

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 24th, 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

- October 2019 Tuesday, October 22nd
- November 2019 Tuesday, November 19th (Thanksgiving is November 28th)
- December 2019 No meeting
- January 2020 TBD
- Annual Membership Meeting – TENTATIVE Saturday, February 1st 2020

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

- October 5-6 FEAST of the Hunters Moon
- October 8 State of Medical Treatments in Tippecanoe County in 1915
Show & Tell – 11:30-1:00 History Center
- October 9 An Exploration through Purdue Athletics 6-7 PM wine & cheese
- October 13 History According to Hollywood – Ed Wood – 4:00 PM
- October 17 Sweetest Corner in Town – noon-1:00 PM – History Center
- October 23 Paint History workshop – 6-7 PM History Center
- Halloween Costume Ball has been cancelled

AGENDA

- Call to order
- Minutes from August 27th Board meeting – **minutes to be approved** – *See pages 3-6 in Agenda*
- Officer's reports and business
 - President – *see pages 7-8 in Agenda*
 - Craig's formative evaluation process
 - Insurance Committee report from first meeting
 - Personnel Manual revision – committee to be formed in October
 - Vice President
 - Treasurer
 - Word about reclassifying "donations" versus sponsorships
- Finance and budget report – Finance, Budget, and Risk Management Committee
 - consideration of implementing financial policies – e.g., review and approval of long term contracts
- Membership and History Center Events Director – Megan Lee – *Report on pages 9-10 in this Agenda* **Still need some volunteers to help at Membership tent at Feast Saturday & Sunday**
- Programs Director – Craig Hadley – *No written report submitted – summary table page 11*
- Collections Committee – Kelly – *Report on pages 12-14 in this Agenda*
 - Items for Deaccession – **action needed by the Board** - *page 14 in this Agenda*
- Feast report – Leslie Conwell – *No report*
- Battleground Museum report – Rick Conwell – *Report on page 15 in Agenda* - **Rick could use help on September 29th with trailer for moving inventory to Feast**
- Ouiatenon Preserve Committee – David Hovde
 - Committee recommendations on the Ouiatenon Preserve sign
 - *Corrected version of sign proposed by Colby from August on page 16*
- Notes from Committees
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam
- Executive Director report – *Report on page 17 in Agenda*
 - Arganbright
 - Audio tour Battlefield
 - Mark Twain Show
 - Exhibit Task Force status

END AGENDA

Minutes for the TCHA Board of Governors Meeting held August 27th, 2019
TCHA History Center

ATTENDANCE:

| | |
|------------------------------|------------------|
| Pete Bill - President | Walt Griffin |
| Jeff Schwab – Vice President | Ron Halsema |
| John Thieme – Treasurer | David Hovde |
| Erika Kvam - Secretary | Zula Kress |
| Colby Bartlett | Ken Moder |
| Del Bartlett | Quentin Robinson |
| Kory Cooper | Gretchen Shelmon |
| Craig Graham | Preston Smith |

Unable to attend

| | |
|-------------------|-------------|
| Julie Byers | Phil Tucker |
| Amy Harbor | Todd White |
| Annie Hatke Schap | |

Staff: Craig Hadley, Megan Lee, Leslie Martin Conwell

Call to order: 5:15 PM

Introduction of guests: Mr. Jim Keene and Ms Anna Little from First Merchants Private Wealth Advisors

Presentation on TCHA investments – *Documents sent to Board members via e-mail Sunday, August 25, 2019*

Jim Keene and Anna Little are part of the team that manages portfolio along with Theresa Swain, the account manager. Anna is new to team.

Background: TCHA has been a client since 1947, one of the longest relationships of First Merchants (FM). FM manages both TCHA TRUT (total return unitrust) and Wetherill TRUT. Both were converted to total return trust in 2013 with a 5% payout rate of trust set by the Board. Overview of info packet: economic review, managed in perpetuity for providing income stream for TCHA. Economic outlook is good for US. Equity review page 5, portfolio includes several asset classes. 1-year numbers high, 3,5,10 year are all very high. Page 7: investment team forecast, 70% of account is invested in stocks. Page 9: investment policy statement (roadmap for board and investment team). Del asked if 5% calculated on total value of trust? Jim: Yes, annually (based on average market value of previous 3 years). Del: could that unrealized gain be lost in a bad market with 70% in stock market? There is a buffer because of the 3yr average for calculating the return, but yes that is something to pay attention to. There will be years when 5% return is not generated, but that's why longer average is taken. Jeff: So one year is not a reason to panic, but if it looks like a long year of lower returns, we should look at adjusting? Jim agrees. Jim: Page 10, performance report of last year and last 10 years, including withdrawals, income, and gains/losses.

