

TCHA Collections Department Annual Report, 2019

Prepared by Kelly Lippie, Curator of Collections

Highlights from 2019

- A 2 Year Strategic Plan was instituted for Collections and Library to prioritize projects.
- 116 New Accessions were created in 2019 and over 4,050 new catalog records were created in the Past Perfect database system.
- 41 items were deaccessioned and removed from the TCHA permanent collection.
- Collaborations with the Tippecanoe County Area Genealogy Society (TIPCOA), Purdue Women's Club, General Lafayette Chapter of the Daughters of the American Revolution, Lafayette Parks Department, Purdue University Anthropology Department, The Farm at Prophetstown, the West Lafayette Parks Department Morris Schoolhouse Project, and Purdue University Alumni Magazine.
- Outgoing loans from the permanent collection were made or renewed with Purdue Galleries, The Haan Mansion Museum of Indiana Art, Duncan Hall Community Center, Five Points Fire Station Museum, the American Legion Post 11, and Miami University Art Museum. Other long-term loans include the Museum of the Soldier and the Eiteljorg Museum of American Indians and Western Art.
- Nine new exhibit or displays were created at three of TCHA's sites. A new exhibit area design was developed for the History Center.

Plans for 2020

- Continue working toward goals set forth in the strategic plan.
- Identify and contact community collaborators that will help to enhance diversity in the TCHA permanent collection.
- Continue on-going projects that will catalog, index and make available the resources in the TCHA permanent collection.
- In celebration of the anniversary of women getting the right to vote, TCHA will host a traveling exhibit at the Tippecanoe Battlefield and will install several temporary exhibits to further tell the story of women's suffrage.
- Work with the Program Director to develop educational opportunities that utilize the TCHA permanent collection resources through website content, programs, and exhibits.

Donors to the TCHA Permanent Collection in 2019

Tom and Winnie Adler	Craig Graham	Quentin and Camilla Robinson
American Legion Post 11	Mark Griffith	Janet Roney
Shirley Amos	Charles Gullion	Joanne Roth
Mary Anthrop	Dan Hankins	Mary Russell
Anonymous	Robert Harrer	Donna and David Scanlon
Kathy Atwell	Ken Hillis	Joan Shanklin
Colby Bartlett	Donna Hofer	Beverly Shaw
Sharon Bastian	David Hovde	Van and Lynne Sherry
Battle Ground Masonic Lodge	Mary Ellen Kerber	Brian Shields
Kathleen Batz	Kosciusko County Historical Society	R. Perry Shipman
Susan Bengtson	Lafayette Printing	Sherrie Smith
Shirley Benham	Victor Lechtenberg	Elizabeth Solberg
Robert and Lorita Bill	Kelly Lippie	Mary Springer
Garrett Bridge	Joyce Marot	Ann Sputh
Robert Burkhardt	Harry and Charlotte Martin	Bruce and Judith Stark
Dale and Toni Butcher	Mary Anne McCarty	Joshua Stieneker
Lou Ann Clugh	Michael and Amy Molter	Stockwell United Methodist Church
Kathy Cox	Claudeen Moore	Pat Storms
Katharine Crook	Karen Moore	Arnold Sweet
Cynthia Crystal	Dorothy Morrison	Tipton County Historical Society
Delaware County Historical Society	Claire Myers- Usiatynski	Michael Townsley
James and Patricia Driscoll	John R. Oilar	Diana Vice
The Farm at Prophetstown	Tom Osborn	David Wall
Zella Ann Fleeger	Robert Pacey	Joyce and Richard Wiegand
William Frazier	Linda and Robert Pierret	
General de Lafayette Chapter, Daughters of the American Revolution	Larry Pugh	



Collections Department Two-Year Strategic Plan (goals only)

A two-year strategic plan was completed and shared with the collection and library volunteers. This plan lays out a detailed set of goals for 2019 and 2020 in the collections and library departments and actions that should be taken to achieve these goals. Activities of 2019 were done with these goals in mind and will continue in 2020 so we can meet our objectives by the end of the year.

The goals identified in the strategic plan are:

1. Enhance and expand online collection presence to increase visits to the genealogy and archives website pages and to increase the number of website/ email, in-person and over the phone requests for information from the TCHA website and Past Perfect Online.
2. Increase the number of collections at TCHA to better represent minority groups or underserved areas in the community; add at least 3 new archival collections that represent these communities by 2021.
3. Increase educational / school group use of the collection so at least once a year a student group is visiting the library or archive by 2021.
4. Maximize the space available in the Arganbright Genealogy Center collections storage areas and library to make them more efficient and to increase the available storage space for new incoming collections.
5. Relocate the collections material stored at the Tippecanoe Battlefield Museum to the History Center Interim Storage room or Arganbright Storage areas.
6. Maximize the collections storage areas at the History Center Interim Storage Rooms.
7. Increase the amount of material available for both on-site and online researchers to TCHA. Processing at least 10 new archival collections and completing the indexes for 3 library collections.
8. Increase the public's awareness of the permanent collection of TCHA.



