

Minutes for the Board of Governors Meeting held May 23rd, 2017

at the Historical Association History and Community Center

ATTENDANCE:

Pete Bill - President
Colby Bartlett – Vice President
Jeff Schwab – Vice President
John Thieme – Treasurer
Del Barlett
Diane Begley
Kevin Cullen
Craig Graham
Walt Griffin
Amy Harbor
David Hovde
Quinten Robinson
Benjamin Ross
Pete Sherry
Preston Smith
Phil Tucker
Todd White

Unable to attend

Shane Weist – Secretary
Matt Jonkman
Carolyn O'Connell

Call to order

Minutes from April were reviewed and accepted with no changes.

Future meetings will vary in location. **Next being June 27th at the Battlefield Museum.**

President's report:

- Work is in progress on the by-laws to attain compliance with the Good Practices of Not-For-Profit organizations with the goal of functional policies for our reputable organization. These include conflicts of interest, whistle-blower policies and mandatory background checks.
- There will be an executive director review with the Executive committee and at least two volunteers. A list of goals will be assessed and revised during each review.
- Board members were asked to confirm their committee participation after the meeting.

Executive Director:

- Grants are in process.
- The Arganbright Center is now mouse-free and the water issues and window are repaired.
- We need to improve our computer systems and wireless internet access. The Masons are no longer providing internet service to our new building.
- The Gala was a success, next year's theme is 1940's and plans are well underway.
- Craig is recusing himself from the hiring of the new Programs Director since he is a personal friend. He was the best of those who applied.

Finance and budget report:

- Report provided and reviewed.
- CD was withdrawn early for the new building, per the Executive Director's decision. This was deemed wise, though some interest was lost, it reduced to the equivalent of a savings account's return.

- \$61k was paid for work on Ouiatenon Preserve, \$74k for additional work on the Historical Association's History and Community Center. A \$7270 consulting fee was paid. Also, paid the Roy Whistler Foundation required interest for a loan. The first of two \$5k checks paid for publicity/web design.

Collections:

- No items for deaccession vote.
- Initial curators of the collection were untrained and inconsistent. They used stickers and many have detached. So unidentified materials will be re-cataloged.
- There is a vault that has things brought in recent years which vary in descriptions. Things at The Center are done, except the final location. Moving from the Fowler House was fast, so some things still need to be done so that the collection is both secure and accessible.

By-Laws: These were provided and reviewed by those present. Del moved that they be approved; this was seconded by David Hovde and the vote of approval was unanimous. Thanks to Jeff Schwab for his work on this.

Battleground report: May was busy with an author event, two meetings, lots of school trips and seniors visiting. There were \$1300 in fees, plus sales and admissions were strong.

Feast report:

- Leslie noted the applications and signed contracts are coming in. The 300/50 medallions are selling well. Unitarian Universalists will take over the corn booth that had been run by the now-defunct New Community School.
- Gordon's Food Service is improving its invoice access. This will make the financial breakdowns for participating groups easier.
- The website is being updated
- Poles being cut when the soil allows.
- The Blockhouse opening is 6-3-2017. There is a 50/300 speaker on Native American clothing on 6-10-17. Firearms at the Fort is 7-1-2017.
- The 50/300 fife and drum corps program did not have a good attendance, but the program was good and educational. We are between program directors and so lack of publicity may have contributed.
- Colby suggested using Facebook ads to get the word out for the upcoming talk on Native American clothing. A motion was made by Walt and seconded by David Hovde and passed for the ads.

Facilities:

- The Fort's roof leaks. Craig would like an assessment regarding full restoration. Colby agrees, noting that it could qualify for the National Historic Registry. It was suggested that a fundraising system could be set up to be done at the Feast, if not this year, then next.
- Craig recommends that we consider a part-time facilities' manager. This would need to be funded.
- The Ouiatenon Preserve finances are being designed to be self-sustaining, likely including an endowment for the property fund. Costs of mowing and some gravel is all that will be needed for the next year or so.
- The Battlefield project bid was accepted. They will need to show they are bonded and sign the contract.

Membership Committee: A new TCHA pamphlet is being developed by an artist.

Ouiatenon Preserve: As above.

