

Tippecanoe County Historical Association Board of Governors Meeting

Mission: To enrich the lives of Tippecanoe County residents and visitors by collecting, preserving, and interpreting our unique and exciting history

AGENDA

5:15 PM, January 28th, 2020

TCHA HISTORY CENTER

Members of the Board (total: 21 – quorum: 11)

| | |
|-------------------------------|-------------------|
| Pete Bill – President* | Amy Harbor |
| Jeff Schwab – Vice President* | David Hovde |
| John F. Thieme – Treasurer* | Zula Kress |
| Erika Kvam – Secretary* | Ken Moder |
| Colby Bartlett | Quentin Robinson |
| Del Bartlett | Annie Hatke Schap |
| Julie Byers | Gretchen Shelmon |
| H. Kory Cooper | Preston Smith |
| Craig Graham | Phil Tucker |
| Walt Griffin | Todd White |
| Ron Halsema | |

* members of the Executive Committee

Call in instructions: Call (916) 235-1420. Enter Participant PIN # when asked: 614556 #

FUTURE DATES FOR MEETINGS and EVENTS

Executive Committee (agenda setting) –5:30 the Thursday before a Board meeting; Arganbright

Board of Governors – Fourth Tuesday of the Month at 5:15 at History Center unless otherwise noted

- Tuesday, February 25th
- Tuesday, March 24th
- Tuesday, April 28th
- Tuesday, May 19th (week early because Memorial Day is Monday 25th)
- Tuesday, June 23rd
- Tuesday, July 28th
- Tuesday, August 25th
- Tuesday, September 22nd (Feast is October 3-4)
- Tuesday, October 27th
- Tuesday, November 17th (week early because of Thanksgiving)
- Tuesday, December 8th – BUDGET MEETING (2 weeks earlier)

February 2020 events: (see web site or TCHA Program brochure for details)

- **Annual Membership Meeting –Saturday, February 8th, 2020**
- History According to Hollywood – Amistad – Sunday, Feb. 9th 4:00 PM History Center
- Explore Your History – evening Wine & Cheese – A Historical Evolution of American Songbook as it relates to African American influences – featuring the Black Voices of Inspiration and the Heart & Souls vocal choirs from Purdue – Wednesday, **Feb. 19th** 6:00 PM History Center – **THIS IS A CORRECTION FROM THE PREVIOUSLY LISTED DATE**
- History at High Noon – Helen Gougar, Revolutionary for Women’s Right to Vote – Thursday, Feb. 20th, Noon – **Fisher Funeral Home 914 Columbia Street** (Helen Gougar home)
- Membership Show & Tell – Civil War Weapons, Greg Swank – Tuesday, Feb. 25th 11:30-12:30 PM History Center
- Topsy Canoe – A history of Taverns, Prohibition, and Mixed Cocktails presented by TCHA and the Knickerbocker Saloon – Saturday, March 14th, 7:00-9:00 PM at the **Knickerbocker Saloon** *Must be 21 years old to attend – seating limited to first 80 – tickets for sale through link on TCHA web site to Eventbrite – tickets are now on sale \$30 for TCHA members, \$40 for non-members*
- 1970’s Disco Fever Party (gala fundraiser) – Saturday, April 4th, 6:00-10:00 PM History Center *Tickets will be on sale starting February 1st through TCHA web site or Eventbrite - \$30 for TCHA members, \$35 for non-members*

AGENDA

- Call to order
- Minutes from November 19th Board meeting – *see pages 4-6 in Agenda*
- Officer's reports and business
 - President – *see pages 7-9 in Agenda*
 - Annual TCHA Membership Meeting – Saturday, February 8th – *wear nametags!*
 - Officers for the 2020 Board will be selected at February Board meeting – all open!
 - Committee sign up for 2020 – everyone should be on at least one committee
 - Eberle Series Events for Board – sign up for attending (1 per session)
 - Report of the Insurance Review Committee meeting January 15, 2020
 - Vice President
 - Treasurer
 - Secretary
- Finance, Budget, and Risk Management Committee
 - Report on the F,B & RM Committee meeting of January 21st, 2020 – *see page 10 in Agenda*
 - Summary of review by Jim Keene, First Merchants (trusts and investments) – *see pages 11-18*
 - Proposal for TCHA Business Policy Document – *see pages 19-20 in Agenda*
- Membership and History Center Events Director – Megan Lee – *Report on page 21 in this Agenda*
- Programs Director – Leslie Conwell – *Report on page 22 in this Agenda*
- Collections Committee – Kelly Lippie – *Report on pages 23-24 in this Agenda – **no deaccession***
- Library Report – Amy Harbor – *Report on page 25 in this Agenda*
- Feast report – Leslie Conwell – *Report on pages 26-27 in this Agenda*
- Battleground Museum report – Rick Conwell – *Report on page 28 in this Agenda*
- Notes from Committees
 - Ouiatenon Preserve Committee – David Hovde
 - Status on availability of Fix property adjacent to Ouiatenon Preserve
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam
- Executive Director report – *No report included in Agenda*
 - Arganbright projects
 - Blockhouse Proposal
 - Sponsorships collected (money in hand) since November Board meeting

END AGENDA

**Minutes for the TCHA Board of Governors Meeting
November 19th , 2019
TCHA History Center**

ATTENDANCE:

| | |
|------------------------------|-------------------|
| Pete Bill - President | Ron Halsema |
| Jeff Schwab – Vice President | Annie Hatke Schap |
| Erika Kvam - Secretary | David Hovde |
| John Thieme – Treasurer | Zula Kress |
| Colby Bartlett | Ken Moder |
| Del Bartlett | Quentin Robinson |
| Kory Cooper | Gretchen Shelmon |
| Walt Griffin | Todd White |

Unable to attend

| | |
|--------------|---------------|
| Julie Byers | Preston Smith |
| Craig Graham | Phil Tucker |
| Amy Harbor | |

Staff: Craig Hadley, Leslie Martin Conwell, Kelly Lippie

Call to order: 5:15 PM

Minutes from October 22nd Board meeting – were reviewed. Approved without modification.

Officer's Reports – President

The Executive Director's formative evaluation was completed about 3 weeks ago. Copies of the final report with recommendations is available to any Board member to review. It is 17 pages long so it is quite extensive.

February 8th is the Membership Annual Meeting. Everyone needs to be there. Tickets will be going on sale in December. \$10. Covers dinner and speaker. Need to RSVP. Board members who are done with their 3 year terms need to indicate to me whether or not they want to be considered for another 3-year term. Update: all eligible Board members indicated they wanted to be considered and to be put on the ballot.

Officers will be elected at the February Board meeting (after the Annual Membership meeting) John Thieme will be done with his 5th 1-year term and thus ineligible to be re-elected as treasurer. Colby asked if anyone with accounting experience or financial experience is on the Board. Pete mentioned that there are members with banking experience, experience managing funding of NFP, and those with bookkeeping experience. Plus, Lorita Bill will be staying on to help the new treasurer for six months until after the Review is done by an outside accounting firm. If interested, get name to Quentin who is chair of the nominating committee.

