

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 26th, 2019

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

See Program Brochure or TCHA Web Site for upcoming Programs

Executive Committee (agenda setting) –5:15 Thursdays before Board meeting; Arganbright

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

- April 2019 Tuesday, April 23rd
- May 2019 Tuesday, May 28th (Memorial Day is May 27th)
- June 2019 Tuesday, June 25th
- July 2019 Tuesday, July 23rd
- August 2019 Tuesday, August 27th
- September 2019 Tuesday, September 24th (Feast is October 5-6)
- October 2019 Tuesday, October 22nd
- November 2019 Tuesday, November 19th (Thanksgiving is November 28th)
- December 2019 No meeting
- January 2020 TBD

AGENDA

- Call to order
- Notes of Minutes from February 26th Board meeting – approval needed – *Page 3-6 in Agenda*
- Officer's reports and business
 - President



- Timothy (Tim) Jon Volkman, 77, passed away Monday, March 4, 2019 from complications of Alzheimer's. Tim was a teacher for 34 years with the Tippecanoe School Corporation retiring in 2009 from Klondike Middle School where he taught Social Studies. With his deep interest in history, Tim had been member of the Tippecanoe Historical Association, and was involved in the early establishment of the Feast of the Hunters' Moon.
- Conflict of Interest document
- Whistle Blower policy – *Page X-X in Agenda*

- Vice President
- Treasurer
- Finance and budget report – Finance, Budget, and Risk Management Committee – Jeff Schwab – *see financials on pages 7-11 in this Agenda*
- Membership and History Center Events Director – Megan Lee – *Report on page 12 in Agenda*
- Programs Director – Kristin Krzic – *Report on pages 13-14 in this Agenda*
- Collections Committee – Kelly – *Report on pages 15 in this Agenda*
 - Vote required on items for deaccession – *Listed on page 16 in this Agenda*
- Feast report – Leslie Conwell – *Report on page 17 in Agenda*
 - status of insurance for Feast vendors
- Battleground Museum report – Rick Conwell – *Report on pages 18 in Agenda*
- Facilities Committee Report – Walt Griffin
- Development & Membership Committee – Erika Kvam
- Ouiatenon Preserve Committee – David Hovde
- Task Force on History Center Exhibits – Craig Hadley
- Executive Director report – *Report on pages 19-20 in Agenda*
 - expense and income from 4th Grade Diversity evening concert and Cedric Concert (ticket sales versus sponsorships)
 - status of History Center projects: furnace replacement and elevator repair
 - status of Duke Energy LED conversion at Arganbright
 - status on repair of roof of History Center
 - new accounts; balances in Feast Rainy Day and Emergency Maintenance funds
 - status on checking about insurance coverage on all parcels of land owned by TCHA
 - all parcels of TCHA owned land entered into books as capital assets?

END AGENDA

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

ATTENDANCE:

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

Unable to attend

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

Staff Craig Hadley

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Meeting adjourned at 6:50 PM

Minutes recorded and submitted by Pete Bill

Tippecanoe County Historical Association

BALANCE SHEET

As of March 22, 2019

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Petty Cash	200.00
1010 LB&T Checking	47,219.55
1015 Emergency Maintenance Fund	22,500.00
1025 Restricted Account	15,006.81
1027 Ouiatenon Preserve Account	80,433.52
1045 Feast Rainy Day Account	30,000.00
1050 TCHA Investment Accounts	111,560.26
Total Bank Accounts	\$306,920.14
Accounts Receivable	
1210 Accounts Receivable	12,022.09
Total Accounts Receivable	\$12,022.09
Other Current Assets	
1510 Inventory- General	63,509.00
Total Other Current Assets	\$63,509.00
Total Current Assets	\$382,451.23
Fixed Assets	
1729 Costumes-Period Clothing	7,745.72
1736 Program Dept Equipment	1,222.41
Buildings	746,182.08
Buildings - Improvements	528,410.48
Equipment	227,571.25
Exhibits - Museum	71,526.63
Land	1,047,317.97
Total Accumulated Depreciation	-626,414.15
Total Fixed Assets	\$2,003,562.39
Other Assets	
1900 Investments	948,605.93
1950 Beneficial interest in trusts	312,873.52
Total Other Assets	\$1,261,479.45
TOTAL ASSETS	\$3,647,493.07
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	105.96
Total Accounts Payable	\$105.96
Credit Cards	
2005 Lafayette Bank and Trust Visa	-7,760.06
Total Credit Cards	\$ -7,760.06

