

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, May 19th, 2020 ZOOM CONFERENCE CALL

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

Connecting Information for Zoom Meeting

- If you have a computer with a web camera and microphone (most web cams have a microphone built in), connect to the meeting by clicking on the hi-lited “<https://zoom.us/.....>” below.
- If you have not previously downloaded Zoom software, you will be prompted to do so in order to connect to the meeting. The software is free.
- If you wish to connect by phone, call in one of the three numbers listed below (doesn’t matter which). One you are connected, you will be asked for your Meeting ID number so you can be placed into the correct meeting. The Meeting ID number is listed below and here (968 5200 1531)

Join Zoom Meeting

<https://zoom.us/j/96852001531>

Meeting ID: 968 5200 1531

Dial one of these numbers

1 929 205 6099 US

1 301 715 8592 US

1 312 626 6799 US

Meeting ID: 968 5200 1531

FUTURE DATES FOR MEETINGS and EVENTS

Executive Committee (agenda setting) –5:15 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, 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 April 20th, 2020 Board meeting – *Pages 3-6*
- Officer's reports and business
 - President
 - Volunteers for possible September 19, 2020 Brookston Apple Popcorn Festival – TCHA booth for Battleground/Arganbright/TCHA sales and promoting Feast
 - Vice President
 - Treasurer
 - Report of current assets (cash in bank accounts) – *Page 8*
 - Report of financial overview of Battleground operations – *Pages 8-9*
 - Secretary
 - Status of Fix property – *Pages 10-12*
 - Lease agreement with Tipp. County Parks & Rec. – *Pages 13-20*
- Finance, Budget, and Risk Management Committee – Jeff Schwab
- Membership and History Center Events Director – Megan Lee – *Page 20*
- Programs Director – Leslie Conwell – *Page 21*
- Collections Committee – Kelly Lippie – *Page 22* – ***no deaccessions***
- Library Report – Amy Harbor – *Page 23*
- Feast report – Leslie Conwell – *Page 24*
- Battleground Museum report – Rick Conwell – *Page 25*
- Notes from Committees
 - Ouiatenon Preserve Committee – David Hovde
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Gretchen Shelmon and Erika Kvam
 - Google search for increased visibility for History Center
- Executive Director report – *Pages 26-29*
 - Improvement of ED contact protocol (fire alarm incident)
 - Contingency Plan for Tippecanoe County Historical Association

END AGENDA

Minutes for the TCHA Board of Governors Meeting
April 20th 2020
Zoom Video Conference

ATTENDANCE:

Pete Bill - President	David Hovde
Erika Kvam – Vice President	Ken Moder
Jeff Schwab - Treasurer	Quentin Robinson
Del Bartlett - Secretary	Annie Hatke Schap
Colby Bartlett	Gretchen Shelmon
Kory Cooper	Phil Tucker
Walt Griffin	Todd White
Amy Harbor	

Unable to attend

Julie Byers	Zula Kress
Craig Graham	Preston Smith
Ron Halsema	John Thieme

Staff: Craig Hadley, Leslie Martin Conwell, Kelly Lippie

The meeting was called to order by President Pete Bill at 1715 (5:15 p.m). Due to the present concern with transmission of the Corona Virus, the meeting was conducted remotely by ZOOM and others attended by phone check in.

A Consent Agenda of Kelly's Collections Dept. report was voted to be accepted.

No board meeting was held in March, 2020, due to the COVID-19 control efforts; and accordingly, no minutes needed approval. However, the meeting minutes from February 25th, 2020 had been distributed prior to this meeting and were approved.

The Collections Committee report submitted prior to the meeting by Kelly Lippie was approved by vote as part of the consent agenda. A copy of the report is attached to these minutes.

President Bill then asked Del Bartlett to brief the Board with respect to a proposed new lease/use agreement between the TCHA and the Tippecanoe County Parks and Recreation Board relating to the Tippecanoe Battlefield Museum. Bartlett reviewed the history of TCHA's involvement in operating the museum, book store and gift shop following the dissolution/merger of the Battle Ground Historical Corporation's tenure. Several questions were addressed by Bartlett. President Bill noted that the draft lease provided by Bartlett to the Executive Committee should be reviewed by the entire Board and so directed Bartlett to provide an edited copy of the lease to the Board for review and comment. Colby Bartlett raised the issue of whether it would be appropriate to request financial support for the museum operation from the Park Board as TCHA provides a valuable service. Further discussion revealed the need to assess the museum's financial viability as our present allocation of expenses make it somewhat difficult to obtain a clear picture of profit or loss from the operation. Jeff Schwab suggested there are difficulties in reconciling on-site purchases and remote purchases that affect accurate revenue allocation to the museum. It was agreed that we need to create an accurate and reliable revenue and expense analysis that allows us to know whether the museum operations generate excess revenue before asking the Park Board for financial contributions at the site. President Bill suggested that the community probably has

an expectation that TCHA will continue offering a valuable historical experience at the site even if it does not generate net revenue.

The proposed agreement is to be further considered at the May Board meeting.

President Bill then asked Executive Director, Craig Hadley, to address the questions submitted to him by the Board with regard to measures taken to reduce all operational expenses of TCHA in anticipation of the loss of revenue as a consequence of the COVID-19 control measures. The following are bullet reports made by Director Hadley:

- Kelly's opinion regarding collections environment is that it is okay to shut down the boiler system at the History Center.
- Megan comes in to the History Center occasionally to do paperwork 1-2 times a week and use the copier.
- One scheduled June event (\$400 potential income) may be rescheduled to July.
- The Gathering is meeting remotely (COVID-19) and is paying 25% of the normal rent (\$267)
- The cheese vendor who uses the HC kitchen facilities is paying \$75 rent per the agreement until such time as the History Center reopens.
- Walt Griffin recommends that Megan contact members by phone to let them know TCHA cares about them. Craig Hadley said he would do this. Jeff Schwab suggested that the calls to members whose membership fees exceed \$500.00/year be made by Executive Director Hadley, and that those under \$500.00 be made by Megan.
- 1852 Foundation has been notified that Republic trash removal for Arganbright has been shut down, and their staff (Karen) is contacting Republic to have the account transferred to 1852 Foundation. (*notice was received that this was switched over May 1st*)
- The ice maker and freezer have been turned off at HC, but refrigeration is still needed by the cheese vendor.
- Kelly Lippie answered questions about water lines in proximity of collections area. There are flood alarms at Arganbright and the History Center.
- As to questions about staff maintenance activities, Craig Hadley said Hunter and Laura were engaging in deep cleaning the blockhouse over the coming two weeks. Hunter reports to Megan. His hours are sometimes early in the morning as he has other part time work. Hunter and Laura are on part time payroll and paid 21 and 20 hours per week respectively. There were questions about how Hunter's hours could be accounted for if no one (Craig or Megan) was physically present to oversee Hunter's work. Rick was reporting Laura's hours and they were less than 20 hours. Payroll cost for Laura and Hunter is \$936.50 per pay period (every 2 weeks).
- Craig reported that all deferrable Feast expenses have been postponed until it is clear whether the Feast will occur as scheduled. Applications are starting to come in, however.

