

Tippecanoe County Historical Association Board of Governors Meeting

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

AGENDA

5:15 PM, November 28th, 2017

Arganbright Center

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*	Quentin 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 – Fourth Tuesday of the Month at 5:15

- December 19, 2017 * not fourth Tuesday of the month
- 2018 Calendar to be approved

Annual Membership Meeting for 2018 – to be determined

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- Call to order
- Review and approval of minutes of meeting September 26, 2017 - *pages 5 to 8 in agenda*
- Officer’s reports
 - President

- passing of **Rob Evans** on Sunday November 12th. He loved the Feast and his Feast family, and had been a participant for over 30 years, starting with the French Onion Soup booth as a teenager. The Feast was a very important part of his life.
 - Vice Presidents
- Finance and budget report / Finance, Budget, and Risk Management Committee – Jeff Schwab chair, John Thieme, Todd White
 - Report on finding source for funding for the Membership Campaign that Board approved at the last meeting: *provided funding could be found in the budget since the budget currently shows the membership publicity account overspent*
 - Report on correction of funding allocation in the budget for Feast publicity versus Membership Campaign publicity.
 - Status of budget process – *all committees, task forces, and TCHA departments need to submit requests for budget to Jeff Schwab if need consideration for special budget requests*
- Executive Director report
 - TCHA Foundation transfer of funds to TCHA
 - Status of work with Taylor Studios – when will installation begin?
 - Annual Meeting Date and Location
 - Proposal for Board Retreat
 - IMLS Grant up-date (\$250,000 for Battlefield Museum project) – Due in December
 - *Several items on buildings and grounds in Walt Griffin's report*
- Programs and Membership – DJ Tucker
 - The total membership campaign goal, including new and returning members, is 900
 - **Presentation of list of 2018 programs**
- Battleground report – Rick Conwell
- Feast report – Leslie Conwell
- Committee reports
 - Ouiatenon Preserve – Colby and Del Bartlett
 - status of Overlook project
 - Buildings, Grounds, and Facilities Committee – Walt Griffin
 - Blockhouse update
 - Job description for maintenance position – feedback from Board
 - Parking lot arrangement between TCHA and Fowler House
 - Construction timeline for History Center (lodge): roof, basement

- Collections Committee – Kelly – *pages 9-10 in the Agenda*
 - **Collection Supplies Needed- let Kelly know if you have anything you would like to donate:**
 - Bed sheets/ tablecloths: Clean, no holes; cotton or flannel. The less patterns/ color the better.
 - Wooden clothes hangers.
 - Clean, un-dyed muslin cloth.
 - Working with Rick & Craig on a potentially very special donation of a sword used in the Battle of Tippecanoe.
 - **3 items up for Deaccession, pending Board approval:**
 - Book: “Guide to the Genealogy Collections of the Byron R. Lewis Historical Library... Vincennes University” 1977. Donated by Vincennes Historical Association. Reason: Out of Scope. Recommended disposal method: Sale.
 - Book: “English’s Opera House” by William George Sullivan, 1960. Donated by Sunnyside Junior High School. Reason: Out of Scope. Recommended disposal method: Sale.
 - Book: “Montgomery County Indiana Original Entry Record Book”. Donated by Virginia Scott. Reason: Duplicate (other copy is better). Recommended disposal method: Destroy.

- **Old Business**

- Ratification of Executive Committee’s approval to allocate \$2000 for Option to Purchase section of potential Ouatennon Preserve land currently owned by Patricia Tewksbury; funding came from Fowler House sale funding; remainder of land purchase to be funded by Roy Whistler Foundation
- Proposal from last meeting for \$5000 allocation for paying for media grant writing
 - Derek and DJ had assembled a proposal for writing of Google and Facebook grants for the amount of \$5000 to be paid to Derek contingent upon Derek successfully writing and receiving grants that would provide credits for using social media advertising on these two venues.

- **Additional New Business**

- Setting of number of Board of Governors for 2018 (per By Laws)

Section 1. Governing Body. The governing body of TCHA, Inc. will be the Board of Governors and shall consist of not fewer than twelve (12), nor more than twenty-four (24) persons, hereinafter known as “The Board” or individually as “Governors”. Approximately 1/3 of the Governors shall be elected annually at the Annual Meeting of the general membership, to serve a term of three (3) years. **The Board of Governors shall determine the number of Governor positions on the Board for the coming calendar year at the Regular meeting prior to the call for Governor nominations or one month prior to the Annual Membership Meeting.** The basis for this determination will be an estimation by the Board of the number of Governors needed to best carry out the functions and responsibilities of the Board. All Governors or nominees for a Board of Governor position will be current TCHA members.

