

# 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, July 28th, 2020 ZOOM CONFERENCE CALL

### Members of the Board (total: 20 – quorum: 10)

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  
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

<https://zoom.us/j/97914622425>

Meeting ID: 979 1462 2425

One tap mobile

+13126266799,,97914622425# US (Chicago)

+19292056099,,97914622425# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 979 1462 2425

### 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, September 22<sup>nd</sup>
- 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 July 28th, 2020 Board meeting – *separate document*
- Officer's reports and business
  - President - *Pages 4-5*
    - Resignation of Gretchen Shelmon (new job)
    - What to look for in new Board members
    - Resolution: Operations Manager scope of authority
  - Vice President
  - Treasurer
    - Accounts balance (cash balance) – *Page 6*
    - Updated cash flow August 2020 to September 2021 – *Page 7-9*
  - Secretary
    - Status of OPI loan repayment to TCHA for 2019 temporary loan
    - Status of addendum to agreement with OPI
    - Update on lease agreement with Tipp. County Parks & Rec.
- Finance, Budget, and Risk Management Committee – Jeff Schwab
- Membership – Kelly Lippie – *Page 10*
- Collections Committee – Kelly Lippie – *Pages 11*
  - Vote on deaccession items – *Page 12*
- Library Report – Amy Harbor – *Page 13*
- Battleground Museum report – Rick Conwell – *Page 14*
- Programs – Leslie Conwell – *Page 15*
- Feast report – Leslie Conwell – *Page 16*
- Notes from Committees
  - Ouiatenon Preserve Committee – David Hovde
    - Status on Fix Property house – Colby Bartlett
  - Facilities Committee – Walt Griffin
  - Development & Membership Committee – Erika Kvam
    - Report from meetings August 4<sup>th</sup> and August 18<sup>th</sup>
    - Craig report on development
- Operations Manager report – Leslie Martin Conwell – *Pages xx*
  - Maintenance: Arganbright – leak, A/C, phones; History Center – roof
  - Web site down several times
  - Weekly cleaning of Arganbright and History Center
  - History center rental
  - Grants status

*END AGENDA*

**Minutes for July 28<sup>th</sup>, 2020**  
**TCHA Board of Governors Meeting**  
**Zoom meeting**  
**Del Bartlett**

The Tippecanoe County Board of Governors monthly meeting was held July 28, 2020 by Zoom and phone. Those attending by ZOOM were:

Craig Graham, Pete Bill, Clinton Robinson, Zula Cress, Ken Moder, Preston Smith, Jeff Schwab, Walter Griffin, Todd White, Kory Cooper, Colby Bartlett and Del Bartlett.

Those attending by phone were:

Craig Hadley, Rick Conwell, Leslie Conwell, Kelly Lippee and Gretchen Shelmon.

The meeting was convened by President Pete Bill at 1715. First item on the agenda was the approval of the Minutes of the last prior Board meeting. Ken Moder observed that his name was misspelled in the Minutes and requested that it be corrected. It was also noted that the air conditioning project mentioned in the Minutes had not yet begun. Following a motion, second and discussion, the motion to approve the Minutes as amended was passed unanimously. Officer reports followed.

President's report was given by Pete Bill. Pete reported that the ongoing exploration of opportunity to find a role with TCHA for Wabash Valley Trust for Historic Preservation was being looked into. Quentin Robinson reported that his attempts to contact the WVTHP surviving member of the Board of Directors, Matt Weiller, have been unsuccessful. Quentin thinks that a certified letter would be appropriate at this time to establish contact. Craig Graham advised that when formed, the Wabash Valley Trust for Historic Preservation was a not-for-profit corporation, and therefore, any merger discussions needed to take that into account. Quentin is to update the Board on the matter at the next monthly Board meeting.

President Bill then discussed the need for Board participation in the History Center fix-up clean-up underway, and that similar support is needed for the Arganbright Center when the fix-up clean-up is scheduled there. President Bill also mentioned that the Battlefield Museum members only sale needs support by the Board. President Bill encouraged Leslie and Kelly to contact members directly for assistance on the project.

There was no Vice-President report.

The Treasurer's report was given by Jeff Schwab. Jeff presented an image with current cash balance and selected expenses for the June-July expenditures of the Association. He reported that \$22,000 had been paid out of the checking account of the Corporation, and that the seeding expense for the Erwin tract of the Ouiatenon Preserve had been paid, and that the amount previously agreed to be contributed toward the purchase of the Fix property adjacent to the Overlook had also been paid. Jeff Schwab reported that the Lafayette Bank & Trust account is TCHA's operating account. Jeff then analyzed a cash flow chart based on the assumption that there is no Feast for 2020. He

reported that at the end of October, we will need to withdraw on our “rainy day” resources. At the end of 2020, he reports we will have one-half of the balance remaining in TCHA’s operating account. This does not include funds raised by development and assumes no program revenue through December. Jeff’s analysis for 2021 is that at the end of January, we will have exhausted the “rainy day” fund, and the line of credit would be drawn down between \$15,000 and \$18,000 during January. Craig Graham suggested we take the money out of the line of credit now so we can control the funds positively. Jeff’s prediction is that just before the Feast start-up, we will need \$65,000 from the line of credit which will leave \$34,000 available.

