

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

**AGENDA**

5:15 PM, March 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*	Amy Harbor
Colby Bartlett – Vice President*	David Hovde
Jeff Schwab – Vice President*	Matt Jonkman
Shane Weist – Secretary*	Carolyn O’Connell
John F. Thieme – Treasurer*	Quinten Robinson
Del Bartlett	Benjamin Ross
Diane (Di) Begley	Pete Sherry
Kevin Cullen	Preston Smith
Craig Graham	Phil Tucker
Walt Griffin	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

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

## **Logistics and Reports**

- Call to order
- Review and approval of minutes of meeting March 28th, 2017
- Officer's reports
  - President
  - Vice President
- Finance and budget report – John Thieme
- Executive Director report – *report attached in agenda on pages 3-4*
  - Gatsby Gala report
  - Feast sponsorships
  - Collections move
  - Emergency Door replacement at History Center building
  - Grants working
  - New membership campaign
- Committee reports
  - Finance, Budget, and Risk Management Committee – Jeff Schwab chair, John Thieme
  - Facilities Committee (Buildings and Grounds) – Walt Griffin
  - Ouiatenon Preserve – Colby Bartlett
  - 50/300 Anniversary projects – David Hovde
  - Collections Committee – Kelly
    - report submitted – *in agenda pages 5-6*
    - no deaccession items for vote
- By-Laws Review Task Force update – Jeff Schwab
- Battleground report – Rick Conwell – *report attached in agenda page 7*
- Feast report – Leslie Conwell – *report attached in agenda page 8*

## **Business of the Association**

- Request for approval to move ahead with Ouiatenon Preserve Entrance project – *information on page 9-10*

*End Agenda*

## **Executive Director's Report April 2017**

### **The Great Gatsby Gala**

Here is the whole event by the numbers:

Total Number of Attendees - 78  
Total Gross amount of tickets sold - \$5,024.89  
Total Gross Amount of Sponsorship's - \$7,500.00  
Total Gross Amount of Donations - \$12,600.00  
Total Gross Amount of Auction Items Sold - \$4,408.00

Total Gross Amount Raised - \$29, 532.89  
Total Expenses - \$8,446.92  
Total Net Amount Raised at Event - \$21,085.97

This was a team effort and I want to give a big shout out to Maggie who ramrodded this event and did a great job. Also Kelly, Leslie, Rick, Carolyn, and Andrea all pitched in to make this a fantastic event!

Thanks to all the board members who attended. Check out some of the pictures from the event on the gala web site at [tchagala.org](http://tchagala.org) and see all the pics and order copies at the Lausch Photography web site.

Considering we only had four months to put this event together I am very pleased. Next year will be even bigger and better.

The gala committee will be meeting in mid-May to pick the date for next year's gala, which will likely be in late April this time, but we will be reviewing events calendars and such to pick the best weekend. Next year's theme will be a World War II Big Band Swing Dance to be held at our new facility.

### **Feast Sponsorships**

I have also been raising money for the Feast and it is still just ramping up. I sold some bundled sponsorships with the gala and the feast and those monies were separated and put in the appropriate account and none of that money is reported in the figures for the gala. As for monies raised from these bundled sales, we raised an additional \$6000 for the feast thus far.

I intend to sell more of these bundled sponsorships but with the combi being with the feast and next year's gala so I can get a head start on raising money for that event.

### **Collections Move**

Kelly will give a more detailed report on this move in her report, I simply want to take a moment and praise Kelly for an incredibly difficult job and for the outstanding way she conducted and supervised the largest collections move in TCHA's history. Once you see everything that was

moved and organized in the basement I think you will all agree it was a herculean job and Kelly handled it professionally. I could not ask for a better curator.

### **Emergency Door Replacement**

The new frame and steel emergency exit door in the History Center basement has been installed. We now have a fully functional and compliant emergency exit. Haley's Lock and Key did a great job.

