

# 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, December 14, 2021

**HYBRID MEETING – IN PERSON and ZOOM**

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

Jeff Schwab – President\*  
Erika Kvam – Vice President\*  
Lorita Bill – Treasurer\*  
H. Kory Cooper – Secretary\*  
Colby Bartlett  
Del Bartlett  
Pete Bill  
Jeff Burnworth

Julie Byers  
Kevin Cullen  
Walt Griffin  
Ron Halsema  
David Hovde  
Zula Kress  
Dale Krynak  
Ken Moder

Quentin Robinson  
Dave Sattler  
Annie Hatke Schap  
Preston Smith  
John F. Thieme  
Todd White

**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://us06web.zoom.us/j/81555118454?pwd=eDcrb0dmbGhSRnhLTUtYNG9KS3lIQT09>

Meeting ID: 815 5511 8454

Passcode: 737786

One tap mobile

+13126266799,,81555118454#,,,,\*737786# US (Chicago)

+19294362866,,81555118454#,,,,\*737786# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)  
Meeting ID: 815 5511 8454  
Passcode: 737786  
Find your local number: <https://us06web.zoom.us/j/kmTh0krsz>

**FUTURE DATES FOR MEETINGS and EVENTS**

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

- **Annual Membership Meeting**  
Saturday, February 5<sup>th</sup>, 2022 at the History Center
  
- **Board of Governors – Fourth Tuesday of the Month** at 5:15
  
- **Board Meeting Dates for 2022**  
Tuesday, February 22<sup>nd</sup>, 2022  
Tuesday, March 22<sup>nd</sup>, 2022  
Tuesday, April 26<sup>th</sup>, 2022  
Tuesday, May 24<sup>th</sup>, 2022 (Memorial weekend is May 28-30)  
Tuesday, June 28<sup>th</sup>, 2022  
Tuesday, July 26<sup>th</sup>, 2022  
Tuesday, August 23<sup>rd</sup>, 2022  
Tuesday, September 27<sup>th</sup>, 2022  
Tuesday, November 8<sup>th</sup>, 2022 (2<sup>nd</sup> Tuesday of the month – combined Oct/Nov meeting)  
Tuesday, December 13<sup>th</sup>, 2022 - Budget meeting (2<sup>nd</sup> Tuesday of the month)

## **AGENDA**

- Call to order
- Minutes from November 16<sup>th</sup>, 2021 Board meeting – *Pages 4-7*
- Officer's reports and business
  - President – *Page 8*
    - Nominations for 2022
    - Annual Meeting February 5, 2022
    - Ball Sholty Award
- Finance, Budget, and Risk Management Committee – Lorita Bill
  - One time staff bonus pool for 2021 (\$10,000)
  - Clarifying start date for benefits as first date of employment
  - Budget for 2022 – *Pages 9-12*
- Any Other Business

*END AGENDA*

**Minutes for November 16, 2021**  
**TCHA Board of Governors Meeting**  
**In Person at the History Center and Zoom Meeting**  
**H. Kory Cooper**

**AGENDA**

- Call to order **at 5:15**
- Minutes from October 26<sup>th</sup>, 2021 Board meeting – *Pages 5-6 Minutes approved.*
- Officer’s reports and business
  - President – *Page 7*
    - Insurance Review Committee **Monday dec 6<sup>th</sup> at 4 pm first proposed date to meet. Not everyone can make it but...scheduling is difficult. Will have calling in.**
    - Nominations for 2022 **If current member check when term expires and if you want to do another term let Quentin know. As well as fwd him nominations.**
    - Annual Meeting February 5, 2022 **This date seems to work.**
    - Proposed Board Meeting Dates for 2022 **Traditional 4<sup>th</sup> Tuesday with exception of November and December. Wants to combine into one meeting second week of November instead of October and November meeting. So ditch October, keep November but second week. Keep early December dates.**
  - Vice President – *Page 8*
    - Change to Mission Statement (Tabled) **Goal is to revise by January. Discuss at January meeting.**
    - Annual Evaluation of Operations Manager **Has begun will be shorter than previous years but done by end of the year. Committee will meet soon this week or next.**
  - Treasurer
    - Account balances (cash balance) – *Pages 9-10 Net cash up from last month. \$371k +, but still paying bills. Up from last year by \$418k. Will have some “excess” \$ for rainy day Feast fund, endowment, etc.*
  - Secretary
- Contracts – Del Bartlett
  - Battleground Lease with Parks Board
  - Supplemental Agreement with OPI – **being reviewed by exec and OP Committee, ongoing.**
  - Glenn Black Laboratory Collection Ownership **Kory will be involved in discussions with IU about Fort Ouiatenon collections within context.**
  - MOU with Sportsman Club
- Finance, Budget, and Risk Management Committee – Lorita Bill
  - Next Meeting - November 29, 2021 5:15pm **Lorita will send out ? to board for review.**
- 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. **Leslie has asked staff for ideas.**
- Auditorium carpeting is installed. **Will need help moving carpet.**
- 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. **On Merry Maids waiting list, but okay with granter.**
- The City of Lafayette used the History Center plaza for their program in regards to the construction on the new facility on Columbia Street. **Letter from Klinker. Meeting with Pastors.**
- Staff evaluations have been completed. **Board urged to look through staff priorities that Leslie documented. Staff is interested in having board visit and engage, collections, etc. Need to address pay.**

