

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 28th, 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

- 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

June events: Blockhouse Living History	June 8 th
History According to Hollywood	June 9 th
Show & Tell – Tale of Mike Murphy	June 11 th
Evening Lecture – John Norberg	June 12 th
Lunch & Lecture – Immigration	June 20 th

AGENDA

- Call to order
- Minutes from April 23rd Board meeting – approval needed – *Pages 3-7 in Agenda*
- Officer's reports and business
 - President

Noted in passing: **Darlene Nebel**. Worked with husband Gary Nebel at the Feast for many years. (Notification received from Leslie Martin Conwell)
 - Vice President
 - Treasurer
- Finance and budget report – Finance, Budget, and Risk Management Committee
- Membership and History Center Events Director – Megan Lee – *Report on pages 8-9 in Agenda*
- Programs Director – Kristin Krzic – *Report on page 10 in this Agenda*
- Collections Committee – Kelly – *Report on pages 11-12 in this Agenda*
 - Board vote required for deaccession of items – *see page 12 in this Agenda*
- Feast report – Leslie Conwell – *Report on page 13 in Agenda*
- Battleground Museum report – Rick Conwell – *Report on page 14 in Agenda*
- Ouiatenon Preserve Committee – David Hovde
 - Request for release funds for utility right-of-way damage – *see page 15 in Agenda*
 - Request for policy approval on expenditures for less than \$500 – *see page 16 in Agenda*
 - Proposal for summer maintenance funds for OPI – *see page 16-17 in Agenda*
- Notes from Committees
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam
- Executive Director report – *Report on page 19-20 in Agenda*
 - Report to the Board of Total Expenditures for History Center Development
 - Parking lot agreement with Fowler House
 - 1950's Rock & Roll Gala report
 - Task force on History Center Exhibits
 - Status on insurance coverage on all parcels of land owned by TCHA
 - Arganbright bathroom and exterior repairs



END AGENDA

Minutes for the TCHA Board of Governors Meeting held April 23rd, 2019
TCHA History Center

ATTENDANCE:

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

Unable to attend

Craig Graham
Gretchen Shelmon
Preston Smith
Phil Tucker

Staff: Craig Hadley, Kelly Lippie, Leslie Martin Conwell, Megan Lee, Kristin Krzic

Meeting was called to order at 5:16 PM

Minutes of the meeting for March 26th, 2019 were reviewed. No modifications were made. Minutes were accepted by vote.

President's report. - no report

Vice President's report – no report

Treasurers report - John Thieme

- Items of note: contributions up over last year, possibly due to brick appeal. Good revenue from annual meeting, sponsorships up because of city of Lafayette contributed \$32000.
- Jeff: the documents of Budget vs Actual have percentages of total budget allocated on them. John would like to see these done month by month
- Nothing unusual on expense side. More was allocated for Programs and those expenses will need to be tightly monitored.
- Jeff: Salaries expenses are running a little high because there are more staff compared to last year. The budget may have underbudgeted benefits and retirement expenses.
- Income from the Feast will be a little slower to come in because of insurance discussions delayed getting the Feast applications out.
- Ken calculated that after extracting the Feast income, everything else looks to be on track

- Question was raised as to why is there nothing from the prior year in Sponsorships line? John: may not have come in by this point last year. Craig: should be in there because there were plenty (including 4th grade). Not resolved this question.
- Jeff: in near future the Budget, Finance, and Risk Management Committee will get together to look over table of accounts and review account codes to add new categories (like History Center rental) and getting rid of some lines (like Fowler House expenses).

