

# 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, October 27<sup>th</sup>, 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.

Join Zoom Meeting  
<https://purdue-edu.zoom.us/j/93747604356>  
Meeting ID: 937 4760 4356

Dial by your location  
+1 312 626 6799 US (Chicago)  
+1 301 715 8592 US (Germantown)  
+1 646 558 8656 US (New York)  
Meeting ID: 937 4760 4356

### 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, November 17<sup>th</sup> (one week early because of Thanksgiving)
- Tuesday, December 8<sup>th</sup> – BUDGET MEETING (2 weeks earlier than normal)
- Tuesday, January 26<sup>th</sup>, 2021 – Annual membership meeting via Zoom
- Tuesday, February 23<sup>rd</sup>, 2021 – Board elections

## AGENDA

- Call to order
- Minutes from September 22<sup>nd</sup>, 2020 Board meeting – *Pages 3-6*
- Officer’s reports and business
  - President - *Pages 7-8*
    - Reminder about Board nominees
    - Committee reports for Annual Meeting - UPDATE
    - Annual Meeting format
    - Board member elections procedure
    - Ball Sholty Award – selection at November Board meeting
    - Role of Officers of the Board
  - Vice President
  - Treasurer – *Pages 9-13*
    - Accounts balance (cash balance)
    - Updated cash flow October 2020 to September 2021
  - Secretary
    - Supplemental agreement with OPI
    - Update on Lease Agreement with Parks Department
- Finance, Budget, and Risk Management Committee – Jeff Schwab
- Membership – Kelly Lippie – *Page 14*
- Collections Committee – Kelly Lippie – *Page 15-16*
- Library Report – Amy Harbor – *Page 17*
- Battleground Museum report – Rick Conwell – *Page 18*
- Programs – Leslie Conwell – *Pages 19-20*
- Feast report – Leslie Conwell – *Page 21*
- Notes from Committees – *Page 22*
  - Oquiatenon Preserve Committee – David Hovde
  - Facilities Committee – Walt Griffin
  - Development & Membership Committee – Erika Kvam
- Operations Manager report – Leslie Martin Conwell – *Pages 23-25*
  - Administration
  - Grants follow-up and donations
  - Maintenance
  - Public engagement
  - Staffing

END AGENDA

**Minutes for September 22<sup>nd</sup>, 2020**  
**TCHA Board of Governors Meeting**  
**Zoom meeting**  
**Del Bartlett**

The meeting was called to order by President Pete Bill at 1716. Board members present by ZOOM were: Colby Bartlett, Del Bartlett, Pete Bill, Julie Byers, Kory Cooper, Craig Graham, Walt Griffin, Ron Halsema, Amy Harbor, David Hovde, Erika Kvam, Ken Moder, Quentin Robinson, Annie Hatke Schap, Jeff Schwab, and John Theme. Members not attending by ZOOM were Zula Kress, Preston Smith, and Todd White. Staff members Kelly Lippie, Leslie Conwell and Rick Conwell, attended by phone. Staff member Craig Hadley did not attend.

The first matter considered was the Minutes of the August 25 Board meeting which were amended to show that Board members Zula Kress, Preston Smith, John Theme, and Annie Hatke Schap did appear for the August 25 Board meeting by ZOOM. The Minutes as corrected were approved as amended following motion, second and discussion. President Bill related that Board member Phil Tucker had resigned due to work-related time limitations, but that he is willing to help continue as an insurance advisor for the Board.

President Bill then announced that committee reports for the annual meeting should be submitted as a PDF online by December 8.

President Bill indicated there is a need for extra tools for a toolbox at the History Center. Kelly has a list of tools needed.

President Bill then announced that the Ball-Sholty award nominees should be submitted at the November meeting and noted that Lafayette is nearing its 200<sup>th</sup> birthday which will also be the centennial celebration of TCHA.

No Vice-President's report was submitted.

The Treasurer's report was given by Jeff Schwab. Jeff reported that the special sales at the Battlefield raised a good amount of money and reduced inventory. He said our cash position is good for another month, and that at the end of our third quarter, we could anticipate our annual trust payout. He indicated that we are slowly working through our cash, and that we would have to draw on the rainy day fund most likely in December. Jeff said that the favorable results of the Battlefield Museum sale and cost-cutting efforts has put us \$15,000 ahead of where we expected to be at present. He reported that we anticipate needing to draw on the line of credit in May of 2021. He said that if our projections are correct, we would still have \$50,000 available on our line of credit at Feast time in 2021. He also noted that we normally need \$100,000 in cash for startup expenses for the Feast.

The Secretary's report was given by Board member Del Bartlett. He reported that the Parks Department would like to see the Lease contemplated contain an out-clause and that the feedback from the Parks Department indicates that if TCHA will assume responsibility for the gas utilities at the Battlefield, the Parks Department would be responsible for the electricity expense.

The Finance Committee report was given by Jeff Schwab. Jeff indicated that we are beginning to put together our 2021 budget.

