

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 16, 2021 HYBRID MEETING – IN PERSON and ZOOM

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

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

Meeting will be Hybrid. In person at the History Center and available on ZOOM.

Connecting Information for Zoom Meeting

- If you have a computer with a web camera and microphone (most web cams have a microphone built in), connect to the meeting by clicking on the hi-lighted “<https://zoom.us/.....>” below.
- If you have not previously downloaded Zoom software, you will be prompted to do so in order to connect to the meeting. The software is free.
- If you wish to connect by phone, call in one of the numbers listed below (doesn’t matter which). Once you are connected, you will be asked for your Meeting ID number so you can be placed into the correct meeting. The Meeting ID number is listed below.

Join Zoom Meeting

<https://zoom.us/j/92711923227?pwd=aUpEcDNZVzZ6MGlhNkdRcmJBQXk4UT09>

Meeting ID: 927 1192 3227

Passcode: 083295

One tap mobile

+13017158592,,92711923227#,,, *083295# US (Washington DC)

+13126266799,,92711923227#,,, *083295# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)
Meeting ID: 927 1192 3227
Passcode: 083295
Find your local number: <https://zoom.us/j/92711923227>

FUTURE DATES FOR MEETINGS and EVENTS

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

Board of Governors – Fourth Tuesday of the Month at 5:15

- Tuesday, December 14th – Budget meeting (2nd Tuesday of the month)

AGENDA

- Call to order
- Minutes from October 26th, 2021 Board meeting – *Pages 5-6*
- Officer's reports and business
 - President – *Page 7*
 - Insurance Review Committee
 - Nominations for 2022
 - Annual Meeting February 5, 2022
 - Proposed Board Meeting Dates for 2022
 - Vice President – *Page 8*
 - Change to Mission Statement (Tabled)
 - Annual Evaluation of Operations Manager
 - Treasurer
 - Account balances (cash balance) – *Pages 9-10*
 - Secretary
- Contracts – Del Bartlett
 - Battleground Lease with Parks Board
 - Supplemental Agreement with OPI – being reviewed by exec and OP Committee
 - Glenn Black Laboratory Collection Ownership
 - MOU with Sportsman Club
- Finance, Budget, and Risk Management Committee – Lorita Bill
 - Next Meeting - November 29, 2021 5:15pm
- Operations Manager report – Leslie Martin Conwell – *Page 11*
 - TCHA has applied for a Community Foundation NOW grant for several items such as a drill, vacuum cleaner, dolly, etc.
 - Auditorium carpeting is installed.
 - Merry Maids will begin doing bi-weekly site cleaning by mid-December, depending on their staffing levels. Funds received from the Indiana Humanities ARP grant will help cover the cost of this service.
 - The City of Lafayette used the History Center plaza for their program in regards to the construction on the new facility on Columbia Street.
 - Staff evaluations have been completed.
- Battleground Museum report – Trey Gorden
- Membership – Kelly Lippie – *Page 12*
 - Articles for next newsletter due by December 3 or before.
- Collections Committee – Kelly Lippie – *Page 13*
 - Work continues at History Center to restore basement storage system and re-pack paintings.
 - Small George Winter exhibit now open in the temporary display cases at the Battlefield for November.

- Library Report – Amy Harbor – *Page 14*
- Programs – Leslie Martin Conwell – *Page 15*
 - Diversity Outreach- A multi-organization committee has been formed to create educational tours for students, highlighting significant African American historical sites in Tippecanoe County.
 - Diversity Outreach- Diane Hunter of the Myaamia (Miami) Nation, a federally recognized tribe, is coming Saturday, November 20.
 - The program committee, in conjunction with the bicentennial events committee, hopes to have a final program schedule of events in place by December 15.
 - The program committee is incorporating bicentennial focused events into the 2022 schedule.
- Feast report – Leslie Martin Conwell – *Page 16*
 - Financials should be wrapped up towards the end of December
 - Feast Steering Committee met in November for the annual wrap-up meeting. Planning for 2022 Feast, October 1-2, 2022, has begun.
 - The Feast “Thank You” for Feast volunteers is Thursday December 9 at 6 PM at the History Center. Board members are encouraged to attend!
- Notes from Committees
 - Ouiatenon Preserve Committee – H. Kory Cooper
 - Facilities Committee – Walt Griffin/Ron Halsema
 - Development & Membership Committee –Dale Krynak/Ken Moder – *Pages 17-20*
 - Lafayette Bicentennial Event Committee – David Hovde
 - Publications – David Hovde
- Any Other Business