Faces in the Crowd Exhibit, Intern Francisco Hernandez, Purdue's 150th Exhibit, Propping the library for construction.

Overall Permanent Collection Activities and On-going Projects

In 2019, 116 new accessions were created. Over 4,050 new catalog records were created in our Past Perfect database system.

41 Items were deaccessioned with Board approval and removed from the permanent collection.

The Ouiatenon Archaeological Collection was unpacked in the Interim Storage room of the History Center. The study collection, which had been stored at the Arganbright during the move out of the Fowler House, was moved to the History Center and re-housed with the rest of the Ouiatenon Collection.

A researcher photographed lithic artifacts for an article for the Indiana Society of Archaeologists.

Cataloging and scanning photographs in the collection continues as an on-going project. As the catalog record is completed, another volunteer scans a small-sized digital image into the database for easy access during research. Many of these records are also flagged to be uploaded to TCHA's Past Perfect Online database. Photographs cataloged in 2019 included manufacturing, the fire department, house exteriors around the county, celebrations and parades, circuses, education/ schools, churches, cemeteries and aerial photographs.

The library book cataloging project continued with TCHA's duplicate books and publication archives. A shelf-check of the rare book room is also underway.

Many photographic prints or digital image orders were made in 2019. The most requested material being from the George Winter collection. One large order of 18 photographs was made and the images were scanned and transferred to a flash drive for the patron.

TCHA revised the Image license / fees agreement policy so the form is easier to fill out and the pricing better matches library research and reproduction fees.

A researcher (and former TCHA intern) was in to study crime and prostitution in the early 1900s using police records from the archives. A compilation map was created and shared with TCHA upon completion.

The former Railroad Relocation project manager, Elizabeth Solberg, donated another batch of material for the Lafayette Railroad Relocation Project archive; which is the largest archival collection at TCHA.

Dr. Kory Cooper and Dr. Misty Jackson visited the Arganbright Center to conduct pxf scans on the "Boy on a Dolphin" seal from the Ouiatenon artifact collection. Jackson will use these results in her further research on metal adornment items from the era.

Quilt Historian, Marj Hovde, began an examination of the quilts in the TCHA collection. This research will help in cataloging the quilts (which were also photographed at the time of

examination) and develop a public program on quilts for 2020. Only a small portion of the quilts were examined at this time, but the project will continue in 2020.

A water leak in the genealogy research library's reading room resulting in the damage of some books and indexes. These items were conserved or replaced.

A time capsule recovered at Columbian Park was opened and the TCHA curator assisted in drying out and identifying the contents of the box. A report on the contents was made to the park department and the local media.

A volunteer pitch-in lunch was held on April 11 to celebrate National Volunteer Week. Library and Collections volunteers logged 4,115.5 volunteer hours in 2019.

A volunteer Purdue student cataloged hats in the TCHA collection. This task included entering complete physical descriptions in the Past Perfect database and photographing each item. Many hats were found without Accession records and will need to be researched.

A volunteer cataloged material in the decorative arts collection. This task included entering complete physical descriptions in the Past Perfect database and photographing each item. Many items were found without Accession records and will need to be researched. Cataloging of the decorative arts collection is only about ¼ of the way completed.

Reliable Exterminators sprayed at the Arganbright Center building (inside & out). This is the first time in years that this treatment has been done. As part of a preventative maintenance plan, they will make several visits per year to inspect and provide treatments in pest control.

A new monthly "newsletter" began in July for the collections and library volunteers to keep them updated on projects and building information. This includes articles written by the volunteers, a volunteer profile and instructions on different techniques in research or document handling.

The curator traveled to Indianapolis on July 18th to have some of the TCHA court books examined at a book bindery. Now with a cost estimate, TCHA can begin seeking grants or donations to restore these historic volumes. Volunteers are now working on a ledger book condition survey that will help to assess and prioritize the ledges with the most need for restoration.

Researchers were assisted in many historic subjects including a look at George Winter work in an effort to identify items from a personal collection, photographs of historic local buildings to assist with renovations, veteran records, Floyd Fithian (which included digitizing a cassette tape interview), The Indiana Wagon Co., POW/MIAs in the county, Loeb Stadium, Buck Creek churches, George D. Burkle, and the Civil War.

Michigan State University and the Glenn Black Lab at IU was contacted to assess what Ouiatenon material they still have in their collections. It was discovered that MSU has one

human skeleton that is listed on NAGPRA and they may require TCHA (as owners of the material) to be involved in the further NAGPRA compliance issues. A task-force group has been assembled to trouble-shoot this issue for TCHA .

