

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 19th, 2019 TCHA HISTORY CENTER

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

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

* members of the Executive Committee

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

FUTURE DATES FOR MEETINGS and EVENTS

See Program Brochure or TCHA Web Site for upcoming Programs

Executive Committee (agenda setting) –5:30 the Thursday before a Board meeting; Arganbright

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

- **December 3, 2019 Special Board meeting for Budget**
- January 28, 2020
- Annual Membership Meeting –Saturday, February 8th, 2020

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

- November 21 (Thursday) Lunch lecture – History of IU Health Arnett - NOON
- December 7 (Saturday) - Christmas Gala – *bring basket for silent auction*
- December 8 (Sunday) – History according to Hollywood – Tora Tora Tora – 4:00 PM
- December 10 (Tuesday) – Show & Tell – Kelly – Wetherill/Duncan African Expedition 11:30
- December 11 (Wednesday) – Evening lecture - Wine and Tippecanoe – 6:00 PM

AGENDA

- Call to order
- Minutes from October 27th Board meeting – *see pages 3-6 in Agenda*
- Officer’s reports and business
 - President – *see pages 7-8 in Agenda*
 - Craig’s formative evaluation process – report available to Board members
 - Annual TCHA Membership Meeting – Saturday, February 8th evening
 - Board members terms ending Jan 2020
 - Officers for the 2020 Board
 - Special Board Meeting December 3rd – Budget Meeting
 - Ball Sholty Award – selection coming in November Board meeting
 - Discussion on numbers of Governors for Board in 2020
 - Board meeting dates for 2020
 - Vice President
 - Treasurer
- Finance, Budget, and Risk Management Committee – *see Page 9 in Agenda*
- Membership and History Center Events Director – Megan Lee – *Report on pages 10-11 in this Agenda*
- Programs Director – Craig Hadley — *Summary of 2020 Programs on page 12-14 in this Agenda*
- Collections Committee – Kelly – *Report on pages 15-17 in this Agenda – no items for deaccession*
- Feast report – Leslie Conwell – *Report on page 18 in this Agenda*
- Battleground Museum report – Rick Conwell – *Report on page 19 in this Agenda*
- Notes from Committees
 - Ouataton Preserve Committee – David Hovde
 - Facilities Committee – Walt Griffin
 - Development & Membership Committee – Erika Kvam
- Executive Director report – *Report on page 20-21 in Agenda*
 - Arganbright projects
 - Duke charge for “Fowler House safety light”
 - Blockhouse refurbishment
 - Exhibit Task Force Update
 - Battlefield Audio Tour –uploaded into phone app
 - Sponsorships for Programming progress towards goal

END AGENDA

**Minutes for the TCHA Board of Governors Meeting
October 22nd, 2019
TCHA History Center**

ATTENDANCE:

Pete Bill - President	Amy Harbor
Jeff Schwab – Vice President (call in)	David Hovde
Erika Kvam - Secretary	Zula Kress
Colby Bartlett (call in)	Ken Moder
Del Bartlett	Quentin Robinson
Kory Cooper	Gretchen Shelmon (call in)
Walt Griffin	Todd White

Unable to attend

John Thieme – Treasurer	Annie Hatke Schap
Julie Byers	Preston Smith
Craig Graham	Phil Tucker
Ron Halsema	

Staff: Craig Hadley (on phone), Leslie Martin Conwell, Kelly Lippie, Megan Lee

Call to order: 5:15 PM

Minutes from September 24th Board meeting – were reviewed. Correction on Feast Report under PR section – Leslie stated that Facebook pushes targeted Indianapolis and Hamilton County, not Logansport. Amy Harbor was in attendance by phone and Kelly was present at this meeting. Minutes as amended were approved.

Officer's Reports – President

Thanks to Board volunteers who helped at the Feast or school days: membership tent, school days, setup.

Craig's formative evaluation process: compiled raw responses on a spreadsheet were sent to the Executive Committee. Summarized evaluation and recommendations will be discussed by president with ED next week.

Ball Sholty Award – selection coming in November Board meeting: explanation of award, request for nominations next meeting.

Annual TCHA Membership Meeting – Saturday, February 8th evening: dinner format like last year, RSVP required, \$10/head. Election of Board, presentation of awards.

Board members terms ending Jan 2020: Pete, Walt, David, John, Phil. If want to be considered for another 3 yr term, please contact Pete. Quentin as head of nominating committee will construct the ballots.

Officers for the 2020 Board: election at first Board meeting after the Annual Membership Meeting. Terms are for one year. Treasurer position will be open, but all position are up for election.

Special Board Meeting in December – Budget Meeting: will be doing projections for each month, to keep control of month-to-month spending. Will be a lean budget, and with new formatting, the Board will need to meet in December to approve budget. Dec 3, 4, 16, 17. Tues., Dec. 3 selected by vote.

Insurance Review Committee proposals: composition of committee overview, created because oversight should not be given to people who benefit from insurance.

