

**Minutes for the Board of Governors Meeting held May 22nd, 2018
Prophetstown Living History Museum (the Farm)**

ATTENDANCE:

Pete Bill - President	David Hovde
Kevin Cullen - Secretary	Erika Kvam
Jeff Schwab – Vice President	Pete Sherry
John Thieme – Treasurer	Quentin Robinson
Del Bartlett	Benjamin Ross (by phone)
Diane Begley	Preston Smith
Walt Griffin	Phil Tucker
Amy Harbor	Todd White

Unable to attend

Shane Weist

Colby Bartlett
Craig Graham

Staff Craig Hadley
Leslie Martin Conwell
Megan Lee (History Center Events and Membership Director)
Kristin Krzic (Program Director)

Guest Jake Shipley with DNR

Call to order at 5:18

Minutes from April 24th, 2018 meeting were reviewed and accepted with no changes.

Officer's Reports

President

- Conflict of Interest forms still needed from Shane Weist and Craig Graham
- Note: passing of Kathy Meyer, a regular Feast participant for many years, and Kenny Alexander, the Feast “wood guy” for many years through Alexander Tree Service
- Resignation of JD Tucker accepted effective May 18th, 2018. Reason relates to need to move back to Charleston to be with family.
- 2 Board member volunteers needed for Annual Evaluation of Executive Director –
update: Di Begley and Quentin Robinson have agreed to be non-Exec Committee Board Members on the evaluation committee

Vice President – no report

Prophetstown State Park history was presented by Jake Shipley with the Department of Natural Resources and Leslie Martin Conwell presented a short history of the Farm at Prophetstown

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

- Chairman Schwab stated that TCHA is experiencing a fairly normal year, but the budget picture is better than anticipated thanks largely to new grant income.
- For the January – April 2018 period, the total budget income was \$101,139 which is \$20,394 over budget for this period. Total expenses for this period were \$182,534,

which is also over budget by \$11,790 reflecting greater operational expenses generating income. Net operating income was \$81,394 which is \$8,603 over budget.

Programs and Membership – reported by Craig Hadley

- Membership receipts and renewal notices are up-to-date. Secondary membership reminders will be sent next week. Membership campaign was to start last week, but has been postponed until June 4th because of the hiring of a new Facilities Events Manager/Membership Director (Megan Lee) who will start June 4th.
- The Legacy Brick campaign has brought in approximately \$7500 to date. Orders for the actual engraved bricks will be placed in 10 days. Brick sales will continue indefinitely as blank bricks in the History Center patio area (corner area of 6th and Columbia) can be replaced with engraved Legacy Bricks as they are purchased
- An early French Colonial program will be held at the Blockhouse June 2-3rd. David Hovde is taking the lead on that.
- A TCHA Membership Appreciation Dinner will be held in conjunction with the Farm at Prophetstown membership on July 14th at the TCHA History Center (the lodge).

Battlefield Museum Report – written report submitted by Rick Conwell

- Sales and attendance continues to be rather light but May totals will reflect income from one special event and at least two large school programs.
- On May 5th, the Battlefield hosted the second Camp Tippecanoe Civil War Living History Day.
- On May 11th, 153 students from Cumberland Road Elementary School in Fishers, Indiana visited.
- On May 17th, 183 students from Carey Ridge Elementary School in Westfield, Indiana visited.

Feast report – Leslie Conwell

- Plans for 2018 Feast are in “full drive”.
- Flood damage at the Feast barn was cleaned up on April 28th with the help of Jeff Schwab and volunteers
- All food booth paperwork has been sent to food booth participants. More than 16,000 Feast brochures were mailed to Interstate rest areas, welcome centers, and visitors bureaus. Leslie is working with media outlets to plan publicity for this fall’s Feast.
- An agreement has been reached with the Mississinewa 1812 Board of Directors to avoid a scheduling conflict with the Feast in 2021 due to Purdue’s home football schedule. The Feast has secured its desired weekend.
- Craig thanked Leslie and Jeff Schwab for their work on the Feast web site.

Collections Committee – written report by Kellie Lippie, presented by Craig Hadley

- Collections policy, last amended in 2010, will be up for a board vote in June. It includes a revision of the research policy and library/archives fees. *The collection policy was sent as a document with the Agenda for the Board to review.*
- Materials loaned to the 1852 Foundation have been returned.
- Work has begun with an archives volunteer to develop a strategic plan for the archives collection, which will eventually expand to include the entire collection.
- The Past Perfect Online site now has 3,150 records posted for public viewing.
- The Board approved deaccessioning 1 item: a miniature copy of Harper’s Weekly Magazine. It has no relevance to Tippecanoe County or the TCHA collection and will be sold.

Facilities Committee (formerly Buildings and Grounds) – Walt Griffin

- No report
- Craig noted that TCHA will contract with a new roofer to fix a small leak in the History Center and repair the roofs over the stairwells that open onto the alley behind the Center. A small puddle of water appeared in the basement that might be due to blowing rain getting into places not well protected in the wall or roof.

Membership and Development Committee – Erika Kvam

- Erika outlined some ideas to increase TCHA's visibility, public interest, and membership.
- More e-mail addresses should be collected, then e-mails should go out every two weeks tailored to specific groups.
- E-mail communication is inexpensive, compared to traditional paper mailings.
- TCHA also needs to solicit social media contact lists to take advantage of various forms of social media.
- Erika is meeting with the Membership Director to share ideas.

Ouiatenon Preserved Committee – report by Del Barlett

- Dedication of the Preserve was held May 19 and was well attended. Major contributors were recognized.
- Fourteen trees have been removed to create a more visible vista of the Fort site.
- Signs will be erected soon.
- It was noted that Del Bartlett received the Marquis de Lafayette Award from the City of Lafayette for his many years of volunteer service.

Executive Director report

- The Annual Gala was a great success. It netted more than \$7000. Approximately 200 people attended. Many compliments were received and many were introduced to the potential of the new History Center.
- The Lafayette Community Foundation provided a grant of more than \$17,500 for repair of the Blockhouse roof, chimney and firebox. Repair work is currently underway.
- An agreement is being written for paving the upper lot at the Arganbright Center. Parking agreement with the 1852 Foundation to share some of TCHA's parking space is being worked out.
- History Center update: The kitchen work is almost done. Interior work is nearly done. Office is being set up and a new phone system will be installed soon. The main fusebox in the Center is overloaded and has to be rewired to comply with safety standards. Craig is still negotiating with the City Historic Preservation Committee regarding the outside of the Center to maintain the appearance of a 1960's brick building. The original plans for copper-colored sheathing over the brick has been scrapped. The building must have silver-colored doors and trim to reflect the visible aluminum framework characteristic for buildings of that time. The new bronze door will have to be replaced. Fiberglass panels will likely be replaced with similar looking but sturdier materials.
- Craig introduced Megan Lee (History Center Facilities and Events Manager/Membership Director) and Kristen Krzic (Programs Director) as new staff. Kristen has started work already and Megan starts June 4

Motion to adjourn

Meeting adjourned 7:00 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 Buildings & Grounds Committee)

Walt Griffin *	Colby Bartlett
Amy Harbor	Kevin Cullen
Pete Bill	Erika Kvam

Collections Committee

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

Ouiatenon Preserve Committee

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

Development & Membership Committee

Erika Kvam *
Craig Hadley
Pete Bill
Megan Lee - Membership Director

Foundation Board Liaison

Del Bartlett