

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, March 24th, 2020
TCHA HISTORY CENTER

CANCELLED BECAUSE OF COVID-19 PRECAUTIONS

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

Pete Bill – President*
Erika Kvam – Vice President*
Jeff Schwab – Treasurer*
Del Bartlett – Secretary*
Colby Bartlett
Julie Byers
H. Kory Cooper
Craig Graham
Walt Griffin
Ron Halsema
Amy Harbor

David Hovde
Zula Kress
Ken Moder
Quentin Robinson
Annie Hatke Schap
Gretchen Shelmon
Preston Smith
John F. Thieme
Phil Tucker
Todd White

* members of the Executive Committee

Call in instructions: Call (916) 235-1420. Enter Participant PIN # when asked: 614556 #
If using someone else's phone to host the conference call besides Craig's phone, the host phone will need to enter PIN: 396808 # when they call in to become the host for the session.

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, 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)

AGENDA

- Call to order
- Minutes from February 25th, 2020 Board meeting – *see pages 3-7 in Agenda*
- Officer's reports and business
 - President
 - Vice President
 - Treasurer
 - Secretary
- Finance, Budget, and Risk Management Committee
- Membership and History Center Events Director – Craig Hadley – *No report submitted*
- Programs Director – Leslie Conwell – *Report on pages 8-9 in this Agenda*
- Collections Committee – Kelly Lippie – *Report on page 10 in this Agenda – no deaccessions*
- Library Report – Amy Harbor – *No report submitted*
- Feast report – Leslie Conwell – *Report on page 11 in this Agenda*
- Battleground Museum report – Rick Conwell – *Report on page 12 in this Agenda*
- Notes from Committees
 - Ouiatenon Preserve Committee – David Hovde
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam
- Executive Director report – *No report submitted*

END AGENDA

**Minutes for the TCHA Board of Governors Meeting
February 25th, 2020
TCHA History Center**

ATTENDANCE:

Pete Bill - President	Amy Harbor
Jeff Schwab – Vice President	David Hovde
Erika Kvam - Secretary	Zula Kress
Colby Bartlett	Ken Moder
Del Bartlett	Quentin Robinson
Julie Byers	Gretchen Shelmon
Kory Cooper	Preston Smith
Craig Graham (by phone)	Phil Tucker
Walt Griffin	Todd White
Ron Halsema	

Unable to attend

John Thieme – Treasurer	Annie Hatke Schap
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Staff: Craig Hadley, Leslie Martin Conwell, Kelly Lippie, Megan Lee

Call to order: 5:18 PM

Minutes from January 28th Board meeting – were reviewed. Approved without modification.

Officer's Reports – President

- Proposal to Roy Whistler Foundation dated February 17, 2020 requesting \$175,000 for the purchase of the Fix property adjacent to the Ouitatenon Preserve. Motion to approve sent out to the Board via e-mail 2/19/2020. 17 responses were received by the deadline of midnight 2/20/2020 – 17 Aye, 0 Nay. Motion carried. Del Barlett has drawn up the purchase order. \$5000 will come out of the OP restricted account for the earnest money.
- Craig directed to write up an Emergency CEO Succession Plan should something happen to the CEO. Will present at the next Board meeting.
- Conflict of Interest statements signed by Board members.
- Review of the Legal Duties of a Non Profit Board.
- Review of the Basic Responsibilities of Nonprofit Boards.
- Committee Assignments. Notify Board President if want to change or be placed on a Committee.
- Officers of the Board Nominees: Pete Bill, President; Erika Kvam and Phil Tucker Vice President; Treasurer, Jeff Schwab; from the floor, Del Barlett agreed to self nominate for Secretary. Secret written ballots distributed by chair of Nominating Committee (Quentin Robinson). Results: Pete Bill, President; Erika Kvam, Vice President; Del Bartlett, Secretary; Jeff Schwab, Treasurer

Officer's Reports – Vice President

- Presentation of Goals for the Executive Director for 2020. Craig Graham asked if goal of increasing sponsorship of Feast by \$25,000 was too high a goal. Graig Hadley said no – it was something to shoot for.

