

MINUTES
Board of Governors Meeting held March 27, 2018
Battlefield Museum - Battleground

ATTENDANCE:

Pete Bill - President
Kevin Cullen - Secretary
Jeff Schwab – Vice President
Colby Bartlett
Walt Griffin
Amy Harbor

David Hovde
Pete Sherry
Quentin Robinson
Benjamin Ross (by phone)
Preston Smith
Phil Tucker

Unable to attend

Del Bartlett
Diane Begley
Craig Graham
Erika Kvam

John Thieme – Treasurer
Shane Weist
Todd White

Staff

Craig Hadley
Kelly Lippie
Rick Conwell
Leslie Martin Conwell

Call to order at 5:20

Minutes from February 27th, 2017 meeting were reviewed and accepted with no changes.

A suggestion was made to change the date of the December meeting to the second week of January. After discussion, everyone agreed to **change the December 2018 meeting date to Tuesday, January 8th, 2019.**

Officer's Reports

President

- Reminder about the cancellation of December Board meeting – moved to January 2019 because of the competing activities around the holidays
- Cancellation of Board field trip, originally scheduled for April 8. Will be rescheduled this summer.
- Review of agenda for Board retreat, to be held from 9 a.m. to 3 p.m. April 7 at Sgt. Preston's, Second and Columbia streets, Lafayette.
- TCHA annual Gala will be held April 28 at History Center. Work is underway to finish remodeling and finalize all arrangements for the fundraiser.

Vice Presidents – no report

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

- Review of budget versus actual expenses for January-February 2018. Actual spending in a few line items appears to be over budget – most notably Programs and Education Expenses; Fundraising Event Expenses; Library and Archives Expenses; Postage and Freight Expenses and Vehicle Expenses. However, much of that spending is tied to one-time spending or bills from specific events that will not recur later in the year. The budget

for each line item is pro-rated, providing an equalized amount every two month. Because of that, over the course of the year, the actual amount spent in a line item, and the amount budgeted, tend to balance.

- Adjustment to budget: \$8,000 adjustment is expected to be needed for lower payout on interest from Total Return Unitrust – investments from TCHA Foundation and other restricted funds.

Executive Director report

- Working on four grants – Community Foundation for blockhouse work; Community Foundation for signs at Arganbright building; Visit Lafayette marketing grant for the Feast, and an SIA grant to support the 2019 school diversity program.
- Preparing presentation needed to seek \$250,000 grant from Lafayette Bank & Trust for Taylor Studio exhibits in the History Center.
- History Center work update: All drywall has been installed, painting is complete. City historical commission has approved nearly all work, except the proposed use of a new, bronze-colored front door, which the commission says would clash with the aluminum window frames. Old door may be repaired and the new door can be used elsewhere. A permit will be needed to install new hood in kitchen. New refrigerator and freezer have been installed. Contractor had to order new floor tiles after ordering the wrong ones. New lighting and fans will be installed this week. Upholsterer is redoing chairs in auditorium. Auditorium carpet will be cleaned next week. New tables and chairs have been ordered. Flat-screen TV and speakers will be installed soon. Bathrooms are mostly done. Floors will be polished and sealed before gala, but museum store will not be open by then.
- Tippecanoe Arts Federation’s building on North Street is being renovated and expanded. Starting in May, TAF will have a temporary office in one room of the History Center. TAF will pay a monthly utility fee and its part-time maintenance person will be available to work at the History Center.
- Annual appeal has brought in \$550 so far; and the legacy brick program has netted approximately \$5,000.
- Gala planning is going well. A Facebook “push” has been launched, and the Journal & Courier plans to do a story about the gala and the History Center. Entertainment has been arranged, and tickets are now available. Talks are underway to get three WWII veterans and some vintage military vehicles for the gala. Sponsorships have brought in \$7,000 to \$8,000 but more are needed.

Programs and Membership – reported by Craig Hadley

- TCHA now has 495 active members, with the total expected to hit 500 within two weeks.
- The French Colonial program at the blockhouse last week was a success. Attendance was modest because of snow and cold but new contacts were made and interest was shown by participants in future collaborations.

