

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, April 21st, 2020

ON-LINE BOARD MEETING

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

Pete Bill – President*
Erika Kvam – Vice President*
Jeff Schwab – Treasurer*
Del Bartlett – Secretary*
Colby Bartlett
Julie Byers
H. Kory Cooper
Craig Graham
Walt Griffin
Ron Halsema
Amy Harbor

David Hovde
Zula Kress
Ken Moder
Quentin Robinson
Annie Hatke Schap
Gretchen Shelmon
Preston Smith
John F. Thieme
Phil Tucker
Todd White

* members of the Executive Committee

ZOOM MEETING INSTRUCTIONS

(more detailed instructions sent e-mail April 21st, 2:47 PM)

Topic: TCHA Board of Governors Meeting 5:15 Tues April 21

Time: Apr 21, 2020 05:15 PM Indiana (East)

Web cam computer - Join Zoom Meeting click on link below or copy URL into web browser

<https://zoom.us/j/91509071625>

Meeting ID: 915 0907 1625

Call in by phone – audio only - Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

Meeting ID: 915 0907 1625

FUTURE DATES FOR MEETINGS and EVENTS

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

- Tuesday, May 19th (week early because Memorial Day is Monday 25th)
- 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 of Thanksgiving)
- Tuesday, December 8th – BUDGET MEETING (2 weeks earlier)

AGENDA

- Call to order via Zoom
- Minutes from March 24th, 2020 Board meeting – There was no Board meeting due to COVID-19
- Consent agenda (approve acceptance of reports by vote)
 - Collections Committee – Kelly Lippie – *Report on page 3 in this Agenda – no deaccessions*
- New contract with Tippecanoe Parks & Recreation Department – Del Barlett
- Questions for Executive Director regarding state of TCHA during COVID-19 pandemic

END AGENDA

TCHA Collection Department Report

Kelly Lippie

April 2020

- Met with staff from The Farm at Prophetstown to arrange a loan. This is now put on hold.
- Worked with Amy to scan and prepare materials to work on at home after the 'stay-at-home' order was issued.
- Created signs for the doors of the Arganbright Center and posted information to the TCHA website regarding hours and contact info.
- Still visiting Arganbright Center 2-3 per week for several hours to gather mail, check building and access collection items in order to answer researcher questions or supply material for Facebook posts by Leslie or Quentin.
- Rescheduled researcher visit who was supposed to come in early April to late April.
- Gathered images of downtown for Lafayette city study of making some roads 2-way streets again.
- Transcribed scans of letters in the archives.
- Using remote log-in, assessed Past Perfect on office computer to input catalog information for purses done by a volunteer just before stay-at-home order.
- Re-filing photograph catalog cards into a new order that will allow better access. Using cards to create index of photographs in several of the biggest photo collections that, until now, have an unknown number of prints and unknown content.
- Compiled possible loan items list for IU traveling exhibit being developed.
- Sent out loan renewals to 2 collections currently on loan to TCHA: the Masonic items at the History Center will be renewed for another year and a powder horn that would have been returned this month will be extended on loan to the end of the year.
- Accepted new donation of material to be considered by the Collections Committee when it next meets.
- Sent out Collections newsletter (to library & collections volunteers) to keep them posted on developments. Have stayed in touch with many of them.
- Began researching for article for the next membership newsletter.
- Meeting with principal of Jeff High School to give advice on the movement and storage of their mini-exhibit of firearms and Native American artifacts.
- Sent out invoice for an order of digital image copies.

Exhibits

- Exhibit change-out plans on hold pending a return to open hours. Research continues and label writing will also continue.

Social Media

- Continuing to post original material on Instagram and Twitter and to use this as a platform to communicate our hours and program cancellations. Number of followers continues to increase.

Collections Committee

- April meeting canceled, Deaccession items from May will be postponed until Board meets in person again. May collections committee meeting will also likely be canceled.

Questions for Craig for Board Meeting

History Center

- Boiler is scheduled to be shut down Tuesday, April 21st. Craig to discuss with Kelly regarding temperature requirements if no heat available after boiler is shut down.
- Megan is working from home. Does come in to use copier. Does Megan have access to Member Planet from home?
- No rental events are scheduled in the History Center between now and July 1st. 1 cancellation for July is being moved. Have there been any inquiries about rentals wanting to book later in the year?
- The Gathering church is not meeting on Sunday. Are they still paying some kind of rent? If so, how much (dollars)? Are there others who are currently paying any kind of rent in the History Center?
- What is being done to discontinue trash pickup? How much is this saving? Isn't Fowler House supposed to be paying for Arganbright trash dumpster? Craig was going to contact Fowler House to make sure payment was switched over – been done?
- Have the ice machine and refrigerators been unplugged?
- Are there any other services or utilities that can be discontinued at the History Center?
- How often is the collection stored in the History Center checked?
- We were paying for 21 hours per week of cleaning of HC, Arganbright and Battlefield. How is this justified if these buildings are shut down? If no longer paying for 21 hours per week, how much are we paying for hours? Who is supervising maintenance work being done if no one is in HC or Arganbright?
- How else can expenses be decreased?