END AGENDA

**Minutes for October 26, 2021
TCHA Board of Governors Meeting
In Person at the History Center and Zoom Meeting
H. Kory Cooper**

- Call to order **5:17**
- Minutes from September 28th, 2021 Board meeting **accepted, with fixing of typos.**
- Officer's reports and business
 - President – **Still tabling change to mission statement.**
 - Volunteers needed to assist with annual evaluation of Operations Manager and employees. **Erika will chair, Cooper, Lorita, and Walt volunteered.**
 - Insurance Review Committee **Time to evaluate changes to employee health insurance. There is an insurance committee, they will continue on, Will Phil Tucker stay on committee, or replace with rep from another company? Switch to generic rep as member of committee.**
 - Nominations for 2022 - **Several board members terms are up. Quentin willing to chair the nominating committee. If interested in re-upping let Quentin know. Send names to Quentin for possibilities, letter of interest.**
 - Annual Meeting February 5, 2022? **At History Center, in-person, not a plated dinner. Cash bar, light snacks/hors-d'oevres. Need to find a speaker.**
 - Vice President **nothing to report, tabling Mission statement**
 - Treasurer
 - Was in good position going into the Feast, did not have to borrow money on line of credit. Not yet sure about Feast profits yet. Still waiting on outstanding bills related to Feast. September-October – received last check for carpet, not out anything, maybe up \$2-3k. Funds from USDA – CREP - \$18k.**
 - Secretary **Nothing to report.**
- Contracts – Del Bartlett
 - MOU with Sportsman Club – *Pages 11-12* **Pete Bill – question about granting easement across TCHA property, from 1973. Tabled needs more discussion at OP Committee.**
- Operations Manager report – Leslie Martin Conwell – *Pages 14-15*
 - Slightly exceeded Feast sponsorships. Small number of staff for this Feast. Feast volunteer thank you party coming soon. Second week of December.**
 - American Rescue grant for 15k, good publicity. Facilities – carpet installation, it's ready, will take three days. Getting quotes on cleaning – Merry Maids, waiting on White Glove.**
 - Mulhaupt panel issue may be wifi? HC is being rented out. Sundays beginning December 1st. A wedding on Saturday. Black pastors alliance discussing concern, exhibit, African American resources and history in Tippecanoe County. Partnering with Tippecanoe, Library, PU History. Bicentennial and publications committee meeting next week.**

- Battleground Museum report – Trey Gorden – *Page 16*

From Leslie – Feast sales figures are up over 2019. Lower at Museum for the year. Pete – question about ordering more mugs? How to purchase older Feast items? Trey is interested in ordering new clothing and other items. Del – question about pewter spoons. Zula – make an attendance button, unique for visitors. Need to look different from participant buttons.

- Membership – Kelly Lippie – *Page 17*

Membership tent at Feast: Pete and Lorita, Kory, and Dale. Sold 10 memberships, 20 members came to the tent. Get article for next newsletter to Kelly by December 3rd.

- Collections Committee – Kelly Lippie – *Page 18*

Resetting basement, looking for boxes if you have any to spare. Also, bubble wrap or packing paper. No peanuts or plastic air/pillows. Could use plastic totes. Will be setting up Winters paintings at Battleground for exhibit.

- Library Report – Amy Harbor – *Page 19*

Nothing to add to report.

- Programs – Leslie Martin Conwell – *Page 20*

November 6th Halloween with French reenactors. Evening program....Nov 12th event with county librarian. First person interpretation – Sterling MacElwain, working with DAR. Battle commemoration November 13th. Walt liaison with Veteran community. \$250 sponsorship, will do ceremony at 11:00. Living history units including interpretation at Battlefield. Indian gunmaker's book signing. Nov 20th Diane Hunter from Miami. Helped pick out some of the George Winter art.

