

# 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, November 17<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

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### FUTURE DATES FOR MEETINGS and EVENTS

**Executive Committee (agenda setting) –5:15** the Thursday before a Board meeting (Zoom)

**Board of Governors – Fourth Tuesday of the Month** at 5:15 (Zoom meetings)

- 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 October 27<sup>th</sup>, 2020 Board meeting – *Pages 3-7*
- Officer's reports and business
  - President - *Pages 8-9*
    - Reminder about **December 8<sup>th</sup>** meeting for budget
    - Reminder about the **January 26<sup>th</sup>** annual meeting
    - Reminder about Board nominees letter and CV into Quentin – status report?
    - Board members wanting to be considered for another 3-year term
    - Committee reports for Annual Meeting – Due January 5<sup>th</sup>
    - Consideration of development of a committee for 200<sup>th</sup> Anniversary Celebration of Lafayette Founding (activities, publications, events for 2025)
    - Ball Sholty Award selection
  - Vice President
  - Treasurer – *Pages 10-14*
    - Accounts balance (cash balance)
    - Updated cash flow November 2020 to September 2021
  - Secretary
    - Update on Lease Agreement with Parks Department
    - Addendum to Lease/Use Agreement
- Finance, Budget, and Risk Management Committee – Jeff Schwab
  - Current version of proposed budget for December meeting – *Pages 15-19*
- Membership – Kelly Lippie – *Page 20*
- Collections Committee – Kelly Lippie – *Page 21*
  - Deaccession items – vote required – *Page 22*
- Library Report – Amy Harbor – *Page 23*
- Battleground Museum report – Rick Conwell – *Pages 24-25*
- Programs – Leslie Conwell – *Pages 26-28*
- Feast report – Leslie Conwell – *Page 29*
- Notes from Committees – *Page 30*
  - Ouiatenon Preserve Committee – David Hovde
  - Facilities Committee – Walt Griffin
  - Development & Membership Committee – Erika Kvam
- Operations Manager report – Leslie Martin Conwell – *Pages 31-33*
  - Administration
  - Grants follow-up and donations
  - Maintenance
  - Public engagement
  - Staffing

END AGENDA

**Minutes for October 27th, 2020**  
**TCHA Board of Governors Meeting**  
**Zoom meeting**  
**Del Bartlett**

The Tippecanoe County monthly Board of Governors meeting was held October 27, 2020. The meeting was called to order by President Pete Bill at 1715. A quorum was present. Governors present by ZOOM were: Colby Bartlett, Del Bartlett, Pete Bill, Julie Byers, H. Corey Cooper, Walt Griffin, Amy Harbor, David Hovde, Zula Kress, Erika Kvam Ken Moder, Quentin Robinson, Jeff Schwab, John Thieme and Todd White. Members not attending: Craig Graham, Ron Halsema, Annie Schap, Preston Smith. Staff member present by phone was Kelly Lippie. Staff members present by ZOOM were Leslie Martin Conwell and Rick Conwell. Development Officer Craig Hadley did not attend.

The first order of business was the review of the Minutes for the meeting of September 22, 2020. It was noted that changes to those minutes should be made to reflect the attendance of Ron Halsma and John Thieme. Upon motion and second, following discussion, the minutes were approved as modified. President Bill then noted that the January annual meeting would be conducted by ZOOM. He noted that the Board of Governors election would be held at that meeting, and that ballots were to be sent out early. He reminded that there would be nominations open from the floor. He also noted that a letter would go out to membership with the nominees for governors positions provided. He further stated that the ballots were to be returned by January 25, 2021. He noted that committee reports would be due for the annual meeting no later than January 5, 2021. He further stated that the committee reports would be compiled on our website. He also reminded that the Ball Sholty nominations will be due at the November Board meeting, and that nominees for that award should be individuals who have impacted our mission positively. President Bill further noted that officer elections would be held at the next monthly Board meeting of the Board of Governors following the annual meeting. President Bill offered his perspective on the office of President. This is particularly timely as he is leaving the office having succeeded himself for the number of allowable terms. He said that the role of the President is to basically run the Board, that the job is not as scary as you think, and reminded all that he would be around as a past president to help the transition following election of officers.

Vice President Erika Kvam commented that she appreciated very much the President being available this year. Board member Del Bartlett commented that he was grateful to be retiring from the office of Secretary. Jeff Schwab, current Treasurer, commented that he appreciates the support of all Board members and committees as we work with a budget for next year.

The next order of business was the Vice President's report, and there was no report made.

The next order of business was the Treasurer's report. Jeff Schwab reported that our operating account balance is being slowly depleted and that by the end of December, we will have to dip in our reserves. He reported that the Ouitatenon Preserve account had a present balance in excess of \$71,000, and that some expenses with respect to the Preserve are anticipated before the end of the year. He reported that the cash flow from October 20, 2020 through September 21 of 2021 has been outlined on a document he provided to the Board. Jeff reported that the October balance of our operating account is \$7,800, and that our rainy day fund put back from the Feast surplus from the past is \$50,019, and that so far it has been untouched. He predicted that in January, we will

need to tap into the rainy day account to manage our monthly expenses. He further stated that the expected TRUT income for 2021 will be down from 2020. He commented further that in May, we will still be operating on the rainy day fund plus amounts received from distributions of the TRUT this fall. He anticipates that it will be July, 2021 when we will need to draw upon the line of credit.

Leslie Martin Conwell reported that ACM grant funds in the amount of \$32,000 have not yet been received, but are expected within the next two and a half weeks. She also reported an anonymous donation from a member of the Gathering in the amount of \$10,000 which will help our fiscal situation. Jeff Schwab then further noted that we may make it to next year's Feast before the line of credit will be needed. Jeff further complimented Leslie and Lorita for a great job reducing expenses in many small ways.

Board member Quentin Robinson then raised a question about the former executive director's purchases of personal items on the TCHA credit card account. Jeff Schwab indicated that financial monitoring will be different this year (2021) in that there will be a monthly spending plan and budget which will be adhered to.

It was noted that Leslie and Pete met with the Community Foundation two months ago and reassured them with respect to TCHA's fiscal responsibilities. Board member and Secretary Del Bartlett asked how much remained to be repaid with respect to the federal government's financial assistance plan funds made available because of the Covid-19 issues. Jeff Schwab responded that of the funds made available to TCHA, \$4,940.00 remains to be repaid to the government.

The next order of business was the Secretary's report. Secretary Del Bartlett reported that the Park Board lease is still being drafted and will be made available soon. He also reported that he is working to complete the addendum to the Lease Use Agreement among TCHA, TAC and OPI.

