

# 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, March 23, 2021 ZOOM CONFERENCE CALL

### 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	

### 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 three 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.

Topic: Board Meeting- March

Time: Mar 23, 2021 05:15 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/96995745890?pwd=TkYwcUw0bm5HTU9OcVRNZDU1eVBLZz09>

Meeting ID: 969 9574 5890

Passcode: 782874

+13126266799,,96995745890#,,, \*782874# US (Chicago)

+19294362866,,96995745890#,,, \*782874# 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)

Meeting ID: 969 9574 5890

Passcode: 782874

### 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**  
(Zoom meetings until further notice)

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

## AGENDA

- Call to order
- Minutes from February 23<sup>rd</sup>, 2021 Board meeting – *Page 4-6*
- Officer's reports and business
  - President – *Page 7*
    - Introduction of new staff member by Leslie – Trey Gorden
    - Committee composition – See attached
    - Whistleblower and Conflict of Interest documents – still missing some
    - Publications Committee Proposal
  - Vice President
  - Treasurer – *Pages 8-11*
    - Accounts balance (cash balance)
    - Updated cash flow March to December 2021
  - Secretary
- Finance, Budget, and Risk Management Committee – Lorita Bill
- Membership – Kelly Lippie – *Page 12*
- Collections Committee – Kelly Lippie – *Page 13*
- Library Report – Amy Harbor – *Page 14*
- Battleground Museum report – Trey Gorden – *Page 15*
- Programs – Leslie Martin Conwell – *Pages 16-18*
- Feast report – Leslie Martin Conwell – *Page 19*
- Notes from Committees
  - Ouatennon Preserve Committee – H. Kory Cooper – *Page 20*
  - Facilities Committee – Walt Griffin/Ron Halsema
  - Development & Membership Committee – Erika Kvam/Dale Krynak – *Page 20*
  - Lafayette Bicentennial Event Committee – David Hovde
- Operations Manager report – Leslie Martin Conwell – *Pages 21-22*
  - Second Round of PPP Received
  - Grant Update
  - Maintenance
    - Copiers
    - Roof – *Pages 23-24*
    - Boiler
  - Covid 19 Response Plan – *Page 25*

END AGENDA

**Minutes for February 23, 2021**  
**TCHA Board of Governors Meeting**  
**Zoom meeting**  
**H. Kory Cooper**

The TCHA monthly Board of Governors meeting was held Tuesday, February 23<sup>rd</sup>, 2021. The meeting was called to order by President Pete Bill at 17:15. The meeting was conducted virtually via Zoom and teleconference.

**Board members present include:** Colby Bartlett, Del Bartlett, Lorita Bill, Pete Bill, Jeff Burnworth, Julie Byers, Kory Cooper, Kevin Cullen, Walt Griffin, Ron, Halsema, David Hovde, Zula Kress, Dale Krynak, Erika Kvam, Ken Moder, Quentin Robinson, Dave Sattler, Annie Hatke Schap, Jeff, Schwab

**Board members not attending:** Preston Smith, John F. Thieme, Todd White

A quorum was established.

**Staff members present include:** Leslie Conwell, Amy Harbor, Kelly Lippie

**Officer Reports**

1. President – Pete introduced new board members: Lorita Bill, Jeff Burnworth, Kevin Cullen, Dale Krynak, Dave Sattler
  - Leslie introduced new staff member, Trey Gorden, who replaces Rick Conwell at the Battlefield Museum.
  - January minutes were approved after correcting date of meeting in September 2021.
  - Potential changes in committee composition and leadership as part of shifting board composition and interests announced
  - Board members reminded to read, sign, and submit Whistleblower Protection and Conflict of Interest documents.
2. Vice-President – nothing to report
3. Treasurer
  - TCHA Budget is currently operating in ‘the black’ and projected to be able to avoid borrowing from Rainy Day fund until summer/or September.
  - Budget accounting has shifted to a monthly tracking system.
4. Secretary – nothing to report

**New Officers**

An election was held for new officers by general acclimation. Only one person was nominated for each of four positions. Newly elected officers are: President – Jeff Schwab, Vice-President – Erika Kvam (returning), Treasurer – Lorita Bill, Secretary – H. Kory Cooper.

**Finance, Budget & Risk Management Committee Report** (given by committee chair Jeff Schwab)

2021 budget proposal has been completed and approved by the board. Primary focus will be on coordinating with Operations Manager and Treasurer to track monthly actual income and spending against budget expectations. Will continue to try to understand budget implications if 2021 Feast is not possible.

### **Membership Report (Kelly Lippie)**

43 renewal notices were sent out for December/ January renewals, 25 renewal notices sent out for January/ February renewals. New renewal forms include 5- year renewal option (2 sold so far). TCHA Members notified of paid advertising opportunity in TCHA digital newsletter. There were 377 members at the end of 2020. Membership now includes R.O.A.M. access to other museums.

### **Collections Department Report (Kelly Lippie)**

Ebay account in use by TCHA still has Craig Hadley's name attached. Also Paypal(?), to which EBay account is linked. Plans were discussed for changing this. Regarding selling donated items on EBay - Donors are informed of rules regarding donations, i.e., may be sold. TCHA currently has rules about conflict of interest in sales and buying. Collections Committee - No items considered for Deaccession at Feb meeting. 11 new accessions were created. Video was made to advertise Will & Estate records kept at TCHA for potential users. Update on NAGPRA issue – additional potential human remains were identified in Ouiatenon collection (later confirmed). This information will be included in NAGPRA letter.