Budget review and approval meeting December 3rd. Be there!

LA Clough nominated for Ball-Sholty Award. Discussed. Approved.

Discussion of Board numbers. No losing anyone from the Board that we know of. Del suggested the smaller size was appropriate for the size of the organization and more helpful in getting a quorum. Pete suggested encouraging non-Board members to work on committees so we can get to know them better and perhaps cultivate them for future Board members. It was decided that we have about the right number and we don't need to actively solicit for new members. However, if we can find someone with expertise in finances or social media, that would be helpful.

Officer's Reports – Vice President – no report

Officer's Reports - Treasurer

John handed out a report. Stated that the income from the Feast is misleading because still have food booths to pay out. Overall, balance should be in the positive—usually run negative in December, so this points to good Feast. Overview of financial report — Feast 2019 was similar to 2015 and 2016 Feasts, slightly above normal average for good weather. Good Feast is critical to good financial health of organization, and we'd like to get to a surplus set aside for lean months before Feasts (as discussed with Board previously). Walt: why was publicity expenditure way down? Leslie: would want to look into it. John: might be bill not yet entered, etc. Colby: Why are gate incomes down? John: Online sales. Craig: All advance sales payouts have been deposited as of last week. Jeff: working with Lorita Bill to get all the coding right in order to do a better comparison year to year.

Finance, Budget, and Risk Management Committee

Jeff: reviewed Budget line item by line item at last meeting, Lorita has made some tweaks for accurately coding expenses in Quickbooks so it should be easier to track finances from year to year. Trying to update standards to consistently apply categories of donations vs sponsorship vs advertisement.

Membership and History Center Events

Director – Megan was absent so report made by Pete. Membership numbers were reviewed. Reminder that membership is only one income stream, and not a very major income stream. Membership is pretty solid but not expanding very fast. Craig: Megan is in process of booking another long-term rental for kitchen, possibly another two people. Showing History Center a lot for companies & weddings, up to about \$18k for rentals. Health inspector came last week and passed kitchen. Discussion of rates for kitchen use. Ken: should be noted amounts for 2019 are just over \$16k. Colby: Maybe post rates on website.

Programs Director

Craig: list of 2020 programs is in the Agenda. A couple events still to be added. Upcoming is Christmas Ball, which all board members should attend—tickets online. Pete: need to prepare baskets for silent auction—each board member should prep one. Needs to be given to Megan by first week of December. Craig: Will have swing band and Courtyard catering, Nick Schenke will do readings of Christmas classic. Colby: do we have opportunity to get Christmas items out from the collection? Kelly: already out there. Erika: how are we dealing with possible double asks for donations? Discussion. Craig: will send parking instructions in invitations, because it's the same night as the downtown holiday parade.

Collections Committee

Kelly: still plugging along on all projects. Will be closed next Thurs/Fri for thanksgiving, then will close for the year on Dec. 20. Will be closed for researchers in Jan due to bathroom construction. Reopened for regular hours on Feb 6. No lights in rare bookroom, fixture is broken. No light since the Feast. Colby: what is the plan to replace LA? Pete: Amy Harbor will be picking up the responsibilities. Amy is already on payroll at Battlefield.

Feast report

Leslie: Pretty well caught up, Jason S & students are doing the data entry for food booth sales. Leslie will then do her part, and then Jason reviews and checks are cut. Should be done by end of December. Cleanup: still trying to get semi trailers out of grounds. Looking for new head for hands-on pottery booth (David H will post to Clay Guild). Feast Committee met, decided to fix emergency notification system.

Battleground Museum report

Rick – reported by Pete: Lots of people in this month. Physical inventory on Jan 2, everyone is welcome to help if available.

Notes from Committees

- Ouiatenon Preserve Committee – David: meeting on Nov 21
- Facilities Committee – Walt: nothing to report
- Development & Membership Committee – Erika: met in late Oct. to review forms, letters, and marketing for membership. Gretchen and Pete did a really good job with editing and wording.

Executive Director report

- Arganbright projects: parking lots and front façade all done, paid for by grants and Fowler House Org. New signage up, paid for by grants. Will be cutting some of curb to create drainage, extension of railing, all to be done this week. January will be ADA bathroom remodel. Parts to be ordered soon, Kelly will pick out all fixtures and colors. Whole building needs rewiring, but addressing a part at a time. Pete: are we fixing light in rare book room? Craig: probably cheaper to do internally, will get Levi to do it.
- Duke charge for “Fowler House safety light”: not getting a straight answer, not getting anyone to schedule to come out. Pete: might be a good idea to get someone out to fix light outside, as a way to get someone out there. Craig: just got contact info of Duke exec, so will be contacting them directly.
- Blockhouse refurbishment: Last thing on list is to get wood treated, probably found someone to make a proposal. Will be able to get everything covered with grants. Pete: Ben Ross will be able to help, will run it past him.
- Exhibit Task Force Update: Kelly has been meeting with contractors to get proposals for glass case in History Center, probably ready to bring to committee. Updated board on exhibition case plan.
- Battlefield Audio Tour: big thanks to Ron for his help on the sign, app is available to download. Good feedback so far. Just phase one of tour, next phase is from Native American perspective. Will roll out next commemoration day. The tour and app cost nothing, got everything done for free.
- Sponsorships for Programming: Working on grant reports and new grants, including for Indiana Humanities Council for 4th grade diversity program. All programs are now sponsored, with change left over. Have been working on donations for salary raises and to bring Leslie on full-time, have raised \$15,000 so far and then another \$5,000, still looking for another \$5-10k.

**President's Report
Pete Bill
January 2020**

- **TCHA Annual Membership Meeting – Saturday, February 8th 5:00 PM**
Meeting conducted by the Board President. Reports are made by the Exec Director and Treasurer (financial state of the Association).
Board members are elected by membership. Ball-Sholty and Volunteer of the Year Award are announced.
Speaker – from the Benjamin Harrison Historical Home
- **Officers for the 2020 Board**

| 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 |

Board officers are elected by the Board each year at the meeting following the TCHA Annual Membership meeting. The Board officers will be elected at the February 2020 Board meeting. Terms are 1 year, renewable for up to 5 terms. The **Treasurer's position will be vacated at the end of this term.** If interested in any officer position, please contact **Quentin Robinson** who is the head of the Nominating Committee. Officers are elected by majority vote by secret ballot of the Board members *present* at the time of the vote at the Board meeting. See By-Laws for additional information.

- **Committee Sign up** - sign up sheet going around - everyone should be on at least 1 committee
- **TCHA Insurance Review Committee Meeting**

January 15, 2020 History Center

Attendance: Pete Bill (chair), Jeff Schwab, Amy Harbor, Ken Moder, Craig Graham (on phone), Lorita Bill, Phil Tucker (insurance agent – non-voting)

Unable to attend: Todd White, Craig Hadley (non voting)

Phil gave a background to the committee on how the insurance plans and the sponsoring company were chosen. With TCHA being a very small group, United Health Care (UHC) is one of the very limited number of companies that allows such a small number of employees to select their own plan from a list of possible plans. All other companies typically make one plan available that everyone has to buy.