A volunteer is researching women's history collections in the archives to prepare bios and other resources, likely for use by teachers or schools. She will also help to develop a Helen Gougar/ women's suffrage exhibit to be at the Tippecanoe Battlefield in 2020 in conjunction with the Suffrage exhibit TCHA will have on loan from the Indiana Historical Society.

As of mid-November, 5,666 TCHA records available for free to researchers online, in addition to the genealogy indexes.



New Chief's gun exhibit at Tippecanoe Battlefield and TIPCOA donation for court ledger book restoration.

Internship and short-term volunteer projects:

The Purdue Women's Club- Genealogy Group was in for their annual volunteer project. They helped index estate files. Another Purdue Women's Group of volunteers helped to clean documents during a service project in April.

A researcher studied scans of George D. Burkle's WWI diary in exchange for typing a transcript of the journal. The researcher's father served with Burkle in the Rainbow Division in France during WWI. TCHA now has the diary digitized in a PDF format and it has been transcribed.

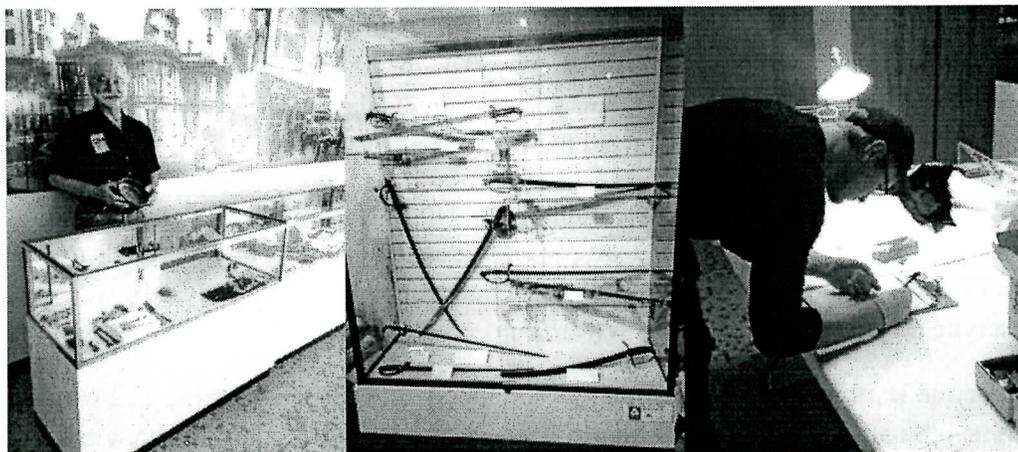
A high school volunteer cataloged and photographed campaign buttons in the collection during a brief service project over the summer.

A high school volunteer cataloged shoes (same process as hats and decorative arts), during the spring semester.

An unpaid internship position was posted with Purdue for someone to work on cataloging the textiles. No applications were received.

An Intern worked with archives volunteer, Dr. Jennifer Bay, to create lesson plans for the website that use maps from the TCHA collection and other primary sources.

Two new interns began in October and worked with TCHA through the WILKE program at Purdue and the Anthropology Dept. with Dr. Kory Cooper. They studied the Ouatneon archaeology records and composed social media posts that can be used to educate about the collection. They also helped photograph artifacts that were on exhibit at the History Center before they were returned to storage.



Exhibits & Loans

UV film was installed on the 6th Street door of The History Center to protect exhibits in that room. This will decrease the amount of damaging sunlight that reaches the display cases in the room.

January exhibit case cleaning took place at the Tippecanoe Battlefield Museum. While the museum was closed, staff members were able to do a deep-clean of exhibit elements and artifacts within the cases. Some of the exhibit labels were updated or replaced at this time.

An early 1900's dress and child's coat were loaned to the Haan Mansion Museum of Indiana Art for an exhibit from January through April.

The traveling exhibit "Faces in the Crowd" was hosted at the Battlefield during the summer. The exhibit panel display was about political campaigns from the audiences' perspective. The traveling exhibit on loan from the Indiana Historical Society was on exhibit at the Battlefield from June 19- July 16, 2019. This was a free loan to TCHA and was be available to Battlefield museum visitors with museum admission.

The American Legion Post 11 historian conducted research at TCHA to prepare for their 100th anniversary event. They arranged the loan of four artifacts and several photograph copies for a weekend exhibit at their building.

An historic flag was removed from exhibit at the battlefield due to damage to the plexi-glass covering. The flag was returned to textile storage and there are no plans to replace the flag on exhibit at this time.

A 1950s-themed exhibit was installed at the History Center to coincide with the Spring Gala. This exhibit includes artifacts from the 1950s, photographs from local news stories and a set of 5 party dresses dating to the 1950s.

A Grad student created a traveling exhibit based on research on a local woman, some of which was conducted at TCHA. She donated the exhibit to TCHA in May, so it can be set up at TCHA sites or rented out to libraries or schools for display. The exhibit display describes the life of pioneer farm woman from Tippecanoe County. It was on display at The History Center for several months and it will be available for school rentals in 2020.

