

**Minutes for the Board of Governors Meeting held August 28th, 2018
West Lafayette Public Library**

ATTENDANCE:

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

Unable to attend

John Thieme – Treasurer	Preston Smith
Craig Graham	Shane Weist
Benjamin Ross	

Staff

Craig Hadley
Kristin Krzic (Program Director)
Megan Lee (History Center Events and Membership Director)
Kelly Lippie (Curator)
Leslie Martin Conwell (Feast)

Call to order at 5:15

Minutes from July 24th meeting were reviewed and accepted.

Officer’s Reports

President

- Noted in Passing: David W. Timmons and Donal D. Plantenga – both long time Feast volunteers/participants
- Embroidered TCHA patches were presented by Quentin Robinson. One free patch will be available to each volunteer and board member. The rest of the 250 patches are available for \$2 each.
- Board member recruitment is planned for November. The names of capable, intelligent, “idea” people with an interest in county history are needed for consideration. Diversity is important. The new board members will be voted by the membership in January 2019.
- More volunteers are needed from the general membership to build a closer bond between the membership and the Association. Volunteers also provide a pool of potential future Board members and leaders of the Association.

Vice President – no report

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

- Written report and analysis was submitted by John Thieme.
- Jeff noted that income currently exceeds income at this time last year, but some History Center income is already earmarked for projects that are coming up.

Membership and History Center Report – Megan Lee

- Membership is 462 (previous month was 486). Between 60-70 renewal notices were sent in August. Several have replied. The first two were \$1000 (Treasurer level membership). 11 new membership have come in since June.
- A letter outlining MemberPlanet is going out to prepare for the Sept. 1 launch of the online membership portal. Initial reaction has been positive. Member Planet is now being used to process membership dues. Some 397 emails were sent inviting people to the next show-and-tell and 177 of them were opened. None of the recipients unsubscribed.
- History Center paint plans have been discussed with the contractor.
- Rack cards have been prepared for potential users of the History Center; new photos will be used after renovations are complete to make a larger tri-fold brochure.
- Megan has done several drawings to create a Tippecanoe County ornament for the state museum's Christmas tree.
- Megan and Kristin attended the Mosey Down Main Street in August, and the Boiler Bridge Bash. They ran out of free materials each time.

Programs Report – Kristin Krzic

- Despite wet weather, the Classic Car Camping and Bushcraft Weekend event was a success. A national group of Model A car enthusiasts brought 3 cars, one of which gave rides in the car. There was a craft table and 1920's type games. The barn dance at the Farm at Prophetstown attracted approximately 50-60 people.
- **TCHA's 90th birthday celebration, Dec. 2** at the History Center, is shaping up. Several dignitaries, including the governor and local government officials, have been invited. It will run from 5:00 PM until 8:00 PM. Have raised \$2000 for it so far.
- The Subaru Wives Program's recent visit to the Tippecanoe Battlefield and Museum was successful. Nine wives attended. The Japanese women are eager to learn about the history of Lafayette and Tippecanoe County. Kristin invited them to the Feast.
- A schedule for upcoming workshops will be available at the September board meeting.
- Planning for Feast School Days is progressing. A van and cookies have been ordered. More than 2,000 students and parents are expected and volunteers are needed. Friday capacity for attendees would be around 2500 max and 600 max for Thursday.
- "Jefferson Lives!," featuring a Jefferson impersonator, will be featured Sept. 15 at the History Center. 200 tickets are available. \$10 for adults, \$5 for children. It was suggested to get a Journal & Courier interview set up.

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

- Work is underway to update the collections procedures documents to reflect the newly revised collections policy approved by the Board in July.
- Two new volunteers are being trained to catalog hats and porcelain items.
- Several showcases have been purchased for exhibits in the History Center before the History Store opens.
- World War I material will be taken to the Battlefield Museum to commemorate the 100th anniversary of the end of the war.
- To reflect changes in the collections policy, two outstanding loans are being updated.
- Kelly is working with volunteers to develop a strategic plan for the archives collection. Also working on a survey form that can be used when interviewing potential volunteers or interns.
- To date, 3,618 records have been posted on the Past Perfect Online site.