- Currently Board number = 20 (quorum is 10)
- Four Governors' terms conclude in December 2017
 - Colby Bartlett
 - Craig Graham
 - Amy Harbor
 - Matt Jonkman (has elected not to re-new)
- Received two petitions for consideration as new Board of Governors
 - Erika Kvam – active Feast committee participant, experience in working with Not-For-Profit organizations; works for Purdue Universities Galleries
 - Kristine McVey – Chief Deputy Prosecuting Attorney for Tippecanoe County, long-standing interest in history, enthusiastic about Board participation
- Call for nominations for *all Board Officer positions* to be elected in February – submit intent to Carolyn O'Connell, chair of the Nominating Committee
- Setting of meetings for 2018 – previously has been 4th Tuesday of the month

Section 5. Meetings of Board of Governors. Regular meetings of the Board of Governors shall be held throughout the year at locations, dates and times established by the Board.

January 2018	Membership meeting – No Board meeting – date/place TBD
February 2018	Tuesday, February 27 th
March 2018	Tuesday, March 27 th
April 2018	Tuesday, April 27 th
May 2018	Tuesday, May 29 th (Memorial Day = Monday May 28th)
June 2018	Tuesday, June 26 th
July 2018	Tuesday, July 24 th (4 th Tuesday – there are 5 Tuesdays in July)
August 2018	Tuesday, August 28 th
September 2018	Tuesday, September 25 th (Feast is October 6-7 th)
October 2018	Tuesday, October 23 rd (4 th Tuesday – there are 5 Tuesdays in October)
November 2018	Tuesday, November 27 th (Thanksgiving is 22 nd)
December 2018	Tuesday, December 18 th (3 rd Tuesday, 4 th Tuesday is the 25 th)

Minutes for the Board of Governors Meeting held October 24, 2017

at J.H. Rathbone Museum & Resource Center

ATTENDANCE:

Pete Bill - President	Amy Harbor
Colby Bartlett – Vice President	Carolyn O’Connell
Jeff Schwab – Vice President (phone)	Preston Smith
Del Barlett	Quentin Robinson
Diane Begley	Pete Sherry
Kevin Cullen	Phil Tucker
Craig Graham	Todd White
Walt Griffin	

Unable to attend

Shane Weist – Secretary	
John Thieme – Treasurer	Matt Jonkman
David Hovde	Benjamin Ross

Staff

Craig Hadley
Rick Conwell
Leslie Conwell
DJ Tucker

Call to order at 5:15

Minutes from September 26th, 2017 were reviewed and accepted with no changes.

Special Report: the history of the Rathbone Museum

Ken Moder and Jill Unger-Moder graciously hosted the TCHA Board. The Board members had a chance to visit part of the vast array of artifacts accumulated as a result of Ken and Jill’s passion for preserving the rich cultural heritage of the Knights of Pythias and other fraternal organizations.

Special Business: proposal for grant writing from Derek Reuter

Derek and DJ had assembled a proposal for writing of Google and Facebook grants for the amount of \$5000 to be paid to Derek contingent upon Derek successfully writing and receiving grants that would provide credits for using social media advertising on these two venues. Some questions were asked by the Board members regarding grant writing experience and more details about Google and Facebook grants.

The proposal was discussed later in the meeting. A number of questions were raised by the Board members. The consensus was that more information was needed to clarify some points and determine if the expense would be justified for the return. The funding for the outlay of \$5000 fee would have to be obtained from other funding because the return on the grant would not be in actual dollars but in credits. The media exposure would have to return 143 new individual memberships at \$35 each to offset the expense. Craig requested that all Board members submit questions to him by the end of the week (October 27) so feedback could be provided to Derek and

answers to questions provided to Board members. The Board would need to vote on the proposal either in regular session in November or via electronic vote.

Officer's reports

President

passing of **Jean Lynn McGroarty** - a former TCHA employee, passed away October 15th, 2017 after a prolonged battle with breast cancer

Report: *The Natural Evolution and Life Cycle of Boards – where is TCHA Board on this Continuum and where do you fit in?* (document available on request)

Key points:

- TCHA Board is evolving from a Foundation Board (Stage 1) to a Governing Board (Stage 2)
- The shift from homogenous, small, informal Board to more heterogenous, larger, and formal Board can create anxiety as role of the Board changes from being involved in day-to-day operations to the role of governing by overseeing actions of the Executive Director and allowing the ED to run the day-to-day operations of the Association
- Rules for transition
 - Board provides support and resources to ED then makes sure they do not impose restrictions on ED other than within Board responsibility for fiscal oversight
 - Board sets tangible, specific objectives for ED
 - Board members' roles in shaping committees or task force is as a TCHA volunteer same as every other volunteer – there is no Board member privilege on working groups.
 - Board members must comply with the rules set by ED and committees like other TCHA volunteers
 - Board is encouraged to discuss different points of views; but after the vote, the Board speaks with one voice
 - On matters of day-to-day representation of TCHA, the ED (in consultation with the Board or Exec Com as needed) is the voice that speaks to represent a unified point of view for the Association.