Membership and History Center Report – Megan Lee

- Memberships are at 541 (532 last month) with 3 new membership (a couple more came today that need to be entered) as well as 20 renewals. Renewal were notices sent out.
- E-mails sent out though Member Planet have an open rate is 21%.
- Membership newsletter scheduled for end of May, after gala. Megan will distribute.
- Development & Membership Committee met in March and will meet again in May to work on how to work with programs to get more family memberships, programs with little kids.
 - Pete – any idea where new members are coming from? Megan – not really, but printed pamphlets seem to be diminishing, so might be the info table and pass out at programs
 - Colby – comparison to last year? Megan – would have to look up.
- History center: blower update, new breaker part installed last week. Elevator repairs have been made (took two months), it was a sensor failure.
- Peoples Brewery & Juniper Spoon will be doing supper club again on May 17: Taps and Tapas theme. Would be good to see board members there as well as members. Will up number to 100 this time, it's a really good way to get people in to see the building.
- Had visitors in to see auditorium, were very impressed with update. Bridal suite is all updated, came thru at \$500 under budget, thanks to Pete & Ron for help. Turned out very well.
- Marty (maintenance, from TAF) is no longer here so we've hired Levi Madras to maintain building and Arganbright. Just started yesterday, very on top of things.
- List of History Center rentals is listed in Megan's report in the Agenda.
- Dip Jar: credit card reader that allows someone to make a set donation by "dipping" their credit card into the device in a quick, easy step. Specialized mechanism for nonprofits, can set amount for any donation amount. Runs on cell service. Simple to use (demo), can pull receipts from dipjar.com. Donators have to go on-line to get receipt.
 - Julie: is there a way set for different amounts, or do you have to dip more than once? -- one amount, but can do multiple dips
 - Craig – lots of people in a hurry that don't want to wait or fill out paperwork, so super easy. Colby – doesn't require anyone to manage it.
 - Megan – will set up Dip Jar donation station next to the traditional plexiglass donation box for gala and see which gets more donations. Both organizations that use it in town really love it and have really good ideas for utilizing it. Cost: \$300 for the unit. Dip Jar takes a cut of each donation. If we talk other organizations into getting one, we get one for free.

Programs Director Report – Kristen Krzic

- Had the Churches of Tippecanoe County evening lecture, 22 people turned up.
- Had 5 people show up for History According to Hollywood event.
- Wolf park event tomorrow, looking forward to that.

- Spring gala Saturday with Purduettes at 7:30pm.
- Friday is Westminster senior wellness fair, will promote gala.
- Every month thru December will be doing program at Creasy Springs for \$40 per visit.
- Listed school programs.
- Another Program Advisory Committee meeting is scheduled for Friday at Arganbright.
 - Ken: opportunity to go to all nursing homes? Kristen: have thought about that because members of Creasy Springs are having a great experience. Colby: suggested University Place & Westminster. Kristin had previously been given a list of nursing home communities that she was supposed to be following up on.

TCHA Collections – Kelly Lippie

- Library at Arganbright is helping people and researching.
- Creating exhibits for Gala and the chief's gun case out at Battleground. Case made possible by memorial donation, labor and wood donated. Looks outstanding. Were able to buy more supports for swords out there, nice change to keep people interested.
- Things on loan to Haan Museum of Indiana Art came back this week
- Renewed loans to masonic lodge.
- Woman who put together traveling exhibit for her PhD donated her project to TCHA so can loan it out (on pioneer woman's life). Quentin: made possible thru pioneer woman's husband's journals (related to Q).
- Pete: what is the Morris schoolhouse program committee? Kelly – somehow got drafted into that committee that is refurbishing the old school house on Cumberland road in West Lafayette out between the Walmart and US 231.
- Cory – portable xray fluorescence scans were made of Ouiatenon artifacts by a PhD candidate researching metal components from Fort Ouiatenon. Was trying to work with gemologist to find out what gem, but eventually just found out metal was brass. Leslie: took ring to Kessler's and it was determined to be a white garnet. Cory: that would make sense, there was an element found that is associated w garnet. Will get more information to TCHA.
- Collection Committee recommendation of deaccession of 5 items was voted on and approved by the Board
- David: His (and 3 other co-authors) new book for on Purdue History just came out from Purdue University Press. Book focusses on student life.

Feast of the Hunters Moon – Leslie Conwell Martin

- Applications for 2019 are pretty much created. Asked Del to check over wording on one part related to liability. Will put verbiage on app to explain that TCHA's insurance will not cover exhibitors or entertainers. Thanked Craig Graham for help.
- Food booth meeting: pretty much everyone coming back except a couple with too few volunteers to continue. Jason will be working to replace them, but might ask for help. David: is there a waiting list? Leslie: not for a few years now.
- Brochures going out, but boxes were underfilled by publisher (2100 in box instead of mislabel of 2600).
- Still working on contracts but paperwork mad rush is about to begin.