To showcase the new "Chief's Gun" on exhibit at the Tippecanoe Battlefield, a new exhibit area and display case were designed. A local woodworker donated his time and materials to construct a base for the case. Memorial funds donated in the name of William A. Noack, Jr. were used to fund an acrylic top and exhibit supports for the gun.

The Curator and Battlefield Museum Manager collaborated to select and research swords for a temporary exhibit at the Battlefield Museum. This was installed in the spring in a temporary exhibit case in the program room.

Masonic items on display in The History Center were renewed for another year. The aprons on exhibit were exchanged for other aprons at the time of the renewal and later, one of the hats was exchanged. This display case will remain a tribute to the former occupants of the building for the near future.

Arrangements were made with Purdue Galleries for the loan of eight World War II posters for use in their propaganda exhibit during the fall semester.

A carved powder horn found locally was loaned for exhibit at the Tippecanoe Battlefield. This is a one-year loan with option to renew. The loan of a musket for exhibit was renewed for another year, also on exhibit at the Tippecanoe Battlefield Museum.

The History on Tour experience visited The Farm at Prophetstown on June 1st, with a custom-designed exhibit for the event.

Options were prepared for the Exhibit Task Force for The History Center. These plans include exhibit display case options for the meeting room next to the dining room. These options were reviewed by the committee and one was selected to be pursued. Local contractors were consulted for quotes on construction and equipment costs. The next step will be to seek funding for this project.

The Tippecanoe Battlefield Manager installed an exhibit of Ouiatenon artifacts in the display cases at The History Center. This exhibit was in place during the summer of 2019. The History Center was kept open extra weekend hours to make the display available beyond the program or events times. This exhibit was kept out until early November, 2019. Fall interns photographed artifacts before they were returned to storage.

Loans were renewed for another year to Duncan Hall Community Center and 5-Points Fire Station Museum. These are long-term loans from the TCHA permanent collection and are renewable on an annual basis.

Two George Winter paintings were sent out on loan to the Miami Museum of Art. The paintings will be on loan from December 2019 to late spring of 2020.

A new winter exhibit (Tippecanoe Treasures) installed at the History Center which will remain up until February/ March of 2020.

Outreach

The TCHA Curator visited the Farm at Prophetstown to advise them on mold removal in basement and from their library collection.

Two artifacts from the permanent collection were taken to Purdue University to be photographed for their Alumni magazine (John Purdue's hat and a football warm-up suit).

The TCHA Curator served on the Morris School House Programs committee to advise on programming the site and historical resources available at TCHA on Tippecanoe County education.

The TCHA Curator helped the History Center Facilities Director to host a VIP tour for Visit Lafayette/ West Lafayette Visitors bureau in May. This tour included look at the Interim Collections storage area in the basement.

A Trail of Death caravan group visited the Arganbright Center on June 6th to view some selections from the George Winter Collection. This group makes annual trips that re-trace the Trail of Death route through Indiana and often stop at TCHA to view the Winter collection.

The Curator and History Center Facilities Director attended the Mosey Down Main Street on August 10th to promote TCHA programs and resources.

Two local High School students visited during the month of October to job-shadow in collections and with the Executive Director. Both were given tour of the collection storage areas of the Arganbright Center.

Miscellaneous

Genealogy and Collections Volunteers collected money for flowers at the Arganbright Center. They also worked to lay mulch and plant the flowers, assisting with their upkeep during the summer months.

The curator led an orientation for the new Facilities/ Maintenance person at the Arganbright Center. This person will help to maintain all the TCHA properties.

The curator selected historic wedding dresses from the Permanent Collection to use in a photo shoot promoting the Bridal Suite and the History Center.

Maintenance was needed on two Arganbright Center air conditioners (roof and back).

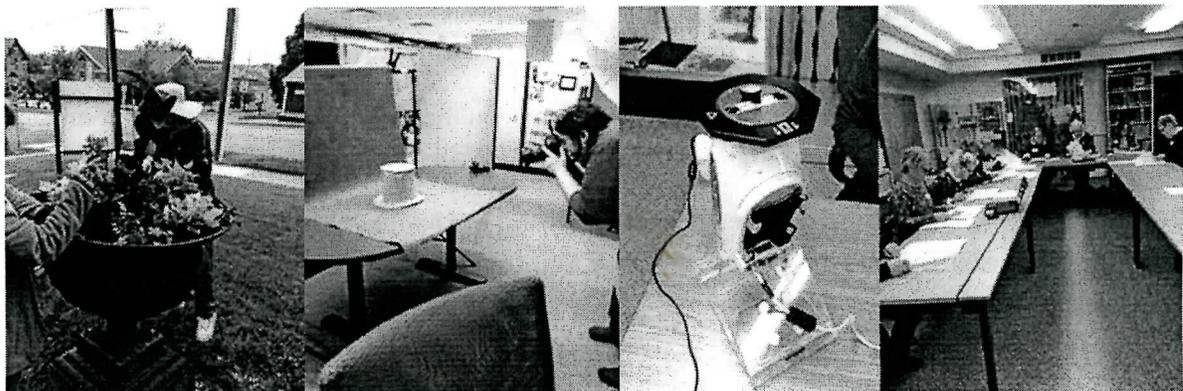
Two new de-humidifiers were purchased for the Arganbright Center basement to help reduce the humidity in the zone. A barely-used humidifier was donated for use in the archives. This will help an older unit in the second floor zone to keep the humidity at an acceptable level.