TCHA challenge is that we have a wide spectrum of age among our small group, and a similarly wide spectrum of health care needs. Of the five employees, 3 tend to constitute about 70% of the total cost of health care for TCHA.

There are 71 plans with UHC that are available to be chosen. Phil has narrowed it down to a handful of options for TCHA employees that will meet their needs.

The prices for the plans are about at the industry average (taking into account the age of the employees and the underlying medical coverage needed).

However, even though very similar plans are being made available for 2020, the cost of the plans on average is about 12% higher than the equivalent plan in 2019.

Jeff pointed out that a 12% hike was not budgeted into the TCHA 2020 budget. The 2020 TCHA budget was made taking into account that employees would all be paying 20% of the medical, vision, and dental insurance, and 50% of the life insurance. Remember that in 2019 employees were all paying different rates (via withholdings from their paycheck) that ranged from 0% withheld to 17% withheld. This discrepancy has been corrected for 2020.

The insurance benefits are pre-tax. (tax on paycheck is calculated after insurance withholding is taken out)

There was discussion about when employees should begin paying for their insurance. The date of the new insurance policies selected by the employees takes effect March 1st, 2020. However, TCHA has to pay for the new insurance policies before March 1st (premiums are paid monthly) and in order to have the employee's share of the 20% for medical/vision/dental and 50% life in hand to make the March insurance, the employee's share of the payment for the March 1st payment will be collected from the February paychecks. If collection of the employee's share in February wasn't done, the first payment of insurance on March 1st would be 100% paid by TCHA.

There was discussion about employees who are eligible for Medicare, yet are still electing to stay on TCHA insurance. Our TCHA personnel manual states that "employees", not "employees under age 65" are eligible for insurance. Thus, for this year the insurance will be made available at the same percentage withholdings for all employees regardless of whether they are Medicare eligible or not. The Committee present was unified on this as being the appropriate thing to do for employees. Note that it is NOT an option to have a different percentage withholding for employees who are Medicare eligible versus those that are not because insurance regulations require that all staff must pay the same percentage withholdings from their paycheck. The idea of providing a dollar amount of compensation as a benefit to encourage an employee to move to Medicare (and reduce the cost to TCHA to cover their insurance) was discussed but rejected because there is some question about the legality of doing this, plus opening the option that a future employee who might be covered under a spouses insurance could expect to have a similar cash benefit in place of taking the insurance benefit. Thus, it is better, in the opinion of the Committee, to make the same options of insurance available to all employees regardless of their Medicare eligibility status.

It was pointed out by Phil that TCHA is generous compared to comparable organizations or companies in the 80% share it pays for medical, dental and vision (spouses of employees who wish to be covered will continue to pay 100% for their coverage of medical, dental, or vision). By law the Association must provide at least 50% of the insurance payment. But many companies have reduced their percentage share from 80% down to 70% or even 60% thus requiring their employees or staff to pay a far larger percentage of the insurance cost. Phil recommended that TCHA consider decreasing its share to 75% and eventually

to 70%. Such a change in percentage sharing would need to be done with at least a year in advance of implementation.

No action was taken to make a recommendation to the Board on changing the share at this point. However, in the future it is likely that such a recommendation will be coming forward.

Disability insurance was discussed. Currently the TCHA Personnel manual does not provide for disability insurance as an employee benefit. Plus, most plans have a minimum number of people required to participate in the plans in order to get a reasonable rate, or to even be eligible to participate in a group plan. At TCHA we have some individuals on staff who would not be eligible for disability insurance; and there may be some employees who choose not to purchase disability insurance. Thus, it's very likely that TCHA would not be eligible for a group disability insurance policy. Still, individuals can purchase their own disability insurance outside of TCHA if they want to pay for it on their own.

Phil plans on meeting with TCHA staff the first week of February. Once the plans have been selected the withholdings will be calculated and withheld from the February paychecks when Craig does payroll. The calculation for actual cost of insurance will be sent along to Jeff Schwab for budget considerations (although the budget is set, we can see where the actual cost compares to the projected cost).

Meeting adjourned 7:05 PM

Finance, Budget, and Risk Management Committee
Jeff Schwab
January 2020

Jim Keene met with the committee and presented a summary of the current state of the TCHA and Wetherill TRUTs. Income for 2020 will be slightly above budget projections due to good market performance in the latter half of 2019. He also presented a revised Investment Policy Statement for the TRUT for our consideration. It does not change the current operation or objectives of the trust. It follows the same guidelines as the previous one, but is in their new format. A copy is attached to this report for board review and approval.

The committee approved an addendum to the Fiscal Policies Document that defines the differences between advertising, sponsorship, contribution, and grant income. After discussion, this was approved by the committee and is attached to this report for the board to review and approval.

The end results from the 2019 Feast of the Hunters' Moon resulted in a net profit of approximately \$40,000 above the 2019 budget. The committee reviewed its previous plan for this money and recommends that 50% or \$20,000 be used to reimburse money owed to the History Center account and the remaining 50% or \$20,000 be placed into the Feast Rainy Day fund and be available for cash flow purposes for fiscal 2020. It is anticipated that we will need to start borrowing against our line of credit in the May time frame.

Some upcoming budget changes were discussed. The staff insurance plans for 2020 are coming in approximately 12% or \$6,000 higher than expected. The truck that has been used for the Feast of the Hunters' Moon setup since 1986 is no longer serviceable. An estimate on a replacement used vehicle is around \$10,000. Additional fund raising for these two additional expenses was discussed with Craig.

Craig has authorized reimbursements for the staff for up to \$150 per person for TCHA logo clothing. This will be an additional unbudgeted \$1,000 expense. Craig has promised to seek outside funds to help cover this expense.

Our contract bookkeeper, Andrea, has changed positions and is no longer available. Lorita Bill is filling in for the time being. We will eventually need a permanent solution. Bids are still being solicited to perform our annual review of the TCHA books and to prepare our tax returns.

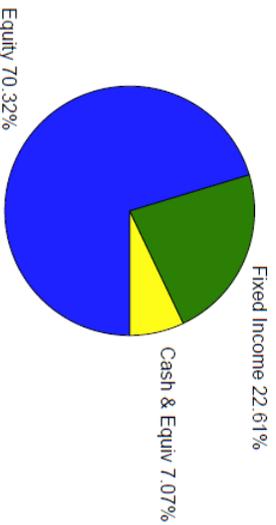
The status of our loan to OPI was reviewed. We need to finalize the operating agreement and set a timetable for repayment of the loaned funds. Craig Hadley and Pete Bill are working on this with representatives of OPI.