Kelly Lippie gave the Membership Committee report. She indicated that the committee is recommending arranging additional membership benefit for current members, including a 10% discount for business done with Columbian Park Zoo gift shop with a reciprocal agreement to be announced. She indicated that similar perks are being considered and are being announced as confirmed. Kelly reported that the third newsletter of the year will be a digital report by email. She reported that one of the problems of doing the newsletter by email is that we do not have email addresses for all of our members. President Bill asked if TCHA posts newsletters on the website and Kelly responded yes, but it is not easy to find.

Ken Moder had a question about an apparent increase in our membership. President Bill asked if the benefits to using Member Planet were enough to justify the expense. Kelly reported that Past Perfect is more user friendly for membership.

Kelly Lippie then gave the Collections Committee report. Kelly reported there had been no meeting this month, that the next meeting would be held in November. She also reported there had been no donations since the last report. Kelly reported that a walking tour of Wabash Avenue conducted by the Daughters of the American Revolution was scheduled for October 3. President Bill raised the topic of photographs owned by Bob Rohrman. Member Colby Bartlett commented that the grandson of Bob Rohrman is now running the auto group and may have an inclination to help with photographs related to the Rohrman Group business. Colby Bartlett reported he would contact the grandson and report back to the Board.

The Battlefield Museum report was given by Rick Conwell. Rick reported that Mulhaupts has installed a new security system. He reported that 761 buttons and 150 medallions relating to the Feast have generated \$3,750 in new revenue. Rick reported he had spoken to Harrison High School government and history club since the last report. He reported also that on Thursday next he was expecting 200+ from Camp Atterbury for the staff ride. He reported that the museum admission fee would be \$4 per person for the Atterbury group. Rick reported also that on Feast Saturday, October 3, there would be another museum sale primarily of apparel with significant mark-downs. He reported that period clothing would be sold, and that staff and members would receive additional discounts. He reported that the Purdue University ROTC unit will be there on that date for a staff ride also. Board member Colby Bartlett asked Rick about the new security system in the Battlefield Museum. Particularly, he asked if we have video monitoring capabilities within the Museum. Rick indicated that we do not. Colby said that we had a prior conversation on this at the Board level. Rick reported that he thinks it is probably a good idea to have that ability. President Bill commented that we need to look at a comprehensive security system designed with cell phone access.

Leslie Martin Conwell had to step away from the meeting so President Bill made the programming report. President Bill then reported that a fur trade demonstration program would be presented at Wolf Park on October 3. President Bill also reported that an opening and closing ceremony would be video-taped and would be available sometime in mid-October with respect to the Feast. President Bill also reported that a forensic investigation officer of the Indiana State Police would be visiting October 15 at 6:00 p.m. for a paranormal inspection of the Battlefield Museum.

President Bill further reported that the tee shirt sales generated \$1,400 in net profit, and that the sale was extended to the second week in October. He also reported that the three pancake breakfast events held at the History Center raised \$400.

The Ouiatenon Preserve Committee report was given by Board member David Hovde. It was reported that the Roy Whistler Foundation had requested limited storage space at the Fix property for artifacts belonging to their organization. OPI also requested permission to establish an office in one of the bedrooms of the house and use the garage to store maintenance equipment.

President Bill reported that OPI had also proposed installation of internet service, and that Xfinity was the only real choice, that the expense for installation would be paid from the Ouiatenon Preserve account, and that a router would be installed. He reported that the service fee is \$50 per month. Board member Quentin Robinson moved for approval of the request by OPI and RWF, Colby Bartlett seconded and following discussion, the motion carried unanimously.

Colby Bartlett supplemented the Ouiatenon Committee report by announcing that Ratio has completed the inspection of the Fix property, and that they would now be working up a report for TCHA. Colby also reported that the chairman of the National Historic Landmark Committee of the National Parks Service has indicated an intent to meet during November to process the petition for designation.

Board member Walt Griffin gave the Building and Grounds report. Walt indicated that the leak in the Arganbright piping system had finally been resolved. Walt reported that we continue to have roofing issues at Arganbright and the History Center, and that alternatives need to be explored for repairing and replacing where needed.

Membership and Development Committee report was given by Erika Kvam. She indicated that the committee is meeting every other week, is reviewing membership grants that might be available, and that TCHA Development officer, Craig Hadley, had not been available for committee meetings.

The Library report was given by Board member Amy Harbor who referred the Board to her written report. Amy related a fascinating story about a call from a park ranger/historian from Alaska who was interested in researching a U.S. bomber crash near Anchorage. Apparently, there were survivors of the crash and a Lafayette native was a hero among the survivors. The survivor from Lafayette was Robert Smith, and he has two daughters that live in the Lafayette area. His sister is 86. President Bill requested that Amy write up the story so it can be made available to our membership.

The Operations Manager report was presented by Leslie. The report was initiated by President Bill as Leslie was en route returning to Lafayette from an out of town trip. President Bill reported that Leslie had met with the Parks Board and that they were very appreciative to have her report on the state of affairs of TCHA finances. It was reported that the Community Foundation had approved a grant to TCHA for security upgrades at the Battlefield Museum, that a grant for operational expenses in the amount of \$7,500 was received from Indiana Humanities, that a grant from Duke Energy for \$5000 to support Feast musical programming had been received.

President Bill reported also that a PPP grant application has been submitted to cover expenses of sanitizers, masks and wipes.