- Feast report – Leslie Martin Conwell – *Page 21*

Feast Steering committee all volunteers. Will start to address issues from this year. Staff issues with vendors. Great letter from new Consul General of France in Chicago. Citybus ads got good feedback. Jason Stanfield with food booths did a great job. Grounds clean-up was great. Kroger advance ticket sales \$13k. Paypal \$51k.

- Notes from Committees

- Ouiatenon Preserve Committee – H. Kory Cooper

Purdue Archaeological Field school is moving forward for Maymester 2022.

- Facilities Committee – Walt Griffin/Ron Halsema

Working on 5 year maintenance plan hope to have done by December.

- Development & Membership Committee – Dale Krynak/Ken Moder – *Pages 22-23*

Annual appeal letter – mechanics of letter specifically costs, content left to be decided. Opportunity to increase endowment, what about operational costs. Will take a lot of planning. Questions about criteria for a mailing list, valid data sources available that can be reviewed. Why go out 200 miles? For example. Target – 1,000 names. Mile radius – within 50 miles only 100 names would be added. Urgency of sending out by November 15th. Best response/return if before. Good for people 55 years or older.

- Lafayette Bicentennial Event Committee – David Hovde – *Page 24*

Talk about first 50 years for the book.

- Publications – David Hovde

President's Report
Jeff Schwab
November 2021

- Insurance Review Committee
 - Committee to start meeting in November (confirm interest, add any new members)
- Nominations for 2022
 - Current board members interested in re-election
 - Possible new board members?
 - Eventual officer nominations
- Annual Meeting February 5, 2022?
 - Proposed date, in person at history center
- Proposed Board Meeting Dates for 2022
 - Tuesday, February 22nd, 2022
 - Tuesday, March 22nd, 2022
 - Tuesday, April 26th, 2022
 - Tuesday, May 24th, 2022 (Memorial weekend is May 28-30)
 - Tuesday, June 28th, 2022
 - Tuesday, July 26th, 2022
 - Tuesday, August 23rd, 2022
 - Tuesday, September 27th, 2022
 - Tuesday, November 8th, 2021 (2nd Tuesday of the month – combined Oct/Nov meeting)
 - Tuesday, December 13th – Budget meeting (2nd Tuesday of the month)

Vice President's Report
Erika Kvam
October 2021

- **Change to Mission Statement (Tabled)**

After discussion at the retreat, it was recommended that we change our mission statement as follows:

To Enrich the Lives of Tippecanoe County Residents and Visitors by collecting, preserving, and **interpreting** our unique and **exciting diverse** history

Alternatives to the word “interpreting” that were suggested include:

- Awareness – learning
- Displaying
- Sharing
- Presenting
- Analysis
- Promote
- Advancing
- Promote Understanding
- Research
- Investigate
- Discover

- Annual Evaluation of Operations Manager
 - Looking for volunteers to help on a short term task force (Erika will chair)

**Treasurer's Report
Lorita Bill
November 2021**

			Change from	
Change from Last Month	10/31/2021	9/30/2021	Last Month	Significant Transactions
Bank Accounts				
1000 Petty Cash	513.25	513.25	-	
1010 First Merchants Checking	466,581.34	146,836.54	319,744.80	
1011 PayPal	51,345.88	-	51,345.88	
1015 Emergency Maintenance Fund	20,890.71	5,890.71	15,000.00	Insurance Check
1025 History Center Restricted Account	12,960.08	12,954.97	5.11	Interest
1027 Ouiatenon Preserve Account	83,239.64	65,022.77	18,216.87	Internet and Electric
1045 Feast Rainy Day Account	50,025.39	50,004.97	20.42	Interest
Total Change in Cash	685,556.29	281,223.21	404,333.08	
			-	
1150 Undeposited Funds	955.39	102.07	853.32	
2000 Accounts Payable	(64,986.99)	(29,168.85)	(35,818.14)	
2005 Lafayette Bank and Trust Visa	88.57	(2,498.08)	2,586.65	
Cash less AP and Credit Cards	621,613.26	249,658.35	371,954.91	
Change from Last Year	10/31/2021	10/31/2020	Change from Last Year	
Bank Accounts				
1000 Petty Cash	513.25	585.00	(71.75)	
1010 First Merchants Checking	466,581.34	71,175.04	395,406.30	
1011 PayPal	51,345.88	-	51,345.88	
1015 Emergency Maintenance Fund	20,890.71	8,882.71	12,008.00	
1025 History Center Restricted Account	12,960.08	12,948.77	11.31	
1027 Ouiatenon Preserve Account	83,239.64	71,064.11	12,175.53	
1045 Feast Rainy Day Account	50,025.39	50,020.43	4.96	
Total Change in Cash	685,556.29	214,676.06	470,880.23	
1150 Undeposited Funds	955.39	-	955.39	
2000 Accounts Payable	(64,986.99)	(9,001.34)	(55,985.65)	
2005 Lafayette Bank and Trust Visa	88.57	(2,124.39)	2,212.96	
Cash less AP and Credit Cards	621,613.26	203,550.33	418,062.93	