The next order of business was the Budget Committee report. Jeff Schwab reported that November was the target for the budget completion and update. He reported that we have a very lean budget for 2021 with the usual expectation that there will be emergency maintenance requirements we cannot predict.

Next order of business was the membership committee report given by Kelly Lippie. Kelly reported that she had received 42 membership renewals in October, and that 41 renewal requests will be going out in November. She reported that Member Planet is getting better with respect to managing membership information. She reported that the next newsletter will go out early in December and will be digital to save money. She remarked that she would appreciate feedback about the digital newsletter. Kelly further reported that we have a new membership brochure that was self-printed in our own library. She reported that multi-year memberships are available on Member Planet as an option. President Pete Bill indicated that current memberships stood at 348 with no complimentary membership included, and that our membership, as reported at the last meeting, was 406.

Colby Bartlett asked how many school memberships we have, and it was noted that there is only one school membership at present, and that is the Greater Lafayette Home Education program. It was reported that other schools have been members in the past. It was recommended that we should advertise memberships with local schools.

Next item of business on the agenda was the Collection report given by Kelly Lippie. Kelly reported that the walking tour in early October went very well and promoted TCHA also. She reported further that we have two new volunteers involved in Collections cataloging, and that she has identified two prospective interns for this coming year. Kelly reported that a grant had been applied for through Purdue University and approved in the amount of \$1,200 to provide collection storage supplies. Kelly further reported that a portion of the architectural design donation received by TCHA had been forwarded to the state archives. Kelly continued her report by saying a grant is being sought to help digitize newspapers. She reported there would be no Collections meeting in November.

Board member Colby Bartlett asked for an update on the status of the Bartlett musket on display at the Battlefield Museum. It was reported that the musket is a long-term loan at present. It was also reported that a family in southern Indiana has donated a buggy whip from the 1840 presidential campaign.

Kelly updated the Board with respect to the status of Rohrman business photographs, and said she was going to follow-up with those concerned in the Rohrman organization who had indicated interest and willingness to provide photos to TCHA.

The next item of business on the agenda was the Library report which was given by Amy Harbor. Amy noted that there was not a lot to report, but that donations, though small are steady. The library has received \$700 in income from photograph sales and sales of Tippecanoe Treasures. She reported that due to Covid concerns, the mask rules within the library have been tightened. Amy also reported that there was interest in examining the Fairfield Township Cemetery burial book, but the Township's permission is required for access to that document. She said also she will follow up on the bomber crash story with the Lafayette connection.

The next item of business on the agenda was the Battlefield Museum report given by Rick Conwell. Rick said near the end of September, the warrant officer training school class made a trip to the battlefield which became a good revenue day. Rick reported that he gave a presentation before the Harrison High School history club on the Northwest Ordinance and related topics via a ZOOM meeting. Rick reported revenue of \$4,000 from the sale of medallions and buttons. He also reported that on October 3 and 4, a cleanout sale was held. He reported that an educational exhibit was reinstalled at Jefferson High School. Rick further reported that the battlefield commemoration would be held November 14, and that that program is in the final stages of planning, that reenactors comprising Dubois' Spies and Guides would be in attendance and that activities would be outdoors. He reported that Laura is back to work recuperating from her medical issues, and that at present she is working part time.

Further questions were asked by Colby Bartlett regarding the Jefferson High School exhibit material. He reported that at one point in the past when the exhibit was dismantled and reinstalled, an inventory had been taken of the items. Kelly said it does not appear that Jeff is aware that they had an inventory.

The next order of business was the program committee report given by Leslie Martin Conwell. She thanked Kory Cooper for his work on archaeology month programs and seminars. She reported that John Wicket was scheduled to appear at the Battlefield on October 3 and November 14. He will return to the Battlefield for the commemorative celebration. Leslie commented that the Wolf Park experience was not as organized as anticipated. Leslie thanked David Hovde and

Colby Bartlett for their participation at the Ouiatenon Historical Park on October 17, 2020. She also reported that Pete Bill did a show and tell by ZOOM on this date and that Steve Belter of Wintek was in attendance. Leslie reported that there would be a Veterans Day celebration at the History Center on November 11, 2020. She reported that the Program Committee is not planning public programs before March of 2021, but that perhaps a couple of ZOOM programs for Halloween and the winter holidays would be scheduled.

Board member Colby Bartlett asked if we are utilizing the digital tip jar (Dip Jar) for programs. He asked also what can we do to help monetize our programs. He further asked if we had digital tip jars at the Blockhouse for the October ceremony there. The answer was no, we did not have external cords long enough to have access to the internet. Colby also asked what was the visitor count at the Ouiatenon event and Leslie reported we had approximately 60 visitors.

Colby Bartlett asked if we had many late visitors after 2:00 p.m. Leslie reported that we did not as we did not want to encourage too much attendance. Leslie reported there would be a budget for programming for 2021 in the amount of \$1,800.

Next item on the agenda was the Feast report given by Leslie Martin Conwell. She reported that the clothing sale did well at the Battlefield. She reported that a square platform is contemplated for the History store and that Rick and Laura are working to make a proposal in that regard. Leslie reported that the children's concert sponsored by a \$5,000 Duke grant netted \$2,900 for TCHA. Leslie reported that a virtual opening and closing ceremony was recorded and made available through a You Tube channel. Leslie reported that the Teays River Brewery is working on organizing food fundraisers for TCHA. There were no questions following her report. It was recommended with respect to the \$10,000 anonymous gift that a thank you be conveyed to the donor through Leslie. Julie Byers made the suggestion and will draft the letter.

Next item on the agenda was the Ouiatenon Preserve Committee report given by David Hovde. David reported that Roy Whistler Foundation had requested use of storage space at the Fix property and that a lender's agreement was being prepared in anticipation of granting their request. David Hovde reported that the Fort Ouiatenon Book is still in progress and that the deadline for publication has been extended a few months due to the time it is taking to obtain citation consents.

The idea of publication of a Ouiatenon artifact book was discussed and it was suggested that it would be timely to coincide with the Bi-centennial anniversary of Lafayette's founding. It was suggested that the publication, Purdue at 150, would make a good model for such a publication. Board member Kory Cooper offered suggestions on such an artifact book. Board member Colby Bartlett, prior to the meeting, sent those concerned an update that a department of Interior remote hearing on the National Historic Landmark nomination for the Ouiatenon Preserve would be voted upon by the National Historic Landmark Commission. He indicated he would notify all when results are received.

The Development Committee report was given by Erika Kvam. She reported meetings are monthly, not bi-weekly. She indicated that effective Oct 13 2020 membership discounts will be offered. She reported there was no report by the Development officer and that he had not attended meetings.