- Craig recommended that TCHA not fill Megan's position when she leaves to resume her position at Marriott, at least for the balance of the calendar year. He further stated that Leslie and Kelly would be trained to each assume part of Megan's responsibilities.
- Pete asked Jeff what are the consequences if TCHA has no income from HC for the balance of the year. Jeff estimated TCHA would be short of revenue in the amount of \$20,000 to \$25,000.
- Colby Bartlett suggested TCHA explore improvement of visibility as a rental venue. Craig suggested that be done in the fall of this year due to venues being closed. Discussion ensued about using Google for marketing. Erika and Gretchen will work together on as a Google Search Development Group. Craig Hadley shared that Google has identified HC as a Masonic Lodge.
- Craig stated that Kelly comes in to Arganbright two to three days a week for one-half day to check collections.
- Craig notes that Hunter is grass cutting and weeding at Arganbright. That this is ideal for volunteer service, but it is physically demanding work. The ant problem at Arganbright should continue to be treated.
- Craig further reported that the elevator inspection due now will be rescheduled, but for now we will not use it until it is recertified and open for use.
- Craig also reported all passwords for computer systems are in the possession of TCHA.
- Craig Hadley further reported that Community Foundation Grant Applications are being prepared for 2021, and that a management letter is needed for 2020. Lorita intends to contact our present audit firm to postpone a full review. However, Craig needs to contact Community Foundation and TAF/NCHS to find out what type of accounting report is needed for us to be able to submit grants.
- Craig further reported on efforts to reduce Feast expenditures by discontinuing buttons, posters and printed mailings.
- In response to questions about how we would know whether to go or cancel the Feast, Craig suggested watching attendance at the Tippecanoe County Fair, the Indiana State Fair and the Indy 500 (which has been rescheduled later in summer). It will likely not be until August that Feast occurrence can be confirmed. Leslie reported that the latest feasible date to cancel the Feast is Labor Day. It was suggested for planning the budget allocation that the 2018 Feast numbers be used for predicting this year's income and expenses.

Walt Griffin said he feels the need for a major endowment campaign due to TCHA's reliance on the Feast for a high percentage of operating revenue.

President Bill pointed out the worst case scenario; no Feast would require us to focus on preservation of the collections. All other operations and programming, except Battleground museum, Arganbright library/research, and Feast planning for the next year be shut down. Staff would need to be furloughed or hours significantly reduced. Jeff Schwab noted that discussions in the past had asked if it was feasible to conduct an indoor event to supplement revenue (e.g., with County Fair building new building).

The money in the TRUT (Total Return Unitrust) that came from the TCHA Foundation is restricted and cannot be spend other than the interest it generates (at 5% payout annually), but TCHA has another endowment that is restricted only by the Board and not the endowment itself that could be accessed in an emergency.

Colby Bartlett asked what other events could be monitored to test predicted Feast attendance, perhaps events scheduled for August? Leslie responded that the Kalamazoo event has been cancelled and rescheduling attempts are experiencing conflicts.

Colby Bartlett said he was concerned about cutting back Feast advertising, and that social media needs to be used to the fullest extent. Greater Lafayette Visitor and Convention Bureau has cancelled all grants this year so alternative advertising needs to be considered.

President Bill then asked Craig Hadley when he would have a contingency plan to the Board for review. Initially, a two-week period was contemplated, but since things may begin opening up May 15, the deadline for Craig to have the plan to the Board for review is May 10, 2020 deadline.

It was announced that TCHA has received a reimbursement grant from TAF in the amount of \$7,500.00 for completion of the Arganbright ADA compliant bathroom which will be directed to the emergency maintenance fund.

Craig Hadley then reported that ongoing issues with PayPal would be resolved this Thursday. *(money owed TCHA from Pay Pal was recovered)*

Corporate sponsorships are not as forthcoming as hoped for. Tetia Lee has reported that TAF donations have dried up, that NEA/NEH have allocated \$5,000,000 for operating expense grants, but arts-related grants are limited to \$2,500 per entity.

Craig reported that TCHA has applied for participation in the Congressional Payroll Protection Plan that will, if successful, provide eight weeks of payroll coverage (\$55,000) and up to 25% of utilities. Repayment is forgiven if the amount is spent appropriately (receipts need to be submitted to document) and payroll is maintained during the 8 week period. A separate \$10,000 loan grant to cover utilities was applied for also.

Del Bartlett suggested looking at new donors outside the ordinary box. He noted that construction and roadbuilding have thrived during the COVID-19 control measures, so we should approach some of the companies benefitting such as Milestone, Great Lakes Chemical, Eli Lilly and Cook Bio-Tech to name a few.

Craig Hadley further reported that he had made specific staff assignments to each TCHA facility, that the newsletter would be electronic this quarter, and that after consultation with the Underwood Agency, TCHA has no business interruption coverage. The Corona Virus unemployment plan has provisions for excess compensation beyond ordinary benefits. We need to use volunteer help as much as possible.

Pete Bill summarized the efforts to deal with fallout from the Corona Virus “pandemic” and emphasized the need for creative thinking and sharing of ideas.

Craig Hadley then closed his remarks reminding the Board “we will get through this”. The meeting was adjourned by unanimous vote at 1901 (7:01 PM).