The good news is we are moving in the right direction as our most recent model prior to this projected we would be \$40,000 negative rather than having \$34,000 left in the line of credit.

Del Bartlett reminded that approximately \$200,000 in the total return unit trust with Merchant’s Trust is in fact unrestricted and placed there as a discretionary matter by TCHA’s Board. President Bill reiterated that everything is on the table; that the outline is merely a trace out of cash flow until the end of September, 2021. He further reported that the Wetherill Trust has approximately \$350,000 of principal in which TCHA has no ownership rights. He reported also that the TCHA Total Return Trust has assets exceeding \$1,000,000.

President Bill then asked for an update on the OPI maintenance payback, and Del Bartlett reported that it was to be addressed at the upcoming OPI Board meeting on this coming Thursday. President Bill then asked Del Bartlett to present an update on the status of the lease contemplated between TCHA and the Tippecanoe County Park Board. Del reported that the Park Board had some concerns about the term of the lease, about the utility arrangements, and about the availability of an out clause in the event either party is unable to continue with the relationship. Del reported that Allen Nail felt that if the Park Board would probably be okay with something in the nature of a 10 to 15-year term. Del reported that further meetings with Allen Nail were contemplated in order to refine the terms of the proposed lease.

The Finance and Budget Committee report was given by Jeff Schwab. Jeff updated the budget and presented a summary document which will be included with the Minutes. He reported that the loss of \$402,000 reflected the trust value decline, but that the adjusted net loss was actually \$93,000. Jeff reported that TCHA needed to refund some prepayments with respect to the Feast. Colby Bartlett asked if some applicants allowed their fees to carry over to 2021. Jeff Schwab observed that the alternatives to carry over are to refund the money, or ask the vendors to donate their fees.

The Membership report was given by Kelly Lippie. Kelly reports that she has been calling members who have in the past enjoyed a complimentary membership. She reported also that she is exploring options for membership perks and analyzing classing of memberships. She reported also that we have 410 members at present.

Kelly reported that some memberships were comped initially for a one year period, but were inadvertently carried over without intending to do so. It was discussed that there is a need to continue complimentary memberships for county commissioners, Mayors of the cities, the Park Board, and other not-for-profit agencies, and that the list

will be reviewed. Kelly said a VIP list is needed as a separate group which we could consider complimentary memberships for. Ken Moder asked if we associate the complimentary memberships by name personally or by title. President Bill observed that it makes sense to focus on the office, not the person holding that office at present. There is a need to solicit the Board for input on who should be on the VIP list. Quentin asked about the trend in our membership total. Del Bartlett mentioned that in 1995, TCHA membership was 630. It seems to be there is a consensus that 2% of the total population of the county would be a worthy objective.

Leslie Conwell then reported on Feast activities. She thanked Kelly and Colby for help with the July 18 Fort Program and praised the 25 interpreters and 80-some attendees. She reported that on August 29, another program is planned maybe with some military components. Leslie thanked David Hovde for sponsoring the event on the 18<sup>th</sup>. She reported that Hadley History has been discontinued. Leslie further reported that the murder-mystery event has been postponed to February, that the Halloween and Christmas events have been cancelled for this year, and that programming is targeting startup in March, 2021.

Rick Conwell reported on the Battlefield Museum, and said that a staff ride was scheduled to occur but no date has yet been determined. Some Board members were unfamiliar with what the concept of a staff ride was, and Rick reported that the staff rides are designed for people in the military to study strategy and tactics of particular battles, the Battle of Tippecanoe being one frequently chosen. He reported that there may be 200 or 300 attend this staff ride which will be the largest group ever undertaken at the Museum. He reported that it may occur by ZOOM as soon as some technicalities with respect to conducting virtual staff rides are ironed out.

The Collections Committee report was given by Kelly Lippie. She reported that the Board toured the collections at the end of June, and that she had completed set up of an exhibit from the National Archives. Kelly reported that deaccessions were limited to two books. Colby Bartlett moved that the books recommended for deaccession be approved by the Board. Following the motion and second and further discussion, the Board unanimously voted to deaccession the two books recommended. Kelly then provided a list of loan items of property belonging to TCHA at present in possession of others subject to formal loan agreements.

The Library report was given by Amy Harbor who reported that there was really nothing new to mention at this time.

Leslie Conwell then gave a further Feast report which is to be found in total at Page 18 of the agenda. Leslie mentioned that she met with the group of the Feast Committee on July 8, 2020. She observed that there had been no WLFI coverage of the cancellation of the Feast. She reported that there is a need for other fund raising activities and would like ideas from the Board to help in that regard. She reported Duke Energy would like to help and would support a virtual program. She reported that Allen Nail, Parks Department Supervisor, has been contacted by the Tippecanoe County Health Department who wants the restrooms at the Ouiatenon Historic Park to be removed and filled. She reported that the Department of Natural Resources might want to have a monitor on sight when that work is actually done.

