

**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, March 28, 2023  
HYBRID MEETING – IN PERSON and ZOOM**

**Members of the Board** (total: 18 – quorum: 9)

Jeff Schwab – President	Jeff Burnworth	Quentin Robinson
Dave Sattler – Vice President	Julie Byers	Brooke Sauter
Lorita Bill – Treasurer	H. Kory Cooper	Nick Schenkel
Colby Bartlett	Kevin Cullen	Marsha Selmer
Del Bartlett	Walt Griffin	John F. Thieme
Pete Bill	David Hovde	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/....](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/82177637216?pwd=VkrWdFduTcvbmlhS1pSK2JhRTlaZz09>

Meeting ID: 821 7763 7216

Passcode: 830615

One tap mobile

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Dial by your location

+1 646 931 3860 US

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

Find your local number: <https://us06web.zoom.us/j/kchHUr0sHC>

## **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

- April 25, 2023
- May 23, 2023 (Memorial Day observed is May 29)
- June 27, 2023
- July 25, 2023
- August 22, 2023
- October 24, 2023 (no September meeting due to Feast)
- November 28, 2023 (Thanksgiving is November 23)
- December 19, 2023 – Budget Meeting (3<sup>rd</sup> Tuesday due to Christmas holiday)

## AGENDA

- Call to order
- Minutes from February 28, 2023 Board meeting – *Pages 4-7*
- Officers' reports and business
  - President
    - Conflict of interest and whistleblower forms
    - AMM and AIM Conference in Indy July 26-29
    - TCHA Logo Wear – LOGO # 1627616 – [business.landsend.com](http://business.landsend.com) – Amy
    - Board Contact List
  - Vice President
  - Secretary
  - Treasurer
    - Account balances (cash balance) – *Pages 8-10*
    - 2022 990 Approval
    - First Merchants Corporate Resolution for Trufts and signature authority
- Contracts – Del Bartlett
  - Lease for Scheffee property for Feast
  - Battleground Lease with Parks Board
  - Supplemental Agreement with OPI
  - Glenn Black Laboratory Collection Ownership
- Executive Director report – Claire Eagle – *Page 11*
  - Fire inspection at History Center
  - Meeting with Committees
- Battlefield Museum report – Trey Gorden
- Membership – Kelly Lippie – *Page 12*
  - First issue of 2023 newsletter
  - Membership challenge
- Collections Committee – Kelly Lippie – *Page 13*
  - Ongoing volunteer projects
  - Summer quilt program
- Library Report – Amy Harbor – *Page 14*
  - Large numbers of indices added to website Genealogy page
  - Need help with Greenbush and Sprign Vale cemetery tours
  - Seven volunteer projects ongoing
- Feast report – Leslie Martin Conwell – *Page 15*
  - Continuing to try and recruit food booths
  - Service contracts for the Feast being confirmed
- Notes from Committees – *Pages 16-19*
- Any Other Business

END AGENDA

**Minutes for February 28, 2023**  
**TCHA Board of Governors Meeting**  
**In Person at the History Center and Zoom Meeting**

Board President Jeffrey Schwab called the TCHA Board of Governors to order at 5:17 pm at The History Center. Attending in person were Jeff Schwab, Dave Sattler, Lorita Bill, Del Bartlett, Pete Bill, Jeff Burnworth, Julie Byers, H. Kory Cooper. Kevin Cullen, David Hovde, Quentin Robinson, Brooke Sauter, Nick Schenkel, Marsha Selmer. And Todd White. Via zoom were Colby Bartlett and John Thieme. Absent was Walt Griffin.

Staff in person attendee was Kelly Lippie, online were Trey Gorden, Amy Harbor, Leslie Conwell and Claire Eagle.

The Minutes of the December 13 2022 and the January 24 special Board Meetings were presented and approved as written by voice vote after a motion and second from Bill Pete and Marsha Selmer.

The President introduced the new Executive Director, Claire Eagle.

The President then introduced the opportunity for Governors to review current Committee assignments and sign up for new Committee assignments. President Schwab noted that some Committees are Standing Committees and some are established at the pleasure of the Board, per the Bylaws.

He asked Committee Chairs to briefly describe their Committee's work as the sign-up sheet was passed around.

Upon a motion by Marsha Selmer and a second by John Thieme the Consent Agenda was approved (the Agenda included the usual Board Committee and staff reports for the month).

The annual Whistleblower document was reviewed by the President and everyone was asked to return and sign the document.

The annual Conflict of Interest document was reviewed, and all board members were asked to return and sign the document. Governor Schenkel asked if there was a definition for "not insubstantial"; he was told there is no definition at the current time.

