

**Minutes for the Board of Governors Meeting held July 24th, 2018
Haan Mansion Museum of Art**

ATTENDANCE:

Pete Bill - President	Craig Graham
Kevin Cullen - Secretary	Walt Griffin
Jeff Schwab – Vice President	Erika Kvam
Colby Bartlett	Quentin Robinson
Del Bartlett (by phone)	Pete Sherry
Diane Begley	Phil Tucker

Unable to attend

John Thieme – Treasurer	Preston Smith
Amy Harbor	Shane Weist
David Hovde	Todd White
Benjamin Ross (by phone)	

Staff

Craig Hadley
Rick Conwell (Battlefield Museum)
Kristin Krzic (Program Director)
Megan Lee (History Center Events and Membership Director)
Kelly Lippie (Curator)

Call to order at 5:16

Tour of Haan Museum at end of the meeting with Ellie Haan and Bob Haan

Minutes from June 26th meeting were reviewed and accepted.

Officer's Reports

President

- Annual Evaluation of Executive Director has been completed. The report and summary were attached for the Board to review. Vote was made to accept the report.
- The Ouiatenon Preserve, Inc. lease contract was attached to the Agenda for Board review. No representative to the Ouiatenon Preserve, Inc. Board has been appointed yet by the TCHA Board but Del will serve as interim until the Ouiatenon Preserve Board meets and ratifies the necessary documents to establish its Board.

Vice President – no report

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

- At the budget's half-year mark, actual income is slightly down but this is normal this time of the year as Feast expenses begin and no corresponding Feast income is yet to come in.
- Jeff pledged to review the categorization of different accounts so as to better track the actual expenses and incomes in a way that fits with what TCHA is doing. This will be done after the Feast.

Membership and History Center Report – Megan Lee

- Membership is 486.
- MemberPlanet has been paid for a year and Megan is in the process of getting it up and running.
- A photo shoot was held to provide photos needed to showcase the History Center for event planners and potential clients. Several calls have been received for possible bookings.
- Megan is preparing a flier listing prices and services for those considering using the History Center for events. She is considering setting up bridal shows.
- The TAF maintenance person (Marty) has been hired to work between 8-10 hours weekly at the History Center and the Arganbright building instead of using Merry Maids. This should be a saving of about \$100 per month.
- The membership appreciation dinner was a success with much positive feedback.
- The history center is using Scrub A Duds for laundry services for table linens and it is very economical.

Programs Report – Kristin Krzic

- Work is underway for the Car Camping and Bushcraft Weekend August 25-26.
- All confirmations have been received for the proposed presenters for the evening lecture series. The evening lecture series will be held on the second Wednesday of each month.
- The program schedule for monthly luncheon speakers will go out this week.
- The fourth-grade diversity program is set for February 19-20, 2019
- Four galas have been scheduled for 2019: 1950's Gala, July 4th Gala, Night at the Museum Halloween Gala, and the Winter Ball.
- Other programs were listed on Kristin's report.

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

- The Collections Policy went through a revision based upon the recommendations of the TCHA Board from the July meeting. Changes for edits were made including a revision of the research policy and library/archives usage fees that went into effect July 1st. Information on the changes was included in the Agenda document.
- The board approved the deaccession of 10 items that were out of scope in the collection.
- Kelly is working with archives volunteers to develop a strategic plan for archives digitization and collection.

Battlefield Museum Report –report submitted by Rick Conwell

- This year's Fiddlers Gathering was almost a disaster because of the weather. But after the rain stopped, attendance picked up as did traffic through the museum and history store.
- Attendance at the Battlefield Museum was strong in July.
- Feast T-shirts and mugs with new designs are on order and should be available later this month.

Feast Report – report submitted by Leslie Conwell

- Feast applications are on target with previous years.
- New vendors have been welcomed by e-mail.

- Food booth applications have been processed.
- Advanced tickets have been ordered.
- Leslie assisted with TCHA/Farm at Prophetstown co-membership appreciation dinner.

Facilities Committee (formerly Buildings and Grounds) – Walt Griffin

- No report

Membership and Development Committee – Erika Kvam

- No report.

Ouiatenon Preserved Committee – report by Colby Barlett

- CREP agreement is being finalized for the land that the Ouiatenon Preserve, Inc. will help manage.

Executive Director report

- Air conditioner went out at Arganbright during very hot part of July. Because the loss of cooling threatened archival materials, photos, and potentially the computer server, quick solicitation of estimates for repair were obtained from 2 sources. Blue Fox Heating & Air Conditioning received a \$9,828 contract to remove the old A/C unit and install a new one. The price included the cost of rental of a crane to remove the old unit and lift the new one onto the roof. The Community Foundation approved a \$7,500 grant within 24 hours of Craig's request for the project. Craig had the contractor also look at the rest of the HVAC system and their conditions. The cooling units should last another 5-6 years and the steam boiler system is adequate.
- The city Historic Preservation Commission has approved all exterior work for the History Center. Work should start in September and end by October 1. Some masonry repair work is already underway.

Motion to adjourn

Meeting adjourned 6:11 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

Program Advisory Committee

Walt Griffin
David Hovde
Shane Weist
Pete Bill

Foundation Board Liaison

Del Bartlett