

# 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, June 23rd, 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). Once 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.

Join Zoom Meeting with video (iPad, smartphone, computer with web cam)

<https://zoom.us/j/96956923329>

Meeting ID: 969 5692 3329

Dial by your location phone audio only

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+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 969 5692 3329

### FUTURE DATES FOR MEETINGS and EVENTS

**Executive Committee (agenda setting)** –5:15 the Thursday before a Board meeting (currently Zoom meetings)

**Board of Governors – Fourth Tuesday of the Month** at 5:15 (Zoom meetings until further notice)

- Tuesday, July 28<sup>th</sup>
- Tuesday, August 25<sup>th</sup>
- Tuesday, September 22<sup>nd</sup> (Feast is October 3-4)
- Tuesday, October 27<sup>th</sup>
- Tuesday, November 17<sup>th</sup> (week early because of Thanksgiving)
- Tuesday, December 8<sup>th</sup> – BUDGET MEETING (2 weeks earlier)

## AGENDA

- Call to order
- Minutes from May 19th, 2020 Board meeting – *separate document*
- Officer's reports and business
  - President
    - Reminder about visiting the Arganbright vault on Saturday morning, June 27<sup>th</sup> 9:00 AM to pick out an item to make a video for posting on-line (see Kelly or Leslie for details)
    - Item for *discussion* – cooperative agreement between TCHA and Wabash Valley Trust for Historic Preservation – *Pages 3-4*
  - Vice President
  - Treasurer
    - Accounts Balance (cash balance) – *Page 5*
    - Arganbright construction expenses on grant-funded projects
  - Secretary
    - Status of Fix property
    - Vote on Lease agreement with Tipp. County Parks & Rec. – *Pages 6-14*
- Finance, Budget, and Risk Management Committee – Jeff Schwab
  - Projected financial status of TCHA for rest of this fiscal year and next – *Page 15-17*
- Membership and History Center Events Director – Megan Lee – *no report*
- Programs Director – Leslie Conwell – *Page 18*
- Collections Committee – Kelly Lippie – *Pages 19-20*
  - Vote on deaccession items – *Page 20*
- Library Report – Amy Harbor – *Page 21*
- Feast report – Leslie Conwell – *Page 22*
- Battleground Museum report – Rick Conwell – *Page 23*
- Notes from Committees
  - Ouiatenon Preserve Committee – David Hovde
    - National Historical Landmark application – Colby Bartlett reporting – *Pages 24-25*
  - Facilities Committee – Walt Griffin
  - Development & Membership Committee – Gretchen Shelmon and Erika Kvam
- Executive Director report – *Pages 26-27*
  - Sign up to help clean the Arganbright
  - Arganbright A/C
  - Blockhouse, Community Foundation, Grants, Fundraising

END AGENDA

**MINUTES OF THE  
TIPPECANOE COUNTY BOARD OF GOVERNORS  
MAY 19, 2020**

Members attending the meeting were:

Pete Bill	Walt Griffin	Phil Tucker
Erika Kvam	Amy Harbor	Zula Kress
Jeff Schwab	Ken Moder	David Hovde
Del Bartlett	Quentin Robinson	Julie Byers
Colby Bartlett	Annie Schap	Craig Graham
Kory Cooper	Gretchen Shelmon	

Staff Present (phone):

Kelly Lippie  
Craig Hadley  
Leslie Martin  
Conwell  
Rick Conwell

Members not attending the meeting were

Preston Smith  
John Thieme

The meeting was called to order by President Pete Bill at 5:15. Minutes of the last prior Board meeting were reviewed and unanimously approved following Motion by Jeff Schwab and seconded by Colby Bartlett.

The President's report followed. President Bill noted that booths at the Brookston Popcorn Festival are available at the September 19 event at an expense of \$50, and that TCHA might consider having a presence there.

Quentin Robinson reported he had spoken with Matt Jonkman, and that Matt is making progress in his recovery.

A suggestion has been received from Wabash Valley Trust for Historic Preservation that TCHA consider a merger of the two entities. WVTHP has assets reported at a range of values from \$12,000 to \$15,000 with no specifics as to the form of the assets. President Bill asked Quentin Robinson to form a group, evaluate the best outcome and advise the Board.

The Treasurer's report followed. Jess Schwab reported the summary of TCHA's deposit account balances, he reported that TCHA has received the Federal stimulus PPP loan of \$55,000 and the \$10,000 SBA funds to cover utilities and salaries for the eight (8) week limit. It was noted that Executive Director Hadley did excellent and timely work in the preparation and submission of the application for the funds. It was noted that we would likely not be able to spend all of the loan during the 8 weeks and likely would have to pay back part of it.

Colby Bartlett reported that the burn down (chemical) on the 80-acre Preserve Tract

(Erwin) was to be completed within the next two weeks, and that the seed would be drilled in about a month.

Jeff Schwab reported that he had completed an analysis of profit and loss at the Battlefield Museum, and that the result of a three-year running average shows TCHA has operated at a net loss of \$7,000.00 in 2019. He also added that in 2019, Ninth Street Road was closed for two months, and that Rick's fully loaded salary was included in expenses. This is all related to the terms of a new lease/use agreement contemplated between TCHA and the Tippecanoe County Park Board. The Tippecanoe County Park Board has been paying all utilities for the Battlefield Museum for several years, and TCHA needs to explore terms for the lease that are realistic with respect to the expense of utilities. At present, the yearly utilities are about \$8,000 for the Battlefield Museum. Jeff Schwab recommended TCHA have an inventory reduction sale. Craig Hadley and Rick Conwell were tasked to deliberate and report to the Board their recommendation with respect to such a sale.