Management fee went from 0.75% to 0.65% recently, reflecting rate for nonprofits. Fee is calculated on monthly basis. Page 11 onwards, asset summary. Target for allocation based upon risk tolerance and goals is 70% stocks, but FM managers can move the actual

allocation between 60-80%. Page 15, review of distributions, payments, projection. Review of Wetherill Trust. No questions from Board. Pete: will convene Finance, Budget & Risk Management committee to meet directly with FM to review portfolio in November.

Minutes from July 23rd Board meeting – were reviewed and approved.

Officer's Reports – President

- Change in evaluation process for the Executive Director was changed by the Board earlier this year to move the evaluation from mid year to the end of the year to coincide with budget development. For the interim this year a mid-year formative evaluation will be done, reviewed by the Executive Committee and summary given to Craig. End of year evaluation will be headed by Jeff
- Insurance Committee formed to review staff insurance. Board members have been recruited to join committee, will work as committee to remove conflict of interest from Craig and provider being the only ones who select insurance policies without any Board oversight. Todd, Amy, Ken, and Craig Graham will be on committee. Committee will also include Jeff Schwab (chair of Finance Committee) and the Treasurer (John Thieme) as well as Lorita Bill, CPA as a non-voting consultant. Committee will be meeting very soon.
- IRS Form 990 for 2018 was reviewed by Ex Com – available to any Board member who would like to also review it. Form has been filed for 2018. This is a public document. Number of things that hadn't been updated for several years, now in compliance.
- Committee to be formed to re-evaluate and update the TCHA Personnel Manual Hasn't been updated since 2010, some procedures no longer in use. Committee will be formed after Feast to review and update. Craig G: will you have someone with HR experience on committee? Leslie: F@P uses online HR service (HR on Demand, \$35/mo).

Officer's Reports – Treasurer

- Lorita Bill (CPA) has been doing a fantastic job reviewing financial procedures, checking for compliance with tax and regulatory filings, and getting everything on track. Greatly appreciated.
- Revenue is currently way below budget. Need to get word out about History Center facility. Need to cut expenses.
- From big picture perspective, this is the time of year that TCHA utilizes credit line. Colby: in 2008, were using "healthy" borrowing program, but then started borrowing more to fund operations. The goal is to borrow less each year.
- Ken: what's the \$36,000 listed as income for Feast? Jeff clarified it is payments for vendors and camping income.
- Craig G: what is \$60k grant from last year? John: Community Foundation grant for kitchen refit and blockhouse, Visit Lafayette/West Lafayette grant for Feast marketing.

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

- Taking different approach to prepping budget for this year. The budget will be divided into fixed items and variable/discretionary items. Pete: we'll be setting budget limits for each month to make tracking of expenses tighter, easier to control discretionary. Gretchen: will we be able to view previous years? Pete: some things yes, but some things oddly/miscategorized. John: there hasn't been as much consistency in recording as we'd like. Some of the changes occurring now will help tracking in the future.

Membership and History Center Events Director – Megan Lee

- Current membership 418; July membership 439.
- 156 renewals and final notices sent, 65 returned and 2 new for August. Went back a bit further this month to capture renewals.
- Membership committee scheduled for Sept 4.
- Screenshot of email reporting from Member Planet shows how numbers are reported out.
- Facilites: mailbox installed, paint touched up, working on flowerbeds and ivy removal. Several event walk-throughs, one new rental and one declined (scheduling conflict, working to rectify).
- Artifact viewing day not very popular. 4 people over last 3 weeks.
- List of current rentals included. Del: is the Gathering still using facility? What is contract? Megan: yes, and contract was a year and now month-to-month.
- Feast school days: 280 for Thursday (half full), 2055 for Friday. Thinking about adding another 300 because interest from schools is still high. Need volunteers for student check-in on these days. Mad mushroom is delivering and donating lunch for Friday.
- Megan has been doing school days and other programming. Colby: How many are we expecting for Friday school day? Megan: 2055, plus maybe 300.

