

**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, April 25, 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

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Find your local number: <https://us06web.zoom.us/j/82177637216?pwd=VkrWdFduTcvbmlhS1pSK2JhRTlaZz09>

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

- 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 (3rd Tuesday due to Christmas holiday)

AGENDA

- Call to order
- Minutes from March 28, 2023 Board meeting – *Pages 4-6*
- Officers' reports and business
 - President
 - Conflict of interest and whistleblower forms
 - Jim Keene from First Merchants to present at May 23rd board meeting
 - Employee Benefits Committee – Personnel Manual
 - Vice President
 - Secretary
 - Treasurer
 - Account balances (cash balance) – *Pages 7-9*
 - Budget, Finance, and Risk Management Committee Report – *Page 10*
 - Transfer to Trust
 - Invest Feast rainy day funds in short term CDs
- Executive Director report – Claire Eagle – *Page 11*
 - Insurance Renewal
 - Mulhaupt's Problems Continue
 - Support from the Cities
- Battlefield Museum report – Trey Gorden – *Page 12*
 - Visitor numbers still down
 - Expecting impact from 9th street closure
- Membership – Kelly Lippie – *Page 13*
 - 17 new members since last board meeting, 13 from board recruitment
 - Looking at automatic renewal options
- Collections Committee – Kelly Lippie – *Page 14*
 - Ongoing volunteer projects
 - Spring interns wrapping up this month
 - Light Pole move
- Library Report – Amy Harbor - *Page 15*
 - Genealogy is going well with 10 participants. There was more interest than space, and we may offer the class again this year with some small changes
 - The presentation by Ben Ross on Historic Home Research has brought in several enquiries already.
- Feast report – Leslie Martin Conwell – *Page 16*
 - Food Booth Meeting – Some new and returning food booths
 - Pole cutting rescheduled
 - Sponsorship from Visit Lafayette-West Lafayette
- Notes from Committees – *Pages 17-21*
- Any Other Business
- *END AGENDA*

Minutes for March 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 5:15 pm at The History Center. Governors attending in-person were Jeff Schwab, Dave Sattler, Lorita Bill, Nick Schenkel, Kevin Cullen, Julie Byers, David Hovde, H Kory Cooper, Marsha Selmer, Brooke Sauter, Quentin Robinson, Del Bartlett, Todd White, Jeff Burnworth, and Pete Bill. Governors Colby Bartlett and Walt Griffin attended online. Governor John Thieme was not present in person or online. Executive Director Claire Eagle and Curator Kelly Lippe were also present in person. TCHA staff attending online were Battlefield Museum and Store Manager Trey Gordon, Research Librarian Amy Harbor, and Feast Event Manager Leslie Martin Conwell.

It was noted that the grant-funded camera was in use at this meeting.

The Minutes of the February 28, 2023, Board Meeting were presented and approved as written by voice vote after a motion and second from Dave Sattler and Marsha Selmer.

The President announced that most of the Conflict of Interest and Whistleblower forms had been received; a few board members still need to fill out and return them.

He announced the Association of Midwest Museums (MM) and Association of Indiana Museums (AIM) join 2023 Conference is scheduled for Indianapolis July 26-29. Our ED will attend with funding from TCHA; other board members were encouraged to attend at their own expense.

President Schwab announced that TCHA branded clothing is available through Lands End; librarian Amy Harbor can arrange for a discount if we want to work with her to place our order.

And finally, he asked that all the board members fill out a board contact form; Secretary Schenkel passed out the forms which were then collected by ED Claire Eagle. It was noted that the information will not be shared outside of the organization.

Vice President Sattler had nothing to report.

Secretary Schenkel had nothing to report beyond the Minutes of the February 28 meeting.

Treasurer Lorita Bill reviewed their report (see attached), drawing attention in particular to the Account Balances and the Maintenance Reserve (see attached for both Reports).

TCHA's 2022 990, as produced and presented by Treasurer Bill and reviewed by the Finance Committee and the Executive Committee was accepted by board consensus. The Treasurer will file the Form 990 with the IRS.

The annual Corporate Trust Resolution with First Merchants which provides for signature authority for the Executive Director, Executive Committee was approved by voice vote after a motion by Governor Selmer and a second by Governor Cooper. President Schwab will gather the needed signatures on the Resolution and file it with First Merchants.

Governor Bartlett was asked by President Schwab to provide updates about Contracts that affect TCHA. Governor Bartlett reported that the supplemental agreement with OPI is awaiting approval by the OPI board. No updates for the Scheffee lease or for the Battleground lease with the Tippecanoe County Parks Board for this month.