President's Report
Pete Bill
May 2020

- **Board volunteers for Brookston Apple Popcorn Festival, September 19, 2020 (Saturday)**

To promote sales of Battlefield museum store items, Arganbright items, and to promote the upcoming Feast of the Hunters' moon, we would like to rent a booth space at the Brookston Apple Popcorn Festival this year. The Festival is well attended (good crowds) and would be an opportunity to make some income from Battlefield store items or Arganbright store items while promoting the Feast of the Hunters' Moon to people who are likely to actually show up. Rick is going to be tied up and unavailable, so we would need to run the booth with volunteers. Would need 6 volunteers for set up, take down, and shifts of 4 hours.

Vice President's Report
Erika Kvam
May 2020

- **No report**

Treasurer's Report
Jeff Schwab
May 2020

- **Accounts Balance**

Current Cash Balances:

Bank Accounts

1000 Petty Cash	580.00
1010 LB&T Checking	69,249.58
1015 Emergency Maintenance Fund	4,638.83
1025 History Center Restricted Account	12,948.11
1027 Ouiatenon Preserve Account	68,145.17
1045 Feast Rainy Day Account	50,017.93
Total Bank Accounts	\$ 205,579.62

The checking account balance includes \$55,000 from the Payroll Protection Plan forgivable loan and \$10,000 from the SBA emergency grant. Currently we estimate that we may have to repay approximately \$8,000 from the Payroll Protection Plan loan due to the tight time limit they have on applying the funds to payroll and utility costs.

The Maintenance fund is owed approximately \$7,000 as the final payment on the grant to replace the Argenbright restroom for ADA compliance.

The Ouiatenon Preserve account will have to cover a little over \$36,000 of costs for reseeding part of the preserve property this spring.

Income at all sites is effectively zero with the state closing and will not pick up until we are allowed to re-open to the public in mid-June. Even then, we expect a very measured return to anything approaching normal levels.

- **Battleground Analysis**

Here is a brief summary of the income and expenses from the Battleground Museum and Store taken from an average of the last three completed fiscal years:

Category	3 Year Avg
Income	
Admissions	\$ 21,151.64
Sales	\$ 56,385.58
Feast Sales	\$ 14,540.97
Total	\$ 92,078.19

Expenses	
Rick	\$ 49,036.64
Battlefield Help	\$ 13,456.25
Merch	\$ 23,335.18
Feast Merch	\$ 11,954.67
Expenses	\$ 1,467.91
Repairs	\$ 287.39
Total	\$ 99,538.04
Net	\$ (7,459.84)

Caveats

- Prior to 2019, TCHA Feast booth income and expenses were often lumped into the same accounts, I suspect other TCHA booth expenses may have been included in these figures.
- Sales and attendance numbers were significantly down in 2019, likely due to the road construction.
- This is a significant inventory of merchandise at the Battlefield.
- Rick's benefit costs are significantly above average and the cost for the full time staff member for the Battlefield will likely drop when a new person is hired after his retirement. This will probably make up most of the current deficit.
- This does not include any income or expenses from program events held out at the Battlefield.
- Even at a small loss, this is our most profitable operation.

Exclusions

- There is no adjustment for any memberships or donations that we get from people who are specifically supporting things related to our Battleground activities. These are not tracked independently in our membership or gift receipts.
- There is no adjustment to allocate any of Rick's salary to non-Battlefield activities that he works on from time to time.

Recommendations

- We have not reviewed the Battlefield admission prices in several years. They probably need to be adjusted upwards.
- Reduce cash tied up in inventory by having a sale on items that do not sell well or for which we have a large inventory.

Secretary's Report
Del Bartlett
May 2020

- Fix Property Ouiatenon Preserve

Summary. TCHA was made aware of the availability of the Eileen Fix property located directly adjacent to the Ouiatenon Preserve overlook with the passing of Mrs. Fix. After review of the property by members of the Executive Committee and the TCHA Ouiatenon Preserve Committee, a proposal was put to the Board to make a purchase agreement for the property of \$170,000 in partnership with the Roy Whistler Foundation, which agreed to fund \$140,000 of the amount. TCHA would use \$30,000 from the restricted OP Restricted Fund to pay the remainder. \$5,000 was approved by the Board to be used for earnest money to be kept in escrow.

Del has been legally representing TCHA in this matter. He has been reporting to the Board at each Board meeting, and recently summarized the legal proceedings in a memo to the Executive Committee and Ouiatenon Preserve chair:

Just to review where we are: TCHA has offered \$170K cash for the property which was appraised for (\$165K) at the request of Fred Fix as Power of Attorney for his mother. She had health issues and was in recuperation when she unexpectedly passed away. Our offer to purchase had not been accepted when Mrs. Fix passed away and accordingly it became her estate's responsibility to either accept, reject or make a counter offer as Fred Fix no longer had the authority to do that. Rich Rennick received our offer and after opening an estate filed a petition with the court to request the Court's approval to sell at the price we offered having rejected Robert Fix's offer to purchase the property with onerous financing requirements. Then Robert Fix (*Robert Fix is the brother of Fred Fix and is contesting the sale*) had his attorney object to the sale claiming the property was slightly undervalued by the first appraiser. He then obtained an appraisal from a Lafayette firm (Cornerstone) that reflected a fair market value of \$185K and had his attorney advise me the objection would be withdrawn if the purchase price was increased to \$190K.

Del advised the Executive Committee to submit a short letter expressing the opinion of the Executive Committee that TCHA was not to intending to raise the purchase offer.

Pete has provided me with a letter at the request of Mr. Rennick stating that TCHA was not inclined to increase its offer as that would basically require that we bid against ourselves. With that letter, Mr. Rennick intends to go to hearing on the issue requesting that the Judge approve the sale to TCHA for the offered price. Robert Fix apparently owes the estate between \$40K and \$60K for loans his mother made to him which were not repaid likely motivating his effort to increase his share of the estate by obtaining more than appraised fair market value from the sale of the property. The challenge at present is to get the issue before Judge Persin for a ruling. The whole process has been drawn out due to the Court limiting hearings for ordinary civil issues which are not emergency or urgent in nature. In the meantime the Estate is embarrassed for cash and would like to get

the sale concluded and move on with the administration process. That is it in a nutshell. If you have any questions, please let me know. Regards, Del

Issue before the Board:

In the event that the judge rules that the fair market value on the property be increased to \$185,000, this would require TCHA (working with RWF) to come up with an additional \$15,000.

Mike Reckowski (RWF Board Chair) has been approached about possibly splitting the additional cost with RWF should this situation arise. He stated he would have to take it to the RWF Board for approval.