President Bill then reviewed the anticipated cost of seed for implementing CREP on the 80-acre (Erwin) tract of the Preserve. He noted the present balance of the Ouiatenon Preserve Fund account is approximately \$68,000, that with the Fix property purchase contemplated at the \$170,000 level requiring \$30,000 as TCHA's component, that would leave the Ouiatenon Preserve restricted account with \$38,000 to cover the CREP seed expense, but if more is required to purchase the Fix property, it will strain the TCHA Ouiatenon Preserve Account, and additional funds may be necessary to cover the seed installation cost and TCHA's contribution toward purchase of the Fix property. TCHA will receive approximately \$45,000 this fall for CREP cost recovery, incentive payment and annual rent. President Bill reminded the Board and staff that matters relating to the Fix property purchase are strictly confidential. President Bill then explained that TCHA's offer to purchase the Fix property stands at \$170,000. One of the Fix estate heirs has objected to the sale at that amount, obtained a second appraisal of the property at \$185,000, and that the petition to approve the sale is set for hearing on Tuesday, June 23, 2020 in Tippecanoe Circuit Court. He further explained that in the event it is necessary to offer more than the \$170,000 figures, we need to approve an alternative whereby TCHA and RWF will equally contribute to the additional amount needed to fund the purchase price up to \$185,000. President Bill moved that the Board approve spending up to an addition \$7,500 to fund the purchase at \$185,000 if necessary. Del Bartlett seconded the motion, and the motion carried following discussion and a call for the vote. The Board was advised that the Executive Committee had discussed the matter prior to the meeting and agreed to recommend passage of the motion. Colby Bartlett suggested that the purchase price may end up between the \$170,000 and the \$185,000 figure.

Next a discussion of the proposed new lease/use agreement between TCHA and the Park Board was held. The contract language regarding insurance was approved by Craig Graham. Review of the county's past contributions indicated that direct County support for TCHA stopped several years ago although the County still supports sponsorship of TCHA events. It was noted that the County helps sponsor the 4<sup>th</sup> grade visits on Feast Friday. It was also noted that Rick Conwell is scheduled to retire at the end of this year, and as a result, the Museum will realize a benefits savings of \$10,000 per year thereafter. Executive Director Hadley indicated he intended to ask the County Commissioners for an allotment toward the Battlefield Museum.

Thereafter, Colby Bartlett moved that Del Bartlett and Craig Graham meet with John Gambs and negotiate terms of allow TCHA at least operate at break even.

President Bill then suggested that Del Bartlett meet with Allen Nail to discuss his view as to how the Park Board would react to a proposal that TCHA pay no utilities at the Battlefield Museum. President Bill directed Del Bartlett to meet with Allen Nail and report back within ten days. He advised the Board to expect an email copy of the proposed contract language for review and electronic vote.

The former pending motion regarding a meeting with John Gambs was withdrawn.

Membership Committee reported was that there had been little activity as a result of Coronavirus restrictions and Megan's part-time status.

The Program Committee reported that programming would resume on June 14, 2020 with social distancing.

Kelly Lippie reported for the Collection's Committee. She is in the office now Monday through Friday, and that volunteers are returning. She reported her visit to Jefferson High School to oversee exhibit construction there and reported that TCHA would soon receive \$2,500 from that project.

It was reported that Amy Harbor is back in the office now, and that regular hours have been restored.

Leslie Conwell reported that she is remaining flexible with respect to queries about the Feast that we should be back on track after July 3, 2020. She is attempting to minimize expenses. All booths but two are returning. Feast applications are out online and emailed to previous participants. Labor Day is the deadline for go or no go.

Rick Conwell gave the Battlefield Museum report. He indicated it had been closed since March and was scheduled to re-open June 14, on Friday, Saturday and Sunday only until July 3, then normal hours thereafter. He reported mail order business continues, that the public can engage in virtual tours of the exhibits and that he and Leslie have provided Ouatatonon Artifact photos on line. At present, visitors are limited to 20 persons, and visitors and staff are being required to use masks and hand sanitizer along with distancing.

Gretchen and Erika are to report on next steps to increase membership with a focus on high impact low cost measures.

The Executive Director's report was made by Craig Hadley. He advised a staff memo establishing notice protocol is prepared. Craig said the memo establishes that Leslie Conwell would be the acting Executive Director if Craig is incapacitated. He reported the essential need for a reliable pickup truck primarily for Feast use. He is asking for Community Foundation grant money in the August grant round for a truck. Used versus new was discussed. Erika asked how much time is needed to get grant approval and a new vehicle. Colby volunteered to send Craig Hadley a list of dealers to contact. Executive Director Hadley reported that the contingency plan he created provides for graduated furloughs and lay-offs with respect to staff. He recommended at the end of

the PPP cycle, staff expense adjustments would occur beginning with part-time staff. Payroll savings are estimated at \$1,400 per pay day at first cut back level.

Executive Director Hadley then proceeded to outline a decision making plan based upon the occurrence of the Feast, or not. In the event the Feast goes forward, the plan is to monitor the Indiana State Fair and the Tippecanoe County Fair attendance to see if expectations of lower attendance are reflected there. With conservative Feast revenue, the plan is to transfer \$20,000 to TCHA's operating funds from the "rainy day fund", and supplement that with a West Lafayette grant in the amount of \$10,000 expected in August to get TCHA through the end of calendar year 2020.

