

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

AGENDA

5:15 PM, September 26th, 2017
Fort Ouiatenon - shelter

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
- *Exception: **October Exec Com meeting will be the WEDNESDAY October 18th***

Board of Governors – Fourth Tuesday of the Month at 5:15

- October 24, 2017
- November 28, 2017
- December 19, 2017 * not fourth Tuesday of the month

Annual Membership Meeting for 2018 – to be determined

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- Call to order
- Review and approval of minutes of meeting August 25th, 2017 - *pages 3 to 7 in agenda*
- Officer’s reports

- President
 - passing of **Walt Dalsimer**, September 9th. Former TCHA Board member. TCHA was mentioned in bequests to be made on his behalf
 - passing of **Mary Anne Eldridge**, September 24th. Long time Feast participant and supporter.
 - *please pass along obituaries of those who contributed to TCHA so we can recognize them in the public record of our agenda*
- Vice Presidents
- Finance and budget report / Finance, Budget, and Risk Management Committee – Jeff Schwab chair, John Thieme, Todd White
- Executive Director report - *See Agenda ADDENDUM*
 - TCHA web site progress – when will go live?
 - Final sponsorship report for the Feast - \$12,500 achieved as of last meeting
 - NCHS grant results for ADA modifications – applied for \$168,000
 - Status of \$500K IMLS grant for Battlefield Museum renovation
 - Feast Challenge coins sales – needed to sell 100 coins to break even
 - Report on Blockhouse evaluation – approved \$2500 for half of project last meeting
 - Status of work with Taylor Studios for display in TCHA History & Community Center
 - Ongoing repair and maintenance projects
 - shrubbery around parking lot and slope – approved \$2000 last meeting
 - Arganbright window leak bricking up window – approved \$722 last meeting
- Programs and Membership Director report – *See Agenda ADDENDUM*
 - Business plan for membership campaign – *tabled until October meeting*
- Battleground report – Rick Conwell
- Feast report – Leslie Conwell
- Ouiatenon Preserve – Colby and Del Bartlett
 - status of overlook project slated to begin August 22nd – anticipated completion
- 50/300 Anniversary projects – David Hovde
- Collections Committee – Kelly Lippie – *report in agenda pages 8-9*
 - *3 items for deaccession approval page 9*
- Facilities Committee (Buildings and Grounds) – Walt Griffin

Minutes for the Board of Governors Meeting held August 22, 2017

at the Fowler House

ATTENDANCE:

Pete Bill - President	David Hovde
Colby Bartlett – Vice President (conference call)	Matt Jonkman
Jeff Schwab – Vice President	Carolyn O’Connell
John Thieme – Treasurer	Quinten Robinson
Diane Begley	Benjamin Ross (conference call)
Amy Harbor	Pete Sherry
Del Barlett	Phil Tucker
Kevin Cullen	Todd White

Unable to attend

Shane Weist – Secretary	Walt Griffin
Craig Graham	Preston Smith

Staff

Craig Hadley
Rick Conwell
Leslie Conwell

Call to order at 5:15

Minutes from July were reviewed and accepted with no changes.

President’s report (Pete Bill):

The Executive Director’s review was discussed. Previously the entire Review document with narrative from the Review Committee had been distributed to the Board (August 11, 2017) for comment and feedback. An opportunity was given for additional comments from the floor. None were received. A motion was made to accept the document as written. It was seconded, no further discussion, and voted to accept. The goals in the document will serve as benchmarks for the ED’s review in 2018.

A reminder was made for those that need to complete the Conflict of Interest statement.
Still need from John Thieme, Kevin Cullen, Craig Graham, Phil Tucker, Todd White

Vice President’s report (Colby Bartlett)

Reported that the use of social media probably contributed significantly to the 75 people that turned out for the archeological tour of the Fort last weekend. This attendance resulted in 5 Patron level memberships (\$100 each) and an individual membership. The total amount taken in from the weekend was \$755. Financially this was a very positive return on the event.

Finance and budget report

John Thieme high-lighted the areas of concern in the budget compared to last year at the same time. The membership income was significantly down from this year last time but this reflects a little later start to the membership drive. Craig feels that there has been a significant number of memberships received in the past month that may not be reflected in the numbers. This will probably be reflected in the next Quarter's numbers. The current income from membership is listed as \$5686.50 and the budgeted income projected for this point was to be \$13850.02.

School tour income is up by almost \$3000 over the projected budget to date and already \$1400 over the projected income for the year (total projected income was \$3000 for the year; currently at \$4414.50).

Fundraising income is significantly over the projected budget income of \$5800 for this point of the year (current amount is \$31,867) reflecting Craig's effort at recruiting sponsors.

