

**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 26, 2022  
HYBRID MEETING – IN PERSON and ZOOM**

**Members of the Board** (total: 19 – quorum: 10)

Jeff Schwab – President	Jeff Burnworth	Quentin Robinson
Dave Sattler – Vice President	Julie Byers	Nick Schenkel
Lorita Bill – Treasurer	H. Kory Cooper	Marsha Selmer
Erika Kvam – Secretary	Kevin Cullen	John F. Thieme
Colby Bartlett	Walt Griffin	Todd White
Del Bartlett	David Hovde	
Pete Bill	Dale Krynak	

**Meeting will be Hybrid. In person at the History Center and available on ZOOM.**

**Connecting Information for Zoom Meeting**

- If you have a computer with a web camera and microphone (most web cams have a microphone built in), connect to the meeting by clicking on the hi-lighted “https://zoom.us/.....” below.
- If you have not previously downloaded Zoom software, you will be prompted to do so in order to connect to the meeting. The software is free.
- If you wish to connect by phone, call in one of the numbers listed below (doesn’t matter which). Once you are connected, you will be asked for your Meeting ID number so you can be placed into the correct meeting. The Meeting ID number is listed below.

Join Zoom Meeting

<https://us06web.zoom.us/j/81448170868?pwd=MXR4OEw1ZWVveElhTzZqZktDc25Ddz09>

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Meeting ID: 814 4817 0868

Passcode: 194480

Find your local number: <https://us06web.zoom.us/j/kdEi6RRQxf>

## **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

- Tuesday, May 24<sup>th</sup>, 2022 (Memorial weekend is May 28-30)
- Tuesday, June 28<sup>th</sup>, 2022
- Tuesday, July 26<sup>th</sup>, 2022
- Tuesday, August 23<sup>rd</sup>, 2022
- Tuesday, September 27<sup>th</sup>, 2022
- Tuesday, November 8<sup>th</sup>, 2021 (2<sup>nd</sup> Tuesday of the month – combined Oct/Nov meeting)
- Tuesday, December 13<sup>th</sup> – Budget meeting (2<sup>nd</sup> Tuesday of the month – early due to holiday)

## AGENDA

- Call to order
- Minutes from March 22, 2022 Board meeting – *Page 5-8*
- Officer’s reports and business
  - President
    - Leslie Title Change (tabled, job description committee to meet 4/25)
      - Job description to be updated by Employee Benefits Committee
    - MOU with Gathering Church to install A/V wiring and equipment
      - We can use equipment while they are renting
      - A/V Wiring upgrades remain permanent part of our building
  - Vice President
  - Treasurer
    - Account balances (cash balance) – *Pages 9-11*
  - Secretary
- Contracts – Del Bartlett
  - Battleground Lease with Parks Board
  - Supplemental Agreement with OPI – being reviewed by OP Committee
  - Glenn Black Laboratory Collection Ownership
  - MOU with Sportsman Club
- Finance, Budget, and Risk Management Committee – Lorita Bill – *Page 12*
  - Next Meeting July 18, 5:15 p.m.
  - Approval of 2021 990 tax form (separate attachment)
- Operations Manager report – Leslie Martin Conwell – *Pages 13-14*
  - Fort Door hardware replaced
  - History Center kitchen passed inspection
  - Several Tours this month
- Battlefield Museum report – Trey Gorden – *Page 15*
  - Visitor numbers up from last month
  - Cash Register issues resolved
  - Online store work continues
- Membership – Kelly Lippie – *Page 16*
- Collections Committee – Kelly Lippie – *Page 17*
  - New temporary exhibit at Battlefield for summer
  - IHS “Who is a Hoosier” at Battlefield 6/24-7/29
  - Otterbein exhibit in works for founding celebration
  - Need action on deaccession of miniature horse collection
- Library Report – Amy Harbor
- Programs – Leslie Martin Conwell – *Pages 18-19*
  - Program email open rate remains high
  - The National Group is sponsoring the cost of printing the monthly postcards.
- Feast report – Leslie Martin Conwell – *Page 20*