Proposed: Change to full time employee benefits – method by which medical insurance policies are selected and addition of dental and vision insurance added.

PROPOSED: Full time employees are provided the opportunity to participate in individual medical and hospital insurance plans **selected by an independent committee of Board or other TCHA members who do not benefit from the insurance programs selected.** Health-related insurance will be offered at an 80/20 split, with TCHA paying 80% of the monthly health insurance costs and the employee paying the remaining 20% as withholdings from their regular paycheck. **Additional dental and vision insurance, if allowed by the Board, will likewise be made available at an 80/20 split.** Employees may purchase coverage for spouse and/or family but must pay 100% of any additional coverage themselves through deductions from their paychecks.

Motion made, discussed, and passed.

Proposed: Change to full time employee benefits – life insurance added (had been removed in 2006)

PROPOSED: Full time employees are provided the opportunity to participate in individual life insurance plans **selected by an independent committee of Board or other TCHA members who do not benefit from the insurance programs selected.** Life insurance will be **offered at a 50/50 split,** with TCHA paying 50% of the monthly health insurance costs and the employee paying the remaining 50% as withholdings from their regular paycheck. Coverage will begin thirty (30) days after the date of employment and certification by the insurance provider is approved.

Motion made, discussed, and passed.

Personnel Manual will need to be updated to reflect these changes.

Officer's Reports Vice President: Jeff – no report

Officer's Report Treasurer – John - absent

Finance, Budget, and Risk Management Committee: Jeff Schwab

Planning to meet in a couple weeks (11/4). Two issues: financial control on contracts and how to handle Feast surplus. Putting in guidelines for transferring larger amounts of money, putting in board oversight. Meeting is open to any board member. Colby: how much are we in arrears for spending out of the Restricted Account from the sale of Fowler House? Pete: \$22.5 K for establishing Emergency Maintenance, \$30K to establish the Feast Rainy Day fund, and \$30K + \$40K taken and put into the operating budget in January and later in the spring to keep us in the black. Total: \$122,500 taken out in 2018-2019. Colby: Recommendation to replenish Restricted Account first. Jeff: will be discussing that at meeting on Nov. 4.

Membership and History Center Events Director: Megan Lee

Memberships are at 416 (439 July, 418 August, 421 September). 79 renewal notices sent for July – Nov. Membership committee meeting tomorrow (Wed) night to review TCHA membership benefits for levels of membership. Membership tent was well-used at the Feast. Not having soda and several other food items worked out well. Really appreciated by families. Pete: 3 memberships sold were from out-of-state residents. Walt: visited Ft Hood and met a TCHA member there. Megan: Hist Center: wedding on 10/28, everyone was really impressed, went well. Walt: What the \$600 the normal charge? Megan: yes but it depends upon what rooms the party wants to use for their event and for how long. Update on blocked drain pipe—all fixed. Boiler was visited by inspector who cleared it for use. Will be turned on soon. Blue Fox will be replacing hot water heater within next two weeks. Part of report got cut off with more rentals and feast numbers

Programs Director: Craig Hadley interim chair

Committee has been meeting regularly and info has been sent to graphic designer for calendar layout. Waiting on a few speakers, but hope to have printed program out by mid-December. Selling ads for program guide now, National Group is footing whole brochure bill. Will have whole calendar for next time.

Collections Committee: Kelly Lippie

All projects still ongoing, all scanning and cataloging. School visit bookings out at battleground for museum are decreasing because transportation from schools is decreased due to school budget cuts. Erika: possibility for grants? Walt: or sponsorship? Craig: transportation costs have increased. Colby: maybe do larger programs on-site at schools instead of transporting students. Kelly: have had students job shadowing, and have two interns next week to photograph and deinstall artifacts at History Center next week. Because of Feast, no Collections Committee meeting, so no deaccessions.

Feast report: Leslie Conwell Martin

We had a wonderful Feast, and we're really thankful to board, staff, and volunteers. Total attendance 46,840. Average is 40,000 for a good Feast. Thanks to Joyce for hand-counting gate tickets. Initial bank figures \$439,012, only from food booths, TCHA booths, and gates. Does not include advance tickets, Eventbrite, credit card sales, etc. Payless reported many more sales than last year (\$16,990). Craig gave Leslie Eventbrite info, on report. Average for Feast is about \$409,321 and we are up \$29k from that average. One food booth didn't do well, but they're new and organized at the last minute. Some food booth issues this year: suffering from lack of volunteers, might combat with tabling at events local events. Cleanup was quick & easy. Waiting on GFS to process credit returns, but there were very few returns. Now will need food booths to get paperwork in, deadline Oct 31. Hope to have figures by Dec 1. Amy: why didn't that foodbooth do well? Leslie: they were new and picked up the booth at the last moment, was hard for them to marshal the volunteers at the last minute, location was difficult, but really good effort. A few reports of undercooked food, will be working with them. Dave, Walt: would be good to get more scout troops involved. Discussion of new scout volunteers. Leslie: Green family in their 29th year of participation, this year Nina was able to attend. They are fantastic to work with and are always supportive of the Feast. Del: how do you estimate sneak-ins? Leslie: there's a formula. Craig: also have \$10k grant from Visit Lafayette & West Lafayette and other sponsorship money (\$3500 SIA, \$4000 from Sea Foam). Subaru sponsorship of sign for the main stage was really successful. Thanks to Ron Halsema for sign. Colby: what about IAC grant? Craig: grant no longer available thru TAF. Del: Any estimate on security personnel? Leslie: on report.

