Remaining funds to original goal | \$ 4.2M |

Justification for the Funding request is as follows:

- Economic Impact - \$30 - \$90 million per year increased State tourism dollars
- STEM Education – Rural Arizona Students, Native American Students
- Job Creation – 250 Construction Jobs – 30+ Permanent Lowell Observatory jobs

The total funds raised since the start of the Campaign in July 2016 is \$61,889,059.

VI. Lowell Observatory Foundation

Donna Weistrop reported that the balance in the endowments as of January 28, 2022 is \$9.74 million. Two large gifts received:

- GODO Endowment \$300K
- Ayres K-12 Education Endowment Fund \$439K

Distribution from the Marcus Cometary Fund: 3 awards

Lowell Observatory has started a Lowell Prize Post Doctoral Fellowship endowment. The goal is to raise an endowment of approximately \$3 M per post doc.

Terri Kelly will review the Investment Policy and make recommendations for changes.

VII. Putnam Collection Center

Joe Marcus reported significant progress with the Lampland logbooks. Karen Kitt has scanned the logbooks and they are now available online. Most of the Lampland data and logs were previously un-published.

Efforts are ongoing toward increasing visibility of the Putnam Collection Center (PCC) both internally and externally through articles written by staff.

The history catalogued by the PCC will be used for the Lampland Dome and Telescope restoration. This will also serve as a nexus to drive people to the rest of the campus sites for more information.

VIII. Evolution and Role of the AB/EC

Michael asked for discussion on ways the EC and Advisory Board can be of more help to the Observatory staff, Directors, and C-level leaders. Items discussed were: donor communications, donor visits, and more communication with AB members. He gave an example of the “Donor Thank-you” team led by Henry Vaux as a way for the AB to become involved in thanking donors through letter writing and calls. Michael also mentioned that we all need to be thinking about succession planning and helping to recommend our successors to the Trustee.

The Trustee noted that we will probably delete the voluntary Ombudsman position as the new Chief HR Officer on staff will mitigate the need.

Michael reported that Palmer Nackard has shown interest in joining the EC. A vote was taken and approved to bring the nomination to the full Advisory Board in June.

IX. Review Meeting Calendars, Other Business

Executive Committee meeting is scheduled for April 22, 2022

Executive Committee meeting is scheduled for June 23, 2022 at 2PM

Advisory Board meeting scheduled for June 23 – 25, 2022

X. Adjourn