Spring interns are working on social media postings and videos and researching social media topics. Purdue Anthropology students working on Service Learning project with Ouiatenon collection.

4 image requests were made. Eagle from Tippecanoe Battlefield has been retired and investigation ongoing into creating exhibit space for it.

### **Library Department Report (Amy Harbor)**

\$121 in income was received in January from 4 transactions and there were a total of 21 requests for information made via phone and email. February income as of the 21<sup>st</sup> was \$249.50 from 11 transactions. Nine in-person researcher visits since the library reopened to the public on February 1<sup>st</sup>. A recent donation was used to acquire a new overhead book scanner that will be used for scanning fragile court books starting in mid-March. Volunteers are still working from home creating indexes for court books.

### **Battlefield Museum (Leslie Conwell)**

Dr. Jack "Trey" Gorden has been hired as Tippecanoe Battlefield Museum & History Store Manager and starts March 1<sup>st</sup> with training and touring TCHA sites. Trey is a Purdue Literature PhD and has an MFA in English and BFA in theatre. He has worked as a professional actor and technical editor and director in Civic Theatre. He has taught English at West Lafayette High School and Purdue University and also worked as a tour director at the Farm at Prophetstown designing tours and creating interpretative materials, and has experience in retail. The Battlefield museum and store is now open Friday, Saturday, and Sunday 12-5 with an expectation of being open six days a week 10-5 starting March 8<sup>th</sup> pending COVID status. Laura has been working on TCHA EBay sales and has sold \$1,592.55 in merchandise or deaccessioned items since December. Museum store is switching to the Square app for managing sales. A new internet system has been installed by Wintek.

### **Programs Report (Leslie Conwell)**

Update on ongoing programming including upcoming Maple Sugaring at Ouiatenon event March 6<sup>th</sup> – with social distancing measures in place.

### **Feast Report (Leslie Conwell)**

the Feast steering committee meetings were held via Zoom in January and February. Ouiatenon artifact photos have been posted on the Feast group Facebook page on a daily basis, and several

videos made. The two trucks used for Feast activities were sold for scrap. The TCHA's 2014 GMC will be used for light duty Feast grounds work.

**Facilities Committee (Walt Griffin)**

Nothing to report.

**Development and Membership Committee (Erika Kvam)**

Nothing to report.

**Ouiatenon Preserve Inc. Committee (David Hovde)**

Ouiatenon Preserve was designated a National Historic Landmark January 15<sup>th</sup>. This received some good press coverage from Channel 18 WLFI with contributions by Colby, Del, Leslie and Mike Reckowsky of the Roy Whistler Foundation recognized. Plans are in the works for a celebration of the designation later this year. Meetings involving TCHA and OPI discussing construction of walking trails at the preserve continue. Recent discussions focused on potential uses of the trails (e.g., walking, running, pets, bicycles?), width, location, and construction. The Committee reviewed some preliminary artist's concepts of what a potential trail system could look like. Development of plan for trails and signage are on-going.

**Lafayette Bicentennial Event Committee (David Hovde)**

This new committee is recruiting volunteers to help with planning. A list of community partner groups has been submitted to the chair for setting up meetings to see if there is any interest in collaborating with TCHA on Bicentennial events (and to reduce duplication of effort or events). TCHA board members engaged in a conversation regarding the need to identify what this committee would do and what the composition would be, i.e., TCHA members only or include others in the community. The latter option seemed preferable to the board. Related to this, we discussed whether non-TCHA members could be appointed to TCHA committees. I believe the answer to this was "yes."

**Publications Committee (David Hovde)**

The Fort Ouiatenon book chapters are being reviewed by the editors (David, Kory, and Misty Jackson).

**Operations Manager Report (Leslie Conwell)**

Grant follow-up and donations

Personal protective equipment was acquired through a county grant – masks, face shields, and sanitizer.

Amy and Jon Harbor donated \$6785.00- her 2020 net salary- back to TCHA. Quentin Robinson used birthday as fundraising event for TCHA.

Maintenance

History Center had significant leak in roof after heavy snow and quick melt. Will try to use a grant from the North Central Health Services and Community Foundation grants to fix. Homeless individuals setup a camp behind Arganbright. Due to the discovery of medical apparatus, Lafayette police were notified about proper disposal of the medical waste. Other than a lot of trash left, there was no damage to TCHA property. Staff gathered up the large amount of clothing, blankets, and personal items that had been left, and kept them in a container outside in case the homeless individuals wanted to retrieve their items. They did not pick the items up, so they were disposed of.

Meeting adjourned at 19:00.

**President's Report**  
**Jeff Schwab**  
**March 23, 2021**

- **New Staff Member – Battlefield Museum and Store Manager – Trey Gorden'**
  
- **Committee composition and leadership**

Updated committee list is at the end of the agenda. If I missed any committee memberships that you wished to change, let me know.

