

**Tippecanoe County Historical Association
Board of Governors Meeting**

AGENDA

5:15 PM, February 28th, 2017

Masonic Lodge Building

Mission: To enrich the lives of Tippecanoe County residents and visitors by collecting, preserving, and interpreting our unique and exciting history

Members of the Board (total: 20 – quorum: 10)

Pete Bill – President*	David Hovde
Colby Bartlett – Vice President*	Matt Jonkman
Shane Weist – Secretary*	Carolyn O’Connell
John F. Thieme – Treasurer*	Quinten Robinson
Del Bartlett	Benjamin Ross
Diane (Di) Begley	Jeff Schwab*
Kevin Cullen	Pete Sherry
Craig Graham	Preston Smith
Walt Griffin	Phil Tucker
Amy Harbor	Todd White

* members of the Executive Committee

FUTURE DATES FOR MEETINGS

Executive Committee (agenda setting) – all Thursdays at 4:30 in Arganbright

- Meetings will be the Thursday before the Board meeting

Board of Governors – all Tuesdays at 5:15

- March 28, 2017
- April 25, 2017
- May 23, 2017
- June 27, 2017
- July 25, 2017
- August 22, 2017
- September 26, 2017
- October 24, 2017
- November 14, 2017
- December 12, 2017

Gala Event – April 1st, 2017 Fowler House

Logistics and Reports

- Call to order
- Review and approval of minutes of meeting December 13th, 2016 – Amy Harbor (for Shane Weist) – *minutes attached in agenda on pages 4-5*
- Officer's reports
 - President
 - Vice President
- Executive Director report – *report attached in agenda on pages 6-8*
 - Ownership of the Lodge
 - Movement of collections
 - Development of facilities policy for the use of the lodge
 - Fire and health inspections of the lodge
 - Construction and renovation costs – *see attachment on pages 9-10*
 - Exhibits
 - Maintenance and operations study of the lodge
 - Gatsby Gala
 - Computer server in Arganbright
 - Electrical and roofing in Arganbright
 - Rodent problem in Arganbright
 - Whistler Foundation meeting
- Treasurer's report – John Thieme – *move to Finance, Budget, and Risk Committee report*
- Battleground report – Rick Conwell
- Feast report – Leslie Conwell
- Committee reports
 - Finance, Budget, and Risk Management Committee – Jeff Schwab chair, John Thieme Treasurer
 - REVIEW AND APPROVAL OF BUDGET
 - *budget is a separate document*
 - Buildings and grounds – Walt Griffin
 - Ouiatenon Preserve – Colby Barlett
 - 50/300 Anniversary projects – David Hovde
 - Program and Collections Committee reports
 - Membership report

- By-Laws Review Task Force update – Jeff Schwab
- Nominating Committee – Carolyn (Chair), Preston, Quinten – *election under Business*

Business of the Association

- Resolution to update signatories on accounts – Craig
- Election of Board Officers
 - nominations from the floor
 - short “stump speech” by candidates for contested Officer positions
 - written ballot from Nominating Committee
 - tally of votes and report from the Nominating Committee

End Agenda

Minutes of the Regular Meeting of the Board of Governors of the Tippecanoe County Historical Association, Tuesday, December 13, 2016

In attendance were Governors Pete Bill, Colby Bartlett, Del Bartlett, Di Begley, Walt Griffin, Amy Harbor, David Hovde, Carolyn O'Connell, Quentin Robinson, Ben Ross (remotely), Jeff Schwab, Preston Smith and Todd White, Executive Director Craig Hadley, and potential board candidates Peter Sherry and Phil Tucker.

