

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, February 23rd, 2021 ZOOM CONFERENCE CALL

Members of the Board (total: 22 – quorum: 11)

Pete Bill – President*	H. Kory Cooper	Quentin Robinson
Erika Kvam – Vice President*	Kevin Cullen	Dave Sattler
Jeff Schwab – Treasurer*	Walt Griffin	Annie Hatke Schap
Del Bartlett – Secretary*	Ron Halsema	Preston Smith
Colby Bartlett	David Hovde	John F. Thieme
Lorita Bill	Zula Kress	Todd White
Jeff Burnworth	Dale Krynak	
Julie Byers	Ken Moder	

Connecting Information for Zoom Meeting

- If you have a computer, tablet, or smart phone with a web camera and microphone, connect to the meeting by clicking on the “<https://purdue-edu.zoom.us/.....>” link 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 and Passcode so you can be placed into the correct meeting. The Meeting ID number and Passcode are listed below.

Join Zoom Meeting

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Meeting ID: 953 5443 9528

Passcode: 096257

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 301 715 8592 US (Washington DC)
- +1 646 558 8656 US (New York)

Meeting ID: 953 5443 9528

Passcode: 096257

FUTURE DATES FOR MEETINGS (pending approval by Board at February meeting)

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, February 23rd, 2021 – Board elections
- Tuesday, March 23rd, 2021
- Tuesday, April 27th, 2021
- Tuesday, May 25th, 2021 (Memorial weekend is May 29-31)
- Tuesday, June 22nd, 2021
- Tuesday, July 27th, 2021
- Tuesday, August 24th, 2021
- Tuesday, September 28th, 2021
- Tuesday, October 26th, 2021
- Tuesday, November 16th, 2021 (3rd Tuesday of the month)
- Tuesday, December 14th – Budget meeting (2nd Tuesday of the month)

AGENDA

- Call to order
- Minutes from December 8th, 2020 Board meeting - Budget – *Page 4-5*
- Officer's reports and business
 - President - *Page 6*
 - Introduction of new Board members
 - Lorita Bill
 - Jeff Burnworth
 - Kevin Cullen
 - Dale Krynak
 - Dave Sattler
 - Introduction of new staff member by Leslie – Trey Gorden
 - Approval of Board meeting dates for 2021
 - Committee composition – leadership changes per new Board President
 - Whistleblower and Conflict of Interest documents – need contracts signed
 - Vice President
 - Treasurer
 - Accounts balance (cash balance)
 - Cash flow – now until Feast 2021
 - Secretary
- Election of Officers – Board President and Nominating Committee Chair – *Page 7*
- Finance, Budget, and Risk Management Committee – Jeff Schwab – *Pages 8-12*
- Membership – Kelly Lippie – *Page 13*
- Collections Committee – Kelly Lippie – *Page 14*
- Library Report – Amy Harbor – *Page 15*
- Battleground Museum report – Leslie Martin Conwell – *Page 16*
- Programs – Leslie Martin Conwell – *Pages 17*
- Feast report – Leslie Martin Conwell – *Page 18*
- Notes from Committees – *Page 19*
 - Facilities Committee – Walt Griffin
 - Development and Membership Committee – Erika Kvam
 - Ouiatenon Preserve Committee – David Hovde
 - Lafayette Bicentennial Event Committee – David Hovde
- Operations Manager report – Leslie Martin Conwell – *Pages 20-23*

Minutes for December 8th, 2020
TCHA Board of Governors Meeting
Zoom meeting

Meeting of Board of Governors via Zoom video call began at 5:15 PM.

Board members in attendance: Pete Bill – President; Erika Kvam – Vice President; Jeff Schwab – Treasurer; Del Bartlett – Secretary; Colby Bartlett; Julie Byers; H. Kory Cooper; Walt Griffin; Ron Halsema; Amy Harbor; David Hovde; Zula Kress; Quentin Robinson; Annie Hatke Schap; Todd White.

Members unable to attend: Craig Graham; Preston Smith; John Thieme.

A quorum was established.

The Minutes for November 17th were approved.

A Consent Agenda for reports from: Membership, Collections, Battleground Museum, Programs; Feast; and Operations Manager were accepted without discussion or action.

President Bill in his report reviewed Board members whose terms were up for renewal. It was stated again that to be considered, the Board members in question must state that they are willing to be considered for another 3 year term. So far Colby Bartlett and Erika Kvam have indicated their intent to be considered again for another term. Amy Harbor has chosen not to run again. As of December meeting no word had been received from Craig Graham.

President Bill reviewed the schedule and its deadlines for the Annual Membership Meeting's vote on Board members, including the process by which nominations from the floor would be accepted in lieu of an actual physical meeting.

