

**Tippecanoe County Historical Association
Board of Governors Meeting**

Mission: To Enrich the Lives of Tippecanoe County Residents and Visitors by collecting, preserving, researching, and sharing our unique and diverse history.

AGENDA

5:15 PM, December 17, 2024

HYBRID MEETING – IN PERSON and ZOOM

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

Jeff Schwab – President	Del Bartlett	Quentin Robinson
Dave Sattler – Vice President	Pete Bill	Marsha Selmer
Nick Schenkel - Secretary	Jeff Burnworth	Bridget Slack
Lorita Bill – Treasurer	H. Kory Cooper	Jeremy Spann
Rosanne Altstatt	Walt Griffin	John F. Thieme
Cassandra Apuzzo	David Hovde	Whitney Walton
Colby Bartlett	Tara Raber	Todd White

Meetings are Hybrid unless otherwise noted. 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/85870744709?pwd=a4zf9xMFvbaxSaK5kAjkjbi3ox4bSe.1>

Meeting ID: 858 7074 4709

Passcode: 076778

One tap mobile

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Dial by your location

- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 646 931 3860 US
- +1 929 436 2866 US (New York)
- +1 301 715 8592 US (Washington DC)

FUTURE DATES FOR MEETINGS and EVENTS

Annual Meeting – February 1st, 2025 – 2:00 P.M.

Executive Committee (agenda setting) – 3:30 P.M. the Thursday before a Board meeting

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

- February 25, 2025
- March 25, 2025
- April 22, 2025
- May 20, 2025
- June 24, 2025
- July 22, 2025
- August 26, 2025
- October 21, 2025
- November 18, 2025
- December 16, 2025

AGENDA

- Call to Order
- Minutes from November 19, 2024 Board meeting – *Pages 4-6*
- Officers' reports and business
 - President
 - 2025 Feast Dates – October 11-12, 2025
 - Annual Meeting – February 1, 2025, 2pm
 - Ball-Sholty Award (Separate document)
 - 2025 Meeting Schedule
 - February 25, 2025
 - March 25, 2025
 - April 22, 2025
 - May 20, 2025 (moved due to Memorial Day)
 - June 24, 2025
 - July 22, 2025
 - August 26, 2025
 - October 21, 2025 (moved up one week due to September gap)
 - November 18, 2025 (Moved due to Thanksgiving Holiday)
 - December 16, 2025 Budget Meeting (Moved due to Christmas Holiday)
 - Vice President
 - Secretary
 - Treasurer
 - 2025 Budget (Separate document)
- Executive Director Report – Claire Eagle – *Page 7*
 - 2025 Staff holiday schedule and employee handbook update
 - Arganbright painting completed
 - Next quarter program brochure to go out first week of January
- Battlefield Museum Report – Trey Gorden – *Page 8*
 - Visitor numbers okay
 - Closed 12/23/24-2/1/25
- Membership Report – Kelly Lippie – *Page 9*
 - Brainstorming Bicentennial year opportunities
 - Membership book sale was 12/5-12/8
- Collections Report – Kelly Lippie – *Page 10*
 - Students working on new exhibits for Battlefield and History Center
 - Working on images for the Bicentennial book
 - Bicentennial pop up exhibits completed
- Library Report – Amy Harbor – *Page 11*
 - Researching for next Greenbush Tour – 5/3/25
 - Handling research requests
- Notes from Committees – *Pages 12-14*
- Any Other Business
- **END AGENDA**

**Minutes for November 19, 2024
TCHA Board of Governors Meeting
At the Arganbright Building**

Board Vice President Dave Sattler called the TCHA Board of Governors to order at 5:16 pm at The Arganbright Genealogy Center, Lafayette.

Governors attending in-person were Dave Sattler, Lorita Bill, Nick Schenkel, Roseann Alstatt, Cassie Apuzzo, Del Bartlet, Colby Bartlet, Pete Bill, Jeff Burnworth, H. Kory Cooper, David Hovde, Tara Raber, Quentin Robinson, Marsha Selmer, Jeremy Spann, Whitney Walton, and Todd White.

Online attendance was not available for this meeting.