- I. The Meeting was held at the Arganbright Genealogy Center, and was called to order at 5:17 pm.
- II. Review of November 2016 minutes - The minutes were accepted as written.
- III. Sherry and Tucker introduced themselves and gave a brief overview of their qualifications and reasons for wanting to serve on the Board of Governors.
- IV. President's Report – no report
- V. Vice President's Report – no report
- VI. Executive Director's Report –
 - Hadley is having second thoughts on the commemorative spoon. It may be a risky investment of funds. C. Bartlett suggested we might eliminate the box to lower the cost, and increase sales. Schwab suggested we defer a decision until we have more information. Bill suggested we try selling some in the Battlefield History Store and on the Feast website to gauge interest, take pre-orders and wait until March to make a final decision and order.
 - The website development is on schedule.
 - 1920s Gala planning is in full swing. A committee will be organized to assist Hadley and Maggie McAdams. Griffin, O'Connell and Begley volunteered to be members.
 - The inspection of the Arganbright building revealed 3 major issues. Otherwise the building is in solid shape. 1. New electrical wiring is most important. This will cost roughly \$8800 and we have a \$7000 grant already. 2. Roof repairs are needed ASAP. This was done fairly recently at a cost of \$30,000 to \$50,000, but substandard materials were used. Cost is approximately \$3175. 3. A sink hole in the foundation is collecting water. We are getting a quote, but will wait until spring to take action. C. Bartlett moved to appropriate funds for the electrical and roof repairs. Robinson seconded. The motion passed.
 - Rob at Keystone will draw up renovation/remodel plans for the Masonic building at a cost of \$3000. We will start on this after the agreement is finalized. Will check with Scholer to see if they still have the architectural plans. C. Bartlett moved to pay for the plans from building funds if Scholer doesn't have them. Hovde seconded. The motion passed.
 - Invitations for the annual meeting will be mailed after Christmas. There will be hors d'oeuvres and cash bar for \$15.00 per person. There will not be a formal keynote speaker.
 - Volunteer of the Year – selection pending input from R. Conwell, L. Conwell and Lippie
 - Exploring the cost of new signage for the Arganbright building to make it more obvious who we are.

- Collecting proposals for exhibit space designs for the new building. Due January 10.
 - Board pledges for the capital campaign are due today. Eleven of eighteen have been received.
- VII. Finance Report (Thieme not in attendance) – Conwell noted that some accounts need to be adjusted in the Battlefield section of the report to more accurately reflect income and expenses. D. Bartlett questioned the insurance expense at the Battlefield. We will check with Craig Graham. Schwab is working with Thieme on a budget for 2017
- VIII. Battlefield Report (R. Conwell) – Conwell asked whether there would be a problem with a board member working in the museum. Conflict of interest forms will need to be checked.
- IX. Feast Report (no report – L. Conwell ill)
- X. Building and Grounds Committee (Griffin) – Griffin contacted the city regarding a pothole. A repair ticket has been written. The weeds near the sidewalk have been cut.
- XI. Ouitenon Preserve (C. Bartlett) – Engineering work has begun on the entrance. C. Bartlett attended student capstone project presentations. Designs will continue to be refined. D. Bartlett noted that John McBride, attorney for the Sportsmen’s Club, which owns the island, reports that they can’t help pay for a survey. We will propose that they quit claim any boundary dispute if we pay for the survey.
- XII. Membership Committee (Graham) – no report, Graham absent
- XIII. Special Events (O’Connell) – no report
- XIV. 50/300 Committee (Hovde) – working with Prof. Mick LaLopa on a feast menu
- XV. By Laws Committee (Schwab) – Committee will meet after the first of the year
- XVI. Nominating Committee (O’Connell) Issues in bylaws noted, which call for electing six board members each year. We would like to present a slate of eight. It was suggested that we temporarily suspend the bylaws and fix this issue after the election.
- XVII. Business of the Association
- Dr. Michael Strezewski of the University of Southern Indiana will talk about the archaeology of Fort Ouitatenon as a special event for the 50/300 celebration.
 - Ball Sholty Award – several worthy names were proposed and discussed. It was decided that we will select Gordon Bennett for the award and invite his grandson to receive it.
 - A Community Partnership award was proposed. This would go to someone who has worked with TCHA to educate or interpret the history of Tippecanoe County.
 - The 10 year Vision Statement and Framework was approved.

The meeting was adjourned at 7:02 pm

Respectfully submitted,
Amy Harbor, sitting in for Shane Weist

Executive Director's Report February 2017

1.0 MASONIC LODGE STATUS

Ownership

We have officially closed on the building and it is now officially ours. We also have legal agreements between ourselves and the Masons giving them use of the building for the next six months (August of 2017) free-of-charge though they have to continue to pay all utilities during this time.

Collections

The Masons are clearing out the basement now to allow us to move all of our off-site collections into the space by the beginning of March. The move coordination with Twin City Moving & Storage will occur on March 15 & 16 and will be supervised by the Curator of Collections Kelly Lippie. This will consist of two trucks and two crews moving collections from the Fowler House as well as two separate storage facilities. I have arranged with the Lafayette Police Department to have the parking spaces on 6th street in front of the building to be blocked off for our use to unload on both Wednesday the 15th and Thursday the 16th. The security system for the basement area will be installed by One Touch on Monday, March 13 and Tuesday March 14. We will also have a locksmith come out and re-tool those locks for our exclusive access.

