

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, August 27th, 2019

TCHA HISTORY CENTER

Members of the Board (total: 21 – quorum: 11)

Pete Bill – President*	Amy Harbor
Jeff Schwab – Vice President*	David Hovde
John F. Thieme – Treasurer*	Zula Kress
Erika Kvam – Secretary*	Ken Moder
Colby Bartlett	Quentin Robinson
Del Bartlett	Annie Hatke Schap
Julie Byers	Gretchen Shelmon
H. Kory Cooper	Preston Smith
Craig Graham	Phil Tucker
Walt Griffin	Todd White
Ron Halsema	

* members of the Executive Committee

Call in instructions: Call (916) 235-1420. Enter Participant PIN # when asked: 614556 #

FUTURE DATES FOR MEETINGS and EVENTS

See Program Brochure or TCHA Web Site for upcoming Programs

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

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

- September 2019 Tuesday, September 24th (Feast is October 5-6)
- October 2019 Tuesday, October 22nd
- November 2019 Tuesday, November 19th (Thanksgiving is November 28th)
- December 2019 No meeting
- January 2020 TBD

September events: (see web site or TCHA Program brochure for details)

- Saturday, Aug 31 – Blockhouse Living Histories
- Saturday, Aug 31 – Mosey Down Mainstreet – **3-4 Volunteers needed – See Craig**
- Saturday, Sept 7 – 1920's County Fair/Car Camping – Volunteers needed
- Sunday, Sept 8 – History According to Hollywood – Abe Lincoln in Illinois 4 PM
- Tuesday, Sept 10 – Show & Tell – Mark Twain guest appearance 11:30 PM
- Tuesday, Sept 10 – Mark Twain HIMSELF – Long Center – 7 PM
- Thursday, Sept 19 – Ice Cream Cones as Casualties – Purdue Dairy – Noon
- NOTE: Workshop for Sept 25 cancelled

AGENDA

- Call to order
- Guests: Mr. Jim Keene, First Merchants Private Wealth Advisors – presentation on TCHA investments – *Documents sent to you via e-mail Sunday, August 25, 2019*
- Minutes from July 23rd Board meeting – **minutes to be approved** – *See pages 3-6 in Agenda*
- Officer's reports and business
 - President – *see page 7 in Agenda*
 - Craig's formative evaluation process
 - Insurance Committee formed to review staff insurance
 - IRS Form 990 for 2018 was reviewed by Ex Com – available to any Board member who would like to also review it
 - Committee to be formed to re-evaluate and update the TCHA Personnel Manual
 - Vice President
 - Treasurer
- Finance and budget report – Finance, Budget, and Risk Management Committee
- Membership and History Center Events Director – Megan Lee – *Report on pages 8-9 in this Agenda*
- Programs Director – Craig Hadley – *No written report submitted*
- Collections Committee – Kelly – *Report on pages 11-13 in this Agenda*
 - No items up for deaccession this month
- Feast report – Leslie Conwell – *Report on page 14 in Agenda*
- Battleground Museum report – Rick Conwell – *Report on page 15 in Agenda*
- Ouiatenon Preserve Committee – David Hovde
 - Committee decision on final design of the Ouiatenon Preserve sign – *page 16 in Agenda*
- Notes from Committees
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam
- Executive Director report – *Report on page 17 in Agenda*
 - Grants – Community Foundation, NCHS
 - SIA grant
 - Banner and coasters for Feast
 - Parking Lot and Arganbright Renovations
 - History Center and Duke Energy back payments
 - Exhibitory Task Force
 - Revised History Center expenditure final report

END AGENDA

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

ATTENDANCE:

Pete Bill - President	David Hovde
Jeff Schwab – Vice President	Zula Kress
Erika Kvam - Secretary	Ken Moder
Colby Bartlett	Quentin Robinson
Del Bartlett	Phil Tucker
Kory Cooper	Todd White
Walt Griffin	

Unable to attend

John Thieme – Treasurer	Amy Harbor
Julie Byers	Annie Hatke Schap
Craig Graham	Gretchen Shelmon
Ron Halsema	Preston Smith

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

Call to order: 5:19PM

Minutes from June 25th Board meeting – were reviewed and approved. Note one change made at the end of the meeting: Del Bartlett was in attendance for the June 25th meeting.

Finance and budget report – Finance, Budget, and Risk Management Committee.