Governors who were not present in person or online were Jeff Schwab, Walt Griffin, Bridget Slack, and John F. Thieme

Staff members present were Executive Director Claire Eagle, Curator Kelly Lippie, and Librarian Amy Harbor.

The Minutes of October 22, 2024, Board Meeting as well as the Consent Agenda were presented and approved by voice vote after a motion from Pete Bill and Del Bartlet.

Quentin Robinson asked for clarification about the Ball-Sholty Award, to be voted upon by the Board at the December board meeting.

STRATEGIC PLANNING

Strategic Planning Chairperson Lorita Bill spoke with us, reminding us that board members met in the afternoon of November 12 is tour and then briefly discuss both the Blockhouse at the Fort Ouiatenon County Park and the nearby Ouiatenon Preserve as part of the Board's Strategic Planning initiative.

Tonight, she noted the Center is the main repository for TCHA collections (an estimated 80% of the physical collections) and offers genealogy and library services to members and to the public. The building also serves as the Association's administrative office center.

TCHA staff noted that access to the building and its services are free to TCHA members with a \$2.00 fee for nonmembers (a separate fee is charged for group visits). Everyone is charged for photocopies, scans and copies of historical images.

Email/USPS mail inquiries are responded to as well by TCHA staff at the Center.

Ten+ volunteers offer help each week at the Center, working with TCHA staff on projects to inventory the collections. Two interns are working this semester with the staff as well.

After a thirty-minute break during which board members toured the Arganbright Center – first and second floors as well as basement - with the assistance of Claire Eagle, Kelly Lippie and Amy Harbor, Chair Lorita Bill led a discussion of Strategic Planning at this board meeting.

She asked us to discuss the SWOT of the building we toured: strengths, weaknesses, opportunities and threats; a lively discussion followed; note that some “weaknesses” and “threats” could be interchangeable (the following list is lightly edited to keep like-with-like):

STRENGTHS

- TCHA owns LOTS of fascinating items!
- TCHA is following its mission of preserving county history
- TCHA owns the building and most of its collections stored there
- Offering access to Ancestry.com and to Family Search expands the work of the Genealogy resources and services available
- TCHA can boast of offering one of the largest collections of Indiana local history
- Items stored at the Center can be easily accessed by TCHA staff (not true of History Center collections)
- Many items are held in digital format so are often accessible online
- Offer a large number of online indexes of TCHA collections
- Digital collections of TCHA collections both items owned by TCHA and those “loaned” by donors for storage, access and use but not owned by TCHA
- Board members help with fulfilling the Mission of TCHA here and elsewhere in the Association’s facilities

WEAKNESSES

- We are using a building which is not purpose-built for collections or library services
- The Arganbright Center is public-facing for many in the community but has minimum museum exhibits and minimal public hours
- The Center has no fire suppression system in place
- Collections are not stored in controlled environments for the most part
- TCHA can boast of offering one of the largest collections of Indiana local history – requires significant space for storage
- Offer many online indexes of TCHA collections but NO access to the closed stacks so serendipity discoveries are not possible for anyone by TCHA staff
- Digital collections of TCHA collections both items owned by TCHA and those “loaned” by donors for storage, access and use are NOT owned by TCHA so TCHA and members have limited ability to use these items for publication purposes
- Curation of TCHA materials could be more robust when more professional staff can be funded

OPPORTUNITIES

- TCHA owns the building and surrounding property which is a significant asset for the association

- The Center and TCHA have an active deaccession program which allows for more room for new acquisitions
- Additional storage in the building could be offered by moving some items to The History Center or to other less accessible facilities
- Fire suppression/other security measures could be initiated for parts of the collection without the cost of doing so for all of the collections/building
- The Center has a perceived positive image in the view of those who use/have used the Center's collections and services
- The Center could be analyzed for inclusion in a local historical district given its Mid-Century Modern structure

THREATS

- Many items are held in digital format so while they are often accessible online these items are available only as long as digital storage is made available "in the cloud" or on TCHA owned servers
- The collections are stored with no concern for fire suppression now or in the future
- TCHA has no plans for implementing controlled environments for collections stored in the building
- Collections cannot be insured as many/most are one-of-a-kind items
- Minimal security system in place to protect the building and its contents
- New acquisitions - building is nearing its capacity for storing items so there are severe limits to adding new materials for storage
- No perceived short-term solutions for additional collection item storage
- Funding for rehabilitation/remodeling of the Center is unknown and currently not planned