Facilities Policy

Tippecanoe Fife & Drum has requested to use our new building for rehearsals every other Saturday from 1:00 p.m. to 3:00 p.m. through May of this year. While this is a simple request, it does raise the issue of how we approach future policy regarding the building in terms of access and rental usage. Program Director Maggie McAdams crafted a rough draft of a plan based on the West Lafayette Library policy. This is a good start but there are still a lot of questions to be addressed. I would like to recommend that this should be first addressed by the Buildings and Grounds Committee which is also in charge of facilities. They should begin meeting regularly to work on putting a draft policy together to be then presented to the Board at a future date for discussion. Both Maggie and Kelly have volunteered to sit on this committee as well in order to give the committee input from the staff.

Fire & Health Inspections

Last week I worked with Keystone Architects and both the Fire and Health Inspectors as they came out to the new building. The fire inspectors only concern was with the kitchen's hood system, which will need to be replaced that includes a circulation system and fire suppression system. These were items we were already anticipating. The Health Inspector determined that we would not need to install a grease trap system as we did not have nor intended to install a fryer. The only thing she thing that we needed was the installation of a janitor's cleaning mop sink system. We have found an area where that can be installed at a minimum cost.

Construction & Renovation Costs

I will be passing out an addendum to this report with a breakdown of projected costs associated with the new building along with the resources we will be pursuing to fund various stages of the project.

Exhibits

Back in the fall we reached out to two exhibit design firms with national experience and reputation. They each sent a team to TCHA for a formal tour of all of our facilities (except the lodge, which we were still negotiating to purchase at the time). Once we knew we were going to be able to purchase the lodge, we submitted a formal Request for Proposals for exhibit design, fabrication and installation from each due by December 2016. In the end one firm backed out and Taylor Studios based in Peoria, Illinois submitted a proposal. They then came back out to Lafayette in January to tour the lodge and get a better understanding of what we needed and re-submitted a revised proposal. Please see accompanying addendum.

We have been very impressed with Taylor Studios and feel they fit our vision and plan and would like to bring them on as our exhibit firm. We have the money raised through the Moran bequest to pay for the design phase of this plan, which will take 6 months to complete. We need to start this phase as soon as possible if we wish to have exhibits up in the lodge by the first part of 2018.

Maintenance & Operations Study

I have begun work on a maintenance and operations study of the lodge, both short term and long term. A number of factors will play into this study, some questions which need to be studied by the Buildings and Grounds Committee. Some of these questions are related to hours of operation. I will work with this committee to hopefully have a plan in place for your review by the May Board of Governors meeting.

2.0 GATSBY GALA

The gala committee has been hard at work on this event. We have decided to use and have accepted the proposal of Outpost Catering to handle the food and drink for this event. Efforts are underway to secure various sponsors as well as collecting all of the silent and live auction items. A complete list of these will be made available to the Board at the March Board of Governors meeting.

We would like to encourage all of the Board members to please go ahead and purchase your tickets as quickly as possible and find at least one other couple to purchase tickets as well. You can purchase your tickets at TCHA or online at www.tchagala.org. It is important to secure your support for TCHA as all of the monies raised from this event will go towards exhibits at the new building.

3.0 COMPUTER SERVER SYSTEM

Our server system at TCHA is over seven years old and is failing and causing serious problems, stopping all work at various times and not allowing anyone to sign on the network and in a few cases erasing work, which had to be restored through back-ups. We are currently in the process

of replacing our server as well as re-wiring the network and upgrading various aspects of the system with our IT Company, PC Specialties. We hope to have this done by mid-March.

4.0 ELECTRICAL & ROOFING AT ARGANBRIGHT

All emergency electrical work and roofing repairs have been completed that were discovered during the building inspection. The only outstanding issue which will be addressed in the spring is the drainage/leakage issue in our foundation in the back right corner of the building. This cannot be repaired until warm weather sets in for a protracted period.

5.0 POTENTIAL RODENT ISSUE

We have found evidence of mice in the Arganbright building and we are currently investigating the issue. We are making contact with a few pest control companies that specialize in rodent infestation to see how bad the problem is and what we need to do. This is a serious issue with all of the textile collections and archival collections we house as they would all be vulnerable to mice and could be damaged and/or destroyed.