### **Grants**

I applied for three grants this month. They were:

1. Community Foundation Grant – \$25,000 for History Center Kitchen compliance work
2. SIR Grant – Signage for Arganbright - \$6,600.00
3. West Lafayette/Lafayette Grant - \$20,000 for Feast Marketing

We should know something about all of these grants if we get them or not in May. I will be working in the \$150,000 grant from NCHS when I get back May 1<sup>st</sup>.

### **New Membership Campaign**

Before Maggie left us, she put together a fantastic concept and framework for a new and exciting membership campaign entitled “We Belong” with the tag line “Your story matters. At TCHA, You Belong!” We should have all the promotional materials and how we plan on tacking this for the May board meeting where we will unveil the entire campaign for launch the first week of June. Craig Graham, chairman of the membership committee can expand on this more.

## **Monthly Report March- April, 2017- Collections** **(prepared by Kelly Lippie)**

- **Collections Move Update:**
  - 2-Phase Move included 2 full days of moving out of the Fowler House and 1 full day (plus overtime) of moving out of 5 storage units. The basement at the History Center is still undergoing work to arrange shelving units and organize the space effectively.
  - TCHA is now 100% out of the Fowler House.
  - Supplies Needed: May need to get 1 or 2 large- capacity shelving units. Also will need some (non-wood) pallets to keep boxes items off direct contact with the floor. Will also need a saddle rack to store 5 saddles. I will have a better idea of the supply needs by next month's Board meeting.
  - Storage space is filled to the maximum at the History Center. A few more feet of artifact storage will open up when we have full control of the 1<sup>st</sup> floor and can move the store inventory and Christmas decorations to a different closet.
  - Still in storage: 2 square grand pianos (being stored by Northside Music) and the light fixture on 1 of the poles on the Fowler House Lawn. The light fixture will require some cooperation with the Fowler House staff to arrange it's removal and replacement with a new fixture, possible electrician involvement.
  - I will send out an email to invite everyone back to view the full collection. Eventually we will cover the furniture with drop cloths, to help protect them.
  - Special thanks to Pete and Van Sherry, Mark Thompson, Ted Springer and my brother for help in moving and constructing shelving units!
  
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- Helping to plan the juried art show "50 / 300: Art Inspired by the Feast of the Hunters' Moon" in collaboration with Purdue Fountain Gallery. Judging is completed and artwork has been selected. Part of the exhibit will include artifacts & memorabilia from the TCHA collection. We are going to work on getting Feast craftspeople to make appearances throughout the run of the show.
  - Dates to remember for the art show:
    - April 24- Artwork is due in the gallery
    - May 9- Exhibit opens
    - May 12 Opening Reception
    - June 17- Exhibition closes
  
- An IHS traveling exhibit (2D) to be loaned to the Battlefield this summer. "Indiana through the Mapmakers Eye". This is a free, 5 week opportunity. The exhibit will be up at the Battlefield from June 14- July 26.
- Continue to work on the website (learning WordPress and html code). Feedback & suggestions are welcome.
- April & May are busy field trip season at the Battlefield & Blockhouse- taking lots of reservations and scheduling school visits.

- Reliable Exterminators have visited to inspect Arganbright for rodent activity. He found 1 certain entry point, which has been sealed. Identified several other possible entry points that should be sealed. He set out 15 traps & has returned twice to check them. Have caught only 2 mice so far.
- Continued to assist archives volunteer to review the processed collections, revise finding aids and prepare material for listing on the new website. There are over 200 processed collections that need review.
- Several orders of other historic prints made & processed.
- Researched 1920s artifacts in the TCHA collection to exhibit at the Gatsby Gala on April 1. Assisted with the set-up & take-down of auction material, exhibits and other material for the Gala. Worked check-in desk at event.
- Researched new temporary exhibit ideas for the Tippecanoe Battlefield Museum. We have already recently done a WWI exhibit, but will do another WWI related mini-exhibit in honor of the anniversary years. A summer volunteer will likely help develop new temporary exhibits for the Battlefield.
- New tables & chairs are out in the library. Working to find either storage places or new homes for the old tables & chairs.
  