Tippecanoe Battlefield Museum – Rick Conwell (reported by Pete)

- Renegotiating lease with Tippecanoe County Parks and Recreation; Craig and Del renegotiating with Allen Nail
- Some difficulty because rooms in the museum building have no room numbers. Kelly: yes there are, I have floor plan. Del: will have another meeting to update agreement and policy language. Craig: we have not messed with agreement since inception in 1987, so wanted to get it ironclad before Allen retires at the end of the year. David: will we need to do same thing with blockhouse? Del: Tippecanoe County Parks & Recreation says TCHA owns the blockhouse, so different arrangement than battlefield museum.
- Got rid of all St. Elizabeth treasures (the models of St. Elizabeth hospital) in inventory as they went out to the St. E's store.
- Pete: any more details on road closure this summer (9th Street into Battleground)? Craig: no, the Journal & Courier says they're closing "the whole road".

Facilities Committee – Walt Griffin

- Safety lights for the risers along both sides of the auditorium have been installed.
- Cannot hang a disco crystal ball for gala due to no structural support for hanging it.
- Contacted 811 for locating utilities below planter beds at History Center and found one small spot.
- Some repairs and handrails needed for Arganbright.
- Bridal suite, thanked Megan for doing an outstanding job and coming in under budget.

Development and Membership Committee - Erika Kvam

- Soliciting donation and sponsor suggestions

Ouiatenon Preserve Committee – David Hovde

- Asked for 3 documents from Ouiatenon Preserve Inc. organization and have gotten them, but not distributed to the TCHA Ouiatenon Committee.
- Colby has update about sign, but Board will have to approve final version proposed.

Executive Director's Report – Craig Hadley

- Exhibition Task Force: trying to put together pros/cons of professional cases vs building ourselves. Will wait to see how case for gun turns out (Kelly: that's a very different case than needed here). Once get that info, will have another meeting with committee to determine recommendations.
 - Colby: there was a bequeath from Tom Moran for \$30,000 that was for exhibits. Craig: that was spent for exhibit design. Colby: maybe look at undoing that, in poor form to spend that money for an exhibit plan that's never done. It was suggested that Tom Moran could be listed as a donor for exhibit space giving the necessary acknowledgement.
- Parking lot agreement: Negotiations with Matt Yonkman from Fowler House were put on hold because of 10th Street construction. Usage needs to be defined for upper lot. 1852 Foundation will be paying for repair to upper parking lot and TCHA will pay for repair of lower. 1852 Foundation will be responsible for dumpster and pickup, snowplow for upper, basic maintenance and upkeep (including after events). Will be a 10 year agreement.

- Pete: on the agreement, the cost of dumpster itself needs to be separated out from the service cost to pick up the trash. Cost of dumpster should be totally with Fowler House since it is the only dumpster they use (TCHA has a dumpster at the History Center). Del: we haven't had a chance to review the contract with Craig Hadley yet, so there are a few points to go thru. Craig: looking to start parking lot reconstruction the first week of June. Walt: paving lower lot? Craig: no.
- Amy: trash pickup is damaging the building by hitting dumpster against side (Kelly confirmed)
- Roof repair: moving forward with roof repair above worst leak (alcove roofs), at \$4700. Still can't figure out where water is coming from into basement. Even with flashing redone, still leaking. Trip hazard lights were installed in the auditorium with dimmer system. These were paid out of the Restricted Funds from History Center.
- Bridal room done, and Megan redid entryway too. Did a really nice job.
- Financial report on History Center construction will be ready at next meeting, final snapshot of what's been done. Building is essentially done. Colby: might be a code violation to hide fusebox. Pete & Craig: not the case.
- Passed out list of sponsorships. Does not include mini sponsorships or in-kind from Wintek. Just got in grant for \$10k for Feast marketing. Quentin: what is Seafoam? (listed as sponsor) Craig: explanation, owner is in Tippecanoe fife and drum, donated for school days and upped donation this year. Del: any other proposals for paving project? Craig: no, called two others but no responses. But the one we got a quote from was very accommodating.
- Columbian park time capsule follow up: TCHA has been in touch with City of Lafayette to see what they want done with the soggy paper --- not sure what they want to do with it.
- LED conversion of fluorescent lights at History Center: Duke is putting it off because of scheduling problems. Have yet to set actual date
- Land parcels and insurance coverage: Craig trying to set meeting w Del and Craig Graham to sort out what kind of insurance is needed and cost
- Please come to the gala and wear your nametag. Show your support for TCHA.