			Change from	
Change for Current Month So Far	10/31/2021	11/8/2021	10/31/2021	
Bank Accounts				
1000 Petty Cash	513.25	513.25	-	
1010 First Merchants Checking	466,581.34	478,809.90	12,228.56	
1011 PayPal	51,345.88	(25.30)	(51,371.18)	
1015 Emergency Maintenance Fund	20,890.71	22,965.59	2,074.88	Received last insurance check
1025 History Center Restricted Account	12,960.08	12,960.08	-	
1027 Ouiatenon Preserve Account	83,239.64	83,239.64	-	
1045 Feast Rainy Day Account	50,025.39	50,025.39	-	
Total Change in Cash	685,556.29	648,488.55	(37,067.74)	
1150 Undeposited Funds	955.39	535.22	(420.17)	
2000 Accounts Payable	(64,986.99)	(36,600.27)	28,386.72	
2005 Lafayette Bank and Trust Visa	88.57	5.31	(83.26)	
Cash less AP and Credit Cards	621,613.26	612,428.81	(9,184.45)	

Operations Manager Report
Leslie Martin Conwell
November 2021

Grant follow-up and donations:

- TCHA has applied for a Community Foundation NOW grant for several items such as a drill, vacuum cleaner, dolly, etc.
- Development committee is working on an annual appeal letter.

Facilities:

- Auditorium carpeting is installed.
- Merry Maids will begin doing bi-weekly site cleaning by mid-December, depending on their staffing levels. Funds received from the Indiana Humanities ARP grant will help cover the cost of this service.

Public engagement:

- I have been invited to meet with the Pastors' Alliance on November 21 to discuss partnering with them for programming and exhibits on Tippecanoe African American history.
- The City of Lafayette used the History Center plaza for their program in regards to the construction on the new facility on Columbia Street.

Staffing:

- Staff evaluations have been completed. Staff priorities from these conversations include:
 - The need for the board to be more engaged and aware of what is in the collections and archives, and more board members present at TCHA programs.
 - Expanding TCHA's online retail presence.
 - Make salaried and hourly employee pay more in line with industry and community standards.
 - Expand TCHA's programming.
 - Reduce workload on several of our staff, so they do not get burned out and leave for other opportunities. The current size of TCHA's staff is not sustainable.
 - Hiring a new director is not a priority.

TCHA is fortunate to have such qualified and dedicated staff. They CARE.

Membership Report
Kelly Lippie
November 2021

- Articles for next newsletter due by December 3 or before.
- Draft mailing list generated for Annual Appeal.

Membership Level	Renewal Period	Total as of Sept. 24	Total as of Oct. 22	Total as of Nov. 12
Individual (\$35)	Annual	37	41	42
Senior Individual (\$30)	Annual	67	69	66
Senior Couple (\$40)	Annual	76	78	80
Family (\$50)	Annual	54	56	53
School/Club (\$100)	Annual	1	0	0
Patron (\$100)	Annual	50	49	47
Sustaining (\$250)	Annual	20	18	18
Benefactor (\$500)	Annual	3	2	2
Treasure (\$1,000)	Annual	2	2	3
Lifetime	Lifetime	60	60	60

Total members as of October 22, 2021: **371 Members**

TCHA Collection Department Report
Kelly Lippie
November 2021

- Work continues at History Center to restore basement storage system and re-pack paintings.
- Small George Winter exhibit now open in the temporary display cases at the Battlefield for November. Also working with Miami to have some George Winter art on exhibit for her presentation at the History Center.
- Display set up for Sterling McElwaine program.
- Volunteers continue project in cataloging photographs, medal, pins & badges, scanning photographs, and books and Ouiatenon archaeology.
- Dr. Cooper and Purdue Anthro students did more pxf scans on Ouiatenon artifacts.
- Monon items loaned to IU for exhibit were returned.