Officer's Reports – Treasurer – Not present

Finance, Budget, and Risk Management Committee

- The committee reviewed a draft fiscal policy on credit card use. After discussion, several edits were suggested and the policy was tabled until an update draft is available.
- There was general discussion of how mail, receipts, and check requests should be handled on a day by day basis. No final consensus was reached, the discussions are ongoing.
- A general discussion of the financial review questions from the Eberle Series on Board Governance. It was agreed that we would draft answers to the finance related questions as a self review prior to the next budget cycle.
- A contract for \$9900 to supply wood for the Feast of the Hunters' Moon was approved. This is a significant price jump from past years, but there are limited suppliers in the area and this was the best (and only) bid received.
- The executive director proposed approving a contract for maintenance on the History Center elevator. This was tabled pending review of the current per-call maintenance costs and the terms of the contract.
- The executive director reviewed the need for an appraisal of significant items (especially the Winter collection) in the TCHA collection and the possibility of obtaining insurance for these items. Further study is needed as the appraisal alone would run \$10,000-\$12,000 dollars and the collection storage would possibly need to be upgraded before insurance could be obtained.
- The committee received a report on slow payments from both Member Planet and Paypal. The executive director was instructed to reach out to both organizations to look for remedies.
- The committee received a report on current restricted and designated funds still listed as part of TCHA assets. Work will need to be done to see if some of the longer held designated funds have been spent to fulfill their intended purposes.

Membership and History Center – Megan Lee

- 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:
 - Final budget for Annual Membership Meeting: \$251.91
 - I met with Dr. Will and The Gathering to renegotiate their contract. It was agreed they would pay an additional \$150 a month bring their rent to \$1,200 a month for the next 2 years.
 - Tippecanoe Ancient Fife and Drum had their rental. They loved the space, saying it worked perfectly for their needs. If they will be using the space next year, we will need
- | | | |
|--|-----------------------|--------------------|
| | 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 |

figure out a better way to keep tabs on them. They did not follow the clean up check list, leaving trashcans overflowing, food all over the floor, and the bathrooms very dirty.

- Levi quit the first week of February. I have had roughly 40 applicants and have narrowed the search to 4 candidates that will be having a second interview with Craig on Monday the 24th.
- With spring approaching the Facilities and Grounds Committee will need to discuss the plans for the planter boxes.

Programs Director

- **Program Attendance**

Mudlavia – Show & Tell	1/28/2020	40	Good contingent from Warren County
Annual Membership meeting	2/8/2020	82	
Amistad – Hollywood History	2/9/2020	9	Sold one senior membership, got a \$5 donation
History Evolution Songbook – wine & cheese evening lecture	2/19/2020	34	Megan counted 30 on camera, Rick counted 38 at performance
Helen Gougar – History High Noon	2/20/2020	48	

- Diversity Program Report - A total of 253 students, teachers, and chaperones attended for two sessions (morning and afternoon, Wednesday, February 12) .
- Program committee met 2-13. Some discussion was held about all aspects and sites of TCHA- fort, battlefield, and County history- being adequately represented in the proposed 2021 topic list. Spreadsheets of the 2019 and 2020 programming by site category have been made, so that the committee can review when planning for 2021.
- Contacts have been made with Westminster Village and University Place to schedule programs

Collections Committee – Kelly Lippie

- Massive cleaning work was needed to get the library ready to open after the construction work on the restrooms - **thanks to the volunteers who helped!**
- 5 photographs scanned for the Lafayette Theater. They were not charged in exchange for services provided during the diversity program.
- 1 of the fall interns from the Purdue Archaeology Dept. will continue this semester.
- Curator gave presentation on TCHA Civil War artifacts for the Civil War Round Table.
- Quilt historians in to examine quilts and advise on their history. Possibly for use in spring TCHA program during Gallery Walk.
- Outgoing Loan arranged with the Lew Wallace Study Preservation Society for bust of Annie Ellsworth Smith. (Feb.- December 2020).
- **Contacted several appraisers to get quotes for appraising all or some of the George Winter watercolors and sketches.**

Exhibits

- Planning work on women’s suffrage exhibit(s) that will parallel the IHS traveling exhibit that we will have on loan out there from **June 9- July 6, 2020.**
- Planning work for Arganbright display cases.
- 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.