Comments:

- Dave Hovde: is giving a talk on his new book
- Colby: What is progress of the Blockhouse log treatment? Craig: the report has been in Ben Ross' hands at his preservation firm, but Craig hasn't heard anything further.

Meeting adjourned 6:41PM

Minutes recorded and submitted by Erika Kvam

Membership & History Center Director Report
Megan Lee
May 2019

Memberships

- Memberships are currently at 541 (532 memberships reported last month)
- Memberships are currently at 536, (541 reported in April, 532 reported in March) as of May 23rd
- 15 renewals and 3 new memberships have been entered.
- Renewal notices and second reminders went out on the 23rd.
- One member moved from a Patron Membership to a Treasurer Membership, making the 3rd Treasurer Membership sold this year.
- Only 10 Renewals were sent for June and reminders for April and May.
- We are busy getting ready for the Membership Appreciation Dinner in July.

History Center

- The Peoples Brewing Company and The Juniper Spoon Supper Club was cancelled due to low sign ups. We will be rescheduling this event for mid/late summer.
- The US Law Shield rental went very well and are planning another seminar for July or August.
- Lauren from The Farm rented the Kitchen for an hour on May 9th.
- The Visit Lafayette/ West Lafayette tour took place on the 22nd, We had a good turnout of 12-15 people. Several people stayed after to talk about possible collaborations.
- I attended a BNI meeting with Felicia from the Fowler House Kitchen, it was a great opportunity for networking. However, I do not believe it would be beneficial to join as a member, the schedule is not realistic.
- The Masons have moved all of their items from the closet and have plans to move the pillar from in front of the building. This will allow us to more effectively store tables and chairs in the closets and install the new mailbox.
- The back room connecting the Banquet Hall, Auditorium, and Bridal Suite has been painted. This gives the room a nice clean appearance. The detailed list of all expenditures for the Bridal Suite renovation are listed on the table on the next page. The Executive Director allocated \$2000 for the renovation. The cost was done for \$440.09 under budget.
- The VIP Open House for Event Coordinators, Caterers, DJs, Florists, and Photographers is set for May 24th. I will give an update on the turn out of this event.
- TCHA and the History Center are participating in the July Gallery Walk.

Current rental list: does not include the tentative events:

Date	Rental	
2019	\$12,600	<i>The Gathering</i>
2019 5 uses	\$650	<i>Marketing Civic Theater</i>
3-Mar	\$150	<i>Rosie Baby Shower</i>
15-Feb	\$150	<i>Taste of Belgium</i>
19-Mar	\$300	<i>US Law Shield</i>
28-Sep	\$200 deposit more to come	<i>Minex Wedding</i>
14-May	\$200	<i>US Law Shield</i>
9-May	\$50	<i>Lauren Kitchen usage</i>

Final numbers/ breakdown for Bridal Suite.

Painting Supplies	3.97
Paint Additive	4.71
Paint Supplies	12.97
Paint	41.98
Floor Paint	30.98
Paint Additive	4.71
Gordmans Décor	162.31
Tuesday Morning Décor	207.91
Light switch cover	3.28
Floral Hobby Lobby	37.14
photoposterx2	35.99
Poster Photo and smaller photos	20.75
shelf	12.98
Brackets	17.91
Mini Fridge	128
photo frame	8.99
2 bar stools	69.98
console table	64.59
poster frame	36
7 photo frames	37.99
6 photo frames	16.99
poster frame	26.85
light bulbs	12.95
chair	116.99
couch	357.99
light fixture	85
TOTAL COST	\$1559.91

budget allocated by Ex Dir - \$2000

amount under budget **\$440.09**

Programs Director Report
Kristin Krzic
May 2019

Program Advisory Committee

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

Annie Schap
Shane Weist (non-Board)
Pete Bill

Evening Lecture – The history of the chicken with Dr. Tom Turpin

Date: May 8th Location: History Center Time: 6:00 p.m.