- Volunteer projects include:
  - Cataloging the library books in the stacks and reading room.
  - Inventory continues for the Journal and Courier Negative Index. This is a decade's worth of the newspaper's negatives that have no searchable system beyond this index.
  - Index of the Journal & Courier photographic print portraits collection given to TCHA last year. This inventory project will likely take several years. There is currently no one working on this project.
  - Archives processing (new and review of old collections).
- Began meeting with summer interns, who will be helping with archives projects and Feast oral history projects.
  
- **Collections Committee Meeting Report (held April 5):**
  - 5 New collections to consider; 2 kept, 2 rejected; 1 copied for family files and returned.
  - **0 items considered for Deaccession.**
  - 18 collections of material found un-numbered in the collection storage. 11 kept & accessioned, 6 rejected for the collection; 1 tabled pending further research.
- Will begin processing the materials kept during the Collections Committee Meeting and preparing material to be considered in May.

## Tippecanoe Battlefield History Store report for April, 2017.

Rick Conwell

Spring is busting out all over at the battlefield! Spring Beauties are blooming, covering the ground in a carpet of white, and the light green of budding trees is everywhere. What with pleasant temperatures and a lack of insects, spring is an especially good time to visit the battlefield.

First quarter sales and attendance results are complete, and they are very satisfying.

After months and months of flat to declining attendance, our visitor numbers were finally **UP!** Individual visitors numbered 1265 in the first quarter, compared to 968 in 2016, an increase of over 30%.

Taxable sales for the period were \$8390, up 12.5% from \$7456, which was itself a record in 2016.

Three indoor trade shows over the winter contributed over \$3000 to first quarter sales. The Buck Creek Muzzleloaders, Conner Longrifles, and Kalamazoo Living History Shows all proved successful venues to sell books and promote the battlefield.

By the time you read this, spring school tour season will be in full swing, and planning will be under way for Indiana Fiddlers' Gathering in June. Merchandise ordering for the Feast is already underway, and will accelerate as spring and summer progress.

Speaking of the Feast...

We are in need of a person to act as Museum Store Feast Helper for this year.(9107, Feast Temporary Help).

This person needs the physical ability to do significant heavy lifting and moving of merchandise, as well as to be proficient with Microsoft Excel and the use of spread sheets.

Other job responsibilities.

He or she will be responsible for:

1. The organization and pre-event inventory of all merchandise except books to be taken to the Feast.
2. Help with the stocking and operation of all TCHA merchandise locations on the Feast Grounds.
3. Supervision of the Center Gate Merchandise Booth during Feast Weekend.
4. Post-event return inventory.
5. Occasional retail clerk duties at the museum store.

Ideally, the job runs about 2 to 3 days a week from mid August to mid November.

Work hours during the Feast will be approximately 6:30 AM to 6:30 PM Friday through Sunday, with slightly fewer hours Thursday and Monday.

If anyone knows of a potential candidate, they should contact Rick at the History Store. 567.2147

**MONTHLY REPORT APRIL 2017**  
**LESLIE MARTIN CONWELL - FEAST EVENT MANAGER**

Was a speaker at the National Council on Public History's national conference 4/20/17, presenting on digital media and working with community partners. Co-presenters included Ball State University professor Dr. Ronald Morris, Benjamin Clark, Chief Cultural Officer of the Indiana Department of Natural Resources, and several Ball State students/graduate students.

<http://ncph.org/>

Was 1 of 40 public history professionals from around the country and Canada selected to participate in a mentoring session for new history professionals and students in the field, for the National Council on Public History's national conference 4/20/17

Implemented food booth paperwork changes as suggested and proofed by Craig, Jason, and Jeff

Completed the preparation of the 2017 participant application

Updated participant application mailing list

Worked on service contracts

Brochure distribution arrangements were finalized with Tourist Information Services and CTM, and brochures were taken by a volunteer to their storage warehouses

Worked with volunteers to pack and mail over 16,000 brochures to rest areas, welcome centers, and CVBs.

