

Minutes for the Board of Governors Meeting held December 19, 2017
Arganbright Center

ATTENDANCE:

Pete Bill - President	Craig Graham (by phone)
Colby Bartlett – Vice President	Walt Griffin
Jeff Schwab – Vice President	David Hovde
John Thieme – Treasurer	Pete Sherry
Diane Begley	Todd White
Kevin Cullen	

Unable to attend

Shane Weist – Secretary	Quentin Robinson
Del Bartlett	Benjamin Ross
Amy Harbor	Preston Smith
Matt Jonkman	Phil Tucker

Staff

Craig Hadley
Rick Conwell
Leslie Martin Conwell

Call to order at 5:15

Minutes from November 28th, 2017 meeting were reviewed and accepted with no changes.

Officer's reports

President

- passing of **Michael McKeown** on November 25th. He was heavily involved with the Boy Scouts and the national Scouting program, and was a “fixture” at the Feast for many years.
 - Doodle Poll for Board Retreat – Board retreat day most voted they would be able to attend was **Saturday April 7th, 9:00-3:00** – location to be announced. A field trip will be available on **Sunday April 8th** to a museum (perhaps Indiana Historical Society in Indianapolis). Craig will provide details at a later date.
 - Suggestions for Board meeting locations were solicited:
 - Purdue archives (Stewart Center) – David Hovde
 - WW II Museum – Walt Griffin
 - Samara House in West Lafayette (Frank Lloyd Wright house)
 - West Lafayette Library – Jeff Schwab
 - Haan Mansion, Lafayette
 - Farm at Prophetstown – Leslie
 - Long Center
- Craig will contact and organize locations for meetings*
- Nomination for officers should go to Quentin Robinson (appointed chair of Nominating Committee)

Vice Presidents – no reports

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

- 2018 Budget for discussion and approval

2018 Budget narrative: Most line items in the 2018 budget were derived from the 2017 actuals to date and the running three year average of 2015-2017. Since the 2017 year has not yet ended, projections were used from the first 10 month actuals to derive an estimate of 2017 numbers. Since the 2017 budget included a number of one time items for the 50th Feast celebration, the Feast budget was derived by using the 2016 actuals as a base. Several line items were adjusted based on input from the director, staff, budget committee, and executive committee.

Significant adjustments are:

Operating Income

- The Bequest Contributions (4023) and General Operations Contributions (4025) were lowered below the running average as they vary greatly from year to year and are not within our control.
- The Annual Appeal (4030) numbers were raised slightly from 2017 and closer to the running average as we do plan to have an active campaign this year.
- The income and expense amounts for the fundraising event (4100 and 7690) were raised based on Craig's estimate for this year's event. A line item (41xx) was added to account for sponsorships for the event.
- The expected membership income (4500s) were raised in anticipation of a more active membership recruitment program this year. Similarly, membership related expenses (7000s) were raised in expectation of increased activity.
- The school tours income (4610) was raised significantly as was increasing the school tour pricing this year (it had been held steady for many years)
- The Adult programs income (4620) and expenses (8500) were raised to match Craig's and DJ's proposals for the year.
- On the Feast budget, expected corporate sponsorships (5030) were lowered on an expectation of lower support for the year after 2017.

Operating Expenses

- Collections care (7100) was increased slightly per a request from Kelly to support online access to the collection index
- Moving and Storage expenses (7101) were dropped significantly, as the bulk of the collection is now housed in the History Center building. We did not eliminate this category entirely as there may yet be some clean up expenses this year.
- We added funds to the collection acquisitions line (7105) as a provision to acquire unexpected items that may be important to our collection.
- Printing costs (8400) were raised as we expect to need to reprint some of our brochures this year. The Battlefield brochure supply is almost exhausted.
- The repairs and maintenance line items (8600s) were raised due to the aging of the buildings and the need we saw this year for more aggressive preventative maintenance.
- The salary line item (8700) was raised slightly at Craig's request
- The temporary help line item (8770) was raised in anticipation of needing to staff the history center part time once it opens this year.
- Utility expenses (9000s) were upped since we now have to support two buildings.
- Feast expenses for programming (9160) were upped slightly due to rising programming costs and the Security budget (9180) was increased due to the need for more sheriff presence on Sunday night.

Non-operating Items

- Expected rental income for the History Center (48xx) was increased as the building will come into operation this year
- The Total Return Trust (6150) income was increased in expectation of a better return rate since the trust and has merged with the funds from the foundation.

Overall, this budget projects a (modest) net income of just over \$9,000 which gives us a bit of a hedge against categories that do not meet the goals listed. *end budget narrative*

Discussion: Several positive comments made about the thorough process by which the Committee reviewed and constructed the budget. The operating budget does not reflect funds placed into reserve accounts (e.g., Feast rainy day account, future TCHA building infrastructure repairs and refurbishment account). The budget is conservative on income but reflects a realistic picture of likely income and expenses. Motion and second made for approval. Budget approved by unanimous vote.