Governor Cooper will report back at a future board meeting when negotiations focused on the Glenn Black Laboratory Collection ownership can begin again.

The Executive Director's report was given by ED Claire Eagle (see attached Report).

She thanked us for our warm welcome to TCHA.

She shared her plans to meet with committee chairs and learn more about the organization in the coming months.

ED Eagle shared that TCHA's online history store will be shut down. Her reasoning focused on the store's expenses running consistently ahead of income. She noted too that unique TCHA items (such as TCHA branded shirts) can be made available through local copy businesses.

She concluded her monthly report by urging all of us to think strategically moving forward. She looks forward to working with the Board over the summer months so that we can together develop a strategic plan for TCHA.

Trey Gordon presented the Battlefield Museum Report (see attached). He highlighted the increased number of visitors to the Museum and noted that the planned closing of 9th Street for road repairs will likely affect the number of visitors to the Museum (though alternate routes will be posted by the County).

Kelly Lippe presented the Membership Committee Report and the Collections Committee Report (see attached documents). She highlighted the first issue of the 2023 newsletter which has been significantly updated from past editions. And she announced a Membership Challenge which calls on all board members to bring in one new TCHA member, at any membership level, over the next month. Kelly handed out membership brochures and will be sure to let us know how to find the brochure online as well.

She presented the Collection Development Report with many activities and acquisitions noted (see attached). Governor Schenkel asked that website visits to the TCHA website be tracked so we can be more aware of online visits and inquire over the months to come. Ms. Lippe will see how this can be accomplished and report back to the board.

TCHA Librarian Amy Harbor presented the Library Report (see attached). She noted that a large number of indices – the result of hundreds of hours of volunteer work - are being added to the website's Genealogy page and the five week Beginning Genealogy class is now full.

Ms. Harbor asked board members for our help as docents at the upcoming Greenbush (May 20) and Spring Vale (September 21) cemetery tours. She noted as well that seven (7) library volunteer programs continue.

Leslie Martin Conwell presented the Feast of the Hunter's Moon Committee Report (see attached). She reported there is still a need for more food booths (she is optimistic that a couple of new groups are likely to join this year) and service contracts of the Feast are in the process of being confirmed.

She shared Feast Facebook statistics with us, which showed 19,334 views in the last 28 days from ten (10) different countries (including the US).

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

Development and Membership Committee Chair Pete Bill noted a number of grants have been received and funds are now being used for maintenance needs and Feast outreach.

Governor Bill will write an article for the newsletter on IRA Mandatory Distribution donations possible for TCHA – a follow up to this month’s article about how donations can be made to TCHA - and our three (3) “Treasure” members were recognized in the newest newsletter.

Chair Bill led a discussion on how we can increase TCHA’s visibility in the community, from better recognition of the logo through the many opportunities we have for Board members and the organization to publicize TCHA at community events.

Buildings and Grounds Chair Pete Bill welcomed three (3) new members for the Committee: Del Bartlett, Lorita Bill, and Marsha Selmer. He reported on many repairs/updates and longer-term maintenance needs that are being implemented or explored by the Committee (see attached).

Treasurer Bill gave an update on expenses for TCHA buildings and grounds and reminded us that TCHA has two designated cash reserve accounts, the History enter restricted account and the Emergency maintenance Fund. She noted that TCHA has worked with the Community Foundation of Greater Lafayette for both emergency and planned facility projects.

Leslie Conwell reported that the Historic Markers Committee has no report.

The Lafayette Bicentennial Publications Committee has released a list of topics for potential contributors/writers for the planned 200th anniversary publication. Please contact David Hovde with interest and with questions.

Governor Cooper, chair of the Ouiatenon Preserve (OP) Committee, reported that communication between the Committee and the Ouiatenon Preserve Inc. group remains a challenge. The Board asked EC Claire Eagle to attend (what we understand are) the OP’s quarterly meetings and to request the TCHA ED and Board receive monthly financial reports so that both OP and TCHA are better aware of the opportunities available for both organizations to cooperate more fully.

Governor Cooper also reported that EVONIK, which owns land where the Native Americans had settled across the Wabash River from the French Fort, has expressed interest in working with the Preserve.

President Schwab reported that March programs were well received by the larger community. Props were offered to the many re-enactors who came from around the Midwest to present the Artifact and Maple Sugaring programs this month.

