

**Minutes for the Board of Governors Meeting held February 26th, 2019
TCHA History Center**

ATTENDANCE:

Pete Bill - President	David Hovde
Jeff Schwab – Vice President	Zula Kress
Del Bartlett	Erika Kvam
Colby Bartlett	Ken Moder
Julie Byers	Quentin Robinson
Walt Griffin	Annie Hatke Schap
Ron Halsema	Gretchen Shelmon
Amy Harbor	Todd White

Unable to attend

John Thieme – Treasurer	Preston Smith
Kory Cooper	Phil Tucker
Craig Graham	

Staff Craig Hadley

Minutes of the previous meeting were noted. Because a quorum was not present for the January 8th meeting, no business could be conducted and no action is needed to approve the January minutes.

Introductions were made around the Board. New Board members: Julie Byers, Ron Halsema, Zula Kress, Ken Moder, Annie Hatke Schap, and Gretchen Shelmon. H. Kory Cooper was out of state and unable to attend.

Consent Agenda was approved for reports from Membership/History Center Director, Programs Director, Feast, and Battleground Museum Director.

The new 2019 Board Manual was distributed. Printing was not paid for out of TCHA funds.

Notation was made of the draft of the revised Whistle Blower Policy that will be an item of discussion for the March 2019 meeting.

A TCHA Committee signup sheet was passed around. The Committees for 2019 that have been changed from 2018 are:

Finance, Budget & Risk Management	Jeff Schwab (chair), John Thieme, Todd White, Ken Moder (new), Julie Byers (new)
Maintenance & Facilities Committee	Walt Griffin (chair), Colby Bartlett, Amy Harbor, Kevin Cullen (non-board), Pete Bill, Erika Kvam, Ron Halsema (new)
Ouiatenon Preserve Committee	David Hovde (chair), Colby Bartlett, Del Barlett, Di Begley (non-board), Leslie Conwell (non-board), Zula Kress (new), Erika Kvam (new), Kory Cooper (new)

Development & Membership Committee	Erika Kvam (chair), Megan Lee (non-board), Craig Hadley (non-board), Pete Bill, Gretchen Shelmon (new)
Program Advisory Committee	Kristin Krzic (chair), Walt Griffin, David Hovde, Shane Weist (non-board), Pete Bill, Annie Schap (new), Quentin Robinson (new)

The Conflict of Interest document was discussed and explained. Forms were distributed, signed, and returned for the following: D. Bartlett, C. Bartlett, Byers, Griffin, Halsema, Harbor, Hovde, Kvam, Moder, Robinson, Schap, Shelmon and White. Still need to collect from Thieme, Cooper, Graham, Kress, Smith, and Tucker.

Because Walt had to leave to attend another meeting, the **Facilities Committee report** was moved up into the President's report. The Maintenance & Facilities Committee had met on Friday Feb. 22 and selected the low bid from Thayer Painting to paint the History Center Auditorium. A question was asked about how much discussion had occurred to paint or not before this decision was made. Craig reported on the feedback Megan had received from potential renters of the auditorium who almost unanimously wanted the auditorium walls a lighter color for their weddings or events.

Help was asked for unbolting and moving auditorium chairs on **SUNDAY MARCH 10, 1:00** and reattaching chairs after painting of the auditorium on **WEDNESDAY, MARCH 13, 10:30**. There were two volunteers.

The **Maintenance & Finance Committee** brought a proposal to the Board for Duke Energy to replace the drop ceiling 2x4 fluorescent light fixtures with LED eliminating the need to replace ballasts and bulbs, which were quite expensive to replace. The total cost would be \$3064 spread out over 60 months amounting to \$71 a month to replace them all. The estimated electricity savings (without accounting for bulb or ballast replacement) was projected by Duke to be \$107 a month. **The Board approved the proposal.**

The President put forth a proposal to change the evaluation of the Executive Director from June to the end of the year to coincide with the budget process and the usual year end review. The question was asked about the fiscal year of TCHA, and we run that on the annual calendar (Jan-Dec). **The Board approved the proposal.**