	TOTAL
Other Current Liabilities	
2004 Payable to Restricted Account	750.00
2300 Sales Tax Payable	105.12
2610 Simple Retirement Payable	148.55
2620 Co-elect Retirement Payable	120.28
2700 Deferred Revenue	500.00
Total Other Current Liabilities	\$1,623.95
Total Current Liabilities	\$ -6,030.15
Total Liabilities	\$ -6,030.15
Equity	
3010 Unrestricted Net Assets	3,094,961.75
3020 Temporarily Restricted	192,029.00
3030 Permanently Restricted	336,511.00
Net Income	30,021.47
Total Equity	\$3,653,523.22
TOTAL LIABILITIES AND EQUITY	\$3,647,493.07

Tippecanoe County Historical Association

PROFIT AND LOSS

January 1 - March 22, 2019

	TOTAL
Income	
4000 Admissions	724.00
4020 Contributions	
4025 General Operations	50.00
4027 Restricted Contribution	1,765.00
4030 Annual Appeal	9,310.00
4040 Contributions-General	30.00
Total 4020 Contributions	11,155.00
4100 Fundraising Events	10.00
4105 Annual Meeting	560.00
Total 4100 Fundraising Events	570.00
4200 Museum Store Sales	1,499.33
4290 Battlefield Store Sales	881.59
4295 Wetherill Store Sales	1.00
Total 4200 Museum Store Sales	2,381.92
4400 Library Revenue	
4410 Donations	38.00
4420 Photocopies	40.00
4430 Photo Reproductions	-23.15
4440 Research	175.00
Total 4400 Library Revenue	229.85
4500 Membership Dues	
4520 Individual	280.00
4525 Senior Individual	450.00
4535 Senior Couple	480.00
4550 Family	600.00
4570 Patron	625.00
4585 Sustaining Member	750.00
4588 History Circle	1,000.00
Total 4500 Membership Dues	4,185.00
4600 Programs & Education	1,591.03
4630 Sponsorships	44,500.00
4640 Program Grants	20,000.00
Total 4600 Programs & Education	66,091.03
5000 Feast Of The Hunters Moon	
5030 Corporate Sponsorships	4,000.00
5045 Food Booth Sales	1,786.00
Total 5000 Feast Of The Hunters Moon	5,786.00
Total Income	\$91,122.80
GROSS PROFIT	\$91,122.80

	TOTAL
Expenses	
7090 Administrative Expenses	
7092 Credit Card Discounts/Fees	82.66
7099 Administrative Expense - Misc	48.09
Total 7090 Administrative Expenses	130.75
7101 Moving and Storage Expenses	330.00
7250 Contractual Services	
7255 Audit Services	300.00
7260 Accounting Services	1,236.42
7265 Computer Services	808.00
7270 Consulting Services	423.00
7275 Equipment Service Contracts	1,704.16
Total 7250 Contractual Services	4,471.58
7600 Fundraising Event Expenses	
7605 Annual Meeting	2,385.28
Total 7600 Fundraising Event Expenses	2,385.28
7700 Museum Store Expenses	
7700 Museum Store Expenses	54.00
7720 Merchandise Exp - Battlefield	3,370.52
Total 7700 Museum Store Expenses	3,424.52
7800 Insurance Expense	2,468.32
8000 Library/Archives Expense	
8040 Dues & Subscriptions	505.00
Total 8000 Library/Archives Expense	505.00
8090 Licenses & Fees	339.00
8200 Marketing/Publicity	494.00
8300 Postage & Freight	172.95
8500 Programs & Education Expense	20,165.66
8600 Repairs & Maintenance	
8600 Repairs & Maintenance	708.00
8610 Fowler House Repairs & Maint	120.00
8615 AGC Bldg Repairs & Maint	1,035.00
8626 History Center Repairs & Maint	3,737.00
Total 8600 Repairs & Maintenance	5,600.00
8700 Salaries, Wages & Benefits	
8710 Salaries & Wages	35,041.61
8730 Payroll Tax Expense	2,613.20
8740 Retirement	481.12
8750 Benefits	11,186.91
Total 8700 Salaries, Wages & Benefits	49,322.84
8900 Travel & Training	
8930 Travel & mileage	405.00
Total 8900 Travel & Training	405.00
9000 Utilities	
9010 Gas	2,171.07
9015 Telephone	687.66
9017 Internet - Expense	203.64
9020 Water & Sewage	230.09
9025 Trash Removal	379.25
Total 9000 Utilities	3,671.71

	TOTAL
9160 Programs	1,767.00
Total 9100 Feast Expenses	1,114.72
Total Expenses	\$95,001.33
NET OPERATING INCOME	\$ -3,878.53
Other Income	
4820 Masonic Rental Income	4,350.00
6000 Interest Income	29,550.00
Total Other Income	\$33,900.00
NET OTHER INCOME	\$33,900.00
NET INCOME	\$30,021.47

Membership & History Center Director Report
Megan Lee
March 2019

Memberships

- 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.