Jeff reported that John has been reviewing and will recommended some changes to account. Lorita Bill, who is a CPA, is reviewing documents to make sure TCHA is in compliance with state law and IRS requirements. She is also reviewing the processes by which money is being handled to recommend revision of procedures to assure checks and balances are in place to reduce diversion of funds. She is volunteering her time and reports to Jeff (as Finance Committee chair) and John (as Treasurer) . Report on trust fees: First Merchants will be here for in-depth review next month. The TRUT (Total Return Uni-trust) is currently returning 5% of value that was set previously by the Board. The principle in the TRUT is not accessible for operating expenses of TCHA, but the 5% interest payments are part of our operating budget. Pete stated that in an Executive Committee meeting John looked over the portfolio distribution and felt the portfolio was well diversified and producing a solid return, especially for conservative not-for-profit. He feels we're in good position. Jeff stated that TCHA is only paying 0.75% management fee, which is a good rate.

Membership and History Center Events Director – Megan Lee.

Because she was absent for the June meeting, Megan reported membership numbers for both June and July. June memberships at 458, with 1 new and 8 renew. In July membership was at 439 – the drop from 458 being due to memberships that expired but had not yet been renewed. July had 4 new and 40 renewals but even with the 40 renewals the numbers still dropped. Expect a bump next month. Several renewals came in with Feast applications. Will be sending reminders for anyone who missed renewals within the past 6 months. The

Membership Appreciation Dinner seemed to go really well. The 2-seatings arrangement was much easier on kitchen, prep work took all day. Pete asked for feedback from board, all positive responses. Leslie said she received some really nice letter received with really kind feedback. Craig – 161 pre-paid to attend; about 12 reservations didn't show up, about 10 showed up w/out reservations, so ended up with 154 or so. Colby asked about how did 2 seatings work? Megan: explained split, two reservation times, announcements, split food. Leslie: from Farm perspective, it was outstandingly planned and executed. Got really good feedback.

Question was asked about how much have made off the Dip Jar (credit card donation machine) Megan: have made \$362 off of dip jar after all fees taken out. Cost of the Dip Jar was \$299 so have paid for it's use in donations.

Pete conveyed a suggestion he had received to also recognize staff and volunteers at dinner. Board members were recognized, and kitchen and facilities staff, but any other staff and volunteers attending should also be recognized.

Megan: The elevator was broken due to emergency stops triggered by someone forcing the door again. Was able to get fixed much quicker and shown how to reset if same thing happens again.

Basement windows in History Center were resealed because possibility that leaks were due to water coming in through cracks around windows. No leaks noted since then. Doors on West Wall have all had weather stripping replaced (could see daylight under the doors), no issues since.

First Gallery Walk was on Friday, was very hot but did welcome a few visitors. Daybreak Rotary will be in this week for two days for meetings due to Holiday Inn being under construction, Holiday Inn will be in touch with more. The Holiday Inn had to turn down a couple weddings due to reduced capacity. Note of rentals to date on report.

Programs Director – Craig Hadley

Programs like Show & Tell, evening lecture on Discover Space and Tom Turpin were well attended. Some Lunch & Lecture and other Evening Lectures not so populated. Speakers who are dynamic, well-known get much bigger turnout. Programs committee will be meeting next week, nearly finalized programs for next year. Will be doing some new things, with some new structure. Hoping to make things more dynamic, more interactive. Should have program set by next (Aug) board meeting, with program mailed in Nov. Will be re-evaluating marketing strategy for programs, with plan for implementation. Focus will be on procuring sponsorship for ALL programming. Will be changing postcard mailers, demographics. David Hovde reported that he went to East Coast to see how they do 17th century colonial events. Pete: Please provide the Board with numbers for each program. Craig: no clarification yet on Wildcat Creek Winery issue that Kristin reported on in June, wine is continuing to be made available at Evening Lecture events. However, we are paying for each open bottle of wine and the cheese plate when Kristin had told us initially that the wine and cheese would be free. We apparently are also required to have an additional vendor at the event to be in compliance with some regulation. David Hovde has offered to sell pottery at the events.

Collections Committee – Kelly

Lots of indexes & cataloging going on. Getting a lot of work out of volunteers and interns. Pete asked about Kory Cooper coordinating a possible intern project at TCHA for the fall. Kelly stated that it would help them identify ways to get Ouitatenon more in front of public eye, maybe help tidy up downstairs. Perhaps get metallurgy students to study Ouitatenon artifacts. Kory: thru Wilke internship program with College of Liberal Arts, may be able to digitalize some of the artifacts, field notes, maybe could turn into online exhibit, but would also help future studies on collection. Kelly stated that by making the project congruent with the students' areas of interest, get better cooperation.