Ballots for the four officers were distributed. The floor was open for additional nominations. Hearing none, the nominations were declared closed and voting took place. Candidates were: Pete Bill, President; Jeff Schwab, Vice President; John Thieme, Treasurer; Erika Kvam, Secretary. 14 ballots were cast. The votes were tallied by Quentin (chair of the Nominating Committee) and verified by the Executive Director. **The vote was unanimous to elect each candidate.**

The Collections Committee had a number of items needing to be approved for Deaccession. **The Board approved the recommendation to deaccession all of the items listed in the Agenda.**

Colby reported the that **Ouiatenon Preserve**. The focus is on restoring 103 acres of agricultural fields using CREP funds. Interpretative signage needs to go in place for the Overlook. OPI is pursuing grants to help cover additional expenses. May have a donor for rocks and boulders to

keep 4 wheelers from damaging the grasslands. Other projects are in development and per the contract with OPI, TCHA and The Archeological Conservancy (TAC) must approve any improvements or construction before they occur. Starting soon, the OPI Board will meet with the TCHA Ouatennon Committee to go over strategic planning for the future and discuss next steps and their associated costs.

The **Executive Director** reported that the 4th Grade diversity program was very successful. The dollar amounts are not in yet regarding the evening performances or Cedric's band concert. Those should be available next month. Craig is actively seeking grants and is looking for sponsorships and goods/services donations for programming. So far has received \$10,000 in sponsorships and \$3000 in goods and services. Looking for \$25,000 grant to get the History Center roof repaired. Annual appeal has generated \$9700 to date. Feast income was about half of regular years (\$75K versus \$150-160K). Have already taken \$40K out of the Feast Rainy Day fund set up after 2017's bonanza year. Still have \$60K in that account.

Craig wants to set up two **new accounts with the bank** into which the remainder of the Feast Rainy Day fund will be put and the second of which will be designated for Emergency Maintenance Fund. This will allow better tracking of these set-aside moneys. The bank needs to see the minutes that indicate the Board of Governors approved the establishment of these two new funds. The Board discussed that because the money in these funds doesn't have to be very liquid and may remain in the funds for a while that either a money-market or other interest bearing account be set up to contain these funds. **The Board approved establishment of these two funds** allowing the Executive Director to work with the bank to identify into which type of fund accounts it would be most advantageous for TCHA to place the money.

Feast insurance continues to be a challenge. Craig Graham is working on a solution. Events with firearms are especially challenging to find insurance coverage. Many similar events to the Feast are struggling with this issue.

Craig reported that the work on the History Center is about 90% completed. The auditorium painting and fixing up the room currently occupied by TAF are the two remaining tasks to be completed. The development of an exhibit for the banquet room alcove required \$220 K. That money has not been able to be raised. The exhibit is thus on indefinite hold. The Board voiced some concern that other options for display should be explored. There was enough support for this that the President stated **a Task Force would be appointed** from volunteers to investigate possibilities for exhibit display in the History Center. **Anyone interested in the Task Force is to contact Craig Hadley. Craig will convene and lead the Task Force.**

The idea of a History Center shop in the foyer has been mostly squelched because of logistics with security (near the door, groups in and out of the building during evenings and weekends) and the additional cost of having personnel to run the shop. There is also some concern about getting an adequate flow of people into the building to make the shop worthwhile. Unlike the Battleground Museum and shop that pulls in hundreds of people to the battlefield, there is little incentive for people to come into the History Center unless they are attending an event and then they are there for the event, and not there to purchase history related items. Resources are to be directed towards refurbishment of the Battleground building and shop.

Jeff Schwab presented the proposed 2019 Budget for TCHA. He went through the major headings and answered the few questions that were raised. The new Board members had already gone through a special session with Jeff on the budget 2 weeks prior and the budget was

discussed by existing Board members who attended the January non-quorum meeting. Questions were asked about the money allocated for professional development of staff (\$500). It was suggested that other funds be procured so staff can attend a national museum meeting like the AAM. Erika suggested that scholarships and grants may be available for this. There was some discussion about the projections for the Programming income. Essentially, the monthly lecture series (lunch lecture, evening lecture, and history film lectures) need to generate \$100 per event to meet their projected income. Tickets are \$5 or \$10. The first film event had 11 people and made \$55, and the first lunch lecture had 8 people and made \$40. Expenses for these programs are 2/3 for Facebook pushes to advertise, and 1/3 for concessions to be sold. There were a few other questions and discussions. Del corrected one item under 4810 Farming Rental Income which was listed as projecting \$4000 of income. All contracts for rental income have ended and there will be no income from this. A motion was made to accept the Budget **as amended. The budget was passed by unanimous vote.**