Programs Interim Director – Craig Hadley – no written report

- Committee meeting every Monday afternoon at 5:30PM.
- Dropping the workshop series, making programs free to members next year.
- Looking at getting single sponsor for all programs next year as well as sponsor program guide. Looking to generate money through donations.
- Evening series program is mostly completed; lunch series in the works.
- Looking to send out 2020 Program guide in November with annual appeal. Will be booklet size.
- Mosey on Saturday, Tippecanoe Ancient Fife and Drum Corp will be playing at 6PM. Need volunteers to distribute information and talk to people. Please speak to Jeff for volunteer.
- On Sept 10, Mark Twain show. Currently about 100 tickets sold.
- Megan: review of upcoming shows.
- Craig: Car camping on Sept. 7, with classic cars and county fair.
- Blockhouse event on Saturday. David: dead man autopsy, based on real event.
- Craig: Expecting brewhouse workshop to be popular event (tomorrow at 6PM).
- Craig: Archaeology month/day review and events. Mailer, FB, and emails will be going out next week. Kory: overview of events. Colby: are these registered with DNR? Craig: already sent one, will be sending all. Ron: developing FB group for downtown business for cross-promotion, would be happy to share with TCHA.
- Del: can we send Mark Twain to ENG department? Craig: will do.

Collections Committee – Kelly not present

- Pete: Kelly is very busy with volunteers, archives, online presence. Wiring needs changing (Craig has call in). HVAC filter needs changing. Craig: first I've heard.

Feast report – Leslie Conwell

- Leslie: we're super busy right now, but that's good. Everything is going according to schedule, volunteer callout turnout was good (yesterday @WLPL).
- Feast Mosey is soon, media is arranged and WISH TV will do live broadcast from Feast on Friday (school days).
- Every year, feast committee reexamines models; next year, committee will have to review Food Booth model. Food booths are having major problems getting enough volunteers, so will be reevaluated. Board volunteers needed, have made sign-up sheet (passed around).
- Feast tickets are being delivered, sales starting soon.
- Leslie is having back surgery soon, will hopefully be mobile by Feast.
- Colby: is there a social media plan and budget? Leslie: largely reliant on sharing, but can look at budget. Possibly though grant. Craig: new Feast marketing- paper coasters in local bars and restaurants. Many already on board, should start showing up in two weeks.

Battleground Museum report – Rick Conwell not present

- Pete: road is open, school has resumed. Levi helping with inventory, getting geared up for Feast.

Ouiatenon Preserve Committee – David Hovde

- Gone for most of month, still no consensus on sign. Some problems include imagery, other design problems. Pete: what specifically? David: fleur-d'lis, design work. Jeff: seems like the imagery should be correct for Ft Ouiatenon. Discussion of sources, citation. Discussion of design work. Decision tabled, Pete requests committee works it out soon, bring recommendation to board. Quentin: would like to see several different options. Pete: as far as timeline, it needs to be done right.

Executive Director report

- 3 grants submitted over past few days. \$5300 awarded for parking lot, no word on larger grants from CF or NCHS (ADA refits and parking lot projects).
- SIA will be sponsoring Feast stage instead of just regular sponsorship
- We are having to pay \$11,000 on unpaid bills for electricity for the History Center that dates back to February 2018. Duke had not billed TCHA for it. Just discovered. Craig worked out a six month payment plan on the overdue bills with no penalty. Del: is Duke bill reflected in attached Profit and Loss statement Pete: no, not paying out yet. Also, security light for Fowler House being paid for by TCHA. Craig: will talk to Duke about light.
- Exhibitory task force decided on design, concept by Kelly that goes full length of wall in History Center. Opens up many options for artefacts, has high impact. Will be bringing in Keystone Architects for feasibility.
- History Center report emailed this afternoon, please have questions ready for next time.

Adjourned: approximately 7:10 PM Minutes submitted by Erika Kvam

President's Report – Pete Bill – September 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. 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.