The plan in the event the Feast does not occur, is to meet the anticipated shortfall of \$110,000 by phased cuts in full-time employee compensation from 10% to 50%. If compensation reduction is not enough, that would be followed by a staff revamp and an evaluation of what activities we are able to maintain with limited staff. A review of state and local government suggestions might be integrated into the plan.

If we plan to proceed with the Feast but the State or County warns against it due to a resurgence of the Coronavirus, TCHA may need to resort to our \$250,000 line of credit with First Merchants Bank for operating funds until next year's Feast.

President Bill reminded that our primary mission is to protect the collections, and that we should enlist volunteers whenever possible.

Executive Director Hadley then reviewed grants available that TCHA is applying for including a \$90,000 grant application to be submitted in mid June.

President Bill summarized and emphasized TCHA's need to anticipate challenges. The Budget Committee should continue to review our revenue and expenses on a frequent basis.

Walt Griffin commented that we need to further broaden our revenue activities and that an endowment is important in the long run. Del Bartlett confirmed that TCHA's endowment is now in the Total Return Unit Trust managed by First Merchants Trust.

President Bill announced that the June Board meeting will be held in person, if possible. Upon motion, second and discussion, the meeting was adjourned at 1903.

Dated:     Respectfully submitted,



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

- **Proposal for cooperative arrangement between TCHA and Wabash Valley Trust for Historic Preservation – for discussion**

Key facts:

- Wabash Valley Trust for Historic Preservation is a well known NFP with 40+ years of experience in the community as a force for historic preservation.
- It is down to one Board member: Matt Weller
- They currently rent a room at Fowler House to house their administrative materials and their historic files for \$500 a month (\$6000 a year). Almost all money brought in goes towards paying the rent.
- Their domain name has expired ([www.WabashValleyTrust](http://www.WabashValleyTrust)); they have a Facebook page last posting was January 31, 2020.
- Matt Weller is seeking for some way to preserve what Wabash Valley Trust has done, their records, and hopefully to continue the work of the Trust.

Proposal:

1. Wabash Valley Trust for Historic Preservation (WVTHP) officially donate their historic documents and files to TCHA *in perpetuity* with the idea that the information would be readily available to WVTHP and the public through TCHA's library. This may require additional documentation to avoid a request to return documents to the Trust after they have been officially donated and accepted by the Collections Committee.
2. WVTHP continue to operate as a separate entity, therefore they would keep all of their administrative files and books as well as any other documents not considered historically significant.
3. By reducing the historical file storage, WVTHP could move out of Fowler House and save \$6000 a year on rent. The hope is that the money saved could then be leveraged by WVTHP to continue and build upon their work.
3. Matthew Weller be nominated for a TCHA Board member position at the January Annual Membership Meeting (Board members must be elected by the TCHA membership).
4. WVTHP members would become TCHA members (for those not already TCHA members) for free for one year (thus they would receive the TCHA newsletter with WVTHP information).
5. WVTHP could purchase for a nominal fee (e.g., \$150?) a page in the TCHA Newsletter in which to put information related to the WVTHP that would go out to TCHA members (including WVTHP members).
6. TCHA could work with WVTHP to come up with programming that would benefit both groups.

7. Other collaborative incentives that might be considered with approval, where appropriate, by the TCHA Board or Executive Committee acting on behalf of the Board.

- There could be an arrangement by which each organization offers membership to both organizations at a modestly reduced price (e.g., 10% discount if both memberships are purchased at the same time).
- TCHA would offer WVTHP a reduced rental fee (e.g., 25% of normal) at the History Center to hold their Annual Membership Meeting or other annual event for their membership.

PROS for TCHA:

- TCHA gets benefit of association with another well-established, positively viewed historical NFP in the community with a 40+ year track record through our newsletter; it expands our scope of historical impact in the community
- TCHA gets access to many historical documents of buildings in the community (and outside of the community since WVTHP extends beyond Tippecanoe County) which patrons to the TCHA library do request from time to time
- TCHA gets some monetary support for the publication of the TCHA Newsletter.
- TCHA gets some additional ideas and expertise for programming in the area of historical preservation for which we currently have little expertise.
- TCHA gets access to WVTHP membership through the publication of the TCHA newsletter with the WVTHP page in it.
- By WVTHP maintaining its own organization, TCHA does not have to absorb this administrative function, tax burden, or other obligations and WVTHP gets to continue to do what it knows how to do best in the area of promotion of historical preservation.
- We potentially could get an active member of the Board who is already well engaged in the community working with a local history-oriented NFP.

CONS for TCHA:

- Have to find space for WVTHP materials where they could be accessed for public research purposes.
- Might need to establish a larger policy to cover other requests from other history related groups who might want to have a similar arrangement with TCHA (e.g., Farm at Prophetstown, West Lafayette history groups, local community history groups (Stockwell, Dayton, etc.), TIPCOA?)