Public Engagement

- Social Media:
 - Twitter: 788 followers (up 6 followers since January)

- Instagram: 868 followers (up 58 people since January), 7 posts in January/Feb.

Collections Committee- Meeting held on February 5, 2020.

21 new accessions created; 1 donation tabled pending further research.

2 donations rejected. ; 1 Found in Collection material considered and kept.

0 Items up for Deaccession.

Library Report – Amy Harbor

- 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

Feast report – Leslie Martin Conwell

- Contract negotiation for services on the grounds, advertising, program performers, etc. has begun; A spreadsheet has been developed to track contracts and will be run by budget committee.
- A new wood vendor has been procured for 2020.
- As is done every year, the 2020 participant and food booth applications are being reviewed to make sure items the Feast charges for (tables, chairs, straw, wood, etc.) are in line with TCHA's costs.
- The use of the Purdue stadium lot for the shuttle bus is up in the air this year. Purdue is waiting on several event schedules, and will get back in touch next month.
- The Feast security committee continues to explore upgrading the emergency notification system for the event. Committee members will tour the Tippecanoe County fairgrounds to view their system, contact will be made with local emergency officials for input, several texting systems are being looked at, and any available grants are being researched.

Battleground Museum report – Rick Conwell

- The museum and History store reopened for the 2020 season on January 17th, after completing a total physical inventory of all merchandise.
- The museum observes winter hours through February 28th, opening at Noon instead of the usually 10:00 AM.
- A large amount of ordering, receiving, and stocking has been done in the first few weeks to get the store more fully stocked after inventory.
- As expected, business is slow this time of year, but due to the milder winter weather, individual attendance, admissions, and sales all show increases over the 2019.
- Program and tour inquiries are also up.

Executive Director Report

- The Annual Appeal went out two weeks ago and we have started to get returns. At this point we have raised approximately \$1750 with more envelopes arriving each day. Due to the bulk rate shipping of the appeal it has taken longer for some members to receive their letter than others.

- As noted before, we have raised \$45,000 in pledged sponsorships, which (if all pledges are paid) pays for all of our programs for the year as well as an additional \$6500 surplus. All of the invoices for these sponsorships went out on January 27th. Those pledged sponsorships have started to arrive and we have received to date \$22,500 of those sponsorships.
- We need to discuss the issue of our collections. I have noted this in the past, but now I believe we need to take a hard look at this issue. NONE of our collections is insured and we need to look at getting a long range strategy down to appraise at least all of the valuable aspects of our collection, especially the George Winter's collection of water colors, sketches and oil paintings. I will explain in more detail during the meeting.
- It is time to revisit our strategic plan. As you will remember, I submitted a short, medium and long range "vision" and how we should move forward. We have accomplished our short-range vision with the purchase, renovation and use of the History Center building and all of the new programs we have initiated. The next phase and future now needs to be revisited and discussed in detail on how we should move forward. I feel this warrants a special board meeting that should be a workshop on a Saturday somewhere. I will discuss this in more detail at the meeting.
- The 4th grade program hit a snag this year with two issues. The first was that President's Day was the day before and some schools did not want to take a field trip the day after a vacation day. The second came from some of the school superintendents who said the program was over the heads of their 4th graders and interfered with their testing prep. This seemed puzzling to me as we surveyed the teachers the past two years who loved the program and all of the lesson plan materials were centered on the Indiana state curriculum standards and the kids loved the program. Therefore we had a huge drop off in attendance. This year we only had programs on one day, Wednesday the 19th, and had just under 300 children total over two program performances. However, the program for those kids went off great and the teachers and kids all loved it. Let me note, that this did not affect our money stream for this event as it was already paid for with pledged sponsorship monies from both cities and the county commissioners. We have received the checks from two of the three already with the last one being from the City of Lafayette. We are in the process of collecting comments and such now. But this may be the last year we do this program due to this unexpected reaction from the superintendents. But I am getting together with Leslie to explore creating a new program with even more diversity to it that we may be able to cater better to the schools and their calendars. I will keep you posted on those developments as they occur.
- The concert at the History Center with Purdue's Black Voices of Inspiration and Heart and Souls was a good success and well attended (38 people). It was a great concert and everyone had a good time.