Committee reports for the Annual Meeting are due January 5th.

A proposal to extend the term of employment for the Development Officer from the end of December through January 2021 was discussed. The Board rejected the proposal by 12 nay votes and 1 abstention.

Jeff Schwab, Chair of the Finance, Budget, and Risk Management Committee presented the proposed budget. He walked the Board through the major items. Each category was identified with the percentage of the expense side or income side of the Budget represented by the category.

The largest operating income part of the budget was for the Feast with \$492,900 projected for income for the 2021 Feast amounting to 66.8% of the total income for TCHA for the year.

The largest expense was also the Feast with \$348,7000 and 50.4% of the expenses of the operating budget. Salaries and wages were the second largest expense at \$183,779 and 26.5% of the total operating expense.

Income from investments (interest income and trust distributions) amounted to only 10% of the total income for TCHA's operating budget at \$73,700. One of the long term goals is to increase the amount in the trust funds to reduce reliance on the Feast and the Feast weather for so much of the Association's income.

Income from membership constitutes only 2.6% of the income for the Association at \$19,055 projected for 2021. Membership promotes sponsors and donations beyond member dues thus remains an important component of TCHA's mission but provides barely enough income to support TCHA operations for a little over a half of a month. Contributions alone on the other hand brought in \$56,094 or 7.6% of the total income to support operations (part of which was "in kind" services donated).

The Battlefield Museum store is increasing sales and is projected to constitute about \$46,000 worth of income. Combined with other sales from the Feast store sales, and Weatherill Store sales (at Arganbright), such sales are projected to provide about 8.6% of the total income for the year. This may be higher depending upon the degree which eBay sales and on-line sales through the new sales system at Battlefield take off.

History Center rental sales for 2021 are being projected to still be low due to COVID concerns. Income projected for rentals is \$9,450 constituting only 1.3% of the income for 2021. This is an area of potential growth that needs to be more aggressively pursued once restrictions ease.

Overall, Jeff reported that the budget is still very conservative. Even with the conservative nature of the budget, the operating budget shows a projected surplus of \$46,109 by the end of 2021. This is even with providing some modest salary increases for the staff.

Proposed 2021 Budget was approved unanimously.

Having no further business, President Bill called for a motion to adjourn.

President's Report
Pete Bill
February 2021

- **New Board Members**

Lorita Bill – CPA for Girardot & Co, 30 years' experience, worked as auditor of local Not-for-Profits; currently retired; Purdue grad; strong interest in family research history; has been the volunteer accountant for TCHA for past year after previous bookkeeper resigned to take a job at Purdue; has also volunteered working with the TCHA curator and the librarian to organize and index documents.

Jeff Burnworth – Current co-owner and manager of Teays River Brewing; experience in senior management for 18 years; Feast volunteer for past 13 years, currently on the Feast Committee; Advisory Board of IVY Tech School of Business; longtime supporter of local Not-for-Profits.

Kevin Cullen – 40 year career in journalism, reporter at Journal & Courier under Bob Kriebel since 1977; currently retired; has written hundreds of feature stories about history of Tippecanoe County and 10 surrounding counties; 3x great grandparents opened first hotel in Lafayette in 1826; former TCHA Board member for 3 years, member of the Exec Committee for a year as TCHA Secretary; member of other historic organizations.

Dale Krynak – semi-retired healthcare professional; leadership experience in healthcare; 11 years' experience in grant writing and helped plan and construct 4 healthcare facilities; volunteers for TPL (library), Wolf Park, and Lafayette Tree; volunteered working with TCHA curator on organizing negatives; strong interest in the history of Lafayette and TCHA's mission.

Dave Sattler – retired editorial cartoonist for Journal & Courier for 49 years; Purdue grad; 5th generation downtown Lafayette business owner; currently serving on Boards of Wolf Park, Visit Lafayette-WL, St. James Lutheran Foundation; member of Laf Rotary; previously served on several Boards (St. E., United Way, Ivy Tech Development, Greater Lafayette Commerce, TAF....); strong interest in local history especially 1800's and early 1900's.

- **New Staff Member – Battlefield Museum and Store Manager – Trey Gorden**

- **Committee composition and leadership** – committee leadership may be shifted with election of new Board President and interest of current Board chairs in continuing

- **Whistleblower policy and Conflict of Interest** – need all signed and turned in

Election of Board Officers

February 2021

Nominees received by Nominating Committee

President	Jeff Schwab
Vice President	Erika Kvam
Secretary	H. Kory Cooper
Treasurer	Lorita Bill

Article IV – The Officers

Section 2. – Eligibility

Officers must be elected from members of the Board of Governors as of the date of the election, and no person shall be eligible for election to the *office of President* unless he/she has continuously been an active member of the Board of Governors since the preceding regular annual election of officers.