Lighting problems continue in the Arganbright Center offices, library and storage areas. As light fixtures break, they are replaced with LED units. Wiring of these spaces will need to be upgraded in 2020.

Without a Programs Director, the Curator worked for about six months to schedule school programs and coordinate with the Battlefield staff to present these programs. The Curator also worked with the Membership Director to coordinate Feast School Days.

Bats were found in the Arganbright Center on two separate days (removed and released outside). A bat removal expert came to evaluate building and suggest next steps.

The Curator helped to schedule the participants for the Ouatennon Blacksmith workshop. This is a free workshop held every year on the weekend after the Feast.



History Center

2019

- TCHA 90th Birthday recap located in “January”
- The History Center hosted “Taste of Belgium” with Juniper Spoon and Peoples Brewing. A successful event with many last-minute sign ups.
- TAF’s rental came to an end. Renovations began on their previous office space, creating the Bridal Suite / Green Room.
- TCHA’s new contractor was hired for maintenance and set up needs.
- June’s supper club with Juniper Spoon and Peoples Brewing was cancelled due to low sign ups. Will revisit the possibility of this event in 2020.
- Visit Lafayette/ West Lafayette toured the History Center for their Monthly VIP Tour.
- The History Center has become more energy efficient with the conversion of LED lights.
- The History Center holds its first wedding in September!
- Full list of 2019 rentals
- 2020 goals for the History Center

January: The 2nd of December THCA hosted our 90th Birthday Party at the History Center. Special thanks to Kevin and Quinton for bringing me all the tree branches I needed; and thank you to everyone else who called, emailed, and text to make sure I had enough! Thank you to Kristin and Kelly for helping me with all the decorations, with your help The History Center looked beautiful for the holiday season and Birthday Party. The gourmet coffee station was well visited and the cake was well photographed. We received many compliments on the History Center renovations during the party. The mural wall was a big hit. The days after the party were spent cleaning up and resetting the facility for the Feast Thank You Dinner on the 6th. Plans have been made to meet with Outpost Catering to go over expectations for the Annual Appeal. I have been working closely with Kristin over the past week to come up with floor plans and determine our AV needs for this event. 2019 is looking good in regards to rentals of the facility. Besides all of our events that will occur at the History Center we have several contracts out for a variety of events 3 of which are in March.

February: The History Center had another blower go out, this time the full unit had to be replaced. Along with the Elevator going out, update to come once trouble shooting/ repairs are made. Taste of Belgium went very well, we were totally sold out. We are currently planning another of these with a different menu base. This is tentatively set for April 17th. We took a pole and it was equally split between TCHA, Juniper Spoon, and Peoples for attendance. I would love to see many more TCHA board members at the next one! The Civic Theater started their rental/ use of the facility, they have been great to work with. The History Center was home to the volunteers and performers during lunch for the 4th grade programs. It was the perfect location for the pizza buffet and a great place to relax between shows.

March: March continues the rental for the Lafayette Civic theater on 2 Monday nights a month. 5 uses are scheduled for a total of \$650 for income. The Juniper Spoon sent a check (\$150) for the facility use for the Taste of Belgium event. The US Law Shield rented (\$300) the facility for their safety seminar. The Tippe Fife and Drum Corps will be using the facility in exchange for 2 performances. The new heater has been installed at the History Center along with new thermostats. The Thermostats were replaced because they were reading 5 degrees lower. The Auditorium painting is complete, we are planning to do a private walk through with wedding planners and caterers. In April we will begin the Bridal Suite/ Green room remodel as TAF will be fully moved out by April 6th. In May we will be holding the Visit Lafayette/West Lafayette VIP Tour at The History Center.