There were 10 surveys sent out and returned. The Likert-scale evaluation part (pick a number 1-10) and the additional comments have been largely compiled. The raw data will be shared confidentially with the Executive Committee right after the Feast. The data will be summarized into a report along with Executive Committee comments and recommendations sent onto the Executive Director in mid-October. The summative (final) evaluation will be done at the end of the year conducted by an evaluation committee chosen by the Board President, but chaired by the Vice President.

■ Insurance Committee formed to review staff insurance

Committee composed of Finance Committee chair, the Treasurer, the Board President, the Executive Director, the insurance representative, and 3-4 additional Board members (Todd White, Walt Griffin, Amy Harbor, Ken Moder)

1. Decisions regarding what insurance TCHA pays for full time employee staff has historically been decided by the Executive Director and the insurance provider representative without input or feedback from the TCHA Board of Governors. Because both the Executive Director and the insurance provider are direct beneficiaries of insurance policies sold, this constitutes a conflict of interest. For the period of March 2019-March 2020 the annual cost to TCHA for providing this insurance was **\$49,365.00**. As the body charged with the fiscal viability of the Association, the Board of Governors should have oversight over this decision with input from the Executive Director, representing the TCHA staff, and the insurance agent provider.
2. Per the TCHA Personnel Manual the burden of the cost for health insurance is supposed to be split 80% TCHA and 20% staff. This has not been done for the past three years with staff underpaying by unequal percentages ranging from 0% to 15% of the cost.
3. Although Dental insurance and Vision insurance are not specifically defined as employee benefits per the TCHA Personnel Manual, they have been provided to TCHA staff and their dependents. Note: cost for dependents are not to be paid by TCHA but paid for by payroll withholding of the staff member – the one dependent insured for dental has been paid fully by the staff member in compliance with the policy in the Personnel Manual.
4. Life insurance is currently provided for all staff by TCHA even though according to the TCHA Personnel Manual Life Insurance as a benefit was removed in 2006.
5. For TCHA to be insured it must comply with regulations that govern insurance benefits. Regulations require all full time employees be *treated equally* as far as the cost sharing between TCHA and the employee. Thus, one employee can't have TCHA pay 100% of their insurance cost and another employee be required to pay 20% and TCHA pay 80%.
6. When insurance providers consider approving a policy, a cursory audit must be performed by the agent and reported to the insurance company. The insurance agent was unaware that staff were not paying the 80/20 cost share and that not all staff were paying the same percentage amount. TCHA was not in compliance with regulations and this must be changed before next year's insurance application.

Actions required:

1. All staff withholdings be adjusted to 20% to cover health insurance plan selected by employee starting with new policy in March 2020.
2. **Recommendation by the Insurance Review Committee to the TCHA Board** whether to recommend implementing Vision and Dental insurance as an employee benefit.
3. If recommending Vision and Dental be added as benefits, the Insurance Review Committee needs to also recommend the cost share percentage for Dental and Vision insurance for the employee (dependents are 100% paid by employee withholding). Vision premium is fairly minimal (currently \$7.59 a month) and Dental premium is more expensive at \$52.79 per month. Considering either 80/20 or 50/50 cost share.

Note: by insurance regulations for any group insurance benefit the organization (TCHA) must provide at least 50% of the cost for each category of insurance.

4. **Board Action:** Decision by the TCHA Board on whether to make Vision and Dental insurance available to staff as a benefit and the percentage of cost share between TCHA and staff. This requires a revision of the Personnel Manual to include these as benefits and such a change must be approved by the Board.
5. **Recommendation by the Insurance Review Committee to the Board** on whether to reinstitute the Life Insurance benefit to employees that was discontinued in 2006. Currently the premium is \$17.60 per month.
6. If recommending Life Insurance, the Insurance Review Committee needs to make a recommendation for the cost share. Currently the discussion is to offer Life Insurance premium at 50/50.
7. **Board Action:** Decision by the TCHA Board to reinstitute the Life Insurance benefit to employees at what cost share, and approve revision of the Personnel Manual.
8. **Recommendation by Insurance Review Committee** on whether to reinstitute the Short-Term and Long Term Disability insurance discontinued as a benefit in 2006. If recommended, need to also recommend cost share percentage. Phil states the Long Term disability cost to TCHA would be about \$990 per year and Short Term disability insurance cost would be about \$1900 per year – total cost to TCHA (before employee cost sharing) would be about \$2800 a year.
9. **Board Action:** Decision by the TCHA Board to reinstitute Short-Term and Long-Term Disability Insurance, share cost percentage, and revision of the Personnel Manual.