- Annual food booth meeting held April 20
- Some important food booths that did not attend last year are returning
- Pole cutting scheduled for April 30 – Meet at Battlefield
- Notes from Committees – *Pages 21-25*
  - Facilities Committee – Walt Griffin/Pete Bill
  - Development & Membership Committee –Erika Kvam/Pete Bill
  - Historic Markers Committee
  - Lafayette Bicentennial Event Committee – David Hovde
  - Lafayette Bicentennial Publications Committee – David Hovde
  - Ouiatenon Preserve Committee – H. Kory Cooper
  - Publications – David Hovde
- Any Other Business

*END AGENDA*

**Minutes for March 22, 2022**  
**TCHA Board of Governors Meeting**  
**In Person at the History Center and Zoom Meeting**

5:16 call to order

Attending: Del, Nick, Quentin, Amy, Erika, Leslie, Kelly, Walk, Dale, Jeff Burnsworth, Pete, Lorita, Jeff Schwab

Virtually attending: Trey, Dave Sattler, Julie, Kory, David Hovde, Colby, Marsha

**AGENDA**

- Call to order: 5:16PM
- Minutes from February 22, 2022 Board meeting
  - *Motion to approve: Quentin*
  - *Second: Del*
  - *Passed: unanimous*
- Officer's reports and business
  - President
    - Board Resignation: Annie Hatke Schapp stepped down due to other time commitments but will stay on committees.
    - Mission Statement: Proposed: **To Enrich the Lives of Tippecanoe County Residents and Visitors by collecting, preserving, researching, and sharing our unique and diverse history.** After research, Jeff found sharing and researching to be appropriate substitutions for interpreting.
      - Motion to approve: Pete
      - Second: Quentin
      - Approved: unanimous
    - Insurance Review Committee will be renamed Employee Benefits Committee to reflect the purview of committee including employee manual and handbook. No motion needed as President creates committees, but just updating board in case discussion wanted.
    - Leslie Title Change: Job description to be updated by Employee Benefits Committee. Since 2020, has been doing most of the role of Executive Director.
      - Motion to approve: Erika
      - Second: Walt
      - Discussion: Dave S. asked what is the possible downside? Jeff replied: very little, it makes the organizational chart work again and will need revised job description. Pete states it gives Op Mgr equal footing, recognition as lead. Colby checked to make sure it's not running afoul of HR for past position, Pete confirmed it is not. Dale suggested redoing the job description before giving title. Jeff asked if the board want to move forward, or table for a month.
        - Motion to table: Walt
        - In meantime, Benefits Committee will meet before next month's meeting to finalize job description.
        - Second: Dale
        - Passed unanimous
    - Whistleblower document: everyone needs to sign and return, Erika and Dale in meeting and will fill theirs out, several other board members still need to fill out whistleblower and Conflict of Interest forms

- Conflict of Interest document: everyone needs to sign and return. Jeff will chase down, needs by end of month.
        - Need volunteers to help with history center programs and events. Details of what is needed, discussion of creating shared calendar/alert for help needed. Leslie states roles are not challenging, but needed.
      - Vice President: no report.
      - Treasurer
        - Account balances (cash balance): Feb cash accounts less accounts payable, money transfer reflected, overall up by \$9,600 largely due to trust distribution. Compared to last year, up by \$225,000 largely due to feast income. First Merchants account includes quarterly trust distributions. Question last time about TCHA/Wetherill trust—provided in document. Dave Sattler asked what percent to they give us quarterly? Lorita replied 5%, any excess gets reinvested into account.
        - Last report is YTD for last two months, including grants and contributions, but all other revenue was down just a bit. Expenses also down, because not hiring person budgeted for.
        - Jeff: has talked to FM and Jim Keene will be here at start of May meeting and will give update on trust funds.
      - Secretary: no report
    - Contracts – Del Bartlett
      - Battleground Lease with Parks Board
      - Supplemental Agreement with OPI – being reviewed by OP Committee
      - Glenn Black Laboratory Collection Ownership
      - MOU with Sportsman Club
    - Finance, Budget, and Risk Management Committee – Lorita Bill
      - Next Meeting April 18, 5:15 p.m.
    - Operations Manager report – Leslie Martin Conwell
      - History Center Roof Grant Submitted: rather shocking increase in cost of roof quote because of supply chain issues. Roofer has been wonderful about keeping in touch, building materials will go up at least 10% per month. Did the math, submitted a revised estimate, and adjusted grant application accordingly with the support of the Community Foundation. Will know in May.
      - Door Knobs and Locks being replaced at Fort Blockhouse due to wear and tear
      - Organizers of the French Heritage Conference were in town to plan their meeting at the History Center in May
      - No suitable candidates found for membership and programming part time position. Brooke Sauter to work on web, social media, newsletter work on outsourced basis.
        - Was advertised on several job boards, including TAF and Indeed. Interviewed several enthusiastic people but none suitable. Social media, web, graphic design, emails, press released, etc will be outsourced to Brooke Sautter and will actually save money. Starts tomorrow. Will take burden off of Leslie and quoted work will be through Dec. 2022. Also need to find new Feast Coordinator to train, possibly wrap into this position. Nick asked the payrate, Leslie replied \$15. Jeff Burnsworth asked about the hours, Leslie replied 20-30 hours per week.
  - Battleground Museum report – Trey Gorden