Next on agenda was the Operations Manager report given by Leslie Martin Conwell/ Leslie reported that expense reduction continues. She reported that she had published the 2019 annual report and that it has been posted on the TCHA website. She reported Mulhaupts is tweaking the battlefield security system and that Amazon Smile has been set up. She thanked Walt Griffin for the water heater and boiler assessments. She reported that past boiler repairs are failing as reported by the Blue Fox technician. She further indicated she had attempted to contact the regulating agency for boilers but they have not responded. She further reported that the Westminster talk was interesting and she had questions about the sale of Fowler House and TCHA Covid-19 protocols.

The Facilities report given by Walt Griffin. Walt indicated that an estimate for boiler repairs is needed and that roof attention is needed on History Center and Arganbright.

Upon motion, second and discussion, the meeting was adjourned at 1901.

Respectfully submitted,

Joseph D. Bartlett, Secretary

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

1. Board members will be elected at the January membership 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

***Board members whose term is up in December 2020 and who want to be considered for another 3 year term must contact Quentin Robinson to have their names placed on the ballot***

Name	Term Ends (Annual Mtg. Jan/Feb)
Colby Bartlett	December 2020 (January 2021)
Craig Graham	December 2020 (January 2021)
Amy Harbor	December 2020 (January 2021)
Erika Kvam	December 2020 (January 2021)

2. Board Member selection process

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

**January 13<sup>th</sup>, 2021:** The deadline for submission of “nominations from the floor”

**January 14<sup>th</sup>, 2021:** Letter to membership with descriptions of Board nominees A ballot of nominee names and an unstamped envelope addressed to TCHA will be included.

**January 25<sup>th</sup>, 2021:** Deadline for receipt of the ballot for TCHA.  
Ballots will be tallied by Quentin Robinson and the Nomination Committee.

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

### 3. 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

4. In 2025 this community will celebrate the 200<sup>th</sup> Anniversary of the platting of Lafayette by Digby in May 1825. I recommend that in the coming year TCHA give serious thought to taking leadership for potentially how this large event might take place and to initiate cooperative partnerships with the appropriate community leaders to start the planning process. I would recommend a committee of Board members, staff, and general TCHA membership to be formed with the TCHA Board president and Operations Manager/Executive Director as co-chairs, and charged with organizing activities for TCHA and determine the specific leadership roles TCHA wishes to take.

### 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.

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

- Accounts Balance**

<b>Tippecanoe County Historical Association</b>											
<b>Cash Accounts and Selected Liabilities</b>											
<b>As of November 14, 2020</b>											
	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020	Sep 2020	Oct 2020	Nov 1-14, 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	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	71,160.75	66,335.40
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	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	12,953.77
1027 Ouiatenon Preserve Account	77,303.68	73,160.89	71,444.58	68,145.17	68,145.75	41,843.54	10,093.33	17,314.44	25,642.23	71,064.11	71,064.11
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	50,000.42
<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>214,661.24</b>	<b>209,821.41</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	9,001.31	12,102.73
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	2,124.39	2,281.37
2020 United Health Care							4,465.73	8,931.46	13,397.19	7,632.26	12,097.99
2050 Feast apps					3,312.50	7,796.00	7,956.00	1,641.50	104.00	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>18,861.96</b>	<b>26,586.09</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	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	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>52,298.79</b>	<b>39,749.31</b>

**Notes**

The \$66,335.40 in the operations fund (LB&T Checking) does not include the \$32,000 income from the Indiana Arts, Cultural, and Marketing Destination grant that will be received later this month.

\$12,102.73 in Accounts Payable for this month includes \$6,897.86 to be paid to Mulhaupts for installation of Battlefield Museum security upgrade (was funded by the Community Foundation whose check we have received and deposited). Other pending checks to be paid this month or written checks not yet cashed include: \$1475.57 for property insurance, \$839 to Duke Energy, \$471 to Vectren, and miscellaneous smaller checks.

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

TCHA Cash Requirements

	<u>11/14/2020</u>
Operating Account	66,335.40
Feast Rainy Day Account	50,000.43
Line of Credit	<u>215,000.00</u>
Available Funds	<u><u>331,335.83</u></u>

		Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
The rest of 2020					
11/14/2020			66,335.40	50,000.43	215,000.00
<u>November 2020</u>					
Dues, admissions & rents	1,125.00				
Payroll - 2 payrolls	(5,562.61)				
Health Insurance	(4,450.73)				
Other Expenses	(20,666.95)	(29,555.29)	36,780.11	50,000.43	215,000.00
			-		
<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	(12,708.78)	(5,192.40)	31,587.71	50,000.43	215,000.00
			-		
Balances at 12/31/2020			31,587.71	50,000.43	215,000.00

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
Nov. Board Report:	Balance at 12/31/2020	Operating Acct.	\$31,587.71
		Feast Rainy Day	\$50,000.43*
* \$20 transferred from the Feast Rainy Day account to operational account (checking account) to avoid six-month "inactivity" bank charge on the Feast Rainy Day account. Number also reflects monthly interest made			

		Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
Balances at 12/31/2020			31,587.71	50,000.43	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	(7,947.50)	(21,981.34)	9,606.37	50,000.43	215,000.00
<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	(12,079.32)	8,725.84	18,332.21	50,000.43	215,000.00
<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	(7,634.75)	(3,151.45)	15,180.76	50,000.43	215,000.00
<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	(6,065.75)	(16,215.75)	(1,034.99)	48,965.44	215,000.00
Transfer from Feast Rainy Day Fund			1,034.99		

July Board Report:	Projected draw on Feast Rainy Day to start: November 2020
Aug. 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
Nov. Board Report:	Projected draw on Feast Rainy Day to start: April 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	(10,380.75)	(20,130.75)		28,834.69	215,000.00
				-	
<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	(11,501.65)	(2,498.35)		26,336.34	215,000.00
<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	(8,094.65)	(21,949.65)		4,386.69	215,000.00
				-	
<u>August 2021</u>					
Dues, admissions & rents	5,810.00				
SBA Loan	(340.00)				
Interest expense	-				
Payroll - 2 payrolls	(10,850.00)				
Health Insurance	(3,000.00)				
Other Expenses	(8,723.65)	(17,103.65)		(12,716.96)	202,283.04
Draw on line of credit				12,716.96	

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

		Net Cash required	Operating Account	Rainy Day Acct	Line of Credit
<u>September 2021</u>					
Trust Distribution	16,683.30				
Dues, admissions & rents	5,910.00				
SBA Loan	(340.00)				
Interest expense	(52.99)				
Payroll - 2 payrolls	(10,850.00)				
Health Insurance	(3,000.00)				
Other Expenses	(8,872.65)	(522.34)			201,760.70
2021 Feast - Cost in advance of Feast less money received from applications		(35,000.00)			166,760.70
Start up Feast Cash		(65,000.00)			101,760.70
					LOC Available