Employee insurance Plans for 2023 were taken up by the Board. The Benefits Committee has reviewed the proposed renewal of the insurance program with United Health Care and approved the renewal to take effect on March 1.

President Schwab noted that TCHA has a seat at each of the Eberle Series programs, sponsored by the Community Foundation of Lafayette, and he passed around a flyer listing each program and encouraged each board member to indicate a program they are interested in attending. It is expected that Executive Director Claire Eagle will attend each program when possible.

The cost of the Battlefield staff ride will be increased from \$5 to \$7 to respond to price increases experienced by TCHA in offering the program; this price increase sets the Ride price to the equivalent to Battlefield Museum entry cost.

The topic of Feast of the Hunter's Moon entry ticket prices was taken up by the Board. President Schwab noted entry ticket prices have been held steady for many years (Advance ticket prices have been held steady since 2004, Gate entry ticket prices have been held steady since 2018). He noted that supply costs, firewood costs, rental of parking spaces and emergency response services have all increased

substantially over the past few years. After discussion David Hovde moved and Pete Bill seconded approval of the price increases proposed by the Feast Committee (see attached). The motion passed by voice vote.

The Vice President had nothing to report.

The Secretary had nothing to report (the office is currently not filled).

The Treasurer reviewed their report, drawing attention in particular to the Account Balances and the Maintenance Reserve (see attached for both Reports). Attention was drawn as well to the increase in Cash less AP and Credit Cards from December 31 2022 to January 31 2023; the balance increased by slightly over \$10,000.00

The Treasurer noted that the Emergency Maintenance Fund has increased from January 31 2022 to January 31, 2024 by \$20,00.00. No expenses have been paid from this Fund.

Roof repairs at Argenbright will likely be needed in 2024 and repairs to the HVAC system at the History Center will likely be needed this year.

The Treasurer reported that the Budget Committee notes that it is likely the Board will be able to move up to \$50,000 into one of TCHA's savings accounts; this will likely be discussed at the April meeting.

Election of Board Officers was taken up with the Nominating Committee reporting that a candidate for each elected office is slated. Upon a motion by Pete Bill seconded by Marsha Selmer the nominations were closed. Upon a motion by Nominating Committee chair Quentin Robinson the slate was moved for approval by acclamation. The voice vote was unanimous.

Officers elected for 2023 are: President, Jeffrey Schwab

Vice President, Dave Sattler

Treasurer, Lorita Bill

Secretary, Nick Schenkel

Governor Del Bartlett was asked by President Schwab to speak to Contracts that affect TCHA. He reported on the Lease of the Scheffee Property used for the Feast of the Hunter's Moon – he is working with the County Auditor to determine a legal description for the property so that a right of first refusal can be written for TCHA.

Tippecanoe County Parks were reported to be interested in negotiating a new lease for TCHA's use of the Battleground property once TCHA begins a renewed fundraising effort.

President Schwab will check to see when the Supplemental Agreement with OPI was approved. He reported that the Memorandum of Understanding with the Sportsman's Club was approved on July 26, 2022.

Governor Kory Cooper reported that a new Director and new Curator are expected to begin soon at Indiana University's Museum of Archeology and Anthropology; Governor Cooper will report back at a future board meeting when negotiations focused on the Glenn Black Laboratory Collection ownership can begin again.

The Interim Executive Director's report was given by Kelly Lippe. She noted a number of repairs to TCHA buildings were required over the past month: the dining hall and auditorium furnaces at the History

Center both required repairs. The siren sensor at the History Center had repair work and the annual inspection of the sensors at the History Center was completed. The alarm system at Argenbright has failed two weeks in a row; the Buildings and Grounds committee will look into necessary repairs and report on a course of action at the March board meeting unless immediate repairs are needed.

Trey Gordon presented the Battlefield Museum Report (see attached).

Kelly Lippe presented the Membership Committee Report and the Collections Committee Report (see attached documents).

Amy Harbor presented the Library Report (see attached). She thanked the Board for the new lights installed in the Library; Governor Selmer seconded Harbor's thanks. And Librarian Harbor thanked the Board for the new computers provided for library use through grant funding.

Leslie Martin Conwell presented the Feast of the Hunter's Moon Committee Report (see attached). She reported that she and the Feast Committee have observed the Feast is at public attendance capacity with the current food booths, but more food booths could be added which will allow for increased attendance. She asked for board members' help in staffing new food booths. President Schwab passed around a draft one-page Feast Food Booth explainer to offer to potential new food booth groups. Board members offered revisions which will be considered for incorporation into the document. Ms. Conwell noted an initial food booth recruitment event will be offered on March 6 and this year's Maple Sugaring program at Ouataton is scheduled for March 4.