April: The piece for the blower in the Banquet hall has finally come in and is installed. The elevator repairs have been made by a company called Executive elevator. We saved half on the drive time by splitting it with another company that was having their elevator repaired the same day. It took them about 2.5 hours to figure it out and finally get it working again. Peoples Brew Co and The Juniper Spoon are pairing up with TCHA again on May 17th for another Supper Club. We have decided to up the numbers to 100 and do a Taps and Tapes theme. Keep an eye on your email and our Facebook for more info! The Civic Theater finished their last rental in April and are very happy with their usage. They are interested in possibly more rentals. The Bridal Suite/Green Room is complete. Thanks to Pete and Ron for their assistance in this process! We have already had many complements and are roughly \$500 under budget. Marty's last day was April 18th, a new hire named Levi Madras was interviewed by Megan and Craig.

open. The Basement windows have been resealed and painted. The doors on the west wall have all had their weather stripping replaced. The History Center Is hosting a Gallery Walk on the 19th. The Day Break Rotary Club met on the 18th and will meet again on the 25th

August: The mailbox has been installed; any paint touch ups have been corrected. Levi has been working on the removal of ivy growing on the back side of the building as well as stump removal from the flower beds. Several walkthroughs for events have been scheduled over the past couple of weeks resulting in one rental and one declined rental due to scheduling conflicts. I am continuing conversation with the declined rental in hopes they will change their timing so that we can accommodate them in the facility. Thursday artifacts viewing day hasn't been overly popular with a total of 4 people combined over the past 3 weeks.

September: Levi has been working hard on deep cleaning and paint touch up. There was an extensive leak in the women's room over Labor Day weekend. Blue Fox was out that day and the following day to diagnose and repair the leaking blower pump. We have discovered a leaking hot water heater and clogged drains in the basement- I will update you on this if there is an update to give.

October: The September 28th Wedding in the History Center went very well. Levi did a good job keeping restrooms cleaned and trash removed throughout the duration of the event. The bride and Groom were very happy with the space and our staff. We received many complements from the guests as well. The only complaint was a guest wanting us to have a soda machine available. Rental for the Indiana Tourism Development went well also. It was not heavily attended, only about 15 guests. We are waiting on the check to be cut currently for their rental. Ikes, has fixed the pipe in the basement. After Checking all the systems clearing gravel out of the pipes, they found our Lift Station had been turned off. Likely this was turned off by the contractor when the toilets were removed from the basement. The Boiler inspector was out on the 17th and cleared the boiler for use.

November: The History Center Hosted Pride Lafayette's Family Day, they were very happy with the Space and will be renting it again. I have been busy decorating for Christmas and have finished all except the items I can't put out until the Christmas Party. We have a long-term lease for the Kitchen Beginning in December.

Levi's first day was April 22 and will be attending the 1950s Gala to assist with the event. Levi will continue to work at \$13 per hour and take over all of Marty's responsibilities at 20-26 hours per week. For a complete list of responsibilities please see Megan.

May: Peoples Brew Co and The Juniper Spoon, Supper Club was cancelled due to low sign ups. We will be rescheduling this event for mid/late summer. The US Law Shield rental went very well and are planning another seminar for July or August. Lauren from The Farm rented the Kitchen for an hour on the 9th. The Visit Lafayette/ West Lafayette tour took place on the 22nd, We had a good turnout of 12-15 people. Several people stayed after to talk about possible collaborations. I attended a BNI meeting with Felicia from the Fowler House Kitchen, it was a great opportunity for networking. However, I do not believe it would be beneficial to join as a member, the schedule is not realistic. The Masons have moved all of their items from the closet and have plans to move the pillar from in front of the building. This will allow us to more effectively store tables and chairs in the closets and install the new mailbox. The back room connecting the Banquet Hall, Auditorium, and Bridal Suit has been painted. This gives the room a nice clean appearance. The VIP Open House for Event Coordinators, Caterers, DJs, Florists, and Photographers is set for May 24th. I will give an update on the turn out of this event.

June: The lights in the History Center have been converted to LED, the final cost is about \$250 less than the initial estimate. We have had several inquiries for event space stemming from the VIP tour we held last month. After looking closely at the windows in the basement it is clear there is a significant amount of water coming in through the dry and cracked seal. Levi has been working on removing the paint from the windows and resealing them. This would be less invasive than digging out the full flower bed. We should know in the next week if this is the issue on that wall of the basement. Once we know what we are dealing with we can tackle the question of what to do with the flower boxes.

July: The elevator has had 2 service calls this month due to Kristin pancaking and pulling the door open during use. This locks the elevator down (as a safety feature) the tech gave me a special tool and showed me how to reset the elevator if this is to happen again. I spoke to him about the use of the elevator, He stated that using it for tables and chairs is perfectly fine. Shifting loads are completely normal as people don't stand still so a shifting table wouldn't have the force to open the door. He stated that you would have to use excessive force to pull the door