Six items that were determined by the Collection Committee to be out of scope of the collection or in poor shape were recommended for deaccession. Board approved all six.

Feast report – Leslie Conwell

Lots of communication going on this time of the year for Feast. In the process of finalizing contracts, all fine except for a couple concerns with late applications. Program contracts coming in, working on scheduling. Touching base with Parks Dept. Have been posting some artifacts from Ouitatenon to Facebook page, seem to be well received. WISH TV will do live remote on Friday of school days to do story. Thanks to Craig for work on WiFi and security system.

Leslie is retiring from Executive Director at The Farm December 1st. Job has been posted. Leslie will send Pete copy of the job description so he can circulate it to the Board in case they know of any good candidates.

Battleground Museum report –Pete reported for Rick

Museum admission is down 6% from this time last year, but sales and overall attendance are both slightly increased over 2018.

Rick hosted an unexpected group of 30 students from Purdue who were doing a tour of some local facilities.

Ouitatenon Preserve Committee – David Hovde

Del: met with Ouitatenon Sportsmans Club that owns island next to the TCHA owned property regarding the change of property lines based upon the change of the channel of the Wabash over the decades. He reported that they agreed in principle to have the area surveyed and set off half of channel to each owner (survey cost was split half and half between both groups). Now just need to wait for markers to be put in. Will have another report next month.

Colby reported that planting was done last week of 80 of 105 acres for dry mixture, but went through more seed than anticipated. Need to order more seed, but cost will balance out because not having to spray all of acreage. Spent the day with French Consul General on July 10, who was supportive of work. Will be working with grants program of Ministry of Culture. Possibly close to finalizing a design for the sign, will be sent to Pyramid sign company (who did design, which is similar to design at Blockhouse). Will be stained & sealed cedar, with routed letters.

Notes from Committees

Facilities Committee – Walt Griffin

Committee discussed putting cement covers over the planting beds on Columbia side of History Center. Still looking for funding to fix History Center roof. Elevator fixed.

Electrical problem at Arganbright has been half fixed. Kelly reported that when they looked at the light in her office that had gone out, they found the wiring was really old, crumbling. Electrician fixed the light over Kelly's desk enough to be functional for now.

Walt asked whether Kincaid was supposed to look at leak? Craig: Someone supposed to be coming out this week.

Walt reported that the Arganbright parking lot is supposed to be done in September.

There was discussion about whether the area behind Arganbright needs to be secured to prevent people from cutting through and becoming injured due to debris, artifacts, and holes. ADA bathroom compliance at Arganbright will be done in October when grant comes through.

Battleground will need structural evaluation done of property before pursuing grants for renovating the building. The building is large and in disrepair.

Still need to find contractor to seal logs of Blockhouse.

Walt reported that it was suggested that a maintenance study be done for all needs at all properties so TCHA can budget appropriately.

Shout-out to Levi for doing an outstanding job.

Development & Membership Committee – Erika Kvam – will be meeting within next month to discuss new membership & development pushes.

Executive Director report – Craig

Staff changes were reported and shifting of duties with Megan, Kelly, and Craig will cover programming for next few months. Craig is taking over the Program Advisory Committee. David asked if the Board can help volunteer? Craig stated that if interested, contact Megan.

Upcoming: Sept. 21 is national archaeology & museum day, will be doing events at Battlefield.

Projects and Grants upcoming – Craig: will be cancelling some of lunch & lecture, most of the workshop series that weren't especially applicable to Tippecanoe County history. Will keep the Craft Brewing workshop. Will keep most of evening lectures and show & tell.

Parking Lot – covered by Walt, but doing 2 grants for end of this week. NCHS (for ADA compliance in parking lot) grant due following week. Will know about grants between end of August and end of Oct. Also, will be meeting with program and preserve committees.

Exhibitory for History Center Task Force – meeting Monday at 5:30.