The other committees' reports were reviewed (see attached).

Development and Membership Committee Chair Pete Bill noted the Annual Appeal will be revamped to get more response from the community.

Buildings and Grounds Chair Pete Bill reported that a number of regular maintenance programs for TCHA buildings and equipment have had been deferred because of COVID; TCHA is scheduling and have all maintenance programs taken care of now.

Leslie Conwell reported that the Historic Markers Committee was seeking costs for repairs or for new markers. The Lafayette Bicentennial Committee and NCHS have expressed interest in possibly helping with funding.

Governor Cooper, chair of the OP Committee, reported that ninety acres of land has been purchased for the Ouataton Reserve by the Ouataton Preserve Inc. with funding support from the Whistler Foundation. The additional acres are not yet officially incorporated as part of the Reserve. Chair Cooper expressed his concern that TCHA ought to have been informed before the sale was completed. President Schwab reported that communication between TCHA and the Ouataton Preserve Inc. are being improved and that we can look forward to improving communication between the two organizations.

President Schwab reported that February programs went well. A program focused on local editorial cartoons will be presented by Governor Sattler in March.

Governor Bill is talking with WALLA (Wabash Area Lifelong Learning Association about cooperating on programming with TCHA as soon as 2024. He encouraged all of us to continue working to involve TCHA with the community.

There being no additional business Governor Robinson moved adjournment and the motion was approved by a voice vote at 6:45 pm.

Presented by Secretary Nick Schenkel Governor Bill is talking with WALLA (Wabash Area Lifelong Learning Association) about cooperating on programming with TCHA as soon as 2024. He encouraged all of us to continue working to involve TCHA with the community.

There being no additional business Governor Robinson moved adjournment and the motion was approved by a voice vote at 6:45 pm.

Presented by Secretary Nick Schenkel

**Treasurer's Report  
Lorita Bill  
March 2023**

<b>Tippecanoe County Historical Association</b>			
<b>Selected Accounts</b>			
<b>February 2023</b>			
	<b>2/28/2023</b>	<b>1/31/2023</b>	<b>Change from Last Month</b>
<b>Bank Accounts</b>			
1000 Petty Cash	571.64	571.64	-
1010 First Merchants Checking	258,269.35	282,126.53	(23,857.18)
1015 Emergency Maintenance Fund	31,733.15	31,733.15	-
1025 History Center Restricted Account	4,278.33	4,278.33	-
1027 Ouiatenon Preserve Account	88,848.14	89,202.90	(354.76)
1045 Feast Rainy Day Account	100,047.05	100,045.52	1.53
1150 Undeposited Funds	136.93	362.30	(225.37)
<b>Total Change in Cash</b>	<b>483,884.59</b>	<b>508,320.37</b>	<b>(24,435.78)</b>
			-
2000 Accounts Payable	(8,480.00)	(11,918.27)	3,438.27
2005 Credit Card	(3,164.89)	(2,249.90)	(914.99)
<b>Cash less AP and Credit Cards</b>	<b>472,239.70</b>	<b>494,152.20</b>	<b>(21,912.50)</b>
	<b>2/28/2023</b>	<b>2/28/2022</b>	<b>Change from Last Year</b>
<b>Bank Accounts</b>			
1000 Petty Cash	571.64	574.90	(3.26)
1010 First Merchants Checking	258,269.35	207,649.36	50,619.99
1015 Emergency Maintenance Fund	31,733.15	31,733.15	-
1025 History Center Restricted Account	4,278.33	38,765.43	(34,487.10)
1027 Ouiatenon Preserve Account	88,848.14	81,398.98	7,449.16
1045 Feast Rainy Day Account	100,047.05	100,027.06	19.99
Moved to TCHA Trust 10-17-22	50,000.00	-	50,000.00
1150 Undeposited Funds	136.93	97.52	39.41
<b>Total Change in Cash</b>	<b>533,884.59</b>	<b>460,246.40</b>	<b>73,638.19</b>
2000 Accounts Payable	(8,480.00)	(9,310.57)	830.57
2005 Credit Card	(3,164.89)	(296.65)	(2,868.24)
<b>Cash less AP and Credit Cards</b>	<b>522,239.70</b>	<b>450,639.18</b>	<b>71,600.52</b>