As agreed by the board, future board meetings will follow this schedule:

- November 12: Special board meeting in the afternoon to allow board members to visit and review the Fort and the Preserve. No Zoom available.
- November 19: Board meeting at Arganbright, no Zoom available.
- December 17: Board meeting at History Center.
- January 2025: no Board meeting; Annual Membership meeting at the History Center.
- February: Board meeting at the History Center, annual organizational board meeting.
- March: Board meeting at the History Center.

There being no additional business, Vice President Sattler thanked board members for their work at this evening's meeting. Del Bartlet moved adjournment. The motion was approved by a voice vote at 6:45 pm.

Respectfully submitted by Nick Schenkel, TCHA Secretary

Executive Director Report
Claire Eagle
December 2024

Administration

- I've completed our annual eligibility audit for United Healthcare. Our renewal package will be available December 23rd. I've also completed all the necessary paperwork so we only work directly with UHC for renewals from now on.
- I will be out of the office December 20-January 1.
- 2025 Proposed Holidays. This year includes the addition of Juneteenth.
 - o January 1 – New Years Day
 - o January 20 – MLK Day
 - o May 26 – Memorial Day
 - o June 19 – Juneteenth
 - o July 4 – 4th of July
 - o September 1 – Labor Day
 - o November 27-28 – Thanksgiving
 - o December 24 – Christmas Eve (floating)
 - o December 25 – Christmas

*** In addition to approval of holidays I need a motion to change section 7.2 in the TCHA Employee Handbook from "The Board of Governors has approved a total of 9 paid holidays each year." to "The Board of Governors has approved a total of 10 paid holidays each year."

Programs

- TCHA Annual Meeting is set for Saturday, February 1, 2025
- January-March quarterly program brochure is about done. It will go out the first week of January.
- Please see all other details from our last meeting, including the notes from the Bicentennial Walking Tour Subcommittee, in the programs report.
- The 2024 Program Survey will be launched with the Winter newsletter. We'll also push it on social media and on our website.

Facilities

- All painting and wood repair is completed at the Arganbright. Just waiting for the second-floor front window to be replaced and the project will be finished.
- There is a stack of cut brush and small trees that Gibson had to cut out to get the lift behind the building. They moved it to the side of the road, but the city has not picked it up yet. It could be either because they're technically not supposed to pick up from commercial locations or because it is not small enough pieces. Working with the Facilities Committee to take care of it.
- The annual fire alarm/kitchen hood inspection for the History Center will be completed the first week of January.

Battlefield Museum Report
Trey Gorden
December 2024

- Visitor numbers are still looking good, despite the usual dramatic drop-off.
- Year-end closing.

Like last month, the peculiarities of holiday scheduling dictate that, instead of surveying attendance from November 21st to December 20th, we were only able to survey from November 21st to December 12th. With that in mind, this month we have had only **170** visitors thus far, compared to last month's total of **974** for the 21st to the 12th. It's better than it sounds, though, because while this drop-off in visitorship is normal for this time of year, it still represents an improvement over last year's total, adjusted for the same period, of **129** visitors.

The consistently low visitor numbers for this time of year are the reason we choose this season to close the museum for a short time for inventory and maintenance. This year we'll close on December 23rd and reopen on February 1st. We'll observe winter hours for February, from noon until 5:00, and resume regular hours, 10:00 until 5:00, starting March 1st.

Membership Report
Kelly Lippie
December 2024

- Annual Meeting scheduled for February 1st, 2025. Working on guest speaker and door prizes.
- Committee is brainstorming special perks and opportunities for TCHA members during the Bicentennial year.
- Membership appreciation sale held and Battlefield History Store and Arganbright Center shop on December 5-8.
- Final 2024 newsletter will be out this week.