Plans are already being developed for programs in 2024 with both podcasts and “on the road” events in more rural areas of the County being considered.

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

Submitted by Nick Schenkel, TCHA Secretary

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

Tippecanoe County Historical Association			
Selected Accounts			
March 2023			
	3/31/2023	2/28/2023	Change from Last Month
Bank Accounts			
1000 Petty Cash	571.32	571.64	(0.32)
1010 First Merchants Checking	259,101.75	258,269.35	832.40
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	88,521.38	88,848.14	(326.76)
1045 Feast Rainy Day Account	100,048.75	100,047.05	1.70
1150 Undeposited Funds	159.04	136.93	22.11
Total Change in Cash	484,413.72	483,884.59	529.13
			-
2000 Accounts Payable	(3,014.90)	(8,480.00)	5,465.10
2005 Credit Card	(6,527.14)	(3,164.89)	(3,362.25)
Cash less AP and Credit Cards	474,871.68	472,239.70	2,631.98
	3/31/2023	3/31/2022	Change from Last Year
Bank Accounts			
1000 Petty Cash	571.32	571.26	0.06
1010 First Merchants Checking	259,101.75	208,475.24	50,626.51
1015 Emergency Maintenance Fund	31,733.15	31,733.15	-
1025 History Center Restricted Account	4,278.33	38,775.76	(34,497.43)
1027 Ouiatenon Preserve Account	88,521.38	81,080.19	7,441.19
1045 Feast Rainy Day Account	100,048.75	100,028.76	19.99
Moved to TCHA Trust 10-17-22	50,000.00	-	50,000.00
1150 Undeposited Funds	159.04	144.80	14.24
Total Change in Cash	534,413.72	460,809.16	73,604.56
2000 Accounts Payable	(3,014.90)	(5,977.31)	2,962.41
2005 Credit Card	(6,527.14)	(672.64)	(5,854.50)
Cash less AP and Credit Cards	524,871.68	454,159.21	70,712.47

			Change from
	3/31/2023	4/21/2023	3/31/2023
Bank Accounts			
1000 Petty Cash	571.32	571.32	-
1010 First Merchants Checking	259,101.75	238,929.05	(20,172.70)
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	88,521.38	88,239.37	(282.01)
1045 Feast Rainy Day Account	100,048.75	100,048.75	-
1150 Undeposited Funds	159.04	874.55	715.51
Total Change in Cash	484,413.72	464,674.52	(19,739.20)
2000 Accounts Payable	(3,014.90)	(7,460.99)	(4,446.09)
2005 Credit Card	(6,527.14)	(4,240.06)	2,287.08
Cash less AP and Credit Cards	474,871.68	452,973.47	(21,898.21)
Received quarterly trust distributions in March			20,996.67

	Jan-Mar 2023		
	Actual	Budget	Variance
Income			
4015 Grant Income	-	-	-
4020 Contributions	41,246.48	34,385.00	6,861.48
4200 Museum Store Sales	4,389.32	3,500.00	889.32
4400 Library Revenue	628.70	600.00	28.70
4500 Membership Dues	5,942.50	3,080.00	2,862.50
4600 Programs & Education	2,893.46	3,100.00	(206.54)
5000 Feast Of The Hunters Moon	-	-	-
Total Income	55,100.46	44,665.00	10,435.46
Cost of Goods Sold			
7720 Merchandise Sold	1,985.78	1,575.00	410.78
Total Cost of Goods Sold	1,985.78	1,575.00	410.78
Gross Profit	53,114.68	43,090.00	10,024.68
Expenses			
6001 Salaries, Wages & Benefits	40,286.25	60,116.00	(19,829.75)
7003 Administrative Expenses	3,461.13	3,584.00	(122.87)
7004 Contract Services Administrative	6,086.76	5,600.00	486.76
7007 Equipment & Supplies	354.95	900.00	(545.05)
7012 Collections, Exhibits & Library	1,041.55	2,026.00	(984.45)
7013 Museum Store Expenses	317.42	565.00	(247.58)
7799 Insurance and Taxes	4,816.50	4,816.50	-
7815 Repairs & Maintenance	8,104.20	9,375.00	(1,270.80)
7816 Contractual Services - Facilities	1,405.95	1,050.00	355.95
7817 Utilities	12,977.97	14,282.50	(1,304.53)
8500 Membership Expenses	482.00	900.00	(418.00)
9100 Feast Expenses	9,415.30	9,116.01	299.29
9201 Programs & Education Expense	1,691.00	1,102.50	588.50
Total Expenses	90,440.98	113,433.51	(22,992.53)
Net Operating Income	(37,326.30)	(70,343.51)	33,017.21
Other Income			
4910 Other Income	2,425.00	2,100.00	325.00
6100 Investment Income (distribution)	22,446.16	21,930.00	516.16
Total Other Income	24,871.16	24,030.00	841.16
Net Income (Before Depreciation)	(12,455.14)	(46,313.51)	33,858.37

The Budget, Finance, and Risk Management Committee met on April 17th.