Collections Committee- Committee met on Nov. 10th for very large batch of materials to consider. No items up for deaccession.

**Library Report
Amy Harbor
November 2021**

- 4 in person visits
- 3 email requests in progress
- 3 phone questions
- \$65 income so far (more pending)
- No changes in volunteer projects

Programs Report
Leslie Martin Conwell
November 2021

Programming update:

- Diversity Outreach- A multi-organization committee has been formed to create educational tours for students, highlighting significant African American historical sites in Tippecanoe County. The committee is chaired by Dr. Cornelius Bynum, Chair of African American studies in the history department at Purdue. TCHA collections and archives will be utilized.
- Diversity Outreach- Diane Hunter of the Myaamia (Miami) Nation, a federally recognized tribe, is coming Saturday, November 20 to do a program on the Myaamia historical view on Ouiatenon and Tippecanoe County. The program will be at the History Center and will include an exhibit of George Winter watercolors Diane selects with Kelly's assistance.
- Diversity Outreach- Jos Hollman, Director of the Tippecanoe County Library, is doing a program on Sterling McElwaine of Lincoln School on November 12 at 7 PM at the History Center. The local DAR chapter will be assisting with the program.
- The program committee, in conjunction with the bicentennial events committee, hopes to have a final program schedule of events in place by December 15.
- The program committee is incorporating bicentennial focused events into the 2022 schedule.

2021 Program Report

"La Veille du Diable et Toussaint- An 18th Century Halloween"- Presented by French living history reenactors, Saturday, November 6, 10 AM – 4 PM, * Fort Ouiatenon. Sponsored by Le Compagnie Des Beaux Eaux.- this program was very successful, with great weather and an enthusiastic crowd. The group presented TCHA with a check for \$650 restricted to the care of the Ouiatenon artifact collection.

"Divided Paths"

*Presented by Angie Klink, Wednesday, November 10, 6 PM – 7 PM, *Hybrid program- In person and via Zoom, the History Center. Sponsored by the National Group.- 5 attended via Zoom, and 8 in person. Angie is happy to come to the planned "Author Fair" next November.*

"Sterling R. McElwaine, African American Leader in Education"

*Presented by Jos Holman, County Librarian, Friday, November 12, 7 PM, *Hybrid program- In person and via Zoom, the History Center. Co-Sponsored with the General de Lafayette Chapter, DAR.*

"Battle Commemoration at the Tippecanoe Battlefield"

*Presented by living history reenactors and the American Legion Post 11, Saturday, November 13, 10 AM – 4 PM, *Tippecanoe Battlefield Museum. Sponsored by the American Legion Post 11.*

"Tippecanoe County History from the Perspective of the Miami (Myaamia) Nation"

*Diane Hunter, Miami Nation Tribal Historic Preservation Officer, Saturday, November 20, 2 PM, *Hybrid program- In person and via Zoom, the History Center. There will also be an exhibit of George Winter paintings from the TCHA collections at this program.*

Feast of the Hunters' Moon
Leslie Martin Conwell
November 2021

- Financials should be wrapped up towards the end of December, when we do pay-outs to the food booths after they have submitted their final paperwork. The major bills for the Feast have been paid, except for the Gordon Food Services bill which had some credits that need added back in. We anticipate receiving that bill in the next couple days.
- Feast Steering Committee met in November for the annual wrap-up meeting. Planning for 2022 Feast, October 1-2, 2022, has begun.
- The Feast “Thank You” for Feast volunteers is Thursday December 9 at 6 PM at the History Center. Board members are encouraged to attend!