Vice Presidents – no report

Finance and budget report / Finance, Budget, and Risk Management Committee – Jeff Schwab chair, John Thieme, Todd White

Recommendation from Jeff Schwab to put surplus income from the Feast (over operating expenses normally allocated to the Feast) into a reserve fund to hedge against future Feast losses due to weather, and into the TCHA infrastructure repair and maintenance reserve fund to offset future unexpected large equipment or infrastructure repairs. Detailed amounts to be proposed in the budget after income/expenses from Feast 2017 are determined.

Executive Director report

50th Feast (recognition and thanks)

- kudos given to Leslie, Jeff for organization of Feast; thanks to DJ, Kelly, Rick and Board members who all helped out

Purdue Archeology Conference and reception at TCHA History Center

- Reception was successful at TCHA history center Friday night of conference
- Thanks for presenters Leslie, Colby, David, and Craig

Thanks to David Hovde

- David wasn't present but Craig cited his efforts in organization the 50/300 activities

Web site go-live date

- Should be end of the month (went live October 26)

Report on Blockhouse evaluation (report previously circulated to Board members)

- still waiting on core samples of logs
- will be compiling additional information so can come up with proposed cost for repairs most immediately needed (e.g., roof) – cost determination will be forthcoming in next meeting

Status of work with Taylor Studios

- on schedule – currently staff is writing information for displays

NCHS Grant – Bravo for the Arts luncheon

- TCHA was the largest recipient of grants at this luncheon

Grounds and building repairs update

- window repair in Arganbright holding up to rain
- roof repair on TCHA history center – difficult time getting contractor to start work
- work on crack/leak can't be done until roof is repaired
- brush and overgrown plants around Arganbright will hopefully be worked on next week; stubble of growth on steep slope will be left over winter to stabilize slope; then next spring planted with ground cover to continue to stabilize the slope.

Kitchen Project (TCHA History Center) – request for approval of \$12,500 from Fowler House sale funds

- Motion made, seconded to approve this amount from FH sales.
- Discussion – need to spend the \$12,500 received from grant or risk losing the grant and losing eligibility to apply for larger grants next year
- **Vote – unanimous approved to allocate this amount for the kitchen**

IMLS Grant up-date (\$500,000 for Battlefield Museum project)

- Change in grant now limited to \$250,000; due in December

Programs and Membership – DJ Tucker

Feast membership activities, School Days, new marquee (VIP lounge)

Blacksmithing Workshop October 7th at Fort

Battlefield interpretative program for TSC Superintendent (October)

Blockhouse herb garden volunteer

Diversity program for schools (new information)

Membership campaign and request for \$7700

- goal for total membership by end of December is 900 (currently at 435)
- Phase I – mail campaign, 12500 targeted households, cost \$7498.00
- Phase II – Facebooks campaign, cost \$200
- Need the equivalent of total of 220 new individual memberships at \$35 @ to offset cost for Phase I and II of campaign
- Phase III will be digital e-mail campaign – no cost
- Request for \$7700 to fund campaign

- Question about where money is going to come from since membership promotion fund is already exhausted (*question: did some of the Feast promotion come out of that fund when it should have been allocated to the Feast?*)
- Motion made by Craig Graham, seconded by Quentin, to approve \$7700 as long as funding source can be identified from existing operational funds (not from reserve funds like the Fowler House sale); discussion and vote: motion passed

List of 2018 programs will be presented at NOVEMBER Board Meeting

Battleground report – Rick Conwell

Third quarter results:

4110 individual guests (up from 3557 in 2016)
 197 additional guests from groups (down from 267 in 2016)
 taxable sales \$23,022 (\$16,046 in 2016)
 Feast merchandise sales drove most of sales
 \$50,000 mark for yearly taxable sales passed on Oct. 7th (was in November for 2016)

Feast location sales were significantly increased over 2016 except book sales – location may be a factor?

Kudos to Laura, Amy, Kathy Atwell and crew headed by Jerry Barnett

Feast report – Leslie Conwell

Feast attendance more than 56,000.

Thanks for Carolyn O’Connell, David Hovde, Kelly Lippie, Rick, and Kathy Atwell for help with Feast cleanup

Food booth compilations are still on-going

Committee reports

Ouiatenon Preserve – Del reported part of asphalt paving has been completed on circular drive; will likely be completed in next two weeks if weather holds

Collections Committee – Kelly

No items for deaccession

Collection Supplies Needed- let Kelly know if you have anything you would like to donate:

Bed sheets/ tablecloths: Clean, no holes; cotton or flannel. The less patterns/ color the better.