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
Nov. Board Report:	Available LOC: \$101,760.70	LOC to pay back: \$113,239.30
LOC (Line of Credit) pay back is paid by Feast 2021 Proceeds and incorporated into Feast budget		

# Finance, Budget & Risk Management Committee

## Jeff Schwab

### November 2020

2021 TCHA Budget

QB Num	NAME	2021 Ops			2021 Preserve		
		Budget	Category	Totals	Budget	Category	Totals
				%age			%age
Operating Income							
4300	4300 Grant Income	\$0.00			\$0.00		
4015	4015 Grant Income-		\$0.00	0.0%		\$0.00	0.0%
4010	4010 Contributions in Kind	\$19,030.00					
4020	4020 Contributions	\$0.00					
4022	4022 Contributions - trusts	\$28,264.00					
4025	4025 General Operations	\$4,800.00					
4027	4027 Restricted Contribution	\$0.00					
4030	4030 Annual Appeal	\$4,000.00					
4020	4020 Contributions		\$56,094.00	7.6%		\$0.00	0.0%
4101	4101 Fundraising Tickets	\$0.00					
4102	4102 Fundraising Auction	\$1,500.00					
4105	4105 Annual Meeting	\$0.00					
4106	4106 Event Sponsorships	\$0.00					
4100	4100 Fundraising Events		\$1,500.00	0.2%		\$0.00	0.0%
4210	4210 Sales from another state- do not include in sales tax calc	\$0.00					
4290	4290 Battlefield Store Sales	\$46,000.00					
4292	4292 Battlefield sales - nontaxable	\$400.00					
4295	4295 Wetherill Store Sales	\$350.00					
5099	5099 Feast Museum Store Income	\$17,000.00					
4200	4200 Museum Store Sales		\$63,750.00	8.6%		\$0.00	0.0%
4410	4410 Donations	\$340.00					
4420	4420 Photocopies	\$440.00					
4430	4430 Photo Reproductions	\$655.00					
4440	4440 Research	\$680.00					
4450	4450 Library & Coll. Misc.	\$0.00					
4400	4400 Library Revenue		\$2,115.00	0.3%		\$0.00	0.0%
4520	4520 Individual - \$35	\$1,645.00					
4525	4525 Senior Individual - \$30	\$1,980.00					
4530	4530 School - \$100	\$0.00					
4535	4535 Senior Couple - \$40	\$2,680.00					
4550	4550 Family - \$50	\$2,550.00					
4570	4570 Patron - \$100	\$4,700.00					
4580	4580 Benefactor - \$500	\$0.00					
4585	4585 Sustaining - \$250	\$4,500.00					
4588	4588 Treasure - \$1,000	\$1,000.00					
4500	4500 Membership Dues		\$19,055.00	2.6%		\$0.00	0.0%
4000	4000 Admissions	\$19,000.00					
4610	4610 School Tours	\$0.00					
4620	4620 Adult Programs	\$160.00					
4630	4630 Sponsorships	\$2,000.00					
4900	4900 Crep Project Income	\$0.00					
4600	4600 Programs & Education		\$21,160.00	2.9%		\$16,640.00	100.0%
4820	4820 History Center Rental Income	\$9,450.00					

2021 TCHA Budget

QB Num	NAME	2021 Ops		%age	2021 Preserve	
		Budget	Category		Budget	Category
4910	Other Income		\$9,450.00	1.3%	\$0.00	0.0%
5005	Gate Admissions	\$100,000.00			\$0.00	
5010	Advanced outlet ticket sales	\$17,000.00			\$0.00	
5011	Advanced TCHA ticket sales	\$2,000.00			\$0.00	
5012	Advanced On-line ticket sales	\$75,000.00			\$0.00	
5025	Camp Site Rental	\$9,700.00			\$0.00	
5030	Corporate Sponsorships	\$8,000.00			\$0.00	
5035	Feast Friday Tours	\$5,000.00			\$0.00	
5037	Booth Rental Fee	\$1,000.00			\$0.00	
5040	Firewood sales	\$1,500.00			\$0.00	
5045	Food Booth Sales	\$255,000.00			\$0.00	
5050	Buttons	\$800.00			\$0.00	
5055	Merchant fees	\$10,000.00			\$0.00	
5060	Grants	\$0.00			\$0.00	
5070	Childrens Programs (TCHA Booth Sales)	\$5,000.00			\$0.00	
5075	Feast Prior Year Income	\$0.00			\$0.00	
5085	Feast Misc Income	\$2,000.00			\$0.00	
5090	Weekend Pass	\$900.00			\$0.00	
5000	Feast Of The Hunters Moon		\$492,900.00	66.8%	\$0.00	0.0%
Operating Income						\$16,640.00
Operating Expenses			\$666,024.00			
7001	Membership Campaign/Advertising	\$750.00			\$0.00	
7005	Membership Exp - Printing	\$1,000.00			\$0.00	
7006	Membership Exp - Postage	\$400.00			\$0.00	
7010	Membership Exp - Food&Catering	\$500.00			\$0.00	
7050	Membership Exp - Talent	\$0.00			\$0.00	
8500	Membership Expenses	\$0.00	\$2,650.00	0.4%	\$0.00	0.0%
7080	Workman's Comp Insurance	\$900.00			\$0.00	
7090	Director & Officer Insurance	\$1,440.00			\$0.00	
7091	Bank Service Charges	\$120.00			\$0.00	
7092	Credit Card Discounts/Fees	\$1,700.00			\$0.00	
7093	Penalties and Late Fees	\$0.00			\$0.00	
7094	Dues & Subscriptions - Admin	\$2,100.00			\$0.00	
7099	Administrative Expense - Misc	\$850.00			\$0.00	
8200	Marketing/Publicity	\$1,800.00			\$0.00	
8300	Postage & Freight	\$1,200.00			\$0.00	
8910	Meals & Entertainment	\$240.00			\$0.00	
8920	Training & Education	\$0.00			\$0.00	
8930	Travel & mileage	\$180.00			\$0.00	
7003	Administrative Expenses		\$10,530.00	1.5%	\$0.00	0.0%
7101	Moving and Storage Expenses	\$2,220.00			\$0.00	
7105	Collection Acquisitions	\$500.00			\$0.00	
7120	Collection Care	\$1,200.00			\$0.00	
7125	Collections Subscriptions	\$475.00			\$0.00	
7500	Exhibits expense	\$240.00			\$0.00	
7012	Collections and Exhibits	\$0.00	\$4,635.00	0.7%	\$0.00	0.0%

