

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, September 22nd, 2020 ZOOM CONFERENCE CALL

Members of the Board (total: 19 – quorum: 10)

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

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.

Topic: TCHA Board of Governors Meeting
Time: Sep 22, 2020 05:15 PM Indiana (East)
Join Zoom Meeting

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- +1 301 715 8592 US (Germantown)

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, October 27th
- Tuesday, November 17th (week early because of Thanksgiving)
- Tuesday, December 8th – BUDGET MEETING (2 weeks earlier)
- January 2021 – Annual membership meeting

AGENDA

- Call to order
- Minutes from August 25th, 2020 Board meeting – *pages 3-6*
- Officer's reports and business
 - President - *Pages 7-8*
 - Resignation of Phil Tucker
 - Board member recruitment procedure
 - Committee reports for Annual Meeting
 - Tools for History Center
 - Ball Sholty Award – selection coming in November Board meeting
 - 200th anniversary of platting of Lafayette May 2025 – we need to be ready!
 - Vice President
 - Treasurer – *Pages 9-12*
 - Accounts balance (cash balance)
 - Updated cash flow September 2020 to September 2021
 - Secretary
 - Status of addendum to agreement with OPI
- Finance, Budget, and Risk Management Committee – Jeff Schwab
- Membership – Kelly Lippie – *Page 13*
- Collections Committee – Kelly Lippie – *Page 14*
- Library Report – Amy Harbor – *Page 15*
- Battleground Museum report – Rick Conwell – *Page 16*
- Programs – Leslie Conwell – *Pages 17-18*
- Feast report – Leslie Conwell – *Page 15*
- Notes from Committees
 - Ouatatonon Preserve Committee – David Hovde – *Page 19*
 - Proposal for OPI to coordinate installation of internet service to Fix house
 - Proposal for OPI to use room as office space in Fix house
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam – *Page 20*
- Operations Manager report – Leslie Martin Conwell – *Pages 21-24*
 - Administration
 - Grants follow-up and donations
 - Maintenance
 - Public engagement
 - Staffing

END AGENDA

Minutes for August 25th, 2020
TCHA Board of Governors Meeting
Zoom meeting
Del Bartlett

The meeting was called to order by President Pete Bill at 1716. The meeting was conducted by ZOOM. Those present by ZOOM were Colby Bartlett, Del Bartlett, Pete Bill, Julie Byers, H. Kory Cooper, Walt Griffin, Amy Harbor, David Hovde, Erika Kvam, Zula Kress, Ken Moder, Quentin Robinson, Annie Hatke Schap, Jeff Schwab, Preston Smith, John Thieme, Phil Tucker and Todd White. Staff members Kelly Lippie, Leslie Conwell and Rick Conwell attended by phone. Craig Hadley was absent from the meeting.

President Bill asked for corrections to the Minutes of the prior Board meeting. Corrections were made to those who were not included as attending the prior Board meeting, and the Minutes were approved as amended following motion, second and discussion.

President Bill then announced that Board member Gretchen Shelmon had resigned as she had been offered a position with the Community Foundation. President Bill then summarized the talent TCHA would benefit from in new Board members. By way of illustration, he explained we should seek new Board members with prior not-for-profit experience, leadership experience, knowledge of accounting principles and financial reporting, those with media and social marketing skills, those with computer and IT familiarity, and those with a willingness to participate. He also emphasized that we are a volunteer centric organization.

President Bill then announced the need for a resolution for the operations manager to have authority to act on behalf of the corporation. He pointed out that there are no provisions in the by-laws for this particular position, and that a resolution would be the best practice at this point. A resolution was provided Board members on Page 5 of the Agenda for the meeting. Board member Quentin Robinson moved for approval of the resolution as drafted, and Colby Bartlett seconded the motion. Following discussion and a call to vote, the resolution carried unanimously. A copy of the resolution will be attached to the Minutes of the August Board meeting.

There was no Vice-President report given.

The Treasurer's report was given by Jeff Schwab. He reviewed our various account balances. He reported that our July and August expenses have been held back appropriately, and that our Rainy Day Feast fund would probably be needed now for operating expenses in November. He reported further that the Fix closing expenses had been paid from the Ouiatenon Preserve account and reported the current balance.

He then presented a cash flow projection created by Lorita Bill and said that based upon our projections, the line of credit will not be needed until April of 2021. He said based upon the projections, the line of credit would then get us to the Feast of 2021. He further reported that the projections in the cash flow analysis did not include Battlefield income expected or grants that are pending at present. He also reported that we are working in the right direction and still need creative funding to maximize revenue and minimize expenses.

Secretary Bartlett then gave a report with respect to the Park Board lease. He reported that he had spoken with Allen Nail, and that the Park Board is not inclined to enter into any long-term agreements until the county budget hearings have been completed and the Parks Department budget has been fixed for 2021. The matter is to be reviewed following the Tippecanoe County budget hearings.

Secretary Bartlett reported that he is presently engaged in seeking the return of the Ouiatenon Collection material held by the Glen Black Laboratory at Bloomington, Indiana. He reported that in 2001, Glen Black staff member Noel Justice was eager to return the collection to TCHA; however, the then director of the Glen Black lab was not agreeable to that, and that TCHA's accreditation status may have been the deciding issue. Secretary Bartlett reported he is engaged in researching and investigating documentary evidence of ownership with respect to the collection materials, and that he would report further to the Board with respect to his progress.