PLAN:

PHIL TO DO: provide 5 potential plans to be considered for 2020 given the parameters above

COMMITTEE TO DO: meet sometime after the Feast to discuss and decide about items listed above that must be taken to the Board for approval – Jeff: will need to factor estimated costs into the Budget for 2020.

COMMITTEE TO DO: meet in January to decide which of the 5 plans Phil comes up with will be offered to employees for 2020. Have Board approve plans at the February meeting.

- **Personnel Manual revision** - A subcommittee will be formed to review and make recommendations for changes to bring the TCHA Personnel Manual into compliance with current policies and procedures in mid-October.

Memberships & History Center Report
Megan Lee
September 2019

Memberships:

Current membership: 421 (August 418, July 439)
Renewals sent for June- October, 2019: 75
Memberships renewed in Sept: 45
New members in Sept: 2
Total collected in Sept: \$4095

The Membership Committee met at the beginning of the month to send out the Feast tickets. We will be meeting again after the Feast to go over any updates we wish to make for next years membership.

Some items for the Membership tent at the Feast have been purchased, drinks will need to be purchased still.

I will need 2 volunteers each Feast day for a couple hours. You must dress in feast clothing. Saturday October 5: Noon-2; Sunday October 6: Noon-2

History Center Facility:

Levi has been working hard on deep cleaning and paint touch up.

There was an extensive leak in the women's room over Labor Day weekend. Blue Fox was out that day and the following day to diagnose and repair the leaking blower pump. We have discovered a leaking hot water heater and clogged drains in the basement- I will update you on this if there is an update to give.

President's comments: we have a problem with excessive Vectren gas consumption during the summer months at the History Center when gas for the boiler heating system should essentially be zero. Blue Fox was out to check for gas leaks last week and found none. The boiler system was off and the boilers cold when checked a week ago, but the boilers may have still been on and heating boiler water all summer until Labor Day when the leak occurred and the boiler was definitely shut off. Are waiting to see if the September gas use and bill will be significantly lower.

Feast School Days:

Thursday special kids' day has 400 of the 600 spots filled. Friday is full with 2924 of the 2800 spots. All supplies besides bottled water have been purchased or ordered for school days and volunteers have been lined up. Kelly has been a huge help with all of this! Ribbons have been cut and our Purdue volunteer has placed thin in the participants packets. We will be putting together teacher packets (email and gate) this week.

Rental Summary for History Center

| Date | Rental- 4820 | |
|-------------|-------------------------------|--|
| 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> |
| 12-Sep | \$40 | <i>Linen Rental</i> |
| 1-Oct | | <i>Indiana State Tourism and Development</i> |