Section 3. – Election

Officers shall be elected at the first Regular Meeting of the Board of Governors following the Annual Meeting.

At said meeting of the Board of Governors, the Nominating Committee shall propose a slate of officers, which slate shall be subject to additions from the floor.

The election of officers shall be by majority vote of the Governors present at the time of the vote.

All elections for *contested office positions* shall be by secret ballot.

Finance, Budget & Risk Management Committee
Jeff Schwab
February 2021

The budget work for 2021 has been completed and approved by the board.

The primary ongoing effort will be to work with the Operations Manager and the Treasurer to track the monthly actual income and spending against the budget expectations.

Upcoming work will include reviewing the budget and understanding what shortfall we might have if we are not able to have a Feast in 2021 and what it might take to overcome that hole in our budget.

Tippecanoe County Historical Association			
Selected Accounts			
January 2021 Report			
	1/31/2021	12/31/2020	Change from Last Month
Bank Accounts			
1000 Petty Cash	547.25	942.05	(394.80)
1010 LB&T Checking	69,489.39	92,766.42	(23,277.03)
1011 PayPal	1,291.12	1,099.12	192.00
1015 Emergency Maintenance Fund	8,882.71	8,882.71	-
1025 History Center Restricted Account	12,954.10	12,953.99	0.11
1027 Ouiatenon Preserve Account	69,384.79	69,434.20	(49.41)
1045 Feast Rainy Day Account	50,001.68	50,001.26	0.42
Total Change in Cash	212,551.04	236,079.75	(23,528.71)
			-
			-
2000 Accounts Payable	(5,711.33)	(17,924.89)	12,213.56
2005 Lafayette Bank and Trust Visa	(447.70)	(444.69)	(3.01)
Cash less AP and Credit Cards	206,392.01	217,710.17	(11,318.16)
A Few significant transactions			
1. Large payment to United Health Care in January that was in accounts payable at the end of Decem			
1. TCHA received a rather large unexpect contribution of \$ 6,785 at the end of January			

			Change from
	1/31/2021	1/31/2020	Last Year
Bank Accounts			
1000 Petty Cash	547.25	580.00	(32.75)
1010 LB&T Checking	69,489.39	50,079.95	19,409.44
1011 PayPal	1,291.12	-	1,291.12
1015 Emergency Maintenance Fund	8,882.71	4,650.83	4,231.88
1025 History Center Restricted Account	12,954.10	12,945.87	8.23
1027 Ouiatenon Preserve Account	69,384.79	77,303.68	(7,918.89)
1045 Feast Rainy Day Account	50,001.68	30,013.12	19,988.56
Total Change in Cash	212,551.04	175,573.45	36,977.59
2000 Accounts Payable	(5,711.33)	(9,103.29)	3,391.96
2005 Lafayette Bank and Trust Visa	(447.70)	(1,543.77)	1,096.07
Cash less AP and Credit Cards	206,392.01	164,926.39	41,465.62

			Change from
	1/31/2021	2/19/2021	1/31/2021
Bank Accounts			
1000 Petty Cash	547.25	507.25	(40.00)
1010 LB&T Checking	69,489.39	89,357.29	19,867.90
1011 PayPal	1,291.12	1,291.12	-
1015 Emergency Maintenance Fund	8,882.71	8,882.71	-
1025 History Center Restricted Account	12,954.10	12,954.10	-
1027 Ouiatenon Preserve Account	69,384.79	68,962.24	(422.55)
1045 Feast Rainy Day Account	50,001.68	50,001.68	-
Total Change in Cash	212,551.04	231,956.39	19,405.35
2000 Accounts Payable	(5,711.33)	(4,551.96)	1,159.37
2005 Lafayette Bank and Trust Visa	(447.70)	(1,345.74)	(898.04)
Cash less AP and Credit Cards	206,392.01	226,058.69	19,666.68

2. In February TCHA receives the distribution from Trust held by Lafayette Community Foundation. This year the total was \$29,874