Jeff Schwab then gave the budget and finance report. He indicated that estimated trust income is down. He also reported we need to figure out which programs we can afford to support. He also issued a call for members to join the Budget Committee to assist in their work. He reported that the Budget and Finance Committee is working with the programs committee to identify programs which are likely to produce revenue for the corporation.

Kelly Lippie then gave a report for the Collections Committee and membership. She reported that complimentary memberships have been eliminated for TCHA, and that a new list of new community contacts is being created to insure that memberships provided gratis are to be focused on key positions in the community. President Bill added that we need to get Board members to suggest people of influence within the community whose support we could enlist. Kelly reported further that letters are going out to the former complimentary membership holders advising that the complimentary membership status is being eliminated and asking them to join and support TCHA. Kelly further reported that the Buck Creek Church issues a newsletter, and that a reciprocal arrangement has been reached to loan them pictures to use in their newsletter in turn for promoting TCHA in said newsletter. Kelly reported that 85 membership renewals went out in August and that 12 had been received back so far.

Kelly further reported with respect to collections that she has been in further communication with Michigan State University regarding the skeletal materials in their possession from Ouiatenon and their status with respect to NAGPRA. She reported that TCHA is the owner of the remains, and that the NAGPRA registration of those materials is to be transferred to TCHA along with any remaining artifactual material recovered from MSU's excavations at Ouiatenon. David Hovde suggested that he would share information he has with respect to NAGPRA with Kelly.

With respect to deaccessions, Kelly reported the only items to be considered are books outside the scope of TCHA's mission and suggested that they be donated to the Rathbone Museum. A motion to deaccession the books with a reservation of any, that upon review have significant local connections, was passed following motion, second and discussion.

Amy Harbor reported that she had recently had a \$350 week with the library which is well above average. Other than that, there was no report.

The Battlefield Museum report was then given by Rick Conwell. Rick reported that the Museum continues operating on a three-day a week schedule with limited occupancy. He reported that the special members only and public sale results were favorable. He reported also that on August 8, a living history presentation was given by John Noland, interpreter, and that he had planned to be back on September 12 for another presentation. Rick also reported that he had partnered with Mary Cutler of the Tippecanoe County Parks Department and presented matters historical related to the site of the battlefield, while Mary Cutler gave a report on the Methodist involvement at the battlefield retirement community. Rick further reported 23 attended the presentation. Rick also reported the 2020 Feast buttons had completely sold out within 24 hours. He indicated the 500 buttons were procured at a cost of \$.49 each, were sold for \$2 each and that the design work was donated to TCHA.

Leslie Martin Conwell then reported on programs and the Feast. She reported the cancellation of History According to Hollywood, and that all August programs had been rescheduled. She reported that a new program was scheduled for Saturday following the Board meeting featuring a pancake breakfast at the Historical Center, and that the same had been approved by the Tippecanoe County Board of Health and TEMA. She reported that TCHA needs volunteers for the breakfast program. She reported that programs archaeological in nature were scheduled for September. She reported that the program committee met on August 11, 2020 and is looking at programming to begin in earnest in March, 2021. She reported that between 200 and 240 participants are anticipated to attend a staff ride at the Battlefield Museum on September 24, 2020. She reported that one of the archaeological programs would be “archaeology day” at the Battlefield which will include a live demonstration of native copper working, and that other speakers are planned to make presentations during September all by ZOOM.

With respect to the Feast, Leslie reported that refunds were sent to those who had pre-paid camp fees, license fees and other fees. She reported there was a \$1,000 net revenue from tee shirt sales through the Athlete. She reported that pewter medallions have been ordered for fund raising, and that Teays River Brewery is supporting a medallion fund raiser by providing \$750 for their production, and that they are going to hold two food fund raisers for the benefit of TCHA. She also reported that WLFJ will do a promotional piece with respect to the tee shirts and medallion sales.

Board member Walt Griffin suggested a virtual 5-K run on Feast weekend as a fundraiser. Leslie also reported that a Feast virtual musical concert is planned for October 3, 2020, and that a grant has been applied to for to support the fundraiser from Duke Energy. A question was asked as to when merchandise would be available for pick up at the Athlete. Erika Kvam said that orders are to be placed from August 15 through August 31, and that she thinks merchandise will be available sometime soon after September 1, 2020. She also indicated that she believed an automatic email notice will be sent to those who have purchased items when they are available.

The Ouitatenon Preserve Committee report was given by Chairman David Hovde. He reported that a contract had been delivered last week from Ratio with respect to the engineering study of the Fix property. David further reported that he had spoken with Ben at Ratio, and that a schedule has not yet been determined for their study. He also reported that Mike Reckowsky, President of the Board of RWF and also president of OPI, sent a proposal to TCHA as to what they would like to see the Fix property used for.

The Facilities and Grounds Committee made no report.

