

**Minutes for the Board of Governors Meeting held June 26th, 2018  
Stewart Center, Purdue University Archives**

**ATTENDANCE:**

Pete Bill - President	Walt Griffin
Kevin Cullen - Secretary	Amy Harbor
Jeff Schwab – Vice President	David Hovde
Colby Bartlett	Erika Kvam
Del Bartlett	Pete Sherry
Diane Begley	Benjamin Ross (by phone)
Craig Graham	Todd White

Unable to attend

John Thieme – Treasurer	Phil Tucker
Quentin Robinson	Shane Weist
Preston Smith	

Staff

Craig Hadley  
Megan Lee (History Center Events and Membership Director)  
Kristin Krzic (Program Director)  
Kelly Lippie

Guest Sammie Morris with Purdue Archives

Call to order at 5:15

**Tour of Purdue Archives** with Sammie Morris, Head Archivist, Purdue University. Q&A session afterwards.

Minutes from May 22nd, 2018 meeting were reviewed and accepted with two corrections: Kelly Lippie's first name and Kristin Krzic's first name were misspelled.

**Officer's Reports**

**President**

- Annual Evaluation of Executive Director is being conducted. Craig has the self-assessment document now. Document will be disseminated to Evaluation Committee: John Thieme, Jeff Schwab, Kevin Cullen, Pete Bill, Di Begley and Quentin Robinson. Final report will be made to Board at July meeting.
- A preliminary meeting of the Publications Committee was held to begin working out goals and logistics of publishing. David Hovde, Kelly Lippie, Kevin Cullen, Pete Bill attended.

**Vice President** – no report

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

- Chairman Schwab stated that the budget is essentially on track for this time of the year. Membership income is up slightly, Battlefield Museum sales are down slightly. Utility expenses are up slightly because of the addition of the History Center. This cost should be offset by TAF payments for using the space at the History Center.

### **Membership and History Center Report – Megan Lee**

- History Center kitchen professional cleaning will be done next week. This is required before the equipment can be used. Kitchen still needs to pass final inspection.
- A promotional brochure will be created to promote the use of the History Center for small weddings. Photographers, actors, and materials are being donated for the photo shoot by vendors. Brochure will include rental options, and list fees recently approved by the Facilities Committee. The information will be posted on the TCHA web site and Facebook site as well.
- Total TCHA membership stands at approximately 500.
- Erika and Megan have been exploring software to better manage and communicate with TCHA membership. After a detailed presentation by Megan to the Board, the Board approved partnering with Member Planet to use their membership management package. Megan, Craig, Pete, and Kelly participated in a conference call with the company to walk through the product and answer questions. The cost is \$45 per month, but with a 15% discount for paying for the full year, the annual expense would be \$459. 14 new individual memberships would offset the cost for the year. There is a 3% + 30¢ fee for processing any credit cards for purchases or events. Software enhances ability to communicate with membership by e-mail (10,000 limit per year), direct mailing, or text messaging (limit of 1000 text messages per year). The software had enhanced membership tracking and renewal notifications. Members can set up automatic membership renewals to their credit card or bank account. Compared to other packages, this software was considerably less expensive.

### **Programs Report – Kristin Krzic**

- A listing of upcoming programs was included in the report in the Agenda
- 650 postcard invitations have been sent inviting TCHA membership and the Farm at Prophetstown membership to the Membership Appreciation Dinner, July 14<sup>th</sup> at the History Center. A local jazz quartet will perform and various activities will be available including a puzzle guest book, dried flower art, a seed raffle game, hula hoop content, face painting, and a photo booth.
- Other events being planned include a Classic Car Camping and Bushcraft Weekend in August; a People's Beer and Triple XXX Beer and Root Beer event in September; workshops starting in the fall and a TCHA Birthday Party December 2 (not December 1<sup>st</sup> as previously planned due to conflict with the Lafayette Christmas parade). A year-long event calendar is expected to be completed in September.

### **Feast Report – report submitted by Leslie Conwell**

- Feast applications are on target with previous years. CityBus has confirmed that it will offer shuttle bus service from the Purdue football parking lot.

### **Battlefield Museum Report –report submitted by Rick Conwell**

- Battlefield has hosted three freelance writers gathering information for articles.
- A temporary staff person is needed from early August until mid-October to inventory, sort, price and pack merchandise that will be sold at five locations during the Feast.  
Information

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

- The board approved a new Collections Policy, which was last amended in 2010. It includes changes to the research policy and library/archives usage fees. It will take effect July 1. After considerable discussion, the Collections Committee was asked to revisit whether the library and archives reference fees should be removed from the policy to ease changes in the fees without having to approve the whole document again; clarify the term “expendables” in the section on the acquisition of non-collection items; and revisit the section on the possible purchase of collection items from staffers and board members.
- The board approved the deaccession of five items.

### **Facilities Committee (formerly Buildings and Grounds) – Walt Griffin**

- No report

### **Membership and Development Committee – Erika Kvam**

- Nothing to add to Megan’s report. Erika and Megan were again thanked for the work they did in finding an appropriate membership software for TCHA.

### **Ouiatenon Preserved Committee – report by Colby Barlett**

- Goal is to enroll the Preserve land into the Conservation Reserve Enhancement Program (CREP) for which there are financial incentives paid by the State for taking land out of the agricultural production.
- Working with DNR on a grant to purchase and plant seed for the Preserve.

### **Executive Director report**

- New roof has been installed at the Ft. Ouiatenon Blockhouse; firebox was rebuilt and chimney was repaired. Lafayette Community Foundation granted \$17,222 for the work. Next, the logs must be chemically treated. Another grant will be sought to pay for that.
- Because of work on 10th Street in front of Arganbright, paving of the upper parking lot at the Arganbright Center has been put on hold.
- Final state inspection of the kitchen at the History Center is expected June 27. It will be rented for the first time on July 9.
- Electrical work was done in the History Center to eliminate overloaded circuits in the fuse boxes.
- Because the History Center building is more than 40 years old, changes to the exterior must be approved by the city Historic Preservation Commission. The commission rejected the installation of copper panels. The commission has approved plans for the patio, signage, window and door replacement, masonry repairs, and the painting of existing fiberglass panels on both the 6<sup>th</sup> Street and Columbia Street sides of the building. The doors and windows must be in the aluminum color as they currently are. This will require replacing the newly installed door to the building which is bronze.

Motion to adjourn

Meeting adjourned 7:18 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