The TCHA Board would also have to authorize \$7500 (half of \$15,000) be used from the OP Restricted Fund to pay for this additional market price.

This proposal has been discussed with the Executive Committee and members of the Budget, Finance and Risk Management Committee. *The consensus was to recommend to the Board that \$7500 be authorized to be used from the OP fund IF needed to procure the Fix property and IF RWF agrees to fund the remaining \$7500.*

The balance in the OP bank account as of today is \$68,145.17. The following is the 2020 activity thus far:

Date	Transaction Type	Name	Memo/Description	Amount	Balance
Beginning Balance					66,086.08
01/31/2020	Deposit		Interest Earned	5.60	66,091.68
01/31/2020	Journal Entry		Repayment of TCHA's portion of CREP payment	11,212.00	77,303.68
02/04/2020	Journal Entry		2019 CREP payment Contract #11167	4,651.00	81,954.68
02/20/2020	Check	Vester and Associates, Inc.	Survey of OP property line – Sportsman club	-3,750.00	78,204.68
02/20/2020	Check	Estate of Eileen Fix	Earnest money for purchase agreement	-5,000.00	73,204.68
02/20/2020	Check	Mr. Joseph D. Bartlett		-50.00	73,154.68
02/29/2020	Deposit		Interest Earned	6.21	73,160.89
03/24/2020	Check	Mr. Joseph D. Bartlett		-1,722.50	71,438.39
03/31/2020	Deposit		Interest Earned	6.19	71,444.58
04/30/2020	Deposit		Interest Earned	0.59	71,445.17
04/30/2020	Journal Entry		Second half of OP overlook sign payment	-3,300.00	68,145.17

I have not seen any bills for the seed as of yet. We still have a receivable from OPI of \$7,464.
Lorita

Cost of seed installation (CREP) on 78 acres this spring that will be paid by OP Restricted Fund:

Cost of seed	\$ 26,300
Field clean up	\$ 200
Pretreatment spray	\$ 1,500
Seed installation	\$ 1,650
Drill rental for install	\$ 0
Post plant treatments	\$ 450
TOTAL cost	\$ 30,100

Cash Flow into and out of OP Fund Summer-Fall 2020

Balance (today)		\$ 68,145.17
Payment for seed installation	\$ 30,100	\$ 38,045.17
Fix house payment (of \$170,000)	\$ 30,000	\$ 8,045.17
Fix house payment (additional)	\$ 7,500	\$ 545.17
OPI amount due TCHA (\$7464)	\$ 7,464	\$ 8,009.17
Estimated CREP payment fall 2020	\$ 45,000	\$ 53,009.17

- **Battleground Lease with Tippecanoe County Parks & Recreation**

LEASE AGREEMENT

Comes now the Tippecanoe County Park and Recreation Board (hereinafter “Park Board”), by its authorized agent, and comes also The Tippecanoe County Historical Association Board of Governors, (hereinafter “TCHA”), by its duly elected officers, and;

WHEREAS, the Park Board is a political subdivision of Tippecanoe County, Indiana, which owns and is responsible for the preservation of the Tippecanoe Battlefield Memorial Park at Battle Ground, Indiana; and

WHEREAS, The Park Board desires to continue development, maintenance and enhancement of its open park facility known as the Tippecanoe Battlefield Memorial Park for the people of Tippecanoe County and its visitors; and

WHEREAS, TCHA, a tax-exempt not for profit entity located in Tippecanoe County, Indiana, is engaged in the collection, preservation and interpretation of evidence from the past connected with the history of this region and fostering the care and understanding of this evidence to the greatest possible educational and cultural benefit; and

WHEREAS, TCHA encourages and promotes research in local history and engages in the dissemination of such historical information by means of programs, exhibits and publications that the people may benefit from a deeper knowledge and appreciation of the history and culture of this region; and

WHEREAS, Park Board and TCHA have a significant and successful history of interaction, partnering and collaboration with respect to the promotion of recreational and educational events for the benefit of the citizens of Tippecanoe County and visitors; and

WHEREAS, TCHA has, since 1987, leased, occupied and operated an interpretive museum and bookstore at the Tippecanoe Battlefield Museum and provided valuable programming and interpretive services for numerous events held at and around said facility for the purpose of providing opportunities for learning and sharing information relating to the history, pre-history and natural features of this area; and

WHEREAS, TCHA is embarking upon a major capital campaign to seek and secure funding for design, construction and installation of new interpretive exhibits at the Tippecanoe Battlefield Museum which will benefit TCHA, the Park Board and Tippecanoe County; and

WHEREAS, Park Board is in a position to allow the use of certain of its facilities by TCHA, and TCHA desires to use those facilities, and

WHEREAS, in furtherance of their objectives, Park Board and TCHA mutually desire to enter into a more comprehensive agreement than that which has previously governed their relationship; NOW

THEREFORE, the parties for mutual valuable consideration, the receipt of which is hereby acknowledged, and for other good and valuable promises and covenants made herein, do agree as follows:

ARTICLE I The parties incorporate herein the above preamble as if fully set out herein (H.I.).

ARTICLE II Leased Premises

(A) TCHA as Lessee, shall have the exclusive right of use, possession and occupancy of that portion of the Battlefield Museum building as set out in Exhibit “A” attached hereto and made a part hereof. Park Board shall have the exclusive right of possession and occupancy of all other areas of said building as set out in Exhibit “A” except as further provided herein.

(B) The Park Board does hereby grant TCHA shared and limited use of appurtenances and spaces and area outside the base area of the Museum building subject to mutual discussion and agreement, and upon the condition that such use will not interfere with activities or uses previously scheduled and conducted by the Park Board.

(C) The initial term of this Lease Agreement shall be thirty (30) years with Lessee to have the right to renew for two (2) additional 30-year terms upon written notice to Park Board no fewer than sixty (60) days prior to the end of the initial term and second term. The Park Board covenants it shall not unreasonably refuse renewal.

ARTICLE III Use of Premises

The Leased Premises, appurtenances, spaces and area outside the building shall be used by TCHA for the purpose of providing historically related interpretive programming upon the following conditions:

(A) The use commences upon execution of this Agreement by both parties and shall continue uninterrupted through December 31, 2050, and thereafter as the Agreement is renewed for additional terms.

(B) The appurtenances and other areas of non-exclusive use identified on Exhibit “A” which is attached hereto and incorporated herein by reference, (H.I.), are available for all reasonably associated program support activities by TCHA except at any time it would, in the sole judgment of the Park Board, interfere with any activities conducted by the Park Board.