- Turnout: 23 people
- Profit made from admission and concessions: \$140.00
- People seemed very happy with this presentation. Dr. Turpin was an excellent speaker and was very engaging with the audience. He asked a lot of questions to the audience and was very animated. The attendees liked that Dr. Turpin had brought props such as the book and the chicken so that they were able to look at something visual while he was explaining.

History According to Hollywood – Spirit of St. Louis

Date: May 12th Location: History Center Time: 4:00 p.m.

- Turnout: 9
- Profit made from admission and concessions: \$45

Lunch and Lecture - The Rich History of the Indiana Veterans' Home

Date: May 16th Location: History Center Time: 12:00 p.m.

- Turnout: 10
- Profit made from admission: \$50
- The attendees asked a lot of questions during the presentation which showed that they were very engaged in the presentation. They were very impressed by the paintings that the presenters had brought with them. Many people asked me for these presenters to come back again.

School Programs

- 5/3/2019
 - St. Peter Lutheran School
 - Fur Trade and Conflict of Cultures
 - 36 students attended
 - Profit for two programs: \$288
- 5/23/2019
 - Demotte Christian School
 - Conflict of Cultures
 - 36 students attended
 - Profit: \$180

TCHA Collections Department Report

Kelly Lippie

May 2019

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. He plans to stay over the summer and will likely do some kind of media project that could be used on the website.
2. Dress and child's coat loaned to the Haan Mansion for an exhibit will be returned at the end of April.
3. Attended a meeting of the Morris School House Programs committee to advice on programming the site.
4. 1950s exhibit installed at the History Center for the spring Gala. This will be up until mid-May.
5. A Grad student created a traveling exhibit based on research on a local woman. She is donating the exhibit to us in May, so we can set it up or rent it out to libraries or schools for display.
6. 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 remodel. This should be completed by the end of April. Removed plow from exhibit at the Battlefield to make room for the case.
7. Met with Railroad Relocation project manager, Liz Solberg, to receive another batch of material for the archive.
8. Working with Rick to select and research swords for a temporary exhibit at the Battlefield. This will be installed before the end of April.
9. Installed UV film on the 6th Street door of the History Center to protect exhibits in that room.
10. Met with Purdue Galleries staff to look at propaganda posters in the TCHA collection for possible loan to them in the fall.
11. Assisted Kory Cooper and Misty Johnson to conduct pxf scans on the Boy on a Dolphin seal from the Ouiatenon artifact collection.
12. Met with Quilt Historian Marj Hovde to look at some quilts in the TCHA collection & potential for a quilt history presentation next year that will showcase some of the quilts. Will likely meet again for further study.
13. Purdue Women's Group volunteers will be in on April 15th for a document cleaning project.
14. Assisted in drying out and identifying the time capsule found at Columbian Park.
15. Posted an unpaid internship position with Purdue for someone to work on cataloging the textiles.
16. Held volunteer pitch-in lunch instead of Department meeting on April 11 to celebrate National Volunteer Week.
17. Loan of Masonic Items on display in History Center will be renewed for another year.

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.
- Volunteers are cataloging shoes, hats and porcelain collections into Past Perfect.

Collections Committee

- Committee met on April 3, 2019.
- New Donations: 12 items considered- 1 tabled pending further information, the rest kept and accessioned.
- 3 “Found in Collections” items considered; all rejected.
- 5 items up for consideration to Deaccession, all approved by committee to recommend to the Board:

Accession Number	Description	Reason	Source	Disposal Method Recommended
5592	Book: "Francis the First" by Francis Hackett, 1937	Out of Scope	Richard B. Wetherill	Sale
5544	Book: "The Autobiography of Benjamin Franklin" 1916	Out of Scope	Richard B. Wetherill	Sale
3076.02	Book: "Lee of Virginia" by William E. Brooks, 1932	Out of Scope	Richard B. Wetherill	Sale
71-08	Book: "A History of the Pioneer Families of Missouri" by William S. Bryan and Robert Rose, 1876 (1935 reprint)	Out of Scope	TIPCOA	Sale
87.100._	Remington Portable Typewriter	Out of Scope	Estate of Mabel McDill Andrews	Sale