Arganbright

- Who is coming into Arganbright and how often?
- How is grass cutting at Arganbright going to be paid for in the coming months?
- How else can expenses be decreased?

Expenditures

- What is “inventory assistance” and “weekly maintenance cleaning” that is being done at the Battlefield? How many hours/week are we paying for hourly help to do this if this building is shut down?

- Is there any scheduled maintenance that can be deferred for at least 6 months? (HVAC, copier, equipment)
- Craig has been told to obtain administrative password for all TCHA computers from the computer service company so we can make administrative changes to the computers without having to pay a computer company to do so. Has this been done?
- Craig was going to call Community Foundation to find out what kind of accounting review information is needed for grants on 4/15. Was that done? Can the scheduled accounting review be postponed until next year? Need to notify the accounting firm who is scheduled to do the review ASAP!
- What professional dues or membership renewals can be postponed?
- Are there any contracts that can be terminated?
- Craig was going to discuss with staff at staff meeting how office supplies and cleaning supplies can be reduced. Don't need to be cleaning the buildings if no one is using them and they are not open. What has been done to reduce this?

Feast

- What expenses can be postponed until later (closer to the Feast)?
- What cuts in advertising can be done?
- Can we postpone the search for a Feast truck replacement?

Funding

- How are we going to get the remaining \$7000 from NCHS grant to pay for work done in Arganbright if on-site inspection hasn't been done yet? Inspection by whom? Does this \$7000 cover *all* remaining expense due to contractor?
- Have we gotten refund from National Group for being charged for post cards we were not supposed to have paid? When is it going to be received?
- Do we still have \$1700 tied up in Pay Pal? Has this been resolved?
- How is fund raising being done?
- Who are the "major donors"?
- How have we been communicating to our donors and sponsors? E-mail, phone, letters?
- Small business donors are being hit hard and can't be counted on to continue to donate as they have. How are alternative to these donors being identified? How are going to reach out to them?
- How are we expanding the ring of donors beyond those that we have used already?

- How are we using on-line fund raising when there is no programming going on?
- How are we ensuring the remainder of the promised Program Support pledges are paid?
- What grants are we tapping into to support museums and NFP?
- How are we finding out about available grants? What resources are we using?

Other issues

- Has a schedule been set up to ensure that someone is coming into the HC, Arganbright, and Battlefield to make sure mail is being picked up and appropriate checks on collection materials are being made?
- How have we been communicating to our membership?
- Do we have business interruption insurance (Craig Graham)? If so, what are the triggers for being able to file a claim?
- If need be, what paid positions can be replaced by volunteers?
- Is there any remodel or repair that can be put off for six months?
- Are there any bills that can be deferred *without penalty*?
- Are all bills being paid on time so no late fees are accruing?
- Are all bills possible switched over to electronic transfer and automatic payments?

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)
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Preston Smith	December 2021 (January 2022)
John Thieme	December 2022 (January 2023)
Phil Tucker	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 2019	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
Del Bartlett
Jeff Schwab

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 Erika Kvam
Colby Bartlett Ron Halsema Kelly Lippie
Pete Bill Amy Harbor Megan Lee

Collections Committee

Kelly Lippie* Kevin Cullen Quentin Robinson
Pete Bill LA Clugh Mary Springer
Lorita Bill Craig Hadley Marsha Selmer
Leslie Conwell Amy Harbor
Rick Conwell Carolyn O'Connell

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 Gretchen Shelmon
Craig Hadley Megan Lee

Program Advisory Committee

Leslie Conwell* David Hovde Quentin Robinson
Walt Griffin Zula Kress Annie Schap
Craig Hadley Megan Lee

TCHA Foundation Board Liaison

Del Bartlett

Insurance Review Committee

Pete Bill* Ken Moder Phil Tucker (non voting)
Amy Harbor Jeff Schwab Craig Hadley (non voting)
Craig Graham Todd White
Walt Griffin Lorita Bill