TIPPECANOE COUNTY HISTORICAL ASSN 5.0%



12/31/2012 - 12/31/2019

Portfolio Composition



Account Activity Summary

| | Latest 1 Year | From 12/31/12 |
|-------------------------------|------------------|------------------|
| Beginning Market Value | 1,032,726 | 180,198 |
| Contributions | 0 | 581,267 |
| Withdrawals | (50,612) | (204,746) |
| Net Flows | (50,612) | 376,521 |
| Earned Income | 22,928 | 141,834 |
| Gains/Losses | 191,504 | 282,992 |
| Total Earnings | 214,432 | 424,826 |
| Ending Market Value | 1,196,546 | 1,196,546 |

Performance Summary

| | Inception Date | Market Value | % of Total | Cal Year to Date | Latest 1 Year | Latest 3 Years | Latest 5 Years | Latest 7 Years | Since Inception |
|---------------------------|-----------------|------------------|---------------|------------------|---------------|----------------|----------------|----------------|-----------------|
| Total Fund (Gross) | 12/31/12 | 1,196,546 | 100.00 | 21.10 | 21.10 | 9.68 | 7.32 | 11.64 | 11.64 |
| Total Fund (Net) | 12/31/12 | 1,196,546 | 100.00 | 20.30 | 20.30 | 8.92 | 6.49 | 10.70 | 10.70 |
| Composite Index | | | | 21.09 | 21.09 | 9.50 | 8.23 | 12.93 | 12.93 |
| Equity | 12/31/12 | 841,434 | 70.32 | 28.77 | 28.77 | 12.96 | 9.70 | 12.50 | 12.50 |
| S&P 500 | | | | 31.50 | 31.50 | 15.28 | 11.70 | 14.73 | 14.73 |
| Fixed Income | 12/31/12 | 270,536 | 22.61 | 7.32 | 7.32 | 3.51 | 2.97 | 2.45 | 2.45 |
| BB Inter Gvt/Cr | | | | 6.80 | 6.80 | 3.24 | 2.57 | 2.15 | 2.15 |
| Cash & Equiv | 12/31/12 | 84,577 | 7.07 | 2.11 | 2.11 | 1.54 | 0.98 | 0.70 | 0.70 |
| Lipper Money Mkt | | | | 1.97 | 1.97 | 1.41 | 0.87 | 0.63 | 0.63 |

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
 Fund returns are gross of management fees unless otherwise noted
 All returns include the effects of all principal change and income, and returns for longer than one year are annualized
 An account segment must contain at least 1.00% to be reflected in the pie chart
 Account includes Unmanaged Assets.

Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investments are not guaranteed by First Merchants Bank and are not insured by any government agency.

Deposit accounts and loan products are offered by First Merchants Bank, Member FDIC, Equal Housing Lender.

First Merchants Private Wealth Advisors | Asset Summary

For the Account of: **TIPPECANOE COUNTY HISTORICAL ASSN**
5.0% ANNUAL TOTAL RETURN TRUST - PLEDGED
 Account Number: **20 00 8320 5 0H**

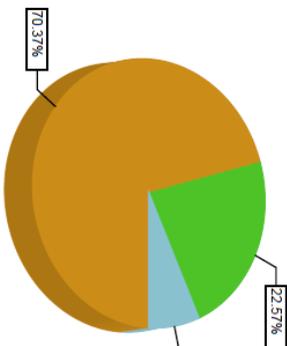
As Of Close: **December 31, 2019**
 Last Pricing Date: **December 31, 2019**

| Asset Category | Tax Cost | % of Total Cost | Current Market Value | % of Total Market | Estimated Annual Income | Yield on Market |
|----------------|----------|-----------------|----------------------|-------------------|-------------------------|-----------------|
|----------------|----------|-----------------|----------------------|-------------------|-------------------------|-----------------|

| | | | | | | |
|-------------------------|------------|--------|--------------|--------|-----------|------|
| CASH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CASH EQUIVALENTS | 84,477.98 | 8.48 | 84,477.98 | 7.06 | 1,303.50 | 1.54 |
| FIXED INCOME SECURITIES | 265,445.46 | 26.62 | 269,893.37 | 22.57 | 7,996.90 | 2.96 |
| EQUITIES | 647,099.37 | 64.90 | 841,432.78 | 70.37 | 13,400.95 | 1.59 |
| MISCELLANEOUS ASSETS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 997,022.81 | 100.00 | 1,195,804.13 | 100.00 | 22,701.35 | 1.90 |

* Indicates changed from beginning of day

Tax Summary
 TOTAL COST 997,022.81
 NET LT GAIN/LOSS THIS YEAR 23,150.69
 NET ST GAIN/LOSS THIS YEAR 164.08
 TOTAL CASH 0.00
 PRIOR YEAR END MARKET VALUE 1,032,726.28



Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investments are not guaranteed by First Merchants Bank and are not insured by any government agency.

Dissemination of accounts and loan products are offered by First Merchants Bank Member FDIC Equal Housing Lender

First Merchants Private Wealth Advisors | Distributions - TCHA

| Year Ending | Market Value | Change in Market Value | Required Fields |
|-------------|----------------|------------------------|---|
| 1) 12/31/17 | \$1,129,174.35 | | 3 Year Average MV: \$1,118,958.86 Payout Percentage: 5.00% |
| 2) 12/31/18 | \$1,031,898.19 | -8.6148% | Payout: \$55,947.94 |
| 3) 12/31/19 | \$1,195,804.05 | 15.8839% | Adjustment Amount: \$0.00 |

\$442,894.18 dep'd to Trust 12/31/2017

3 Yr Avr MV: \$1,118,958.86

Annual/Pro-Rated Per Bene: \$55,947.94

* Month Applicable: 1
(Jan=1, Feb =2, March=3 Etc.)
Pro-Rated Amount: \$55,947.94

* Number of Benes: 1

Jim Keene 1-21-2020

Prepared By

Approved By

2020 Distribution Schedule:

Payout on 30th quarterly
 \$ 13,986.99 March
 \$ 13,986.99 June
 \$ 13,986.99 Sept
 \$ 13,986.99 Dec
\$ 55,947.96

| Frequency | Amount | Total Payout |
|-------------|-----------------|-------------------|
| Annually | 1 X \$55,947.94 | X 1 = \$55,947.94 |
| Semi-Annual | 2 X \$27,973.97 | X 1 = \$55,947.94 |
| Quarterly | 4 X \$13,986.99 | X 1 = \$55,947.96 |
| Monthly | 12 X \$4,662.33 | X 1 = \$55,947.96 |

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First Merchants Private Wealth Advisors 6

Jan. 1 Market Value

Distributions

| | | |
|-------------|--------------|-----------|
| 2015 | \$ 389,700 | \$ 19,231 |
| 2016 | \$ 365,699 | \$ 18,737 |
| 2017 | \$ 401,190 | \$ 19,257 |
| 2018 | \$ 1,129,579 | \$ 31,587 |
| 2019 | \$ 1,032,726 | \$ 42,698 |

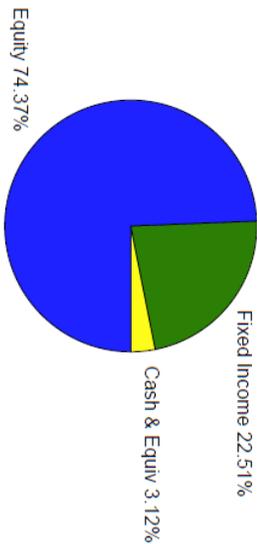
Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investments are not guaranteed by First Merchants Bank and are not insured by any government agency.