VOTE REQUIRED FOR APPROVAL FROM BOARD

Feast of the Hunter's Moon
Leslie Martin Conwell
May 2019

- Jeff and I met April 25 with Brian Wagner, who stepped in to run the Feast registration tent last year at the last minute when the prior chairman fell ill. Brian has confirmed that he is happy to run registration again this year. We went over some of his thoughts and suggestions.
- I worked the check-in desk at the Sock Hop Gala, along with Rick, Kelly, and Kelly's mother. Kudos to Gala staff and committee members for their work on this event.
- Can we make arrangements for TCHA to have a presence at the **Tourism Tailgate and the Leadership Lafayette Volunteer Expo**? I would be happy to help with this. Both events, especially the Expo, had great attendance this year.
- I was certified as a QPR (Question, Persuade, and Refer) Gatekeeper this month by Mental Health America. It is an educational program designed to teach lay and professional "gatekeepers" the warning signs of a suicide crisis and how to respond.
- The monthly Feast steering committee was 5/15. Topics discussed included pole cutting, a possible period clothing workshop, and the applications.
- Feast applications went out in the mail this month and were also posted online. I have begun processing incoming applications and contracts. The application monies go to Craig, and I take the applications to Jeff for data entry. I corresponded with applicants whose applications needed further clarification
- All food booth paperwork was electronically sent to food booths. Most of the paperwork is due June 1st and August 1st.
- Some more PR arrangements have been made, including final design for the billboard and banner. Thank you to Craig for making the arrangements **to have the city put up the banner**. I worked with Craig, Jeff, and Angela Bruntlett on the 2019 Feast participant button design,
- Feast program performer contracts were mailed out, after budget consultations with Craig and Jeff. I've begun working with Ashley at Visit Lafayette-West Lafayette to send out bids for program performer hotel rooms.

Tippecanoe Battlefield Museum and History Store Report

Rick Conwell

May 2019

- Oversaw and assisted in final details of labeling and securing Chief's Gun exhibit. Exhibit is now complete.
- First Quarter attendance, museum admissions, and sales were all down slightly from the same period in 2018. The cold, rainy spring weather is partially to blame having caused the weather-related cancellation of two significant school tours and generally depressing attendance.
- Introduced new maintenance man, Levi, to Battlefield museum, and worked to establish cleaning routine.
- Spoke by phone with Allen Nail regarding National Park Service **Witness Tree Program** and **update on 9th Street repaving, now scheduled to begin July 8th.**
- Registered the Battlefield for the Blue Star Museum Program again this year. It is underway as of May 18th. Under the Blue Star program, museum admission is free to active duty personnel and their immediate families.

**Ouiatenon Preserve Committee
David Hovde
May 2019**

The Ouiatenon Preserve Committee held a meeting with OPI on May 21st, 2019. Present were David Hovde and Colby Bartlett from the TCHA OP Committee and Mike Reckowsky and Del Bartlett from OPI. Craig Hadley was also in attendance. As there was not a quorum, no official decisions could be made. However, there were proposals that were previously approved by the Ouiatenon Preserve Committee by e-mail and moved onto the TCHA Board for approval.

=====

PROPOSAL: Approve an amount not to exceed \$900 be released from the Ouiatenon Preserve Restricted Account to pay for repair of damage to trees caused by Duke Energy. Allow OPI to contract with Jeff Swackhammer to perform the work at \$50/hour and \$0.50 per mile travel not to exceed \$900. ~~Authorize \$120 for private foresters to do the damage assessment of trees into a report to be submitted to Duke Energy.~~ Authorize OPI to engage with Duke Energy as an agent of TCHA to obtain remuneration to TCHA for damages to the property. Final agreement of any remuneration to be approved by TCHA Executive Director.

Colby sent a request for our approval concerning the damage done by Duke Energy to the Ouiatenon Preserve. Colby and I toured the damage, and it is clear to me that Duke went outside the right-of-way and into the preserve along the road.