- Visitor numbers are on par with previous years. 103 past month as compared to 110 last year.
- Online store is up and running, but need to get more stuff out there. EBay sales doing fairly well.
- Membership – Kelly Lippie
  - Membership Newsletter emailed to members on March 8<sup>th</sup>, Brooke will take over after this month. Kelly will coordinate and set deadlines.
  - Working with Purdue English Dept. for a draft of an Annual Appeal letter, but currently stalled. Stay tuned.
- Collections Committee – Kelly Lippie
  - Nothing new and exciting, but plugging away. Student interns have been working hard at cataloging. Work continues in the basement interim storage at the History Center.
  - Volunteers are cataloging photographs, clothing, and archive collections.
  - Working on short (1 week) loan to Tippecanoe County Public Library for display during National Library week April 3-9. First time exhibiting with TCPL, looking forward to partnering in the future.
  - George Winter Exhibit at Battlefield extended through May 6th.
    - Pete: How many George Winter paintings do we own? Kelly: Hundreds, both watercolor (over 100) and oil (several).
    - Quentin: question about returned human remains? Kelly: Still to be determined, but working on it.
  - Leslie: Kelly will also continue to process memberships
- Library Report – Amy Harbor
  - No changes, increase in researchers and phone calls but no reports.
- Programs – Leslie Martin Conwell
  - 450 attended maple sugaring event, including many kids. Continue to make connections with other community groups including Lynn Treece Boys & Girls Club. Pete did fantastic presentation on 1913 flood. DNR rep coming to speak about flora & fauna of area. Kelly doing another collections tour. Civil War themed typed event at Fort, including exhibit of Civil War ephemera in History Trailer. Pete will be doing show & tell next month. Still need more people for program committee, especially as we add programs for this year.
    - Amy: Will be doing Greenbush Cemetery tour on Saturday, May 21 at 1PM and needs helpers: at least four volunteers (Leslie volunteered). If you want to help, please email [library@tippecanoehistory.org](mailto:library@tippecanoehistory.org). Trey and Amy will discuss at staff meeting.
  - National Group is sponsoring the cost of printing monthly program post cards
  - Rick Mummy of Q106-7 radio did an interview with us about upcoming programming.
- Feast report – Leslie Martin Conwell
  - Busy laying groundwork for 2023 Feast. Had callout for new food booths, had two groups show up. Request for help finding new non-profits for food booths. Many returning, but won't really know all of them until late April. Jeff Schwab reminded the board that food booths can be big groups or small groups: from 15 up to 100. Can also use them as gate groups, etc. Discussion of info available, types of booths, open to ideas. Our job is making them successful, helping them to fundraise via food booths. No prior food knowledge needed. Pete suggested a one-page callout blurb might be helpful, Leslie agrees. Will be reworking some food booth timelines/procedures.