			<b>Change from</b>
	<b>2/28/2023</b>	<b>3/25/2023</b>	<b>2/28/2023</b>
<b>Bank Accounts</b>			
1000 Petty Cash	571.64	571.64	-
1010 First Merchants Checking	258,269.35	259,885.02	1,615.67
1015 Emergency Maintenance Fund	31,733.15	31,733.15	-
1025 History Center Restricted Account	4,278.33	4,278.33	-
1027 Ouiatenon Preserve Account	88,848.14	88,520.63	(327.51)
1045 Feast Rainy Day Account	100,047.05	100,047.05	-
1150 Undeposited Funds	136.93	45.74	(91.19)
<b>Total Change in Cash</b>	<b>483,884.59</b>	<b>485,081.56</b>	<b>1,196.97</b>
2000 Accounts Payable	(8,480.00)	(7,135.30)	1,344.70
2005 Credit Card	(3,164.89)	(5,527.14)	(2,362.25)
<b>Cash less AP and Credit Cards</b>	<b>472,239.70</b>	<b>472,419.12</b>	<b>179.42</b>
Received quarterly trust distributions in March			20,996.67

**Tippecanoe County Historical Association  
Budget vs. Actuals: 2023**

	Jan & Feb 2023		
	Actual	Budget	Variance
<b>Income</b>			
4015 Grant Income	-	-	-
4020 Contributions	38,299.45	32,950.00	5,349.45
4200 Museum Store Sales	1,633.29	1,400.00	233.29
4400 Library Revenue	457.20	400.00	57.20
4500 Membership Dues	4,527.50	2,350.00	2,177.50
4600 Programs & Education	1,132.00	600.00	532.00
5000 Feast Of The Hunters Moon	-	-	-
<b>Total Income</b>	<b>46,049.44</b>	<b>37,700.00</b>	<b>8,349.44</b>
<b>Cost of Goods Sold</b>			
7720 Merchandise Sold	764.14	630.00	134.14
<b>Total Cost of Goods Sold</b>	<b>764.14</b>	<b>630.00</b>	<b>134.14</b>
<b>Gross Profit</b>	<b>45,285.30</b>	<b>37,070.00</b>	<b>8,215.30</b>
<b>Expenses</b>			
6001 Salaries, Wages & Benefits	24,000.53	38,997.00	(14,996.47)
7003 Administrative Expenses	2,737.91	2,172.00	565.91
7004 Contract Services Administrative	4,341.01	3,900.00	441.01
7007 Equipment & Supplies	142.02	600.00	(457.98)
7012 Collections, Exhibits & Library	933.95	1,289.00	(355.05)
7013 Museum Store Expenses	70.37	365.00	(294.63)
7799 Insurance and Taxes	3,211.00	3,211.00	-
7815 Repairs & Maintenance	5,234.92	6,250.00	(1,015.08)
7816 Contractual Services - Facilities	923.19	700.00	223.19
7817 Utilities	9,205.36	9,655.00	(449.64)
8500 Membership Expenses	482.00	900.00	(418.00)
9100 Feast Expenses	6,264.88	6,077.34	187.54
9201 Programs & Education Expense	1,383.00	725.00	658.00
<b>Total Expenses</b>	<b>58,930.14</b>	<b>74,841.34</b>	<b>(15,911.20)</b>
<b>Net Operating Income</b>	<b>(13,644.84)</b>	<b>(37,771.34)</b>	<b>24,126.50</b>
<b>Other Income</b>			
4910 Other Income	1,650.00	1,400.00	250.00
6100 Investment Income (distribution)	1,439.04	1,740.00	(300.96)
<b>Total Other Income</b>	<b>3,089.04</b>	<b>3,140.00</b>	<b>(50.96)</b>
<b>Net Income (Before Depreciation)</b>	<b>(10,555.80)</b>	<b>(34,631.34)</b>	<b>24,075.54</b>

**Executive Director Report  
Claire Eagle  
March 2023**

**Quick Notes**

- Fire inspection and lift safety test will take place at the History Center this week.
- I'm working on letters to send to both Lafayette and West Lafayette regarding the support they pledged last year.
- I've started reaching out/meeting with all chairs to learn more about each committee. At this time, I will attend all committee meetings to learn more about the organization. I don't think this will be necessary in the long term but want to make sure I'm learning as much as possible.

Thank you all for the warm welcome to TCHA. I look forward to working with all of you in the fulfillment of our mission. More detailed reports to come in the future!