Other Committee Reports October 2021

Membership & Development Committee

Meeting Date: November 1, 2021

Attendees: Dale, Jeff, Pete at HC; Dave, Erika on line

Background:

Interest had previously been expressed to this Committee to construct a direct mail annual appeal (campaign). Initial costs had been acquired for a 1000+ person mailing, combining TCHA membership rolls with purchased names, approximately at \$2500.00. Further discussion focused upon only using names currently part of TCHA mailings. Revised cost figures were acquired, reducing costs to approximately \$1200.00. Mailing costs (postage) would be additional costs.

The focus of the November 1 Committee meeting was to most specifically discuss this project as a viable opportunity for TCHA. Costs could likely be further reduced by involving Board members in assembly. These minutes reflect the related discussion including re-setting a project mailing date.

Questions related to the proposed Annual Campaign:

Are we going to target this campaign for the Endowment, the Operational Budget or a combination of both?

The endowment was initially suggested. However, it was pointed out that some people prefer to donate to solve an immediate problem or deficiency versus an endowment that is a long term investment with less immediate impact (since it is the interest paid out of the endowment that contributes to the Association's operations). For that reason, it was suggested to offer both as options for the appeal.

Instead of listing an option as "operational funds" and "endowment", use descriptions that describe for what purposes the funds would be used.

For "endowment", list: "Legacy Endowment – to ensure the fiscal future of TCHA for generations to come."

For "operations", list: "Support our mission today for collecting, curating, and sharing the unique history of Tippecanoe County."

Additional verbiage for the endowment could relate to "less financial dependency upon the Feast" "steady" "stability" "perpetuity" "long term viability"

Additional verbiage for operations could mention "adding to and preserving one of the largest county collections of history in Indiana"

What is going to be our pitch? For what purpose are donations going to be used?

Points made above. Plus possible comments: "preserving history needs everyone's help". "Creating a historical repository for your grandchildren to learn about your history and your time"

Who is going to write the pitch draft?

Pete and Jeff. A rough draft will be created and circulated to the Development Committee for comment and input. Proposal will be forwarded to Exec Committee and onto Board either for comment or, if Exec Committee feels so, approval of proposal.

Timeline for letter (pitch)

*First draft of pitch letter to Development Committee – Monday, November 8
Comments collected and revisions from Committee by Thursday, November 11
Copy sent to Executive Committee November 11 (morning! Ex Com meeting is that afternoon)*

Note: Dave Sattler suggested the Angie Klink is very good with copy editing and might be a good resource to tap into for creating the pitch.

Who approves the preliminary proposal?

After Nov 11 submission to Exec Com, the Exec Com needs to decide whether the approval is made by Exec Com with input from the Board (via e-mail of draft), or the approval comes from the Board at the November Board meeting (or December).

Selection of graphics to be used in Annual Drive materials

Graphics need to be designed by someone with understanding of graphics – Erika will advise

Angela Bruntlett is a graphic designer that has worked with TCHA on the layout for the annual program brochure and other graphic designs

Timeline for completion of Annual Drive design and materials (copy ready)

December 10-14

Bookmark design

The Committee decided on using a cardstock bookmark as the freebie insert

Image on one side (3x7 or 4x10 ratio for photo dimensions)

full color with text legend on the same side

Back side:

QR code for connecting to TCHA web site?

TCHA web site URL.

Feast future date?

Probably not enough space for listing 2022 programming (and programming will not be set) but QR code for connecting to TCHA web site Events page?

ACTION STEP STILL NEEDED: *Needs to be decided by Committee leadership who is the lead in getting the graphic design created for the bookmark? Deadline for design is December.*

Means by which donations from Annual Campaign can be made?

- return form (part of pitch letter) with check (and credit card number? Erika made a point about security of CC numbers) in the return envelope and mailed to Arganbright
- set up donation site specifically for Campaign on TCHA web site

ACTION STEP STILL NEEDED:

*Dale needs to talk to Kelly and Lorita about feasibility of setting this electronic donation up – use existing mechanism used for taking membership payments?
Would need to develop a QR code to be included in the pitch letter for linking to this site.
Jeff? Erika?*

Target for Annual Appeal Campaign mailing?

List compiled from Kelly of current membership plus “community partners” list (politicians, leaders, key groups).

Question: Do we want to use labels on the envelopes that we (TCHA) print out and affix to envelopes, or do we want the envelope addresses printed by the printer from a database we would have to supply?