Revised History Center Report – getting numbers from Jeff and Lorita Bill. Will have report in August

Adjourned: 6:38PM

Minutes submitted by Erika Kvam

President's Report – Pete Bill – August 2019

- Craig's formative evaluation process

At the beginning of 2019 the Board passed a policy change that the Executive Director would be evaluated near the end of the fiscal year (November/December) to coincide with creation of the Budget and any salary change that would result from the evaluation. Previously, evaluations had been done on the anniversary of hiring (June for Craig). To provide better feedback to the Executive Director, a formative evaluation (feedback from staff, volunteers, and sampling of Board members on performance relative to the job description) would be performed mid year. The President was assigned this task. The formative evaluation survey was sent out the second week of August. The evaluation survey is a series of rating questions on a Likert scale (1 to 10) regarding the evaluator's perception of how well the Executive Director is meeting the criteria listed in the job description. The evaluator is allowed to make comments. The results of the evaluations will be compiled to safeguard anonymity, and comments will be grouped and any characteristics phrasing modified so as to also protect anonymity. The results will be shared with the Executive Director and the members of the Executive Committee. The Executive Committee will make recommendations for potential performance goals to be achieved before the summative (final) evaluation done at the end of the year. The summative evaluation will be conducted by an evaluation committee chosen by the Board President, but chaired by the Vice President.

- Insurance Committee formed to review staff insurance

In the review of fiscal procedures currently being used for TCHA administration, it was noted that the process by which health insurance is chosen for the Executive Director and TCHA staff is done by the Executive Director and the insurance provider without any oversight by the Board. Since both ED and provider are direct beneficiaries of the insurance benefits and the sale of the policy, this creates a potential conflict of interest. Because the cost of insurance benefits projected for 2019 will be \$50,000+, it is prudent that the Board have oversight and the decision be made by a subcommittee composed of individuals who do not directly benefit from the insurance or its purchase. Therefore, a Committee composed of Finance Committee chair (who will be creating the budget that must pay for the insurance), the Treasurer, the Board President, the Executive Director, the insurance representative, and 3-4 additional Board members (Todd White, Walt Griffin, Amy Harbor so far) will review the current insurance policies and approve changes and plans available for 2020.

- IRS Form 990 for 2018 was reviewed by the Executive Committee

The IRS form 990, which constitutes our Federal Tax filing for 2018, was filed this past week. Lorita Bill, who had donated her time to update the data and complete the Form, met with the Executive Committee to review the form and to answer any questions. Per law, and as stated on the Form, the Executive Committee of TCHA is to review this form prior to filing, something that has not been done for the previous two years. This form is a public document and is available to all Board members upon request to Craig, as well as available to anyone from the public who wishes to see a copy of the form.

- Committee to be formed to re-evaluate and update the TCHA Personnel Manual

In the process of reviewing policies governing the Executive Director and staff in the TCHA Personnel Manual, it was noted that some of the language and procedures are out of date or are no longer valid (last revision was 2010). A subcommittee will be formed to review and make recommendations for changes to bring the Personnel Manual into compliance with current policies and procedures.

Memberships & History Center Report
Megan Lee
August 2019

Memberships:

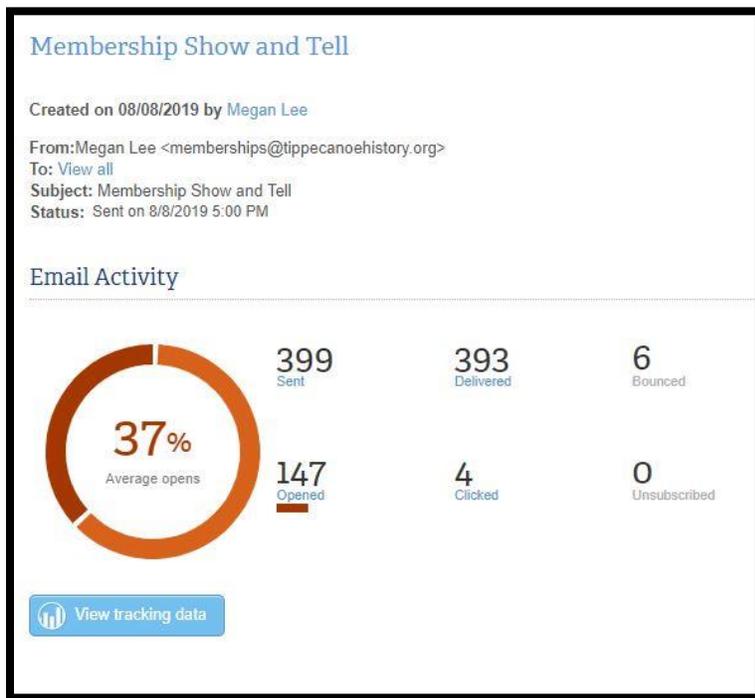
Last month 156 renewal and final renewal notices went out dated from March 1st to August 1st. 65 renewals were returned and 2 new members added totaling \$4,945 in memberships being processed in August.