Kelly Lippie reported that the Community Foundation was considering grants for its 50<sup>th</sup> anniversary, and that Kelly is looking to apply for a grant to benefit the TCHA Collections.

It was also reported that the drywall damage at Arganbright caused by the plumbers is to be repaired. It was reported also that our cell phone numbers have been reduced and that a savings has been achieved of approximately \$70 per month.

It was further reported that the security system for Arganbright has a monitor located next to the server, and that staff can all access the system by computer.

President Bill reported that significant publicity resulted from a WLFI interview of Leslie Martin-Conwell. It was also reported that Kitty Campbell requested and received Leslie's assistance in helping with the tour of Fowler House. President Bill then congratulated Kelly on the most recently produced newsletter, and reported that the Board genuinely appreciates the staff effort to conserve resources.

That was the end of matters on the agenda. Board member Ken Moder asked about the status of Wabash Valley Trust for Historic Preservation. Quentin Robinson reported that he had talked to one of the former officers of that corporation, Don Burns. Quentin reported that neither the Fowler House nor the 1852 Foundation has heard anything from the surviving Board members of WVTHP, but that he had spoken with a former officer, Don Burns, who has heard nothing either. It is believed that WVTHP's rent term with the 1852 Foundation will end in December.

President Bill then adjourned the meeting at 1830 following motion, second and no discussion.

Respectfully submitted,

Joseph D. Bartlett, Secretary

Tippecanoe County Historical Association

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

1. 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](mailto:billr@purdue.edu)) or Quentin who is head of the Nominating Committee ([rqrobinson@gmail.com](mailto: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

2. Committee Reports for the Annual Meeting

- **Due January 5<sup>th</sup>** – send to Pete at [billr@purdue.edu](mailto: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

### 3. Annual Meeting Format

Because of the typical age of our attendees, the variable level with which people routinely comply with COVID safety measures in their daily lives, and the risk for someone introducing the infection into a closed meeting space, the Annual Meeting will be held via Zoom. This will necessitate a different format for voting on prospective Board members.

### 4. Board Member selection process

**January 4<sup>th</sup>, 2021** : Letter goes out to all members notifying them of the date of the Annual Membership Meeting for TCHA on January 26<sup>th</sup> and a change in format of the meeting to a Zoom video conference from 6:00 – 7:00 PM. Instructions will be provided in this letter for how to connect to Zoom for the meeting.

Instructions for accessing the TCHA Annual Report on the TCHA web site will be included.

In this letter will also be a “call for nominations from the floor” for names to be considered for membership on the Board of Governors. The deadline for submission of names will be Wednesday, **January 13<sup>th</sup>, 2021**.

**January 14<sup>th</sup>, 2021** : Letter goes out to membership with descriptions of Board nominees and those Board members requesting consideration for another term. Descriptions will be provided in the letter. A ballot of nominee names and an unstamped envelope addressed to TCHA will be included. A deadline for receipt of the ballot for TCHA will be listed as **Monday, January 25<sup>th</sup>**.

A repeat of the instructions for attending the Zoom meeting will also be included in this mailing.

Ballots will be tallied by Quentin Robinson and the Nomination Committee.

**January 26<sup>th</sup>, 2021** : The results of the Board Member selection process will be announced at the Annual Membership Meeting.

### 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.



## Treasurer's Report Jeff Schwab October 2020

- **Accounts Balance**

Operating budget account (checking account) outlined in green

CREP payments into TCHA Ouitatenon Preserve outlined in red

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 1-23 2020
<b>Bank Accounts</b>										
1000 Petty Cash	580.00	580.00	580.00	580.00	580.00	585.00	585.00	585.00	585.00	585.00
1010 LB&T Checking	50,079.95	41,638.73	45,375.86	21,807.94	60,911.96	82,782.60	52,478.51	45,996.18	67,192.36	48,264.54
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	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	12,948.66	12,948.66
1027 Ouitatenon Preserve Account	77,303.68	73,160.89	71,444.58	68,145.17	68,145.75	41,843.54	10,093.33	17,314.44	25,642.23	71,192.74
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	50,020.01	50,020.01
<b>Total Bank Accounts</b>	<b>175,573.45</b>	<b>182,980.31</b>	<b>185,004.79</b>	<b>158,137.98</b>	<b>197,243.11</b>	<b>192,817.06</b>	<b>130,763.29</b>	<b>137,246.48</b>	<b>165,270.97</b>	<b>191,893.66</b>
<b>Liabilities</b>										
<b>Current Liabilities</b>										
2000 Accounts Payable	9,103.29	7,210.31	2,106.51	227.06	3,730.04	3,872.43	2,794.69	3,671.01	7,404.51	7,647.70
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	2,376.91	1,704.85
2020 United Health Care							4,465.73	8,931.46	13,397.19	7,632.26
2050 Feast apps					3,312.50	7,796.00	7,956.00	1,641.50	104.00	104.00
<b>Current Liabilities</b>	<b>10,647.06</b>	<b>8,606.47</b>	<b>3,020.73</b>	<b>3,596.61</b>	<b>8,214.90</b>	<b>14,486.89</b>	<b>18,506.03</b>	<b>17,307.95</b>	<b>23,282.61</b>	<b>17,088.81</b>
<b>Other Liabilities</b>										
2047 Loan Payable - SBA	-	-	-	-	8,000.00	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	8,000.00
<b>Operating Cash less Current Liabilities</b>	<b>39,432.89</b>	<b>33,032.26</b>	<b>42,355.13</b>	<b>18,211.33</b>	<b>52,697.06</b>	<b>68,295.71</b>	<b>33,972.48</b>	<b>28,688.23</b>	<b>43,909.75</b>	<b>31,175.73</b>