Date	Rental- 4820	
2019	\$12,600	<i>The Gathering</i>
2019 5 uses	\$650	<i>Marketing Civic</i>
3-Mar	\$150	<i>Rosie Baby Shower</i>
15-Feb	\$150	<i>Taste of Belgium</i>
19-Mar	\$300	<i>US Law Shield</i>
28-Sep	\$609.90	<i>Minex Wedding</i>
14-May	\$200	<i>US Law Shield</i>
9-May	\$50	<i>Lauren Kitchen usage</i>
18-Jul	\$50	<i>Daybreak Rotary</i>
25-Jul	\$50	<i>Daybreak Rotary</i>
9-Sep	\$300	<i>Leukemia Foundation</i>
12-Sep	\$40	<i>Linen Rental</i>
		<i>Indiana State Tourism and</i>
1-Oct	\$200	<i>Development</i>
26-Oct	\$300	<i>Rise Lafayette YPM</i>
7-Nov	\$90	<i>The Gathering</i>
16-Nov	\$300	<i>Pride Lafayette</i>
9-Dec	\$150	<i>The Vegan Cheese Lady</i>

2020

As we move into 2020 the History Center is getting more attention from potential renters. We will be looking at "The Gatherings" contract for their long-term lease, possibly increasing their usage and rent. Starting in December of 2019 we took on another long-term lease giving us another source of stable monthly income through December 2020. The biggest goal in 2020 is to increase the number of rentals. We will also be looking at the flower pots in Spring of 2020, the Facilities Committee will create a plan. Then we hope to get a number of volunteers to assist with planting, Levi and Megan will assist with the regular Maintenance.

The History Center will be home to a number of TCHA events in 2020. All of these events are in the program guide that was mailed in December or on our website. We hope you can join us!

Memberships

2019

- Memberships in 2019 have fluctuated between 500- 400. Each month varies based on the number of renewals received and processed.
- 2019 has shown an increase in Donor Level Memberships
- The membership Appreciation Dinner continues to be quite popular.
- Changes to the membership benefits will be effective January 1-2020, full list of benefits available on TCHA's website.
- Feast School Days report can be found in "October" of the Memberships report

January: December was a very slow month for memberships with 6 new members and 9 renewals entered. No one upgraded their memberships. 4 of the 6 new members are Family Memberships the others are Senior Memberships. At the end of November, the newsletter went out with an expected Delivery date of Dec 1st. The first of 2 emails were sent out telling members about the Annual Appeal Meeting the other is Scheduled for Jan 8th delivery. Renewal notices for January were sent the week before Christmas along with renewal reminders for November and December. 15 renewals and 1 new membership have been sent in within the last week.

February: Memberships are currently at 462, as of February 21st 11 renewals and 4 new memberships have been entered. Erika and Megan met to go over memberships and discuss ways to engage our members and bring in new members. Membership renewals have been sent out. The membership newsletter is being put together currently and will be distributed in March. The Annual Membership Meeting seemed to go very well; I would like to see a few changes for next year in the Menu/ Catering area. Also, I would like to take this time to discuss the importance of an RSVP to the board. RSVPs are required in a timely manner so that food can be ordered by the catering service. Unlike a Buffet meal a plated is an exact count. Even though I always order a couple extra of each plate this does not mean that RSVPs can be sent in after the final date on the event. This may seem trivial however I assure you this can make or break an event. For example, a couple of the staff members gave up the meal they ordered so that there was enough to go around for those that got their RSVPs in late. If you have any questions or concerns, I would be more than happy to meet with you and talk further. Thank you!

March: Memberships at holding at 532; 67 membership renewals were sent out on March 22nd. 13 Memberships were renewed for the month of March. The Development and Membership

Committee met on the 22nd to go over ideas to bring in and maintain memberships. We will be looking into doing more kids programs in the summer and fall to bring in more Family Memberships. The Program Director will be meeting with the Membership Director to go over all the final details and decide if this is something that will benefit TCHA. Plans are starting to come together for the Membership Appreciation Dinner. Kristin, Lauren (from Prophetstown Farm), and Megan have met to go over details for set up and food.

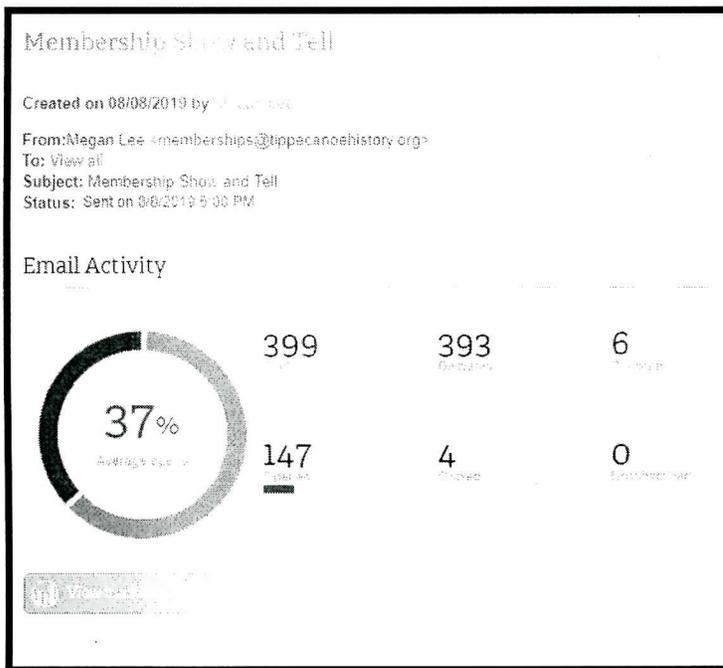
April: Memberships: Memberships are currently at 541, as of April 19th 20 renewals and 3 new memberships have been entered. Renewal notices and second reminders went out on the 22nd. Emails through Member Planet have been opened at a higher rate with a 21% open rate vs the 18% we have consistently seen over that past 2 months. The membership newsletter is scheduled to be distributed at the end of May. The Membership Committee will be looking to meet in May to follow up with their last meeting in March.