Rick Conwell gave a further report on the Battlefield Museum advising that virtual tours are continuing, that School of the Artifact is continuing, and that he is investigating the possibility that there was smelting activity at Ouiatenon. Rick reported that masks are required at the Battlefield Museum. He reported also that on August 3 and 4, the members only sale was to occur with a store-wide sale open to the public on August 7.

The Ouiatenon Committee report was given by Colby Bartlett. He reported that the National Historic Landmark Committee had tabled the application of the Ouiatenon Preserve until spring of 2021. He reported also that the auction of the Fix personal property was to occur on site on August 15. He reported that insurance carriers for TCHA have placed coverage on the Fix property, that the locks have been changed and paid for and that the Sheriff of Tippecanoe County has been updated on the status of the property. He also reported on anticipated receipts from the CREP.

The Facilities report was given by Walt Griffin. He reported the Blockhouse work had been completed and inspected and was approved. He reported that a roof estimate for the Arganbright Center has been submitted, and that he is going to get more bids. He reported that the leak at Arganbright still an issue that needs resolution. Walt also reported that when purchased, the History Center had temporary repairs made to the roof that are not performing. He and Leslie advised there are three grants available that may be applied for to cover part or all of the roof repairs required. Ken Moder suggested adding a slope to any flat roofs we are dealing with. Thayers Exteriors was recommended for such work. Craig Graham observed that Craig Hadley had indirectly contacted Thayers Exteriors last year and obtained an estimate which came in rather high. More recently, Thayers submitted another estimate which was even higher.

The Membership Committee report was given by Erika Kvan. She reported a letter is going out to members on the complementary list with an explanation with respect to the decision not to conduct the Feast. The committee is scheduled to meet in approximately two weeks. Erika asked that each Board member submit three names of prospective new members. The committee is creating a distinct list of complementary membership and a VIP list in addition.

Craig Graham noted the Board members need a current membership list and suggested TCHA may want to create naming rights for members with respect to the History Center, rooms or other spaces.

Craig Hadley then gave the Development Director's report. He reports working on a Community Foundation Grant to update TCHA's security systems at the Battlefield and Arganbright Center. He believes sponsorships may be available in the range of 45 to 50 thousand dollars this coming spring if the Board wishes him to focus on that.

A supplemental Operations Report was then given by Leslie Conwell. She reported the Arganbright AC compressor was not on line yet. Pete Bill reported that cost reductions were being sought for TCHA's phone and security systems. He also said that TCHA needs to proactively manage grant applications 18 months out so adequate time is available to create applications with calculated higher probability of success rather than waiting for preparation of applications on the eve of the deadline.

President Pete Bill then observed "we are making progress".

The meeting was properly adjourned at 1907.

Dated: \_\_\_\_\_

Respectfully submitted,

\_\_\_\_\_  
Joseph D. Bartlett, Secretary

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

1. Gretchen Shelmon has taken a new job with the Greater Lafayette Community Foundation. Because TCHA is a frequent petitioner for Community Foundation grants, Gretchen rightly recognized this as a conflict of interest and offered her resignation from the TCHA Board. Thank you, Gretchen for your assistance on the Membership & Development Committee and your contribution to the Board.
2. New Board members. It is important to be selective when recruiting members of the Board. As this is a governing body of TCHA, engagement with the decisions, and staying abreast of the most recent information so as to make intelligent contributions to the decisions, is very important. Key points:
  - Board members serve for 3 years and are elected or re-elected (at the end of their 3 year term) by the Membership at the Annual Membership Meeting. There is no limit on the number of times a Board member can be re-elected to another 3 year term.
  - Length of term of all Board members is routinely included in a table at the end of the meeting Agenda. 4 Board members are due for consideration of re-election at the January 2021 Annual Membership Meeting.
  - The Board must have no fewer than 12 and no more than 24.
  - Board members can be removed for non-participation as defined as a governor's absence from at least six consecutive regular meetings of the Board.

We are seeking individuals with one or more of the following skills to strengthen the Board as a resource for the Association:

- leadership experience – preferably with another NFP or service organization
- familiarity with financial functioning and accounting principles related to small organizations – especially NFP organizations
- familiarity with marketing and social media
- familiarity with computers and IT support services

*All* potential Board candidates must have the following:

- Ability and willingness to attend and actively participate in Board meetings
- Ability and willingness to participate in Committee activities
- Ability and willingness to work cooperatively with other Board members towards the good of the Association over their own personal interests
- Ability to help during this time when we all need to pitch in and help in any way we can.