RICHARD B WETHERILL 5.0% IN TOTAL RETURN TRUS

12/31/2012 - 12/31/2019

51

Portfolio Composition



Account Activity Summary

| | Latest 1 Year | From 12/31/12 |
|-------------------------------|-----------------|------------------|
| Beginning Market Value | 313,122 | 289,697 |
| Contributions | 2,625 | 2,687 |
| Withdrawals | (24,589) | (136,731) |
| Net Flows | (21,964) | (134,044) |
| Earned Income | 6,873 | 67,897 |
| Gains/Losses | 61,066 | 135,548 |
| Total Earnings | 67,939 | 203,445 |
| Ending Market Value | 359,097 | 359,097 |

Performance Summary

| | Inception Date | Market Value | % of Total | Cal Year to Date | Latest 1 Year | Latest 3 Years | Latest 5 Years | Latest 7 Years | Since Inception |
|---------------------------|-----------------|----------------|---------------|------------------|---------------|----------------|----------------|----------------|-----------------|
| Total Fund (Gross) | 12/31/12 | 359,097 | 100.00 | 22.22 | 22.22 | 10.05 | 7.60 | 9.19 | 9.19 |
| Total Fund (Net) | 12/31/12 | 359,097 | 100.00 | 21.41 | 21.41 | 9.28 | 6.84 | 8.47 | 8.47 |
| Composite Index | | | | 21.94 | 21.94 | 9.79 | 8.21 | 10.19 | 10.19 |
| Equity | 12/31/12 | 267,058 | 74.37 | 28.91 | 28.91 | 13.00 | 9.74 | 12.44 | 12.44 |
| S&P 500 | | | | 31.50 | 31.50 | 15.28 | 11.70 | 14.73 | 14.73 |
| Fixed Income | 12/31/12 | 80,831 | 22.51 | 7.41 | 7.41 | 3.50 | 2.96 | 2.42 | 2.42 |
| BB Inter Gvt/Cr | | | | 6.80 | 6.80 | 3.24 | 2.57 | 2.15 | 2.15 |
| Cash & Equiv | 12/31/12 | 11,209 | 3.12 | 2.21 | 2.21 | 1.60 | 1.01 | 0.72 | 0.72 |
| Lipper Money Mkt | | | | 1.97 | 1.97 | 1.41 | 0.87 | 0.63 | 0.63 |

Fund data is on a trade date basis and income is included in the fund returns on an accrual basis
 Fund returns are gross of management fees unless otherwise noted
 All returns include the effects of all principal change and income, and returns for longer than one year are annualized
 An account segment must contain at least 1.00% to be reflected in the pie chart

Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investments are not guaranteed by First Merchants Bank and are not insured by any government agency.



First Merchants Private Wealth Advisors | Asset Summary

For the Account of: **RICHARD B WETHERILL 5.0% IN TOTAL RETURN TRUST**

Account Number: **25 00 9325 5 0H**

As Of Close: **December 31, 2019**

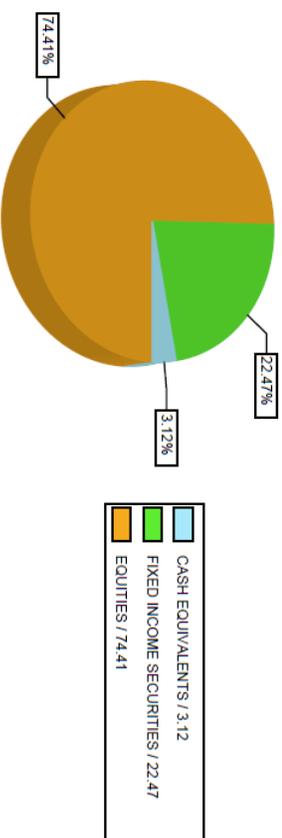
Last Pricing Date: **December 31, 2019**

| Asset Category | Tax Cost | % of Total Cost | Current Market Value | % of Total Market | Estimated Annual Income | Yield on Market |
|-------------------------|------------|-----------------|----------------------|-------------------|-------------------------|-----------------|
| CASH | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CASH EQUIVALENTS | 11,197.09 | 4.42 | 11,197.09 | 3.12 | 178.03 | 1.59 |
| FIXED INCOME SECURITIES | 79,567.90 | 31.40 | 80,629.79 | 22.47 | 2,391.69 | 2.97 |
| EQUITIES | 162,655.46 | 64.18 | 267,058.15 | 74.41 | 4,198.62 | 1.57 |
| TOTAL | 253,420.45 | 100.00 | 358,885.03 | 100.00 | 6,768.34 | 1.89 |

* Indicates changed from beginning of day

Tax Summary

| | |
|-----------------------------|------------|
| TOTAL COST | 253,420.45 |
| NET LT GAIN /LOSS THIS YEAR | 10,280.47 |
| NET ST GAIN /LOSS THIS YEAR | -383.05 |
| TOTAL CASH | 0.00 |
| PRIOR YEAR END MARKET VALUE | 313,121.84 |



Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investment are not guaranteed by First



First Merchants Private Wealth Advisors | Distributions – Richard Wetherill Trust

| Year Ending | Market Value | Change in Market Value | * Required Fields |
|-------------|--------------|------------------------|--|
| 1) 12/31/17 | \$353,122.27 | | 3 Year Average MV: \$341,626.94 * Payout Percentage: 5.00% |
| 2) 12/31/18 | \$312,873.52 | -11.3980% | Payout: \$17,081.35 |
| 3) 12/31/19 | \$358,885.03 | 14.7061% | Adjustment Amount: \$0.00 Annual Payout Amount: \$17,081.35 |

3 Yr AVR MV: \$341,626.94

Annual/Pro-Rated Per Bene: \$17,081.35

* Month Applicable: 1
(Jan=1, Feb=2, March=3 Etc.)
Pro-Rated Amount: \$17,081.35

* Number of Benes: 1

Jim Keene 1-21-2020

Prepared By

Approved By

| Frequency | Amount | Total Payout |
|------------------|-----------------------|--------------------------|
| Annually | 1 X \$17,081.35 | X 1 = \$17,081.35 |
| Semi-Annual | 2 X \$8,540.68 | X 1 = \$17,081.36 |
| Quarterly | 4 X \$4,270.34 | X 1 = \$17,081.36 |
| Monthly | 12 X \$1,423.45 | X 1 = \$17,081.40 |

2020 Distribution Schedule:

Payable Quarterly on 30th

\$ 4,270.34 March
 \$ 4,270.34 June
 \$ 4,270.34 Sept
 \$ 4,270.34 Dec
\$ 17,081.36

Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investments are not guaranteed by First Merchants Bank and are not insured by any government agency.

| | Jan. 1 Market Value | Distributions |
|-------------|---------------------|---------------|
| 2015 | \$ 336,429 | \$ 15,908 |
| 2016 | \$ 317,247 | \$ 16,381 |
| 2017 | \$ 323,895 | \$ 16,282 |
| 2018 | \$ 353,308 | \$ 16,563 |
| 2019 | \$ 313,122 | \$ 16,495 |

Investment Management solutions provided by First Merchants Private Wealth Advisors may not be FDIC insured, are not deposits of First Merchants Bank, are not guaranteed by any federal government agency, and may lose value. Investments are not guaranteed by First Merchants Bank and are not insured by any government agency.