**Facilities – County received 19 million dollars. Legacy programs. Walt recommends suggesting a new county museum. Leslie will reach out to County.**

- Battleground Museum report – Trey Gorden

**Visitor numbers leveling out. This month on par with 2019. Commemoration event went well, good feedback on Winters exhibit. Good press from WLFI.**

- Membership – Kelly Lippie – *Page 12*
  - Articles for next newsletter due by December 3 or before.

**Get news items to Kelly as soon as possible. Pete – include in newsletter info and what has been donated recently. Item about Christmas gifts. A paragraph on legacy brick program. Do lifetime members get Feast tickets? No. Need to let people know this. Kelly will be checking in on lifetime members.**

- 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.

**Purdue interns wrapping up for the semester. Interviewing for interns. A lot of things were considered for collection recently including a lot of good things. Nothing up for deaccession.**

- Library Report – Amy Harbor – *Page 14* **Nothing to add.**
- 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.

**Did FB boost for Diane Hunter and Sterling McIlwain. Needs some help setting up for Hunter in order to have Winters work out. Josh Holman's program on Sterling McIlwain had great diverse turnout. Good feedback on the program. Good turnout at Fort program on December 6<sup>th</sup>. French reenactors gave check for Fort Ouiatenon collections. Battle commemoration went well. Appreciate Walt's work with American Legion and check to cover free museum entrance that day. Outlet plating needs to be replace.**

- 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!

**Additional \$1k from Duke Energy. And \$500 from recently deceased... Still have Gordon food service check hanging. Other than that, all other major bills paid.**

- Notes from Committees
  - Ouiatenon Preserve Committee – H. Kory Cooper **Covered basics from last meeting.**
  - Facilities Committee – Walt Griffin/Ron Halsema **Nothing to report.**
  - Development & Membership Committee –Dale Krynak/Ken Moder – *Pages 17-20*

**Annual appeal – discussion of cost and number of pieces. Key issues now are #1 – do we want to do it? Or what comments do we have on verbiage of the direct appeal letter. But also comments regarding what would money be used for? Needs executive committee review. Looking at February-March mailing.**

**Current thinking is offering people (members) two ways to donate. Give to operations, or legacy, and educate people about TCHA needs in the appeal. TCHA is about preserving and saving artifacts and history – lead in to appeal. This is what we do, help us with the mission. Would include a book mark with appeal. Who to target? Target people already interested, but also mailing list? Kelly came up with list of members who are also previous donors and influencers in community. At Holman outreach “best kept secret of the county.” Cost probably \$1200 to do the annual appeal.**

**Walt's motion – will board approve \$1500 for appeal letter, seconded by Dave Sattler.**

- Lafayette Bicentennial Event Committee – David Hovde

**Meeting last week – scanning events. Pete talking to Purdue Retire about scanning. Scan historical documents. Hold collectors event probably in HC where people can bring in things related to local history. Sell/serve snacks to make some \$. Authors fair in December, collectors event, and scanning.**

- Publications – David Hovde

**Pete – generated list of topics for book. Individuals on committee can pitch ideas for topics. From 1825-2025. Bicentennial book. 200 stories of 200 years. Talked to Purdue Press, Justin Race. Enthusiastic about supporting. TCHA has to come up with money to publish the book. Need to find a sponsor. Around \$15k to publish 500 books. One or more sponsors for this, doable. Need to meet to narrow down topics.**

- Any Other Business

No. done at 6:15.

**President's Report**  
**Jeff Schwab**  
**December 2021**

- Nominations for 2022
  - Current board members interested in re-election
  - Possible new board members?
  - Eventual officer nominations
- Annual Meeting February 5, 2022
  - In person at history center
- Ball-Sholty Award



**Finance, Budget, and Risk Management Committee Report**  
**Lorita Bill**  
**December 2021**

- One time staff bonus pool for 2021 (\$10,000)
- Clarifying start date for benefits as first date of employment
- 2022 Budget (following pages)