- **Whistleblower policy and Conflict of Interest**  
Still missing a few, please get these to me
  
- **Publications Committee Proposal – From David Hovde**

In years past the TCHA had an active publications committee that was responsible for overseeing and creating brochures and other documents related to the Association's mission and programing. The most significant publication was a scholarly edited volume of *Route Across the Rocky Mountains* by Overton Johnson and William Winter. This was the first book published in Tippecanoe County by John Beaston Semens and is widely considered to be the best period guidebook for being a pioneer on the Oregon Trail. TCHA and Purdue University Press collaborated in publishing the book. Currently the book that is concerned with the 2017 *Midwest Historical Archaeology Conference* is in the works and we are working with Purdue University Press again.

*With the upcoming Lafayette Bicentennial, it is important to have a well-coordinated planned program of publications both in print and electronically to provide well researched and accurate historical information to the community, state, and nation about the city of Lafayette and Tippecanoe County. We have the resources, and we should take a leading role or someone else will. This will take more than reprinting old TCHA publications. Many contain out-of-date information and assumptions about the past.*

I propose that the TCHA form a permanent Publications Committee that is responsible for reviewing current material both in print and electronic to assess their value and develop a program of publications that provide the community with an understanding of the history of Lafayette and Tippecanoe County and their place in our Nations's history and serve to enhance the TCHA's reputation in the community. This committee would be made up of members of the staff, the Board of Governors, and TCHA members.

**Treasurer's Report**  
**Lorita Bill**  
**March 23, 2021**

<b>Tippecanoe County Historical Association</b>			
<b>Selected Accounts</b>			
<b>February 2021 Report</b>			
			<b>Change from</b>
	<b>2/28/2021</b>	<b>1/31/2021</b>	<b>Last Month</b>
<b>Bank Accounts</b>			
1000 Petty Cash	507.25	547.25	(40.00)
1010 LB&T Checking	87,788.63	69,489.39	18,299.24
1011 PayPal	1,447.08	1,291.12	155.96
1015 Emergency Maintenance Fund	8,882.71	8,882.71	-
1025 History Center Restricted Account	12,954.20	12,954.10	0.10
1027 Ouiatenon Preserve Account	69,131.30	69,384.79	(253.49)
1045 Feast Rainy Day Account	50,002.06	50,001.68	0.38
<b>Total Change in Cash</b>	<b>230,713.23</b>	<b>212,551.04</b>	<b>18,162.19</b>
			-
			-
2000 Accounts Payable	(3,911.15)	(5,711.33)	1,800.18
2005 Lafayette Bank and Trust Visa	(1,599.61)	(447.70)	(1,151.91)
<b>Cash less AP and Credit Cards</b>	<b>225,202.47</b>	<b>206,392.01</b>	<b>18,810.46</b>
			<b>Change from</b>
	<b>2/28/2021</b>	<b>2/28/2020</b>	<b>Last Year</b>
<b>Bank Accounts</b>			
1000 Petty Cash	507.25	580.00	(72.75)
1010 LB&T Checking	87,788.63	41,638.73	46,149.90
1011 PayPal	1,447.08	-	1,447.08
1015 Emergency Maintenance Fund	8,882.71	4,638.83	4,243.88
1025 History Center Restricted Account	12,954.20	12,946.90	7.30
1027 Ouiatenon Preserve Account	69,131.30	73,160.89	(4,029.59)
1045 Feast Rainy Day Account	50,002.06	50,014.96	(12.90)
<b>Total Change in Cash</b>	<b>230,713.23</b>	<b>182,980.31</b>	<b>47,732.92</b>
2000 Accounts Payable	(5,711.33)	(7,210.31)	1,498.98
2005 Lafayette Bank and Trust Visa	(447.70)	(1,396.16)	948.46
<b>Cash less AP and Credit Cards</b>	<b>224,554.20</b>	<b>174,373.84</b>	<b>50,180.36</b>



			<b>Change from</b>	
	<b>2/28/2021</b>	<b>3/20/2021</b>	<b>2/28/2021</b>	
<b>Bank Accounts</b>				
1000 Petty Cash	507.25	507.25	-	
1010 LB&T Checking	87,788.63	146,294.15	58,505.52	See Note below
1011 PayPal	1,447.08	1,447.08	-	
1015 Emergency Maintenance Fund	8,882.71	8,882.71	-	
1025 History Center Restricted Account	12,954.20	12,954.20	-	
1027 Ouiatenon Preserve Account	69,131.30	68,912.77	(218.53)	
1045 Feast Rainy Day Account	50,002.06	50,002.06	-	
<b>Total Change in Cash</b>	<b>230,713.23</b>	<b>289,000.22</b>	<b>58,286.99</b>	
<b>2000 Accounts Payable</b>	<b>(5,711.33)</b>	<b>(3,090.55)</b>	<b>2,620.78</b>	
<b>2005 Lafayette Bank and Trust Visa</b>	<b>(447.70)</b>	<b>(433.01)</b>	<b>14.69</b>	
<b>Cash less AP and Credit Cards</b>	<b>224,554.20</b>	<b>285,476.66</b>	<b>60,922.46</b>	
Significant deposits in March:				
* Second PPP loan	\$ 49,962.00			
* First quarter distributions from Trusts	\$ 18,956.72			
Significant deposits in February:				
* Annual distributions from Trusts held by the Lafayette Community Foundaiton.	\$ 29,874.00			