Battleground Museum report: Rick Conwell:

Rick not present, Pete reported. Feast merchandise was up about 9% this year, battlefield estimates down about 15% this 3rd quarter compared to last year. Due to road closure July 8-Aug 15 which decreased visits to the park by about 100 per week. Attendance rebounded in September but sales at the museum were down 25%. T-shirt sale at museum on Feast T-shirts.

Notes from Committees

- Ouiatenon Preserve Committee – no report - David Hovde left @ 6:15pm.
- Facilities Committee – Walt Griffin: covered in other reports
- Development & Membership Committee – Erika Kvam: meeting tomorrow.

Executive Director report: Craig Hadley

Arganbright parking lot construction: 99.9% completed, just redoing entrance sign. Kelly: that's done, they came yesterday. Craig: Everyone says how nice it looks. Will have word with Fowler House about parking for staff/visitors, will contact companies about towing.

Arganbright exterior work: All done. Replaced concrete, railings. Only need signage on building changed. All work done through Community Foundation grant.

Arganbright interior work – ADA compliant bathroom: Initiating in January while building closed, covered by NCHS.

Arganbright electrical problems: Electrician said wiring is rife with problems, recommends rewiring whole building, but due to budget, rewiring one issue at a time. Issues are ongoing.

Mark Twain: \$4,030 grossed, net income \$3830 because sponsorships paid for talent fees, building rental, building staff rental, and ticket printing. \$200 for marketing was not sponsored. Roughly 300 attendees. Buses came from Westminster Village & University Place residence.

Duke charge for "Fowler House safety light": Duke is still investigating, will have to send lineman.

History Center Exhibit Task Force: met with Keystone Architects, and suggested design of glass displays along west wall of alcove should be fine, no structural issues. Kelly has been tasked with getting in touch with Lafayette Glass, then Tim Kincaid for quotes. Will then put together fundraising strategy. Pete: didn't Ron Halsema say he'd help? Craig: Yes, with base of the display.

Boiler shut off in History Center: large boiler bills in the summer due to Blue Fox not turning off boiler properly and gas being used to heat the boiler all summer. Turned off properly in September near labor day after pipe leading to one of the heaters broke and spewed hot water (signifying the boiler still had hot water in it). Blue Fox apologized and will replace water heater for free (\$1000 value) and will become \$1000 sponsor for programs next year.

Battlefield Audio Tour: uploading into phone app this week, will be picking spots for tour stops. Ron Halsema will also be doing signage, working with Parks Dept to install. Want to be ready to install on commemoration weekend.

Sponsorships for Programming: Putting together sponsorship numbers to sponsor all programs—goal is about \$42,500. At \$30,000 right now. Plan is to pay for all programs and events with sponsorships so that all takings are profit. Zula: just looked up towing procedures, there are lots of legal issues.

Adjourned 6:30.

Minutes submitted by Erika Kvam

President's Report
Pete Bill
November 2019

- **Craig's formative evaluation process**

The evaluation was reviewed with the Executive Director. Several recommendations were made based upon the feedback provided. A copy of the document is available to any Board member upon request.

- **TCHA Annual Membership Meeting – Saturday, February 8th 5:00 PM**

Need to get this on your calendar now. Dinner format. **\$10 per person. RSVP required.**

Meeting conducted by the Board President. Reports are made by the Exec Director and Treasurer (financial state of the Association).

Board members are elected by membership.

Ball-Sholty and Volunteer of the Year Award are announced.

Speaker – from the Benjamin Harrison Historical Home

- **Board members terms ending in January 2020**

Name	Term Ends (Annual Mtg. Jan/Feb)
Pete Bill - confirmed	December 2019 (January 2020)
Walt Griffin - confirmed	December 2019 (January 2020)
David Hovde - confirmed	December 2019 (January 2020)
John Thieme - ???	December 2019 (January 2020)
Phil Tucker - ???	December 2019 (January 2020)

Board members have a three year term, but can renew for another 3-year term by putting their names forward for considering by the TCHA membership at the TCHA Annual Membership Meeting.

Each member up for consideration needs to let me know one way or the other as to whether they are willing to be considered for another term by the membership. Please let me know in the next two weeks so we can have an accurate number for Board members when we consider possible new members to recruit to the Board.

- **Officers for the 2020 Board**

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

Board officers are elected by the Board each year at the meeting following the TCHA Annual Membership meeting. The Board officers will be elected at the February 2020 Board meeting. Terms are 1 year, renewable for up to 5 terms. The **Treasurer's position will be vacated at the end of this term.** If interested in any officer position, please contact Quentin Robinson who is the head of the Nominating Committee. Officers are elected by majority vote by secret ballot of the Board members *present* at the time of the vote at the Board meeting. See By-Laws for additional information.