**Treasurer's Report**  
**Jeff Schwab**  
**June 2020**

- **Accounts Balance**

**Tippecanoe County Historical Association**  
**Cash Accounts and Other Selected Accounts**  
**As of June 17, 2020**

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 1-17, 2020
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Bank Accounts</b>						
1000 Petty Cash	580.00	580.00	580.00	580.00	580.00	585.00
1010 LB&T Checking	50,079.95	41,638.73	45,375.86	21,807.94	60,911.96	48,385.61
1015 Emergency Maintenance Fund	4,650.83	4,638.83	4,638.83	4,638.83	4,638.83	4,638.83
1025 History Center Restricted Account	12,945.87	12,946.90	12,948.00	12,948.11	12,948.22	12,948.22
1027 Ouiatenon Preserve Account	77,303.68	73,160.89	71,444.58	68,145.17	68,145.75	41,843.05
1045 Feast Rainy Day Account	30,013.12	50,014.96	50,017.52	50,017.93	50,018.35	50,018.35
	\$	\$	\$	\$	\$	\$
<b>Total Bank Accounts</b>	<b>175,573.45</b>	<b>182,980.31</b>	<b>185,004.79</b>	<b>158,137.98</b>	<b>197,243.11</b>	<b>158,419.06</b>
<b>Current Liabilities</b>						
2000 Accounts Payable	9,103.29	7,210.31	2,106.51	227.06	3,910.04	3,276.99
2005 Lafayette Bank and Trust Visa	1,543.77	1,396.16	914.22	3,369.55	1,172.36	2,036.46
	\$	\$	\$	\$	\$	\$
<b>Total Credit Cards</b>	<b>10,647.06</b>	<b>8,606.47</b>	<b>3,020.73</b>	<b>3,596.61</b>	<b>5,082.40</b>	<b>5,313.45</b>
<b>Other Liabilities</b>						
2047 Loan Payable - PPP Loan Estimate	\$ -	\$ -	\$ -	\$ -	\$ 18,000.00	\$ 18,000.00
 <b>Feast Application to Date for 2020</b>						<b>5,157.00</b>
<b>Future Payroll Dates and cash requirement</b>						
June 19, 2020						(10,343.69)
July 3, 2020						(10,343.69)

- Arganbright Projects Over-run expenses

	Date	Transaction Type	Num	Name	Memo/Description	Amount	Totals	Grants/ contributions	Difference
<b>Buildings - Improvements</b>									
<b>Arganbright Building Improvements</b>									
PL	10/10/2019	Check	1103	American Paving and Asphalt, Inc	Signage, stops and Stripe lower lot	5,300.00			
PL	10/10/2019	Check	1103	American Paving and Asphalt, Inc	Remove and replace upper lot signage, stops and stripe	21,365.00	26,665.00	26,665.00	-
RR	05/15/2019	Bill	23018	Keystone Architecture	Schematic design on restrooms at ARG	1,132.50			
RR	06/15/2019	Bill	23041	Keystone Architecture	Schematic design on restrooms at ARG	228.36			
RR	12/10/2019	Check	1110	T.L. Kincaid Contracting, Inc.	Electrical fixtures, plumbing fixtures, flooring, doors, frames, hardware, ceilings for Arganbright Bathrooms Completion	14,000.00			
RR	01/30/2020	Check	1111	T.L. Kincaid Contracting, Inc.	of Arganbright Bathrooms	15,396.00	30,756.86	28,511.51	(2,245.35)
Front	09/06/2019	Bill	Sign upgrade	Huston Electric, Inc.	New sign 50% deposit Complete exterior work at ARG -curbs, caulking sidewalks, paint railings and steps, architectural drawings	3,862.50			
Front	10/24/2019	Check	1105	T.L. Kincaid Contracting, Inc.	Final balance sign- front of ARG	12,969.00			
Front	11/14/2019	Check	1106	Huston Electric, Inc.	Complete exterior work at ARG -add railing extension and cut relief joint in curb	3,862.50			
Front	12/05/2019	Check	1109	T.L. Kincaid Contracting, Inc.		779.00	21,473.00	20,124.00	(1,349.00)

**Secretary's Report  
Del Bartlett  
June 2020**

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

**LEASE/USE 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 upon execution of this Agreement, Park Board shall pay the expense of natural gas, electric, water/wastewater, sewage and trash removal associated with the Battlefield Museum building.

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

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

(d) At the end of each thirty-six (36) month period following execution of this Agreement, TCHA shall submit to Park Board a standard revenue and expense report with respect to the operation of the Museum, gift shop and programs conducted by TCHA at the Battlefield. TCHA's reported operational expenses will include, but are not limited to, salaries, payroll taxes, retirement/benefits for TCHA staff at the Battlefield; maintenance not covered by Park maintenance, supplies, inventory costs, and miscellaneous expenses needed to operate TCHA business at the Battlefield, telephone, internet and security fees, and other expenses directly related to TCHA programming at the Battlefield. TCHA's reported income will include, but is not limited to sales at the gift shop, Museum admission or any other fees collected for entrance to, or use of, the Museum building or gift shop, and sponsorships or income directly generated by TCHA programming at the Battlefield. To the extent that net revenue is realized by TCHA during said thirty-six (36) month period in excess of six thousand dollars (6,000.00), but less than twelve thousand dollars (\$12,000), TCHA shall reimburse Park Board for twenty percent (20%) of utility expenses paid by the Park Board during the following thirty-six (36) month period, to be

billed quarterly to TCHA by the Park Board, and paid by TCHA within thirty (30) days of receipt of each quarterly statement. If net revenue realized by TCHA during any thirty-six (36) month period shall equal or exceed twelve thousand dollars (\$12,000.00), then TCHA shall reimburse the Park Board fifty percent (50%) of the utility expenses paid by the Park Board during the following thirty-six (36) month period subject to the terms set out 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. The Park Board will insure its interest with respect to the property and public liability as well.