- We reviewed the balance sheet, the income statement compared to last year, and the income statement compared to budget for the first quarter of 2023. Nothing was noted that was of concern. TCHA is doing better than our budget by about \$30,000 after the first quarter.
- We discussed the possibility of moving the Feast Rainy Day Fund into a certificate of deposit. Ideally the decision to tie up these funds for 12 months should be made after we know the results of the Feast. I received a quote on a CD from Joel Kinsey at First Merchants for 4.75% for six months. This would give us a maturity date of around November 1. If the Feast was successful and if CD rates are still attractive, the plan would be to invest the funds in a 12-month CD at that time. The current Feast Rainy Day account would remain open and maintain the required minimum balance of \$10,000 while \$90,000 would be invested in the CD. One risk is that the early withdrawal penalty is 90 days of interest. I see no reason at this time why we would not be able to hold the CD to maturity.
- The excess from 2022 was \$50,000. The committee discussed what should be done with this money. Since we did not use any of the \$20,000 we moved last year into the Emergency Maintenance Fund, we have a balance of over \$30,000 available in that account. The input from the Facilities Committee was that no planned major maintenance was imminent. The committee agreed that investing the \$50,000 in the TCHA Trust would be our recommendation.
- TCHA's property insurance policy renews on May 10. We had not heard from the Underwood Agency and so Claire contacted them to discover that our contact was no longer there. Claire has since been working with other Agents at the Underwood Agency to get our policy renewed. Since we don't know what the 2023 / 2024 premium increase is, we will have to evaluate whether we want to get some other bids later probably after renewal.

Executive Director Report
Claire Eagle
April 2023

Administration

- I've been in touch with Underwood Insurance Agency, and they are working on our property insurance renewal. Although we just renewed our directors' and officers' policy, they are also looking to see if they can bundle everything to get a better rate.
- I was able to renew our Sam's Club membership. Trey and I both have a card.

Facilities

- Spent almost three hours with Mulhaupt on Thursday at Arganbright, the History Center and the Blockhouse. We did have the same tech as our last visit in February so thankfully we did not have to re-explain all the issues we've been having in the last few months. After what looked to be three false alarms, the sensors were replaced on the doors of the Blockhouse. None of the issues we have been having at the History Center were present when the tech was there. After Kelly's explanation, he told us it was most likely the repeater battery so we had it changed. Friday morning, the sensor issues reappeared. Arganbright was the same, he had no idea what was causing our issues with sensors and suggested replacing the repeater or adding an antenna. This would have cost between \$160-\$300 and he was not confident that it would fix the issues.
- The commercial kitchen at the History Center had its six months inspection and passed.

Programming

- Program attendance since last board meeting
 - A Cartoon History of Greater Lafayette – 122
 - Show and Tell: Helen Gougar – 22
 - School of the Artifact: Jewelry – 14
 - Historic Home Research – 31
- Applied to host a speaker from the Indiana Humanities Unearthed Speakers Bureau. Indiana Humanities covers the speaker fee, we would just have to cover travel/hospitality costs. We provided three choices with our first being a presentation on living on Indigenous landscapes. We will hopefully know whether we were chosen in the next couple of weeks.

Grants and Donations

- Invoice sent to Lafayette for their pledged support (\$15,000)
- Been in touch with Carol Houston regarding West Lafayette's pledged support but have not got any confirmation.
- Leslie submitted the final report for the Indiana Humanities grant. We should receive the funds within three weeks.

Battlefield Museum Report
Trey Gorden
April 2023

- Visitor numbers are on the rise, but still down from last year.
- Ninth St. now closed. Damage-control efforts underway.

This month more than doubled last month's numbers, with 768 visitors as compared with last month's 342. Things are getting busier as we go into Spring, as always. But compared to last year's 959 visitors for the same time period, we're down by almost 200 souls. I'm blaming the construction, which has made it difficult for people to find us from the highway.