- **Special Board meeting December 3rd 5:15 to review and approve budget for 2020**

- **ACTION: Selection for Ball-Sholty Award**

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.

- **Discussion on Board Members**

Section 1. Governing Body. The governing body of TCHA, Inc. will be the Board of Governors and shall consist of not fewer than twelve (12), nor more than twenty-four (24) persons, hereinafter known as “The Board” or individually as “Governors”. Approximately 1/3 of the Governors shall be elected annually at the Annual Meeting of the general membership, to serve a term of three (3) years. The Board of Governors shall determine the number of Governor positions on the Board for the coming calendar year at the Regular meeting prior to the call for Governor nominations or one month prior to the Annual Membership Meeting. The basis for this determination will be an estimation by the Board of the number of Governors needed to best carry out the functions and responsibilities of the Board. All Governors or nominees for a Board of Governor position will be current TCHA members.

Currently we have 21 Board members requiring a quorum of 11

- TCHA Board Meeting dates for 2020 – 4th Tuesday of the month 5:15 PM – History Center

Tuesday, January 28th

Tuesday, February 25th

Tuesday, March 24th

Tuesday, April 28th

Tuesday, May 19th (week early because the 4th Tuesday would be Tuesday after Memorial Day)

Tuesday, June 23rd

Tuesday, July 28th

Tuesday, August 25th

Tuesday, September 22nd (Feast is October 3-4)

Tuesday, October 27th

Tuesday, November 17th (week early because regular Tuesday is 2 days before Thanksgiving)

Tuesday, December 8th – BUDGET MEETING (2 weeks earlier)

Finance, Budget, and Risk Management Committee
Jeff Schwab
November 2019

Finance, Budget and Risk Management Committee will be meeting Monday, November 25th , 5:30 PM at History Center

Topics to be discussed and eventually presented to the Board

- 1) As a financial control, I'd like to see us develop a policy regarding long term or high cost contracts. Something that states contracts longer than some period of time (One year? Two years?) or over a certain cost (\$2,000, \$5,000) require review from the committee.

The questions for this committee are:

- a. Should we look to producing such a policy?
 - b. What would be practical limits to put on this policy?
- 2) Although we do not have a complete accounting of this year's Feast profits, every indication is that we will exceed our budgeted Feast income estimate. The question for this committee is how we should handle any surplus above the budgeted expectations. I would like to get a sense of the committee to present to the board at the next meeting.

Potential options include:

- a. Use the extra funds to reimburse the History Center restricted account for amounts that were spent for operations during the current fiscal year
 - b. Use the extra funds to add to the emergency maintenance account
 - c. Use the extra funds to rebuild the Feast rainy day account as a protection against future Feasts that produce less than the expected income for the year
 - d. Add the extra funds to next year's operating account
 - e. Some combination of the above or other options?
- 3) A potential policy on when we would transfer monies from restricted accounts and a preliminary working session on the organization budget for 2020. And of course, any other topics of concern to the committee.

REMINDER: TCHA Budget meeting Tuesday, December 3rd 5:15 History Center - all Board members to attend

Memberships & History Center Report
Megan Lee
November 2019

Memberships:

Current membership: 436 (October 416, September 421, August 418, July 439)
 Renewals won't be sent out until the end of this week
 Memberships renewed in November: 25
 New members in October: 2

History Center Facility:

The History Center Hosted Pride Lafayette's Family Day, they were very happy with the Space and will be renting it again.

I have been busy decorating for Christmas and have finished all except the items I cant put out until the Christmas Party.

We have a long term lease for the Kitchen Beginning in December.

Date	Rental- 4820	
2019	\$12,600	<i>The Gathering</i>
2019 5 uses	\$650	<i>Marketing Civic</i>
3-Mar	\$150	<i>Rosie Baby Shower</i>
15-Feb	\$150	<i>Taste of Belgium</i>
19-Mar	\$300	<i>US Law Shield</i>
28-Sep	\$609.90	<i>Minex Wedding</i>
14-May	\$200	<i>US Law Shield</i>
9-May	\$50	<i>Lauren Kitchen usage</i>
18-Jul	\$50	<i>Daybreak Rotary</i>
25-Jul	\$50	<i>Daybreak Rotary</i>
9-Sep	\$300	<i>Leukemia Foundation</i>
12-Sep	\$40	<i>Linen Rental</i>
1-Oct	\$200	<i>Indiana State Tourism and Development</i>
26-Oct	\$300	<i>Rise Lafayette YPM</i>
7-Nov	\$90	<i>The Gathering</i>
16-Nov	\$300	<i>Pride Lafayette</i>
9-Dec	\$150	<i>The Vegan Cheese Lady</i>

Feast School Days:

Final numbers: \$11,008
 Collected: \$ 10,662
 4 invoices sent totaling: \$498
 2 refunds: \$152

Thursday: 442 total

323 students

119 adults

No show: 1 class of 10- Buena Vista

Friday: 2873

2254 students total

500 chaperones

119 teachers

No show: 1 class of 3- Hartman Academy

Thank you, Kelly, for all of your help!!!

