

**Minutes for the Board of Governors Meeting held September 18th , 2018
Long Center**

ATTENDANCE:

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

Unable to attend

Colby Bartlett	Shane Weist
Preston Smith	

Staff

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

Guest Eric Van Cleave; Executive Director of the Long Center for Performing Arts

Call to order at 5:15

The history of the Long Center (formerly Mars Theatre) was given by Eric Van Cleave, Long Center executive director

Minutes from August 27 meeting were reviewed and accepted.

Officer's Reports

President

- The terms of several board members will expire soon. Board members can nominate themselves for reelection if desired. The board will discuss how many board members are desired at the next board meeting. It can range from 12 to 24. Board members were asked for the names of people in the community who might make good board members.
- Officers of the Board are chosen for single, one-year terms. Anyone wanting to serve as an officer should contact Quentin Robinson, chair of the nominating committee.

Vice President – no report

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

- Overall, we are a bit below budget at this point in the year.
- Health insurance costs are over budget, but income from membership dues is up.
- The sale of memorial bricks has helped on the income side.

- Pete Bill said that work is underway to do a better job of educating the board in budgetary matters. A new kind of budget report will be used in 2019 prepared to spur discussion. It is needed because all board members are ultimately responsible for fiscal oversight of TCHA.

Membership and History Center Report – Megan Lee

- Membership is 433 (462 reported in August and 486 in July).
- Out of 19 renewals received, 3 upgraded to “patron” level memberships.
- 63 renewal notices were sent out this month.
- Emails have gone out to 10,000 “possible members,” explaining benefits of TCHA membership. 10,000 were determined by identifying people that have clicked on the TCHA website in the past.
- More volunteers are needed to staff the members’ tent at the upcoming Feast.
- Construction of the patio at the History Center has been delayed because of rain. When it gets underway, the Sixth Street entrance will be closed.
- Landscaping will be done in the spring, using volunteers for some of the work.
- Contracts for rental of space have been sent to several prospects.
- The Facilities Committee meets this coming week.

Programs Report – Kristin Krzic

- The “Jefferson Lives” presentation was well received. TCHA made \$430.
- Conflict of Cultures presentation charged \$72.50 and Battlefield Museum event for FFA charged \$250 to school.
- Plans are underway for “Feast School Days,” with 599 students expected on “Special Kids Day” and 2,811 on School Fun Day at the Feast.
- The TCHA 90th Birthday Celebration is set for Dec. 2 at the History Center.
- The 2019 event calendar was distributed. It includes a wide variety of events, including “Show and Tell” gatherings, History According to Hollywood events, evening lectures, lunch-lectures, workshops and four galas. (detailed list in Agenda)

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

- Kelly continues to work with archives volunteers to develop a strategic plan for the archives collection. It will expand to the entire collection after the revised policy is approved.
- Four potential candidates for an archives intern are under review. It may be possible to accept more than one for the semester.
- Work continues to catalog and scan the Journal & Courier photographic print collection and index the newspaper’s negative files.
- To date, 3,797 records have been posted to the Past Perfect Online site, including 179 posted in the last month.
- The Collections Committee will hold a special meeting in October to discuss future storage needs of the Ouatennon Archaeology collection.
- The Library Report, with a supplement by L. A. Clough, noted that volunteers are finishing boxes from the Courthouse document sorting and are reviewing documents to find more Poor Relief materials. Proper storage is an ongoing problem. Eighteen indexes are now online this year. Work is underway to create space in the stacks for County Commissioners books that will be given to TCHA by the county. Work is beginning on a strategic plan for the library.
- The Board approved the deaccession of 25 items that were out of scope.

Battlefield Museum Report –report submitted by Rick Conwell

- Rick worked with Feast inventory assistants to assemble merchandise for Feast locations. Started assembling book inventory for the Feast. Helped other staff in moving marquee tents and other equipment from storage units to the Feast barn.
- Greeted members of the Potawatomi Trail of Death caravan marking the 180th anniversary of the Potawatomi removal.

Feast Report – No report submitted. Oral report made by Jeff Schwab

- We are on-track with booth construction and fence installation. Work is progressing daily. The first participants will start arriving on the Wednesday before the Feast. All “modern” camping necessities are in.

Facilities Committee (formerly Buildings and Grounds) – Walt Griffin

- No report

Membership and Development Committee – Erika Kvam

- No report.

Ouiatenon Preserved Committee –Colby Barlett not in attendance, Del reported

- CREP program enrollment is completed.
- Ouiatenon Preserve Inc Board has not yet been established but is hoped to be established soon.
- Del did not know the status of further signage or improvements at the Overlook

Executive Director report

- Work on the exterior of the History Center is expected to begin this week.
- The donor bricks have arrived.
- Grading, excavations and electrical work can now begin.
- Signage will be installed last.
- The work should be complete by Oct. 16-17, weather permitting. If all goes well, a grand opening will be held the first week of November.
- Craig is working on a grant strategy for 2019 and is completing an application for a federal grant that is due in November. He also is working on next year’s budget, and a budget outline/plan for the next five years.
- Board member **Craig Graham brought up the subject of insurance for Feast vendors**. If they lack insurance, it will be difficult for TCHA to obtain a special events liability policy. He said that this should be seen as an important issue for TCHA, but one that must be handled delicately with vendors. Craig Hadley said that a board committee will investigate the matter after this year’s Feast.

Motion to adjourn

Meeting adjourned 6:30 PM

Minutes recorded and submitted by Kevin Cullen

Setting of number of Board of Governors for 2019 (per By Laws)

Article III 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.

Currently have 19 members on the Board. Last year we stated the acceptable range of 18-22 for 2018. **3 members** have indicated they will not return to the Board in 2019 (Shane Weist, Ben Ross, Pete Sherry)– puts us at 16 members

1 member is likely to move in 2019 – will continue to serve until then – puts us at **15 members**
8 members are incumbent Board Members due to be considered by the Membership for another 3-year term. From TCHA By Laws, Article III Section 4. Term. Consecutive Terms of Governors shall not be limited.

Del Bartlett	December 2018
Diane Begley	December 2018
Kevin Cullen	December 2018
Quentin Robinson	December 2018
Benjamin Ross	December 2018
Jeff Schwab	December 2018
Preston Smith	December 2018
Todd White	December 2018

Assuming re-election of all 8 members by the Membership, we will have 15 members.

So far have 1 person who has contacted me regarding interest in the Board. CV not yet received.

What range of members within 12-24 do we want to have on the Board for 2019? _____

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
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	Current Term Number	Re-election eligibility ends
President	Pete Bill	June 2016 (for 2016 term)	3	January 2021
Vice President	Jeff Schwab	February 2017	2	January 2022
Secretary	Kevin Cullen	February 2018	1	January 2023
Treasurer	John Thieme	February 2015	4	January 2020

ARTICLE III – BOARD OF GOVERNORS

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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