The situation is likely to get worse. The closure of 9th Street at Burnett's Road happened on Thursday, April 20. Ninth is also closed at Prophet's Rock, though the county is allowing local access from this side (the Battle Ground side). I've been in contact with the county, and as of this writing I'm in the process of applying for a permit to put signs along the detour route so people can find us. Mike Spencer, with the county, said he'd see about getting our permitting fees waived.

I'm also in the process of pricing signage options. At both ends of the price scale, GL Graphics can make us corrugated plastic signs (like the campaign signs people sometimes put in their yards) for around \$15.00 per sign. That seems expensive, but we need fewer than 10 signs, and bulk pricing doesn't really kick in until you buy 50 or more. At the other end of the price scale, I also spoke to an estimator at Highway Safety Services. They provide the more official-looking signage that INDOT uses when they do road work. He said he would call me back sometime the week of the 24th with an estimate. I hope to have the estimate by the time of the meeting, but he offered no guarantees of that. I'd like to get this done as quickly as possible!

The Tippecanoe Battlefield hosted its first INfields meeting on Wednesday, April 19th. We'll be using part of our seed money from the VL/WL grant to hire a part-time project manager, since none of the leaders of the member-organizations has the spare time to take that on.

Membership Report
Kelly Lippie
April 2023

- Membership Board Challenge: 17 new members added since last Board meeting. 13 were recruited by Board members. Julie Byers: 3; Marsha Selmer: 1; Del Bartlett: 1; Dave Sattler: 8. Three were purchased by a Purdue professor for herself and 2 students who are working on a black history project.
- Study of non-renewals from 2022 generated for membership committee to review.
- Working with Trey and Laura to figure out how to make automatic renewals available when memberships are purchased with Square online. Also investigating gift membership options for online purchases.

Membership Level	Renewal Period	Total as of Feb. 21	Total as of March 16	
Individual (\$35)	Annual	57	62	63
Senior Individual (\$30)	Annual	72	73	75
Senior Couple (\$40)	Annual	82	80	83
Family (\$50)	Annual	51	53	56
School/Club (\$100)	Annual	0	0	0
Patron (\$100)	Annual	57	56	60
Sustaining (\$250)	Annual	15	17	19
Benefactor (\$500)	Annual	2	2	2
Treasure (\$1,000)	Annual	3	3	3
Lifetime	Lifetime	28	28	28
Total Memberships		367	374	389

Total members as of April 20, 2023 **389members.** (373 members total in April 22, 2022)

TCHA Collection Department Report

Kelly Lippie

April 2023

- Took old computer equipment to e-recycling.
- New student is doing a 10 hour archives project for class credit during April.
- Gave a presentation to the Battle Ground Lions Club (18 people) about Tippecanoe Township history.
- 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).
- Met with members of the Tippecanoe Quilt guild to discuss potential summer program.
- Spring semester interns wrap up their projects this month. They will have completed: scanning/digitization of Michigan State's Ouiatenon dig files and slides; 1 ½ racks of historic clothing cataloged; 5 small archives collections processed (finding aids created and stored in archival boxes); 1 tray of Ouiatenon artifacts re-housed and 1 story written for the Bientennial book.
- Working with contractor and Huston electric to get historic light pole (accessioned collections item) removed from grounds of Fowler House and moved to lay behind Arganbright Center.
- Research requests: Klondike School history, local black architects, Lincoln School, local gunmakers, Vyverberg building history, Helen Gougar archives, Tippecanoe Township, music & arts organizations, main street revitalization, G.A.R. rosters, Tecumseh Trail/Happy Hollow streetcar.
- Kelly was on vacation March 17-24.

Collections Committee: No meeting held in April because there was not enough material to consider.

The committee is reviewing the collections policy to make a few edits and updates. This should be ready for Board review at the May meeting.