History Center

- 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.

Programs Director Report
Kristin Krzic
March 2019

Evening Lecture March 13th, 6 to 7 p.m. at the History Center

- The presentation was the Haan museum
- 4 people attended; income made \$20
- Next evening lecture will strategically change prices to TCHA members free and \$5 for general public
- Will do stronger push on Facebook by posting Facebook posts that will give small previews of the event before the day of event; give more flyers out to retirement community

Lunch and Lecture March 21st, 12 to 1 p.m. at the History Center

- The presentation was about the history of the Purdue Musical Organizations
- 4 people attended; income made \$20
- Will change pricing to free for TCHA members and 5 dollars for general public
- Will do stronger push on Facebook by doing more frequent posting in a creative way to bring a larger crowd

History According to Hollywood March 10th, 4:30 p.m. at the History Center

- The Crossing film was shown
- 6 people attended; income made: \$30
- Will do stronger and more frequent push for the event through Facebook and flyers

Living History Blockhouse March 23rd, 10 to 4 p.m.

- There were 15 reenactors and they did maple syrup sugar, cooking, and military demonstrations
- Over 50 people attended; free admission, no income made
- Did Facebook posts while at event and that seemed to draw a larger interest than other events in our series Will definitely use this Facebook post strategy for rest of events moving forward

Workshop March 27th History 6 to 7 p.m. at the History Center

- Imagination station will talk about the surrounding events and history of The Jupiter, the balloon used in the first airmail delivery in US
- Will do Facebook posts hyping up this event similar to what I did for Blockhouse because that showed positive results
- Made flyers and have been sending them to the engineering college at Purdue

1950s Gala April 27th 6 to 10:30 p.m. at the History Center

- Early bird special on tickets, buy tickets before the end of March will be 35 per person and after March will be 40 per person
- Getting everything ready for the silent auction, have over 20 items so far for the auction, will bundle items together in packages
- The Purduettes trio will perform at the gala DJ Wendall will DJ the event with 1950s music

Creasy Springs Retirement Community

- Go one Friday a month every month for 2019-2020.
- Do a presentation regarding history for the residents of Creasy Springs
- Have a volunteer with me that does the presentation with me. She is a junior at purdue majoring in History. She has been my volunteer intern with me for 2 months now. We meet every Wednesday from 1 to 2:30 p.m.. Our first time doing Creasy Springs on Feb 22 we had 10 people. The next time we went our turnout on March 22 we had 20 people.

Programming committee will meet this Wednesday, March 27th at 11 a.m. at the History Center

- Will discuss programs for 2020 and also how to reach out the word more to the public about current events

Program Advisory Committee

Kristin Krzic – Program Director*
Walt Griffin
David Hovde
Quentin Robinson

Annie Schap
Shane Weist (non-Board)
Pete Bill

TCHA Collections Department Report March 2019
Prepared by Kelly Lippie

1. Intern working with archives volunteer, Dr. Bay, will be creating some lesson plans for the website that use maps from our collection and other primary sources.
2. Dress and child's coat loaned to the Haan Mansion for an exhibit until April.
3. Met with potential summer intern and posted an internship position for textile intern at Purdue.
4. New volunteer, Barbara, working on Estate files in the library.
5. Order of 18 photographs made- images were scanned and transferred to a flash drive for patron.
6. Revised Image license / fees for so it is easier to fill out and revised pricing so it better matches library fees.
7. Researcher visited (former intern) who is studying crime and prostitution in the early 1900s and will give us her research when complete.
8. Attended a meeting of the Morris School House Programs committee to advice on programming the site.
9. Helped American Legion Post 11 Historian research and prepare for their 100th anniversary event. Arranged loan of 4 artifacts and several photograph copies for weekend exhibit.
10. Assisted in the chair removal & replacement at the History Center for Auditorium painting.
11. Research and work continues for 1950s exhibit at the History Center for the spring Gala.
12. Working with woodworker to have exhibit case base constructed with memorial funds at the Battlefield. This case will house the Chief's gun until the museum is remodeled.
13. Removed historic flag from exhibit at the battlefield due to damage to the plexi-glass covering.
14. Traveled to Crawfordsville to pick up donation of archival material (approved by the Collections Committee).
15. Revised the DAR archive (there were 2 collections, which have been merged into 1).