(C) TCHA covenants that neither waste nor damage shall be committed upon or to the Leased Premises or other areas of use by TCHA, that the premises shall be used for

the purposes herein stated, and shall not be used or permitted to be used for any other purpose; that TCHA will not make or permit any alterations or additions to the premises or cause to be affixed to any part of the external premises any non-program related sign, advertisement, decoration or notice without first obtaining the written consent of the Park Board; and that any additions or improvements placed upon the premises by either party during the term, except non-structural, temporarily attached or moveable property of TCHA as further set out hereinafter at VII(E), shall be the sole property of the Park Board.

ARTICLE IV Utilities

(a) Commencing January 1, 2021, the parties shall equally share the expense of natural gas, electric, water/wastewater, sewage and trash removal associated with the Battlefield Museum building. Until then, utility expenses shall remain as they are at present.

(b) All utility accounts shall remain in the name of Parks and shall be timely paid by Parks.

(c) TCHA shall pay its share of utility expenses to Parks quarterly, and Parks shall calculate said expenses and present TCHA with a quarterly statement within thirty (30) days after the end of each calendar quarter. TCHA covenants it will submit payment to Parks within thirty (30) days of receipt of said quarterly statement.

(d) TCHA will be responsible for its telephone, internet or any other utility services not listed above.

ARTICLE V Development of the Site

The parties agree that they will each undertake no development on construction which would constitute a deviation from the 1972 Tippecanoe Battlefield Preservation Study without first giving to the other party at least thirty (30) days written notice of the proposed changes so that the other party may review and make recommendations regarding the same. Exceptions to this article are exhibit construction and installation, collections, furnishings, interior decorations, gift shop inventory, tools and equipment. Any improvement contract affecting the leased premises, including remodeling and exhibit design and construction entered into by TCHA, shall contain a no lien provision for the benefit of the Park Board.

ARTICLE VI Building Inspection

The Park Board and TCHA shall jointly provide for a building inspection of the museum facility no later than July 15, 2020, and the Park Board agrees to remedy any hazardous physical deficiencies (roof, walls, physical or mechanical hazards, etc.) determined by such inspection. The Park Board shall provide termite and pest control services for the facilities as may be required.

ARTICLE VII. Programming at the Site

(A) TCHA shall have the exclusive license and responsibility for historical related programming at the Museum, including the creation, content, implementation and presentation of all interpretive programs and exhibits within the leased premises. Non-historical related activities or programs shall be coordinated and scheduled by and through Park Board.

(B) TCHA agrees to provide professional services for the operation of a museum and gift shop, including, but not limited to exhibits, interpretive programming for the facility, staffing, record keeping and collections care. The right to charge fees for group and public services is reserved to TCHA as well as all revenue generated from TCHA activities.

(C) All advance scheduling of tours of facilities shall be made on an official master calendar kept by TCHA in cooperation with the Park Board.

(D) It is mutually understood that educational activities may be undertaken in the park related to the stated missions of TCHA and the Park Board.

(E) TCHA shall retain ownership of all improvements in the form of exhibits, display, fixtures, program signage, artifactual furnishings and material, artwork, intellectual property and any other tangible or intangible personal property incorporated into the interpretive center.

(F) The Park Board and TCHA shall, as soon as feasible, form a “Program Review Committee” of no more than six (6) members comprised of the Parks’ Director, TCHA’s Executive Director, TCHA’s Program Director, TCHA’s Curator of Collections, and others to be appointed by the Park Board from time to time for the purpose of reviewing, advising and consenting with respect to programs, exhibits or other activities of TCHA as to appropriateness and authenticity within the setting of an interpretive center commemorating the Battle of Tippecanoe and all of its participants.

(G) Disagreements, if any, with respect to the exercise of discretion in determining appropriateness or authenticity referred to above shall be referred to an arbitration committee to be comprised of one member of the Board of Directors/Governors of each respective party, and a third member as agreed upon by those two members who shall collectively be responsible for final dispute resolution.

ARTICLE VIII Nondiscrimination

The parties agree that neither will discriminate against any employee, applicant for employment or visitor because of race, color, creed, sex, age, gender identity, national origin or handicap, or against any visiting person by refusing to furnish to such person any service or privilege offered to or enjoyed by the general public, nor shall either party or its employees or agents publicize the facilities provided hereunder in any manner that would directly or inferentially reflect on the acceptability of the patronage of any person because of race, color, creed, sex, age, national origin, handicap, or gender identity.

ARTICLE IX Name Designation

The property shall continue to be named and known as the Tippecanoe Battlefield Memorial Park. The interpretive center shall be named the Tippecanoe Battlefield Historical Museum. All entrance signs shall include the name of the Tippecanoe County Historical Association and its logo. The parties agree that the name of the museum may be changed by the parties' mutual consent to reflect the name of a substantial donor who requests naming rights as a condition of the gift.

ARTICLE X Rules and Regulations

All employees, agents, volunteers, participating children, parents and any other persons in any way connected with TCHA shall be subject to such rules and regulations while on the premises as may from time to time be established by the Park Board with respect to use of the premises; a copy of which rules and regulations is attached hereto as Exhibit "B" which is incorporated herein by reference (H.I.). Such rules and regulations may include, but shall not be limited to those involving safety, use of the specific areas occupied by TCHA, and the use of common areas such as restrooms. TCHA shall keep all areas occupied by it free of fire hazards and shall place all trash and rubbish generated by TCHA in those receptacles designated by the Park Board. TCHA may establish additional rules and regulations appropriate to the protection and preservation of all exhibits, artifacts and furnishings within the museum facility.

ARTICLE XI Inspection

The Park Board may, at any reasonable time during the term of this Agreement, enter the premises accompanied by a designated representative of TCHA upon reasonable notice to TCHA, for the purpose of inspecting the same or of making repairs or alterations thereto.

ARTICLE XII Other Dispute Resolution

Should any dispute arise between the parties or to the meaning of terms or enforcement of this Agreement other than as described in Article VII(G) above, the parties shall submit said issues to an arbitration committee comprised of one member designated by the Board of Directors/Governors of each respective party, and one additional member as agreed upon by the two so chosen. The determination of said arbitration committee shall be considered final disposition of said issue(s).