Membership Level	Renewal Period	Total as of Aug. 22	Total as of Oct. 17	Total as of Nov. 11	Total as of Dec. 11
Individual (\$35)	Annual	57	55	52	51
Senior Individual (\$30)	Annual	82	84	77	83
Senior Couple (\$40)	Annual	109	115	113	115
Family (\$50)	Annual	61	61	60	56
Patron (\$100)	Annual	68	68	68	67
Sustaining (\$250)	Annual	20	17	18	19
Benefactor (\$500)	Annual	5	6	5	4
Treasure (\$1,000)	Annual	3	3	2	2
Lifetime	Lifetime	28	28	28	28
Total Memberships		433	437	423	425

Total members December 8 of 2023: **356**

TCHA Collection Department Report

Kelly Lippie

December 2024

- Ongoing volunteer projects in collections include: Indexing Journal and Courier negatives, scanning photos for Bicentennial book, cataloging artifacts, processing an archival collection, indexing a scrapbook.
- Removed shoe exhibit at History Center in preparation for new student-designed exhibit on local bottles.
- 2 student volunteers working on exhibits: 1 for the History Center and 1 for the Battlefield.
- Compiling photographs and artifact images for the Bicentennial Book.
- Bicentennial pop-up exhibits completed and delivered this week.
- Moved racks of hanging clothing collection to make room for window replacement work in the Hanging Clothing storage room of the Arganbright.
- Made travel case of Ouatatonon exhibit for Brooke to take on a class visit.

Collections Committee December meeting canceled due to lack of materials.

**TCHA Library Report
Amy Harbor
December 2024**

- Eight in-person visits in the last month
- Completed and delivered family tree for patron - \$300 income
- Continued to research people for Greenbush Tour – now scheduled for 3 May 2025
- Wrote two articles for Bicentennial book
- Researched six email/phone requests –(ask Claire about the human skull!)

**Other Committee Reports
December 2024**

Development & Membership Committee

Facilities Committee

Historic Markers Committee

The Fairfield Township Trustee, Monica Casanova; and John Collier, Assistant Director of Economic Development for the City of Lafayette, want to sponsor a historical marker to William Digby in Greenbush Cemetery, and they've asked for our help in making this happen. This is an excellent opportunity for the members of this committee, who have never before created and placed a marker, to learn how this process works while producing something of value for the community.

As the first step in this project, members of the committee met with John at Greenbush Cemetery rather than at the History Center, our accustomed venue. He showed us where the marker will be and talked with us about size and content.

Our first meeting of 2025 will focus mostly on the practical aspects of this project.

Lafayette Bicentennial Publications Committee

Final formatting and editing of the submitted articles is taking place. We are planning to turn over all of the submissions to the Purdue Press in the near future.

Ouiatenon Preserve Committee

Program Committee

Members present: Cassie Apuzzo, Leslie Martin Conwell, Claire Eagle, Amy Harbor, David Hovde, Bridget Slack, Whitney Walton and Jan Young

Other members: Kory Cooper, Walt Griffin, Quentin Robinson and Brooks Sauter

1. Committee Task List Review
 - Brooke will continue to investigate ways to logistically organize selfie bingo.
 - ✓ Claire will complete the second draft of the program survey and send to the committee for review.
 - All committee members will begin brainstorming clue ideas for the bingo
 - ✓ All committee members will continue to think about people to serve on the bicentennial walking tour committee
2. Plan for Upcoming Programs
 - Saturday, December 14 from 10:00 a.m.-4:00 p.m. – Joyeux Noel a Post du Ouiatenon
 - i. Claire is working with Tom to make sure they have everything they need for their program and has already notified the Sherrif's Department. Andy will deliver wood before the program. Claire, Brooke, Jeff S. and Jeff B. will all be out at the Fort at some point throughout the day.
3. January-March Program Brochure