• **Cash Flow Basis – October 2020 to September 2021**

	10/23/2020					
Operating Account	48,264.54					
Feast Rainy Day Account	50,019.18					
Line of Credit	215,000.00					
Available Funds	313,283.72					
The rest of 2020		Net Cash required	Operating Account	Rainy Day Acct	Line of Credit	
10/23/2020			48,264.54	50,019.18	215,000.00	
<u>October 2020</u>						
Dues, admissions & rents	2,500.00					
Payroll -0 payroll left	-					
Health Insurance	(10,747.72)					
Other Expenses	(5,124.74)	(13,372.46)	34,892.08			
<u>November 2020</u>						
Dues, admissions & rents	1,510.00					
Payroll - 2 payrolls	(11,125.22)					
Health Insurance	(4,450.73)					
Other Expenses	(9,178.93)	(23,244.88)	11,647.20	-		
			-			
<u>December 2020</u>						
Trust Distribution	18,257.33					
Dues, admissions & rents	4,835.00					
Payroll - 2 payrolls	(11,125.22)					
Health Insurance	(4,450.73)					
Other Expenses	(11,341.35)	(3,824.97)	7,822.23	-		
			-			
<b>Balances at 12/31/2020</b>			<b>7,822.23</b>	<b>50,019.18</b>	<b>215,000.00</b>	

July Board Report:	Balance at 12/31/2020	Operating Acct.	\$ 0.00
		Feast Rainy Day	\$24,156.88
August Board Report:	Balance at 12/31/2020	Operating Acct.	\$ 0.00
		Feast Rainy Day	\$28,046.00
Sept. Board Report:	Balance at 12/31/2020	Operating Acct.	\$ 0.00
		Feast Rainy Day	\$43,137.56
Oct. Board Report:	Balance at 12/31/2020	Operating Acct.	\$ 7,822.23
		Feast Rainy Day	\$50,019.18

			Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
<b>Balances at 12/31/2020</b>						
				7,822.23	50,019.18	215,000.00
<u>January 2021</u>						
Dues, admissions & rents		2,075.00				
SBA Loan		(340.00)				
Payroll - 3 payrolls		(13,800.00)				
Health Insurance		(1,968.84)				
Other Expenses		(8,332.71)	(22,366.55)	(14,544.32)	35,474.86	
<b>Transfer from Feast Rainy Day Account</b>				14,544.32		
<u>February 2021</u>						
Trust Distribution		29,874.00				
Dues, admissions & rents		2,440.00				
SBA Loan		(340.00)				
Interest expense		-				
Payroll - 2 payrolls		(9,200.00)				
Health Insurance		(1,968.84)				
Other Expenses		(8,084.04)	12,721.12		48,195.98	
<u>March 2021</u>						
Trust Distribution		16,683.30				
Dues, admissions & rents		2,540.00				
SBA Loan		(340.00)				
Interest expense		-				
Payroll - 2 payrolls		(11,400.00)				
Health Insurance		(3,000.00)				
Other Expenses		(7,239.47)	(2,756.17)		45,439.81	
<u>April 2021</u>						
Dues, admissions & rents		4,040.00				
SBA Loan		(340.00)				
Interest expense		-				
Payroll - 2 payrolls		(10,850.00)				
Health Insurance		(3,000.00)				
Other Expenses		(5,822.47)	(15,972.47)		29,467.34	

July Board Report: Projected draw on Feast Rainy Day to start: November 2020

August Board Report: Projected draw on Feast Rainy Day to start: November 2020

Sept. Board Report: Projected draw on Feast Rainy Day to start: December 2020

Oct. Board Report: Projected draw on Feast Rainy Day to start: January 2021

			Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
<u>May 2021</u>						
Dues, admissions & rents		4,440.00				
SBA Loan		(340.00)				
Interest expense		-				
Payroll - 2 payrolls		(10,850.00)				
Health Insurance		(3,000.00)				
Other Expenses		(9,707.47)	(19,457.47)		10,009.87	-
<u>June 2021</u>						
Trust Distribution		16,683.30				
Dues, admissions & rents		6,510.00				
SBA Loan		(340.00)				
Interest expense		-				
Payroll - 2 payrolls		(10,850.00)				
Health Insurance		(3,000.00)				
Other Expenses		(7,478.37)	1,524.93		11,534.80	-
<u>July 2021</u>						
Dues, admissions & rents		5,760.00				
SBA Loan		(340.00)				
Interest expense		-				
Payroll - 3 payrolls		(16,275.00)				
Health Insurance		(3,000.00)				
Other Expenses		(7,421.37)	(21,276.37)		(9,741.57)	205,258.43
Draw on line of credit					9,741.57	