Tippecanoe County Historical Association

Cash Requirements Projection

The remaining of 2021

		<u>1/31/2020</u>						
Petty Cash		547.25						
LB&T Checking		69,489.39						
PayPal		1,291.12						
Feast Rainy Day Account		50,001.68						
Line of Credit		215,000.00						
Available Funds		<u>336,329.44</u>						
			Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
1/31/2021				71,327.76	50,001.68	215,000.00	336,329.44	121,329.44
<u>February 2021</u>								
Contributions, Fundraising	29,664.00							
Dues, admissions, sales, programs	2,415.00							
Rent and other	375.00							
Distributions from Trusts & Interest	1,620.00							
Payroll costs	(11,575.40)							
Other	(9,690.00)	12,808.60	12,808.60					
Available Cash & LOC at 2/28/21			84,136.36	50,001.68	215,000.00		349,138.04	134,138.04
			Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
<u>March 2021</u>								
Contributions, Fundraising	400.00							
Dues, admissions, sales, programs	2,700.00							
Rent and other	375.00							
Distributions from Trusts & Interest	18,010.00							
Payroll costs	(14,634.63)							
Other	(12,310.00)	(5,459.63)	(5,459.63)					
Available Cash & LOC at 3/31/21			78,676.73	50,001.68	215,000.00		343,678.41	128,678.41
			Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
<u>April 2021</u>								
Contributions, Fundraising	400.00							
Dues, admissions, sales, programs	4,390.00							
Rent and other	375.00							
Distributions from Trusts & Interest	10.00							
Payroll costs	(14,440.86)							
Other	(10,470.00)	(19,735.86)	(19,735.86)					
Available Cash & LOC at 4/30/21			58,940.87	50,001.68	215,000.00		323,942.55	108,942.55
			Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
<u>May 2021</u>								
Contributions, Fundraising	1,400.00							
Dues, admissions, sales, programs	12,235.00							
Rent and other	375.00							
Distributions from Trusts & Interest	10.00							
Payroll costs	(14,548.51)							
Other	(9,660.00)	(10,188.51)	(10,188.51)					
Available Cash & LOC at 5/31/21			48,752.36	50,001.68	215,000.00		313,754.04	98,754.04

		Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
<u>June 2021</u>							
Contributions, Fundraising	1,400.00						
Dues, admissions, sales, programs	19,105.00						
Rent and other	375.00						
Distributions from Trusts & Interest	18,010.00						
Payroll costs	(14,548.51)						
Other	(13,740.00)	10,601.49	10,601.49				
Available Cash & LOC at 6/30/21			59,353.85	50,001.68	215,000.00	324,355.53	109,355.53
<u>July 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	16,455.00						
Rent and other	1,200.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(20,511.88)						
Other	(12,960.00)	(15,406.88)	(15,406.88)				
Available Cash & LOC at 7/31/21			43,946.97	50,001.68	215,000.00	308,948.65	93,948.65
<u>August 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	17,455.00						
Rent and other	1,100.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(14,548.51)						
Other	(14,450.00)	(10,033.51)	(10,033.51)				
Available Cash & LOC at 8/31/21			33,913.46	50,001.68	215,000.00	298,915.14	83,915.14
<u>September 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	14,155.00						
Rent and other	950.00						
Distributions from Trusts & Interest	18,010.00						
Payroll costs	(14,763.81)						
Other	(58,970.00)						
Feast Start up cash	(46,000.00)	(86,218.81)	(33,913.46)	(50,001.68)	(2,303.67)		
Available Cash & LOC at 9/30/21			-	-	212,696.33	212,696.33	-
<u>October 2021</u>							
Contributions, Fundraising	1,150.00						
Dues, admissions, sales, programs	467,685.00						
Rent and other	600.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(14,979.11)						
Other	(164,680.00)						
Return of Feast Start up cash	46,000.00	335,785.89	283,480.54	50,001.68	2,303.67		
Available Cash & LOC at 10/31/21			283,480.54	50,001.68	215,000.00	548,482.22	333,482.22

<u>November 2021</u>		Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	31,505.00						
Rent and other	1,200.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(14,548.51)						
Other	(79,235.00)	(60,668.51)	(60,668.51)				
Available Cash & LOC at 11/31/21			222,812.03	50,001.68	215,000.00	487,813.71	272,813.71
<u>December 2021</u>		Net Cash required	Operating Accounts	Rainy Day Acct	Line of Credit	Total Available	Cash Balance
Contributions, Fundraising	1,150.00						
Dues, admissions, sales, programs	9,705.00						
Rent and other	1,200.00						
Distributions from Trusts & Interest	18,010.00						
Payroll costs	(20,188.93)						
Other	(93,085.00)	(83,208.93)	(83,208.93)				
Available Cash & LOC at 12/31/21			139,603.10	50,001.68	215,000.00	404,604.78	189,604.78

TCHA Membership Report
Kelly Lippie
February 2021

- 43 renewal notices sent out for December/ January renewals, 25 renewal notices sent out for January/ February renewals.
- Renewal forms now include 5- year renewal option. (2 sold so far)
- Conducting software search for something to replace Member Planet or to allow mass emails & digital newsletters to be sent out that are easier to format and look better than what Member Planet produces.
- Looking at paid advertising for the TCHA digital newsletter. It reaches approximately 300 people and has a 50% open rate. Email sent to members and community contacts on Feb. 22 to solicit ads.
- TCHA ended 2020 with 377 members (paid and life, not including Community Contacts)
- TCHA donor-level members can now access R.O.A.M. benefits. New/ updated membership cards were sent out with Annual Meeting notices. See link on website to ROAM website with participating locations.
- Spring intern is helping to review software (along with tasks of writing blog/ social media posts and a video based on collections).