#### **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: \_\_\_\_\_

**Budget, Finance, and Risk Management Committee**  
**Jeff Schwab**  
**June 2020**

**TCHA 2020 Budget Mid-Year Discussion**

As everyone is aware, the COVID pandemic and resulting state shutdown (and phased re-opening) has greatly disrupted the planned TCHA operations for this year. At our current expenditures, we require approximately \$30-35K each month to pay staff salaries and benefits, utilities, and essential services to run the Association. With income from donations and the Annual Appeal significantly decreased this spring, the cancelation of the spring gala fund raiser, reduced History Center rental income, and the threat of a reduced or canceled Feast of the Hunters' Moon, the Association will soon run out of funds to operate the Association for the latter part of this year and extending into the next year.

**Budget Scenarios**

- If we have the Feast this year, and assuming a lower than normal attendance, we can maintain sufficient funds to operate for the rest of this year by reducing expenditures and drawing down the majority of the \$60,000 in our Feast Rainy Day Fund and Emergency Maintenance Fund reserves.
- A Feast that under performs even a lower-attended Feast would deplete the reserves meaning the operating fund would not recover sufficient income after the Feast to operate very far into the next year without having to borrow against our credit line or otherwise putting the Association into debt.
- If the Feast is not held at all, then operating funds will be depleted by this fall, even with using the Feast Rainy Day and Emergency Maintenance Funds, potentially resulting in a deficit in excess of \$110,000 by the end of the year. This deficit takes into account the federal PPP loan (part of which will need to be paid back under the current administrative requirements for the loan). This scenario already takes into account all the steps we have taken to lower utility usage and other discretionary costs.

If the Feast does NOT occur, there is no scenario, save that of entirely shutting down the organization now, which does not leave us with an operational deficit and debt that will carry over to the next fiscal year.

**Staff Cut Options**

Our largest remaining controllable expense category is staff salaries and benefits. Currently, this one category accounts for almost 35% of our budget (60% if Feast costs are excluded). Although this is not unusual for an organization of our type, it is an area that we must look at to control the size of the deficit.

The first option to look at for reductions would be the part time staff. At the start of the state wide shutdown, we had four part time positions, Hunter (maintenance), Megan (rentals, membership), Laura (Battlefield), and Amy (Library).

Recently, Hunter has resigned and we are not intending to fill that position for now. We have planned to eliminate Megan's position after the PPP loan period runs out. It was always intended that having her back part time would be a temporary situation to ease transition for others to assume her responsibilities. Since it is unlikely that TCHA will be getting significant number of new rentals for the History Center until the economy recovers further, we are not planning to refill this position either full or

part time for now. Not filling these two positions will save us approximately \$2,660 per month or \$34,560 per year. However, the full impact of the \$34K will not be appreciated until this time next year still presenting a cash flow problem for spring 2021.

The other two part time positions, Laura and Amy are both front line positions dealing with our two most visible operations: The Battlefield Museum and Store as well as the Arganbright facility and the library/genealogy center. From past experience, I am skeptical that we could find enough regular, experienced volunteers to keep scheduled service in place of these two positions. These two positions have no TCHA funded benefits associated with them and only cost around \$1,550 per month or \$20,150 per year. So, from an operations point of view, we gain a lot of value for very little expense and it does not make sense to discontinue either of these positions if at all possible.

The next option available to us is to cut the salaries for the full time staff, either evenly across the board or selectively. The risk, of course, is that with salary cuts we could potentially lose talented staff members to other opportunities. In addition, for even a very minimal (under 10%) pay cut, under federal law, we would have to convert all but one current salaried employee to hourly status and pay overtime (1.5 x hourly wage) for any work in excess of 40 hours per week. This would be very problematic for the Feast, any of the scheduled fundraisers on the weekends, or other events that typically require additional hours outside of the typical work week. Deeper pay cuts (20%, 25%, 50%) increase the incentive for staff to leave. In addition, a significant part of the expense to TCHA for employees is the cost of benefits (approximately 24%). Even though we can reduce the salaries across the board, the health care and other benefits costs to TCHA remain the same. Because benefits costs remain the same regardless of salary, each 10% salary cut across the board would only save TCHA about \$1,330 per month or \$17,340 per year.

An alternative option is to eliminate one or more of the full time staff positions. We currently have four full time staff members (down from the six we had last year). These four are Rick (Battlefield), Leslie (Programs and Feast), Kelly (Collections and Arganbright), and Craig (Executive Director). Since cutting a staff member would also eliminate the benefit costs, the savings are proportionally greater than just cutting a percentage of the salary for a staff position.

The primary concern with cutting a full time staff position would be that of insuring their current Job responsibilities are covered by other staff members or volunteers. The savings of a single position cut would run between \$3,700 to \$5,910 per month (\$48,070 to \$76,880 per year). A portion of that savings would be countered by any cost for severance or unemployment coverage that TCHA would pay.

In order to help support the organization with reduced staff, we should consider the more extensive assistance by unpaid volunteers and Board members to fill designated functions within the organization (e.g., potentially membership, accounting, programs, sponsorships/development, or outreach/community engagement) with specific titles and responsibilities working in conjunction with a designated staff member.

### **Looking Ahead to 2021 and beyond**

The next two to three budget years would by necessity need to be very lean in order to recover our financial balance. In addition, it is anticipated in the next fiscal year there will still be challenges in fund raising, a decrease in History Center rental income, and reduced allocations from our endowment trusts as the economy recovers. TCHA will have to compete for grants against organizations that are more focused on funding remote learning, first responders, medical support, shortage of community food or

supplies, social equality, and other missions that are more relevant and appealing to funding organizations at this time.

Given that TCHA operational funds will likely be depleted in the next few months, TCHA needs to take action and implement a plan that reduces our fiscal loss as much as possible while maintaining a viable infrastructure that allows us to recover quickly as the pandemic and economic circumstances change in a positive direction. This is a time for fiscal courage to make tough decisions. I recommend that we need to convene an executive session of the board as soon as reasonable in order to evaluate all of the options available to us to keep our association afloat through these challenging times.