**Programs Director Report
Craig Hadley
September 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.

Summary chart from minutes of Program Advisory Committee updated 9/22/2019

| Topic | Date set | Topic selected | Speaker identified | Speaker confirmed | Description written |
|--|----------|----------------|--------------------|-------------------|---------------------|
| Evening Feb – Black Voices Heart & Souls | x | x | x | | |
| Evening Mar – Purdue Battery B and C – David Hovde | x | x | x | x | |
| Evening Apr - Tippe Fife & Drug | x | x | x | | |
| Evening May – George Winter – Kelly Lippie | x | x | x | x | |
| Evening June – Purdue Basketball – Elliott Bloom | x | x | x | | |
| Evening July – Powerful Women – TBD | x | ?? | | | |
| Evening Aug – Purdue Ag – Vic Lechtenberg | x | x | x | x | |
| Evening Sep – Folk Music – Annie Hatke Schap | x | x | x | x | |
| Evening Oct – Hauntings Tipp. Ct. – Duane Datzman | x | x | x | x | |
| Evening Nov – Mary Matthews/Lella Gaddis – Angie Klink | x | x | x | x | |
| Noon Feb - Helen Gougar – TBD | x | x | | | |
| Noon Mar – Elections Tipp Ct - Kathryn Brownell | x | x | x | | |
| Noon Apr – Early aviation – Pete Bill | x | x | x | x | |
| Noon May - TBD | x | | | | |
| Noon June – 9 th St Hill - TBD | x | x | | | |
| Noon July – Earhart - TBD | x | x | | | |
| Noon Aug – West Laf history – Nick Schenkel | x | x | x | x | |
| Noon Sep – Tour Veterans Home | x | x | | | |
| Noon Oct – Victorian Mourning Practices – Sheila Riley | x | x | x | | |
| Noon Nov – Battlefield – Rick Conwell | x | x | x | | |
| S&T Jan – Mudlavia – Pete Bill | x | x | x | x | |
| S&T Feb – Civil war weapons – Greg Swank | x | x | x | | |
| S&T Mar – Swords – Rick Conwell | x | x | x | x | |
| S&T Apr – Ancient inland sea – Pete Bill | x | x | x | x | |
| S&T May – TCHA military – Craig Hadley | x | x | x | x | |
| S&T Jun – Ray Ewry – Pete Bill | x | x | x | x | |
| S&T July – Libraries – David Hovde | x | x | x | x | |
| S&T Aug – Shambaugh – Pete Bill | x | x | x | x | |
| S&T Sep – Curator’s Choice - TCHA artifacts – Kelly Lippie | x | x | x | x | |
| S&T Oct – Harry G. Leslie – Pete Bill | x | x | x | x | |
| S&T Nov – Purdue exponent – Pete Bill | x | x | x | x | |
| History according to Hollywood – All months - Craig | x | | x | x | |
| Speaker for TCHA Annual Membership meeting | x | | | | |

TCHA Collections Department Report
Kelly Lippie
September 2019

Library & Archives Researchers (August Only) Purchase Totals

| Admission (for non-members) | Photocopies | Research (off-site requests) | Postage/Shipping & Handling fee | Photo reproductions | Donations (not in donation box) |
|-----------------------------|-------------|------------------------------|---------------------------------|---------------------|---------------------------------|
| \$38.00 | \$60.67 | \$35.50 | \$2.50 | \$15.00 | \$87.50 |
| 32 people | | 3 researchers | | 1 order | |

Some visitors were members, so they did not pay admission.

Store Sales in the library- August total of **\$20.53**

Library Projects (ongoing) August- September

- 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.
- Meeting scheduled for October with the County Recorder to discuss digitizing the marriage records. Likely the county will fund this project.

Collections Projects (ongoing) July-August

- Additional researchers helped looking for MSU skeletal remains, Holder Bedding photos, Main Street photos, St. Claire Nursing Home.
- Researcher is studying scans of George D. Burkle's WWI diary in exchange for typing a transcript of it. Kelly sends her PDF scans and she returns a typed transcription plus some background research on the events or locations mentioned in the diary.
- Loans renewed for Duncan Hall and 5-Points Fire Station Museum for another year (these loans are due for renewal annually).
- 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 8 posters for their propaganda exhibit this fall. Loan began in September and run through December.

- 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.
- 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.
- Volunteers will now start working on a ledger book condition survey that will help us seek grants or sponsorships for repairs.
- Contacted Michigan State University and the Glenn Black Lab at IU to see what Ojibwa 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. Group has been assembled to trouble-shoot this issue for TCHA (includes curator, director and several Board members).
- Met with Lorita Bill to discuss some of the financial reporting for the library and credit cards.
- Worked in the Battlefield Museum Store ½ day on Nov. 3 so Rick could have the day off.

Exhibits

- Ojibwa exhibit at History Center will be up until after the Feast. Halloween exhibit canceled because the Halloween event has now been canceled. Will begin work on Christmas/ holiday exhibit for late November.
- Research continued on 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

- Worked Saturday Oct. 24 at the History Center to have the building open for people to view the Ojibwa exhibit. There were 0 visitors in the 3 hours.
- Social Media:
 - Twitter: 747 followers (up 4 followers since August), 2 posts in August (most feed from Facebook posts)
 - Instagram: 695 followers (up 21 people since July), 7 posts in August.