Battleground report – Rick Conwell

- Participated in the Kalamazoo Living History Show, which attracted 10,000 people. More volunteers were needed for TCHA book sales.
- Rick is working with commander at Camp Atterbury for a staff ride at the Tippecanoe battlefield, at which experts will discuss battle tactics from various vantage points, to educate college-age students involved in military programs. The Tippecanoe battlefield is within a short drive of many colleges and universities, making staff rides affordable.
- A freelance writer working for the local convention and visitors bureau is doing a story about the battlefield and museum

- Letters have been sent to local potters for locally-made Feast mugs.
- Attendance at the museum has been down because of snow, flu, and flooding, but it has picked up in recent days.

Feast report – Leslie Conwell

- Working on contracts and public relations for this fall’s Feast.
- CityBus has been contacted about providing shuttle service. Church buses will be used to get people from the upper parking lot, on County Road 350-W, to the gate.
- The newly redesigned Feast website has been favorably received, as have the new Feast brochures.
- When flooding on the Wabash was predicted, volunteers pitched in to keep damage to Feast property to a minimum.

Committee reports

- Buildings, Grounds, and Facilities Committee – Walt Griffin – no report, covered in ED report
- Collections Committee
 - Both cabinets on loan to the 1852 Foundation will be returned to TCHA. Kelly and Craig are awaiting notification from Matt Jonkman on what 1852 Foundation wants to do with the antique table also loaned to the foundation (continue with loan or return to TCHA).
 - Past Perfect Online is now operational, providing information and images to those interested in genealogy and archives. It is a major step in access to digitized collection items.
 - Kelly recently addressed a Daughters of the American Revolution luncheon, and the Wabash Weavers Guild. TIPCOA plans to scan materials, which will add to the TCHA digital archive. Purdue Women’s Club sent volunteers to the archives to clean documents.
 - 0 items up for consideration for deaccession.
- Standing Committees Membership approval by the Board
 - Per the TCHA Board By-Laws, the board unanimously approved these committee assignments: Executive – Pete Bill (chair), Jeff Schwab, Kevin Cullen, John Thieme; Nominating – Quentin Robinson (chair), Preston Smith, Pete Sherry; Finance, Budget and Risk Management – Jeff Schwab (chair), John Thieme, Todd White; Facilities – Walt Griffin (chair), Pete Bill, Colby Bartlett, Del Bartlett, Kevin Cullen; Collections – Kelly Lippie (chair), Del Bartlett, Pete Bill, Kevin Cullen, Quentin Robinson, Rick Conwell, Leslie Conwell, Sarah Cooke, LA Clough, Craig Hadley; Ouiatenon Preserve – Colby Bartlett (chair), Del Bartlett, Di Begley, David Hovde, Leslie Conwell; Development & Membership – Erika Kvam (chair), Craig Hadley
- Ouiatenon Preserve – Colby and Del Bartlett
 - The Board unanimously endorsed a mission statement of the new standing committee
 - May 19, 11:00 AM Ouiatenon Preserve dedication

Discussion on new/reactivated committees

Discussion indicated support for proposed reactivation of the Publications Committee and creation of a Recurring Monthly Events Committee to help plan and carry out public events sponsored by TCHA

Motion to adjourn - Meeting adjourned 7:02 PM
Minutes recorded and submitted by Kevin Cullen

BOARD OF GOVERNORS TERMS (3 Year Terms)

Name	Term Ends
Colby Bartlett	December 2020
Del Bartlett	December 2018
Diane Begley	December 2018
Pete Bill	December 2019
Kevin Cullen	December 2018
Craig Graham	December 2020
Walt Griffin	December 2019
Amy Harbor	December 2020
David Hovde	December 2019
Erika Kvam	December 2020
Kristen McVey	December 2020
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	Term number
President	Pete Bill	June 2016 (for 2016 term)	3
Vice President	Jeff Schwab	February 2017	2
Secretary	Kevin Cullen	February 2018	1
Treasurer	John Thieme	February 2015	4

STANDING COMMITTEES

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
Kevin Cullen
John Thieme

Nominating Committee

Quentin Robinson*
Preston Smith
Pete Sherry

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

Ouiatenon Preserve Committee

Colby Bartlett *
Del Bartlett
Di Begley
David Hovde
Leslie Martin Conwell

Development & Membership Committee

Erika Kvam *
Craig Hadley
DJ Tucker

Foundation Board Liaison

Del Barlett