PROPOSAL for TCHA Business Policy document

Sponsorships, Donations, Grants and Advertisements

Advertisement

- Definition: space purchased by a company in promotional media for the purpose to place their advertisement and promote their company. The company controls what they want to be placed in the parameters defining the advertising space. There is no implication that the entity purchasing the ad space is supporting any particular program or event.
- An advertising contract should be signed by both parties. There is no requirement by TCHA to acknowledge the advertiser as a supporter of an event unless such acknowledgement was part of the ad buy contract.
- Advertising revenue is treated as taxable income.

Sponsorship

- Definition: The party pays money (or in-kind) to “sponsor” an event. The company is buying the *right to be associated with an event or entity*.
- The sponsor **MUST** be recognized by TCHA as being associated with the event that they are sponsoring. The sponsorship money **MUST** be used to support the event with which the sponsor is associated. Any left-over money from the sponsorship can be used for non-event operations.
- The amount of the sponsorship does not have to be limited to the cost of the event.
- There should be a sponsorship agreement or contract outlining the minimum benefits of providing the sponsorship, but the benefits may extend beyond the contract at the discretion of TCHA (e.g., free tickets, admission discounts, swag, etc.). Sponsorships should be told or listed in the contract whether or not they are exclusive sponsors.
- Sponsorship revenue is not taxable.

Donations – All donations

- Definition: The donor gives money, services, or in-kind materials, but TCHA is not obligated to give anything in return for the donation.

Donation - Restricted

- Definition: Donated money that *must* be used for the purpose for which it was donated. It cannot be used for any other purpose unless permission is obtained from the donor to do so. Permission needs to be in writing.
- Restricted donation funds must be closely tracked and any expenditures clearly documented to prove that the restricted donation funds were used only for the designated purpose.

Donation – Unrestricted

- Definition: Donated money can be used for any operation or event related to the mission of TCHA at the discretion of the staff member, Board officer or committee that has control over donated funds.
- No specific tracking of donation is required.

Grant

- Definition: Money given by an organization to which TCHA has petitioned to receive funds for a specific project, event, or reason. The money granted is to be used only for the purpose stated in the legal documents or application that sets forth the terms for the use of the grant money awarded.
- Grant funds must be closely tracked and any expenditures clearly documented in order to prove that the grant funds were used only for the designated purpose.

Contributions – see Donations

ADDENDUM (not part of the formal proposal)

Examples:

Mark Twain event – sponsorship – “Mark Twain sponsored by Thieme & Adair, CPAs” does not do anything to promote their services or products, but simply gives recognition for their support for the event.

Mark Twain event – advertising – “Thieme & Adair, CPAs offer tax preparation and business consulting.” company is using media to promote their company.

SIA sign at the Feast – sponsorship – because it only indicates support for the event without promoting their services or product

Community Foundation signage at Arganbright – grant – because had to apply for it, had to submit estimate, had to document appropriate use of the money for the intended purpose, had to submit proof to granting agency

Board contributions to History Center – Restricted Donation – amount designated by the donor for a specific purpose and the money can be used only for that purpose (unless donor states otherwise)

Memberships & History Center Report
Megan Lee
January 2020

Memberships:

Current membership: 424 (November 436, October 416, September 421, August 418, July 439)
Renewals sent for November – February: 44
Memberships renewed in January: 32
New members in January : 3
Total collected in membership for the month: \$2450

You will notice a few small changes to the membership forms, they have all been updated for 2020. This includes some benefit changes like Senior Couple Members now get 2 Feast tickets. We have also removed “newsletter recognition” as a benefit.

The Annual Membership Meeting is coming together final numbers on ticket sales are due on Friday. (I will have final numbers at the meeting.)

History Center Facility:

I have had 6 calls over the last week for possible 2020 rentals. 4 of those have led to walkthroughs of the facility. Most of these have been to the facility before for other events or have seen our page when doing a Google search. There are several dates on hold for these possible events giving us a good start to the year.

I will be meeting with Dr. Will of the Gathering to go over possible contract changes for the next year including an increase to their monthly payment.

We have captured a long-term lease with the Vegan Cheese Lady for the kitchen in 2020.

Tippecanoe Ancient Fife and Drum Corp will be using the center for Freezer Jam in exchange for \$500 and 3 performances of our choice.

Programs Director's Report
Leslie Martin
January 2020

The program department has worked on the following for the first three weeks of January:

- I will be traveling to Ball State on February 3 to teach three classes for social studies teacher and public history undergrads about how history can engage the public. The Tippecanoe Battlefield, Fort Ouiatenon, and the History Center will be studied by the students for this semester. The students are working in teams with TCHA to examine our current school tour offerings and kits and then design new tours and kits that will enhance what we currently do. Dr. Ronald Morris, professor of history, is TCHA's partner on this project. Read more about Dr. Morris and his incredible legacy of public history work here- <https://www.bsu.edu/academics/collegesanddepartments/history/about/faculty-staff/faculty/morrisronald> It is an honor to work with Dr. Morris.
- Sent diversity program info to WL and LSC superintendents, who are distributing the info to their teachers. The superintendents' offices for these two corporations wouldn't give out individual teacher emails. TSC had been emailed the information in November. Thank you to Megan for her earlier work on the diversity program.
- Touched base via email about the diversity program with teachers who had been to the program in the past, from records gleaned from old program director emails. Sent out a diversity flyer that Craig created.
- Contacted all program speakers to touch base and introduce myself as their contact, and to find out any AV needs.
- Contacted area service clubs to ask if they'd like a speaker on TCHA programs and events. Thank you to VLWL and Pete for some of the contact info. Contacted University Place and Westminster Village about speaking opportunities at those facilities.
- Signed up for a table at the "University of Scouting" February 29 at Indiana University Kokomo to promote TCHA programming, solicit for possible new Feast food booths, and to promote the Feast group rate opportunities for scouts.
- Trained with Megan on MemberPlanet to learn how to do program promotions via email.
- Coordinated a meeting of the program committee 1/16. The committee will meet monthly up until May, and after that meet on a weekly basis to develop the programming for 2021.
- Met with other TCHA staff, Pete, and Brooke Sauter on 1/23 to learn more about effective social media techniques. Brooke is a Feast participant and is well known for her social media work with the Porter County Fair. She was a recent speaker for the Indiana Festivals Association's annual convention.
- Attended the VLWL breakfast 1/24 to introduce myself to other community tourism partners. 2020 TCHA programming was discussed as well as the Feast.
- Created several Facebook events for upcoming programs.
- Emailed the membership about the January Show & Tell.
- Worked with other staff and several volunteers to correct a date error that was caught in the TCHA schedule of events. An email was sent to the membership advising of the incorrect date, and a mailing will be sent next week.