3. Resolution for Operation Manager’s authority

Whereas the position of Operations Manager has been conferred upon Leslie with the elimination of the Executive Director position,

Whereas the position of Operations Manager is not defined in the TCHA By-Laws nor the TCHA Personnel Manual,

Whereas the position of Operations Manager must have necessary authority to execute decisions and financial expenditures to manage the day-to-day operations of TCHA,

Whereas the Board has the authority to confer such authority onto the Operations Manager position,

Now, therefore, be it resolved that the TCHA Board of Governors conveys all necessary authority onto the position of the Operations Manager as an employee of the Board to make day-to-day decisions for the operation of Association within the previously established parameters established by the Finance, Budget, and Risk Management Committee, the Executive Committee, and the Board of Governors.

TCHA Board of Governors present and voting

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  
Preston Smith  
John F. Thieme  
Phil Tucker  
Todd White

---

Signature of the Board President

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

- **Accounts Balance**

<b>Tippecanoe County Historical Association</b>											
<b>Cash Accounts and Selected Liabilities</b>											
<b>As of August 22, 2020</b>											
	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 1-22, 2020			
<b>Bank Accounts</b>											
1000 Petty Cash	580.00	580.00	580.00	580.00	580.00	585.00	585.00	585.00	585.00		585.00
1010 LB&T Checking	50,079.95	41,638.73	45,375.86	21,807.94	60,911.96	82,782.60	52,478.51	45,874.24			45,874.24
1015 Emergency Maintenance Fund	4,650.83	4,638.83	4,638.83	4,638.83	4,638.83	4,638.83	4,638.83	10,382.71			10,382.71
1025 History Center Restricted Account	12,945.87	12,946.90	12,948.00	12,948.11	12,948.22	12,948.33	12,948.44	12,948.44			12,948.44
1027 Ouitatenon Preserve Account	77,303.68	73,160.89	71,444.58	68,145.17	68,145.75	41,843.54	10,093.33	10,093.33			10,093.33
1045 Feast Rainy Day Account	30,013.12	50,014.96	50,017.52	50,017.93	50,018.35	50,018.76	50,019.18	50,019.18			50,019.18
<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>192,817.06</b>	<b>130,763.29</b>	<b>129,902.90</b>			
<b>Liabilities</b>											
<b>Current Liabilities</b>											
2000 Accounts Payable	9,103.29	7,210.31	2,106.51	227.06	3,730.04	3,872.43	2,794.69	3,755.60			3,755.60
2005 Lafayette Bank and Trust Visa	1,543.77	1,396.16	914.22	3,369.55	1,172.36	2,818.46	3,289.61	2,174.35			2,174.35
2020 United Health Care							4,465.73	8,931.46			8,931.46
2050 Feast apps					3,312.50	7,796.00	7,956.00	2,802.50			2,802.50
<b>Other Liabilities</b>											
2047 Loan Payable - SBA	-	-	-	-	8,000.00	8,000.00	8,000.00	8,000.00			8,000.00
Sponsorships not used	-	4,000.00	7,000.00	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00			8,000.00

Copy Excel, right click in Word, paste as a picture, rotate picture



Balances at 12/31/2020				-	28,046.00	215,000.00
<u>January 2021</u>						
Dues, admissions & rents	3,048.00					
SBA Loan	(340.00)					
Payroll - 3 payrolls	(15,881.13)					
Health Insurance	(1,968.84)					
Other Expenses	(9,340.46)	(24,482.43)			3,563.57	
<u>February 2021</u>						
Trust Distribution	24,201.20					
Dues, admissions & rents	3,150.00					
SBA Loan	(340.00)					
Interest expense	-					
Payroll - 2 payrolls	(10,318.52)					
Health Insurance	(1,968.84)					
Other Expenses	(11,638.46)	3,085.38			6,648.95	
<u>March 2021</u>						
Trust Distribution	15,518.73					
Dues, admissions & rents	2,314.00					
SBA Loan	(340.00)					
Interest expense	-					
Payroll - 2 payrolls	(10,318.52)					
Health Insurance	(2,200.00)					
Other Expenses	(8,290.46)	(3,316.25)			3,332.70	
<u>April 2021</u>						
Dues, admissions & rents	2,520.00					
SBA Loan	(340.00)					
Interest expense	-					
Payroll - 2 payrolls	(10,318.52)					
Health Insurance	(2,200.00)					
Other Expenses	(7,151.46)	(17,489.98)			(14,157.28)	200,842.72
<b>Draw on line of credit</b>					14,157.28	
<u>May 2021</u>						
Dues, admissions & rents	2,305.00					
SBA Loan	(340.00)					
Interest expense	(58.99)					
Payroll - 2 payrolls	(10,318.52)					
Health Insurance	(2,200.00)					
Other Expenses	(10,758.46)	(21,370.97)				179,471.75
<u>June 2021</u>						