July Board Report: Projected draw on Line of Credit to start: January 2021

August Board Report: Projected draw on Line of Credit to start: April 2021

Sept. Board Report: Projected draw on Line of Credit to start: May 2021

Oct. Board Report: Projected draw on Line of Credit to start: July 2021

			Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
<u>August 2021</u>						
Dues, admissions & rents		5,810.00				
SBA Loan		(340.00)				
Interest expense		(40.59)				
Payroll - 2 payrolls		(10,850.00)				
Health Insurance		(3,000.00)				
Other Expenses		(7,600.37)	(16,020.96)			189,237.47
<u>September 2021</u>						
Trust Distribution		16,683.30				
Dues, admissions & rents		5,910.00				
SBA Loan		(340.00)				
Interest expense		(107.34)				
Payroll - 2 payrolls		(10,850.00)				
Health Insurance		(3,000.00)				
Other Expenses		(7,749.37)	546.59			189,784.06
2021 Feast - Cost in advance of Feast less money received from applications						
			(35,000.00)			154,784.06
Start up Feast Cash			(65,000.00)			89,784.06
LOC Available						
Total Cash Need to get to from now to the 2021 Feast						
			(223,499.66)			
Available Funds						
			10/23/2020			
Operating Account						
			48,264.54			
Feast Rainy Day Account						
			50,019.18			
Line of Credit						
			215,000.00			
Available Funds						
			313,283.72			
Remaining LOC						
			89,784.06			
Projected Liabilities at 9/30/2021						
Line of Credit to pay back						
			125,215.94			
Loan from Small Business Administration						
			4,940.00			
Cash deficit - Unknow source of financing						
			-			
			130,155.94			

July Board Report:	Available LOC:	\$34,096.82	LOC to pay back:	\$180,903.18
August Board Report:	Available LOC:	\$35,013.45	LOC to pay back:	\$179,986.55
Sept. Board Report:	Available LOC:	\$47,842.22	LOC to pay back:	\$167,157.78
Oct. Board Report:	Available LOC:	\$89,784.06	LOC to pay back:	\$130,155.94

**Membership Report  
Kelly Lippie  
October 2020**

- 42 membership renewal notices mailed out. This includes 2<sup>nd</sup> notices for those who didn't renew in September and a first notice to those whose membership expired Oct. 1.
- Membership renewal settings corrected on Member Planet, so now all members with emails should get an email reminder and snail-mail notice on the month of their renewal and a 2<sup>nd</sup> notice if they fail to renew the first time. Some members are now taking advantage of this and renewing through Member Planet.
- 4<sup>th</sup> Membership newsletter will go out the first week of December and will also be a digital edition.
- New membership brochure has been finalized.
- Multi-year membership renewals will start being offered in November. Official roll-out of the new opportunity will be announced at the Annual Meeting in January.

Membership Break-down as of Oct. 22, 2020

Membership Level	Renewal Period	Total as of Sept. 11	Total as of Oct. 22
Individual (\$35)	Annual	40	36
Senior Individual (\$30)	Annual	58	56
Senior Couple (\$40)	Annual	75	71
Family (\$50)	Annual	55	51
School/Club (\$100)	Annual	1	1
Patron (\$100)	Annual	56	49
Sustaining (\$250)	Annual	15	17
Benefactor (\$500)	Annual	0	1
Treasure (\$1,000)	Annual	3	2
Lifetime	Lifetime	65	64

Total TCHA Members as of Oct 22, 2020: **348**

## TCHA Collection Department Report

Kelly Lippie  
October 2020

### Collections General

- Kelly was out on vacation the week of Sept. 14<sup>th</sup>.
- Met Dr. Krishna with Purdue regarding possible volunteer opportunities or other collaborations.
- Raccoon footprints found in the Arganbright basement. A wildlife expert investigated and put down a live trap. No live animal was found. The access point was sealed.
- Kelly participated in the DAR's Wabash Avenue Walking tour on Oct. 3 by hosting the Henry Ellsworth tour stop.
- Training 2 new volunteers in the collections department. They are cataloging decorative arts and indexing photo negatives.
- *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.*
- Delivered architectural drawings that TCHA is not keeping to the Indiana State Archives.
- Working with Kory Cooper to plan an intern project for this school year. Interns will continue to help digitize MSU Ouiatenon files and replace some of the storage containers currently housing artifacts.
- Volunteers are working to catalog photographs, advertising cards, decorative arts and political buttons. Volunteer is also scanning photographs to digital records.
- The loan of 1920s clothing to The Farm at Prophetstown expired mid-October and was returned to TCHA.
- Loan of musket to Battlefield for exhibit was renewed this month.
- New potential loan of buggy whip commemorating the 1840 William Henry Harrison Campaign in the works.
- Assisted East End Grill with order of 16 photo reproductions for their new restaurant building.
- Returned to Jeff High School to reinstall the exhibit case that we helped to de-install early in the summer. They needed help removing and storing artifacts during their construction work. Rick, Kelly and some volunteers will go to reinstall. Jeff HS system will pay TCHA for staff time and supplies.
- Traveled to the Indiana State Archives on October 16 to donate a collection of about 100 architectural drawings. These are out-of-Tippecanoe County drawings that were part of a collection recently donated. TCHA kept many of the local drawings.