**Programs Director's Report**  
**Leslie Martin**  
**June 2020**

This report covers May 20 – June 19. Programming was cancelled May through June 13.

- Programs after the June 13 back on track date include History According to Hollywood June 14 with Craig as presenter (4 people attended), and Early Aviation June 23 with Stewart Schreckengast. Stewart's program had been rescheduled from its original date of April 16 to the June date, and he confirmed today he is still planning on doing the program. The presenter for the June 18 program on 9<sup>th</sup> Street Hill decided to cancel the day before the program. We will reschedule her late fall this year.
- Looking towards July- the Membership Appreciation Dinner with The Farm at Prophetstown has been cancelled due to their critical lack of meat, and out of concern for the primary age demographic. The presenters for the July 8 and the July 16<sup>th</sup> programs have both asked to reschedule later this year or for next year. One August presenter has already asked to be rescheduled in 2021, and I would anticipate we might have some more requests to reschedule as the summer proceeds.
- Social distancing and sanitation protocols have been put in place to insure TCHA meets public and board of health expectations.
- The program committee is meeting with Civic Theater June 25 to work out details for a Murder Mystery dinner theater scheduled for August 29 at the History Center. This event will take the place of the Disco Gala that had been planned for April. The sponsorship money for the Disco Gala was restricted for that event, so Craig will get confirmation from the sponsor it is o.k. to use that money to help defray costs of the dinner theater. The budget is \$5000. We're working with Marriott on catering for the dinner.
- The program committee met via Zoom May 28 and is meeting in person June 25. Committee members are working on ideas for 2021 programming and for the Murder Mystery, Halloween party, and Christmas event. Their support and enthusiasm are greatly appreciated.
- For obvious reasons no tours are currently scheduled, and with COVID19 CDC recommendations saying field trips are not recommended, tour activity is not expected to happen through at least late fall.
- David and Marg Hovde worked with Kelly and I to do "My Favorite Artifact" videos on several flags in the collection. The videos have been posted on Facebook and have been well received. Other board and staff are invited to participate in this program. Kelly and I are doing a tour of the collections for board members June 27 from 9-12.
- I spoke to the Rotary club June 18. Questions came up about black history in the community, what TCHA had in collections and archives in regards to this subject, and how TCHA could be proactive in involving the black community. This is a critical area for not only the program committee but TCHA as a whole to address. The Civil War program in July has been cancelled.
- Craig and I have met several times to go over payroll, etc. so that I am prepared to step in if needed.
- Several more Ouatennon artifact pictures have been added to the TCHA website blog.

## TCHA Collection Department Report

Kelly Lippie

June 2020

### Collections

- 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. Some volunteers have returned to work.
- Working with Amy to determine how to run the library during her furlough. Since it is for an undetermined time, library likely to remain “by appointment only” for some time.
- Kelly and Amy are working to update the emergency procedures for volunteers, which hasn’t been updated since 2016.
- Logged into the [Info@tippecanoehistory.org](mailto:Info@tippecanoehistory.org) email, which had been set up to forward to the Director, but command had not been activated. As a result, these emails were never checked or answered. Hundreds of emails were left unanswered. I forwarded everything back to around October 2019 to the appropriate staff person and set up the account to forward to Craig and send an automatic response.
- Worked with Amy to draft a project and background info for IMLS (Institute of Museum and Library Services) grant that we brought to Craig’s attention. This grant, if received will help pay Amy’s and Kelly’s salaries for 2 years. Craig did the final write up of the proposal.
- Researchers in to study Helen Gougar archives, 1913 flood and 1918 Spanish Flu. Researcher is also working on Ouiatenon/ Feast history book.
- Attended webinar by IHS on women’s clothing.
- Working to update the Collections Dept. 2 year plan to extend it for another year.
- Created cleaning schedules for Arganbright and History Center. Cleaning only scheduled through mid-July. Please let us know if you can help with cleaning either building!!!
- Worked with members of the facilities committee to get truck battery replaced.

### Exhibits

- The “Securing the Vote” traveling exhibit was canceled, last minute, by IHS as they decided to cancel all traveling exhibits for June. We are working to reschedule.
- New Suffrage exhibit set up at the Battlefield to coordinate with 100<sup>th</sup> anniversary of the Women’s Vote. This exhibit is composed of material from the TCHA collection.
- Women’s history exhibit set up at the History Center to tie into the Suffrage Exhibit at the Battlefield.
- New displays of mid-century clothing and locally made bottles set up at the Arganbright Center.
- Working with IU professor to arrange Monon artifacts to be part of their traveling exhibit next year.
- 2 George Winter paintings on exhibit in Ohio may be extended due to Corona virus delays at the University.



- 1920s fashion material loaned to The Farm at Prophetstown for summer exhibit.
- Posted latest Membership newsletter to website.

**Social Media**

- A new area for links to the You Tube videos has been added to the website, currently under About Us: Reports & Publications. Still waiting for the tab name to be changed and link button added to bottom of screens. (Craig is communicating with our website designer).
- Assisted with “My Favorite Artifact” filming for social media posts. Working with Leslie to schedule a Board tour to help facilitate interest in the project.
- New Blog posts needed for the Website- only 1-2 pages in a Word Document maximum. Any history topic is acceptable, especially if it ties in with Tippecanoe County History.
- Made short video about the 1929 Croix de Guerre visit to Lafayette for social media posts.