Balance of 6/2021 Available Line of Credit from July Board report was 177,284.60

<u>June 2021</u>					
Trust Distribution		15,518.73			
Dues, admissions & rents		2,867.00			
SBA Loan		(340.00)			
Interest expense		(148.03)			
Payroll - 2 payrolls		(10,318.52)			
Health Insurance		(2,200.00)			
Other Expenses		(8,529.46)	(3,150.28)		176,321.47
<u>July 2021</u>					
Dues, admissions & rents		4,865.00			
SBA Loan		(340.00)			
Interest expense		(161.16)			
Payroll - 3 payrolls		(15,477.78)			
Health Insurance		(2,200.00)			
Other Expenses		(8,517.46)	(21,831.40)		154,490.07
<u>August 2021</u>					
Dues, admissions & rents		2,050.00			
SBA Loan		(340.00)			
Interest expense		(252.12)			
Payroll - 2 payrolls		(10,318.52)			
Health Insurance		(2,200.00)			
Other Expenses		(8,651.46)	(19,712.10)		134,777.96
<u>September 2021</u>					
Trust Distribution		15,518.73			
Dues, admissions & rents		6,710.00			
SBA Loan		(340.00)			
Interest expense		(334.26)			
Payroll - 2 payrolls		(10,318.52)			
Health Insurance		(2,200.00)			
Other Expenses		(8,800.46)	235.49		135,013.45
2021 Feast - Cost in advance of Feast less money received from applications			(35,000.00)		100,013.45
Start up Feast Cash			(65,000.00)		35,013.45
					LOC Available
Total Cash Need to get to from Aug 22 2020 to the 2021 Feast			(275,879.97)		
<u>Projected Liabilities at 9/30/2021</u>					
Line of Credit			179,986.55		
Loan from Small Business Adminsitration			8,000.00		
Cash deficit - Unknow source of financing			-		
			187,986.55		

Balance of 9/30/2021 Available Line of Credit from July Board report was \$34,096.82 (versus this report \$35,013.45)

Total Line of Credit spent from July Board report was \$180,903.18 (versus this report \$179,986.55)

**Membership Report**  
**Kelly Lippie**  
**August 2020**

- Complimentary membership level now eliminated. Some of these members have been changed to “community contacts”. They will no longer be counted in our total member levels.
- Many days spent cleaning up Member Planet database. Many inactive members still given active status and receiving members-only emails.
- Contacts list in Member Planet revised to include only the newly created “Community Contacts”.
- **“Community Contacts” list created from complimentary membership and other Board member suggestions** to include government officials and other community leaders and organizations. (trustees, commissioners, town councils, superintendents, park directors etc.). **Board members asked to contribute other names of significant leaders and influencers in the community that should be on this list.**
- Donation Page (through Member Planet) had expired so this was corrected. Now anyone can make donations again to TCHA from the website. Member Planet does take a percentage of this donation.
- Researching “reciprocal benefits” programs that would add another perk for TCHA members.
- DAR and Buck Creek Methodist Church will place TCHA Membership Ads in their next newsletters in exchange for use of a historic photo from the TCHA collection. **Suggestions for other such newsletters?**
- New line on membership renewal form gives members a chance to donate more to the operations area of their choice. A few have made donations this way. It will be tweaked a little for the next batch in September.
- Membership brochure has been redesigned and updated.
- Conducted study of Life Memberships and if TCHA should bring this option back- committee decided no. Also investigating the benefits of offering multi-year memberships with a discount. We would like to roll out a 5-year membership option with a 10% discount in 2021.
- 85 renewal reminders sent out for August and those from July who had not yet renewed.

Membership Break-down as of August 20, 2020

<b>Membership Level</b>	<b>Renewal Period</b>	<b>Total # as of July 23</b>	<b>Total as of Aug. 20</b>
Individual (\$35)	Annual	39	38
Senior Individual (\$30)	Annual	66	52
Senior Couple (\$40)	Annual	75	71
Family (\$50)	Annual	56	48
School/Club (\$100)	Annual	2	1
Patron (\$100)	Annual	57	45
Sustaining (\$250)	Annual	14	13
Benefactor (\$500)	Annual	0	0
Treasure (\$1,000)	Annual	3	3
Lifetime	Lifetime	67	66
Complimentary	Annual/ Lifetime	31	0

Total TCHA Members as of August 20, 2020: **337**

## TCHA Collection Department Report

Kelly Lippie

August 2020

### Collections General

- Sorting large collection of architectural drawings (donated in July) into keep and not-keeping piles.
- Two loans renewed in August (Duncan Hall and 5 Points Fire Station Museum).
- **Communicating with MSU regarding NAGPRA status of 2 skeletons.** We will work with them to transfer the NAGPRA registration from MSU to TCHA. Later we will discuss physically re-locating the skeletons (and other artifacts) to TCHA storage. Still to be determined: to re-inter the skeletons or keep them in storage.
- Researchers helped: Current Topics Club, Women's Franchise League & Mayor Durgan, Wabash & Erie Canal, 301 N. 5<sup>th</sup> Street photos, 1913 Flood, Fort Ouiatenon History
- Assisted Rick to remove exhibited swords at the Battlefield for a display/ program at the History Center.
- Volunteers working on: cataloging historic Fowler House photographs, Hospitals & health facilities photographs; scanning finished photos, Advertising cards, office equipment collection and archives.
- Another batch of records uploaded to Past Perfect Online (online collections database available to researchers for free). 1,171 archive records, 3,567 photographs, 1,342 books, 651 objects. Note: These are not all the catalog records TCHA has created, just those published online. <https://tippecanoehistory.pastperfectonline.com/> (try "Random Images" for fun browse)

### Exhibits

- "Rightfully Hers" pop-up display requested from the National Archives and is now on display at the Tippecanoe Battlefield.