TCHA Library Report
Amy Harbor
April 2023

- Genealogy is going well with 10 participants.
- There was more interest than space, and we may offer the class again this year with some small changes
- In-person research is going well – we had two new memberships this week, as well as several donations since last month
- Email research requests are steady
- The presentation by Ben Ross on Historic Home Research has brought in several enquiries already.
- Two potential library volunteers visited this week

Feast Report
Leslie Martin Conwell
April 2023

- There was no regular Feast committee meeting in April, due to the annual meeting for food booths.
- The annual food booth organizational meeting was held April 19. Several booths that did not attend last year due to COVID and lack of volunteers are planning on doing a booth again this year. We have several new organizations that are planning food booths. This is encouraging, and will help the Feast bottom line.
- Pole cutting for the booths at the Feast was cancelled due to high water at Prophetstown State Park. We will reschedule when their grounds are more suitable for the activity.
- Quiatenon artifact photos have been posted on the Feast group Facebook page several times a week.
- Numerous service contracts for Feast grounds, transportation needs, and PR have been confirmed.
- The Feast has received a \$5000 sponsorship grant from Visit Lafayette-West Lafayette.
- Thank you to TCHA board member Brooke Sauter for laundering and repairing some of the Feast clothing that we loan out to volunteers.
- A Feast period clothing/costuming class is being organized by Brooke Sauter. The Feast sincerely appreciates her efforts to educate and assist Feast participants. Date TBA.
- Some viewership statistics from the Feast group Facebook page IN THE LAST 28 DAYS:
 - 215 posts and comments
 - 15,982 people viewed the page
 - 60% female, 40% male viewership
 - Leading age demographic is 35-44 year olds
 - Countries that have viewed the page- US, Canada, United Kingdom, Nigeria, Philippines, Pakistan, Germany, France, Argentina, and South Africa

Other Committee Reports April 2023

Development & Membership Committee

Members: Pete Bill (chair), Del Bartlett, Jeff Burnworth, Kelly Lippie (Membership Director), Dave Sattler, Brooke Sauter, Jeff Schwab (Board President), Claire Eagle (Exec Director)

1. Updates on grants

- **Community Foundation - LED lights, computers, microphones/stands, meeting video camera**
 - Camera installed and used for Dave Sattler's and Pete's presentations
 - Banquet room computer is installed. Thanks to Dave Chasey for setting this up.
 - Microphones ready to use.
 - Question: because of the age of our audience, should we consider installing a hearing aid loop similar to what other auditoriums use wherein a microphone can broadcast directly to the hearing aid? Our banquet room might not need it, but does the auditorium? A grant could likely be acquired to pay for this if we decided it is needed. (do a poll at the next few presentations to see if there is interest in such an appliance by those that attend?)
 - The LED light conversion is done in the upstairs scanning room and the room outside of the vault closer to the entrance to the storage area. Downstairs that has not yet been installed: Claire's office (except for the old fixture that Jeff Burnworth replaced when it smelled of smoke), "Feast"/accountant office, all storage areas in the back end of the lower floor, kitchen area, hallway.
 - Jeff Burnworth was able to get rid of about half of the ballasts at a local recycling facility. We may be able to get rid of the rest if we do a few at a time. Fluorescent bulbs can be disposed of there also.
 - **Claire will do the final report. Pete will send photos of the LED lights** if Claire wants to use any photos in the report.
- **NCHS / Feast Trailer** – administrative paperwork that needs to be completed
 - 4 decals have been ordered (\$72) and Jeff Schwab or Jeff Burnworth will affix to trailer
 - **Claire will work on the final report** (due October 1, 2023). **Thank you letters need to be sent** to NCHS board of directors per the directions on the grant. Other documentation (e.g., approval for press release, press release, newsletter thank you, etc.) required by the grant report has been completed.
- **Indiana Humanities Grant - \$3000 support for the Miami Tribe to be at the Feast**
 - **Final report will be submitted by Leslie.** She is working on the narrative. Finally have SAMS number for submitting the report.
- **Visit Lafayette Visit West Lafayette**
 - We received \$5000 grant for the Feast promotion from VLVWL. **Leslie will do the final report.**

2. Report from Kelly on Membership

- Update on membership numbers.
 - Recruitment challenge (Board members challenged to "sponsor" or recruit at least one new member)
 - Dave Sattler - 5 new memberships
 - Julie Byers - 3 new memberships
 - Del Bartlett - 2 new memberships
- **Non-renewal study from Kelly**
 - A question was raised as to how many TCHA members did not renew their membership
 - Kelly looked at the group of members that was due to renew between January 2022 to December 2022