2021 TCHA Budget

QB Num	NAME	2021 Ops			2021 Preserve				
		Budget	Category	Totals	%age	Budget	Category	Totals	%age
7250	Legal Services	\$600.00				\$0.00			
7255	Audit Services	\$9,000.00				\$0.00			
7260	Accounting Services	\$13,050.00				\$0.00			
7265	Computer Services	\$900.00				\$0.00			
7004	Contract Services Administrative		\$23,550.00			\$0.00			0.0%
7270	Security Services	\$2,400.00				\$0.00			
7275	Equipment Service Contracts	\$4,740.00				\$0.00			
7280	Consulting services - OP	\$0.00				\$0.00			
7816	Contractual Services - Facilities		\$7,140.00			\$0.00			0.0%
7410	Office & Facility Supplies	\$900.00				\$0.00			
7420	Software	\$575.00				\$0.00			
7430	Minor Equipment	\$750.00				\$0.00			
7007	Equipment & Supplies		\$2,225.00			\$0.00			0.0%
7601	Fundraising - promotion	\$0.00				\$0.00			
7608	Fundraising - Rental	\$0.00				\$0.00			
7610	Fundraising - Food & Catering	\$0.00				\$0.00			
7630	Fundraising - Travel & Lodging	\$0.00				\$0.00			
7650	Fundraising - Talent	\$0.00				\$0.00			
7690	Fundraising Expense - Other	\$0.00				\$0.00			
8602	Fundraising Event Expenses	\$0.00	\$0.00			\$0.00			0.0%
7710	Museum Store Supplies	\$600.00				\$0.00			
7720	Merchandise Exp - Battlefield	\$23,000.00				\$0.00			
7750	Museum Store Shipping	\$275.00				\$0.00			
9132	TCHA Booth Merchandise	\$9,100.00				\$0.00			
7013	Museum Store Expenses	\$0.00	\$32,975.00			\$0.00			0.0%
7800	Property Insurance	\$17,400.00				\$720.00			
7799	Insurance expense-	\$0.00	\$17,400.00			\$0.00	\$720.00		23.8%
8010	Books/Magazines	\$100.00				\$0.00			
8020	Photo Reproductions	\$100.00				\$0.00			
8030	General Supplies	\$100.00				\$0.00			
8040	Dues & Subscriptions	\$240.00				\$0.00			
7011	Library/Archives Expense		\$540.00			\$0.00			0.0%
8505	Prog Exp - Rental expense	\$0.00				\$0.00			
8510	Prog Exp - Meals	\$1,050.00				\$0.00			
8530	Prog Exp - Travel & Lodging	\$0.00				\$0.00			
8560	Prog Exp - Talent	\$650.00				\$0.00			
8565	Prog Exp - Programs and tickets	\$0.00				\$0.00			
8566	Prog Exp - Promotion	\$1,800.00				\$0.00			
8568	Prog Exp - Hospitality	\$0.00				\$0.00			
8570	Program Expense - Other	\$950.00				\$0.00			
9201	Programs & Education Expense		\$4,450.00			\$0.00			0.0%
8095	Vehicle Expense	\$960.00				\$0.00			
8601	Maintenance Labor	\$0.00				\$0.00			

2021 TCHA Budget

QB Num	NAME	Budget	2021 Ops Category	Totals	%age	Budget	2021 Preserve Category	Totals	%age
8603	8603 Grounds maintenance	\$600.00				\$0.00			
8605	8605 R & M - Battlefield	\$720.00				\$0.00			
8615	8615 R&M - Arganbright	\$4,800.00				\$0.00			
8620	8620 R&M - Blockhouse	\$120.00				\$0.00			
8626	8626 R&M - History Center	\$3,600.00				\$0.00			
8627	8627 Linens & Laundry	\$450.00				\$0.00			
7815	7815 Repairs & Maintenance		\$11,250.00		1.6%		\$0.00		0.0%
8710	8710 Salaries & Wages	\$140,199.54				\$0.00			
8730	8730 Payroll Tax Expense	\$10,725.26				\$0.00			
8740	8740 Retirement	\$3,384.29				\$0.00			
8750	8750 Benefits	\$28,870.78				\$0.00			
8755	8755 Parking - employees	\$600.00				\$0.00			
8760	8760 - Unemployment	\$382.00				\$0.00			
6001	6001 Salaries, Wages & Benefits		\$183,779.87		26.6%		\$0.00		0.0%
9005	9005 Electricity	\$13,600.00				\$1,700.00			
9010	9010 Gas	\$10,380.00				\$0.00			
9015	9015 Telephone	\$5,400.00				\$0.00			
9017	9017 Internet - Expense	\$10,800.00				\$600.00			
9020	9020 Water & Sewage	\$1,200.00				\$0.00			
9025	9025 Trash Removal	\$540.00				\$0.00			
7817	7817 Utilities		\$41,920.00		6.1%		\$2,300.00		76.2%
9003	9003 TCHA Activity Booth Expenses	\$500.00				\$0.00			
9105	9105 Administration Expenses	\$0.00				\$0.00			
9107	9107 Feast Temporary help	\$5,000.00				\$0.00			
9110	9110 Bus	\$400.00				\$0.00			
9115	9115 Firewood	\$8,400.00				\$0.00			
9116	9116 Office/General Administrative Expenses	\$500.00				\$0.00			
9125	9125 Food Booth Shared Expenses	\$82,000.00				\$0.00			
9130	9130 Food Booth Payout	\$80,000.00				\$0.00			
9131	9131 Music Booth Expense	\$800.00				\$0.00			
9135	9135 Service Contracts	\$18,100.00				\$0.00			
9140	9140 Grounds	\$44,900.00				\$0.00			
9145	9145 Hospitality	\$5,200.00				\$0.00			
9149	9149 Volunteer set up expense	\$2,000.00				\$0.00			
9150	9150 Medallions/Buttons	\$2,800.00				\$0.00			
9151	9151 Tables	\$3,600.00				\$0.00			
9155	9155 Parking	\$2,300.00				\$0.00			
9160	9160 Programs	\$37,000.00				\$0.00			
9164	9164 Printing	\$3,000.00				\$0.00			
9165	9165 Publicity	\$27,700.00				\$0.00			
9166	9166 Feast Postage/Freight	\$300.00				\$0.00			
9170	9170 Insurance Premiums	\$7,700.00				\$0.00			
9175	9175 Special Kids' Day	\$2,000.00				\$0.00			
9180	9180 Traffic/Security	\$14,000.00				\$0.00			
9195	9195 Feast Expense - Misc	\$500.00				\$0.00			
9199	9199 Prior Year Feast Expenses	\$0.00				\$0.00			
9100	9100 Feast Expenses		\$348,700.00		50.4%		\$0.00		0.0%
9400	9400 Miscellaneous (Income)/Expense	\$0.00		\$0.00		\$0.00		\$0.00	