Horse Saddle Rack(s): Either wall mounted or free standing. We have 5 saddles that need racks.

Small carpet squares/ remnants: clean, good condition.

The Collections Committee will be reviewing and discussing updates to the TCHA Collections Policy – if you wish to have input, contact Kelly

The new TCHA website will include a Blog feature and we will be accepting guest blog articles. – if you wish to contribute, contact Kelly

Researching the possible purchase of Past Perfect Online for 2018, which will allow researchers to search our database through a link on our website – cost proposal will be coming forward in future

Meeting with Haan Museum staff to discuss the loan of some of our Quilts for an exhibit there early in 2018.

Buildings, Grounds, and Facilities Committee – No report

50/300 Committee summation – No report

Minutes recorded and submitted by Pete Bill

Monthly Report October- November, 2017- Collections

(prepared by Kelly Lippie)

- Attended the Midwest Historical Archaeology Conference.
- Gave a tour to Susan Curtis's Purdue class. This class is doing research projects for the Morris School house that relate to local education history. The tour included how they can do research at TCHA. Students were given a coupon for 1 free admission to the research library.
- Visited a class at Purdue that is working on a compilation publication on the history of the Wabash River to share with them the resources available at TCHA. Also gave these students a library admission coupon.
- Visited TIPCOA's monthly meeting to help with plans for a scanning visit in the spring. We plan to partner on county visits in 2018 to gather material from the outer reaches of the county and to make contacts.
- Began investigating the possibility of a "Township Historian" program similar to the Indiana Historical Society's "County Historian Program". This will give us a point person in each township who can help us make contacts, build relationships and keep up to date on happenings in the area.
- Collections Volunteer projects include:
 - o Cataloging the library books in the reading room.
 - o Inventorying 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.
 - o Processing Archival collections. We are doing an overview of the 207 processed collections to polish and update their finding aids for the website. This includes large inventory projects to re-evaluate the contents of the Military Collection.
 - o 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 scanning the images to their records.
- Processed requests for George Winter images and helped researchers looking for other images. This includes a documentary film by WBEZ in Chicago (George Winter images) and local research into the Warren Paper company, Tippecanoe Battlefield, Family Theater and Hebron School.
- Met with Haan Museum staff to discuss the loan of some of our Quilts for an exhibit there early in 2018.
- Work continues on the exhibit development for the new History Center. Time spent writing label text and gathering images to scan for exhibit graphics.
- Archives volunteer Jennifer Bay is helping to advise Purdue Wilke Intern on project to develop a Lesson Plan based on primary source material available in the TCHA archives. This will be a free lesson plan accessible on the TCHA website.
- Helped to launch the new TCHA website, which included writing an introduction blog and converting our Archive Finding aids to searchable PDFs for the website (this is ongoing).
- Attended the Copyright Basics Workshop held at the Indiana State Library on Nov. 6.

Upcoming:

- o The Collections Committee will be reviewing and discussing updates to the TCHA Collections Policy. This will likely wait until February or March of 2018 for Board review.

Collection Supplies Needed- let Kelly know if you have anything you would like to donate:

We are looking for donations of the following material to help with storage of Collection material:

- Bed sheets/ tablecloths: Clean, no holes; cotton or flannel. The less patterns/ color the better.
- Wooden clothes hangers.
- Clean, un-dyed muslin cloth.

Working with Rick & Craig on a potentially very special donation of a sword used in the Battle of Tippecanoe. Thanks to Rick for fielding the initial contact with the donor!

Collections Committee meeting from November 1:

- 18 new donations offered. 1 Rejected; 17 kept- 2 as digital collections, 1 as expendable (educational), all the other were either total or partially kept.
- No Unnumbered (Found in Collection) material considered.
- 3 items up for Deaccession, pending Board approval:
 - o Book: "Guide to the Genealogy Collections of the Byron R. Lewis Historical Library... Vincennes University" 1977. Donated by Vincennes Historical Association. Reason: Out of Scope. Recommended disposal method: Sale.
 - o Book: "English's Opera House" by William George Sullivan, 1960. Donated by Sunnyside Junior High School. Reason: Out of Scope. Recommended disposal method: Sale.
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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
Quentin 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

OFFICERS OF THE BOARD (1 Year Term, not more than 5 consecutive terms)

Position	Name	First Term Began
President	Pete Bill	June 2016 (for 2016 term)
Vice President	Colby Bartlett	February 2015
Vice President	Jeff Schwab	February 2017
Secretary	Shane Weist	February 20??
Treasurer	John Thieme	February 2015

STANDING COMMITTEES

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
Colby Bartlett
Shane Weist
John Thieme

Nominating Committee

Carolyn O'Connell *
Quentin 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
Quentin 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