Miscellaneous

- Without a Programs Director, Curator is now schedule school programs and coordinating with the Battlefield staff to present these programs. Also working with Membership Director to coordinate Feast School Days.
- Lights needed repair again in the Curator’s office. We will still need to re-wire the entire 2nd floor of Arganbright and possibly convert Archives, Vault and photo lab to LED.
- Met with Lorita Bill to discuss some of the financial reporting for the library and credit cards.
- Worked in the Battlefield Museum Store ½ day on Nov. 3 so Rick could have the day off.
- Bats found in the Arganbright Center on 2 separate days (removed and released outside). Bat removal expert came to evaluate building and suggest next steps.

Collections Committee- meeting held September 4. No meeting scheduled for October due to the Feast.

- New Material Accepted: 11 (1 purchase, some partially accepted)
- Tabled pending further research: 1
- Rejected New Material: 5
- Found in collections Material Accepted: 1
- Found in Collections Material Rejected: 2

Deaccession Recommendations:

| Accession # | Description | Reason | Source | Disposal Method |
|-------------|---|--------------|-----------------------------|-----------------|
| 87.100.411 | White stoneware sugar bowl | Out of Scope | Mabel McDill Andrews Estate | Sale |
| 87.100.412 | White stoneware creamer | Out of Scope | Mabel McDill Andrews Estate | Sale |
| 5589 | Book: “Adventures of an African Slaver” by Theodore Canot, 1928 | Out of Scope | Richard B. Wetherill | Sale |

**Feast of the Hunter's Moon
Leslie Martin Conwell
September 2019**

- No report. Feast is coming

**Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
September 2019**

Packing and inventory work for Feast merchandising is nearing completion.

The site had a very satisfying Labor Day weekend, with sales and attendance up over last year.

September 21st and 22nd, History Store is on the road at *KohKohMah Foster Living History Event*, between Burlington and Russiaville.

Will pick up small moving van and cargo trailer the afternoon of September 29th for moving inventory to the Feast grounds (**Could use an assisting driver**). Packing and loading will begin when van and trailer reach the battlefield. Once packing and loading are complete, merchandise will move to Feast grounds Thursday afternoon to set up for Friday school day.

**Ouiatenon Preserve Committee
David Hovde
September 2019**

Report to be made by David Hovde on recommendations or options for the Board to consider.

Correction from August Agenda

This is the image of the sign recommended by Colby (sign version in Agenda in August was not the most recent version)



Executive Director Report
Craig Hadley
September 2019

Arganbright Project

We have been awarded the following grants for the Arganbright project:

- \$5300 – Lafayette Community Foundation
- \$20,124 – Lafayette Community Foundation
- \$28,511.51 from North Central Health Services

That is a total of \$53,935.51

Additionally, we will be getting a restricted donation from Matt Jonkman for \$21,365. This brings the total amount raised for this project to \$75,300.51

What this money covers:

1. Digging up the old upper parking lot and rebuilding it with signage
2. Repaving with lines and block and signage the lower parking lot
3. The renovation and construction of an ADA approved unisex bathroom on the main floor.
4. Repair of concrete sidewalks and features on the front elevation
5. Removal and replacement of new safety railings and additional safety railings
6. Removal of old building signage and the installation of new building signage.

This will give the Arganbright library a real facelift, increase safety and ADA access, heighten our branding, and give us secure parking delineations while allowing access to parking from the Fowler House Mansion.

Battlefield Audio Tour

Well it has been a long time coming but we are finally finished with Phase I. It will be uploaded into the phone system app sometime in the next couple weeks and then we just need to figure out signage. Phase one is a 5 stop audio tour of the battlefield from the perspective of a young Indiana militiaman. The plan is to unveil this at Commemoration Weekend in November. Phase II will consist of creating an alternative audio tour from the perspective of the Native Americans. I hope to have that completed in time for commemoration weekend in 2020. These tours will be free for the public and accessible by any smart phone.

Mark Twain Show

This was a real success with more than 300 folks in attendance. We ended up grossing more than \$4,000. We are still waiting on a couple of invoices before we have the final cost and net, but we certainly made some money from this event.

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 Bartlett
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
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