**Collections Committee- June 3<sup>rd</sup>** (first meeting since March)

13 new accessions created.

2 “found in collections” items considered; 1 kept, 1 rejected.

No Deaccessions for June Meeting.

Deaccessions from *March* meeting (delayed due to no in-person meetings):

Accession #	Description	Comments/Reason	Source	Method of Disposal Recommended
2507.07 A	Book: Records of Travels in Turkey, Greece, etc. and of a cruise in the Black Sea, with ..." 1833	Out of Scope	J. Leaming, 1930	Sale
2436	Book: "Geology of the County of Cape May, State of New Jersey" 1857	Out of Scope	J. Leaming, 1930	Sale
2011.030.027	Book: "George M. Cohan: Prince of The American Theater" by Ward Morehouse. 1943	Out of Scope, Condition	Found in Collection (unknown), number assigned during inventory	Sale

**TCHA Library Report**  
**Amy Harbor**  
**June 2020**

TCHA Genealogy Library

- Traffic in the building is increasing as restrictions are lifted. We had five researchers make in-person visits last week.
- Four library volunteers have returned to work in the library
- An additional four volunteers are working on projects at home
- Continuing to sort and index estate files, which can't be taken from the building.
- Helped Kelly write text for an IMLS grant proposal that she found. If granted, the money would pay my salary for two years.
- Answered ten email requests dating back to September, which were found in an unmonitored mailbox
- Attended June Collections Committee meeting
- Researched and responded to six requests sent to the library email
- Answered three telephone queries
- Library income - \$120

**Feast of the Hunter's Moon**  
**Leslie Martin Conwell**  
**June 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, Feast committee members and TCHA staff, below are steps being taken to move forward with Feast planning in a fiscally responsible way under uncertainties caused by COVID19:

- Feast Program Performers- Program contracts have been reviewed and language added in regards to COVID-19 as a cancellation clause. All program contracts are being emailed.
- 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 COVID19 federal/state/county recommendations.
- Feast PR- No brochure was produced this year. PR vendors have been asked to provide "flexible" contracts so that TCHA can still cancel within 30 days of the event, where feasible.
- 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 for local schools, which as of this report have not been decided. Looking at the CDC guidelines for schools, it is being recommended to not take any field trips.
- Shuttle buses- Currently being evaluated. CDC public transit guidelines are not encouraging.
- 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 July, and many August-October events have already been cancelled. 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 Indy 500, NFL, etc. in making a final decision as to Feast status. The state fair was a benchmark to compare to, and it has been cancelled. Labor Day weekend is the drop dead deadline for the decision.
- Feast committee members are kept informed via email. The committee has held two Zoom meetings, May 20 and June 17.
- Feast committee members, several TCHA board members, and Allen Nail cut booth poles June 13 at the Celery Bog.
- Ouiatenon artifact photos have been posted on the Feast group Facebook page on a daily basis, and several new artifact pictures have been added to the website blog.

**Tippecanoe Battlefield Museum and History Store Report**  
**Rick Conwell**  
**June 2020**

Continued virtual tour of battlefield museum and photographing and posting of Ouiatanon artifacts.

Worked in collections room of History Center putting artifacts in order and taking more photographs

June 11, met with Tiffany Yeung and Isaac Leichty, W /L high school students who have been named to the American Battlefield Trust Association's Youth Leadership council to discuss site preservation and management issues.

June 13<sup>th</sup>, Opened museum and store with limited occupancy, masks encouraged. Had two very busy days with good sales and admissions.

June 19<sup>th</sup>. Began second weekend of limited open hours.

Our first open weekend resulted in some large sales, which are unlikely to be repeated. However, both weekends to date have been characterized by very active museum traffic at levels usually not seen except during special events.

Compliance with our request that visitors wear masks began at about 50%, but seems to have increased on the second weekend. Even with relatively heavy traffic, the building has only reached its occupancy maximum (20 people) a couple of times, and then only for a matter of minutes. Most people seem to be good about using hand sanitizer appropriately.

## **Other Committee Reports June 2020**

### **Ouiatenon Preserve Committee**

*National Historic Landmark application for Ouiatenon Preserve – report from Colby Bartlett*

All,

David asked me to send this to the committee in advance of next week's BOG meeting. There is no action needed by the committee or the TCHA Board. This is just informational and an opportunity to ask questions or discuss if desired. As this process has taken place over several years, some or all of this may be new to some folks.

Back in 2017, Dr. Virgil Noble contacted me to assist with collecting information to complete a National Historic Landmark application for the Ouiatenon Preserve as an archaeological district. The NHL program is under the National Park Service through the US Department of the Interior. Virgil had worked on Ouiatenon with MSU in the 1970's and gone on to a career with the National Park Service, rising to a senior position at the NPS-Midwestern Archaeological Center. Seeing Ouiatenon gain NHL status was on his bucket list and as he was winding down his career, TCHA's and TAC's creation of the Ouiatenon Preserve in 2016, motivated his action to make this application. During this period, I briefed the TCHA Board on this. As some of you may remember, last year Virgil Noble retired. The application has been completed for several years, but the federal NHL committee charged with reviewing and deciding on these, has been inactive for the last few years. TCHA's Board was kept informed of this as well.

Last month I, was contacted by Virgil's replacement, Dr. Dawn Bringelson, and have been working with her to finalize and update the application as the NHL committee will be convening in September and will process the application. Virgil is actually serving on this committee but will recuse himself from the vote for this application, since he was the one who submitted it.