96 renewal notices dating from June 1st -Sept 1st were mailed out on the 22nd.

The Membership Committee is on schedule to meet Sept 4th to send our Feast Membership tickets.

Current Membership: 418

July membership: 439



Facility:

The mailbox has been installed; any paint touch ups have been corrected.

Levi has been working on the removal of ivy growing on the back side of the building as well as stump removal from the flower beds.

Several walkthroughs for events have been scheduled over the past couple of weeks resulting in one rental and one declined rental due to scheduling conflicts. I am continuing conversation with the declined rental in hopes they will change their timing so that we can accommodate them in the facility.

Thursday artifacts viewing day hasn't been overly popular with a total of 4 people combined over the past 3 weeks.

Current rental list: does not include the tentative events:

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

Feast School Days:

Thursday: 280
 Friday: 2505(FULL)

In need of volunteers for check in and bus parking.
 180 Pizzas will be delivered and donated by Mad Mushroom
 All supplies for lunches have been purchased with the help of Kelly

Programs:

The remaining programs on this year's calendar have been my main focus, Promoting them via email, and social media. Making contact with all participants in the programs, deciding on menus for the Halloween Party and Winter Ball.

**Programs Director Report
Craig Hadley
August 2019**

Program Advisory Committee

Craig Hadley – interim chair*
Leslie Conwell (non-Board)
Megan Lee (non-Board)
Walt Griffin
David Hovde

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

No written report submitted.

TCHA Collections Department Report
Kelly Lippie
August 2019

Library & Archives Researchers (**July Only**) Purchase Totals

Admission (for non-members)	Photocopies	Research (off-site requests)	Postage/Shipping & Handling fee	Photo reproductions	Donations (not in donation box)
\$22.00	\$51.00	\$87.00	\$0	\$0	\$0.85
22 people		5 researchers		order	

Some visitors were members, so they did not pay admission.
 Store Sales in the library- July total of \$5.30

Library Projects July- August

Most volunteers also help researchers (both on-site and off-site) when needed.

- Many researchers from out of town; this is typical for the summer as many people take research trips and travel to visit family history sites.
- 5 volunteers currently working to re-index the Wills & Estate files. The old file was found to be very incomplete. A comparison of the files finds that some are missing from the drawers.
- 2 volunteers working on sorting Courthouse material to isolate & process the Poor Farm records. In addition, L.A. is working to edit the index and re-organize the filing system for these records. Some cleaning is still being done.
- 1 volunteer working on the index for the County Suit cases collection. Checking completed index for spelling and numbering folders.
- 1 volunteer working on county licenses collection.
- 1 volunteer working on county court records
- 2 volunteers work on photocopying material for subject files or miscellaneous projects.
- L.A. working to help researchers and field info requests. Also double checks and edits indexes that other volunteers are completing.
- TIPCOA continues their monthly service project to clean & sort documents from the courthouse collection.

Collections Projects July-August

- Researchers in to study the George Winter collection (to compare with their own Winter artwork).
- Helped Sweet Revolutions Bakery owners research photographs of another local building.
- Additional researchers helped looking for Main Street Bridge, Peter Weaver house, GAR records, Floyd Fithian, Indiana Wagon Co., POW/MIAs in county, Loeb Stadium, Buck Creek churches, George D. Burkle, and Civil War.
- Researcher is studying scans of George D. Burkle's WWI diary in exchange for typing a transcript of it.
- Cassette recording of an interview with Floyd Fithian was digitized and sent to a researcher in exchange for the researcher creating a typed transcription of it for TCHA.
- Sent loan renewal notices to Duncan Hall and 5-Points Fire Station Museum- these loans expire September 1. Offering to renew for another year.