## Exhibits

- Planning for temporary exhibit change-outs for 2021 at the Battlefield and History Center. Battlefield will host the Indiana Historical Society's traveling exhibit "Securing the Vote" from June- July (this was originally supposed to visit in 2020, but was delayed due to Covid-19).
- New exhibit at the Arganbright of Fencing artifacts includes Purdue fencing uniform and Charles Wetherill fencing coat from 1848.

## Social Media

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

## Collections Committee

- Collection committee meeting was not schedule for October. Next meeting with be held in November.
- *No items for deaccession consideration*



**TCHA Library  
Amy Harbor  
October 2020**

October has been a busy and productive month despite the pandemic. We've had a steady flow of visitors and patrons.

- In the first 3 weeks we've had over 20 visitors. We continue to require appointments, but people often slip in when the door is unlocked.
- 16 visitors spent money - over \$700 of income so far this month
- Several visitors dropped money in the donation box - not yet counted.
- Worked with other staff to update the wording on our COVID-19 policy for staff, volunteers, and patrons. The stronger wording is unequivocal, because some people were not following policy and not wearing their masks appropriately.
- Discussed with Kelly rearranging the fixtures in the library to make visitors more visible. We don't really use the glass display cases, and they block visibility to the rest of the room, making potential theft, or misuse of materials easier. I would like to have people sitting closer to the front desk, and I appreciate your thoughts and suggestions.
- Contacted the Fairfield Township Trustee for permission to photograph the Greenbush Cemetery burial books. We get many inquiries regarding burials there.
- Got permission from Family Search to edit their research wiki on Tippecanoe County. Family Search is the free genealogy resource website operated by the Mormon church. It is one of the most popular family history sites in the world, probably second only to Ancestry dot com.

## **Tippecanoe Battlefield Museum and History Store Report**

**Rick Conwell**

**October 2020**

- On Thursday, September 2th, the battlefield hosted the Warrant Officer Training Class from Camp Atterbury. Over 200 candidates and their instructors attended. The feedback from this group was extremely positive, and we hope that they return next year. Thanks to Kathy Atwell for helping in the store on what was the largest sales day since the 200<sup>th</sup> Commemoration in 2011.
- My presentation to the Harrison High School Government History Club, (Sept. 23<sup>rd</sup>), was well received (by all four members). It was conducted via Zoom from the History Center. I decided to focus on the Northwest Ordinance and its lasting importance to the State of Indiana. I had thought that the subject might be a yawner to history geeks, but was mildly surprised when they said they don't study the Ordinance in school.
- Updated numbers on sales of 2020 Feast buttons and medallions:

Buttons: 847 for \$1649.00

Medallions: 160 for \$2400.00

- The museum store held a Feast Weekend sale on October 3<sup>rd</sup> & 4<sup>th</sup>, clearing out some leftover Feast merchandise from past years, as well as a 10% discount on books. Business was brisk and added significantly to our monthly sales figures.
- On Tuesday, October 6<sup>th</sup>, met with Wintek/Tipmont engineers to discuss installation of updated internet service at the battlefield. Line installation began Thursday, October 22<sup>nd</sup>.
- On Monday, October 19<sup>th</sup>, I assisted Kelly, along with Pete & Van Sherry in reinstalling the educational exhibit at Jefferson High School. We had dismantled, cataloged and placed the artifacts in storage in April to make them safe from damage during construction and remodeling.
- Battle Commemoration is in the final stages of planning and will take place November 14<sup>th</sup>. We expect several members of Toussaint Dubois' Spies & Guides to be on hand, as well as John and Nolan Wickett. Visitors should find plenty of first-rate site interpretation to partake of that day.

**Programs Report**  
**Leslie Martin Conwell**  
**October 2020**

- Programming update:
  - September 24- Staff ride at battlefield for 240 participants.
  - September 22- Show & Tell- Unexpected Stories- Kelly Lippie presented on unique items in TCHA's collections, 15 attended.
  - September 28- Ancient Copper Metallurgy in Alaska and Canada- Dr. H. Kory Cooper, Purdue, Zoom program co-sponsored with Purdue.
  - October 3- John Wickett, 4<sup>th</sup> US interpretation at the battlefield, great attendance.
  - October 3- Wolf Park program- We partnered 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 did a fur trading demonstration at the event. Attendance was not what Wolf Park had hoped for. TCHA was given a donation of \$150.00 by Wolf Park for participating.
  - 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. See details in Feast report.
  - October 15- Hauntings of Tippecanoe County- Duane Datzman, History Center. 19 attended.
  - October 17- Fort living history program. French military, 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 sponsored the program. 70+ attended.
  - October 27- Show & Tell- Harry G. Leslie Story- Pete Bill, via Zoom.
  - November 14- Tippecanoe Battlefield Commemoration & Veteran's Day Celebration. David Hovde is attempting to locate some buglers, and Walt Griffin is working to get an honor guard.
  - November 19- History of the Tippecanoe Battlefield as a Historic Site- Rick Conwell, via Zoom
  - November 24- Show & Tell- Early Student News- Pete Bill, via Zoom
- 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 October 12 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. Committee is currently looking to have a Halloween and Winter Holiday party in 2021 at the History Center. Have any ideas on programming for 2021? Contact Leslie at [programs@tippecanoehistory.org](mailto:programs@tippecanoehistory.org).
- No school tour requests have come in, which is understandable due to COVID 19.
- I did a Zoom meeting with 4<sup>th</sup> graders from Klondike October 13. They are studying the fort and Indiana history. Since I couldn't go to class in person, I utilized some Ouiatenon artifacts. The students and teachers loved seeing the "real" items from Ouiatenon, so I am developing a Zoom Ouiatenon artifact tour scheduled for grade school students.