### Social Media

- Posted new Blog on the website by guest blogger volunteer.

Collections Committee- meeting held August 5<sup>th</sup>

8 new accessions created.

2 “found in collections” items considered; 0 kept for accession, 2 rejected.

Deaccessions from August meeting:

Accession #	Description	Comments/Reason	Source	Method of Disposal Recommended
78.152.2	Book: "Hymnal for the United Methodist Church" 1849	Duplicate, poor condition	Marqueta Landis, 1978	Sale
2012.001.40	Book: "Hymns for the Use of the Methodist Episcopal Church" revised edition, 1844	Duplicate, poor condition	Found in Collection, 2012	Sale
4161	"Hymns for the Use of the Methodist Episcopal Church" revised edition, 1859	Duplicate, poor condition	Jessie Lord, 1940	Sale
2012.001.46	Book: "Observations on the Distinguishing Views and Practices of the Society of Friends, Third American Edition" by Joseph John Gurney.	Out of Scope	Found in Collection, 2012	Sale
6887.002	Book: "A History of the Society of Friends: compiled from its standard records, and other authentic sources. Part 1" by William R. Wagstaff, M. D 1845	Out of Scope	Ellis Hopkins, 1958	Sale
82.080.04	Psalms and Hymns, adapted to Social, Private and Public Worship in the Cumberland Presbyterian Church Nashville, Tenn. Date: 1859	Out of Scope	Mary Smith, 1982	Sale
6687.05	Book: "The Sabbath School Songster" by Thomas N. Sowers.	Condition, Out of Scope	Mrs. Charles Anderson, 1955	Sale
2507.26	Book: "Harvest" published by the American Sunday-School Union, Philadelphia and New York, date unknown.	Out of Scope	J. Leaming, 1930	Sale
93.051.04	Book: Hendrickson, Ford. "Martyrs and Witnesses". Detroit, Michigan: Protestant Missionary Publishing Co., 1917.	Out of Scope	Leroy Zahn, 1993	Sale
87.184.07	Book: "A Theological Dictionary, Containing Definitions of all Religious Terms; A Comprehensive View of Every Article in the System of Divinity...", 1833	Poor Condition	TCHA Purchase, 1987	Sale



**Library Report**  
**Amy Harbor**  
**August 2020**

- August has been our busiest month since the state lockdown began in March. We have reached our maximum capacity of visitors on several days in the last few weeks.
- In the last 3 weeks we have had income over \$350 (this includes \$75 for photos, which is actually Collections income)
- Most visitors have been from Indiana, but there was one from Iowa and one from Florida.
- Long distance research has been steady, accounting for about one-third of our total income. One researcher in Colorado spent \$80 on digital images of our documents.
- One new volunteer has signed up– inspired by the help she received in our library.
- Three visitors have come in multiple times, working on long-term projects.
- Two visitors came from consulting firms in Indianapolis. One was researching historic building use and the other was research local history and culture for the Wabash River Enhancement Corp.'s 90 mile Wabash River Greenway.
- One researcher contacted us through our Facebook page.

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

- The battlefield museum and store continue to operate on a 3 days-per-week schedule, open Friday, Saturday, and Sunday, from 10:00 AM to 5:00 PM, with limited building occupancy and face coverings required.
- In addition, we have had two special sale weekends this month, each of which included special evening hours from 4:00PM to 7:00 PM on at least one day. The members-only presale on the evenings of August 3<sup>rd</sup> & 4<sup>th</sup> was quite successful as was the general 25% off sale the following weekend.
- John and Nolan Wickett offered living history site interpretation on Saturday, August 8<sup>th</sup> and were enthusiastically received by our visitors. They will return, possibly with friends, on September 12<sup>th</sup>. Special thanks to these talented interpreters for donating their time to help further TCHA's educational mission.
- We were pleased enough with the results of the weekend sale, that we decided to offer another discount to teachers and home schoolers on young readers' books, historic toys and games, and other educational materials on the current weekend, still in progress as I write this, a number of people have come in and taken advantage of that sale.
- Several weeks ago, Mary Cutler, Tippecanoe County naturalist, contacted me about participating in one of her weekly "Wednesdays in the Wild" programs. She wanted to do a historically themed program focusing on the history of the site. Twenty three people attended. I spoke briefly on the battle, then on the subsequent history of the site, including reburials of human remains, John Tipton's preservation efforts, 1840 the battle presidential campaign rally, the 1850 constitutional convention that resulted in the installation of the iron fence, the monument, George Winter's visits to the battlefield, etc. Mary then took the group on a very informative walking tour of the Methodist portion of the site. It was quite an enjoyable afternoon, with excellent weather.
- On this past Friday, the 21<sup>st</sup>, the 2020 Feast of the Hunters' Moon buttons were received and put on sale. Saturday of the current weekend was extremely busy, **as we sold out 500 buttons in less than 48 hours.**
- We look forward to the return of John and Nolan on September 12<sup>th</sup>, and a busy fall season.