**Tippecanoe County Historical Association  
Budget  
2022**

	2022		2021		2021
	Budget		Estimated		Budget
<b>Income</b>					
Grant Income	11,770.00		49,962.00		-
Contributions - including In kind	22,020.00		45,257.00		27,830.00
Contributions -Community Foundation Trust distributions	28,914.00		28,548.00		28,264.00
Fundraising - Annual appeal - offset with expense	1,500.00		-		1,500.00
Museum Store Sales	68,890.00		70,725.94		63,750.00
Library Revenue	2,640.00		2,379.22		2,115.00
Membership Dues	23,150.00		25,950.00		19,055.00
Programs & Education - Battlefield Museum admissions	25,400.00		29,714.03		21,160.00
Programs & Education - Ouiatenon Preserve Gov. Payments	18,376.00		18,376.00		16,640.00
Feast Of The Hunters Moon	492,900.00		539,824.80		492,900.00
<b>Total Income</b>	<b>695,560.00</b>		<b>810,736.99</b>		<b>673,214.00</b>
<b>Cost of Goods Sold</b>					
Merchandise Sold at Battlefield Musuem Store	31,027.50		31,826.67		23,000.00
<b>Total Cost of Goods Sold</b>	<b>31,027.50</b>		<b>31,826.67</b>		<b>23,000.00</b>
<b>Gross Profit</b>	<b>664,532.50</b>		<b>778,910.32</b>		<b>650,214.00</b>
<b>Expenses</b>		<b>Note</b>		<b>Note</b>	
Salaries, Wages & Benefits	233,631.62	<b>1</b>	192,385.49	<b>A</b>	185,742.98
Administrative Expenses	10,541.00	<b>2</b>	9,056.45		10,530.00
Legal, Accounting, and Computer services	21,660.00	<b>3</b>	13,905.35		23,550.00
Facility & Office supplies, minor equipment, software	5,200.00	<b>4</b>	3,865.42		2,225.00
Collections, Exhibits & Library	5,200.00		3,543.19		5,175.00
Museum Store Expenses - supplies, shipping, fees	2,520.00		3,021.66		875.00
Insurance - property and liability	17,760.00		17,327.69	<b>B</b>	18,120.00
Repairs & Maintenance	36,270.00	<b>5</b>	11,464.40		11,250.00
Contractual Services - Security and Copier under contract	4,590.00	<b>6</b>	5,123.19		7,140.00
Utilities-Electric, Gas, Phone, Internet, Water&Sewage, Trash	41,347.00		39,838.25		44,220.00
Membership Expenses - mailings, postage, meetings	1,750.00	<b>7</b>	557.45		2,650.00
Fundraising Expenses - Annual appeal -Offset with Income	1,500.00		-		-
Feast Expenses	355,200.00		341,282.98		357,800.00
Programs & Education Expense - Monthly postcards, talent, and hospitality	4,560.00		2,333.89		4,450.00
<b>Total Expenses</b>	<b>741,729.62</b>		<b>643,705.41</b>		<b>673,727.98</b>
<b>Net Operating Income</b>	<b>(77,197.12)</b>		<b>135,204.91</b>		<b>(23,513.98)</b>
<b>Other Income</b>					
History Center Rents	8,100.00	<b>8</b>	8,862.83		8,500.00
Interest and TCHA & Wetherill Trust Distributions	76,361.00		76,788.62		73,730.00
<b>Total Other Income</b>	<b>84,461.00</b>		<b>85,651.45</b>		<b>82,230.00</b>
<b>Net Income Before Depreciation</b>	<b>7,263.88</b>		<b>220,856.36</b>		<b>58,716.02</b>

**Tippecanoe County Historical Association  
Item Detail  
2022**

<b>1 Salaries, Wages &amp; Benefits</b>	<b>Increase over current costs</b>				
Health insurance projected increase	4,500.00				
Raises for Staff - including taxes	7,000.00				
Trey for full year	5,500.00				
Addition of part time employee	25,200.00				
	42,200.00				
<b>2 Administrative Expenses include directors insurance, workman's comp insurance, bank and credit card fees, dues and subscriptions, licenses, postage, meals, travel</b>					
<b>3 Legal, Accounting, and Computer services - includes \$5,000 for possible review by independent CPA</b>					
<b>4 Facility &amp; Office supplies, minor equipment, software - minor equipment is for purchases of \$500 and less in accordance with TCHA's policy</b>					
<b>5 Repairs &amp; Maintenance</b>	<b>Breakdown of Budget</b>				<b>2021 Budget</b>
TCHA truck - includes gas and other maintenance	1,700.00				960.00
Cleaning Service - add back service	12,840.00				-
Lawn mowing and snow removal - add lawn mowing back	3,250.00				600.00
Repair and Maintenance Battlefield	600.00				720.00
Repair and Maintenance Arganbright	4,800.00				4,800.00
Repair and Maintenance Blockhouse	240.00				120.00
Repair and Maintenance History Center	6,600.00				3,600.00
Repair and Maintenance Ouiatenon Preserve	6,000.00				-
Laundry & Linens	240.00				450.00
	36,270.00				11,250.00
<b>6 TCHA had two copiers under contracts for part of 2021. One contract ended in 2021 and the other one ends in May 2022. The assumption is that the copier at Arganbright will have a new contract after the current contract expires in 2022.</b>					
<b>7 TCHA did not have an in person annual meeting in 2021. Budget includes an in person annual meeting in 2022 and a membership appreciation event in May 2022.</b>					
<b>8 Based on \$600 a month rent from the Gathering and \$75 a month rent from the Cheese Lady</b>					
<b>A Includes bonuses to be paid in December</b>					
<b>B Includes one time property tax payment of \$1,301 for Ouiatenon Preserve</b>					