TCHA Collection Department Report
Kelly Lippie
January 2020

Collections Projects (ongoing) December 2019- January 2020

- **Storage Space at TCHA is at a critical point.** Highly recommended that each Board member take a collections tour to understand the space needs and concerns.
- Materials had to be removed from the library, bathrooms and utility closet in preparation for the construction. Some bookshelves had to be emptied and moved. Tables were moved. All remaining shelving units were covered with sheets.
- Photo archives: 1 volunteer is cataloging while another volunteer scans the photograph into the completed record. Cataloging & scanning of churches and celebrations. We have completed the education photographs, celebrations, cemeteries. In the works now are religions/churches and floods.
- 1 volunteer is doing a shelf-check and clean-up of the cataloging work done in the Rare Book room by a class project about 6 years ago. This class work was never double-checked at the time. These books will also be weeded or recommended for Deaccessioning in the process.
- 1 volunteer is researching women's history collection in the archives to prepare bios and other resources, likely for teachers or schools. She will now 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 we will have on loan from HIS.
- Volunteers now working on a ledger book condition survey that will help us seek grants or sponsorships for repairs.
- Loan of 2 George Winter paintings to the Miami Museum of Art finalized. Loan will be from December to late spring of 2020.
- Gathered West Lafayette maps for W.L. government center rep to review. They may potentially want copies to use to decorate their new offices.
- Met with Kory Cooper and 2 Wilke Interns to discuss the semester's work and possible projects for the spring semester. 1 of the interns will likely continue work in the spring.
- Curator presented the December "TCHA Members Show & Tell" program.
- "Going Away" party to celebrate L.A. Clugh's retirement from being the library coordinator.
- Researchers who were looking for photos of Monon Shops.
- Researcher in on Tuesday December 31 by appointment to research local buildings.
- Met with Leslie regarding the Kalamazoo Living History Show. Curator will take some George Winter art to the show for exhibit and do presentations at the event.
- Wrote updated Curator of Collections Job Description to include supervision of new Research Library Coordinator position. Also wrote job description for new Research Library Coordinator position and Assistant Research Library Coordinator.
- Pulled photographs of the Lafayette Theater for city to look at for possible print orders.

- Feast files moved from Director's office to store in the basement until they can be weeded by Feast Event Coordinator.
- One afternoon spent cleaning the interiors of display cases at the Tippecanoe Battlefield Museum.

Exhibits

- Planning has begun on women's suffrage exhibit(s) that will parallel the IHS traveling exhibit that we will have on loan at Battlefield Museum from June 9- July 6, 2020.
- Artifacts were removed from the Arganbright display cases. The cases will be left empty in January during the bathroom remodel. New exhibits will be installed in February.
- Research has begun for an exhibit to replace the "treasures" on exhibit at the History Center. Theme likely to correspond with the Disco/70s-era Gala in April.
- Santa suit and menorah exhibits at History Center removed in early January.

Public Engagement

- Social Media:
 - Twitter: 782 followers (up 16 followers since November)
 - Instagram: 810 followers (up 68 people since November), 14 posts in December/January.

Collections Committee- Meeting held on December 4, 2019.

10 new accessions created

2 donations tabled pending further research.

1 Found in Collection material considered.

0 Items up for Deaccession.

No Collections Committee meeting held in January.

TCHA Library Report
Amy Harbor
January 2020

- The library is closed every year for the month January, and during that time staff and volunteers normally work on individual projects that are more difficult to undertake with patrons in the library. This year has been different with the ongoing construction project. Noise, dust, cold temperatures in the building and having everything covered with sheets have made research particularly challenging.
- All but a couple of our regular volunteers did not come in at all this month. Those who did come have been indexing estate files.
- We've received 3 emailed research requests and 2 telephone research requests this month.
- Six volunteers are working to transcribe court book indexes at home, using handwritten indexes that were scanned and emailed to them. Our goal is to get all court books indexed and up on the website this year.
- Several different guardianship book indexes were merged and put up on our website.
- We are working on a plan to train more of our volunteers to assist patrons with research.
- **Plans are in the works to have more open times for researchers, starting with opening all day on Fridays.**

Feast of the Hunter's Moon
Leslie Martin Conwell
December and January 2020

2019 Feast wrap-up efforts continued through the end of **December**. Feast Event Manager work included:

- Preparing for and attending the Feast Volunteer Thank You held December 5. It was heavily attended. This annual celebration serves to thank volunteers, get their opinions on how the 2019 Feast went, and listen to their ideas for 2020. Thank you to Megan for having the History Center looking so nice, and thank you to the Feast committee members and TCHA board members who attended.
- Working with Feast foods chairman Jason Stanfield and Feast Chairman Jeff Schwab to finish all the accounting and paperwork for the 2019 food booths. Upon completion and final review of the spreadsheet, check requests are prepared, checks written, and an individual final booth accounting spreadsheet and check are mailed to each food booth. All checks were mailed to the food booths by the contractual deadline. Besides Jason and Jeff, thank you to Andrea, Lorita, Pete, and Craig for their assistance in the process.
- Many of the Feast set-up volunteers came out to the Feast barn 12/15 to haul all the Feast canvas to the storage facility. This is a large undertaking.
- Met with Feast Chairman Jeff Schwab 12/27 for a very productive meeting to wrap up 2019, get organized, and begin the initial framework for 2020.
- Any outstanding bills for the 2019 Feast were reviewed and paid.
- On a personal note, I “officially” retired as the Executive Director from The Farm at Prophetstown on 12/31.

The 2020 Feast preparation began in earnest in **January**:

- Due to heavy rain, it was determined that the predicted crest of the river the weekend of 1/11 would be high enough that the Feast barn would be flooded and Feast tools and supplies would be endangered. A call-out for help was made on Facebook, and quite a few people showed up to flood proof the barn the best that could be done. While the crest was not as high as predicted and the barn didn't flood, the volunteers' efforts were an outstanding display of dedication to the Feast and TCHA.
- The Feast committee had their first meeting of the year January 15th. Two new people have come on the committee, to train with and then replace two members who are retiring from the committee after many long years of service. Topics discussed in the meeting included status of the two old TCHA trucks that are used for set-up (consensus – too old and expensive to repair); the 2020 Feast “theme” (consensus – Women at Ouatennon); the 2020 fee schedules – vendor, tickets camping (consensus – hold same as 2019); a timeline review; promotion of TCHA 2020 Programs, the annual membership meeting and attendance at the Moseys.
- A meeting on emergency notification systems for the 2020 Feast was held immediately after the regular committee meeting. Several options to improve the current system were presented, including a system Craig had researched in 2019 and several options volunteer Bill Young had researched. Craig will reach out to emergency management officials in-county for input and will also contact the fairgrounds staff to see how they like their system.