Executive Director report

- TCHA Foundation funds transfer
A check was received from Foundation for \$49,739. This is a 3% disbursement check covering the annual disbursements for 2014, 2015, 2016, and 2017. This money was placed in the “Fowler House sale” account which is a restricted fund for which it can only be used for infrastructure repair, replacement, refurbishment and is separate from the operating budget for TCHA. The balance of the Foundation funds, \$411,000, was transferred to the Merchants Bank TRU (Total Return Unitrust) account from which there is an annual payout to TCHA, but the principle remains largely untouched. The Finance, Budget and Risk Management committee (Jeff, John Thieme, Todd White) will meet with Jim Keene in January to review the investment strategy to balance maximum income against reasonable risk.
- Construction at History Center (lodge)
Construction has begun. All bathrooms have been gutted and some walls removed to make bathrooms ADA compliant. Wheelchair lift has been ordered (from main floor to dining room floor). Kitchen work consisting of replacing the hood with a hood+fire suppression system required by code, will begin in January.
Boilers at History Center. During the Feast recognition dinner in November the boilers went out so no heat could be generated. The pilot light was the issue and that has been fixed. A price on potential HVAC replacement for the boiler heat system is being solicited, although the boilers themselves are in pretty good shape. A service contract is being set up boiler maintenance.
- Date for Gala – **Saturday, April 28th**. Gala Committee is Walt Griffin, Amy Harbor, Di Begley, and Craig Hadley. Budget for the event is \$16,000. Target attendance is 200. Entertainment and caterer has been booked.
- Grants update
Currently working on NEH grant for \$400 K for the Battlefield Museum and an \$18 K Tier I grant from the Community Foundation for the roof and firebox at the Blockhouse. Doing fundraising for exterior and interior construction/refurbishment for History Center. Will meet with mayors from both Lafayette and West Lafayette as well as County Commissioners. *Update: money has been granted by both the County Commissioners and the mayor of Lafayette – details at next Board meeting. Craig has a meeting with the mayor of West Lafayette the third week of January.* Meeting with potential donors for naming rights on the History Center --- rooms, exhibits, or building could all be named.
- Sword donation
The sword discussed in the November meeting has been donated. It is a ceremonial sword from the 1812 period and therefore was not used at the Battle of Tippecanoe. However, it did belong to a soldier who fought at the Battle of Tippecanoe.

Programs and Membership – DJ Tucker

- guest speaker at “downtown civic organization”
- assist with Daughters of American Revolution (DAR) in making an application for a historical marker related to local underground railroad activities
- guest speaker at DAR annual Christmas meeting
- 32 TCHA annual memberships have been received as of December 15th
- Craig reported that an additional 10 came in by the Board meeting = total 42 memberships

Battleground report – Rick Conwell

- Co-hosted program for Kankakee school
- Guest speaker at Breakfast Optimist Club of Lafayette
- Museum and store will close Dec 30th and reopen Jan 15th

Feast report – Leslie Conwell

- Final paperwork received for all food booths; checks to organizations to be cut this week
- Feast 2016 net income was \$154,555. This year (2017) Feast net income \$263,100
 - \$150,000 will go towards operations of Feast in 2018
 - \$100,000 will go into a reserve “rainy day” Feast fund not to be touched unless needed because of a loss in a Feast year
 - \$15,000 will go to a restricted discretionary fund as a reserve for infrastructure repair and maintenance on TCHA structures and buildings (e.g., plumbing, HVAC, etc.)
- Feast Thank You pitch-in dinner at History Center was held December 7
- Co-taught at Ball State December 13th and 15th

Committee reports

- Buildings, Grounds, and Facilities Committee – Walt Griffin
- Ouiatenon Preserve – Colby and Del Bartlett
 - Tewksbury property closing occurred - \$20,000 – TCHA paid \$2000, RWF \$18,000
 - federal grant programs for land use (CRP) is up in the air because of federal budget uncertainties – helps maintain previous agricultural land to conservation
- Collections Committee
 - No items for deaccession
 - Investigating possibility of “Township historians” to designate point person who can help us make contacts
 - Cataloging library books in reading room
 - Inventory development of pictures (negatives) from Journal & Courier – no searchable index currently exists
 - Updating processed collections for the website
 - Cataloging and scanning photograph collection
 - Lesson plan development based upon material from TCHA archives
 - Collection Committee to review TCHA Collections Policy for Feb or March Board meeting
 - This year there have been 80 new Accessions, 391 items previously uncatalogued in collection have been catalogued, 2296 items cataloged in Past Perfect including 514 objects, 685 photographs, 119 archive items, 978 books

Selection of Ball Sholty Award

This award was created and initially given in memory and recognition of Mrs. Evelyn Ball and Dr. William Sholty for their significant contributions to the Tippecanoe County Historical Association. The annual honoree is selected by the governors and announced at the annual meeting. The names of the recipients are engraved on a plaque that is displayed in the Alameda McCollough Research Library.

- Award nominees put forward. Discussion was held. One nominee appeared to emerge as a clear leader. Lifetime member of TCHA, Feast chair for a year, TCHA Board member in the past, still helps at the Feast, documented all historical markers in Tippecanoe County. Award recipient will be Mark Thompson. *Information to be kept confidential until Annual Membership Meeting February 3rd*

Minutes recorded by Pete Bill

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
President	Pete Bill	June 2016 (for 2016 term)
Vice President	Colby Bartlett	February 2015
Vice President	Jeff Schwab	February 2017
Secretary	Shane Weist	February 20??
Treasurer	John Thieme	February 2015

STANDING COMMITTEES

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
Colby Bartlett
Shane Weist
John Thieme

Nominating Committee

Quentin Robinson*
Preston Smith

Finance, Budget, and Risk Management Committee

Jeff Schwab *
John Thieme
Todd White

Facilities Committee (formerly the Grounds and Facilities Committee)

Walt Griffin *
Pete Bill
Colby Barlett
Del Barlett
Kevin Cullen

Collections Committee

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

ADDITIONAL COMMITTEES AND LIAISONS

Development & Membership Committee

Craig Graham *
Craig Hadley

Foundation Board Liaison

Del Barlett

Ouiatenon Preserve and Roy Whistler Foundation Liaison

Colby Bartlett