Adjourned 7:01 Minutes submitted by Pete Bill

Programs Director's Report
Leslie Martin
March 2020

Program Attendance Report

Mudlavia	1/28/2020	40	Good contingent from Warren County
Member meeting	2/8/2020	82	
HAH- Amistad	2/9/2020	9	Sold one senior membership, got a \$5 donation
Diversity Program	2/19/2020	253	
Hist. Evol. Songbook	2/19/2020	34	
Helen Gougar	2/20/2020	48	
Civil War Weapons	2/25/2020	38	
Maple Sugaring	3/7/2020	97	
Amadeus	3/8/2020	12	
Battery B & C	3/11/2020	14	Made \$20 from non-member attendance
Tipsy-Canoe	3/14/2020		Cancelled. Had sold 26 online and 8 in person tickets.

Facebook Event Report

Facebook events as of 3-20-20	
Program	Views of Event
Disco Gala	409
History of Fife & Drum	13,100
Swords From the Collection	14,900
Tipsy Canoe	16,700
Battery B & C	7,700
Amadeus	1,800
Maple Sugaring	5,400
Civil War Weapons	4,400
Totals 3-20-20	64,000

All programming has been cancelled for late March and April due to COVID-19. For those programs that have been cancelled, speakers are being told that we will look at possibly rescheduling later this year or for 2021. A postcard will be going out shortly to the membership that all April programming is cancelled. Schools and groups that had tours scheduled in April have all been contacted.

March and April Programs Cancelled after COVID-19 Event Advisory

Tipsy-Canoe
Swords from the Tippecanoe Battlefield and TCHA Collections
Disco Gala
Early History of Fife & Drum Music
Early Aviation in Tippecanoe County
From Polio to the Olympics

Thank you to David Hovde for his working in helping coordinate the maple sugaring program at the fort March 7. It was very well attended, and the historical reenactors will be doing three other events for TCHA in 2020, coronavirus permitting!

The program committee will meet via phone or video in April so that the committee remains on task.

TCHA Collection Department Report

Kelly Lippie

March 2020

Collections General

- Worked with Leslie and Craig to determine insurance requirements for taking the George Winter to Kalamazoo. Later, the Kalamazoo show was canceled due to the corona virus.
- Held meeting with the NAGPRA Task Force to discuss next steps. Will meet again in 1 month.
- Compiled info gathered with the quilt historians into a massive quilt inventory.
- Still working with new volunteer in training to catalog artifacts.
- Outgoing Loan arranged with the Farm at Prophetstown for 1920s fashion items.
- Helped Library Research Coordinator with training volunteers to help researchers.
- Researcher requests for photos of downtown buildings (3 ordered). Also helped researcher with images for a program.
- League of Women Voters wants to co-host an open house for IHS exhibit.
- Purdue Women's Group in for their annual service project. This year they cataloged political buttons in the collection.
- Orientation with new Maintenance person. Went over things with Membership before Megan's last day.