Ongoing Projects:

- Cataloging and scanning photographs in the collection will continue for several years. As the catalog record is completed, I mark them for upload to the web component.
- Library book cataloging is completed. We are now cataloging the duplicate book collection and weeding out multiple copies or outdated resources for deaccession.

Collections Committee

- Committee met on March 6.
- New Donations: 14 items considered- 2 tabled pending further information, 1 rejected, the rest kept and accessioned.
- 4 "Found in Collections" items considered; 3 rejected and 1 kept for accessioning.
- 12 items up for consideration to Deaccession, all approved by committee to recommend to the Board: (see next page – requires vote by the Board)

Accession Number	Description	Reason	Source	Disposal Method Recommended
5548	Book: "Memories" by Edward Clodd, 1926	Out of Scope	Richard B. Wetherill	Sale
5550	Book: "Famous Lovers of History" by Lyndon Orr, 1912	Out of Scope	Richard B. Wetherill	Sale
5555	Book: "Angkor the Magnificent: the Wonder City of Ancient Cambodia" by Helen Churchill Candee, 1924	Out of Scope	Richard B. Wetherill	Sale
5557	Book: "City of the Sacred Well..." by T. A. Willard, 1926	Out of Scope	Richard B. Wetherill	Sale
74.032.03	Book: "Rembrant" intro by Tancred Borenius, 1944	Out of Scope	Dora Eisenbach	Sale
5570	Book: "John Jacob Astor: Landlord of New York" by Arthur D. Howden Smith, 1929	Out of Scope	Richard B. Wetherill	Sale
5571	Book: "The Life and Times of Marc Anthony" by Arthur Weigall, 1931	Out of Scope	Richard B. Wetherill	Sale
5560	Book: "The Autobiography of Benvenuto Cellini" trans. By John Addington Symonds, 1927	Out of Scope	Richard B. Wetherill	Sale
2014.002.16	Book: "Aaron Burr: a Romantic Biography" by Johnston D. Kerkhoff, 1931	Out of Scope	TCHA- FIC (Wetherill)	Sale
73-43	Book: "History of Carroll County" by John C. Odell. 1973 reprint edition	Duplicate	TIPCOA	Sale
82.34.3	Progress of Education in Benton County by L. A. McKnight	Duplicate	Friends of the West Lafayette Library	Sale
85.192.10	Book: "Annals of Benton County" by Elmore Barce, 1925	Duplicate	Mabel Gray Baker Estate	Sale

Feast of the Hunters Moon Report
Leslie Martin Conwell
March 2019

- The Continued to arrange Feast grounds and service contracts, including equipment, bus service, wood, etc. Most contracts are holding the line on price structure similar to last year. Craig and Jeff review contracts before they are entered into and signed.
- PR arrangements continue to be worked on.
 - The general feeling is that the movie advertising locally was advantageous, so we will continue that for 2019.
 - Feast brochures are back from the printer, and will be boxed and mailed by volunteer Carolyn O'Connell the first week of April to rest areas and welcome centers.
 - Please let me know if you would like brochures to put at your place of business or if you have other distribution points.
- Worked on 2019 general participant application. Deadline to get application on website and mailed is approximately 4/10. Jeff and I make initial tweaks and any suggested changes by the committee, and then send to Craig for final review.
- Worked on food booth paperwork for 2019. All 2018 food booths have been sent the "request for application" forms. These forms indicate if they want to continue having a booth in 2019. A food booth meeting is scheduled for April 18 for interested parties. Also attending will be the board of health to insure training for the food booths.
- Rick and I own the Kalamazoo Living History Show, the largest indoor living history show east of the Mississippi. The event was held March 16-17 and had record attendance. We provided table space for Feast brochures to promote the Feast and TCHA. Rick had two tables where volunteers sold TCHA/Battlefield books.
- The Feast Steering Committee met 3/20.

Tippecanoe Battlefield Museum and History Store Report

Rick Conwell

March 2019

- Attended collections committee meeting, March 6th.
- Worked with collections department to help design and locate new exhibit case for Chief's gun.
- Assembled book inventory to take to Kalamazoo Living History Show. Attended KLHS, March 13 through 18. Book sales amounted to \$619.00. Thanks to Bob Auth and Kathy Atwell for manning the TCHA tables
- Visitation and sales at the Battlefield Museum are beginning to increase as weather improves.
- Spoke by phone with Alan Nail with Tippecanoe County Parks & Recreation about the upcoming repaving of N. 9th / Railroad Street. Construction period is set to begin around the first of July and finish just before school starts in August. Alan promises to keep in touch as he learns more, but this *could have a major impact on museum operations this summer* by making access difficult or impossible.