In the coming months, a series of letters will be sent out from NPS-NHL in Washington to stakeholders notifying them of this application and asking for input and letters of support. These will include TCHA, OPI, TAC, RWF, both Mayors, County Commissioners, The Miami Of Oklahoma Tribe, the Peoria Tribe, the three federally recognized Kickapoo tribes, Prairie Band Potawatomi, Consul General Lacroix of France, and various Indiana DNR officials.

For those not familiar, Fort Ouiatenon proper (site 12T9) was designated National Historic Register status in the early 1970's. National Landmark status in a significant step above and beyond this and the application includes the Fort site as well as all of the other recorded associated sites in the Preserve, designating them as an "archaeological preservation district". NHL designations are reserved for sites, structures, and properties that have significant national historic importance as well as exceptional integrity.

If the application is approved, which we fully expect it to be, the Preserve will become the 43rd NHL in the State of Indiana and the 3rd in Tippecanoe County, along with the Tippecanoe Battlefield and Samara House.

In anticipation of this, OPI would like to plan and coordinate with TCHA, TAC and the other stakeholders, an announcement and recognition event of some type following this designation. At this point we are unsure as to when that designation would become official but will keep everyone advised as things develop.

Below is in response to the question, "What does this mean in terms of benefits and or additional responsibilities for us?"

The NPS has a page for just this question. They've compiled and summarized the laws that pertain to National Historic Landmark (NHL) properties

<https://www.nps.gov/subjects/nationalhistoricalandmarks/federal-effects-of-nhl-designation.htm>.

Here's a summary of the basics (please check out the web page for more detail on language and laws):

- NHL designation brings attention to exceptional and nationally significant historic properties, highlighting the hard work of organizations and individuals to preserve these places.
- Property owners are not prohibited from any action on NHL-designated land that would not be prohibited otherwise.
- NPS staff can provide technical assistance to support efforts of stakeholders in the preservation and interpretation of historic resources on NHL properties.
- Designation as an NHL provides a layer of extra consideration before any federally funded or regulated action that might impact it can occur. Federal officials have to plan to minimize or avoid adverse impacts to such properties.
- Designation may also provide tax benefits and access to federal grants.

Unfortunately, this designation doesn't come with any funding, but does come with the prestige of being a NHL and may allow us access to some grant funding sources that we were not eligible for previously. The simple answer is that it doesn't really change anything in the way we have been or will operate, develop and protect the Preserve. Indiana State Law and the preservation easements held on the Preserve by DNR, USFWS and TAC already provide a higher level of protection.

**Executive Director Report**  
**Craig Hadley**  
**June 2020**

**Sign up to help clean up Arganbright**

**Arganbright repairs and impact on Emergency Maintenance Fund**

**Blockhouse Project**

The Blockhouse preservation project is going well. The J&C is interested in doing a story on the project and it should be completed no later than July 10<sup>th</sup>. I would recommend if you have the time to visit the site and see some of the work yourself.

**The Community Foundation**

We were supposed to host this year's annual gathering of the foundation's board and larger donors to the History Center. They are cancelling that event due to the current health situation. However, they would like us to put together a short film that highlights each of our properties so we can talk about things like work that the Community Foundation has sponsored through their grants as well as what they might like to see funded in the future. The whole video will last around 30 minutes and I plan on shooting it this week and the following week and then take a week to edit. We might get some money from one of the donors beyond the Community Foundation.

**Grants**

We are awaiting two grant checks right now. One is the remaining amount for the NCHS grant in the amount of \$7,127.88. The other is a grant we have been awarded by Indiana Humanities in the amount of \$7500, which we can use for operational costs. I am currently working on two grants. Both are Community Foundation grants. The mini grant (up to \$7500) I am applying for is for the upgrades in the security system at the Battlefield and the other is the larger grant (up to \$20,000) for a good used pick-up truck for use for the feast. I also will be applying for the SIA Foundations grant program whose new grant cycle starts in July. I will also be putting a grant together for the SIA Foundation as the next grant cycle opens up in July.

**Tippsey-Canoe Event**

I am meeting with John Hanman Tuesday morning to pick a date for the re-scheduled event. I hope to have that for you at the time of the board meeting.

## **Fundraising**

I am working on a fundraising plan now geared towards large donors in the event the feast is cancelled. The feast is such a cultural icon in this county that it's cancellation would be big news and we need to take advantage of that to try and raise a potential target range of more than \$300,000 to cover operational expenses. Right now this would entail the following:

- Phone calls to our largest donors to not just ask for financial aid, but to also form a committee of large donors to help reach out to other potential large donors.
- Include naming rights to the History Center and areas within it.
- Create a "Go Fund Me" campaign for medium size and smaller donors.
- Get PR for the campaign going for this fundraiser as a way of "Saving the Feast" for 2021.
- Create a short video promoting the fundraiser to go up on both our web site and our Facebook site.

This campaign would kick off no later than Labor Day weekend of the feast is cancelled. If the feast is not cancelled, then we can re-brand this fundraiser and still implement it following the feast as a way of augmenting what this year's feast pulls in.

## **Hadley's History Videos**

These videos take a bit of time to put together. My show was on a short hiatus while I had to devote my time to grant writing, but it will be back this coming week. It will complement the great videos that Leslie and Rick have been doing. All of these videos have been a great way to reach out to our audience on social media.



**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                              Kelly Lippie  
Colby Bartlett                              Ron Halsema                              Megan Lee  
Pete Bill                                      Amy Harbor

Collections Committee

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

Ouiatenon Preserve Committee

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

Development & Membership Committee

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