The Membership and Fund Raising report was given by Erika Kvam who reported that the Membership Committee had met twice since the last Board meeting. They are considering a five or ten-year membership, but no life time membership category at present. She would like input from the Board on suggestions by e-mail. The committee is considering an incentive to purchase a five-year membership by offering it at a ten percent discount. Colby Bartlett observed that long-term memberships save staff time for renewals, but still allow you to renew at the membership level you wish. Erika further reviewed the reduction of complimentary memberships. She reported that the committee is reviewing three possible grants plus an additional one available from Duke Energy. She reported further that we would approach NCHS next year for a grant. She reported a grant is available between September and October from the Tippecanoe County Commissioner's Office, and that the committee needs contacts for future development. President Bill suggested that Board members look around the community for sponsors of other events.

Colby Bartlett asked to present additional information regarding the Ratio study for uses of the Fix residence. He reported that state and federal codes are very different when it comes to residential property as opposed to properties open to the public. He reported that the Ratio studies will help us move forward with both short and long-range plans for the Overlook and the Preserve interpretation.

The Operations Manager, Leslie Martin Conwell, then gave her report. She reported on the status of the floor leak in the Arganbright Center, that the cell phone usage had been straightened out to a savings of over \$100 a month, and that she asks for volunteers to help clean both the Arganbright Center and the History Center. She reported that a high school graduation party had booked the History Center on August 1, 2020, and that \$400 of revenue was generated by that activity. Secretary Bartlett suggested that the Operations Manager contact Tippecanoe County Community Service for individuals available to volunteer cleaning services in satisfaction of their obligation for community service.

President Bill then adjourned the meeting at 1850 following motion, second and no discussion.

Respectfully submitted,

Joseph D. Bartlett, Secretary
Tippecanoe County Historical Association

President's Report
Pete Bill
September 2020

1. Phil Tucker has resigned from the Board citing short staffing at his business requiring him to put in a lot of extra hours including evening hours. He has offered to continue to advise us on the Insurance Advisory Committee that selects medical insurance plans for staff in the early spring. Thank you, Phil for your contributions to the Board over the past years.
2. Board members will be elected at the January membership meeting. Depending upon the circumstances and the concern by older members who constitute a significantly large demographic of our membership population, this may be a virtual meeting this year with Board member ballots sent out to the membership and returned by mail. We will see as we enter December which way we will go with this meeting.
 - If you have a prospective Board member, please talk to them about the responsibilities of being a Board member (meetings, financial support of Association, attendance/participation in TCHA events, contribution to leadership on committees, active participation during Board decisions and discussion).
 - They would need to submit a letter of intent plus their CV to me (billr@purdue.edu) or Quentin who is head of the Nominating Committee (rqrobinson@gmail.com)

Reminder of talents we would especially like to recruit.

- 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

3. Committee Reports for the Annual Meeting

- **Due December 8th** Board Meeting – send to Pete at billr@purdue.edu
- Reports will be compiled into our Annual Report to the Membership and posted on line
- Need to report on significant accomplishments of your committee that contributed to the *functioning of TCHA or to the mission of TCHA*. Suggestions include (but not limited to):
 - OP Committee: acquisition of Fix property, development plans for O. Preserve
 - Facilities Committee: significant infrastructure improvements, how they were funded, capital improvement needs still outstanding (History Center roof, etc.)
 - Membership & Development Committee: success with grants
 - Program Committee : how dealt with COVID, programs that continued on, what we're going to do differently in the 2021 because of COVID, preview of 2021 programming
 - Feast Committee: Feast events and fundraising events done; merchandise, buttons, medallions; how COVID in 2020 affects our approach to Feast 2021
 - Budget Committee covered by Treasurer's report

4. Tools needed for History Center

If you are like me and you have 25 screwdrivers and various channel lock pliers sitting around in tool kits or on the pegboard of your garage, consider giving some duplicates to TCHA so we can put together a toolbox for the History Center

Needed:

- Tool box of some sort
- claw hammer
- pliers
- channel lock pliers
- various screw drivers (regular and Phillips head, long and short shaft)
- adjustable wrench
- set of open end wrenches (metric and standard)

5. Selection for Ball-Sholty Award will be at the November meeting

This award was created and initially given in memory and recognition of Mrs. Evelyn Ball and Dr. William Sholty for their significant contributions to the Tippecanoe County Historical Association. The annual honoree is selected by the TCHA Board of Governors and announced at the TCHA Annual Membership Meeting. The names of the recipients are engraved on a plaque that is displayed in the Alameda McCollough Research Library.

Please be thinking of a volunteer or entity that has been especially helpful this past year. Board members and Staff are not eligible.