- Brooke is finalizing the layout now. It will go out the first week of January.
4. Program Survey
 - The survey is finalized. It will go out first with the Winter members newsletter. It will also be shared on the website and social media. Please encourage your friends and neighbors to take it!
 5. Tentative April-June Programs
 - Cary Camp Lecture (Bill Hoover)
 - Informer Lecture (Matt Meyer)
 - Members-only tour of OP during field school
 - Artifact Show and Tell from field school
 - School of the Artifact
 - Taste of the Past Dinner (2)
 - Greenbush Cemetery Tour
 - Bicentennial Walking Tours (3)
 6. Bicentennial Programs
 - Bicentennial Walking Tour Series (the city is very interested in making these a big part of the overall programming)
 - Show and Tell speed rounds with Bicentennial Book authors
 - i. Claire will put together a list of authors to ask to participate once the book has been submitted to Purdue Press
 - Selfie Bingo/Historic Markers Scavenger Hunt
 - i. Let's plan to start finalizing this in January
 - Social Media trivia
 7. Bicentennial Walking Tours Subcommittee
 - The committee met for the first time on December 3rd. Notes from the meeting are included below.

Committee Task List

- Brooke will continue to investigate ways to logistically organize selfie bingo.
- All committee members will continue to brainstorm clue ideas for selfie bingo.
- Leslie will look into hosting a School of the Artifact program in April, polling social media as to a topic.
- Cassie will reach out to Kory and Mike to confirm a members only tour during the field school and the possibility of an artifact show and tell with the students at the end.
- All committee members will share their favorite Lafayette trivia/fun fact with Claire by January 1 for social media.

Walking Tour Subcommittee Notes (December 3, 2024)

1. *Introductions/Purpose of Committee*
 - a. *This committee was formed to take a bit of pressure off the already standing TCHA program committee. We also wanted to bring in a variety of people who have an interest in these topics and walking tours themselves. The goal is for committee members to contribute ideas, research and help to produce these tours.*
2. *Structure of Tours*
 - a. *Tours will take place March-October and be a mix of guided and self-guided depending on the place and topic.*
 - b. *We will schedule tours quarterly like the rest of TCHA's programs. A March tour is priority at this time to try to get it in the first quarter program brochure*

- c. *The goal is 1-2 tours per month including repeats.*
 - d. *TCHA will include their already planned Cemetery tours in this list.*
 - e. *The only question that remains is cost and whether we should require RSVP's, pre-sold tickets, etc. **Please share your thoughts with Claire via email.***
3. *Topic Ideas*
- a. *Downtown Churches*
 - b. *Neighborhoods (Centennial, Perrin, Highland Park, etc.)*
 - c. *Courthouse Square*
 - d. *Columbian Park*
 - e. *Back Alley Architecture*
 - f. *Other Architecture*
 - g. *Cemetery Tours*
 - h. *Commercial Changes Downtown*
 - i. *Now & Then Photography Tour*
 - j. *Hanna/Lincoln Neighborhoods*
 - k. *Five Points (including the Fire Station)*
 - l. *Transportation Across Downtown*
 - m. *Wabash Walls*

To Do:

*Please look at these topics and think about the most achievable (information availability, walkability, etc.) and share those with Claire in an email **BY THE END OF DECEMBER**. If there is a topic that is not listed here, but you feel should be, please share that as well. If one of these topics “speaks to you” and you would like to look into it or already have information ready to go you can share that as well. Finally, if we can get something going go for March very quickly we do have time to get it in our program brochure. If not, that is totally fine.*

Publications Committee

2024 BOARD OF GOVERNORS TERMS (3 Year Terms)

Name	Term Ends (Annual Mtg. Jan/Feb)
Rosanne Alstsatt	December 2026 (January 2027)
Cassandra Apuzzo	December 2026 (January 2027)
Colby Bartlett	December 2026 (January 2027)
Del Bartlett	December 2024 (January 2025)
Lorita Bill	December 2026 (January 2027)
Pete Bill	December 2025 (January 2026)
Jeff Burnworth	December 2026 (January 2027)
H. Kory Cooper	December 2024 (January 2025)
Walt Griffin	December 2025 (January 2026)
David Hovde	December 2025 (January 2026)
Tara Raber	December 2026 (January 2027)
Quentin Robinson	December 2024 (January 2025)
Dave Sattler	December 2026 (January 2027)
Nick Schenkel	December 2024 (January 2025)
Jeff Schwab	December 2024 (January 2025)
Marsha Selmer	December 2024 (January 2025)
Bridget Slack	December 2026 (January 2027)
Jeremy Spann	December 2026 (January 2027)
John Thieme	December 2025 (January 2026)
Whitney Walton	December 2026 (January 2027)
Todd White	December 2024 (January 2025)