**Membership Report**  
**Kelly Lippie**  
**March 2023**

- Issue 1 of the 2023 member newsletter emailed out on March 8<sup>th</sup>. New layout adopted. Most articles were administrative (Annual meeting, new board, new Ex. Director).
- Membership Board Challenge: In the next month, Board members are challenged to recruit 1 new member (at any level) either by recruiting them to purchase a membership or by purchasing a gift membership for them. (membership forms & list of membership perks will be handed out to all board members present and emailed to any who were not physically at the meeting).

Membership Level	Renewal Period	Total as of Dec. 8	Total as of Feb. 21	Total as of March 16
Individual (\$35)	Annual	56	57	62
Senior Individual (\$30)	Annual	66	72	73
Senior Couple (\$40)	Annual	75	82	80
Family (\$50)	Annual	55	51	53
School/Club (\$100)	Annual	0	0	0
Patron (\$100)	Annual	56	57	56
Sustaining (\$250)	Annual	16	15	17
Benefactor (\$500)	Annual	2	2	2
Treasure (\$1,000)	Annual	2	3	3
Lifetime	Lifetime	28	28	28
<b>Total Memberships</b>		<b>356</b>	<b>367</b>	<b>374</b>

Total members as of March 16, 2023: **374 members.** (315 members total in March 16, 2022)

## **TCHA Collection Department Report**

**Kelly Lippie**

**March 2023**

- Ongoing volunteer projects in collections include: cataloging and scanning photographs, cataloging archival materials, sorting and weeding the vertical files, digitizing archival materials (advertising and political materials). Student projects include cataloging textiles, digitizing slides and maps from MSU dig, processing archival collections and researching for an article in the Bicentennial book.
- Met with members of the Tippecanoe Quilt guild to discuss potential summer program.
- Working with a forensic anthropologist from Purdue to create a plan to move forward with the human remains from Ouiatenon in the TCHA collection. Kory Cooper is helping to facilitate this.
- Assisted researchers with work on Bicentennial book, fairgrounds, house photos, scrapbooks, Evaleen Stein, and newspaper searches.
- Sent material to Quentin for Women's History month posting on Facebook.
- Assisted new executive director with paperwork and orientation.
- Kelly was on vacation March 17-24.

Collections Committee meeting held March 1<sup>st</sup>.

- 14 new accessions created
- 2 "found in collections" items considered, one kept and one rejected
- No deaccessions.

**Library Report**  
**Amy Harbor**  
**March 2023**

- Recent additions to the Genealogy page of our website:
  - Loose papers index – over 100,000 entries; these documents supplement court cases, eg: testimony, subpoenas, etc.
  - Circuit Court book indexes - approximately 235,000 entries
  - Superior Court book indexes
  - Updates were made to Deed Index, family files index, estate files index

These indexes represent hundreds of hours of volunteer work. The majority of our research requests now begin with a name found on our webpage.

- The five week Beginning Genealogy class offered in the library is full. The class runs on Tuesday evenings starting April 4<sup>th</sup>. We may try it again in the fall if this goes well.
- Starting to work on the re-re-scheduled Greenbush Cemetery Tour (Saturday, May 20, 1:00 to 3:00). A couple of presenters have had to bow out because of previous commitments, so I could use some help if any board members are able to give a couple of hours.
- Need help with the Spring Vale Cemetery Tour on Saturday, September 21<sup>st</sup>.
- New Fairfield Township Trustee has agreed to donate original records from Greenbush Cemetery to us. She is awaiting permission from the state.
- Seven volunteers are currently working on projects in the library
  - Creating a digital index of marriage records from paper cards
  - Transcribing civil war soldier records from cards to digital index
  - Indexing Funeral Home records
  - Creating digital indexes of court books
  - Cleaning, sorting and indexing County Commissioners' receipts for services rendered

**Feast Report**  
**Leslie Martin Conwell**  
**March 2023**

- The Feast steering committee meeting was held hybrid in March. Topics discussed included a review of the 2023 Feast participant application, pricing structures, the Feast “theme” for 2023, the need to recruit food booths, grounds layout changes, PR, introduction of Claire Eagle to the Feast committee, and looking ahead to 2023 and any changes that might be needed.
- Ouataton artifact photos have been posted on the Feast group Facebook page several times a week.
- A hybrid meeting was held March 6 for new non-profit groups who might be interested in having a food booth in 2023. Three new groups attended the informational meeting.
- Numerous service contracts for Feast grounds have been confirmed.

