

MINUTES
FLINT HILLS DISCOVERY CENTER ADVISORY BOARD
FHDC Conference Room
December 12, 2011
4:00 P.M.

Present were the following members of the Flint Hills Discovery Center Advisory Board: Ms. Suzan Barnes and Ms. Kristin Brighton. Mr. Tom Warner, Mr. Mike Haddock, Mr. Ron Wilson Ms. Sharon Brookshire and Mr. Dave Kendall were absent. Also present were Mr. Bruce Snead, FHDC Foundation President, Mr. Bob Workman, Flint Hills Discovery Center Director; Ms. Melissa Kirkwood, Development Officer; Ms. Jamie Schrock, Guest; and Ms. Susan Adams, Volunteer Coordinator/Administrative Assistant.

MINUTES

Ms. Barnes called for the approval of the November minutes.

CONSTRUCTION/EXHIBIT FABRICATION UPDATE

Mr. Workman informed those present that the Temporary Certificate of Occupancy has been received from the City of Manhattan for the third floor, the second floor classroom and the lobby area up to the barricade. Hard hats are still required when in the exhibit areas. We plan to begin limiting the group tours in the facility unless they are for donor prospect cultivation.

Exhibits are scheduled for completion in the facility by mid March, with Certificate of Occupancy scheduled for April 5.

GRAND OPENING

A calendar of proposed dates and activities was distributed regarding the week of April 10-14. There may also be a dedication of Blue Earth Plaza in conjunction with FHDC opening. The Kaw Nation has agreed to come and offer a blessing for the park. Depending on the level of Kaw participation, they may also dance at the dedication. The group then discuss the various proposed opening events and agreed to continue developing all events in the coming months. Ms. Brighton suggests that the Educator Preview may need to be scheduled for two different times; possibly Saturday, April 7 and Tuesday, April 10. It is the goal of the board to have all plans finalized for public announcement in early January.

STAFFING UPDATE

Mr. Workman gave a brief update on new staff hires, and distributed a profile sheet with staff contact information. We are currently interviewing for the two Education Specialist positions-Science and History, as well as seeking applications for a part time PR Coordinator. Plans are to hire the Customer Service staff about mid-March.

VOLUNTEER UPDATE

Ms. Adams gave an update on plans for the volunteer program. She gave an overview of the program including the volunteer positions and uniforms being considered.

FOUNDATION UPDATE

Mr. Snead gave an update on the Flint Hills Discovery Center Foundation and its board. The Foundation has chosen Kansas State Bank for banking needs and Varney & Associates for bookkeeping and accounting services. The board is currently working with the City of Manhattan on a Memorandum of Understanding between the City and the Foundation. This document will establish the formal relationship between the two

entities. Mr. Snead encouraged the Advisory Board to submit names of possible candidates for Foundation board positions. He would like to see a diverse group of representatives throughout the Flint Hills region.

NEW BUSINESS

Mr. Workman explained that it was time for reappointments to the Advisory Board. January will be the last meeting of the current board. Dave Kendall has indicated he will not be serving again. The other board member, Ron Wilson has requested reappointment. Mr. Workman thanked both Mr. Kendall and Mr. Wilson for all their support this past year. It was noted that the open Advisory Board position should be a regional Flint Hills representative. Ms. Barnes stated she has possible candidates in mind.

ADJOURNMENT

The meeting was adjourned. The next meeting will be January 9, 2012, at the Flint Hills Discovery Center.