- Photo archives: 1 volunteer is cataloging while another volunteer scans the photograph into the completed record. Cataloging & scanning of the “house exteriors” photographs, also ½ way through the education (school) photos.
- Working with Purdue Galleries to loan 10-20 posters for their propaganda exhibit this fall. Loan will begin in September.
- 1 volunteer working to catalog material in the decorative arts collection- which includes entering complete physical description in Past Perfect & taking a photograph. Curator attaches photo to record and double checks the work. Many items found without Accession records and will need to be researched.
- 1 volunteer is doing a shelf-check and clean-up of the cataloging work done in the Rare Book room by a class project about 6 years ago. This class work was never double-checked at the time. These books will also be weeded or recommended for Deaccessioning in the process.
- Summer intern is finished with project to catalog the military collection. Still many unnumbered items that will require research to identify the donation history on.
- 1 volunteer is researching women’s history collection in the archives to prepare bios and other resources, likely for teachers or schools.
- Curator also works to double check, edit and assist with all of the volunteer projects. Often cataloging items for volunteers to complete records on. Also preparing material for new accession, researching “found in collection” items and determining potential deaccessions.
- Working with Kory Cooper to coordinate possible Intern project at TCHA for the fall.
- Started a new monthly “newsletter” for the collections volunteers to keep them updated on projects and building information.
- Curator traveled to Indianapolis on July 18th to have some of our court books examined at a book bindery. Now working on ledger book condition survey that will help us seek grants or sponsorships for repairs.
- High school volunteer helped to catalog & photograph campaign buttons in the collection.
- Contacted Michigan State University and the Glenn Black Lab at IU to see what Ouiatenon material they still have in their collections. Discovered that MSU has 1 skeleton that is listed on NAGPRA and they may require us (as owners of the material) to be involved in the further NAGPRA compliance issues.

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Exhibits

- Rick worked to install Ouiatenon artifacts in the display cases at the History Center. These will be on exhibit until mid-October.
- Began researching artifacts to use in a Halloween exhibit to coincide with the Halloween event at the History Center.
- Floorplans and designs reviewed by the Exhibits Task force for possible installation in the History Center (next to the dining room). Next step is to get input from an architect and price out some options.

Public Engagement

- Attended the Mosey Down Main Street on August 10th with Membership Director to promote TCHA programs.
- Social Media:
 - o Twitter: 743 followers (up 9 followers since July), 2 posts in August (most feed from Facebook posts)
 - o Instagram: 674 followers (up 26 people since June), 8 posts in July.

Miscellaneous

- Without a Programs Director, Curator is now scheduling school programs and coordinating with the Battlefield staff to present these programs. Also working with Membership Director to coordinate Feast School Days.
- Lights finally repaired in the Curator's office and collections volunteer workroom. Wiring was changed and conversion made to LED. We will still need to re-wire the entire 2nd floor of Arganbright and possibly convert Archives, Vault and photo lab to LED.
- Blog posted to the TCHA website on local architect.
- Still waiting on filter maintenance for the Arganbright HVAC system.
- Reliable Exterminators did an exterior bug spray at the Arganbright Center.

Collections Committee- no meeting held in August due to a small amount of material up for consideration. This material will be held until the September meeting.

No material up for Deaccession in August.

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

- Did barn supply inventory for the Feast on 7/24
- Made arrangements for a new hotel for Feast performers at Marriott Townplace Suites. This hotel should be much cleaner with better amenities for not much more cost than last year.
- Feast set-up crew members and Allen Nail helped with booth pole cutting 7/27. Thank you to the DNR at Prophetstown State Park for letting us cut invasive silver maples at the park.
- Feast program committee meetings were 7/30, 8/2, and 8/19
- Arranged parking shuttles
- Feast applications continue to come in and be processed.
- Worked on registration notebooks and Feast files.
- Feast poster is printed and ready to go
- Arranged in-kind donations with Long Electric, Blue Fence, Vester, Lafayette Travel Trailer, and Subway
- Feast program personnel contracts continue to come in
- Continued posting Ojibwe artifact photos on Facebook
- The Feast Committee meeting was 8/21. We reviewed the timeline, discussed security and the wifi situation, challenges with food booth non-profits not having enough volunteers, etc.

Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
August 2019

8.5 Road construction completed, North 9th / Railroad Street reopened to traffic. In retrospect, the effects on visitation, museum admissions, and sales were significant. Those categories showed declines of between 15 and 23% compared to the year earlier period.

8.12 Local schools resume. Vacation- related attendance begins to decline about now.

8.3,17,& 24. Hosted Ouiatenon Artifacts exhibit at History Center. Several people attended on the 17th.

With Assistance from Levi, began working in earnest to inventory, sort, and pack merchandise for the Feast.

Took delivery of Feast merchandise 8/14. This year's supply of coffee mugs is expected shortly.