2021 TCHA Budget

QB Num	NAME	2021 Ops			2021 Preserve				
		Budget	Category	Totals	%age	Budget	Category	Totals	%age
	Operating Expenses			\$691,744.87				\$3,020.00	
	Net Operating Results			-\$25,720.87				\$13,620.00	
	Non-Operating Income								
6000	6000 Interest Income								
6150	6150 Distributions from Trusts	\$120.00					\$0.00		
6200	6200 Unrealized Gains & Losses	\$73,610.00					\$0.00		
6300	6300 Investment Income (Loss)	\$0.00					\$0.00		
6500	6500 Trust and Foundation Income	\$0.00					\$0.00		
6100	6100 Investment Income		\$73,730.00				\$0.00		0.0%
6550	6550 (Gain)/Loss on Sale of Assets	\$0.00					\$0.00		
7900	7900 Interest Expense	-\$950.00					\$0.00		0.0%
4910	4910 Other Income		-\$950.00				\$0.00		
	Total Non-Operating Income			\$71,830.00				\$0.00	
	Non-Operating Expenses								
6700	6700 Investment Fees	\$0.00					\$0.00		
6600	6600 Depreciation Expense	\$0.00					\$0.00		
	Other Expenses								0.0%
	Total Non-Operating Expenses			\$0.00				\$0.00	
	Net Non-Operating Results			\$71,830.00				\$0.00	
	Net Results			\$46,109.13				\$13,620.00	

**TCHA Membership Report**  
**Kelly Lippie**  
**November 2020**

- 41 membership renewal notices mailed out for November. This includes 2<sup>nd</sup> notices for those who didn't renew in October and a first notice to those whose membership expired November 1.
- 4<sup>th</sup> Membership newsletter will go out the first week of December and will also be a digital edition.
- Multi-year membership now being offered online. Official roll-out of the new opportunity will be announced at the Annual Meeting in January.
- Investigating a new software to replace Member Planet that will better fill TCHA's needs.

Membership Break-down as of Nov. 12

Membership Level	Renewal Period	Total as of Sept. 11	Total as of Oct. 22	Total as of Nov. 12
Individual (\$35)	Annual	40	36	38
Senior Individual (\$30)	Annual	58	56	60
Senior Couple (\$40)	Annual	75	71	75
Family (\$50)	Annual	55	51	53
School/Club (\$100)	Annual	1	1	1
Patron (\$100)	Annual	56	49	54
Sustaining (\$250)	Annual	15	17	17
Benefactor (\$500)	Annual	0	1	1
Treasure (\$1,000)	Annual	3	2	3
Lifetime	Lifetime	65	64	64

Total TCHA Members as of Nov. 12= **366**

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

## **TCHA Collection Department Report**

**Kelly Lippie**

**November 2020**

### Collections General

- Working with Kory Cooper to plan an intern project for spring semester. Intern(s) will continue to help digitize MSU Ouiatenon files and replace some of the storage containers currently housing artifacts. Intern Sam is currently working on digitizing files and making a finding aid for the Ouiatenon Documents collection.
- Volunteers are working to catalog photographs, decorative arts and political buttons. Volunteer is also scanning photographs to digital records.
- New loan of buggy whip commemorating the 1840 William Henry Harrison Campaign now on exhibit at the Battlefield in the display about the 1840 campaign.
- Uploaded a new batch of records onto the Past Perfect online database.
- Meeting with TAF and West Lafayette Library to discuss the exhibit Time Apart and Quarantine Chronicles project and how TCHA can preserve/archive the COVID-19 stories collected.

### Exhibits

- Updated some exhibit labels for the Battlefield to coordinate the new loaned buggy whip on exhibit.
- 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).
- Some Monon collection items about to go out on loan for the Hoosier Lifelines exhibit that will travel to 3 galleries around Indiana in 2021.

### Social Media

- Worked with Leslie to get images of collections for Facebook.
- Posted new Blog on the TCHA website, "Lafayette Women Voters in the 1920s- Enthusiastic, Untried and Unfettered".
- Continue to post news & photos to Instagram and Twitter accounts.

### Collections Committee- Meeting held on November 4<sup>th</sup>.

- Many new items up for consideration because the committee has not met since August.
- First Collections Committee meeting held via Zoom.
- 22 new Accessions created (including 1 expendable).

3 items up for Deaccession:

Accession #	Description	Reason	Source	Disposal Method
5522.03	Book: "The History of Louis XIV" by John Abbott. Published by Harper & Brothers, New York, 1871.	Out of Scope, Condition	Richard B. Wetherill Estate	Sale
2013.001.51	Book: "History of Madagascar: embracing the progress of the Christian mission and an account of the persecution of the native Christians" by American Sunday-School Union. 1839	Out of Scope, inscribed with Charles M. Wetherill's name	FIC, likely a Wetherill estate item	Sale
2010.039.01	1970 Lafayette City Directory	Replaced with one in better condition.	Hanna, Gerde, & Russell	Sale

**TCHA Library  
Amy Harbor  
November 2020**

November has been slow– volunteers are backing off due to the increase in Covid-19 cases

- Two volunteers have continued to work at home creating spreadsheets from scanned indexes
- In the two and half weeks since the last board meeting there have been 3 appointments for in-person research
- Four new research requests by email
- Three phone questions
- Income \$325

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

Met with Wintek / Tipmont to route upgraded internet service to battlefield museum. As of 11/15, service is run to outside of building. Interior work is scheduled to be done Wednesday, November 19<sup>th</sup>.

With that done, we will be able to upgrade phone, internet, credit card, and POS capability. Costs for phone, internet, and credit card processing will be much reduced compared to our current services.

Laura has done considerable research on the Square system of POS technology, and the budget committee has approved its purchase. Since our current hardware and software is 9 years old and obsolete, a new system is urgently needed.

The new system will have several advantages.

- It will be easily scalable to add a second checkout location for large tour groups, since we already have a tablet that can be used.
- Credit card processing will be much cheaper and more efficient. Transactions will not be aborted if the phone rings and fees are very nominal.
- Square enables the issuance of gift cards, both electronic and plastic.
- The system enables the creation of an online store at no charge.
- Membership payments can be run through Square that will increase functionality and reduce cost significantly.
- With little or no additional cost, the Arganbright Center can utilize the same system to increase sales potential there.