Materials needed for the Annual Campaign:

- #10 envelope (4 x 9.5 inches) – for mailing – addressed to recipient, return address TCHA
- #9 envelope (3-7/8 x 8-7/8 inches) – for returning donation form – THANK YOU on front of envelope with TCHA address
- pitch letter – 1 font color (not black) **on tan?** page – (something other than black font on white paper) – single color version of TCHA logo in corner of letter (matches font color) – blue was suggested
- bookmark

Where will the materials be printed?

*Dale has gotten quote from The National Group.
It was recommended for Dale to get a quote from Xerox on Purdue campus as they are quite competitive with other printers in the area.*

ACTION STEP STILL NEEDED:

*Dale to get a quote for materials printed from Xerox (Erika might have contact)
May be able to mix and match who does what materials*

Who is responsible for getting all the Annual Campaign materials printed?

Dale

What is the turnaround time for getting printed materials back once submitted?

2-3 weeks

It was decided that individual Board members add little notes to the corner of the letter for those individuals they know.

This would have to be done in January after the materials have been returned from the printer. Would all need to be done by target date for mailing (February, March 2022)

How will the mailing materials be compiled?

Volunteers will compile the materials and get them ready to be mailed (about 2 hours work) – Pete and Jeff have done this in the past

Question: *Are we using postage stamps or 1st class mail permit used for this mailing?*

It was decided that Board members would also be solicited to suggest names of people in the community who have a potential interest in TCHA, but are not currently members or on the community partners list.

ACTION STEP STILL NEEDED:

Dale and Kelly send the proposed list of targeted Annual Appeal recipients to the Board and ask the Board members to return additional names to be added to the list by no later than December Board meeting. Timeline: would need to send list out to Board no later than end of November. Dale/Ken to send the list and request of the Board (or combination Dale/Ken and Jeff?)

What is the target date for mailing of Annual Appeal Campaign materials?

February – March 2022

[Revised National Group Quote Available, could not format for agenda]

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	Jeff Schwab	February 2021	1	January 2026
Vice President	Erika Kvam	February 2020	2	January 2025
Secretary	H. Kory Cooper	February 2021	1	January 2026
Treasurer	Lorita Bill	February 2021	1	January 2026

TCHA COMMITTEES – 2021

* indicates Chair or Co-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

Lorita Bill*

Ken Moder

John Thieme

Julie Byers

Jeff Schwab

Todd White

Facilities Committee (formerly the Buildings & Grounds Committee)

Walt Griffin *

Jeff Burnworth

Dale Krynak

Ron Halsema *

Kevin Cullen

Kelly Lippie

Colby Bartlett

Amy Harbor

Collections Committee

Kelly Lippie *

Rick Conwell

Carolyn O'Connell

Pete Bill

Kevin Cullen

Quentin Robinson

Lorita Bill

LA Clugh

Mary Springer

Leslie Conwell

Amy Harbor

Marsha Selmer

Ouiatenon Preserve Committee

Kory Cooper *

Leslie Martin Conwell

Colby Bartlett – non-voting advisor

Del Bartlett

David Hovde

Development & Membership Committee

Dale Krynak *

Jeff Burnworth

Leslie Martin Conwell

Ken Moder *

Erika Kwam

Dave Sattler

Pete Bill

Kelly Lippie

Program Advisory Committee

Leslie Martin Conwell*

David Hovde

Quentin Robinson

Walt Griffin

Zula Kress

Annie Schap

Publications Committee

David Hovde*

Colby Bartlett

TCHA Foundation Board Liaison

Del Bartlett

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Insurance Review Committee

Board President *
Chair Budget Cmte
Treasurer
Lorita Bill

Walt Griffin
Ken Moder
Jeff Schwab
Todd White

Phil Tucker (non voting)
Leslie Martin Conwell (non voting)

Lafayette Bicentennial Events Committee

David Hovde *
Board president
Colby Bartlett
Pete Bill
Joan Briller
Dennis Carson
Leslie Martin Conwell

Trey Gorden
Walt Griffin
Amy Harbor
David Huhnke
Kelly Lippie
Sean Lutes
John Norberg

Dave Sattler
Pete Sherry
Charlene Sherry
Laura Smyser
Tom Turpin
Ruth Van Mete