- 44 members from 2021 did not renew their memberships in 2022
 - 7 Senior individual memberships (\$30) - total \$210
 - 7 Senior couple memberships (\$40) - total \$280
 - 12 Individual memberships (\$35) - total \$420
 - 10 Family level memberships (\$50) - total \$500
 - 7 Patron level memberships (\$100) - total \$600 (one was a test by Kelly to make sure the system was working properly)
 - 1 Benefactor level membership (\$500) - total \$500
 - Total loss from non-renewals in 2022: \$2610.00
 - *16 of the 44 were one year members* - those 16 were purchased from:
 - 1 (Patron level) was purchased by Kelly to test the Square purchasing system
 - 2 were purchased at the Battlefield museum store
 - 1 was purchased at the Arganbright library
 - 2 were purchased at the Feast membership tent
 - 6 were purchased online
 - 1 was purchased by credit card over the phone
 - 3 have unknown purchase location
 - *of the remaining 28 non-renewals from 2022 (members for more than 1 year)*
 - 4 non-renewals became members in 2020
 - 2 non-renewals became members in 2019
 - 22 non-renewals became members in or prior to 2018
 - 6 non-renewals became members prior to 2000
 - *What is NOT known is how many non-renewals (especially for older memberships) were due to deaths of the member.*
 - The Benefactor non-renewal was from a member that has a history of joining for a few years, then dropping for a while, then renewing again.
 - Renewal and notification process
 - renewed first of the month (except January - those are deferred to February so as not to get “lost” in the holiday mail)
 - A notice-to-renew e-mail (to those members who have provided us with their e-mail address) including a link to membership renewal URL through Square, is sent the week before the expiration date
 - A USPS-mail letter is sent to members who did not renew their membership online after the initial e-mail notice-to-renew
 - If a member does not renew in the month of their expiration, a 2nd e-mail notice and USPS-mail notice are sent the 1st of the next month
 - If a member does not renew after the 2nd notice, they are sent a “Sorry to see you go” e-mail which includes an online exit survey and a link to the on-line membership renewal purchase. *So far no one has completed the survey. We have had 1 or 2 renew after receiving the “Sorry to see you go” notification.*
 - At this point if no reply has been made, they are removed from the mailing list and no further contact is made.
 - **Follow up on discussion and items from last meeting regarding membership recruitment**
 - **Pete will write an article** describing a Planned Giving program - due June 9th
 - A “thank you for renewing” announcement will be run in each newsletter along with a QR code or other link for ease of renewing membership.
 - Membership brochure (application) will include an option to purchase a “gift membership”
 - At the Feast, NEW memberships (only) will be half-priced at the membership tent

- Discussion about “auto-renew” option. Challenge is that we would have to retain credit card information and that requires certain standards of security. Unless there is an option to do so through Square or some other external entity that has such credit card safeguards, we probably won’t do this. It would require notifying the member BEFORE the renewal date in addition to processing the credit card automatically.
- Pete created a Power Point slide show to use before his presentation on Helen Gougar that highlighted “coming attractions” (upcoming programming). Kelly created a Power Point that included information about membership and events. Need to use these before each presentation (*who on Program Advisory Committee is going to insure this happens?*)

3. Additional Items for the Committee

- **Follow up on previous discussion on how to increase TCHA’s visibility in the community**
 - Current TCHA logo is not widely recognized
 - At Gate at the Feast will have a polyester banner with Feast and TCHA logo
 - Jeff Schwab is going to coordinate with Leslie to try to get a banner across Columbia for the Feast with the TCHA logo. The South River Road banner used previously may no longer be an option since they have put in the roundabout and widened the road.
 - Claire is going to arrange to place the plastic “sandwich” announcement board on the patio to announce events being held in the History Center. It needs the TCHA logo (*do we need to get a “cling” made with the logo to affix to the board?*)
 - Claire volunteered to work with Amy to send out a memo to the Board (and volunteers) with specific instructions on how someone can order a TCHA logo shirt from Lands End.
 - Other means for getting TCHA and logo out into the community:
 - The Committee recommended going forward with sale of T-shirt apparel with TCHA logo on-line, on-request orders through the Athlete. Claire will coordinate (with Kelly).
 - The Committee was ambivalent on bandanas with TCHA logo at this point.
 - The Committee recommended going forward with coasters to be supplied for free to local pubs and bars. Claire will do with help from Jeff Burnworth and Jeff Schwab (2 sided color coasters, TCHA logo on one side, Feast date announcement or programming calendar on the other)
 - Del will check with local Archeological Conservancy representative about how to put a ½ page ad in the Archeological Conservancy magazine announcing TCHA’s archeological related presentations (School of the Artifact, Kory’s “archeology month”, Feast of the Hunters’ Moon)
- **Directors Round Table and reception for Claire**
 - Nick Shenkel provided us (Jeff distributed hard copy) with the names and contacts for people who were on the previous Director’s Round Table. Because it’s been a while since this group met, some of the names have changed. All members of the Committee review and send corrections to Claire.
 - Jeff is coordinating this (with help from whomever is willing to help)
 - Targeting for June or July?
 - Claire is already meeting with a couple of directors informally for drinks once a month.