*Some social media statistics from Facebook in regards to the impact of the Feast of the Hunters’ Moon Official Group Page IN THE LAST 28 DAYS:*

- 19,334 people viewed the page
- 45 posts were done
- 60% female, 40% male audience
- 35-44 is the highest represented age bracket
- *People in the following countries viewed the page in the last 28 days:*
  - Argentina
  - Canada
  - France
  - Germany
  - Hungary
  - Nigeria
  - Pakistan
  - Philippines
  - UK
  - US

## Other Committee Reports March 2023

### Development & Membership Committee

#### Updates on grants

- Community Foundation - \$9900 grant received Fall 2022: LED lights, computers, microphones/stands, meeting video camera
  - Computers installed. Microphone stands assembled. Camera still needs to be installed.
  - A little over half of the LED light installation at Arganbright has been completed.
  - Claire will complete the required final written report to CF upon completion of installations.
- NCHS / Feast Trailer – administrative paperwork that needs to be completed by Claire by no later than October 1, 2023. TAF and NCHS decals need to be affixed to trailer and letters written to NCHS Board.
- Indiana Humanities Grant - \$3000 support for the Miami Tribe to be at the Feast
  - Leslie is doing Final Report as part of Feast responsibilities.
- Visit Lafayette Visit West Lafayette (VLWL)
  - Leslie submitted sponsorship application for the Feast. We received \$5000.

#### **Membership** - see Kelly's report on Membership in her separate report.

- March newsletter went out on March 5<sup>th</sup>.
  - Had a ¼ page ad thanking Treasure-level members (3 of them).
  - The newsletter had an article on how donations can be made to TCHA (e.g. Legacy bricks)
  - Pete will write article focusing on IRA Mandatory Distribution donations to TCHA.
  - Maybe consider including a “thank you for renewing” page in each newsletter along with a QR code or other link for ease of renewing membership.
- Discussion on how to increase membership numbers
  - Proposed Board adopt a goal of “sponsoring” one new membership by paying for an individual membership (\$35) for someone. Jeff Schwab will bring this to Board
  - Have TCHA membership brochure include option to purchase discounted “gift membership” with paid regular membership

#### **Other Development ideas**

- Run a “pre-show” PPT before each program: membership, upcoming programs, donation, etc.
- Discussion about increasing visibility of TCHA - TCHA logo is *not* widely recognized
  - Greater association between TCHA logo and Feast Fleur-de-lis logo
  - Need more signage or poster opportunities at the Feast to show the TCHA logo.
  - Need TCHA logo on Feast banner over Columbia Street or River Road in West Lafayette.
  - Need to use our plastic “sandwich board” announcement board on HC patio facing traffic.
  - Board members and volunteers should be encouraged to wear shirt with TCHA logo at public events where TCHA is represented. Kelly will get information from Amy about TCHA logo opportunity like Amy did previously. Jeff will bring this up at the next Board meeting.
  - Other means for getting TCHA and logo out into the community:
    - sale of T-shirt apparel with TCHA logo on-line, on-request orders through the Athlete (where we had the Feast COVID 2020 T-shirts made and sold) and at Battlefield
    - bandanas with TCHA logo (people love to put bandanas on their dogs)
    - TCHA paper coasters w local and program calendar supplied for free to local pubs and bars



- ½ page ad in the Archeological Conservancy magazine announcing TCHA archeological related presentations (School of the Artifact, Kory's "archeology month", Feast of the Hunters' Moon)

### **Additional items**

- A Grant Calendar has been assembled and sent to Claire and committee members.
- Directors Round Table - Jeff is working on a reception for Claire and will invite other local NFP leaders. Will be an opportunity to launch a new Directors Round Table with TCHA taking a leadership role.
- Annual Appeal idea is to be revamped completely as has yielded low results for past couple of years compared to the cost of producing the appeal materials

### **Facilities Committee**

- We welcomed 3 new Board members onto the Committee: Del Bartlett, Lorita Bill, Marsha Selmer
- LED light fixtures and bulbs in Arganbright - a little over half of project is now completed.
  - Had to do an emergency replacement of light in Exec Dir's office because old one was smoking.
  - Trying to find a place to legally dispose of old light ballasts (they contain PCBs). Requires special disposal. First place in Greenwood said they would get back to us. They haven't.
  - Trying to find home for 48 inch fluorescent bulbs with other NFPs. No luck so far.
- Microphones and camera for Banquet room presentations should be ready by first presentation in April
  - Jeff Schwab has assembled the microphone stands. Camera has not been set up yet.
- Have acquired a mobile stand to put computer on in HC banquet room from Jeff Burnworth (thanks Jeff!)
  - Need to get the new computer set up to handle two monitors. New system should be set up in April
- Computer monitor on wall in hallway of HC will be used to scroll events or instructions - Jeff Schwab
- All new computers from grant are now installed at the Arganbright. Microsoft Office is installed on these.
- Kelly has put a call into the contractor to removed Fowler House antique light post, but no response.
- Kelly reports that Security System at Arganbright works *most of the time* and is currently working.
- Have identified new wall mounted key box for HC; lock combo automatically resets when locked. Cost \$30-35.
- HVAC into basement of HC is still without a blower (was used to replace blower serving the auditorium). Will need to replace in the not-too-distant future. For now basement temp is okay.
- Claire is going to work with committee to identify contractors to do professional evaluations of the current HVAC and possible alternatives for future consideration and financial planning.
- Claire will have two companies do an evaluation of the state of the Arganbright roof. No leaks right now.
- Need to replace broken roof window on the trailer. Kelly is going to get the info needed for size of part.
- Kelly reports that the History Center food permit has been renewed.
- Kelly reports that the TCHA truck needs to be scheduled for Takata airbag recall/replacement.
- Battlefield (FYI): "County Parks is having our A/C worked on."