<b>Tippecanoe County Historical Association</b>							
<b>Cash Requirements Projection</b>							
<b>The remaining of 2021</b>							
	<u>2/28/2021</u>						
Petty Cash	507.25						
LB&T Checking	87,788.63						
PayPal	1,447.08	89,742.96					
Feast Rainy Day Account	50,002.06						
Line of Credit	215,000.00						
<b>Available Funds</b>	<b>354,745.02</b>						
		<b>Net Cash required</b>	<b>Operating Accounts</b>	<b>Rainy Day Acct</b>	<b>Line of Credit</b>	<b>Total Available</b>	<b>Cash Balance</b>
Available Cash & LOC at 2/28/21			89,742.96	50,002.06	215,000.00	354,745.02	139,745.02
<u>March 2021</u>							
Contributions, Fundraising, Grant	50,362.00						
Dues, admissions, sales, programs	2,700.00						
Rent and other	375.00						
Distributions from Trusts & Interest	18,010.00						
Payroll costs	(14,634.63)						
Other	(12,310.00)	44,502.37	44,502.37				
Available Cash & LOC at 3/31/21			134,245.33	50,002.06	215,000.00	399,247.39	184,247.39
<u>April 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	4,390.00						
Rent and other	375.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(14,440.86)						
Other	(10,470.00)	(19,735.86)	(19,735.86)				
Available Cash & LOC at 4/30/21			114,509.47	50,002.06	215,000.00	379,511.53	164,511.53
<u>May 2021</u>							
Contributions, Fundraising	1,400.00						
Dues, admissions, sales, programs	12,235.00						
Rent and other	375.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(14,548.51)						
Other	(9,660.00)	(10,188.51)	(10,188.51)				
Available Cash & LOC at 5/31/21			104,320.96	50,002.06	215,000.00	369,323.02	154,323.02
<u>June 2021</u>							
Contributions, Fundraising	1,400.00						
Dues, admissions, sales, programs	19,105.00						
Rent and other	375.00						
Distributions from Trusts & Interest	18,010.00						
Payroll costs	(14,548.51)						
Other	(13,740.00)	10,601.49	10,601.49				
Available Cash & LOC at 6/30/21			114,922.45	50,002.06	215,000.00	379,924.51	164,924.51
<u>July 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	16,455.00						
Rent and other	1,200.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(20,511.88)						
Other	(12,960.00)	(15,406.88)	(15,406.88)				
Available Cash & LOC at 7/31/21			99,515.57	50,002.06	215,000.00	364,517.63	149,517.63
<u>August 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	17,455.00						
Rent and other	1,100.00						
Distributions from Trusts & Interest	10.00						
Payroll costs	(14,548.51)						
Other	(14,450.00)	(10,033.51)	(10,033.51)				
Available Cash & LOC at 8/31/21			89,482.06	50,002.06	215,000.00	354,484.12	139,484.12
<u>September 2021</u>							
Contributions, Fundraising	400.00						
Dues, admissions, sales, programs	14,155.00						
Rent and other	950.00						
Distributions from Trusts & Interest	18,010.00						
Payroll costs	(14,763.81)						
Other	(58,970.00)						
Feast Start up cash	(46,000.00)	(86,218.81)	(33,913.46)	(50,001.68)	(2,303.67)		
Available Cash & LOC at 9/30/21			55,568.60	0.38	212,696.33	268,265.31	55,568.98

<u>October 2021</u>								
Contributions, Fundraising	1,150.00							
Dues, admissions, sales, programs	467,685.00							
Rent and other	600.00							
Distributions from Trusts & Interest	10.00							
Payroll costs	(14,979.11)							
Other	(164,680.00)							
Return of Feast Start up cash	46,000.00	335,785.89	283,480.54	50,001.68	2,303.67			
Available Cash & LOC at 10/31/21			339,049.14	50,002.06	215,000.00	604,051.20	389,051.20	
<u>November 2021</u>								
Contributions, Fundraising	400.00							
Dues, admissions, sales, programs	31,505.00							
Rent and other	1,200.00							
Distributions from Trusts & Interest	10.00							
Payroll costs	(14,548.51)							
Other	(79,235.00)	(60,668.51)	(60,668.51)					
Available Cash & LOC at 11/31/21			278,380.63	50,002.06	215,000.00	543,382.69	328,382.69	
<u>December 2021</u>								
Contributions, Fundraising	1,150.00							
Dues, admissions, sales, programs	9,705.00							
Rent and other	1,200.00							
Distributions from Trusts & Interest	18,010.00							
Payroll costs	(20,188.93)							
Other	(93,085.00)	(83,208.93)	(83,208.93)					
Available Cash & LOC at 12/31/21			195,171.70	50,002.06	215,000.00	460,173.76	245,173.76	

**Membership Report**  
**Kelly Lippie**  
**March 23, 2021**

- 23 renewal notices sent out for February/ March renewals.
- Now offering paid advertising for the TCHA digital newsletter. It reaches approximately 300 people and has a 50% open rate. Email sent to members and community contacts on Feb. 22 to solicit ads.
- Developed “New Member Survey” to be sent out to new members that will ask how they learned about membership & why they became members. Questions also ask what types of programs they are interested in and how they like to be informed.
- Adapting “New Member Survey” to send similar questions to current members.
- New Newsletter titles being considered. Will likely wait to launch new title until we can have a student graphic designer come up with a nice lay-out & color scheme.