**Programs Report**  
**Leslie Martin**  
**August 2020**

- This report covers July 27-August 23.
- The History Center hosted Rick Conwell on Swords from the Collection (17 attended) July 28.
- August programming- The History According to Hollywood programs are cancelled due to low attendance. John Wickett interpreted at the battlefield 8/8, did an outstanding job and had a good, receptive crowd. The 8/12 program on agriculture has been rescheduled to April 2021, and the 8/20 program on West Lafayette history will be rescheduled as well in 2021. A blockhouse living history program is planned for 8/29, utilizing many of the same excellent reenactors that attended in July. A social distancing and sanitation protocol has been put in place, and a porta-jon with a handwashing station has been rented. David Hovde's trading company is sponsoring the program and sponsorship money will pay for the extra facilities. The program Drink In History has been postponed.
- September programming- John Wickett is returning to the battlefield 9/12. Kory Cooper will advise me on the status of the archaeology programs scheduled in September at the History Center. Archaeology Day at the Battlefield has been cancelled, although Kory is looking at possible Zoom alternatives. Annie Hatke's Folk Song program 9/9 may be rescheduled, or it might be Zoomed. The History of the Indiana Veteran's Home will be rescheduled in 2021. A Show & Tell featuring "curator's choice" is 9/22.
- Social distancing and sanitation protocols have been put in place for the History Center programming to insure TCHA meets public and board of health expectations.
- The program committee met 8/11 to discuss the status of 2020 programming and planning for 2021. Current committee opinion is to not have any programming in 2021 until at least March.
- A large staff ride is being scheduled at the battlefield September 24.

**Feast of the Hunter's Moon**  
**Leslie Martin Conwell**  
**August 2020**

- Feast (or lack thereof) 2020 wrap-up continues, with refunds to all registered participants who had paid some sort of fee (trade fee, camping, etc.) mailed several weeks ago. Sincere thanks to Lorita Bill for her efforts to get these sent out in a timely fashion.
- Fundraising ideas from Feast staff, Feast committee, board, and volunteers have been considered and several implemented.
- Feast t-shirts, hats, and active wear are now on sale online through The Athlete. The graphic designer, Angela Bruntlett, donated her work. As of this writing (8/23) over \$870.00 in net profits have been raised, and TCHA did not have to purchase the merchandise- The Athlete prints the products as they are ordered online, and will mail them or hold for pickup in their Lafayette store. The store will mail us our profit every three weeks. The promotion is scheduled to continue through the second week of October.
- 500 Feast buttons were ordered, and sold out, at a markup of 400%, in less than 24 hours. A second printing of buttons has been ordered. Special thanks to Laura and Rick at the battlefield for the amazing job they did of hustling the buttons and keeping their cool during the crush of the crowd lined up to get them! More than two dozen people were lined up on the History Store steps and down the sidewalk before the store opened Saturday, waiting to get in to buy buttons! Laura commented how nice and patient people were as they waited their turn to purchase buttons.
- The 2020 pewter Feast medallions are ordered, and should arrive this week. The craftsman, Darryl Sheldon, reduced what he charged us and a group of anonymous donors have come together to completely cover the cost of the medallions, so TCHA will make \$1500.00 in pure profit on them. What wonderful community support!
- **TCHA will be doing a pancake breakfast 8/29 at the History Center from 8-12 as a fundraiser. The board of health and emergency management have reviewed and approved the plan. **We need volunteers, so please consider coming to work a shift! If this event is successful, the plan is to do them each Saturday morning while the farmers market is in session.****
- Ouatatonon artifact photos have been posted on the Feast group Facebook page on a daily basis.
- The Feast committee met via Zoom 8/19, and more productive fund raising discussions were held. Living history events across the country continue to be cancelled. Mississinewa 1812 and the Spirit of Vincennes, the two other large events in our area, have now cancelled for 2020. I am deeply concerned about the financial and mental health of the Feast's craftspeople, vendors, volunteers and the non-profits at the Feast. Besides the ramifications on TCHA that a Feast cancellation brings, it is devastating to many others as well.