Annual battle commemoration activities were held on Saturday, November 14<sup>th</sup>. Attendance was light due to weather, the pandemic, and the unusual date. Thanks to Toussaint DuBois' Company of Spies and Guides for their participation and their dedication to the site.

Due to the exponential increase in coronavirus cases in Indiana, it was decided, for staff safety, to close the museum and store to the public for the rest of November.

I have announced my official retirement as museum manager effective December 31<sup>st</sup>, 2020. The contents of my letter are below.

Here is a revision and update of my retirement letter, first sent last January 15<sup>th</sup>, 2020:

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11.11.2020

Leslie Martin Conwell, operations manager; TCHA Board of Governors:

This letter constitutes the official notice of my intention to retire as manager of the Tippecanoe Battlefield Interpretive Center and History Store as of December 31<sup>st</sup>, 2020.

By that time, I will be 68 years old and will have managed the store and museum at the battlefield for over 10 and one half years. Those years have been exciting, fulfilling, and challenging. I have enjoyed every one of them, and have been proud to represent TCHA at such an important site. In my tenure there, I think we have been able to increase public awareness of the site and to raise the bar on our level of site interpretation and quality and diversity of merchandise. My role in the 200<sup>th</sup> anniversary commemoration of the battle stands as a major highlight of my working career.

Many thanks to everyone who has encouraged, trusted, and supported me in this wonderful endeavor.

I hope to be able to provide all possible assistance during the search and transition process and to continue to be of some level of service to TCHA for the foreseeable future. However, the time has come to focus more on caring for our rural home and property and to look forward to spending more time as a couple with Leslie while our health permits.

Rick Conwell

**Programs Report  
Leslie Martin Conwell  
November 2020**

• **Programming update:**

- October 27- Show & Tell- Harry G. Leslie Story- Pete Bill, via Zoom, 16 people.
- November 11- Veterans Day program at the History Center. Thanks to Walt Griffen for his help, 32 people. Several local officials came and the Veterans Council has already asked to use the History Center again in 2021.
- November 14- Tippecanoe Battlefield Commemoration & Veteran's Day Remembrance. Thanks to David Hovde and Walt Griffen for their help. 60 people for the day.
- November 19- The Tippecanoe Battlefield- Indiana's First Tourist Attraction- Rick Conwell, via Zoom.
- November 24- Show & Tell- Early Student News- Pete Bill, via Zoom.

**Program attendance for 2020:**

S&T = Show and Tell    HAH = History According to Hollywood (movie night)

S&T - Mudlavia	1/28/2020	40	Good contingent from Warren County
TCHA Membership meeting	2/8/2020	82	
HAH - Amistad	2/9/2020	9	Sold one senior membership, got a \$5 donation
Diversity Program	2/19/2020	253	
Hist. Evol. Songbook	2/19/2020	34	
Helen Gougar	2/20/2020	48	
S&T - Civil War Weapons	2/25/2020	38	
Maple Sugaring	3/7/2020	97	
HAH - Amadeus	3/8/2020	12	
Battery B & C	3/11/2020	14	Made \$20 from non-member attendance
Tipsy-Canoe	3/14/2020		Cancelled. Had sold 26 online and 8 in person tickets.
HAH - Band of Brothers	6/14/2020	4	
Rotary	6/18/2020	30	
S&T - Early Aviation	6/23/2020	30	Lots of people from Purdue
George Winter	7/16/2020	26	
S&T - Swords	7/28/2020	17	
S&T - Charlie Shambaugh	8/20/2020	22	
Soviet Archaeology	9/7/2020	14	
Copperworking demo	9/12/2020	26	
Recent Indiana Arch Discoveries	9/14/2020	35	
Ancient Metallurgy	9/28/2020	24	
S&T - Curator's Choice	9/22/2020	16	
Battle Interpretation	10/3/2020	125	
Feast Opening	10/3/2020	1100	

Feast Closing	10/3/2020	300
Feast Tunes	10/3/2020	250
Wolf Park	10/3/2020	75
Hauntings of Tippecanoe	10/14/2020	19
Westminster	10/15/2020	25
French History	10/17/2020	60
S&T - Harry G. Leslie	10/27/2020	16
Veterans Day program	11/11/2020	32
Battlefield Commemoration	11/14/2020	60
		2306

- The program committee met November 8 to discuss the status of 2020 programming and planning for 2021. Many speakers who had been planning to do programs in 2020 have now been rescheduled to 2021. The committee will be plugging in some new 2021 programming in the next month or so. Farm at Prophetstown Chef Lauren Reed has tentatively agreed to provide her chef services for several 2021 programs, including the Halloween and Winter Holiday parties. Her name recognition factor should help greatly in boosting ticket sales. Have any ideas on programming for 2021? Contact Leslie at [programs@tippecanoehistory.org](mailto:programs@tippecanoehistory.org).
- **The 2021 program grid as it stands now- more to be added:**

#### Programs left to reschedule from 2020

Tipsy Canoe	Walt contacting	
Story of 9th Street Hill		Responded 11-9- will get back to me with date and time
Drink In History	Walt contacting	

#### 2020 programs rescheduled to 2021

Learning from the History of Elections	Kathryn Brownell	January- via Zoom	
Show & Tell- Ray Ewry Story	Cindy Eberts	3/9/2021	11:30-1 PM
Purdue Ag	Victor Lechtenberg	4/7/2021	6-7 PM
Show & Tell- Crinoids	Pete Bill	4/13/2021	11:30-1 PM
Show & Tell- Books and Education	David Hovde	5/11/2021	11:30-1 PM
Show & Tell- Ouiatenon Artifacts 1	Leslie Conwell	6/8/2021	11:30-1 PM
Early History of Fife & Drum Music	Malcolm Duncan	6/9/2021	6-7 PM
History of the Veterans Home	Emily Larimer	6/24/2021	12-1 PM
Powerful Women of Purdue	Katharine Watson	July sometime	
Show & Tell- Lizzie Shoemaker	Pete Bill	7/13/2021	11:30-1 PM
Purdue and Amelia Earhart	Sammie Morris	7/20/2021	12-1 PM
History of West Lafayette	Nick Schenkel	8/19/2021	12-1 PM
Show & Tell- Artifacts from the Battlefield	Rick Conwell	8/10/2021	11:30-1 PM
Folk Music	Annie Hatke Schap	9/8/2021	6-7 PM
Show & Tell	?	9/14/2021	11:30-1 PM
Show & Tell	?	10/12/2021	

Halloween Party		10/29/2021	7-10 PM?
Divided Paths	Angie Klink	11/10/2021	6-7 PM
Show & Tell- Leslie's Choice	Leslie Conwell	11/9/2021	11:30 -1 PM
Show & Tell- Christmas Holidays	?	12/14/2021	11:30 -1 PM
Christmas Celebration		?	