Thank you to all of our volunteers!

2020 TCHA large events (fundraisers, galas, etc.) at History Center:

Menus and quotes have been returned for 2020 events. Caterers, and DJ's have been hired.

**Programs Director Report
Craig Hadley – Interim Chair
November 2019**

Program Advisory Committee

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

David Hovde
Zula Kress
Quentin Robinson
Annie Schap

Shane Weist (non-Board)
Pete Bill

No written report submitted. Preliminary information for 2020 Program brochure submitted to Angela Brunlett for composition November 7th. Still needs some descriptions of some programs to complete.

Programs for 2020 listed below

January 28 – Show & Tell – Mudlavia, Kramer Indiana, No To Bac and Constipation Relief – Pete Bill
February 8 – TCHA Annual Membership Meeting – Charles Hyde, CEO Benj. Harrison Presidential Site
February 9 – History According to Hollywood – <i>Amistad</i> – Craig Hadley
February 12 – Evening Wine & Cheese – Black Voices of Inspiration / Heart & Souls – history of African music
February 18-19 – Fighting for Freedom – 4 th grade diversity program – Long Center
February 20 – History at High Noon - Helen Gougar, Women’s Right to Vote – Jonathan Fisher at Helen Gougar home
February 25 – Show & Tell – Civil war weapons – Greg Swank
March dates – Blockhouse Living History at Ft. Ouiatenon – sponsored by La Compagnie des Beaux Eaux
March 8 – History According to Hollywood – <i>Amadeus</i> – Craig Hadley
March 11 – Evening Wine & Cheese – History of Purdue’s Battery B and C – David Hovde
March 24 – Show & Tell– Swords from Tippecanoe Battlefield Museum – Rick Conwell
April 4 – 1970’s Disco Fever Party (gala fundraiser) – live music, food
April 8 – Evening Wine & Cheese – The Tippecanoe Ancient Fife & Drum Corp (performance)
April 12 – History According to Hollywood – <i>April Morning</i> – Craig Hadley
April 16 – History at High Noon – Early aviation in Tippecanoe County – Stewart Schreckengast
April 28 – Show & Tell Jun – From Polio to the Olympics: the Ray Ewry Story – Cindy Ebert

May date – Quilt display and Purdue Local Artists’ Exhibition – Lafayette Gallery Walk
May dates – Battlefield Living Histories; Tippecanoe Battlefield & Museum – May through November
May 10 – History According to Hollywood – <i>Ghandi</i> – Craig Hadley
May 13 – Evening Wine & Cheese – George Winter: Capturing Time with Art – Kelly Lippie
May 21 - History at High Noon – An Interesting Trip through the History of Purdue Athletics – Tom Schott
May 26 – Show & Tell – Highlights of the TCHA military collection – Craig Hadley
June 9 to July 6 – Securing the Vote: Women’s Suffrage in Indiana – traveling exhibit from IHS at Battlefield Museum
June 13 – Civil War Living History Program – Tippecanoe Battlefield & Museum
June 14 – History According to Hollywood – <i>Band of Brothers</i> – Craig Hadley
June 18 – History at High Noon – The Story of the 9 th St Hill Historic District – Janna Minjarez
June 23 – Show & Tell – Ancient Tippecanoe County History – Fossils from Indiana’s Inland Sea – Pete Bill
July 8 – Evening Wine & Cheese – Powerful Women of Purdue – Katey Watson
July 12 – History According to Hollywood – <i>From Earth to the Moon</i> – Craig Hadley
July 16 – History at High Noon– Amelia Earhart and Purdue – Sammie Morris
July 28 – Show & Tell – Books & Education for the Farmer’s Boy, Artisan’s Apprentice – David Hovde
August 9 – History According to Hollywood – <i>Suffragette</i> – Craig Hadley
August 12 – Evening Wine & Cheese – History of Purdue Agriculture and Tippecanoe County – Vic Lechtenberg
August 20 – History at High Noon – How West Lafayette Came to Be – Nick Schenkel
August 25 – Show & Tell – Charlie Shambaugh Tippecanoe County’s Tinkering Mastermind – Pete Bill
September Mondays – Archaeology Month Lectures
September 9 – Evening Wine & Cheese – Folk Music: Popular Songs and Their History – Annie Hatke Schap
September 13 – History According to Hollywood – <i>Stan and Ollie</i> – Craig Hadley
September 17 - History at High Noon – History of the Indiana Veterans’ Home – Tour of Grounds & Museum
September 22 – Show & Tell– Curator’s Choice - TCHA artifacts – Kelly Lippie
October 3-4 – Feast of the Hunters’ Moon
October 14 - Evening Wine & Cheese – Hauntings of Tippecanoe County – Duane Datzman