ARTICLE XIII Insurance

TCHA shall procure and maintain coverage and pay all premiums for public liability insurance coverage, including bodily injury and property damage insurance in the minimum amounts of \$1,000,000 for property damage and \$2,000,000 for bodily injury for each occurrence and \$2,000,000 for each person injured, and such other insurance as might reasonably be required for protection of the Park Board. TCHA shall furnish the Park Board with proof of such insurance upon request by the Park Board and shall list the Park Board as an additional named insured if required.

ARTICLE XIV TCHA's Liability. All programs conducted by TCHA shall be its sole responsibility and all related functions, activities and matters, whether related to transportation, personnel, food or otherwise, shall be its sole responsibility. TCHA agrees to and does hereby indemnify and hold the Park Board harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees for the defense thereof, rising from (a) the conduct of any aspect of its program on the premises, (b) any breach or default by TCHA in the performance of any covenant or condition which it is obligated to perform pursuant to the terms of this Agreement, or (c) any acts or negligence of TCHA, its agents, contractors, servants, employees or licensees on or about the TCPRB's property.

ARTICLE XV Park Board Liability

The Park Board agrees to and does herein indemnify and hold TCHA harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees for the defense thereof arising from (a) Park Board's use of the facilities designated on Exhibit "B"; and (b) any breach or default in the performance of any condition or covenant which it is obligated to perform pursuant to the terms of this Agreement, acts or omissions of negligence of the Park Board, its agents, contractors, servants, employees, assignees or licensees.

ARTICLE XVI Repairs

The Park Board agrees to keep or cause to be kept the foundations, windows, doors, roof, structural portions and mechanical components of the facilities in good order, repair and condition, except for damage thereto due to the negligent acts or omissions of TCHA, its employees or invitees, the latter of which (except for ordinary wear and tear), being the responsibility of TCHA. If TCHA refuses or neglects to commence any necessary repairs or make any necessary replacements within five (5) days after receipt of written demand from the Park Board, or if TCHA fails to complete said repairs within a reasonable time, the Park Board may make the repairs, and TCHA shall pay the costs thereof on the first day of the calendar month following the Park Board's demand for payment.

ARTICLE XVII Vacation of Premises.

At the expiration of the term of this Agreement, or any extension thereof, TCHA shall surrender the premises used by it in good condition and repair, reasonable and ordinary wear and tear excepted, and promptly remove any materials, equipment, additions or removable fixtures placed upon the Park Board's property. If TCHA refuses to make such removals, the Park Board may do so and TCHA shall pay the Park Board the reasonable cost thereof upon demand.

ARTICLE XVIII Waiver

The failure or delay of the Park Board or TCHA to assert any right or declare any default under this Agreement shall not act as a waiver of such right or default and shall not preclude such assertion or declaration at a later date or upon a recurrence of violation of such rights or event of default.

ARTICLE XIX Notices

Any request, demand, authorization, notice, consent or waiver provided for or permitted by this Agreement to be given or furnished by one party to the other, shall be given or furnished to the authorized agents of the parties as follows:

Park Board Authorized Agent: _____
4449 State Road 43 N., West Lafayette, IN 47906

TCHA's Authorized Agent: _____
1001 South Street, Lafayette, IN 47901

ARTICLE XX Assignability

The duties and obligations undertaken by TCHA shall be assignable by TCHA with the prior written consent of the Park Board, which shall not be unreasonably withheld.

AGREED TO THIS _____ DAY OF _____, 2020.

TIPPECANOE COUNTY PARKS
AND RECREATION DEPARTMENT

TIPPECANOE COUNTY
HISTORICAL ASSOCIATION

By: _____

By: _____

Date: _____

Date: _____

LESSOR

LESSEE

Memberships & History Center Report
Megan Lee
May 2020

Memberships:

22 membership renewals sent out in May
21 renewals processed and 3 new members added in April and May
Current membership number 456

Programs Director's Report
Leslie Martin
May 2020

Per the Governor's "Stay at Home" and the "Back on Track" orders, there was no public programming in May. Programming efforts centered on the production of several Tippecanoe Battlefield virtual exhibit tours, and several videos that were done to compliment the "School of the Artifact." The "School" is an e-learning experience taking place on the Feast's Facebook group page. Several Ouataton artifacts or dig photos are posted daily, and they are inspiring learning and comradery. Thank you to TCHA staff members Rick and Kelly for their assistance in making this a successful program.

Public programming will resume June 14 per "Back on Track." The pertinent date for TCHA is June 14: "Cultural, Entertainment, Sports Venues, Tourism Museums, aquariums may open at 50% capacity; Large venues may open following social gatherings guidelines; Screen employees daily; face coverings recommended; Consult industry best practices."

Social distancing and sanitation protocols are being put in place to insure we meet expectations. Several programs that were cancelled during the COVID19 shutdown are being rescheduled for later this year.

The Program committee met 5-1 and is meeting again 5-15. Every attempt is being made to be flexible in rescheduling and working through the COVID19 difficulties. The Program committee adopted a policy of "Go-No-Go" to make a decision about the status of an event 30 days out. Presenters will be contacted to see if they are comfortable still doing their event under the current "Back on Track" recommendations.

The Disco Gala has been cancelled and a Dinner Theater Fundraiser is being held in its place. The date is August 29 pending availability of Civic Theater members.

TCHA staff Laura and Hunter did an outstanding job cleaning the blockhouse to get it ready for public programming. They are to be commended for their attention to detail.

Several Ouataton artifact pictures have been added to the TCHA website blog.

TCHA Collection Department Report

Kelly Lippie

May 2020

Collections

- Accepted new donations of material to be considered by the Collections Committee when it next meets.
- Contacted former TCHA collections staff members to help compile a “History of TCHA collections” to guide current and future collections staff members.
- Sent out Collections newsletter (to library & collections volunteers) to keep them posted on developments. Have stayed in touch with many of them through email and phone.
- Amy and Kelly have been communicating with volunteers to see who is ready to come back to volunteer and when. We have also been discussing procedures and cleaning practices during this time for the Arganbright Center. Several volunteers have returned to volunteering.
- Kelly, Rick and Laura de-installed the Native American & firearms exhibit at Jeff High School and packed everything for storage at the school during summer construction (Tuesday, May 5). We will return at the end of summer to re-install the exhibit for them. They are being charged \$2,500 by TCHA for us to do this.
- The false fire alarm went off at the Arganbright Center on May 5 while Hunter was vacuuming the basement. The dust had activated the smoke detectors (due to user error with the shop vac). There was no fire and no damage.
- Another batch of records was uploaded to the Past Perfect online site on May 1.
- The re-opening plan has been posted on the doors of the Arganbright building and for all the sites on the TCHA website.
- Purdue Intern, Sam Bakeis, finished his poster project for this semester in a virtual format: <https://www.youtube.com/watch?v=h0StkXzXdTM>
- Kelly and Amy are working to update the emergency procedures for volunteers, which hasn't been updated since 2016.