Del stated that TCHA needs to talk to Craig Graham and make sure **all parcel of land currently owned by TCHA in the Ouiatenon Preserve area are covered by insurance.**

Del also stated that the new parcels of land that have been acquired need to be entered into the TCHA books as capital assets. They currently are not.

David Hovde announced that the publications committee had met with Purdue Publications to pitch a book based upon the archeological seminar in 2018. It was a favorable meeting. Publications that have a wider appeal than just local history would be most likely to be accepted by Purdue Publications board of editors.

Meeting adjourned at 6:50 PM

Minutes recorded and submitted by Pete Bill

BOARD OF GOVERNORS TERMS (3 Year Terms)

Name	Term Ends (Annual Mtg. Jan/Feb)
Colby Bartlett	December 2020 (January 2021)
Del Bartlett	December 2021 (January 2022)
Pete Bill	December 2019 (January 2020)
Julie Byers	December 2021 (January 2022)
H. Kory Cooper	December 2021 (January 2022)
Craig Graham	December 2020 (January 2021)
Walt Griffin	December 2019 (January 2020)
Ron Halsema	December 2021 (January 2022)
Amy Harbor	December 2020 (January 2021)
David Hovde	December 2019 (January 2020)
Zula Kress	December 2021 (January 2022)
Erika Kvam	December 2020 (January 2021)
Ken Moder	December 2021 (January 2022)
Quentin Robinson	December 2021 (January 2022)
Annie Hatke Schap	December 2021 (January 2022)
Jeff Schwab	December 2021 (January 2022)
Gretchen Shelmon	December 2021 (January 2022)
Preston Smith	December 2021 (January 2022)
John Thieme	December 2019 (January 2020)
Phil Tucker	December 2019 (January 2020)
Todd White	December 2021 (January 2022)

OFFICERS OF THE BOARD (1 Year Term, not more than 5 consecutive terms)

Position	Name	First Term Began	Term Number in 2019	Re-election eligibility ends
President	Pete Bill	June 2016 (for 2016 term)	4	January 2021
Vice President	Jeff Schwab	February 2017	3	January 2022
Secretary	Erika Kvam	February 2019	1	January 2024
Treasurer	John Thieme	February 2015	5	January 2020

TCHA COMMITTEES – 2019

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
John Thieme
Erika Kvam

Nominating Committee

Quentin Robinson*
Preston Smith
Amy Harbor

Finance, Budget, and Risk Management Committee

Jeff Schwab *
Julie Byers
Ken Moder

John Thieme
Todd White

Facilities Committee (formerly the Buildings & Grounds Committee)

Walt Griffin *
Colby Barlett
Pete Bill
Kevin Cullen (non-Board)

Ron Halsema
Amy Harbor
Erika Kvam

Collections Committee

Kelly Lippie*
Pete Bill
Leslie Conwell
Rick Conwell
Kevin Cullen
LA Clugh

Carolyn O'Connell
Quentin Robinson
Mary Springer
Marsha Selmer
Kristin Krzic
Craig Hadley

Ouiatenon Preserve Committee

David Hovde*
Colby Bartlett
Del Bartlett
Di Begley (non-Board)

Kory Cooper
Leslie Martin Conwell (non-Board)
Zula Kress
Erika Kvam

Development & Membership Committee

Erika Kvam *
Craig Hadley
Pete Bill

Megan Lee - Membership Director
Gretchen Shelmon

Program Advisory Committee

Kristin Krzic – Program Director*
Walt Griffin
David Hovde
Zula Kress

Quentin Robinson
Annie Schap
Shane Weist (non-Board)
Pete Bill

TCHA Foundation Board Liaison

Del Bartlett