- Feast barn prepared against possible spring flooding
- Artifact photos being published regularly on Feast Facebook to drive traffic
- Starting to confirm grounds and service contracts for 2022
- Notes from Committees
  - Facilities Committee – Walt Griffin/Ron Halsema
    - No report. Leslie covered already.
  - Development & Membership Committee – Kory Cooper/ Erika Kvam
    - Will be setting meeting soon.
  - Lafayette Bicentennial Event Committee – David Hovde
    - Nothing to report.
  - Lafayette Bicentennial Publications Committee – David Hovde
    - Currently have 6 books in the works.
  - Ouiatenon Preserve Committee – H. Kory Cooper
    - Minutes of meeting attached, nothing to add. Most important thing to share with board is plan for pullthrough due to past problems of reckless driving. Plan of large stones to be placed on site by Koehler. Area already cleared. Colby had nothing to add but would like nod from board on moving forward. Del asked about the status of MOU with sportsmans club. Kory replied that it was not reported at meeting, will discuss next meeting. Pete requested info on Fix house, do we have meeting with RWF scheduled? Kory said no, just relayed information from Colby. Plan/quote from Ratio on how to update for public use. Taking suggestions for next steps (meeting, etc). Pete suggested it would be appropriate to schedule meeting. Leslie: does note on electrics/HVAC mean now or for public use? Del: Notes correspond to updates for public use.
  - Publications – David Hovde
    - Nothing to report.
- Any Other Business
  - Del: second addendum to lease use is with Exec committee? Jeff: no, is with OP committee. Kory: will put on next agenda.

Adjourned 6:19PM. Moved: Quentin.

*END AGENDA*



**Treasurer's Report**  
**Lorita Bill**  
**April 2022**

			<b>Change from</b>
	<b>3/31/2022</b>	<b>2/28/2022</b>	<b>Last Month</b>
<b>Bank Accounts</b>			
1000 Petty Cash	571.23	574.90	(3.67)
1010 First Merchants Checking	208,457.24	207,649.36	807.88
1011 PayPal	-	-	-
1015 Emergency Maintenance Fund	31,733.15	31,733.15	-
1025 History Center Restricted Account	38,775.76	38,765.43	10.33
1027 Ouiatenon Preserve Account	81,080.19	81,398.98	(318.79)
1045 Feast Rainy Day Account	100,028.76	100,027.06	1.70
1150 Undeposited Funds	144.80	97.52	47.28
<b>Total Change in Cash</b>	<b>460,791.13</b>	<b>460,246.40</b>	<b>544.73</b>
			-
2000 Accounts Payable	(5,982.31)	(9,310.57)	3,328.26
2005 Credit Card	(672.64)	(296.65)	(375.99)
<b>Cash less AP and Credit Cards</b>	<b>454,136.18</b>	<b>450,639.18</b>	<b>3,497.00</b>
	<b>3/31/2022</b>	<b>3/31/2021</b>	<b>Change from</b>
			<b>Last Year</b>
<b>Bank Accounts</b>			
1000 Petty Cash	571.23	517.25	53.98
1010 First Merchants Checking	208,457.24	143,629.76	64,827.48
1011 PayPal	-	1,565.95	(1,565.95)
1015 Emergency Maintenance Fund	31,733.15	8,882.71	22,850.44
1025 History Center Restricted Account	38,775.76	12,954.31	25,821.45
1027 Ouiatenon Preserve Account	81,080.19	68,847.01	12,233.18
1045 Feast Rainy Day Account	100,028.76	50,002.48	50,026.28
1150 Undeposited Funds	144.80	-	
<b>Total Change in Cash</b>	<b>460,791.13</b>	<b>286,399.47</b>	<b>174,246.86</b>
2000 Accounts Payable	(5,982.31)	(3,729.23)	(2,253.08)
2005 Credit Card	(672.64)	(949.23)	276.59
<b>Cash less AP and Credit Cards</b>	<b>454,136.18</b>	<b>281,721.01</b>	<b>172,270.37</b>