Exhibits

- Kelly removed the “Tippecanoe Treasures” exhibit from the History Center on May 1st and sometime in the next 2 weeks will install a new exhibit there and at the Battlefield on Women's History. These will be ready by the time these locations re-open.
- The “Securing the Vote” traveling exhibit is still scheduled to appear at the Battlefield in June.

Social Media

- A new area for links to the You Tube videos has been added to the website, currently under About Us: Reports & Publications. The tab name will change soon (Craig is communicating with our website designer).
- A new Blog was posted to the website on May 7.
- Kelly continues to supply Leslie and Quentin with photos for Facebook posts and is making Twitter and Instagram posts.

Collections Committee- No committee meeting held in May.

TCHA Library Report
Amy Harbor
May 2020

TCHA Genealogy Library

- The library continues to be relatively busy. I answer 2 to 3 inquiries each week received by phone and email ranging from graduate students working on theses, to family history researchers, to a professor in Japan writing a book about William Henry Harrison. The latter is planning a visit to our facilities after the pandemic.
- Three volunteers are indexing court books and other records at home. I have been scanning and sending them things to work on, as well as indexing books myself. We've made a lot of progress on this project and plan to get these up on the website.
- I've communicated with all the library volunteers about returning to work inside the library with social distancing rules in place. The majority are choosing to wait, but two volunteers came in last week.
- Went to the bank and deposited money that we've collected since the lockdown.
- Helped research and write an article about historic pandemics in Tippecanoe County for the member newsletter.

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

With the changing COVID19 situation, Feast preparation is constantly evolving and adapting.

TCHA is planning on the Feast as usual, unless government entities have restrictions in place that prohibit or make impractical large gatherings during that time. We are currently operating under the "Back on Track" plan, which will allow large gatherings, events, and festivals after July 3.

In meetings with Craig, Jeff, various Feast committee members and TCHA staff, listed below are some of the steps that are being taken to move forward with Feast planning in a fiscally responsible way under the uncertainties caused by COVID 19:

- Feast Program Performers- Program contracts have been reviewed and language added in regards to COVID-19 as a cancellation clause.
- School Days- They may not happen this year depending on what actions schools take, but reservation forms have been sent to teachers. A clause has been put on the form that states the ability to do school days for both the Feast and schools will center on the status of COVID-19 federal/state/county recommendations.
- Feast PR- No brochure will be produced or distributed this year. Whether or not to do a poster will be decided in a couple months. Other ad arrangements will be decided in a couple months and depend on budget status.
- Food booths- All but two food booths have indicated that they want to come back for 2020. It is recognized that their status may change based on what the COVID19 recommendations are later this summer/fall for youth groups and schools.
- Shuttle buses- This situation will be evaluated in the next couple months.
- Vendors- Many vendors and craftspeople are over 60, so unknown how many will attend. Virtually all living history events across the country have been cancelled through at least the end of July. If the Feast is cancelled by state, local, or federal officials due to COVID 19 or if cancelled by TCHA, refunds will be given.
- Participant application- Was posted online May 1 to save printing and postage costs. Participants received an email blast and social media posts were done to inform participants of this change for 2020. The application has been posted on website.
- We will observe event status decisions made by the state fair, Indy 500, NFL, etc. in making a final decision as to Feast status. Labor Day weekend is the drop dead deadline for the decision.
- Feast committee members are kept informed via email. A Zoom committee meeting is May 20.

Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
May 2020

Like many businesses and museums, the Tippecanoe Battlefield Museum and History Store has been closed since mid-March due to the Corona Virus outbreak.

Laura and I assisted Kelly in dismantling the American History exhibit at Jefferson High School to allow for construction activities. Per the school's request, I am assembling background information on their gun collection including condition ratings and general value estimates (not appraisals). We will return when construction is complete to reinstall the exhibit.

Laura and Hunter have also thoroughly cleaned the museum and store areas. We now look forward to reopening on June 14th, if all goes well. Between June 14 and at least July 4th, we will operate on a 3-day per week schedule, Friday, Saturday, and Sunday, at reduced capacity. Hours will be 10:00 to 5:00 as usual, and masks will be required of both visitors and staff. We have also removed many duplicate copies of books from display, so that only one copy of each title is on the shelf, to minimize handling. We can still fill mail orders for books, t-shirts, mugs, etc. and ship or arrange for pickup. To place orders, call 765.426.2128 for more information or to place an order.

To date, we have filled orders for 3 sets of Ouiatanon Documents paired with Mary Moyers Johnson's book Ouiatanon, the French Post Among the Ouia, generated by our postings of Ouiatanon artifact photos. I have also sold 2 Feast T-shirts at 25% discount, and 2 copies of Gods of Prophetstown, from Craig's first *Hadley's History* video, and 2 miscellaneous books. Total of all sales, including shipping, is around \$225.85.

TCHA will owe Chien Noir \$6 each for the copies of Ouiatanon Documents, since none are currently in stock.

Unfortunately, I've had no response to my recommendation of We Were There, Too, Young People in American History. Too bad, since this is an outstanding resource for parents, teachers, homeschoolers, and anyone else interpreting American history to kids, (or learning it themselves!)

In the meantime, we are conducting a virtual tour of the museum, via short video segments explaining the exhibits and the stories behind them. Very soon we'll be producing segments on the uniforms and equipment of the regular troops and the militia with a special segment featuring Nicholas Fleener's sabre.

We hope you'll join us on the tour for a unique "behind-the-scenes" trip through the museum. Look for the videos on any of TCHA's Facebook pages, either the *Tippecanoe Battlefield Museum*, the *Feast of the Hunters' Moon* or TCHA's main page.