6. May 24, 1825 – Digby platted the town of Lafayette, Indiana.

200th anniversary is coming in less than 5 years ... TCHA needs to be leading the birthday celebration

Treasurer's Report
Jeff Schwab
September 2020

- Accounts Balance**

Tippecanoe County Historical Association									
Cash Accounts and Selected Liabilities									
As of September 18, 2020									
	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sept 18, 2020
Bank Accounts									
1000 Petty Cash	580.00	580.00	580.00	580.00	580.00	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	45,996.18	67,252.44
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	8,882.71
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	12,948.55	12,948.55
1027 Ouiatenon Preserve Account	77,303.68	73,160.89	71,444.58	68,145.17	68,145.75	41,843.54	10,093.33	17,314.44	25,642.03
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	50,019.60	50,019.60
Total Bank Accounts	175,573.45	182,980.31	185,004.79	158,137.98	197,243.11	192,817.06	130,763.29	137,246.48	165,330.33
Liabilities									
Current Liabilities									
2000 Accounts Payable	9,103.29	7,210.31	2,106.51	227.06	3,730.04	3,872.43	2,794.69	3,671.01	3,705.00
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	3,063.98	1,718.10
2020 United Health Care							4,465.73	8,931.46	13,397.19
Lafayette Copier									588.00
Unearned Duke Grant									4,100.00
2050 Feast apps					3,312.50	7,796.00	7,956.00	1,641.50	281.00
Current Liabilities	10,647.06	8,606.47	3,020.73	3,596.61	8,214.90	14,486.89	18,506.03	17,307.95	23,789.29
Other Liabilities									
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
Operating Cash less Current Liabilities	39,432.89	33,032.26	42,355.13	18,211.33	52,697.06	68,295.71	33,972.48	28,688.23	43,463.15

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- **Cash Flow Basis – August 2020 to September 2021**

TCHA Cash Requirments						
		9/19/2020				
Operating Account		67,252.44				
Feast Rainy Day Account		50,019.18				
Line of Credit		215,000.00				
Available Funds		332,271.62				
			Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
The rest of 2020						
Balance at 9/19/2020				67,252.44	50,019.18	215,000.00
<u>September 2020 remaining</u>						
Dues, admissions & rents		1,515.00				
Payroll - 1 payroll		(5,100.00)				
Health Insurance		(13,352.19)				
Other Expenses		(10,647.14)	(27,584.33)	39,668.11		
<u>October 2020</u>						
Dues, admissions & rents		4,750.00				
Payroll - 2 payrolls		(11,325.22)				
Health Insurance		(4,450.73)				
Other Expenses		(8,991.71)	(20,017.66)	19,650.45		
<u>November 2020</u>						
Dues, admissions & rents		1,510.00				
Payroll - 2 payrolls		(11,325.22)				
Health Insurance		(4,450.73)				
Other Expenses		(8,201.73)	(22,467.68)	(2,817.23)	-	
				-		
<u>December 2020</u>						
Trust Distribution		18,257.33				
Dues, admissions & rents		4,835.00				
Payroll - 2 payrolls		(11,325.22)				
Health Insurance		(4,450.73)				
Other Expenses		(11,380.77)	(4,064.39)	(6,881.62)	43,137.56	
Transfer from Feast Rainy Day Account				6,881.62		
Balances at 12/31/2020				-	43,137.56	215,000.00

Balance of 12/31/2020 Feast Rainy Day from July Board report was 24,156.88
 Balance of 12/31 Feast Rainy Day from August report was \$28,046.00
 Projected balance this report **\$43,137.56**

The increase of \$15,000 was due to increased sales at Battlefield (and reduced purchase of inventory), the Duke grant to pay for the Feast music concert, \$3600 in cash contributions, and the pancake breakfast

Balances at 12/31/2020			-	43,137.56	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	(9,192.46)	(24,334.43)		18,803.13	
<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	(11,490.46)	3,233.38		22,036.51	
<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	(8,075.89)	(3,101.68)		18,934.83	
<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	(6,936.89)	(17,275.41)		1,659.42	
<u>May 2021</u>					
Dues, admissions & rents	2,305.00				
SBA Loan	(340.00)				
Interest expense	-				
Payroll - 2 payrolls	(10,318.52)				
Health Insurance	(2,200.00)				
Other Expenses	(10,543.89)	(21,097.41)		(19,437.99)	195,562.01
Draw on line of credit				19,437.99	
<u>June 2021</u>					

Balance at beginning June 2021 Available Line of Credit in July Board report was \$177,284.60 – drawing on Line of Credit project to begin in January
Balance at beginning June 2021 Available Line of Credit in Aug Board report was \$179,471.60 – drawing on Line of Credit projected to begin in April
Balance at beginning June 2021 Available Line of Credit in is \$195,562.01 – drawing on Line of Credit projected to begin in May