Membership Level	Renewal Period	Total as of Nov. 12	Total as of Dec. 3	Total as of Feb. 18
Individual (\$35)	Annual	38	35	36
Senior Individual (\$30)	Annual	60	59	57
Senior Couple (\$40)	Annual	75	75	80
Family (\$50)	Annual	53	50	47
School/Club (\$100)	Annual	1	1	1
Patron (\$100)	Annual	54	52	56
Sustaining (\$250)	Annual	17	16	17
Benefactor (\$500)	Annual	1	1	1
Treasure (\$1,000)	Annual	3	2	2
Lifetime	Lifetime	64	64	63

Total members as of February 18, 2021: **360**

TCHA Collection Department Report
Kelly Lippie
February 2021

- Video created to show Will & Estate records at TCHA.
- New spring intern began work. She will be writing blog and social media posts and also create videos based on local history and collection items. She is working mostly from home (coming in 1 day per month to take photos and videos). Also help Leslie's intern to remotely research social media topics.
- NAGPRA update: while composing the NAGPRA letter to declare human remains, it was discovered that there is another set in the MSU Ouiatenon collection. Kory Cooper and Purdue Anthropologists are confirming this and writing up an assessment. The letter is delayed until this is finalized so we can include these remains on the letter.
- Anthropology students from Purdue will continue work with the Ouiatenon collection this semester by re-housing artifacts in archival material, updating the location inventory and typing information from catalog cards into a searchable database. TCHA will receive almost \$1,500 worth of archival supplies through the Purdue Service Learning program to put toward this project- thanks Dr. Cooper!
- Four image requests inquiries were made, but not all purchased copies.
- 2 design options drafted for a new exhibit element at the Tippecanoe Battlefield. The retired Eagle statue from the main gate could potentially go on exhibit in the museum, but a display case will need to be constructed. The Park Foundation Board is interested in funding the project, but will need estimates on the cost. Working to get together before their March meeting.
- Lining up "Curator Call-out" initiative for the year to target donations in specific areas of need. Including so far with be Black history (February) and LGTBQ history (TBD).
- Cataloging of library books and rare books is complete! This project took about 7 years and many volunteers.
- Volunteer working to create an index of Phillips Studio negatives collection.
- TCHA's organization archive evaluated and many boxes pulled for shredding as per the TCHA retention policy (old store inventories, financials, etc.). Now waiting on opportunity to shred a large amount of files (free community shred?).

Collections Committee

- No committee meeting was scheduled for January.
- February meeting held on Feb. 3rd.
- 11 New accessions created.
- 1 "Found in collection" item accession, 1 rejected
- No Items for Deaccession considered in February.

TCHA Library Department Report
Amy Harbor
February 2021

- January library income was \$121.00 from four transactions.
- There were 21 phone and email requests in January.
- February income through 2/19/21 is \$249.50 from 11 transactions.
- Since reopening on February 1st, we have had 9 researchers visit in person, and there have been 16 phone and email requests.
- The library recently received a new overhead book scanner with auto flatten and de-skew features, made possible by a donation. As soon as we have volunteers returning on a regular basis, we will begin scanning our most fragile court books. We expect this to happen in mid-March.
- Several volunteers have continued to work at home creating indexes of court books.

Tippecanoe Battlefield Museum and History Store Report
Leslie Martin Conwell
February 2021

- I have hired Dr. Jack "Trey" Gorden for the position of Tippecanoe Battlefield Museum & History Store Manager. He will begin his new position March 1. A training schedule has been set up for Trey that includes introduction to other staff, orientation at the battlefield, and tours of all TCHA sites. He has already picked up numerous research materials on the Battle of Tippecanoe. Trey received his PhD last summer from Purdue in literature, and has his MFA in English and his BFA in theatre. Trey has worked as a professional actor, an executive and technical editor, and as co-technical director for Civic Theatre. He taught English at West Lafayette High School and Purdue University, as well as gifted education programs. While pursuing his PhD Trey worked at the Farm at Prophetstown as tour director, where he researched and designed 1920s historical based tours for all age groups, created interpretive materials, and designed and taught classes. Trey has experience in retail through working at bookstores as well as retail sales at the Farm at Prophetstown. We are excited about welcoming Trey!
- The battlefield is open Friday, Saturday, and Sunday from 12-5. We anticipate opening the battlefield six days a week beginning March 8, from 10-5 pending COVID status.
- eBay - Laura has been coordinating TCHA's Ebay sales. TCHA has sold \$1,592.55 as of 2/20/21 in merchandise/deaccessioned collection items since we began on Ebay in December. Thank you to Pete for his help getting us started on Ebay.
- Point of sale system update- Rick, Laura, and Lorita and I met to determine the form the inventory spreadsheet will take. I will work now to export it into Square, and then we will be ready to switch fully to Square.
- Internet and phone- Wintek is finished with their work on the new internet system. Bill Wyatt of Wyatt Communications will install the router and switch the phone systems. He recently filed some paperwork with the phone company to enable this switch that, when done, will result in monthly savings.