6.0 WHISTLER FOUNDATION MEETING

Last week we had a very productive lunch meeting between Colby & Del Bartlett, Pete Bill, myself and members of the Whistler Foundation (Art Griezea and Mike Weckowsky). We presented them with a check that was the reimbursement of a loan they provided us for property purchase at the Ouiatenan site. The check with interest was approximately \$179,000. This money came from a grant check from the state at the beginning of this month in the amount of \$462,277.00. Some of this money will be paid back to TCHA from a loan we gave for Ouiatenan property and the remaining funds of approximately \$107,000 is still owed back to the Whistler Foundation, who has indicated they will forgive that debt and allow us to keep it for work on the Ouiatenan site after we provide a full accounting of monies spent at Ouiatenan. I will be working with Jeff Schwab and John Theime to put together this accounting for RWF. Following lunch we took the RWF members on a tour of our new building and plans for the future. Great meeting all around and we feel that RWF will continue to support our efforts in the future.

LODGE BUILDING REMODELING PROJECTION

ADA Requirements	COST
Exterior Entrance Concrete Work & New Door	\$22,000.00
Exterior Brick Infill for Door Accessibility	\$9,000.00
Wheelchair Lift	\$15,000.00
Wheelchair Lift Opening & Construction	\$32,000.00
ADA Bathroom Conversion for 3 bathrooms	\$70,000.00

TOTAL ADA	\$148,000.00	FUNDING SOURCE:	NCHS Grant
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Additional Required Construction			
Removal & Replacement of 8' of Chumney and cap	\$12,000.00	<i>FUNDING SOURCE:</i>	Tier II CFG
Basement Alley Door & Wall Replacement	\$5,000.00	<i>FUNDING SOURCE:</i>	Tier III CFG

TOTAL REQUIRED COMPLIANCE WORK	\$165,000.00
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NEED TO DO

Roof Repair/Replacement	\$15,000.00	<i>FUNDING SOURCE:</i>	Tier II CFG
Basement Security System	\$1,325.13	<i>FUNDING SOURCE:</i>	TCHA
Main Floor Security System	\$2,025.75	<i>FUNDING SOURCE:</i>	TCHA
Fire/Smoke Detection System	\$1,500	<i>FUNDING SOURCE:</i>	TCHA Tier I
Up-grades to Kitchen to pass commercial inspection	\$20,000	<i>FUNDING SOURCE:</i>	CFG
Table Rounds & Stacked Chairs	\$12,000.00	<i>FUNDING SOURCE:</i>	Donors & Grants (TBD)
Linens	\$500.00	<i>FUNDING SOURCE:</i>	TCHA
Exterior Building Signage	\$8,000.00	<i>FUNDING SOURCE:</i>	City of Lafayette & Large Donors

EXHIBIT DESIGN, FABRICATION & INSTALLATION

COSTS	\$275,000.00
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(See accompanying materials for Breakdown of Costs)

FUNDING SOURCES:

Moran Estate Gift
 Gatsby Gala
 Donor Brick Campaign
 Annual Appeal Letter Campaign
 Large Donor (naming rights) & Corporate Sponsorships

TOTAL NEED TO DO	\$335,350.88
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WANT TO DO (No Time Limit on Accomplishing)

Exterior Refurbishments (Soffit & Metal Plating)	\$67,000
Additional Interior Wall Construction Work	\$5,000.00
Front Patio	\$17,000.00

FUNDING SOURCES:

TBD - Future CF Grants & Other Grants and Fundraising Opportunities

1st Floor Banquet Room Laminate Flooring	\$17,000.00
Springboard Dance Floor in Auditorium (770 sq. ft)	\$9,000.00
New Audio/Visual & Lighting Equipment	\$100,000
Furniture, Shelving & Equipment for Museum Store	\$5,000
Office Furniture	\$500
Computer & Phone System	\$2,500
TOTAL WANT TO DO	\$223,000
TOTAL FINAL INVESTMENT:	\$723,350.88

BOARD OF GOVERNORS TERMS (3 YEAR TERMS)

Name	Term Ends
Colby Barlett	December 2017
Del Barlett	December 2018
Diane Begley	December 2018
Pete Bill	December 2019
Kevin Cullen	December 2018
Craig Graham	December 2017
Walt Griffin	December 2019
Amy Harbor	December 2017
David Hovde	December 2019
Matt Jonkman	December 2017
Carolyn O'Connell	December 2019
Quinten Robinson	December 2018
Benjamin Ross	December 2018
Jeff Schwab	December 2018
Pete Sherry	December 2019
Preston Smith	December 2018
Phil Tucker	December 2019
Todd White	December 2018
John Thieme	December 2016
Shane Weist	December 2016