<u>June 2021</u>			
Trust Distribution	15,518.73		
Dues, admissions & rents	2,867.00		
SBA Loan	(340.00)		
Interest expense	(80.99)		
Payroll - 2 payrolls	(10,318.52)		
Health Insurance	(2,200.00)		
Other Expenses	(8,314.89)	(2,868.67)	192,693.34
<u>July 2021</u>			
Dues, admissions & rents	4,865.00		
SBA Loan	(340.00)		
Interest expense	(92.94)		
Payroll - 3 payrolls	(15,477.78)		
Health Insurance	(2,200.00)		
Other Expenses	(8,302.89)	(21,548.61)	171,144.72
<u>August 2021</u>			
Dues, admissions & rents	2,050.00		
SBA Loan	(340.00)		
Interest expense	(182.73)		
Payroll - 2 payrolls	(10,318.52)		
Health Insurance	(2,200.00)		
Other Expenses	(8,436.89)	(19,428.14)	151,716.58
<u>September 2021</u>			
Trust Distribution	15,518.73		
Dues, admissions & rents	2,315.00		
SBA Loan	(340.00)		
Interest expense	(263.68)		
Payroll - 2 payrolls	(10,318.52)		
Health Insurance	(2,200.00)		
Other Expenses	(8,585.89)	(3,874.36)	147,842.22
2021 Feast - Cost in advance of Feast less money received from applications		(35,000.00)	112,842.22
Start up Feast Cash		(65,000.00)	47,842.22
			LOC Available
Total Cash Need to get to from Sept 19, 2020 to the 2021 Feast		(284,429.40)	
Available Funds		9/19/2020	
Operating Account		67,252.44	
Feast Rainy Day Account		50,019.18	
Line of Credit		215,000.00	
Available Funds		332,271.62	
Remaining LOC at 9/30/21		47,842.22	
Projected Liabilities at 9/30/2021			
Line of Credit		167,157.78	
Loan from Small Business Administration		8,000.00	
Cash deficit - Unknown source of financing		-	
		175,157.78	

Balance of 9/30/2021 Available Line of Credit
from July report: \$34,096.82
from Aug report: \$35,013.45
from this report: \$47,842.22

Total Line of Credit used by 9/30/2021
from July report \$180,903.18
from Aug report \$179,986.55
from this report \$167,157.78

Membership Report
Kelly Lippie
September 2020

- Columbian Park Zoo: We are now offering zoo members a 10% discount in The History Store and TCHA members can receive a 10% discount in the zoo’s gift shop. This deal is renewable on a yearly basis, so we can renew the deal in January for 2021.
- Have contacted the Art Museum about a reciprocal benefits deal, haven’t heard back yet. Also investigating other opportunities like this.
- Applied for the ROAM program that would give Patron level members and above member perks at other museums around the U.S. and other participating organizations would have the same perks at TCHA sites.
- Membership Newsletter e-mailed out on Friday, September 4th. It is available on the TCHA website. Looking for ways to make it better. Goal for next issue is to be released in early December for a year-end wrap up.
- Added a link on the TCHA website for members to renew their memberships (previously, there was only a link to buy a new membership).
- Also made corrections to the renewal reminder emails, which were not being properly sent through Member Planet.
- Added a few more people to the new Community Contacts List.

Membership Break-down as of September 11, 2020

Membership Level	Renewal Period	Total as of Aug. 20	Total as of Sept. 11
Individual (\$35)	Annual	38	40
Senior Individual (\$30)	Annual	52	58
Senior Couple (\$40)	Annual	71	75
Family (\$50)	Annual	48	55
School/Club (\$100)	Annual	1	1
Patron (\$100)	Annual	45	56
Sustaining (\$250)	Annual	13	15
Benefactor (\$500)	Annual	0	0
Treasure (\$1,000)	Annual	3	3
Lifetime	Lifetime	66	65

Total TCHA Members as of September 11, 2020: **402**

Total TCHA Members reported August 20: 337

TCHA Collection Department Report
Kelly Lippie
September 2020

Collections General

- Worked to process new incoming collections (newly accessioned).
- Kelly will be helping the DAR with their Wabash Avenue Walking tour on Oct. 3.
- Training a new volunteer in the collections department.
- Looking at a grant opportunity with the State Archives for 2021 that may help us get our newspapers on microfilm and then digitized for online posting with the State Archives.
- Gave tours to Leadership Lafayette group on August 27th.
- Contacting and delivering some of the architectural drawings that TCHA is not keeping to businesses (or churches) that are still around.
- Met with a new collections volunteer who will work on cataloging artifacts. She begins training on Sept. 11.
- Helped out at the Aug. 29th pancake breakfast.
- Helped researcher requests for Bob Rohrman photographs, historic newspapers, photographs of downtown businesses and Fort Ouiatenon history.
- Working on presentation for Show and Tell program on Sept. 22nd.
- Working with Kory Cooper to plan an intern project for this year.
- Volunteers are working to catalog photographs, advertising cards, decorative arts and political buttons. Volunteer is also scanning photographs to digital records.

Exhibits

- Mary Anthrop donated some of her Suffrage education material so we put it out at the Battlefield to enhance the exhibit.

Social Media

- Continuing to post on Twitter and Instagram for upcoming programs and other TCHA news.

Collections Committee- Collection committee meeting was canceled September because there were no new donations to consider. There was no meeting scheduled for October, so the next meeting will be in November.