Executive Director Report
Craig Hadley
May 2020

Payroll Protection Program

We were approved and received the \$55,000 into our general operating account at the end of last week. This will cover our payroll for four pay periods, which will take us to the end of June.

SBA Small Disaster Loan/Grant

We applied for this \$10,000 forgivable loan that can be used for operational expenses such as utilities. We were approved for and received \$8000 directly deposited into our account.

Indiana Humanities Grant

We have applied for this \$7500 grant, which is earmarked for Coronavirus relief and is to be used for utilities and operations. We will be notified on May 18th if we are awarded it and if so, we get the money of the 22nd.

NEH Coronavirus relief Aid Grant

We submitted and applied for \$90,000 in this grant to cover operational expenses for the year. We will be notified in mid-June if we were approved or not.

Old PayPal Account

We finally were able to get the more than \$1,400 in the old defunct PayPal account resolved and the money transferred into our bank account.

Re-Opening Plans

Based on the Governors planned re-opening guidelines we will be implementing the following:

We will remain closed with no programs or events through May and the first of June.

JUNE 14 – Governor's plan to allow cultural institutions and museum to open back up at 50% capacity. Here is what we are planning:

- **Arganbright** – Limited Volunteers. Open to the public by appointment only. Face masks required for staff, volunteers and public.
- **Battlefield Museum** – Open to the general public. Make sure we do not exceed 50% capacity.
- **History Center** – Public programs to continue. However, seating to be spaced out. Face masks required for staff, volunteers and public.

JULY 4th and Beyond

- All operations return to normal. We will re-evaluate face mask and social distancing policies prior to this date.

NOTE: Keep in mind that all of this is flexible based on results. If another wave of this hits due to the re-opening, we will re-evaluate as well as take direction from the county health department.

Contact Protocols for Staff

While this has been verbally passed down to staff as well as in occasional emails, this is a formal memo going out to staff and volunteers that outlines contact protocol for the staff and Executive Director as well as chain of command protocol if the ED is on vacation or is unavailable due to illness. Please see attached.

Member Calls

I have begun calling our members personally to see how they are doing and to thank them for being members. I try to tackle a few each day. It will take a while to call everyone, but it will get done and I hope it pays some dividends.

Blockhouse Cleaning

Laura and Hunter did an outstanding job of cleaning the blockhouse last week. According to Leslie, it is the cleanest she has seen it in years. Good job!

Staff Furlough and Layoff Plans

As difficult as this may be, we must face the fact that we are experiencing extraordinary times and challenges in order to keep TCHA viable and healthy. With that in mind I am submitting our first lay-off/Furlough plan to be initiated at the end of the PPP program cycle.

At the end of the PPP program cycle we will lay off or reduce hours to the following::

- Megan Lee – Lay off (\$786.70 saved per payroll)
- Amy Harbor – Furlough (\$344.48 saved per payroll)
- Hunter Baugh – Reduced to half-time (\$271.27 saved per payroll)
- TOTAL SAVINGS PER PAYROLL - \$1402.45

The potential initiations of further cuts will wait until we know if the feast will actually happen this year. That decision will be made prior to Labor Day weekend. We will be watching closely both the county fair and state fair in regards to both attendance as well as whether they occur or not.

If the feast does move forward we will wait to see how well we do or do not do before making any further personnel recommendations.

However, if the feast is cancelled we will need to take immediate steps to mediate our expenses, especially payroll. But we also want to continue to be relevant within the community.

The following are two scenarios and the budget ramifications that would result. *

Scenario 1 is that the current state re-opening plan continues without major interruption and that we are able to resume operations in June at a reduced rate and slowly build back to near normal numbers. This scenario also assumes that the Feast will happen but produce revenue at the lower end of the net that we have seen the last few years.

Net Results for year	-\$75,082.50
PPP and SBA Grant/Loans	\$55,000.00
Transfer from Rainy Day/Maintenance	\$20,000.00
Adjusted Net Result	-\$82.50

Under this scenario, we can ride out the year with the help of the PPP and SBA forgivable loans and by pulling \$20,000 from the Feast rainy day fund.

Scenario 2 adds in the assumption that we are not able to hold the Feast due to government restrictions or other factors that make the event untenable.

Net Results for year	-\$225,882.50
PPP and SBA Grant/Loans	\$55,000.00
Transfer from Rainy Day/Maint	\$60,000.00
Adjusted Net Result	-\$110,882.50

Eliminate most PT work at end of PPP	-\$15,786.69
Revised Net Result	-\$95,095.81

Eliminate remainder of PT work Sep 1	-\$6,310.61
Second Revision to Net Results	-\$88,785.20

Alternative 1 – Cut FT by 10% Sep 1	-\$5,739.27
Total Deficit Alternative 1	-\$83,045.93

Alternative 2 – Cut FT by 15% Sep 1	-\$8,558.23
Total Deficit Alternative 2	-\$80,226.97

Alternative 3 – Cut FT by 20% Sep 1	-\$11,307.96
Total Deficit Alternative 3	-\$77,477.24

Alternative 4 – Cut FT by 25% Sep 1	-\$14,348.18
Total Deficit Alternative 4	-\$74,437.02

Alternative 5 – Cut FT by 50% Sep 1	-\$28,696.35
Total Deficit Alternative 5	-\$60,088.85

Under this scenario, we can reduce our estimated deficit by half by using the PPP and SBA forgivable loans and using all of the \$50,000 in the rainy day fund and \$10,000 in the emergency

maintenance fund to supplement that money. This still leaves us with a deficit of around \$110,000. Eliminating the part time employees (their work would have to be picked up by volunteers) would be a prudent move and brings the deficit down to approximately \$89,000.

Various alternatives are presented for increasing degrees of across the board cuts to full time position salaries. In no case does any alternative prevent us from running a significant deficit. We would be faced with the choice of either a total shutdown (or still a deficit) or borrowing money to underwrite the deficit and repaying it off over the next few years. The likely choices are to carry a running balance on our line of credit or to seek out any government disaster loans that we may be eligible for. We may also need to consider a special fund raising campaign to reduce the total deficit, but in these economic conditions the expected return would be limited.

** Scenarios, calculations, and analysis from Budget Committee discussion e-mail from Jeff Schwab*

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

Pete Bill *
Erika Kvam
Jeff Schwab
Del Barlett

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

Ouatenon Preserve Committee

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

Development & Membership Committee

Gretchen Shelmon*
Erika Kvam * Pete Bill
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