Feast sponsorships are below the projected budget by mid year (\$4,000 actual, budget projected \$15,000) however, the actual number doesn't reflect the additional \$8000 in sponsorships recently acquired. Craig still feels he can make the \$20,000 target goal for corporate sponsors for the Feast

The Annual Appeal income is ahead of projected budget income for the mid-year (projected \$5,000, actual \$9669.28) and close to the yearly projected budget income of \$10,000.

Fundraising income is well over projected income attributed to the Gala event in the spring. Projected income budget for mid-year was \$5800, actual income is \$31,867.

Feast In-Kind Contributions income is below projected budget of \$18,000 versus an actual income amount of \$4000.

Moving expenses exceeds the budgeted amount because of the moving of all artifacts from the various storage locations into the new TCHA History & Community Center (projected expense budgeted \$3,250; actual expense to date \$8957.10)

Consulting Expenses had a projected budgeted expense for mid year of \$4,000 but the actual expense was \$26,369.42. Most of this expense was for consultations that related to the Ouiatenon Overlook project and is to be paid for by funding from the Roy Whistler Foundation. Of that amount, \$16,162 was for Vester & Associates for the entryway and parking lot to the original Ouiatenon site and \$4629 for legal fees related to procurement of necessary documents and permits for development of the Ouiatenon Overlook. *A separate fund was set up after the Board meeting to track expenses related to the Ouiatenon Overlook project.* \$5446 was to Keystone Architects for consulting work and renderings needed for the Historical Center (lodge). \$34 was for background check for new employee.

Vehicle and Interest Expenses on accounts were higher than projected reflecting maintenance and repair on the truck that had been put off (actual expense to date \$1,837, budgeted amount \$500) and bank fees on larger funds (actual expense to date \$2799, budgeted amount \$200). Management fees will come down because of the consolidation of different bank accounts into one account at Lafayette Savings boosting the amount of the account into a high enough amount to lower fees.

Benefits are up (\$13,000 projected for mid year versus actual \$17,031) reflecting Program Director's benefits and likely change to insurance plan.

Fort repairs and maintenance are over budget (\$1,476.61 versus projected budget \$350) reflecting repairs that had to be done on long put-off items.

Executive Director report

Commemorative Coins and Spoons: have ordered 1000 silver and enamel commemorative coins for the Feast at \$1.97 each to be given away with new membership sales at the Feast and sold for \$10. 100 will be given away to VIPs and potential sponsors. 50 spoons have been ordered at the cost of \$7.00. Half have been sold for \$20 each. They are free with a Patron level membership (\$100).

\$12,500 in Feast sponsorships have been acquired. Goal is \$20,000 per budget (this was an ambitious goal double that of a typical Feast year). Cut off date for sponsorships is September 5th.

Submitted grants for \$168K to NCHS for ADA modifications to lodge building. Working on \$500K IMLS for Battlefield Museum modifications – due in November.

DJ Tucker (Program and Membership Director) is doing 2-3 smaller programming grants.

Taylor Studios project (lodge history displays) is on track. Finalizing decisions on exhibit artifacts this week. Text writing and selection of graphics will come after this.

Arganbright window leak will hopefully be repaired by bricking up the window and plugging holes in concrete wall. Cost: \$722 from Kincaid. This will come out of Arganbright maintenance fund in budget.

There is a problem with large tree limbs hanging over Arganbright, brush overgrowing the hillside behind Arganbright, and visual obstruction of parking lot by brush creating a security risk (one car was broken into that was parked in the parking lot). Two quotes have been obtained for this work both at about \$2000. This would come out of the Arganbright maintenance fund.

Motion made to fund both projects (\$722 and \$2000). Seconded. Question was asked about erosion caused by removal of trees on slope behind Arganbright. Craig will ask arborists about this. Board approved funding for both projects.

The Tippecanoe County Parks & Rec Board approved \$2500 at their August 1st meeting to pay for half of the evaluation of the Fort Blockhouse for structural damage. TCHA will pick up the other half (\$2500 – approved at July meeting). Work should be done

next week and report received before Feast so can have a campaign to “save the blockhouse”.

Programs and Membership report

DJ Tucker’s report was included in the agenda. Craig high-lighted three items from the report:

1. The membership brochure draft was circulated to the Board by Craig. The mailing will have a remittance envelope enclosed. *A business plan for the membership campaign will be presented to the Board at the meeting in September.*
2. The Walking Tour of the Ouiatenon Archeological Preserve on August 19th netted 5 patron memberships and \$755 in sales. See Vice President’s comments.
3. Postcards were sent to teachers about the Special Kids Day and School Fun Day at the Feast. Feast tickets have been sent out to all members.

Collections: Report submitted and included in the Agenda. No items for deaccession vote.