No items for deaccession consideration

**TCHA Library
Amy Harbor
September 2020**

I apologize for the lateness of this report. I returned Sunday evening from two weeks of vacation in Montana . I spent some of this time organizing and combining spreadsheets that volunteers and I have created at home during and since the lockdown. Together we have indexed

- 90 court books
- Records of 5 funeral homes
- Nearly 6000 Estate files from the 60s, 70s and 80s
- Totaling approximately spreadsheet 57,000 entries

During the time I was in the library before my vacation we had:

- One new volunteer
- 4 research requests – phone and email
- 7 in-person researchers

Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
September 2020

- The museum and history store continues to be open three days a week, and we have been busy selling Feast buttons and medallions. As of this writing, we have sold 761 buttons for \$1522 and 150 medallions for \$2250. These totals include buttons & medallions sold at the pancake breakfasts.
- After an active and satisfying Labor Day weekend traffic at the park is slowing down, so our attendance is dropping off a bit.
- Battle of Tippecanoe and War of 1812 interpreters, John and Nolan Wickett and four friends came to the battlefield the weekend of September 12. This time they set up camp and stayed Friday night, so that there was more for visitors to see. Weather was great and everyone had a good time.
- The week of September 21st will be busy. I have been asked to speak to the semimonthly meeting of the Harrison High School Government history club on Wednesday evening. It will be a virtual meeting.
- On Thursday, September 24th a large group of Warrant Officer trainees from Camp Atterbury will descend upon the battlefield for a visit. Some preparatory work will take place Wednesday as well.
- We continue to search for ways to tighten our financial belts and find more ways to sell things, especially some of the older Feast merchandise we still have on hand.

Programs Report
Leslie Martin
September 2020

- This report covers August 24-September 19.
- Programming update:
 - August 25- Show & Tell- Charlie Shambaugh- Pete Bill was presenter. 17 people.
 - August 29- Fort living history program. French military, Colonial Rangers, habitants, and French voyageur lifestyles were interpreted. Some outstanding educational displays and great interaction with the public. A social distancing and sanitation protocol was put in place, and a porta-jon with a handwashing station was rented. David Hovde's trading company is sponsoring the program and sponsorship money from David as well as \$100 from one of the program participants, Thomas Wojcinski, paid for the extra facilities.80+ attended.
 - September 11- Recent Archaeological Discoveries- Dr. Matt Coon, INDOT- Zoom program co-sponsored with Purdue's anthropology department, 30+ attended.
 - September 19- Experimental Archaeology- Dr. H. Kory Cooper, Purdue. Zoom program co-sponsored with Purdue.
 - September 21- Soviet Archaeology and Its Legacies- Dr. Elizabeth Brite, Purdue, Zoom program co-sponsored with Purdue.
 - September 22- 11:30 Show & Tell- Unexpected Stories- Kelly Lippie will be presenting on unique items in TCHA's collections.
 - September 28- Ancient Copper Metallurgy in Alaska and Canada- Dr. H. Kory Cooper, Purdue, Zoom program co-sponsored with Purdue.
 - October 3- John Wickett, 4th US interpretation at the battlefield.
 - October 3- Wolf Park program- see details below
 - October 3- Feast Opening & Closing Ceremonies on YouTube, FB, and website. Taped the weekend before.
 - October 3- Feast of the Hunters' Moon Tunes concert- made possible by a grant from Duke Energy. Six different Feast bands/musicians will perform. Feast Committee member Mac Bellner is coordinating.
 - October 15- 6:00 Hauntings of Tippecanoe County- Duane Datzman, History Center
 - October 27- 11:30 Show & Tell- Harry G. Leslie Story- Pete Bill, History Center
 - November 14- Tippecanoe Battlefield Commemoration & Veteran's Day Celebration
 - November 19- History of the Tippecanoe Battlefield as a Historic Site- Rick Conwell
 - November 24- 11:30 Show & Tell- Early Student News- Pete Bill – History Center

- Social distancing and sanitation protocols have been put in place for the History Center, Fort, and Battlefield programming to insure TCHA meets public and board of health expectations.
- The Program Committee met 9/8 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. Pete is contacting those speakers for Show & Tell who had indicated they would reschedule in 2021, to confirm dates for next year. Have any ideas on programming for 2021? Contact Leslie at programs@tippecanoehistory.org. A large staff ride is scheduled at the battlefield September 24.
- No school tour requests have come in, which is understandable due to COVID 19.
- We are partnering with Wolf Park to do “Follow the Pack through Indiana History” October 3. Thank you to Quentin Robinson for his help. Feast participants and TCHA members Don and Diane Claffey will be doing a fur trading demonstration at the event. If the tours are sold out, we will make approximately \$150.00 for our share.

Date: Saturday October 3rd, 2020

Time: 1:15pm, 2:15pm, 3:15pm, 4:15pm Cost: \$15/adult \$10/child

Tickets: Reservations Required. Book here - <https://wolfpark.org/tours/follow-the-pack-through-indiana-history/>

Experience Wolf Park’s classic Follow the Pack tour, but with a focus on Indiana’s wildlife history. You will learn about the behavior and ecology of grey wolves, red foxes, grey foxes, and bison and how these iconic Indiana species were affected by expanding agriculture and the fur trade. A representative from the [Tippecanoe County Historical Association](#) will share historical records of Indiana wildlife from the Tippecanoe area. You will also learn how to coexist with the canids and other wildlife that currently live in Indiana and, maybe, your backyard. *A portion of admission sales for this tour will benefit the Tippecanoe County Historical Association.*

Masks are required for guided tours.