Executive Director Report
Craig Hadley
March 2019

4th Grade Initiative

This educational program was a great success as we were able to reach nearly 2000 4th grade students from Tippecanoe County with our program. This was the first year we were doing this program and making it available to all elementary schools in the county. The program was free to the schools. The \$20,000 budget for the program was covered by sponsorships from the City of Lafayette, the City of West Lafayette and the Tippecanoe County commissioners. We hope to make this a yearly event. We were able to come in under budget and the program netted TCHA \$4,035.36.

We did a public version of the program the first night (Tuesday) followed by a concert by Cedric Watson and his band the second night, including an opening performance by Purdue's Black Voices of Inspiration. The budget for the concert and getting his band up here and some paid radio promotions there was a separate budget of \$3,717.23. Despite promotions with radio stations, news stories in both the newspaper and WLFI, flyers to all the Black churches in the area, Facebook, emails, and even some promotion with Purdue's convocations, we only sold 65 tickets total. The net from the ticket sales went towards the cost of tech crew and expenses with the Long Center. This left us with a net total for both the program and concert of \$318.13.

This does not diminish the success of the educational school program and the concert was an experiment that had the potential for large gains that did not transpire. However, if we do not repeat the concert next year and stuck to only the educational program, we should see a net return each year of between \$4000 and \$5000.

The History Center

We have replaced the broken blower exchange on the main floor. Insurance covered all these costs (\$5,995) with the exception of the \$1000 deductible. We also replaced the thermostats that are 50 years old with new digital thermostats as the old ones did not give an accurate temperature read-out. This cost was \$672.

We are waiting on the elevator maintenance company to schedule a repair visit. We hope to have the elevator repairs well in time for the spring gala, but we are currently at the mercy of the schedule of the repair company. Our one year warranty for the elevator has expired but the parts warranty is still good. We will keep the board apprised once we get it repaired.

Duke Energy has sub-contracted a company to do all the light installation for the new LED lights and we are waiting on them for a schedule but was told they have a waiting list so it may take a few weeks to a month to get it scheduled.

I have started working on a grant for the first phase of roof repair at the History Center. Originally we thought we would go after doing the banquet room roof first, but based on some leaks in the basement we are moving forward with doing the two smaller alcove roofs over the back emergency doors, where it seems that the water is leaking from.

TAF will be moving from the History Center back into their building by the end of April. At that point we will be re-decorating that room as a special brides room for potential weddings.

New Accounts

Following the Board's approval of the creation of two new accounts at Lafayette Bank and Trust, we opened a Feast Rainy Day Fund money market account and an Emergency Maintenance checking account. We have deposited \$22,500 into the maintenance fund and \$30,000 into the Feast rainy day fund. To date, we have had to transfer a total of \$70,000 from the \$100,000 feast reserve fund we were holding in the restricted account to our general operating budget. We only were able to net about \$75,000 from the 2018 feast. Typically, we net between \$150,000 to \$160,000 from the feast. This always goes into general operations. The \$70,000 we had to transfer to general operating from our feast reserve represents the base amount we were short for our operating budget. We do not anticipate needing to transfer any additional funds from this fund for this year. Hopefully we will have a successful feast this year and we will be able to start putting more funds into the rainy day account for future feast issues.

Task Force on History Center Exhibits Meeting

The task force met in regards to future exhibits for the History Center. It was decided to abandon the \$220,000 exhibits proposal from Taylor Studios and to explore doing some exhibit cases to place against the wall in the alcove area. All of the content for the Taylor Studios design was already written by the TCHA exhibits team and can be used in conjunction with this new concept. We are now exploring the costs and options of cases. This is a long-term process that will take some time to formulate a solid plan on case design, number of cases, content, and the costs of purchasing completed cases or constructing them locally. Once this is accomplished we will need to come up with a realistic budget for the project and a strategic plan on the raising of funds for it. We will keep the board apprised of progress as it happens.

BOARD OF GOVERNORS TERMS (3 Year Terms)

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

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

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

TCHA COMMITTEES – 2019

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
John Thieme
Erika Kvam

Nominating Committee

Quentin Robinson*
Preston Smith
Amy Harbor

Finance, Budget, and Risk Management Committee

Jeff Schwab *
Julie Byers
Ken Moder

John Thieme
Todd White

Facilities Committee (formerly the Buildings & Grounds Committee)

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

Ron Halsema
Amy Harbor
Erika Kvam

Collections Committee

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

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

Ouiatenon Preserve Committee

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

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

Development & Membership Committee

Erika Kvam *
Craig Hadley
Pete Bill

Megan Lee - Membership Director
Gretchen Shelmon

Program Advisory Committee

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

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

TCHA Foundation Board Liaison

Del Bartlett