May: Memberships are currently at 536, as of May 23rd 15 renewals and 3 new memberships have been entered. Renewal notices and second reminders went out on the 23rd. One member moved from a Patron Membership to a Treasurer Membership, making the 3rd Treasurer Membership sold this year. Only 10 Renewals were sent for June and reminders for April and May. We are busy getting ready for the Membership Appreciation Dinner in July.

June: The membership appreciation dinner is coming together. I met with Lauren from the farm for final details about food and layout for this event. Memberships are beginning to come in on Feast apps with roughly 20 renewals for June.

July: Memberships are currently at 439, as of July 19th 40 renewals and 4 new memberships have been entered. Membership renewals have been sent out. The Membership Dinner seemed to go very well. The double seating was very easy for the kitchen to keep up with. I can't report on the happenings in the Auditorium, But I have heard good reports about the activities and the band.

August: Last month 156 renewal and final renewal notices went out dated from March 1st to August 1st. 65 renewal were returned and 2 new members added totaling \$4,945 in memberships being processed in August. 96 renewal notices dating from June 1st -Sept 1st were mailed out on the 22nd. The Membership Committee is on schedule to meet Sept 4th to send our Feast Membership tickets. Current Membership: 418 July: 439



Feast School Days: Thursday: 280 Friday: 2505(FULL) In need of volunteers for check in and bus parking. 180 Pizzas will be delivered and donated by Mad Mushroom All supplies for lunches have been purchased with the help of Kelly

Programs: The remaining programs on this year's calendar have been my main focus, Promoting them via email, and social media. As well as making contact with all participants in the programs, deciding on menus for the Halloween Party and Winter Ball.

September: Current membership: 421; Renewals sent for June- October,2019: 75 Memberships renewed in Sept: 45; New members in Sept: 2: Total collected in Sept: \$4095The Membership Committee met at the beginning of the month to send out the Feast tickets. We will be meeting again after the Feast to go over any updates we wish to make for next year's membership. Some items for the Membership tent at the feast have been purchased, drinks will need to be purchased still. I will need 2 volunteers each feast day for a couple hours. You must dress in feast clothing. Saturday: 12-2; Sunday: 12-2

Feast School Days: Thursday special kids' day has 400 of the 600 spots filled. Friday is full with 2924 of the 2800 spots. All supplies besides bottled water have been purchased or ordered for school days and volunteers have been lined up. Kelly has been a huge help with all of this!

Ribbons have been cut and our Purdue volunteer has placed them in the participants packets. We will be putting together teacher packets (email and gate) this week.

October: Current membership: 416; Renewals sent for July- November, 2019: 79; Memberships renewed in October: 34; New members in October: 4; Total collected in Sept: \$2195; The Membership Committee will be meeting the 23rd to go over possible changes to memberships for 2020. The membership tent at the feast was well used, we received 3 new members, and 8 renewals. The choice of not offering Sodas in the tent and simplifying the snacks worked very well. A huge thank you to the volunteers and TCHA staff that helped out at the tent!

Feast School Days:

Final numbers: \$11,008

Collected: \$ 10,662

4 invoices sent totaling: \$498

2 refunds: \$152

- Thursday: 442

323 students

119 adults

No show: 1 class of 10- Bona Vista

- Friday: 2873

2254 students

500 chaperones

119 teachers

No show: 1 class of 3- Hartman Academy

Thank you, Kelly, for all of your help! Thank you to all of our volunteers!

November: Current membership: 436; Last Month: 416; Renewals sent November 22nd.

Memberships renewed in November: 25; New members in November: 2

2020

There are several changes coming to memberships in 2020 all of these updated benefits can be viewed on our website www.tippecanoehistory.org. We will continue to explore ways of processing memberships in an efficient and cost-effective manner. We will also be working on ways to better engage our members on a regular basis. Expanding our Social Media presence will be one of our biggest tools in gaining members in 2020. This will be achieved by working with the Program Director to create value in our membership.