**Ouiatenon Preserve Committee
David Hovde
August 2019**

The Board in June approved moving ahead with the manufacture of the Preserve sign by Pyramid once the final design had been approved by the Board. The Board still needs to vote to approve or reject the design as shown below.



OUIATENON PRESERVE

A ROY WHISTLER FOUNDATION PROJECT
OWNED AND OPERATED BY



**THE TIPPECANOE COUNTY
HISTORICAL ASSOCIATION**



**THE ARCHAEOLOGICAL
CONSERVANCY**

EST. 2016

PYRAMID SIGN & DESIGN, INC.
515 FARABEE DRIVE - LAFAYETE, INDIANA 47905
PHONE/FAX 765-447-4174 EMAIL pyramidsign@comcast.net

ESTIMATE

DATE _____ CONTACT COLBY BARTLETT
FIRM ROY WHISTLER FOUNDATION
ADDRESS _____ PHONE _____
CITY, STATE, ZIP _____

QUANT	DESCRIPTION	TOTAL
1	5 X 10 FT 2 SIDED 1.5 INCH THICK CEDAR SIGN FOR OUIATENON PRESERVE GREY BACKGROUND, BLACK LETTERING SANDBLASTED INTO THE BACKGROUND 3/8 INCH THICK ACRYLIC LOGO/ICON PANELS WITH DIGITAL PRINTS 6 X 6 CEDAR POSTS ON EACH SIDE OF BLANK FINAL COLORS/PRINTS TBD	\$5950.00

NOTES

SUB TOTAL _____
 TAX IF APPLICABLE _____
SHIPPING _____
 INSTALLATION \$650.00

TERMS 1/2 DOWN **JOB TOTAL** _____
BALANCE C.O.D.

Executive Director Report
Craig Hadley
August 2019

Grants

WE have heard back from the Community Foundation on the first mini-grant and we have been approved for the whole \$5300 to cover the cost of the lower parking lot improvements at Arganbright. We are waiting to hear back from the Community Foundation in regards to the \$21,000 grant request for the sidewalk and railing improvements and ADA sidewalk area. We are also waiting to hear back from NCHS regarding the \$60,000 grant request for the Arganbright bathroom ADA refit and Parking area. I am also currently working on an IMLS grant and NEH grant.

Parking Lot and Arganbright Renovations

We are working with American Paving on the schedule for the parking lot renovations and it appears it will take place the latter half of September. We will notify every one of the dates once received in order to make proper alternate plans for parking during that time.

History Center & Duke Energy

We were notified recently of a snafu with our Duke Energy electric bill for the History Center. When the Mason's transferred the bill over to TCHA they gave Duke a bad email address for TCHA and the paperless billing never reached us and as we had all of our other Duke bills on auto-pay it never raised any red flags with us. When the bill did not get paid after three months, Duke was supposed to contact us to let us know and give us a disconnect notice. That never happened either as it fell between the cracks at Duke (which they admit). They finally called me and notified me that we had a backlog of electric bills amounting to just over \$11,000. I asked them why did they wait for over a year to contact me and he admitted that they should have months ago but for whatever reason it did not happen.

So we have worked out a payment schedule with Duke to pay this off over the next 6 months with no penalty or interest and I gave them the correct email and also ensured it was put on autopay as with the others.

BOARD OF GOVERNORS TERMS (3 Year Terms)

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

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

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

TCHA COMMITTEES – 2019

* indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
John Thieme
Erika Kvam

Nominating Committee

Quentin Robinson*
Preston Smith
Amy Harbor

Finance, Budget, and Risk Management Committee

Jeff Schwab *
Julie Byers
Ken Moder

John Thieme
Todd White

Facilities Committee (formerly the Buildings & Grounds Committee)

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

Amy Harbor
Erika Kvam
Kelly Lippie (non-Board)
Megan Lee (non-Board)

Collections Committee

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

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

Ouiatenon Preserve Committee

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

Leslie Martin Conwell (non-Board)
Erika Kvam
Colby Bartlett – non-voting advisor

Development & Membership Committee

Erika Kvam *
Craig Hadley (non-board)
Pete Bill

Megan Lee - Membership Director
Gretchen Shelmon

Program Advisory Committee

Craig Hadley (interim) *
Megan Lee (non-Board)
Leslie Conwell (non-Board)
Walt Griffin
David Hovde

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

TCHA Foundation Board Liaison

Del Bartlett