- HC banquet room alcove for displays: Kelly sent 3 previously created plans. Claire and Com to determine priority.
- Spring outdoor maintenance - HC planters on Columbia Street will be mulched by Jeff
- *Future Facilities Needs Assessment for Fulfilling the Mission of TCHA* project/document is on-going
- Lorita gave report on the finances - key points listed below
  - Merry Maids is \$535 *per visit* every 2 weeks to service HC, Arganbright, and Battleground. Person cleaning HC is very slow. Are we getting our money worth? Are exploring alternatives.
  - Time Payment Corp: ongoing payment \$47.25/month for conversion of HC fluorescent bulb system to LEDs
  - Since beginning of the year, TCHA has paid Blue Fox Heating and Cooling \$1871.08
    - \$1185 for replacement circulating pump; \$40, \$135, \$135, and \$376.08 for service calls
  - Repair and Maintenance expenses year to date (NOT from Emergency Maintenance fund)
    - Facilities cleaning: \$2675.00
    - Arganbright: \$ 190.00 (snow removal, sign for dumpster)
    - History Center: \$3004.92 (Blue Fox, Time Payment Corp, Snow Removal, Ace Fire)
  - Mulhaupts year to date expenditures: \$1090 (most are trip charges fix security system)
  - *Designated cash reserved accounts* (limited to specific purposes related to facilities)
    - History Center restricted account: \$4278.33
      - this account is from the sale of Fowler House with the proceeds designated to cover improvements to the History Center. When acct. goes to zero, this fund is closed.
    - Emergency Maintenance Fund: currently: \$31,733.15
      - Board can put money into account from budget income in excess of estimated budget expenses. This account is for large, unexpected expenditures outside of the budgeted Repair and Maintenance expenditures.
      - TCHA previously has tapped Community Foundation of Greater Lafayette grants for emergency or support for planned large facility projects.

### **Historic Markers Committee**

### **Lafayette Bicentennial Publications Committee**

The Bicentennial Committee is now ready to give members of the TCHA staff and the Board of Governors an opportunity to participate in the Lafayette/Tippecanoe County Bicentennial book project. We are looking for authors to write two hundred stories with a word limit of six hundred words. Attached is the master list of topics and the authors guide. We are open to topics not on the list if they meet the criteria found in the authors guide. If you are interested contact David Hovde at: [hovde@purdue.edu](mailto:hovde@purdue.edu).

### **Ouiatenon Preserve Committee**

### **Program Committee**

- 1) Artifact and Maple sugaring events went well. Attendance at maple sugar about 130.
- 2) Gunmakers presentation in program has different date than what presenters have. Leslie to work through with them to either change date or have them come on program date.
- 3) We need to make sure non-TCHA presenters are contacted in advance to remind them and check for tech needs.
- 4) Since Fete de Jean Baptiste is first weekend of June, will combine with childrens games event
- 5) Possibility of having a table at AMM in July? What is involved? What/how to present?
- 6) Possibly adding feast sewing circle by Brooke to programs for 2023
- 7) Discussion of possible program series for 2024
  - a. Presentations themed around Bicentennial. Maybe use some book authors
  - b. City wants us to think about presentations to businesses around >50years?
  - c. On the road tour to small towns with roundtables? Venues?
  - d. Develop a series of podcasts
  - e. Middle tier programs for \$\$ - multi session on topic "History University"