Membership Level	Renewal Period	Total as of Dec. 3	Total as of Feb. 18	Total as of March 17
Individual (\$35)	Annual	35	36	35
Senior Individual (\$30)	Annual	59	57	59
Senior Couple (\$40)	Annual	75	80	76
Family (\$50)	Annual	50	47	46
School/Club (\$100)	Annual	1	1	1
Patron (\$100)	Annual	52	56	54
Sustaining (\$250)	Annual	16	17	18
Benefactor (\$500)	Annual	1	1	1
Treasure (\$1,000)	Annual	2	2	2
Lifetime	Lifetime	64	63	63

Total members as of March 17, 2021: **355**

## TCHA Collection Department Report

Kelly Lippie

March 23, 2021

- Collections Committee is reviewing Collections Policy to see if new language is needed for EBay sales. Please review the TCHA collections policy and contact Kelly if you have any questions or suggestions. **NOTE: According to the current policy, “The Association does not sanction the sale or gift of non-accessioned or deaccessioned objects to its employees, officers, or Governors, or to their representatives”.**
- NAGPRA update: human remains confirmed by Purdue. Letter being drafted to include the unidentified remains.
- Anthropology students from Purdue began work with the Ouataton collection this semester by re-housing artifacts in archival material, updating the location inventory and typing information from catalog cards into a searchable database.
- The Tippecanoe County Park Foundation Board has approved up to \$1,000 grant for construction of an exhibit case for the eagle statue. Kelly is working with the contractor to schedule the construction.
- Volunteer working to create an index of Phillips Studio negatives collection.
- Volunteers are re-organizing the library shelves- thanks for the donation of book ends! They are also un-boxing, shelving and cataloging the high school yearbooks.
- A new student volunteer has started cataloging infant clothing.
- Volunteers returning to work to catalog medals and buttons collection, photographs and to scan photographs.
- Helped researchers with Railroad Relocation site maps, Inter-urban photographs, and House research.
- Photo reproduction requests made by 3 people: 2 for George Winter images, 1 for an image from the Journal & Courier portrait photos.
- Student intern is researching and writing blog articles and short videos. 1 adapted blog will appear in the next newsletter.

### Collections Committee- Met March 3

- 4 New accessions created, 1 “Expendable” collection created, several others pending accession.
- 2 “Found in collection” items rejected for the collection.
- No Items for Deaccession considered in March.
- Long discussion about ethical practices and potential revisions/ clarifications to the current TCHA Collections Policy. Revisions will be presented to the Board at the April meeting.

**TCHA Library Report**  
**Amy Harbor**  
**March 23, 2021**

- February income was \$286.50 from 16 transactions.
- A Purdue student completed her research on race relations in Tippecanoe County after several library visits and will share her honors paper with us.
- March income through 3/19/2021 is \$204.05 from 13 transactions.
- Seven in-person visits in March so far.
- Thirteen email questions in March so far.
- Nine telephone questions in March so far.
- No volunteers have yet returned to regular library work.

## **Tippecanoe Battlefield Museum and History Store Report**

**Trey Gorden**

**March 23, 2021**

- This month has been a wonderful whirlwind of learning on my part. I have met new and interesting people who are kind and generous with their time and knowledge. Thank you to everyone at TCHA! I'm looking forward to this work with eagerness and wonder.
- Much of my time has been occupied with coming to grips with the daily work of running the Interpretive Center and History Store. I've been studying the budget and learning how Rick and Laura have been operating. I've been creating tools and spreadsheets for myself so that I can be as effective as possible.
- We started filming a promotional video with Visit Lafayette / West Lafayette.
- We began following our regular schedule on the 5<sup>th</sup> of this month, with mask requirement still in place and monitoring crowds to ensure things don't get too crowded. So far, the numbers haven't been high enough to warrant considering measures. If things do start to look crowded, we can consider limiting visitorship to 20 individuals at a time again.
- Speaking of crowds, I am somewhat heartened by the size of our crowds this month. It's up quite a bit since last year, of course, since we closed in mid-March last year. But if we compare our visitorship to that of 2019, we still look quite good. Compared to the same period of time in 2019 (5<sup>th</sup> through the 20<sup>th</sup> of March) we have had 180 more individual visitors. That number falls to 90 if you include the two groups that toured the facility this month two years ago, but since we have not been doing group tours this month, this was to be expected.
- Financially, we took in more from admissions than in 2019, but that can be accounted for by the fact that we raised our prices for adults and seniors.