			Change from
	3/31/2022	4/22/2022	3/31/2022
<b>Bank Accounts</b>			
1000 Petty Cash	571.23	571.26	0.03
1010 First Merchants Checking	208,457.24	190,407.29	(18,049.95)
1011 PayPal	-	-	-
1015 Emergency Maintenance Fund	31,733.15	31,733.15	-
1025 History Center Restricted Account	38,775.76	38,775.76	-
1027 Ouiatenon Preserve Account	81,080.19	80,748.58	(331.61)
1045 Feast Rainy Day Account	100,028.76	100,028.76	-
1150 Undeposited Funds	144.80	139.46	(5.34)
<b>Total Change in Cash</b>	460,791.13	442,404.26	(18,386.87)
2000 Accounts Payable	(5,982.31)	(8,027.60)	(2,045.29)
2005 Credit Card	(672.64)	(108.73)	563.91
<b>Cash less AP and Credit Cards</b>	454,136.18	434,267.93	(19,868.25)
<b>Investment Summary</b>	<b>TCHA Trust</b>	<b>Wetherill Trust</b>	<b>Totals</b>
Balance 12/31/21	1,425,979.08	420,069.80	1,846,048.88
Distributions	(16,218.78)	(4,826.59)	(21,045.37)
Interest and Dividends	3,870.91	1,211.13	5,082.04
Capital Gains	2,822.37	1,030.22	3,852.59
Fees	(2,088.69)	(1,211.13)	(3,299.82)
Market Decline	(73,519.67)	(24,133.99)	(97,653.66)
Balance 3/31/22	1,340,845.22	392,139.44	1,732,984.66

**Tippecanoe County Historical Association  
Budget vs. Actuals: 2022 Budget - FY22 P&L**

January - March 2022

	Jan - Mar 2022		
	Actual	Budget	Variance
<b>Income</b>			
4015 Grant Income	4,747.81	3,210.00	1,537.81
4020 Contributions	37,431.20	35,619.00	1,812.20
4100 Fundraising Events		375.00	(375.00)
4200 Museum Store Sales	4,547.80	6,385.00	(1,837.20)
4400 Library Revenue	337.33	660.00	(322.67)
4500 Membership Dues	3,080.00	3,670.00	(590.00)
4600 Programs & Education	2,720.00	2,200.00	520.00
5000 Feast Of The Hunters Moon	-	-	-
<b>Total Income</b>	<b>52,864.14</b>	<b>52,119.00</b>	<b>745.14</b>
<b>Cost of Goods Sold</b>			
7720 Merchandise Sold	2,075.59	2,880.00	(804.41)
Inventory Shrinkage	(42.21)	-	(42.21)
<b>Total Cost of Goods Sold</b>	<b>2,033.38</b>	<b>2,880.00</b>	<b>(846.62)</b>
<b>Gross Profit</b>	<b>50,830.76</b>	<b>49,239.00</b>	<b>1,591.76</b>
<b>Expenses</b>			
6001 Salaries, Wages & Benefits	50,025.02	57,465.96	(7,440.94)
7003 Administrative Expenses	1,955.64	2,205.00	(249.36)
7004 Contract Services Administrative	3,182.13	3,390.00	(207.87)
7007 Equipment & Supplies	735.04	1,335.00	(599.96)
7012 Collections, Exhibits & Library	1,956.76	1,539.00	417.76
7013 Museum Store Expenses	160.09	630.00	(469.91)
7799 Insurance and Taxes	4,110.00	4,440.00	(330.00)
7815 Repairs & Maintenance	6,369.37	8,730.00	(2,360.63)
7816 Contractual Services - Facilities	1,605.96	1,185.00	420.96
7817 Utilities	13,432.27	11,663.00	1,769.27
8500 Membership Expenses	328.39	1,050.00	(721.61)
8602 Fundraising Event Expenses	-	375.00	(375.00)
9100 Feast Expenses	455.98	351.00	104.98
9201 Programs & Education Expense	630.30	1,140.00	(509.70)
<b>Total Expenses</b>	<b>84,946.95</b>	<b>95,498.96</b>	<b>(10,552.01)</b>
<b>Net Operating Income</b>	<b>(34,116.19)</b>	<b>(46,259.96)</b>	<b>12,143.77</b>
<b>Other Income</b>			
4910 Other Income	2,425.00	2,025.00	400.00
6100 Investment Income (distribution)	22,901.56	20,153.00	2,748.56
<b>Total Other Income</b>	<b>25,326.56</b>	<b>22,178.00</b>	<b>3,148.56</b>
<b>Net Income (Before Depreciation)</b>	<b>(8,789.63)</b>	<b>(24,081.96)</b>	<b>15,292.33</b>
<b>Loss on Investments - not budgeted</b>	<b>(113,064.22)</b>		

**Budget, Finance, and Risk Management Committee Report**  
**Lorita Bill**  
**April 2022**

The Budget, Finance, and Risk Management Committee met on April 18<sup>th</sup>.