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

- Feast t-shirts, hats, and active wear sold via The Athlete's website generated 132 orders and a net profit of \$2010.09. Rick will report on the sales of 2020 medallions and buttons. The buttons, including setup/shipping, cost .49 each. They retail for \$2.00 so there is a profit of \$1.51 each button. The pewter medallions cost \$7.00 each and retail for \$15.00 each. Anonymous donors donated \$900.00 to the cost of the medallions, so the sales are profitable to TCHA.
- The Feast of the Hunters' Moon Tunes concert was Zoomed live October 3. Attendees reached 170 at the peak of the concert. We were "Zoom bombed" at the beginning of the program, but the issue was resolved and the concert proceeded. Special thanks to Feast committee member Mac Bellner for her work on the program. TCHA received a \$5000.00 grant from Duke Energy for the program, of which \$2100.00 was spent on advertising and graphic design, resulting in a net of \$2900.00. Mac is currently editing a version of the concert to post online.
- Feast volunteers assisted in taping virtual Feast Opening and Closing ceremonies, and the videos were posted October 3. As of October 25 the two videos have generated 1100 views in 21 days.
- Feast volunteers met October 17 at Prophetstown State Park to cut Feast booth poles from a stand of invasive maples in the park. 95 poles were cut.
- A Feast steering committee meeting was held via Zoom October 21. Topics discussed included fundraising (TCHA, battlefield, and Feast items sold online and through a Square online store), grants, a food fundraiser that Teays River Brewing and Public House is working on, and looking ahead to 2021 and any changes that might be needed. The committee is engaged and supportive.
- Ouatatonon artifact photos have been posted on the Feast group Facebook page on a daily basis.

**Other Committee Reports  
September 2020**

**Ouiatenon Preserve Committee**

- The RWF has requested permission to store artifacts (animal heads) at the Fix property basement instead of in the storage area they currently rent. The committee had no issue with the request.
- Kelly Lippie provided Pete Bill with a copy of the lender agreement TCHA uses for people who loan artifacts/materials to TCHA for exhibit purposes, and he made minor wording modifications to make it applicable to storage of the materials at the Ouiatenon Preserve site (the Fix house). The committee reviewed the document and approved of the wording.

<b>Tippecanoe County Historical Association</b>				
<b>Transaction Report</b>				
<b>October 1-23, 2020</b>				
	<b>Date</b>	<b>Transaction Type</b>	<b>Memo/Description</b>	<b>Amount</b>
<b>Ouiatenon Preserve Account</b>				
	Beginning Balance			25,642.23
	10/02/2020	Bill Payment (Check)	Mr. Joseph D. Bartlett	(2,047.50)
	10/02/2020	Bill Payment (Check)	Router	(227.99)
	10/15/2020	Journal Entry	Parke County Soil and Conservation	29,450.00
	10/16/2020	Journal Entry	FSA CREP	7,118.00
	10/16/2020	Journal Entry	FSA CREP	11,258.00
<b>Total for Ouiatenon Preserve Account</b>				<b>71,192.74</b>

**Facilities & Grounds Committee**

**Membership & Development Committee**

- The committee decided to trim down its meetings to monthly because of the fundraising successes of the Operations Manager and Curator.
- We met on Oct. 13 and discussed the pending membership discount, several grant successes, and other possible fundraising opportunities.
- There was no report or additional information from the Development Officer other than what Leslie passed along to the committee as he did not attend the meeting.

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

Administration:

- We have completed the payroll company switch from Paychex to BBCS. It went smoothly with no problems. By switching we are saving at least \$1000.00 a year.
- Thanks go to Del who is working to resolve trying to close the Regions safe deposit box. Regions had insisted on needing a signature from a former board member, but Del is corresponding with the bank to get this done.
- The contracts for the three copiers (Arganbright, Battlefield, History Center) have been reviewed, and as soon as the contracts are up we will replace the History Center and Battlefield copiers with regular desk top printers as there is not enough copy volume for needing a large copier at either site. The commercial copier at Arganbright will remain for copying large amounts of materials if needed. This action should result in substantial savings, beginning next spring.
- Staff worked on reviewing budgets in their respective areas (thank you budget committee for asking staff input) and sent budget needs to Jeff. All departments felt they could work within a very tight budget this year.
- The contract with the Vegan Cheese Lady is being renewed this month.