- Since it appears that COVID isn't going to end anytime soon, and since the various videos TCHA has posted in 2020 have been well received, we need YOUR help in volunteering to tape a video program with us on a historical subject you enjoy. You don't have to be an expert, as you can work with the collections department and library to utilize items to go with your programs. Programs don't have to be more than 10-15 minutes long, just something we can use to continue to meet TCHA's mission of public outreach. Some suggested topics are below, but feel free to contact me with YOUR ideas!

- Cultural communities within Lafayette
- William Digby, founder of Lafayette
- Native Americans before the French arrival
- Local heroes
- Community leaders
- Women and the vote
- Old newspapers
- Local sports
- Agriculture/Purdue Extension
- Famous farms- Shadeland, Crouch, etc.
- Schools
- Churches
- Purdue
- Historic apparel
- Artists of Tippecanoe County
- Marginalized communities
- Service clubs of Tippecanoe
- History of garden clubs

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

- A Feast steering committee meeting will be held via Zoom November 18. Topics discussed will include 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 pending updates on COVID restrictions, and looking ahead to 2021 and any changes that might be needed.
- Ouiatenon artifact photos have been posted on the Feast group Facebook page on a daily basis.

**Other Committee Reports  
November 2020**

**Ouiatenon Preserve Committee**

**Facilities & Grounds Committee**

**Membership & Development Committee**

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

**Administration:**

- I met with Jeff Schwab for our monthly meeting to track the budget. We continue to track well.
- I attended the budget committee meeting 11/10. The staff has completed giving input on the 2021 budget.
- Jeff and I worked on setting up a calendar for the board to be able to access that will have all board and committee meeting dates listed as well as deadlines. I hope to finish the calendar and send the link to the board this week. The goal is to provide access to information for the board.

**Grant follow-up and donations:**

- Community Foundation- We received their check for the security upgrade/security camera project for \$6897.86, and then paid Mulhaupt's for the work. I submitted the final grant report to the Community Foundation.
- Indiana Humanities CARES grant- I submitted the grant report.
- Arts, Cultural and Destination Marketing Organization Support grants- TCHA received \$32,600.71 for operating expenses. All grant paperwork has been submitted and we expect to receive the check soon.
- Longtime Feast volunteer Alan Garland passed away and his family requested memorial donations go to TCHA.
- I submitted a grant request to the 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. We have not received any of the PPE yet.
- 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*. (note – once you are set up to use AmazonSmile donation, when you log into your regular Amazon.com account, you may be asked if you want to go to AmazonSmile.com instead)
- I am working with TCHA staff to set up two Facebook fundraisers for TCHA, focusing on how the cancellation of the Feast has impacted us and on what people can do to help. Donation verbiage will center on the importance of taking care of the collections and archives, i.e. proper storage temperatures, storage containers, etc.
- A Destination Development grant has become available through Visitindianatourism.com. It is a matching grant program, and highlights on the grant are below. We would need a significant amount of money- at least \$50,000.00- to put up as matching \$\$ for this grant. Note that this is for new projects:

<https://www.visitindianatourism.com/industry-partners/awards-grants>

“The grants should be utilized to kickstart a new project with the goal of having the new project act as a regional attractor. Projects that enhance Indiana’s economic vitality, increase resident’s quality of life, and help with talent attraction to the specific region, are eligible to apply for funding. Applicants are encouraged to work collaboratively with partners throughout the region, demonstrating local and regional support across various sectors. Grant requests of between \$50,000 and \$250,000 will be considered through this competitive application process. Projects must be completed within two years of the award.”

**Maintenance:**

- Roof- History Center- We will target this project for the North Central Health Services grant next summer.
- Phone and internet system at battlefield- Wintek should be finishing the installation this week. I will then cancel our current service with CenturyTel. This will amount to several hundred dollars a month in savings at the battlefield.
- Security systems- The installation of the security cameras for the Arganbright parking lot and the security system upgrade at the battlefield is complete.
- Water heater- the thermocouple on the water heater was fixed under warranty by Blue Fox. Thanks to Walt Griffin for helping facilitate this.
- Boiler- History Center- We hope to have Mecko's out this week to look at the boiler and see if it needs patched or if it needs to be replaced, as Blue Fox indicated it did. Note that the boiler was inspected this year, and passed. 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.
- Snow removal- I will be purchasing ice melt for the sidewalks this week. Annie Schap had indicated her husband Martin might be willing to do sidewalks. I have touched base with Annie.

**Public engagement:**

- Numerous posts made to social media, including creating Facebook events, updating the website, and Ouiatenon artifact photos.
- I've been working with Brooke Sauter to produce high quality Ouiatenon artifact photos.
- I attended the Zoom meeting that the Tippecanoe Arts Federation had on producing quality videos. It was very helpful.

**Staffing:**

- Rick is officially retiring 12/31 after 10 years of service to TCHA as Tippecanoe Battlefield Museum and History Store Manager. Congratulations, Rick! He is helping craft a job description for his replacement.

**COVID 19 response:**

With the exponential rise of COVID, including the 11/14 figure of 8,451 new cases, I implemented the closing of the Battlefield Museum, Arganbright, and History Center for two weeks through 11/29.

This decision was made after talking to Tippecanoe Emergency Management to get their take, consulting reliable sources of COVID 19 information for public places (<https://covid19risk.biosci.gatech.edu/?fbclid=IwAR1ADrutVid2KzGNA5KTROhtnMMXnMr5ObBMlgZIK-FjG6NPZFSai3a8yOo>), discussions with staff, and discussions with TCHA board president Pete and treasurer Jeff in regards to any financial impact this decision might have on TCHA.

Only TCHA staff at Arganbright, and TCHA or park staff at the Battlefield Museum will be allowed in the buildings during this time (no customers, volunteers, researchers, or interns). We will reevaluate the situation as we get closer to 11/29.

I have communicated this info to the parks department and will post the information on our website and FB pages. An email went out to the membership 11/15.

All staff and volunteer meetings will continue to be done via video conferencing with no in-person meetings.

Board Committees, per the Board president, will continue to be conducted via Zoom or similar video conferencing.

No in-person meetings or events will be held in TCHA buildings.

The few remaining scheduled programming events will be done via video conferencing for the rest of the year.

If you feel you need to come into the Arganbright, History Center, or Battlefield Museum on board business, please contact me so arrangements can be made.

Since COVID statistics fluctuate on a daily basis, we will continually reevaluate this position.

### 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