October 11 – History According to Hollywood – <i>The Lost Hero</i> – Craig Hadley
October 15 – History at High Noon – Learning from the History of Elections – Kathryn Cramer Brownell
October 24 – Haunted Halloween Party at TCHA! (fund raising event, fun food and music)
October 27 – Show & Tell – Returned from the Dead! The Harry G. Leslie story – Pete Bill
November 8 – History According to Hollywood – <i>Amelia</i> – Craig Hadley
November 11 – Evening Wine & Cheese – Divided Paths, Common Ground: Mary Matthews/Lella Gaddis – Angie Klink
November 14 – Commemoration Saturday for the Battle of Tippecanoe – Tippecanoe Battlefield & Museum
November 19 – History at High Noon – The Interesting History of Tippecanoe Battlefield – Rick Conwell
November 24 – Show & Tell – Early Student News: The Purdue, The Exponent, and the Debris – Pete Bill
December 5 – Celebrate a Historical Christmas with TCHA – holiday gala fund raiser
December 13 – History According to Hollywood – <i>The Alamo</i> – Craig Hadley

TCHA Collections Department Report
Kelly Lippie
November 2019

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

Paid Admission (for non-members)	Photocopies	Research (off-site requests)	Postage/Shipping & Handling fee	Photo reproductions	Donations (not in donation box)
\$14.00	\$58.40	\$134.50	\$0	\$0	\$119.00
7 people*		3 researchers		0 orders	

*Most visitors were members, so they did not pay admission.

Store Sales in the library- October total of **\$84.95**

Library Projects (ongoing) October- November

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

- The library will close for regular research on Dec. 20 and re-open on February 6, 2020. The library is normally closed for the month of January.
- L.A.'s last day coordinating the library will be December 20th.
- On October 10, TIPCOA presented a check to TCHA for \$3,000 to go toward court ledger book restoration.
- 5 volunteers currently working to re-index the Wills & Estate files. The old file was found to be very incomplete. A comparison of the files finds that some are missing from the drawers.
- 2 volunteers working on sorting Courthouse material to identify and process the Poor Farm records. In addition, L.A. is working to edit the index and re-organize the filing system for these records. Some cleaning is still being done.
- 1 volunteer working on the index for the County Suit cases collection. Checking completed index for spelling and numbering folders.
- 1 volunteer working on county licenses collection.
- 1 volunteer working on county court records
- 2 volunteers work on photocopying material for subject files or miscellaneous projects.
- L.A. working to help researchers and field info requests. Also double checks and edits indexes that other volunteers are completing.
- TIPCOA continues their monthly service project to clean & sort documents from the courthouse collection.

Collections Projects (ongoing) October- November

- Interns are working with TCHA through the WILKE program at Purdue and the Anthropology Dept. with Kory Cooper. They have helped to photograph many Ouiatenon artifacts, are scanning MSU slides and composing social media posts regarding artifacts.
- Researchers requested University Hall Chapel, George Winter images (x2), textile collection flags, Wainwright portraits, West Lafayette maps, Monon Shops photos & Interurban photos.
- Researcher completed transcription of George D. Burkle's WWI diary. Another volunteer is double checking the work.

- Photo archives: 1 volunteer is cataloging while another volunteer scans the photograph into the completed record. Cataloging & scanning of churches and celebrations. Education is not complete (except Purdue photos). House exteriors are now complete.
- Purdue Galleries has loan of 8 posters for their propaganda exhibit this fall. Loan began in September and runs through December.
- 1 volunteer working to catalog material in the decorative arts collection- which includes entering complete physical description in Past Perfect & taking a photograph. Curator attaches photo to record and double checks the work. Many items found without Accession records and will need to be researched.
- 1 volunteer is doing a shelf-check and clean-up of the cataloging work done in the Rare Book room by a class project about 6 years ago. This class work was never double-checked at the time. These books will also be weeded or recommended for Deaccessioning in the process.
- 1 volunteer is researching women's history collection in the archives to prepare bios and other resources, likely for teachers or schools. She will now also help to develop a Helen Gougar/ women's suffrage exhibit to be at the Tippecanoe Battlefield in 2020 in conjunction with the Suffrage exhibit we will have on loan from HIS.
- Curator also works to double check, edit and assist with all of the volunteer projects. Often cataloging items for volunteers to complete records on. Also preparing material for new accession, researching "found in collection" items and determining potential deaccessions.
- Volunteers now working on a ledger book condition survey that will help us seek grants or sponsorships for repairs.
- Still working with Michigan State University and the Glenn Black Lab at IU to see what Ouatienon material they still have in their collections.
- Loan of 2 George Winter paintings to the Miami Museum of Art finalized. Loan will be from December to late spring of 2020.
- More material uploaded to Past Perfect Online. There are now 5,666 TCHA records available for free to researchers online.