**Programs Report
Leslie Martin Conwell
February 2021**

Programming update:

- March 6- Maple Sugaring at Ouiatenon- socially distanced sugaring demonstration at the fort. 10 a.m. – 4 p.m.
- Late March- History of Brewing- Kory Cooper will use some of TCHA’s collection items related to the topic. Probably done via Zoom. Time and date TBA.
- The program committee has met on a monthly basis. Have any ideas on programming for 2021? Contact Leslie at 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	Do after COVID
Drink In History	Walt contacting	Do after COVID

2021 Programming

Maple Sugaring at Ouiatenon	Fort	3/6/2021	10 AM - 4 PM
Purdue Ag	Victor Lechtenberg	Change to May?	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
Tour of the Veterans Home	Emily Larimer	6/24/2021	12-1 PM
History of Home Food Preservation	Leslie Conwell	6/26/2021	12-2 PM
Learning from the History of Elections	Kathryn Brownell	7/28/2021	6-7 PM
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
Powerful Women of Purdue	Katharine Watson	7/28/2021	6-7 PM
Heirloom Gardening in Indiana	Leslie Conwell	8/3/2021	6-7 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- Fraternal Organizations	Ken Moder	9/14/2021	11:30-1 PM
Show & Tell	Janna Minjarez	10/12/2021	11:30-1 PM
Show & Tell- Ray Ewry Story	Cindy Eberts	Sometime in Oct?	11:30-1 PM
Halloween Party		10/29/2021	7-10 PM?
Divided Paths	Angie Klink	11/10/2021	6-7 PM
Show & Tell- Ouiatenon Artifacts	Leslie Conwell	11/9/2021	11:30 PM -1 PM
Show & Tell- Christmas Holidays	?	12/14/2021	11:30-1 PM
Christmas Celebration		12/11/2021	5-8 PM

Feast of the Hunter's Moon
Leslie Martin Conwell
February 2021

- Feast steering committee meetings were held via Zoom in January and February. Topics discussed included a review of the 2021 Feast participant application, PR, grants, the preparation of the Feast storage barn for possible flooding, and looking ahead to 2021 and any changes that might be needed.
- Ouataton artifact photos have been posted on the Feast group Facebook page on a daily basis, and several videos were done.
- The two old Feast trucks were picked up by a salvage company and sold for scrap, as they were no longer repairable. The plan is to use the 2014 TCHA GMC for light duty Feast grounds work.
- Feast chairman Jeff Schwab and I met to discuss the Feast budget and different scenario plans in regards to the impact of COVID 19.

Committee Notes
February 2021

- **Facilities Committee – Walt Griffin**

Committee has not met recently. See facilities information in Operation Manager's report.

- **Development and Membership Committee – Erika Kvam**

The committee meets monthly. It did not meet in January. Information on membership and development is in the Operation Manager's report and Membership report.

- **Ouiatenon Preserve Committee – David Hovde**

On January 15th, the US Secretary of the Interior signed a proclamation bestowing National Historic Landmark status on the Ouiatenon Preserve. A news spot on Channel 18 WLFI high-lighted the Preserve with contributions by Colby, Del, Leslie and Mike Reckowski of the Roy Whistler Foundation. Leslie stated that a celebration of the designation would be held later in the year.

TCHA continues to meet with OPI to discuss future Ouiatenon Preserve trails on the property. Discussions have centered on potential use for the trails (e.g., walking, running, pets, bicycles?), width, location, and construction. The Committee reviewed some preliminary artist's concepts of what a potential trail system could look like. Development of plan for trails and signage are on-going.

- **Lafayette Bicentennial Event Committee – David Hovde**

The committee is recruiting volunteers to help with planning. A list of community partner groups has been submitted to the chair for setting up meetings to see if there is any interest in collaborating with TCHA on Bicentennial events (and to reduce duplication of effort or events).

Question for the Board: Does the Board grant permission to allow individuals who are not TCHA members to be members of this Board committee?

- **Publications Committee – David Hovde**

The Fort Ouiatenon book chapters are being reviewed by the editors.