**Programs Report  
Leslie Martin Conwell  
March 23, 2021**

**Programming update:**

- March 6- Maple Sugaring at Ouiatenon- socially distanced sugaring demonstration at the fort. 10 a.m. – 4 p.m. Attendance- 350 people. Excellent turnout!
- The program committee has met on a monthly basis. Have any ideas on programming for 2021? Contact Leslie at [programs@tippecanoehistory.org](mailto:programs@tippecanoehistory.org).
- **The 2021 program grid as it stands now- more to be added:**

**Programs left to reschedule from 2020**

Topsy Canoe	Walt contacting	After COVID
Drink In History	Walt contacting	After COVID

**2021 Programming**

Program	Presenter	Date	Time
Annual Meeting	Board/Operations	2/26/2021	6:00 PM
Maple Sugaring at Ouiatenon	Fort	3/6/2021	10 AM - 4 PM
Archaeological Perspectives on Beer Container Innovation	Kory Cooper	4/29/2021	11:00 AM
Purdue Ag	Victor Lechtenberg	Reschedule	6 PM-7 PM
Show & Tell- Books and Education	David Hovde	5/11/2021	11:30 AM-1 PM
French Lifestyles at Ouiatenon	Fort	6/5/2021	10 AM-4 PM
Show & Tell- Ouiatenon Artifacts 1	Leslie Conwell	6/8/2021	11:30 AM-1 PM
Early History of Fife & Drum Music	Malcolm Duncan	6/9/2021	6PM-7 PM
Tour of the Veterans Home	Emily Larimer	6/24/2021	12 PM-1 PM
History of Home Food Preservation	Leslie Conwell	6/26/2021	12 PM-2 PM



Learning from the History of Elections	Kathryn Brownell	7/28/2021	6 PM-7 PM
Show & Tell- Lizzie Shoemaker	Pete Bill	7/13/2021	11:30 AM-1 PM
Purdue and Amelia Earhart	Sammie Morris	7/20/2021	12 PM-1 PM
Powerful Women of Purdue	Katharine Watson	7/28/2021	6 PM-7 PM
Heirloom Gardening in Indiana	Leslie Conwell	8/3/2021	6 PM-7 PM
History of West Lafayette	Nick Schenkel	8/19/2021	12 PM-1 PM
Show & Tell- Artifacts from the Battlefield	Rick Conwell	8/10/2021	11:30 AM-1 PM
Folk Music	Annie Hatke Schap	9/8/2021	6 PM-7 PM
Show & Tell- Fraternal Organizations	Ken Moder	9/14/2021	11:30 AM-1 PM
Show & Tell	Janna Minjarez	10/12/2021	11:30 AM-1 PM
Show & Tell- Ray Ewry Story	Cindy Eberts	Sometime in October?	11:30 AM-1 PM
Opera Program	Audrey Johnson	10/23/2021	?
Halloween Party		10/29/2021	7 PM-10 PM?
Divided Paths	Angie Klink	11/10/2021	6 PM-7 PM
Show & Tell- Ouatatenon Artifacts	Leslie Conwell	11/9/2021	11:30 AM - 1 PM
Battle Commemoration		11/16/21?	11 AM-3 PM
Show & Tell- Christmas Holidays	?	12/14/2021	11:30 AM-1 PM

Christmas Celebration

12/11/2021

5 PM-8 PM

**Feast of the Hunter's Moon**  
**Leslie Martin Conwell**  
**March 23, 2021**

- Feast steering committee meetings were held via Zoom in March. Topics discussed included a review of the 2021 Feast participant application, PR, grants, status of food booths, handicapped access, emergency warning system and looking ahead to 2021 and any changes that might be needed.
- Ouiatenon artifact photos have been posted on the Feast group Facebook page on a daily basis, and several videos were done.
- Grounds arrangements contacts have begun, i.e. trash, buses, etc.
- Feast brochure will not be printed this year. It will be posted on website, social media, etc.
- Participant Feast application will be emailed rather than snail mailed.
- Tippecanoe Emergency Management and the Tippecanoe County Health Department are hosting a virtual informational/question and answer session for area event organizers, which Jeff and I will attend.

**Other Committee Reports**  
**March 23, 2021**

**Ouiatenon Preserve Committee**

I'm in the process of scheduling the next OPI committee meeting but it might not happen prior to the board meeting next week on the 23<sup>rd</sup>.

**Membership and Development Committee**

The membership & development committee met on March 2 and March 16. We welcomed new members Dale, Dave, and Jeff. Membership remain relatively steady, and Kelly updated us on the newspaper digitization grant due April 12 (requires a 10% match, may seek underwriters). There are several grant opportunities coming up, with discussion of possible projects like tech upgrades, history center roof, and boiler replacement. Leslie won another round of PPP grant, and the Shuttered Venue Grant should open soon (with questions of eligibility). TCHA will also be pursuing grants with the Community Foundation and NCHS. The committee is preparing to launch a fundraising plan, with hopes to complete it in the next couple months and cover topics of individual and planned giving, foundation support, membership cultivation, and other opportunities.

**Operations Manager Report**  
**Leslie Martin Conwell**  
**March 23, 2021**

**Administration:**

- Staff medical insurance has been renewed effective 3-1.
- We are setting up a remote deposit scanner at Arganbright so that checks can be deposited immediately upon receipt by staff.
- Banking signature changes are being implemented to reflect the new board officers.
- We received a second round from the Payroll Protection Plan of \$49,962.00. Hopefully this will be forgiven, as the first one was. Special thanks to Lorita and Jeff for their help.
- We received additional donated PPE from Tippecanoe Emergency Management, made in support of safe programming. Products included hand sanitizer, wipes, and face shields.
- Thanks to Kory for bringing Purdue PPE for his interns helping with the Ouiatenon artifacts.
- Jeff and I are meeting virtually once a week to ensure good communication and smooth staff/board operations.