Grant follow-up and donations:

- Community Foundation- I will submit the invoices for the Arganbright security cameras and the Battlefield security upgrade to the Community Foundation as soon as Mulhaupt's completes the work.
- Duke Energy- A grant/sponsorship request for \$5000.00 for Feast outreach was received. See my Feast report for details.
- Arts, Cultural and Destination Marketing Organization Support grants- TCHA received \$32,600.71 for operating expenses. I submitted the grant award contract and we should receive the check shortly. Lorita Bill deserves much credit for her assistance with this grant. *Note: until this grant money is received and deposited, it will not appear in the financial forecasts until next month. The financials provided this month do not contain the income from this grant.*
- Several donations in honor of Hoey Paarlberg have been received, and thank you letters were sent or are in process of being written.
- I submitted a grant request to the Tippecanoe County Commissioners for a PPE grant that was available through them, and the grant was approved. Requested items were hand sanitizer, sanitizing wipes, and masks.
- The Amazon-smile account for TCHA is now set up, so please choose TCHA to benefit from your purchases. In order to do this, you must go to **amazonsmile.com** instead of Amazon.com to make your purchase. Once set up, amazon will prompt you to see if you want to go to AmazonSmile.com when you log into Amazon.com.
- I set up a "donate" button on TCHA's Facebook page.

## Maintenance:

- Roof- History Center- We will target this project for the North Central Health Services grant next summer.
- Phone system - The Battlefield's phone/internet service is currently through the local phone service, CenturyTel. Wintek should begin internet installation October 26. As soon as the internet from Wintek is up and running the phone line will be run through Wintek's internet system and all service with CenturyTel will be discontinued. Financial savings will be significant, with much improved service.
- Security systems- The installation of the security cameras for the Arganbright parking lot is complete. The upgrade of the security system at the Battlefield, also paid for by a grant from the Community Foundation, was begun 9/22. The two panic buttons at the Battlefield haven't worked right since they were installed by Mulhaupt's with the upgrade, and have had to be bypassed in order to even arm the rest of the system. Mulhaupt's has been out twice since the installation and the buttons still don't work. I am calling them again 10/26.
- Water heater- History Center- Blue Fox came 9/23 to relight the pilot light, but it went out almost immediately again. A second visit from Blue Fox determined that the problem is the thermocouple, which is under warranty. They are supposed to get back with me shortly on a date to fix it.
- Boiler- History Center- The technician from Blue Fox says the boiler is in very bad shape and prior repairs are failing. He is to get us an estimate. Note that the boiler was inspected this year and passed. The inspector when the building was bought from the Masons stated that the type of boiler we have is a much better boiler than what is made today and we were told at that time that the boiler should be good for several years. Because of this discrepancy, we are getting another company to do an evaluation on the boiler to determine if it needs to be replaced or repaired. I will keep the board apprised.
- Staff is 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 myself or Kelly to sign up. Kory and his son Elliott have been extremely helpful in cleaning the History Center. The Board president cleaned Arganbright last week.

## Public engagement:

- Numerous posts made to social media, including creating Facebook events, updating the website, posting Feast promotional items for sale, and Ouiatenon artifact photos.
- I've been working with Brooke Sauter to produce high quality Ouiatenon artifact photos.
- The History Center will host this year's Veterans Day festivities on November 11.
- I spent part of the day with the visiting Miami Tribe of Oklahoma representatives October 5 at the Ouiatenon Preserve and for lunch/dinner. It was an excellent opportunity to listen and learn from them as to their thoughts on the Ouiatenon Preserve and public interpretation.
- I spoke about TCHA and what we do at Westminster Village 10/15, and had a large crowd.



## Staffing:

- Laura took several weeks off for surgery and Kathy Atwell (as a volunteer) and I filled in for her. She is now back to work with no restrictions.
- Staff meeting was held via Zoom October 21. Much discussion centered on the COVID 19 protocol and what revisions needed to be made, if any. Sites have had several issues over people not following mask protocols and making staff and other volunteers uncomfortable about their lack of social distancing. After having staff review this memo, I sent the following to the library and collections volunteers:

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Volunteers are a critical part of the process of achieving TCHA's mission to enrich the lives of Tippecanoe County residents and visitors by collecting, preserving, and interpreting our unique and exciting history. Because of your dedication to TCHA and your attention to social distancing requirements, TCHA has been able to continue to serve library patrons the last seven months during the COVID 19 pandemic. As COVID 19 numbers in the state and community continue to rise, TCHA is devoted to continuing to carry out its mission in a safe and responsible manner that will protect the organization's most valuable asset- YOU. In order to do this, we are tweaking a few protocols for all staff, volunteers, and visitors.

- To maintain social distancing at all times, all volunteers must let Amy or Kelly know in advance of when they are planning on coming in, i.e. "first Thursday morning of the month," etc. No drop-ins. We want to make sure we can space everyone out.
- Masks must be worn at all times by staff, volunteers, and visitors. Masks **MUST** cover the nose and mouth and fit securely. See the attached diagram for details. If we believe your mask is not sufficient coverage, we will issue one to you and you will be required to wear it.
- Researchers will need to make an advance appointment, and they will be emailed or texted the COVID 19 safety protocols (don't enter if you don't feel well, etc.) that are posted on the entrance doors and will need to acknowledge they received them prior to their visit.
- Those who do not comply will be denied admittance.

*You matter to us.* Thank you for being our partners in health and safety.

**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