Exhibits

- Ouatienon exhibit at History Center was removed and returned to storage. Interns assisted so we could get photographs of artifacts before they were stored.
- New winter exhibit installed at the History Center which will remain up until February/ March of 2020.
- Exhibit change-out of 2 of the "temporary exhibit" cases at the Battlefield will be done in January. 1 of the temporary exhibit cases will remain the same. Planning has begun on women's suffrage exhibit(s) that will parallel the IHS traveling exhibit that we will have on loan out there from June 9- July 6, 2020.
- Exhibit change-out of the 2 temporary exhibit cases at the Arganbright will also be done soon. Artifacts will be removed and the cases will be left empty in January during the bathroom remodel. New exhibits will be installed in February.
- Got a quote from Lafayette Glass for exhibit case at History Center. Met with contractor & electrician to request quote for construction cost. Next will meet with Kirby Risk for light fixture quote.

Public Engagement

- High School student in on October 18th to job shadow executive director & given tour of collections.

- Attended Visit's Bureau tour of new Bask Aroma store in Lafayette.
- Social Media:
 - o Twitter: 766 followers (up 9 followers since October), 4 posts in October (most feed from Facebook posts)
 - o Instagram: 742 followers (up 21 people since October), 11 posts in October.

Miscellaneous

- Without a Programs Director, Curator is scheduling school programs and coordinating with the Battlefield staff to present these programs.
- Many Battlefield school trips scheduled. Some schools are cutting back to museum visit only, no program.
- **Lights needed repair in the Rare Book room.** We will still need to re-wire the entire 2nd floor of Arganbright and possibly convert Archives, Vault and photo lab to LED.
- Bats found in the Arganbright Center on 2 separate days (removed and released outside). Bat removal expert came to evaluate building and suggest next steps. As of this report, no action has been taken.

Collections Committee- Meeting held on November 6, 2019.

16 new accessions created (one purchase made via email approval of committee before the meeting)

2 donations tabled pending further research.

0 Found in Collection items considered.

0 Items up for Deaccession.

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

There are only a few things left to do with Feast clean-up. The TCHA tents and tarps need to go back to TCHA's storage locker, and the semi trailers need to be moved to their storage location with Myles Hunley, our straw producer.

I handled event follow-up correspondence on social media, phone, etc. Social media has been extremely positive about the 2019 Feast.

First Christian Church in Lafayette asked me to do a Feast program 11/1. Members of the Tippecanoe Ancient Fife & Drum Corps came along to provide the music for the program. TAFDC did a great job, and the audience was very appreciative of the program.

The Feast Steering Committee wrap-up meeting was November 6. Committee members discussed various successes and challenges. All agreed it was a great Feast but several areas that need to be addressed include wifi access and the emergency notification system. A security committee is being formed. We have one **TCHA booth that is in need of a new chairperson-Hands-On Pottery**. If you are interested in more information, please contact me or Di Begley, the current chair.

Food booth chair Jason Stanfield and I are working on computing the food booth profit sharing and will have a more complete report at the next board meeting. Jason is a CPA and accounting instructor at Ball State. He is responsible for figuring commodities and ice usage, GFS/McFarling invoices and credits and will send me the profit-sharing spreadsheets shortly. I then enter all other food bills for each group, charges for their booth construction and wood usage, etc. After that I send them back to Jason to proof, and we then cut a check. Our deadline to get all this done is December 21.

All Feast program performers have been paid, and all Feast bills are being paid as I receive them.

Advance ticket money has been collected, and we have received the Pay Less ticket sales money. The only outstanding advance ticket money at this point is SIA, who is being billed. They prefer to do it that way.

Craig, Megan, Lauren Reed and I met November 6 to discuss Farm at Prophetstown/TCHA joint programming for 2020. It was agreed that The Farm will take sole responsibility for the Classic Car Camping, but we will continue to do a joint membership appreciation dinner.

The 2020 Feast is October 3-4. Planning has already begun. If you would like to be involved or have ideas to share, please contact me at leslie@tippecanoehistory.org or 765.426.2128.

Tippecanoe Battlefield Museum and History Store Report
Rick Conwell
November 2019

October 26th approximately 50 Boy Scouts hiked the Wabash Heritage Trail from Fort Ouiatenon to the battlefield in the rain. When they reached the battlefield, they cooked dinner and we opened the museum to them to dry out and warm up. The museum and store remained open until 7:30 PM that day.

Attendance in November is typical for fall of the year, 20–25 people most days. School tour days are, of course, higher. Even with fewer visitors, those who visit this time of year often have a high level of interest, and sales can be good.

The highlight of November is, of course, battle commemoration, this year held on November 9th. This year's commemoration featured the introduction of phase 1 of an audio tour of the battlefield. The tour requires a downloadable app (free) for cell phones. The program then runs through 5 stations at various points on the field, describing the battle from the perspective of a young Indiana militiaman. Several people took the tour, and impressions seemed very positive. Phase 2 will focus on a Native perspective on the battle.

Overall, commemoration this year was modest in both attendance and sales, but with November 7th falling on a Thursday, our anniversary sales and attendance was spread over several days.