**Grant follow-up and donations:**

- The Amazonsmile account for TCHA is now set up, so please choose TCHA to benefit from your purchases. In order to do this, you must go to [amazonsmile.com](https://www.amazon.com/amazonsmile).
- I have attended numerous grant webinars.
- It has been determined that we are not eligible to apply for the Shuttered Venue grant for the Feast or the Battlefield Museum, as permanent seating at the venue is a requirement to apply.
- The Development and Membership committee is following the grant timeline below in seeking opportunities for funding. Please let us know if you hear of any other opportunities:
  - March/April- Newspaper digitalization grant
  - NEH grant- due date as yet undetermined
  - June- NCHS grant letter of intent due- (part of History Center roof?)
  - July 29- Community Foundation grant deadline (fall capital projects over \$7500- History Center boiler replacement or repair?)
  - November 30- Community Foundation NOW grant deadline
- A special thanks to the Development and Membership committee for working hard to come up with creative funding ideas!
- The committee has been reviewing documents from the TCHA Foundation and exploring ideas on how to secure estate bequests, donations, etc.

**Maintenance:**

- The History Center copier is obsolete and no longer serviceable per Lafayette Copier. The lease on the battlefield copier expires in April. Those two copiers will be replaced with desktop printers.

- Roof- History Center- We will target this project for the North Central Health Services and Community Foundation grants. In the last month we have met with David Graybill as well as Schafer Roofing to get estimates on roof replacement and addressing immediate needs- the roof had significant leaks from melting snow in the kitchen and banquet area, which Schafer Roofing has patched. See attachment for more information. We have two other estimates from last summer/fall.
- Phone and internet system at battlefield- All changes have been completed. This will amount to several hundred dollars a month in savings at the battlefield.
- Boiler- the Facilities committee will need to make some decisions as to the status of the boiler and whether it needs to be replaced. It passed inspection, but there are some issues with cracking that are getting worse. The boiler is 40+ years old.
- Staff is cleaning Arganbright and the History Center on a weekly basis, and would appreciate board members' help. Duties include sweeping, dusting, trash cans, and cleaning sinks/toilets. Please contact myself or Kelly to sign up.
- Snow removal- Martin Schap is volunteering to shovel and salt the sidewalks at the History Center and Arganbright. This involves him getting up early to do this in all kinds of weather before he goes to work. We are extremely grateful to him!

**Public engagement:**

- Numerous posts made to social media, including creating Facebook events, updating the website, and Ouiatenon artifact photos.
- Several videos on the Ouiatenon artifacts have been posted on the Feast group page. Special thanks to library and collections staff and volunteers for the social media posts and videos they have done.
- Ball State has an honors student working with staff to create various social media posts about local history.
- I attended a meeting of Battle Ground tourism partners for discussions on how to enhance site relationships and cooperation.
- Committee structure for the Lafayette Bicentennial is being worked out and initial contacts with the community are being made.

**Staffing:**

- New Tippecanoe Battlefield Museum and History Store Manager Trey Gorden began his new job March 1. The first two weeks of his employment were spent training with Rick and Laura and visiting all of TCHA's sites. Thank you to the staff for giving Trey tours of their facilities and areas of expertise, and for welcoming Trey. Thank you to Colby for giving Trey an informative tour of the Ouiatenon Preserve.
- Updating the employee manual will be a major project that I will be working on shortly.
- Staff is meeting on a monthly basis via Zoom.

**COVID 19 response:**

- See attachment

## History Center Roof

We are looking at the roofing project as three stages- stage 1 this year (banquet room/kitchen), and the other two stages as soon as fiscally possible.

Schafer Roofing stopped by today with samples of the materials they propose using. They will get us an estimate shortly, once you have looked at the information. I've attached photos of the materials.

Schafer Roofing has already patched the leak area.

The development committee met last night. I am to contact Tippecanoe Arts Federation, the administrator of the NCHC grant due in August, to see about the feasibility of us applying for grant money for stage one of the roof- over the banquet room/kitchen.

The whole roof was inspected by Schafer roofing on Friday, March 5th.

The top layer of the current roofing material is a product called EPDM which is a rubber roofing membrane often used on flat roof systems for its cost effectiveness.

There are multiple areas where the rubber roof has pulled away from the edges or next to vent stacks and have the potential for leaking.

There are places where the membrane is "tenting" where it goes from one elevation down to the next elevation. This puts strain on the membrane. Better practice is to eliminate the tenting effect.

Some seams have separated enough to allow water to work its way in.

The heavy snow fall likely resulted in sufficient pressure to force water into small openings and create the leaks in the banquet room, around the large hood venting system in the kitchen, and to a lesser degree in the storage room between the auditorium and banquet hall.

The roof flashing around the kitchen hood vent only goes up about 6 inches above the grade of the roof, so when snow piled up higher than 6 inches, the melting snow ran behind the flashing and likely caused the leak seen in the kitchen around the edges of the hood vent. He recommends extending the flashing up to 10 inches to prevent this in the future.

Current leaks could be sealed for now to prevent further problems with rain water or snow.

The roof has three sections:

- 1) covering the kitchen/banquet area/alcove all on the same level)
- 2) covering the office, lobby area off of Columbia, and the entrance area off of 6th St.
- 3) covering the auditorium

Replacement of section 1 of roof constitutes the greatest problem due to the greatest number of leaks and complexity of vents and flashing. The leak going into the storage room is not major and could be patched for now as long as the intent is to repair that roof within the next year or 2.