Battlefield Museum report – Rick Conwell

Rick reported that attendance and sales are both generally up compared to 2016. Attendance is at least equaling last year’s levels, sales are strong, and are right now being boosted by sales of Feast Anniversary merchandise, particularly apparel.

Strong Feast anniversary sales are largely attributable to Facebook posts. Thanks, and good job to everyone ramrodding the social media accounts.

Feast Report – Leslie Martin Conwell

Mostly focusing on the logistics and “nuts and bolts” of the last month of preparation. Last Feast Committee meeting is this week. Call outs for volunteers are on-going. The article in the Lafayette magazine was a nice color spread on the Feast.

Facilities Committee (Buildings and Grounds) – Walt Griffin

In lieu of Walt, who is still recovering from by-pass surgery, Craig made the report under the Executive Director’s report.

Ouiatenon Preserve – Colby and Del Bartlett

August 21st date set for beginning construction on overlook. Del reported as of this date (August 22nd) he hadn’t seen any work started at the site.

50/300 Anniversary Committee – David Hovde

There is one last activity before the Feast: September 10 @ 10 AM – Archeology Day at Fort Ouiatenon.

The archeological conference at Purdue is 10/13-10/15. It's free but you must register. David will provide information soon on how to register for the conference.

David also showed the ribbon that will be created for the Boy Scout participants at the Feast to put on their troop flag, and the patch that will be created for 100 Scout participants.

Motion made to adjourn.

Minutes submitted by Pete Bill

Collections Monthly Report August- September, 2017

prepared by Kelly Lippie

- We are working to revise, update and polish the finding aids for collections in the TCHA archives. There are over 200 processed collections, many of which have had material added to them over the years. These will also be converted to PDF versions that will be searchable on the new website.
- On-going 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.
 - Archives processing. We are doing an overview of the 207 processed collections to polish and update their finding aids for the website.
 - Cataloging and scanning of the photograph collection has begun. This involves one volunteer organizing and prepping each photograph collection folder, another volunteer entering data in Past Perfect for each print, then another volunteer scans the images to their records.
 - Cataloging material in the vault, a volunteer has recently completed cataloging the bottle collection.
- Working with a team to help revise the website. They have completed a new version of the website and the website committee is currently reviewing it and making edits. It is a vast improvement over the previous site.
- Helped DJ to process memberships (renewals and new membership). We are working on learning to log the data in Past Perfect, print membership card and generate lists of membership up for renewal and create renewal notification letters.
- Also continuing to help DJ book school programs and get ready for Feast School days. This involves entering school registration info, communicating with teachers, preparing supplies and recruiting volunteers.
- **Collections Committee Meeting Report:**
 - Collections Committee Meeting held on September 6th (there will not be a meeting in October due to Feast clean-up).
 - 17 new collections being offered. Most were kept, a few items out of larger batches were rejected. 1 item tabled pending further research.
 - 7 "Found in Collection" items were considered. 2 kept and 5 were rejected. ("Found in Collection" refers to items found in the collections, but no donation record can be found for them).

▪ **3 Items considered for Deaccession. The committee recommends they all be Deaccession.**

- Ready to Deaccession with Board Approval:

Description	Reason	Source	Disposal Method
Book “The History of Oak Grove Church”	Church is located in Carroll County	June Million (80-90)	Sell
Book: “Paint Creek Primitive Baptist Church Records...”	Church is located in Carroll County	Phyllis Moore (80-48)	Sell
Book “Declaration of Intention Book 1 1854, Carroll County”	Carroll County records	Clinton County Historical Society (79-52)	Sell

- Collections Committee will be reviewing and revising the TCHA Collection Policy, which hasn’t been updated since 2010. It will then be shared with the Board for approval.

BOARD OF GOVERNORS TERMS (3 YEAR TERMS)

Name	Term Ends
Colby Bartlett	December 2017
Del Bartlett	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

STANDING COMMITTEES

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
Colby Bartlett
Shane Weist
John Thieme

Nominating Committee

Carolyn O'Connell *
Quinten Robinson
Preston Smith

Finance, Budget, and Risk Management Committee

Jeff Schwab *
John Thieme
Todd White

Facilities Committee (formerly the Grounds and Facilities Committee)

Walt Griffin *
Pete Bill
Colby Barlett
Del Barlett
Kevin Cullen

Collections Committee

Kelly Lippie*
Del Bartlett
Pete Bill
Kevin Cullen
Quinten Robinson
Rick Conwell
Leslie Conwell
Sarah Cooke
LA Clough
Craig Hadley

ADDITIONAL COMMITTEES AND LIAISONS

Development & Membership Committee

Craig Graham *
Craig Hadley

Foundation Board Liaison

Del Barlett

Ouiatenon Preserve and Roy Whistler Foundation Liaison

Colby Bartlett