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

- Feast t-shirts, hats, and active wear sold via The Athlete's website have sold well. As of this writing (9/20) over \$1454.33 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. The promotion is scheduled to continue through the second week of October. The website is <https://feast2020.itemorder.com/sale>
- As of today, 761 Feast 2020 COVID 19 special edition buttons have sold of 1000 ordered. The first 500 buttons ordered sold out in less than 24 hours. The buttons, including setup/shipping, cost \$.49 each. They retail for \$2.00 so there is a profit of \$1.51 each button.
- We've sold 150 of the Feast 2020 COVID 19 pewter medallions. They cost \$7.00 each. Anonymous donors donated \$900.00 to the cost of the medals, so the sales are profitable to TCHA.
- The three pancake breakfasts we did went well, in that we had a net profit, sold Feast buttons, and did some great community outreach. Sheila Klinker stopped by and had breakfast with us on the last Saturday as did Bob and Patti Truitt. Thanks to Pete and Lorita Bill, Jeff Schwab, Ken Moder, Joyce Wiegand, Leon Dickson, Julie and David Byers, and Kelly Lippie for their help! Kory and Elliott Cooper did a great job of cleaning to get the History Center ready for the breakfasts.
- The Feast committee met September 16 and discussed fundraising ideas including several food events at Teays River restaurant and brewery. Several Feast committee members are working with Jeff Schwab and I for virtual Feast programming.
- Ouatennon artifact photos have been posted on the Feast group Facebook page on a daily basis.

Other Committee Reports September 2020

Ouiatenon Preserve Committee

A proposal from OPI chair Mike Reckowski was submitted to TCHA Board President who then referred consideration of the proposal to the TCHA OP Committee (David Hovde chair). The TCHA OP Committee reviewed the two pertinent proposals (those having financial impact on TCHA) electronically and voted unanimously in favor of recommending acceptance of the proposals to the TCHA Board.

Note: one proposal (Request #1) was for permission to store maintenance equipment (mower, weed whacker, fertilizer/weed control, etc.) in the garage of the Fix property. As this had no financial impact on TCHA and facilitates care and maintenance of the OP properties, the OP Committee approved this use and the Board President conveyed that to Mike Reckowski.

OPI proposal summary e-mail sent by TCHA Board President to David Hovde:

Request #2: Internet service to the house for security system and use by any visiting scholars working on the Preserve. OPI has provided two quotes for internet service providers. The only viable quote appears to be from Xfinity. TCHA picks up the cost of house utilities including internet service. We need to have a security system of some sort to comply with our insurance rates. Likely we will have a security camera system for the property and house at some point and Jeff Schwab recommended 100 mb/s based upon what Purdue uses for its security camera system. However, Xfinity's web site states that they recommend 200 mb/s if we are to have someone using the internet AND running security cameras (3-5). It's only \$10 a month more for 200 mb/s than it is for the 100 mb/s so worth the additional \$10 I think. Cost: one-time \$220-250 for internet equipment purchase (as opposed to renting the equipment monthly from Xfinity at a much higher rate) and \$600 annually (\$50/month) for subscription to internet services at 200 mb/s. This would be paid out of the Ouiatenon Preserve account. Our balance in the OP account right now is \$17,314.44 and we will be receiving a CREP payment likely by the end of this month.

Request #3: OPI to use one bedroom of the house for an on-site office. TCHA pays for utilities at the Fix house, so we would be paying for electricity (it's all electric heat and light). The average electricity utility bill was between \$120 – 250 a month depending upon the weather. These numbers were based upon occupancy of the house as opposed to us keeping the house at a cooler temp during the winter and a warmer temp during the summer than the occupants would have tolerated. Our electric bill for the Fix property last month was \$91.11. It will be higher during the winter. There will be some increase in electrical utility if the office is being used, but it won't be as much as the home owner was paying when they occupied the building. If we estimate \$100-\$150 a month, our total cost would be \$1800 a year or less. This would be paid out of the TCHA OP restricted account, not our TCHA operational budget.

ACTION required by Board – approval of proposals forwarded from TCHA OP Committee

Facilities & Grounds Committee

Membership & Development Committee

- Committee met on Sept. 1 and Sept. 15.
- Reviewed membership, grants, feast, and other fundraising opportunities.
- Unable to complete work on individual and corporate donors due to missing reports from development officer. Also waiting on reports concerning previous sponsors. Grant reports, membership reports noted in other portions of agenda.

Development Officer Report September 2020

(submitted separately from Agenda)

Craig Hadley

- Continuing to make cold calls to businesses and individuals. In some cases this entails multiple calls to them as there are either no answer or having to leave voice mail. The vast majority decline to give either due to their budget or their giving is restricted to pandemic relief. In some cases they may have a grant program, but it is for project specific educational items and not operational expenses.
- The Seafoam Corporation has agreed to make a \$3000 to \$4999 sponsorship for the 2021 Feast to support programs on School Days. They will make the check out in December.
- SIA is still interested in making a sponsorship in the amount of \$3500 to sponsor a stage
- I am submitting an invoice this week to the City of West Lafayette to get their final installment of \$10,000 as part of their three year \$30,000 sponsorship
- Attended some webinars on fundraising during the Pandemic.