- We reviewed the actual to budget comparison for the first quarter of 2022. Nothing was noted that was of concern.
- We reviewed the investment results for the first quarter noting a decrease in value of over \$113,000. This was a 6% loss in value and was in line with the overall market decline.
- The committee review the 2021 tax return and moved to make a recommendation to the Executive Committee and the Board to approve the return for filing by the due date of May 15.
- We reviewed the renewal of the property and umbrella insurance policies for the policy year beginning May 10. Premiums increased 18.2% partially due to recent claims.

**Operations Manager Report**  
**Leslie Martin Conwell**  
**April 2022**

**Administration:**

- Insurance renewal paperwork submitted
- Thank you to Lorita for doing the 990 tax form
- I attended the Community Foundation Eberle series program on board and staff responsibilities
- I attended the National Council on Public History webinar on Gender and Sexual Harassment,

**Grant follow-up and donations:**

- Anticipate hearing back from the Community Foundation on the History Center roof grant sometime in May.
- Several members of the Development & Membership committee went with me to meet with the Community Foundation about legacy donations, grants, etc.
- An annual appeal is being worked on by interns and the development committee.
- Staff and the facilities committee have discussed applying for a Community Foundation NOW grant to address lighting issues in the library.

**Facilities:**

- Door knobs and locks were replaced at the Fort blockhouse, due to wear and tear
- Semi-annual HVAC check being done next week
- The Gathering church group is installing a projector in the auditorium. This was done at no cost to us, and we may use the equipment as long as the Gathering is renting the History Center.
- The History Center commercial kitchen passed inspection by the Board of Health. Thank you to Jeff Burnworth for his help with getting the kitchen ready.
- Estimates have been received for floor care at the History Center, and are being reviewed by the facilities and budget committees.
- Panic bars are being put on the doors of Arganbright. This will enhance staff and visitor safety.
- Several volunteers (Pete Bill, Jeff Schwab, Jeff Burnworth) have done some “catch up” facilities maintenance and their efforts are much appreciated

**Public engagement:**

- Several tours and outreach programs have been done in the last month
- I am working with Visit Lafayette-West Lafayette on a Feast display they are going to put up at a travel/tourism conference.
- I have a list of civic clubs and their chairs, and I will contact them to do outreach programming
- Trey, Jeff Schwab and I welcomed this year’s Leadership Lafayette class to the History Center, to talk about all TCHA does for the community as well as TCHA’s different sites.
- The Civil War Roundtable is meeting on a monthly basis at the History Center
- A Ball State history student has been working with me to take photos of Ouiatenon artifacts
- The Historic Markers committee has reformed and is beginning an inventory of all TCHA-owned markers in the county, and checking on markers that need repairs.
- Organizers of the French Heritage Conference were in town recently to make plans for their meeting at the History Center in May

**Social Media:**

Some stats from Facebook- TCHA page and Feast group page for the last **28** days:

- TCHA's and the Feast's Facebook pages have been doing very well.
- Reach = **41,829**
- Comments = **624** (good engagement!)
- Countries that are viewing the pages- **15**

**Battlefield Museum Report**  
**Trey Gorden**  
**April 2022**

- Visitor numbers way up from last month, though not quite as high as last year.
- Feast preparations have begun.
- Cash register issues encountered and resolved.
- Still working on optimizing the online store.

Our visitor numbers have gone up dramatically from the same period last month, owing at least in part to our improving weather. This month, from March 21<sup>st</sup> through April 20<sup>th</sup>, we had 970 visitors, a steep increase of 469 people from last month's 501. This is less than last year's total of 1051, but still a dramatic rise.