4. Annual Appeal 2023 brainstorming

- Claire is going to put together her ideas as a starting point for discussion at the next meeting. *This will be the primary focus of the May 8 meeting.*

5. Reminder: Future Meeting dates for 2023: 2nd Monday of the month at 4:30 PM until June at which point we will re-evaluate the meeting times with the new Executive Director to make sure the times work with her schedule

May 8
June 12

Facilities Committee

Facilities Issues

- Leak in the banquet room - Damaged tiles replaced, opening of vent through which rain came in has been narrowed using caulk, but potential for rain coming in through swinging louvers on the vent make future leaks possible. May need to position of “drip pan” below the vent to keep rain water from reaching the suspended ceiling tiles and staining them in the future.
- LED light fixtures and bulbs in Arganbright (see notes in Membership & Development Committee)
- Status on microphones, camera, and computer for Banquet room presentations (see notes of Membership and Development Committee report)
- Computer monitor in hallway of History Center near stairs going up to be set up to act as a “sign”.
- Status of dismantling the Fowler House lamp post. Contractor has evaluated, Huston Electric will provide crane to remove in exchange for publicity and acknowledgement
- Arganbright and History Center Security Systems - ongoing problems; Mulhaupt does not know why there are problems. Blockhouse had 3 tamper alarms in 3 days. That seems to have been corrected. Committee has set June 1st (at the latest) for making a decision to stay with Mulhaupt or find an alternative if system is not working as intended (and we keep getting billed for service calls for a system that still does not work as intended)
- Key box for the History Center - Jeff and Claire will do this summer.
- HVAC into basement of HC is still without a blower - will need to be fixed this summer
- Claire has been given the name of a person familiar with commercial boiler systems to evaluate HC HVAC system to determine if there are options to upgrade the system to a more efficient system and costs
- Inspection of the Arganbright roof - Claire will arrange for an inspection sometime this summer
- Claire will arrange for an appointment to have the broken roof vent repaired on the TCHA trailer (still in Carolyn O'Connell's barn to keep it out of the weather)
- TCHA truck needs to be scheduled and taken in to replace an airbag per a recall notice.
- Jeff Schwab pulled weeds from the planters on the Columbia Street side of the History Center
- Claire investigated an alternative cleaning service to Merry Maids. Claire will check with Kelly and Trey to see what services they need.
- Claire was trying to find documents for property documents for sale of Fowler House, purchase of the History Center, and purchase of the Arganbright building
- The toilet in the women’s restroom had a defective flapper valve that allowed the tank to continue to drain from Saturday March 18 to March 28 at a rate of between 3-4 gallons per minute resulting in a total water volume covering March to be over 59,000 gallons. Our normal use for the same period is about 1000 gallons. Claire contacted the city and attempted to get a reduction. No reduction in rate is allowed because the water flowed into the sewage treatment system (as opposed to the flood that did not, but only drained into the basement drain). Total bill was about \$620 (normally about \$40)
- Lorita provided financial reports to review. The Duke Energy (electricity) bill for Arganbright was down 15% from March 2022 to March 2023. The April bill was down 7.3% from April 2022 to April 2023. The History Center electrical bill was down 47.6% from March 2022 to March 2023, and down by 44.5% from April 2022 to April 2023. This probably reflects not having anyone located in the HC.

- Lorita is going to do a spot cleaning on the coffee stains in the auditorium
- Discussion about Fowler House (1852 Foundation) situation with tax assessment
- There was a question raised about requiring formal training on the use of the kitchen equipment to avoid mishandling of the equipment or liability while using the equipment.

Historic Markers Committee

Lafayette Bicentennial Publications Committee

Ouatenon Preserve Committee

Program Committee

- 1) Fabulous turnout for the Dave Sattler event. Good attendance at the Helen Gouger talk. Genealogy series underway. Also had School of the Artifact and Historic Home Research events this month, but were well received.
- 2) May has three outdoor events
- 3) Could use a few more volunteers for the Greenbush cemetery tour May 20th
- 4) Need to start planning for 2024 speakers
- 5) Long discussion on what we may want to do for the city bicentennial
- 6) May need to spin off a separate committee to deal with events specific to 200th anniversary and coordinate with city on those.

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