Pete has contacted the Indiana State Fair for input. Craig will pursue possible grant opportunities to help fund a new system. A special thanks to Bill Young for the great amount of research he did. His dedication to event safety is much appreciated.

- Securing service and PR contracts for the Feast has begun
- Work on the 2020 promotional brochure has been initiated
- Using TCHA's Records Retention Policy, Jeff, Kelly and I are beginning to go through the Feast archives in the Arganbright basement and the Feast/accounting office to determine what should be purged/shredded and what should be retained.

THE FEAST IS "VOLUNTEER STRONG!"



Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
January 2020

The battlefield museum and History Store closed on Christmas Eve and reopened for the season January 17th, 2020.

The major chore during our closure this year was to complete the first full physical inventory of all merchandise in several years. That inventory (some 27,000 items!) is now complete, and a large amount of merchandise orders which had been purposely delayed are now coming in and being processed.

In addition, we still have a small number of last year's Feast t-shirts, sweatshirts and hoodies, mostly in larger sizes, on sale for 25% off.

Thanks to Pete, Lorita, and Laura for all the help they provided working through the inventory, and to Kelly and Levi for the exhibit cleaning and vacuuming they did.

Memberships & History Center Report
Megan Lee
February 2020

Memberships:

Current membership: 431

(January 434, November 436, October 416, September 421, August 418, July 439)

| | | |
|--|--------|----------------------|
| Renewals sent for December – March: | 30 | |
| Memberships renewed in February: | 7 | (February 2019 = 11) |
| New members in February : | 6 | (February 2019 = 4) |
| Total collected in membership for the month: | \$1170 | |

The current edition of the Newsletter will be sent in the mail on Monday, February 24th

The Annual Membership Meeting had good attendance:

| | Number of meals ordered | Actual meals served |
|---|----------------------------|---------------------|
| Staff | 8 | 7 |
| Award winners | 9 | 10 |
| Treasurer level membership (free meal is benefit) | 1 | 1 |
| Speaker and guest | 2 | 2 |
| Cash paying members who attended | 8 | 8 |
| Check paying members who attended | 13 | 13 |
| CC paying members who attended | 47 | 47 |
| Paid tickets but members did not attend | 6 | |
| Additional meals in case we had walk ins | 6 | -6 |
| TOTAL | 100 | 82 |

Final budget for Annual Membership Meeting:

| | |
|-----------------------|--------------------|
| Sponsorship | \$ 2500.00 |
| Ticket sales | \$ 670.00 |
| total income | \$ 3170.00 |
| Catering expense | -\$ 2818.09 |
| Speaker expense | -\$ 100.00 |
| total expenses | -\$ 2918.09 |
| TOTAL NET | \$ 251.91 |

**TCHA Library Report
Amy Harbor
February 2020**

We've had a steady stream of visitors since we reopened on February 6.

- Sixteen walk-in visitors
- Two emailed research requests completed
- Income of \$344.11 (over \$200 is from donation box)
- Ten volunteers put in 170 hours
- 1 new library volunteer
- New Friday morning opening time has generated two visitors so far
- 1 Thursday a month open late hasn't had any visitors in months- we need to reconsider if this is worth doing
- Wish List item: we'd love to have another computer for volunteers and visitors to use
- First docent training will be tomorrow (February 25th) – two more are scheduled

Executive Director Report
Craig Hadley
January 2020

Arganbright Project

The construction and renovation work on the 1st floor Arganbright bathrooms is slated to be completed this Friday, January 31st. This will give us a completely ADA compliant unisex bathroom and a renovated men's bathroom. Clean-up will likely take a couple of days the following week to get the library clean and back in operating order. So we will be ready to re-open to the public on time beginning on Thursday, February 6th.

Restricted Donations for Personnel raises

I raised the \$20,000 through restricted donations, all of which have been collected, to cover staff raises for Kelly, Megan, Rick and Leslie's full-time salary. \$10,000 of this has been committed to an annual donation for such.

Sponsorship Money for Programs

All of the invoices for the \$45,500 in sponsorship monies raised went out on Monday. We expect to collect these monies by the end of February.

Annual Appeal

The Annual Appeal will be going out by the end of the week. Expect to see it soon.

Blockhouse Project

We have secured a solid proposal for the final preservation phase of the blockhouse. This will include the treatment of the logs as well as the restoration of the windows and doors. The total cost of this final phase is just under \$20,000. I anticipate paying for this with a grant from the Community Foundation In late spring with a construction date of June 1st. I am seeking board approval to pursue the grant for this project. The proposal will be distributed amongst the board for review.

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 – 2020 * 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* | Ken Moder | Todd White |
| Julie Byers | John Thieme | |

Facilities Committee (formerly the Buildings & Grounds Committee)

| | | |
|----------------|--------------|--------------|
| Walt Griffin* | Kevin Cullen | Erika Kvam |
| Colby Bartlett | Ron Halsema | Kelly Lippie |
| Pete Bill | Amy Harbor | Megan Lee |

Collections Committee

| | | |
|----------------|-------------------|------------------|
| Kelly Lippie* | Kevin Cullen | Quentin Robinson |
| Pete Bill | LA Clugh | Mary Springer |
| Lorita Bill | Craig Hadley | Marsha Selmer |
| Leslie Conwell | Amy Harbor | |
| Rick Conwell | Carolyn O'Connell | |

Ouaitenon Preserve Committee

| | | |
|--------------|-----------------------|-------------------------------------|
| David Hovde* | Kory Cooper | Colby Bartlett – non-voting advisor |
| Del Bartlett | Leslie Martin Conwell | |
| Di Begley | Erika Kvam | |

Development & Membership Committee

| | | |
|--------------|-----------|------------------|
| Erika Kvam * | Pete Bill | Gretchen Shelmon |
| Craig Hadley | Megan Lee | |

Program Advisory Committee

| | | |
|-----------------|--------------|------------------|
| Leslie Conwell* | Craig Hadley | Megan Lee |
| Pete Bill | David Hovde | Quentin Robinson |
| Walt Griffin | Zula Kress | Annie Schap |

TCHA Foundation Board Liaison

Del Bartlett

Insurance Review Committee

| | | |
|--------------|-------------|---------------------------|
| Pete Bill* | Ken Moder | Phil Tucker (non voting) |
| Amy Harbor | Jeff Schwab | Craig Hadley (non voting) |
| Craig Graham | Todd White | |
| Walt Griffin | Lorita Bill | |