- The board approved the deaccession of 10 items.
- A question was asked whether the curator's work was limited by equipment or by available people. Kelly reported that it was the need to supervise additional volunteers by her personally. I

Battlefield Museum Report –report submitted by Rick Conwell

- Completed design work for Feast t-shirts and sweatshirts. Shirts have been delivered. Feast mugs are expected to arrive soon.
- Completed design work for Feast volunteer shirts. Shirts ordered.
- Hired temporary Feast inventory assistant.
- Supervising inventory, sorting and packing of items for sale at Feast.

Feast Report – report submitted by Leslie Conwell

- Sold out of modern camping spaces at record pace this year. Decision was made to take 19 spaces out of parking and put into camping.
- Mailed first round of participant confirmation letters to vendors, craftspeople, food booths, etc. Worked on registration notebooks.
- Checked on food booth operations several times and finalized publicity contracts. A new venture to reach Purdue students will involve advertising at the Wabash Landing movie theaters. Feast posters this year will be printed in-house.
- Noted that volunteers are needed before, during and after the Feast, especially to do clean-up. A sign-up sheet for volunteer activities was circulated around the Board.
Help is needed 9:00-3:00 on Saturday and Sunday. Clean up is Monday, Tuesday, and Wednesday 9:00-4:00. Tuesday before the Feast is set up with tables and chairs.

Facilities Committee (formerly Buildings and Grounds) – Walt Griffin

- No report

Membership and Development Committee – Erika Kvam

- No report.

Ouatenon Preserved Committee – report by Colby Barlett

- No report.

Executive Director report

- History Center. Exterior renovations should be complete in time for a grand opening ceremony in mid- to late October. *This has been moved back to early November.*
- Grants. Craig is working on a \$250,000 NEH grant application and a series of smaller grants. He is also working on a grant strategy for 2019, with goals and deadlines.
- Events. More than 50 events are planned in 2019, plus galas, a membership appreciation dinner, etc. A brochure, with all the upcoming events listed, will be published.
- Arganbright Center parking lot. After the city completes its repaving of 10th Street, TCHA will be able to determine what needs to be repaved on the upper parking lot. An agreement with the Fowler House will be negotiated for use of TCHA parking lots, access and availability.

Motion to adjourn

Meeting adjourned 6:42 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	Re-election eligibility ends
President	Pete Bill	June 2016 (for 2016 term)	3	January 2020
Vice President	Jeff Schwab	February 2017	2	January 2021
Secretary	Kevin Cullen	February 2018	1	January 2022
Treasurer	John Thieme	February 2015	4	January 2020

ARTICLE III – BOARD OF GOVERNORS

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.

Section 2. Nominating Committee. The Nominating Committee: a) shall consist of at least three (3) members of the Board of Governors; b) shall present a slate of enough new candidate or incumbent Governor nominees to fill the available Governor positions as determined by the Board of Governors; and c) shall review the eligibility of incumbent Governors and all nominees prior to placing a nominee on the slate of candidates. The slate of nominees shall be subject to the addition of nominations from the floor of the Annual Meeting. **Each eligible voter shall be entitled to vote for the number of nominees equivalent to the number of Governors’ positions to be filled by the vote.**

Section 3. Vacancies. In the event that a vacancy causes the number of the Board members to drop below the minimum number of twelve (12), the Nominating Committee shall present a slate of nominees for consideration and vote at any Regular or Special Meeting of the board of Governors. Subject to additional nominations from the floor, the vacancy(s) shall be filled by a majority vote of the Governors present at the time of the vote. The person(s) elected shall fill the remainder of the unexpired term(s) to which they were elected.

Section 4. Term. Consecutive Terms of Governors shall not be limited.

ARTICLE IV – THE OFFICERS

Section 4. Term. Each Officer shall **serve a Term of one (1) year** until the next annual election. Officers may succeed themselves in a particular office, **but not for more than five (5) consecutive Terms.** Vacancies shall be filled by a majority vote of the Governors at any Regular Meeting as outlined in Section 3.

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