Holiday and Winter Hours Announced.

The battlefield museum and store will close November 28th and 29th for Thanksgiving, December 24th through January 17th for cleaning, inventory, etc. , reopening January 18th. Upon reopening, we will observe winter hours, opening at noon and closing at 5:00 PM EST, from January 18th through February 28th.

We plan to take a complete physical inventory of all merchandise this year, for the first time in several years. We will start on Thursday, January 2nd. This is a time consuming and labor-intensive process, and **there is always room for more volunteer helpers!** To let us know when you are available, contact Rick or Laura at 567.2147.

Executive Director Report
Craig Hadley
November 2019

The Arganbright Project

- **Parking Lots:** Both the upper and lower parking lots are completed and paid for from grants and donations. New blacktop, stoppers and signs.
- **Front Façade:** The front façade part of the project has been completed with a couple of minor adjustments to come. Completed are the following – Concrete repairs top wall and sidealks, removal of old railings, installation of new safety railings, step edges painted for safety, new signage on the building, and our logo decal on the front left door. The minor adjustments that will be completed this week are a small cut in the curb concrete to allow drainage in one part of the sidewalk, and a horseshoe addition to the left safety rail to extend its reach to the curb for our elderly visitors and volunteers.
- **New Unisex ADA Bathroom Remodel on the first floor:** This work will take place in January of 2020.
- **Electrical Issues:** No ne progress since the last board meeting and no new issues. Electrical issues will be addressed as they arise.
- **Duke Energy Light Issue:** I cannot get anyone from Duke to give me a straight answer to this issue with the security light charge. I have been told a lineman will have to come out to assess the problem and let us know what it is. At this point we are at the mercy of waiting for that to happen.

Blockhouse Preservation Project

I have met with various historic preservationists regarding the final part of the blockhouse preservation project that addresses the stabilization and preservation of the logs. I hope to have a detailed proposal and cost by the next board meeting. We should be able to cover all of this cost and process with grants.

Task Force Up-Date

Kelly has met with contractors to get estimates on building the new wall case in the History Center. We should have a complete report on that with all costs (glass, base and lights) as a starting point to compare other bids and estimates with.

Battlefield Audio Tout

The first phase of the Battlefield audio tour went up and live on Commemoration Saturday complete with waymark signage (Thank you Ron!). All reports from folks who have listened to it found it informative and entertaining and one word I kept hearing from folks who used it was “professional.” We plan on creating a multi-stop tour version from the Native American perspective to be ready by Commemoration Day 2020. To access the tour, all you have to do is download the free online app “UniGuide” and search for Battle of Tippecanoe. We intend to create simple maps to pas out for the stops next.

Grants

I am working on two grant reports and one grant application with the Indiana Humanities division for additional funding for the 4th grade diversity program.

Sponsorships

I was tasked with raising the \$31,500 necessary to cover the costs of ALL programs and events for 2020 (this does not include the feast). As of this date I have raised \$40,500. Those sponsorship invoices go out at the end of January. I am continuing to find more sponsorships to add to this list, all of which from this point forward will be profit to the association. The current sponsors are:

- City of West Lafayette = \$10,000
- City of Lafayette - \$7500
- Tippecanoe County - \$7500
- Thieme and Adair = \$2500
- National Group = In-kind and \$2000
- Keystone Architects- \$2000
- The Gathering = \$2000
- Kincaid Construction = \$2000
- Blue Fox Heating and Air= \$1000
- Underwood Insurance = \$1000
- Tucker Insurance = \$1000
- David Hovde = \$500
- Wausu Wausu Construction = \$500
- Rob Linder Electric = \$500
- Knickerbocker Saloon = \$500

NOTE: This does *not* include a number of in-kind donations, which I am still figuring out, but adds up to more than \$20,000.

Donations

I will be putting together our annual appeal letter to send out soon, but I have been raising monies for restricted donations to specifically go towards staff salary adjustments. As of this date I have raised \$15,000 towards that cause, with \$10,000 being pledged as a yearly donation. I am meeting with other large donors over the next couple weeks. My goal is to raise an additional \$10,000 towards this budget item.

BOARD OF GOVERNORS TERMS (3 Year Terms)

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

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

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

TCHA COMMITTEES – 2019 * indicates Chair

Executive Committee

Pete Bill *
Jeff Schwab
John Thieme
Erika Kvam

Nominating Committee

Quentin Robinson*
Preston Smith
Amy Harbor

Finance, Budget, and Risk Management Committee

Jeff Schwab *
Julie Byers
Ken Moder

John Thieme
Todd White

Facilities Committee (formerly the Buildings & Grounds Committee)

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

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

Collections Committee

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

Carolyn O’Connell
Quentin Robinson
Mary Springer
Marsha Selmer
Craig Hadley

Ouiatenon Preserve Committee

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

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

Development & Membership Committee

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

Megan Lee - Membership Director
Gretchen Shelmon

Program Advisory Committee

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

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

TCHA Foundation Board Liaison

Del Bartlett