2024 OFFICERS OF THE BOARD (1 Year Term, not more than 5 consecutive terms)

Position	Name	First Term Began	Term Number in 2024	Re-election eligibility ends
President	Jeff Schwab	February 2021	4	January 2026
Vice President	Dave Sattler	February 2022	3	January 2027
Secretary	Nick Schenkel	February 2023	2	January 2028
Treasurer	Lorita Bill	February 2021	4	January 2026

TCHA COMMITTEES – 2024

* indicates Chair or Co-Chair

Standing Committees

Executive Committee

Board President *
Board Vice President

Board Secretary
Chair of the Budget, Finance, and Risk Management
Committee

Board Treasurer

Collections Committee

Kelly Lippie *
Cassie Apuzzo
Del Bartlett
Trey Gorden
Amy Harbor

Nick Schenkel
Marsha Selmer
Other Members:
LA Clugh

Rick Conwell
Kevin Cullen
Carolyn O'Connell
Mary Springer

Facilities Committee (formerly the Buildings & Grounds Committee)

Jeff Burnworth *
Walt Griffin *
Colby Bartlett
Del Bartlett

Lorita Bill
Pete Bill
Kelly Lippie
Marsha Selmer

Jeremy Spann
Other Members:
Kevin Cullen
Bill Young

Finance, Budget, and Risk Management Committee

Lorita Bill*
Jeff Schwab

John Thieme

Todd White

Nominating Committee

Quentin Robinson *
Dave Sattler *

Colby Bartlett
Claire Eagle

Jeff Schwab

Other Committees

Development & Membership Committee

Brooke Sauter *
Del Bartlett
Jeff Burnworth

Kory Cooper
Kelly Lippie
Tara Raber

Dave Sattler
Jeremy Spann

Employee Benefits Committee

Board President *
Chair Budget Cmte
Treasurer

Walt Griffin
Tara Raber
Todd White

Other Members:
TCHA Director (non-voting)
Insurance Rep (non-voting)

Feast Committee

Brooke Sauter *
Jeff Schwab *
Pete Bill
Jeff Burnworth
Kelly Lippie
Other Members:
Dan Alford
Sara Bartlett
Mac Bellner
Terry Clark

David Conner
Barb Deaton
Mary Fisher
Brian Hawn
Erin Hicks
Jeff Hockstra
Erika Kvam
Robert Leavitt
Randy Lower
Matt Riebsomer

Sheri Sondgerath
Jeremy Spann
Jason Stanfield
Scott Stambaugh
Linda Swihart
Andy Wall
Jeni Watkins
Joyce Wiegand
Bill Young
Jan Young

Historic Markers Committee

Trey Gorden *
Rosanne Altstatt
Del Bartlett
Nick Schenkel

Bridget Slack
Other Members:
Sally Carter

Phyllis Dotson
Duane Mantick
Stewart Schreckengast

Lafayette Bicentennial Publications Committee

Claire Eagle *
Jeff Schwab *
Rosanne Altstatt
Pete Bill
Amy Harbor
David Hovde

Kelly Lippie
Quentin Robinson
Whitney Walton
Other Members:
Mary Anthrop
Carol Bangert

Joan Briller
Joseph Briller
John Norberg
Brooke Sauter
Bill Tilford
Tom Turpin

Ouiatenon Preserve Committee

Kory Cooper *
Del Bartlett
David Hovde

Jeremy Spann
Other Members:
Leslie Martin Conwell

Phyllis Dotson
Colby Bartlett (non-voting)

Program Advisory Committee

Claire Eagle *
Cassie Apuzzo
Kory Cooper
Walt Griffin

Amy Harbor
David Hovde
Quentin Robinson
Bridget Slack

Whitney Walton
Other Members:
Leslie Martin Conwell
Jan Young

Publications Committee

David Hovde *
Cassie Apuzzo

Colby Bartlett
Trey Gorden

Dave Sattler

* - The Board President is an ex-officio member of all committees