Operations Manager Report
Leslie Martin Conwell
September 2020

Administration:

- I'm currently in the process of changing our payroll provider from Paychex to a local payroll firm, BBCS. We paid Paychex \$2700.00 last year, and recently we got a notification they were going to raise rates. BBCS is charging us \$1699.00 a year for the same service features, so by switching we are saving at least \$1000.00 a year.
- A bill was received for \$89.00 for a safe deposit box at Regions Bank. Former director Kathy Atwell (whose name was on the account), Pete, and I went to Regions to see what was in the box and to close the account. The box contained property and license information. We removed the paperwork and it is currently stored in the safe in my office in Arganbright. To close the account, the bank claims that we'll need to secure former TCHA board president Terry Edgell's signature, as his name was on the box. After that is received, the account will be closed.
- I attended the Tippecanoe County Park Board meeting 9/9, to be introduced as TCHA Operations Manager. The board asked for an update on TCHA finances, and I reported that while things were very tight, it looked like we wouldn't have to get into our line of credit until next May. They seemed very supportive of TCHA. The lease wasn't discussed.

Grant follow-up and donations:

- Community Foundation- Grant received for battlefield security upgrade and security cameras for Arganbright parking lot.
- Indiana Humanities CARES grant- This grant was for \$7500.00 for operational expenses. We received a request from the grant administrator for an update on how funds were used, and I submitted it. A final grant report will be submitted later this year.
- Duke Energy- A grant/sponsorship request for \$5000.00 for Feast outreach was received.
- Arts, Cultural and Destination Marketing Organization Support grants- This grant was submitted 9/7 and will hopefully help cover operating expenses not covered other grants. Thanks to Lorita, Pete, Erika, and Jeff for their help reviewing the grant and offering suggestions.
- Several donations have been received and thank you letters sent or are in process of being written.
- I submitted a grant request to the county commissioners for a PPE grant that was available through them. Requested items were hand sanitizer, sanitizing wipes, and masks. I am waiting to hear if our grant was approved.

- A grant available through Indiana Humanities was referred to Kelly and Amy to see if it might be appropriate for them.
- I'm applying for TCHA to be eligible for AmazonSmile as a non-profit. Once that is set up, we'll get a small percentage of sales from people who select us as their non-profit of choice.

Maintenance:

- The leak in Arganbright has been repaired. It was found to be caused by a faulty hot water line. Cost of repairing water leak was \$1500.00. Special thanks to Kelly for her help with this issue. The dry wall damage caused by the plumbers will be repaired.
- Roof- History Center- Looking to get a third estimate from a company that has experience with flat roofs and a proven track record fixing them. Please contact Walt or Leslie if you know someone. We will seek a North Central Health Services grant for the roof repair when the grant becomes available next summer.
- 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. Old cell phone bill was \$223.60/month; new bill reflecting recent changes will be \$162.41/month. Bill Wyatt of Wyatt Communications is working with us to secure landline savings. Both phones in the History Center have been removed, at a monthly savings of \$30 each. The Feast/accounting office phone is being moved out to the battlefield, to replace the current unit there. The battlefield's phone/internet service is currently through CenturyTel, at a cost of \$337.00 a month. Internet has been spotty, and phone lines get tied up if a credit card is being run at the counter. We are dropping CenturyTel and installing internet service through Wintek, which will give us much faster and more reliable internet. Bill Wyatt will run the phone through the new WIFI, resulting in substantial savings.
- Security systems- The installation of the security cameras for the Arganbright parking lot, paid for by a grant from the community foundation, begins 9/21. The upgrade of the security system at the battlefield, also paid for by a grant from the community foundation, begins 9/22. The security sensors at the fort were taken down and put back in place by the company doing the blockhouse renovation. However, they were put back incorrectly and Mulhaupt's had to remount them.
- Water heater- History Center- Blue Fox is coming 9/23 to check the malfunctioning water heater. It appears the pilot light is out.
- Staff is currently cleaning Arganbright and the History Center on a weekly basis and would appreciate board members' help. Duties include sweeping, dusting, trash cans, and cleaning sinks/toilets. Please contact me or Kelly to sign up.

Public engagement:

- Numerous posts made to social media, including creating Facebook events, updating the website, posting Feast promotional items for sale, and Ouatatonon artifact photos.
- I was interviewed by WLFI about Feast promotional items and the pancake breakfasts.
- I attended the graduation luncheon for Leadership Lafayette at the Fowler House. I was asked by Kitty Campbell, Leadership Lafayette Director, to lead several tours of the Fowler House.
- Kudos to Kelly for producing such a nice-looking newsletter, and to everyone who wrote an article for it.
- Pancake breakfast fundraisers generated some income and donations and were a great way to do community outreach and connect with our members. Breakfasts were held for three consecutive Saturdays. I will report on costs vs income figures at the board meeting.

Staffing:

- Staff continues to be budget conscious and financially responsible. Laura, Rick, Amy, and Kelly are doing such a nice job of adapting to the “new” COVID 19 normal for the sites and continue to serve customers and make everyone feel welcome.
- Laura is taking several weeks off for surgery. I’ll be filling in for her several days at the battlefield, as will Kathy Atwell.

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)
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
Pete Bill Amy Harbor

Collections Committee

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

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* Pete Bill Quentin Robinson
Walt Griffin David Hovde Annie Schap
Craig Hadley Zula Kress

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