**Tippecanoe County Historical Association  
Breakdown of Budget  
By Feast, Ouiatenon Preserve, and Regular Operations  
2022**

	<b>2022</b>		<b>2021</b>		<b>2021</b>
	<b>Budget</b>		<b>Estimated</b>		<b>Budget</b>
<b>Feast Only</b>					
Feast Of The Hunters Moon Income	492,900.00		539,824.80		492,900.00
Feast Of The Hunters Moon Expenses	(355,200.00)		(341,282.98)		(357,800.00)
Feast Only - Excess Revenue	137,700.00		198,541.82		135,100.00
Feast was better than average but budget is based on conservative estimate of average Feast					
<b>Ouiatenon Preserve Only (OP)</b>					
Crep Project Income	18,376.00		18,376.00		16,640.00
Electricity	(2,400.00)		(1,264.80)		(1,700.00)
Internet - Expense	(840.00)		(660.00)		(600.00)
Insurance & Taxes	(1,236.00)		(1,780.18)		(720.00)
Repairs and Maintenance - Ouiatonon Preserve	(6,000.00)		(1,500.00)		-
OP only - Excess Revenue	7,900.00		13,171.02		13,620.00
<b>Regular Operations</b>					
Gross Profit without the Feast and OP	153,256.50		220,709.52		140,674.00
Expenses without the Feast and OP	(376,053.62)		(297,217.45)		(312,907.98)
Regular Operations Loss	(222,797.12)		(76,507.93)		(172,233.98)
History Center Rents and Trust Distributions	84,461.00		85,651.45		82,230.00
Remaining Loss from Regular Operations	(138,336.12)		9,143.52		(90,003.98)
<b>Net Income Before Depreciation</b>	<b>7,263.88</b>		<b>220,856.36</b>		<b>58,716.02</b>

**Regular Operations**

What are the major areas that account for the budget being a negative from regular operations of \$138,000 and the 2021 Estimated being a positive of \$9000 ? That is a change of \$147,000

	<b>Budget Differences</b>
<b>Income Differences</b>	
PPP loan from Cares Act - received in 2021 not budgeted in 2022	(50,000.00)
Contributions higher than budget	(14,000.00)
Other minor items	(3,000.00)
<b>Expense Differences</b>	
Payroll and benefits	(40,000.00)
Repairs & Maintenance – added back services	(25,000.00)
Other Combined	(15,000.00)
<b>Total</b>	<b>(147,000.00)</b>

### BOARD OF GOVERNORS TERMS (3 Year Terms)

Name	Term Ends (Annual Mtg. Jan/Feb)
Colby Bartlett	December 2023 (January 2024)
Del Bartlett	<b>December 2021 (January 2022)</b>
Lorita Bill	December 2023 (January 2024)
Pete Bill	December 2022 (January 2023)
Jeff Burnworth	December 2023 (January 2024)
Julie Byers	<b>December 2021 (January 2022)</b>
H. Kory Cooper	<b>December 2021 (January 2022)</b>
Kevin Cullen	December 2023 (January 2024)
Walt Griffin	December 2022 (January 2023)
Ron Halsema	<b>December 2021 (January 2022)</b>
David Hovde	December 2022 (January 2023)
Zula Kress	<b>December 2021 (January 2022)</b>
Dale Krynak	December 2023 (January 2024)
Erika Kvam	December 2023 (January 2024)
Ken Moder	<b>December 2021 (January 2022)</b>
Quentin Robinson	<b>December 2021 (January 2022)</b>
Dave Sattler	December 2023 (January 2024)
Annie Hatke Schap	<b>December 2021 (January 2022)</b>
Jeff Schwab	<b>December 2021 (January 2022)</b>
Preston Smith	<b>December 2021 (January 2022)</b>
John Thieme	December 2022 (January 2023)
Todd White	<b>December 2021 (January 2022)</b>

### 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

Continued next page

Insurance Review Committee

Board President \*  
Chair Budget Cmte  
Treasurer  
Lorita Bill

Walt Griffin  
Dale Krynak  
Ken Moder  
Jeff Schwab

Todd White  
Insurance Rep (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