50/300 Anniversary Conference

- The Theme is Fort Ouiatenon. It is likely that a book will be published from this.
- David applied for a \$2000 grant to pay for the conference. If it does is not awarded to us, the board may need to vote on providing funding. That would allow our logo to go on more places during the program.
- Having the banquet at the Historical Association's History and Community Center was discussed.
- David Hovde, Craig and Corey (PU) will be getting together to advance the objectives.

Respectfully submitted,

Diane Begley, MD

6-26-2017

Executive Director's Report

June 27, 2017

MIDWEST ARCHAEOLOGICAL CONFERENCE

The grant we submitted for \$5000 to help cover the costs of this 50/300 event and conference at Purdue was denied. The Anthropology Department has done a good job of raising funds for it but has still come up short. I propose we give them \$1500 to help cover the costs of the conference as well as pay up to \$600 for catering costs for the Friday night reception of the conference which will take place at the new History Center. Beyond hosting the reception, our logo will be displayed at the conference as well as in the program. This whole event was suggested by us as part of the 50/300 event series and it is only right that we help support it.

BLOCKHOUSE

The Blockhouse is in a bad state of disrepair with bulging firebox issues as well as gapping holes in the roof. We need to do a comprehensive building survey of the structure to know the extent of issue with the building and what it will take to repair them. We have consulted with Ben and his firm on this and they have quoted \$5,000 for the complete structural survey. I will let Ben explain this process in more detail at the board meeting, but if something were to befall the Blockhouse due to our inactivity, we would be crucified in the public media. This building is an iconic symbol of not just the fort and the feast but of TCHA. Once we know what needs to be done with the building we could easily do a "Save the Blockhouse" fund drive during the actual feast and I feel we would make a good dent in what we would need to raise to address the structural issues with the blockhouse. I urge the board to approve this expenditure. We could include recouping our costs from this proposal as part of the fundraising for the work on the building.

FUNDRAISING

We recently received an award for \$12,500 from the Community Foundation for the work needed in the History Center kitchen. This is half of what we need for this project. I currently have a letter of Inquiry into TAF for a \$150,000 grant from NCHS for the ADA work in the new History Center. I also have a letter of inquiry out to IMLS for a \$500,000 Museums for America grant for the overhaul of the battlefield museum. The grant itself is due in November. I am also pursuing a number of smaller grants to cover costs for educational materials as well as items for the history center. My next move is to begin making contacts to start building relationships with some of our more affluent citizens. I could use suggestions as well as introductions to any of these people whom you might know.

EXHIBITS

The work on the design for the new exhibits in the History Center is moving along well. We had a great workshop with the Taylor Studio's team in early June and we will be going to their studio for a workshop the second week of July.

NEW PROGRAM AND MEMBERSHIP DIRECTOR

As you all know we have hired DJ Tucker as our new Programs and Membership Director. He will be starting on Wednesday, July 5th. I will be scheduling a meet-and-greet luncheon for the board soon and I will notify all of you of the date, time and place once scheduled.

STATUS OF MEMBERSHIP CAMPAIGN

We are working steadily on this campaign and its materials. We hope to launch the campaign by the end of July. This will consist of a mass targeted mail campaign, feast event campaign, and a follow-up digital campaign. Once the final design of the materials is complete I will share them with the rest of the board. The membership committee is working on this diligently.

STATUS OF ANNUAL APPEAL

The plan is to do our annual appeal, which will include the donor brick campaign for the new History Center and Museum, following our initial membership campaign. We do not want too much overlap. I will be discussing the annual appeal mechanics in much more detail at the July board meeting.

PART-TIME ASSISTANT

We could really use a general part-time assistant that could help each of the various departments at different times. This person would assist Kelly with collections, DJ with programs, I with some administrative work, and even Rick with History Store needs. To bring someone on by mid-July at 20 hours a week at \$9.00 an hour would be a total of \$4320. However, this person would also help Rick with the feast and that part is already built into the budget, so our total investment for the year would be around \$3,000. We already have more than that saved in our personnel budget that we could use for this. This would be a terminal position for the rest of this year and then we could make the decision when putting the new budget together if this position was as valuable as we expect it to be and if we could fit in an additional \$9,000 for the 2018 budget.