Continued working with media outlets to arrange 2017 PR

Volunteered for the Great Gatsby Gala

Facilitated fife and drum corps rehearsal 4/17 for the Colonial Music Celebration 4/29

Feast applications finished and sent to The National Group for printing and mailing

Posted numerous times on social media

Processed incoming food booth request for applications

Worked on Feast program personnel contract list

Began working on program performers contracts

Arranged presentation by the Tippecanoe County Board of Health for food booth meeting

Prepared paperwork for and coordinated food booth meeting 4/13

## Ouiatenon Preserve Entrance

### Colby Bartlett

Following Vester & Associates' preliminary engineering work, they sent out an RFP (Request for Proposals) for the Quiatenon Preserve Entrance project last Spring/Summer but received no responses as most contractors were already booked up.

We had them do this again at the beginning of this year 2016 and the RFP yielded two responses.

Vester completed a bid summary sheet which I previously forwarded along with the bid package.

*Note – copies are present at the meeting as a separate document  
Copies were sent with the meeting agenda*

They recommended the respondent at a bid of approx \$108,000 and indicated they had previous experience with this contractor and that they had a good track record and reputation.

I have discussed a performance schedule with this contractor and they indicated they would expect to have substantial completion on the project by the end of June/early July provided we execute a contract with them soon before other projects came in and that there were not any substantial weather issues that might cause delays.

The funds to pay for such are available from the IBNT/IHT funds received and currently being held in our Regions Preserve account.

The RWF has a reasonable claim to these funds as they provided nearly 100% of the funds that were used to qualify for them. They have told us that they will make no claim to them provided that they are used ONLY for the Preserve and that we allow them to approve the expenditures of them.

As provided in the email I forwarded from their Treasurer, Art Grisez, their board has approved TCHA's expenditure for approximately \$108,000 to move forward with having the Preserve entrance, trailhead, outdoor interpretive and parking area constructed.

*Copy of original e-mail shown below*

I would propose that the TCHA Board approve the execution of the contract to do so and empower the Quiatenon Preserve Committee and myself as Chair to act on our collective behalf to manage things as necessary, while providing updates at the monthly EXECCOM and BOG meetings.

From: [art.gr@comcast.net](mailto:art.gr@comcast.net)  
Subject: Re: RWF TCHA  
Date: April 6, 2017 at 7:44:44 PM EDT  
To: "Bartlett, John" <[j.colbybartlett@gmail.com](mailto:j.colbybartlett@gmail.com)>, "Reckowsky, Mike" <[mreckowsky@purdue.edu](mailto:mreckowsky@purdue.edu)>  
Cc: "Dunning, Barny" <[jdunning@purdue.edu](mailto:jdunning@purdue.edu)>, "McFee, Bill" <[wwmcfee@frontier.com](mailto:wwmcfee@frontier.com)>, "Mcfee, William" <[wmcfee@purdue.edu](mailto:wmcfee@purdue.edu)>, "Webb, Dave" <[davewebb47909@yahoo.com](mailto:davewebb47909@yahoo.com)>, "BeMiller, James" <[bemiller@purdue.edu](mailto:bemiller@purdue.edu)>, "BeMiller, James" <[pbemiller@comcast.net](mailto:pbemiller@comcast.net)>, "Frankenberger, Jane" <[frankenb@purdue.edu](mailto:frankenb@purdue.edu)>, "Hobson, Josh" <[josh@ambf.us](mailto:josh@ambf.us)>, "Hobson, Josh" <[jhobson428@gmail.com](mailto:jhobson428@gmail.com)>

Colby,

I can confirm that at the April 20, 2016 meeting of the Roy Whistler Foundation Board of Directors, Barny Dunning moved, Bill McFee seconded and the Board unanimously passed a motion to release funds from IBNT/IHT funds resulting from the tax lien certificates purchased by TCHA with RWF funding for the construction of a trailhead / entrance / parking area at the Ouiatenon Preserve - a Roy Whistler Foundation project. The exact amount of that release was either the \$108,000 you mention below, or \$109,000.

Sincerely,  
Art Grisez  
RWF Treasurer

## 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 2019
Shane Weist	December 2019