Operations Manager Report
Leslie Martin Conwell
February 2021

Administration:

- Worked with the insurance review committee, Phil Tucker, staff, and Unitedhealthcare to insure a smooth medical insurance renewal on 3/1/21.
- Square inventory is complete and ready for export to become the battlefield's new point of sale system.
- We are setting up a remote deposit scanner at Arganbright so that checks can be deposited immediately upon receipt by staff.
- TCHA and Feast websites had some issues that have now been resolved. We are able to edit and post again.
- The 2019 and 2020 Annual Reports are now posted on the website.
- Thanks to everyone involved for making the 2020 Annual Meeting a success. I have heard many positive comments about the format.

Bicentennial Committee:

- An email has been sent to the membership soliciting volunteers, and various community partners are being contacted by the committee chair, David Hovde. This committee provides a wonderful way for TCHA to emerge as a community leader, and help form and cement relationships and engagement with many partners. It is a vital committee that needs the boards' and staffs' full support and input.

Grant follow-up and donations:

- Arts, Cultural and Destination Marketing Organization Support grants- TCHA received \$35,860.78 for operating expenses. The check has been received and the final grant report submitted and accepted.
- We received the PPE from a county grant I applied for. Products included 4 boxes of masks, 4 gallons of hand sanitizer, 6 containers of wipes, and 30 face shields.
- The Amazonsmile 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](https://www.amazon.com/amazonsmile).
- Amy and Jon Harbor donated \$6785.00- her 2020 net salary- back to TCHA as an unrestricted donation to support our mission. This was a wonderful thing for them to do. Thank you, Amy and Jon! We spent \$405.00 of that donation on a new book scanner for the library. The scanner will greatly assist staff and volunteers.
- Per the Indiana Humanities Council's request, I taped a video talking about how the CARES grant positively impacted TCHA. This video will be one of several presented to Indiana lawmakers in March so that they can see how the arts and cultural communities have been assisted by these funds.
- I have attended numerous grant webinars.

- The Development and Membership committee is following the grant timeline below in seeking opportunities for funding. Please let us know if you hear of any other opportunities:

January/February- Newspaper digitalization grant
 February 22- submitting application for second round of Payroll Protection Plan loan- amount requested is \$49,962.00.
 March 4- Arts Project Support grant due (Feast performers)
 March 25- Community Foundation grant deadline (spring capital projects over \$7500- part of History Center roof?)
 June- NCHS grant letter of intent due- (part of History Center roof?)
 July 29- Community Foundation grant deadline (fall capital projects over \$7500- History Center boiler replacement or repair?)
 November 30- Community Foundation NOW grant deadline

Below is a report on recent Facebook donations. Please see what Quentin Robinson raised as a birthday fundraiser, and please consider doing one of these for TCHA on YOUR birthday or special occasion. Every little bit helps:

Donation Amount	FB Fee	Last Name	Fundraiser Title
\$ 5.00	0	novak	Giving Tuesday Fundraiser
\$ 25.00	0	ford-armiento	Giving Tuesday Fundraiser
\$ 100.00	0	wolfe	Giving Tuesday Fundraiser
\$ 25.00	0	sargent	Giving Tuesday Fundraiser
\$ 50.00	0	claffey	Giving Tuesday Fundraiser
\$ 25.00	0	wellman	Giving Tuesday Fundraiser
\$ 25.00	0	jennings	Giving Tuesday Fundraiser
\$ 100.00	0	amick	Giving Tuesday Fundraiser
\$ 100.00	0	guido	Giving Tuesday Fundraiser
\$ 25.00	0	martin	Giving Tuesday Fundraiser
\$ 25.00	0	garwood	Giving Tuesday Fundraiser
\$ 85.00	0	turk	Giving Tuesday Fundraiser
\$ 5.00	0	come-ryker	Quentin's birthday fundraiser
\$ 45.00	0	wellman	Quentin's birthday fundraiser
\$ 25.00	0	Atwell	Quentin's birthday fundraiser
\$ 20.00	0	frantz	Quentin's birthday fundraiser
\$ 25.00	0	shaner	Quentin's birthday fundraiser
\$ 20.00	0	shaff	Quentin's birthday fundraiser
\$ 25.00	0	randolph	Quentin's birthday fundraiser
\$ 20.43	0	michael	Quentin's birthday fundraiser
\$ 25.00	0	butcher	Quentin's birthday fundraiser
\$800.43			Total

Maintenance:

- Roof- History Center- We will target this project for the North Central Health Services and Community Foundation grants.
- Phone and internet system at battlefield- Wintek finished internet installation. Bill Wyatt/Wyatt Communications will get it set up and is donating the cost of his labor. 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- Mulhaupt's replaced the battery on the History Center's system. We have had several false alarms at Arganbright due to bats (!). No police runs have been made.
- Homeless individuals setup a camp behind Arganbright. Due to the discovery of medical apparatus, I called the Lafayette police about proper disposal of the medical waste. Other than a lot of trash left, there was no damage to TCHA property. Staff gathered up the large amount of clothing, blankets, and personal items that had been left, and kept them in a container outside in case the homeless individuals wanted to retrieve their items. They did not pick the items up, so they were disposed of.
- Boiler- the Facilities committee will need to make some decisions as to the status of the boiler and whether it needs to be replaced. It passed inspection, but there are some issues with cracking that are getting worse. The boiler is 40+ years old.
- 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- Martin Schap is volunteering to shovel and salt the sidewalks at the History Center and Arganbright. This involves him getting up early to do this in all kinds of weather before he goes to work. We are extremely grateful to him!
- The large copier at the battlefield will be removed when the contract expires this spring, and replaced with a desktop model.

Ouiatenon Preserve:

- After much work by various partners, the Ouiatenon Preserve achieved the status of a National Historic Landmark. Congratulations, Ouiatenon Preserve!

Public engagement:

- Numerous posts made to social media, including creating Facebook events, updating the website, and Ouiatenon artifact photos.
- Several videos on the Ouiatenon artifacts have been posted on the Feast group page. Special thanks to library and collections staff and volunteers for the social media posts and videos they have done.
- Ball State has an honors student working with staff to create various social media posts about local history.
- I attended a webinar on livestreaming programming.
- I taught three social studies classes via Zoom for Ball State's history department.
- Star City Broadcasting and the Journal & Courier met with myself, Colby Bartlett, Del Bartlett, and Mike Reckowsky at the Ouiatenon Preserve overlook to do i about the National Historic Landmark recognition.
- I attended the Directors Roundtable meeting via Zoom.

Staffing:

- We have hired Dr. Jack “Trey” Gorden as Battlefield Museum and History Store Manager. More info on his hiring in the battlefield report.
- Updating the employee manual will be a major project that I will be working on shortly.
- Staff is meeting on a monthly basis via Zoom.

COVID 19 response:

- See attachment

BOARD OF GOVERNORS TERMS (3 Year Terms)

Name	Term Ends (Annual Mtg. Jan/Feb)
Colby Bartlett	December 2023 (January 2024)
Del Bartlett	December 2021 (January 2022)
Lorita Bill	December 2023 (January 2024)
Pete Bill	December 2022 (January 2023)
Jeff Burnworth	December 2023 (January 2024)
Julie Byers	December 2021 (January 2022)
H. Kory Cooper	December 2021 (January 2022)
Kevin Cullen	December 2023 (January 2024)
Walt Griffin	December 2022 (January 2023)
Ron Halsema	December 2021 (January 2022)
David Hovde	December 2022 (January 2023)
Zula Kress	December 2021 (January 2022)
Dale Krynak	December 2023 (January 2024)
Erika Kvam	December 2023 (January 2024)
Ken Moder	December 2021 (January 2022)
Quentin Robinson	December 2021 (January 2022)
Dave Sattler	December 2023 (January 2024)
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)

2021 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	TBD	February 2021	1	January 2026
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 – 2021 * indicates Chair

Executive Committee

- Board President *
- Board Vice President
- Board Treasurer
- Board Secretary
- Chair of the Budget, Finance, and Risk Management Committee

Nominating Committee

- Quentin Robinson* Preston Smith
- Colby Bartlett

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* Ron Halsema Kelly Lippie
- Colby Bartlett Amy Harbor
- Kevin Cullen Dale Krynak

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* Kory Cooper Colby Bartlett – non-voting advisor
- Del Bartlett Leslie Martin Conwell

Development & Membership Committee

- Erika Kvam * Dale Krynak Leslie Martin Conwell
- Pete Bill Kelly Lippie Dave Sattler

Program Advisory Committee

- Leslie Martin Conwell* David Hovde Quentin Robinson
- Walt Griffin Zula Kress Annie Schap

TCHA Foundation Board Liaison

- Del Bartlett

Continued next page

Insurance Review Committee

Board President*

Chair Budget Committee

Treasurer

Walt Griffin

Ken Moder

Jeff Schwab

Todd White

Lorita Bill

Phil Tucker (non voting)

Leslie Martin Conwell (non voting)

Lafayette Bicentennial Events Committee

David Hovde*

Board president

Pete Bill

Dennis Carson

Leslie Martin Conwell

Trey Gorden

Walt Griffin

Amy Harbor

David Hunke

Kelly Lippie

Sean Lutes

John Norberg

Dave Sattler

Pete Sherry

Charlene Sherry

Laura Smyser

Tom Turpin

Ruth Van Meter