## **Other Committee Reports August 2020**

### **Ouiatenon Preserve Committee**

### **Facilities & Grounds Committee**

### **Membership & Development Committee**

- Membership & Development committee met twice, on Aug. 3 and 18. Leslie, Kelly, and Craig reported on membership, grants, and donor updates.
- Membership updates: looking at 5 ( and possibly 10) year memberships for a discounted rate. Looking for board input.
- Complimentary memberships are being moved to "community contact list", letter from Kelly will be sent to update.
- Grant updates: committee will review grants before submitting, grants in progress: Indiana CARE grant, CF grant, Duke grant (with needs, other grants discussed).
- Corporate donors: Craig will be contacting sponsors of cancelled events, will be contacting many organizations (including county commissioners' offices) in Sep/Oct. Individual donors are also being contacted and that report will be made with Craig's timecards.
- **Still looking for Board members to send contacts for corporate, individual donors.**

**Operations Manager Report**  
**Leslie Martin Conwell**  
**August 2020**

Maintenance:

- Leak on library floor- Two plumbers- Anderson's and Brenneco- have looked at the leak. Neither has an idea for sure what the issue is. Brenneco suggested having TSI do a leak locate, and TSI reported:
  - No meter movement and no obvious source of water through IR camera. Best recommendation would be to have the plumber look around with a camera snake or see snake, and the. Remove the walls. No findable, with ultrasound equipment, supply side leaks at this time. Visually check for drain leaks, or drips from plumbing. Leaks that are so small that the meter does not show them, are most likely not below the slab.
  - Kelly turned off the hot-water supply line over night and the leak dried up. It was turned back on and the leak reappeared. Hot water has been turned off to the bathroom and will remain off. No new water has reappeared. Information has been forwarded to Brenneco.

Brenneco is coming 8/25 to check the hot water supply lines.

- Air conditioner compressor at Arganbright- Blue Fox thought the compressor was bad on the malfunctioning unit, and sent an estimate for repair. Craig had signed the estimate in early June authorizing the repair, and Blue Fox had not gotten back to him for an appointment. Blue Fox didn't respond to my inquiry about the estimate either, so I contacted F & S Williams. F & S determined the compressor was not the problem, there was a switch issue and coolant was needed. F & S did the work for under \$1400.00, about \$1100.00 less than Blue Fox had quoted for the compressor. Blue Fox called after we had the repair done by F & S, and apologized for not following through.
- Roof- History Center- a second estimate was received from Thayers. It has been suggested we target History Center roof repair for the North Central Health Services grant due next June. Standing water was noticed on the History Center roof from pictures taken during the estimate process. Do we want to get drains cleaned?
- Phone system/cell phones- Two staff cell phones have been removed from our AT & T account, leaving only my cell and Craig's development cell. This should result in substantial savings. Pete and I met with Bill Wyatt of Wyatt Communications to go over our current phone system to see what cuts could be made. Several phones are no longer needed and can be removed, and Bill is looking for additional cost savings for us by shopping plans. I meet with him again 8/25

- Website has been down several times this month. Wintek has corrected. *Website was down again Sunday evening, 8/23.*
- Staff is currently cleaning Arganbright and the History Center on a weekly basis, and would appreciate board members' help. Please contact myself or Kelly to sign up.
- A graduation party was held at the History Center 8/1. Several rental inquiries have been fielded and relevant rental information sent.

#### Grant follow-up and donations:

- Community Foundation- Grant pending for battlefield security upgrade and security cameras for Arganbright parking lot.
- North Central Health Service-: We received the final installment check for \$7000.00.
- Indiana Humanities CARES grant- This grant Craig submitted several months ago was for \$7500.00 for operational expenses. We received a request from the grand administrator for an update on how funds were used, and I submitted it.
- Duke Energy- A grant/sponsorship request for \$5000.00 for Feast outreach is in the works and will be submitted by 8/25.
- Arts, Cultural and Destination Marketing Organization Support grants- This grant will hopefully help cover operating expenses not covered other grants. It is due 9/8. Lorita is helping me compile the pertinent expenses that might apply for this grant.  
[https://www.visitindianatourism.com/sites/default/files/documents/IDDC\\_2020-ArtsCulturalSupportGrant-Guidelines6\\_0.pdf](https://www.visitindianatourism.com/sites/default/files/documents/IDDC_2020-ArtsCulturalSupportGrant-Guidelines6_0.pdf)
- Several donations have been received, and thank you letters sent.

#### Public engagement:

- Numerous posts made to social media, including creating Facebook events, updating the website, posting Feast promotional items for sale, and Ouiatenon artifact photos.
- I spoke to Lafayette Rotary 8/18. We had some excellent discussion on the challenges COVID 19 posed for cultural institutions and the ramifications for the community and TCHA due to the cancellation of the Feast.
- I am joining the community's Directors Roundtable group.

#### Staffing:

Kudos to staff for keeping the facilities clean, continuing to engage with visitors in a safe way, their help watching the budget, and doing what they can to increase income. Staff efforts are appreciated!

### 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)
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 2020	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

Erika Kvam \*      Pete Bill      Leslie Martin Conwell  
Craig Hadley      Kelly Lippie

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      Leslie Martin Conwell (non voting)  
Craig Graham      Todd White  
Walt Griffin      Lorita Bill