Exhibits

- Planning work on women's suffrage exhibit(s) that will parallel the IHS traveling exhibit that we will have on loan out there from June 9- July 6, 2020. Removed temp. exhibits at the Battlefield to make way for the new. Labels have been printed and are currently being mounted to board.
- Research has begun for an exhibit on women's history for the History Center display cases.

Public Engagement

- Social Media:
 - Twitter: 793 followers (up 5 followers since February) 3 posts in March
 - Instagram: 902 followers (up 34 people since February), 5 posts in 1st half of March

Collections Committee- Meeting held on March 4, 2020.

10 new accessions created

0 donations tabled pending further research.

1 partial donations rejected.

2 Found in Collection material considered and rejected.

3 Items up for Deaccession. (Board vote postponed due to virus shut-downs).

Feast of the Hunter's Moon
Leslie Martin Conwell
March 2020

COVID-19 Response:

- Feast staff is going on the assumption that the Feast will be held as planned but that there may be some logistical and administrative flexibility needed as the year progresses due to COVID-19.
- Grounds and program performer contract procurement has been slowed until there is more knowledge about how long event restrictions might last.
- Feast participant and food booth application deadlines are being pushed back until later in the summer, to give more time for the COVID-19 situation to be worked out. Late deadlines will put additional heavy pressure on Feast staff and volunteers, but flexibility is needed.
- The March Feast committee meeting was cancelled, but Feast staff will stay in touch with committee members as needed.
- Virtually all living history/antique arms shows have been cancelled across the country through April and some into May, including the Kalamazoo Living History Show, the Baltimore Antique Arms Show, Ft. Frederick Market Fair, etc.
- The 2020 participant and food booth applications were reviewed to make sure items the Feast charges for (tables, chairs, straw, wood, etc.) are in line with TCHA's costs. Several prices were adjusted after review, including tables, straw, wood, modern camping, and the cost of a Feast-constructed booth.
- Facebook views of the Feast event- **67,400**

Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
March 2020

- March is usually the month when activity begins to pick up with warmer weather, the approach of Spring Break season, and the Kalamazoo living History Show.
- During the first 14 days of the month when the museum was open, there were signs of the usual seasonal increase. A large book inventory was loaded for the Kalamazoo show, in the expectation that TCHA would have access to 5 tables this year. In addition, several tour reservations had been made.
- All tours and the Kalamazoo Show are now cancelled, and the museum and history store closed for an indefinite period due to the Corona Virus pandemic.

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 2022 (January 2023)
Julie Byers	December 2021 (January 2022)
H. Kory Cooper	December 2021 (January 2022)
Craig Graham	December 2020 (January 2021)
Walt Griffin	December 2022 (January 2023)
Ron Halsema	December 2021 (January 2022)
Amy Harbor	December 2020 (January 2021)
David Hovde	December 2022 (January 2023)
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 2022 (January 2023)
Phil Tucker	December 2022 (January 2023)
Todd White	December 2021 (January 2022)

2020 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)	5	January 2021
Vice President	Erika Kvam	February 2020	1	January 2025
Secretary	Del Bartlett	February 2020	1	January 2025
Treasurer	Jeff Schwab	February 2020	1	January 2025

TCHA COMMITTEES – 2020 * indicates Chair

Executive Committee – Committee listed is for 2019 pending elections on 2/25/2020

Pete Bill *
 Jeff Schwab
 Erika Kvam
 Del Bartlett

Nominating Committee

Quentin Robinson Preston Smith
 Colby Bartlett Amy Harbor

Finance, Budget, and Risk Management Committee

Jeff Schwab* Lorita Bill John Thieme
 Julie Byers Ken Moder Todd White

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

Ouiatenon Preserve Committee

David Hovde* Pete Bill Leslie Martin Conwell
 Del Bartlett Kory Cooper Colby Bartlett – non-voting advisor

Development & Membership Committee

Erika Kvam * Pete Bill Gretchen Shelmon
 Craig Hadley Megan Lee

Program Advisory Committee

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

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