Narrative from Colby regarding the damage and the recommendation for action:
Per the recommendation from DNR, I met with two separate certified foresters on their list of professional contractors. There are none on this list in Tippecanoe County, but I was able to get the two geographically closest to respond to a RFP.

The SOW is to conduct/create an inventory of the damage done on Preserve property outside of Duke's easement. This would involve creating a report/inventory of the trees impacted with details including species, diameter/height and condition notes detailing the damage. Some photo documentation will be provided to augment this report.

Michael Warner of Arborterra provided a quote of \$2790

*Jeff Swackhamer provided a quote of \$540 *** NOTE this quote was recently revised upward due to foliage growth since the initial proposal requiring more time to accomplish the clean up*

I cannot provide any clear explanation for the marked difference. I personally met with each and walked the entire impacted area and both understood the scope. The price difference may reflect the fact that Swackhamer is a small one-man operation and acts more as an independent consultant whereas the other is more of a small company. Both provided a performance schedule of approximately 2-3 weeks.

I would recommend/request that TCHA contract with (or authorize OPI as their agent, to contract with) Swackhamer to perform this work ASAP. Once completed, the report will be used to form the basis to engage Duke in discussions regarding remuneration to TCHA/TAC for the damages. Once that issue is resolved, it is suggested that we engage Duke in discussions to create an updated utility easement with TCHA/TAC that would allow for future line clearing work.

~~Addendum— recommendation from Mike Reckowsky for generation of report that can be used to request remuneration from Duke Energy:~~

~~1x over A-M: At recommendation from DNR, get 2 private foresters to estimate inventory assessment of damage done by Duke along River Road easement. (\$120) Will forward these to TCHA with recommendation and ask approval for contract with one of the foresters once received.~~

=====

PROPOSAL: In order for the Ouitatenon Preserve Inc. to complete necessary work on the Preserve in a timely manner, the chair of the Ouitatenon Preserve Committee requests that the Board of Governors of TCHA give the committee permission to approve new projects and disburse funds of no more than \$500 per project. In addition, the chair requests permission to approve recurring maintenance expenses already approved by the TCHA Board or Executive Director.

=====

PROPOSAL: Because OPI currently has received no CREP payments under the CREP agreement and has no funds of its own, TCHA funds must be used for now to maintain the Overlook property (separate from the Ouitatenon Preserve land). The recommendation from OPI President, Mike Reckowsky, is to release \$500 for acquisition and application of treatment for crabgrass three times during the summer, \$500 for one time treatment of fertilizer this spring, \$400 for six treatments of mowing, trimming, and weeding as necessary. Total requested to be released \$1400.

**Ouiatenon Preserve, Inc. Plans for the Summer - Michael Reckowsky
Overlook Maintenance -**

3x a Summer/1x in A-M: Treat overlook area with crabgrass preventer (\$500) and "weed and feed" treatment (\$500) .*

6x over A-M: Mowing with trimming and weeding as necessary. (\$400)

=====
Additional information:

Boulders:

Vehicles are driving off the gravel drive and parking area and on the grass leaving deep ruts in various places. He believes that he can get some medium to large size boulder to place along the boundary to South River road, the entrance, and around the inside of the large grass center oval to deter people from driving on areas they shouldn't. At present he may have a donor who would be willing to donate the boulders, but OPI would have to pay for the transportation and placement. We cannot approve the spending of money on this one, but can approve the idea that would enhance the look of the site and prevent damage to the property.

The TCHA Ouiatenon Preserve Committee will consider approval of a formal proposal for boulder transportation and placement when a final dollar figure for the proposal is brought forward.

CREP Install approved by Executive Committee 5/24/2019

Del Bartlett and Colby Bartlett, representing the OPI, met with the TCHA Executive Committee to explain the CREP installation process and the costs involved. TCHA Board in 2018 approved entering into the CREP program to set-aside lands designated as the Ouiatenon Preserve in exchange for government payments for participating in the wetlands set-aside. TCHA agreed to fund preparing the Preserve land for planting of native plants that would meet the requirements of CREP. In return, TCHA receives remuneration that covers the cost of prepping and installation of the Preserve plantings.