A core sample was taken of the roof covering the kitchen, banquet room area, and alcove area. The sample revealed that the roof is comprised of two layers of ISO board. ISO board is a rigid insulation board made of closed-cell foam (so water doesn't get into the foam cells). Our roof contains two layers of 1 inch ISO board, which is unusual because it is a somewhat expensive type of insulation board (up to \$25 for 4x8 sheet). The two layers of ISO boards provide better heat insulation than most roofs have (with a single ISO board layer).

The very top layer of the current roof core is the EPDM rubber membrane.

Recommendation:

Remove the EPDM.

Do NOT strip the entire roof, but replace any ISO boards in the top layer of the two layers of ISO boards that may have deteriorated due to leaking water. Leave the bottom layer of ISO boards in place.

All flashing will be replaced.

Flashing around the kitchen hood vent will be taken up another 3-4 inches to provide better protection from leaks from snow accumulating around the vent. A retention band and caulk will seal the flashing around the vent at the top of the flashing.

The top membrane layer of the roof will be a two layer (two ply) membrane.

The bottom layer will be a rubber type product to provide a water proof membrane.

The top layer will be an asphalt layer with embedded granules (like in asphalt shingles). The granules protect the underlying rubber membrane from abrasion (walking, materials thrown on the roof, limbs, hail, etc.). The granules also reflect the sun to reduce some of the heat from direct sunlight that can deteriorate the roof membrane. The top layer also protects the underlying rubber layer from UV light.

The ISO board and membrane decking are held in place by 4 inch roofing screws.

The two layers of the top membrane are staggered so that the seams of the two layers do not overlap with each other thus providing a better water barrier should a leak occur at a seam.

Recommends roof inspection and cleaning of debris and drains 2x a year. Cost: about \$250-300 .... if repairs are needed, then maybe as high as \$500.

Leslie and I think an annual inspection would be sufficient (we have no trees to drop branches on the roof, things do not get tossed on the roof very often, no one has a reason to go up on the roof and walk around, etc.), perhaps starting 6 months after installation (to check for any problems from the installation process) and continuing annually could be budgeted.

(Note: Facilities Committee still needs to put together an annual maintenance schedule for all major infrastructure maintenance so this can be budgeted for each year and large expenditures anticipated and grants procured)

A quote for the repair of the roof over the kitchen/banquet/alcove area will be sent.

A quote was not requested for the other two areas of the roof at this point.



## **TCHA Covid Activity Policy**

- In all cases, TCHA will follow masking, social distancing, occupancy restrictions, and gathering size limits imposed by the state of Indiana or the Tippecanoe County Board of Health.
- If Tippecanoe County is found by the state to be in RED status:
  - All TCHA sites will close to the public and volunteers.
  - All events and meetings may continue via virtual methods such as video conferencing only.
- When Tippecanoe County is in ORANGE status:
  - TCHA sites will be open subject to the following restrictions:
  - Archives and the library are limited to an appointment only basis for researchers. Volunteers are to contact library and curatorial staff in advance to make arrangements as to dates/times to volunteer. If state and county gathering size constraints are stricter, those restrictions will be adhered to.
  - The Tippecanoe Battlefield Museum will allow up to 20 people into the museum/history store at a time. If state and county gathering size constraints are stricter, those restrictions will be adhered to.
  - Socially distanced outdoor activities are permitted subject to state and county gathering size constraints.
  - Indoor events and meetings are permitted using virtual methods such as video conferencing only.

When Tippecanoe County is in YELLOW status:

- TCHA sites will be open subject to the following restrictions:
- Archives and the library are limited to an appointment only basis for researchers. Volunteers are to contact library and curatorial staff in advance to make arrangements as to dates/times to volunteer. If state and county gathering size constraints are stricter, those restrictions will be adhered to.
- The Tippecanoe Battlefield Museum will allow up to 20 people into the museum/history store at a time. If state and county gathering size constraints are stricter, those restrictions will be adhered to.
- Socially distanced outdoor activities are permitted subject to state and county gathering size constraints.
- Indoor events and meetings are permitted using virtual methods such as video conferencing only unless approved otherwise by the Operations Manager.
- When Tippecanoe County is in BLUE status:
  - TCHA sites will be open to the public and volunteers subject to county occupancy restrictions.
  - Socially distanced outdoor activities are permitted subject to state and county gathering size constraints.
  - Indoor events and meetings are permitted subject to state and county gathering size constraints. Masking and social distancing requirements must be enforced. Virtual attendance through video conferencing should be made available for all such activities.
  - Full in person activities should resume only when all statewide and county mandates and restrictions have been lifted.

**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

Erika Kvam \*

Jeff Burnworth

Dave Sattler

Dale Krynak \*

Kelly Lippie

Pete Bill

Leslie Martin Conwell

### Program Advisory Committee

Leslie Martin Conwell\*

David Hovde

Quentin Robinson

Walt Griffin

Zula Kress

Annie Schap

### TCHA Foundation Board Liaison

Del Bartlett

Continued next page

Insurance Review Committee

Board President \*  
Chair Budget Committee  
Treasurer  
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  
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