### **Publications Committee**

**2023 BOARD OF GOVERNORS TERMS (3 Year Terms)**

Name	Term Ends (Annual Mtg. Jan/Feb)
Colby Bartlett	December 2023 (January 2024)
Del Bartlett	December 2024 (January 2025)
Lorita Bill	December 2023 (January 2024)
Pete Bill	December 2025 (January 2026)
Jeff Burnworth	December 2023 (January 2024)
Julie Byers	December 2024 (January 2025)
H. Kory Cooper	December 2024 (January 2025)
Kevin Cullen	December 2023 (January 2024)
Walt Griffin	December 2025 (January 2026)
David Hovde	December 2025 (January 2026)
Quentin Robinson	December 2024 (January 2025)
Dave Sattler	December 2023 (January 2024)
Brooke Sauter	December 2025 (January 2026)
Nick Schenkel	December 2024 (January 2025)
Jeff Schwab	December 2024 (January 2025)
Marsha Selmer	December 2024 (January 2025)
John Thieme	December 2025 (January 2026)
Todd White	December 2024 (January 2025)

**2023 OFFICERS OF THE BOARD (1 Year Term, not more than 5 consecutive terms)**

Position	Name	First Term Began	Term Number in 2023	Re-election eligibility ends
President	Jeff Schwab	February 2021	3	January 2026
Vice President	Dave Sattler	February 2022	2	January 2027
Secretary	Nick Schenkel	February 2023	1	January 2028
Treasurer	Lorita Bill	February 2021	3	January 2026

## TCHA COMMITTEES – 2023

\* indicates Chair or Co-Chair

### Standing Committees

#### Executive Committee

Board President \*  
Board Vice President  
Board Treasurer  
Board Secretary  
Chair of the Budget, Finance, and Risk Management Committee

#### Collections Committee

<u>Board and Staff:</u>	Quentin Robinson	Rick Conwell
Kelly Lippie *	Nick Schenkel	Carolyn O’Connell
Kevin Cullen	Marsha Selmer	Mary Springer
Trey Gorden	<u>Other Members:</u>	
Amy Harbor	LA Clugh	

#### Facilities Committee (formerly the Buildings & Grounds Committee)

Pete Bill *	Del Bartlett	Kevin Cullen
Walt Griffin *	Lorita Bill	Kelly Lippie
Colby Bartlett	Jeff Burnworth	Marsha Selmer

#### Finance, Budget, and Risk Management Committee

Lorita Bill*	Jeff Schwab	Todd White
Julie Byers	John Thieme	

#### Nominating Committee

Quentin Robinson *	Colby Bartlett	
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#### Other Committees

#### Development & Membership Committee

Pete Bill *	Jeff Burnworth	Dave Sattler
Del Bartlett	Kelly Lippie	Brooke Sauter

#### Employee Benefits Committee

Board President *	Lorita Bill	<u>Other Members:</u>
Chair Budget Cmte	Walt Griffin	TCHA Director (non-voting)
Treasurer	Todd White	Insurance Rep (non-voting)

#### Feast Committee

Leslie Martin Conwell *	Dan Alford	Mary Fisher
Jeff Schwab *	Sara Bartlett	Mike Geyer
<u>Board and Staff:</u>	Di Begley	Brian Hawn
Pete Bill	Mac Bellner	Erin Hicks
Jeff Burnworth	Terry Clark	Jeff Hockstra
Kelly Lippie	David Conner	Erika Kvam
<u>Other Members:</u>	Barb Deaton	Robert Leavitt

Randy Lower  
Matt Riebsomer  
Sheri Sondgerath  
Jason Stanfield

Scott Stambaugh  
Linda Swihart  
Brian Wagner  
Andy Wall

Jeni Watkins  
Joyce Wiegand  
Bill Young  
Jan Young

Historic Markers Committee

Leslie Martin Conwell \*  
Del Bartlett  
Julie Byers

Nick Schenkel  
Other Members:  
Duane Mantick

Stewart Schreckengast

Lafayette Bicentennial Publications Committee

Board and Staff:

David Hovde \*  
Pete Bill  
Amy Harbor  
Kelly Lippie

Quentin Robinson  
Brooke Sauter  
Jeff Schwab  
Other Members:  
Mary Anthrop

Carol Bangert  
Joan Briller  
Joseph Briller  
John B Norberg  
Tom Turpin

Ouiatenon Preserve Committee

Kory Cooper \*  
Del Bartlett

David Hovde  
Other Members:

Leslie Martin Conwell  
Colby Bartlett (non-voting)

Program Advisory Committee

Jeff Schwab\*  
Pete Bill  
Walt Griffin

Amy Harbor  
David Hovde  
Quentin Robinson

Other Members:  
Leslie Martin Conwell

Publications Committee

David Hovde\*  
Dave Sattler

Colby Bartlett

Trey Gorden

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