The following describes the next steps that need to be taken to install the property per the CREP requirements. Amounts authorized to be released from the Ouiatenon Preserve Restricted Account are shown below:

1. Sign contract with US Fish & Wildlife Service (USFWS) which will allow \$9900 worth of credit to be applied to the cost of seed for planting (see next step)
2. Order seed for planting. Authorized \$36,000 to be released from TCHA's OP Restricted Account for cost of the seed and paid to seed supplier.
3. Debris on the Preserve property to be cleaned up. Authorized \$500 to be released from TCHA's OP Restricted Account to OPI to cover the cost of clean up of the property.

4. Removal of trees and shrubs in the former fence rows in lowland areas between parcels. Treatment plan approved by TAC and DNR. Trees will be cut low (not removed) and stumps treated with herbicide. Authorized \$5,000 to be released from TCHA's OP Restricted Account to OPI to cover the cost of removal and treatment of fence row trees and shrubbery.

5. Herbicide treatment of property before seed can be planted. Authorized \$1,200 to be released from TCHA's OP Restricted Account to OPI to cover the cost of herbicide and its application.

6. After appropriate time following herbicide application, plant the seed. Cost is \$4,800 however a donation waives \$2400 for rental of the drill for seeding reducing the amount required to be authorized for release from TCHA's OP Restricted Account to OPI to be \$2400.

Submitted requests for reimbursement approved by Executive Committee

A reimbursement request was submitted by OPI for supplies related to weed treatment products, fertilizer, grass cutting equipment rental at the end of April for \$1242.82. This was approved by the Executive Committee to release funds to transfer to OPI.

**Executive Director Report
Craig Hadley
May 2019**

The History Center Report

Final report to be handed out at board meeting

Parking Lot Agreement

Revisions and edits completed with Del and the agreement is ready to sign. A copy should have been emailed to all of you before the meeting for review. Paving company will be ready to start the beginning of June.

1950s Rock and Roll Gala

We still have some smaller outstanding bills related to the gala for decorations and such, but those are not ready as of this date. However, we do know all of the major expenses, which are listed below. Those numbers with the income numbers will give you a good idea of approximately how much we netted from the gala.

EXPENSES

- Postcard Mailer Invite = \$200
- Purduette's = \$850
- DJ Wendall Ferguson = \$750
- Catering Services (Outpost) = \$5,101.20
- **TOTAL MAJOR EXPENSES = \$6,902.12**

INCOME

Sponsorships

- Lafayette Bank & Trust = \$3,500
- Keystone Architects = \$2,000
- T.L. Kincaid Contracting = \$2,000
- Underwood Insurance = \$1,000
- SIA = \$1,000
- Tucker Insurance = \$500
- Blue Fox Heating & Air = \$500
- **TOTAL SPONSORSHIPS = \$10,500**

Ticket Sales (Eventbrite) = \$1,125

On-Site Ticket Sales = \$160.00

Silent Auction = \$1,080

TOTAL ESTIMATED GROSS INCOME = \$12,865

TOTAL ESTIMATED NET INCOME = \$5,962.88

Task Force

The Task Force committee met on May 14th. We are looking into the costs, case sizes and numbers before moving forward. Kelly will be putting together some options on the types and sizes of cases based on preliminary layouts she will be putting together. Once that is completed we will determine cost and put together a budget for the project and potential sources of revenue to raise that money.

Liability Insurance for the Preserve

Craig Graham, Del Bartlett and myself are planning on meeting to discuss what we currently have and what we need moving forward, especially for the overlook area. Just trying to get schedules to work for the meeting. Will advise once we meet.

Arganbright Bathroom Re-Model

Keystone architects have completed the plans for the overhaul of the main bathroom on the main floor to convert it into an ADA accessible unisex bathroom. I will be applying for an NCHS grant for this project, Cost estimates are due by the end of this week. If all goes as planned, we hope to begin work on this project in the fall.

Arganbright exterior repairs

We are looking info repainting various areas of the exterior as well as add some new safety features (new railings, rebuilt retaining wall, etc.) as well as concrete repairs. We expect cost estimates on this project by the end of this week. We will be applying for a Community Foundation grant for this project. If all goes as planned, we hope to undertake this project in September or October of this year.

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
Megan Lee - Membership Director

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