COVID has started to trend upward again. For now, we aren't changing our mask-optional policy, but as things get busier we'll consider whether we need to revisit. At present, people seem to be operating at their own individual comfort level, with more wearing masks than I would have expected.

We hosted the annual meeting of Feast food-booth vendors on Wednesday, the 20<sup>th</sup>. The meeting was well attended, and the participants all seemed eager to get started. In more Feast news, I have contacted the design team for last year's Feast mugs to let them know it's time to get started again and make sure they're still interested. I'm hoping to have their responses soon.

The credit card reader for the Square register stopped working on Tuesday, April 19, which left us entering credit card information manually. A call to support led to the conclusion that the cable connecting it to the register had gone bad. A new one arrived on Friday the 22, and replacing it fixed the problem.

We're still tweaking the online store to find what merchandise people want to buy online and what strategies will work best for driving traffic to our site. We're continuing to expand our offerings, and I've been researching search-engine optimization techniques for increasing Web traffic. Tell your friends!

**Membership Report**  
**Kelly Lippie**  
**April 2022**

Membership Level	Renewal Period	Total as of Feb. 14	Total as of March 16	Total as of April 22
Individual (\$35)	Annual	41	40	44
Senior Individual (\$30)	Annual	67	66	66
Senior Couple (\$40)	Annual	76	79	80
Family (\$50)	Annual	50	52	53
School/Club (\$100)	Annual	0	0	0
Patron (\$100)	Annual	53	54	53
Sustaining (\$250)	Annual	18	18	18
Benefactor (\$500)	Annual	2	2	2
Treasure (\$1,000)	Annual	2	2	2
Lifetime	Lifetime	56	56	55
<b>Total Memberships</b>		<b>365</b>	<b>369</b>	<b>373</b>

Total members as of April 22, 2022: **373 Members**



## TCHA Collection Department Report

Kelly Lippie

April 2022

- Work continues in the basement interim storage at the History Center.
- Volunteers are cataloging photographs, clothing, Ouiatenon artifacts and archive collections.
- George Winter Exhibit at Battlefield extended through May 6<sup>th</sup>. Working on a new temporary exhibit for the summer.
- Battlefield will host traveling exhibit from Indiana Historical Society June 24- July 29. "Who is a Hoosier?".
- Preparing exhibit for the History on Tour trailer for April 23<sup>rd</sup> Civil War encampment.
- Working with Otterbein Public Library to contribute info or potentially artifact for exhibit later this year for the anniversary of founding of Otterbein.
- Photographs and an archival item loaned to the Tippecanoe County Public Library for National Library Week exhibit.
- Incoming Loan of Masonic Materials on exhibit in the History Center was renewed for another year.

Collections Committee Meeting held April 6, 2022.

- 7 new accessions created.
- Several collection of old magazine publications that TCHA subscribed to were also discarded (these were in the library, but not accessioned).
- BOARD ACTION NEEDED:
  - o Proposed for Deaccession: Accession 4943 Collection of 56 miniature horses owned by the late wife of the donor, Professor Glen Smith. Neither he nor his wife were specialists in horses. Figures are not historically significant to Tippecanoe County. Recommended method of disposal: Sale.

**Programs Report**  
**Leslie Martin Conwell**  
**April 2022**

**Programming update:**

- Program schedule of events is listed here- <https://tippecanoehistory.org/wp-content/uploads/Program-and-Events-Guide-2022.Final-1.pdf>
- The percentage of email open rates through Constant Contact, TCHA's email platform, is very high and way above industry standards- 52% open rate.
- The National Group is sponsoring the cost of printing the monthly postcards.

**Statistics from the ConstantContact emails that TCHA is sending programming and membership renewal emails from- I reviewed the last two emails for the info below:**

- Open rate- 52%. That is much higher than the national average!
- Contacts opening TCHA's emails include, besides members- County Commissioners, WLF, Journal & Courier, Kaspar radio, Dave Bangert, TSC superintendent, both libraries, Tony Roswarski, Lafayette & West Lafayette parks departments, township trustees (4 of them), Visit Lafayette-West Lafayette, and several other non-profit organizations (Art Museum, Haan, etc.)

**Recent Program Attendance**

**"Show & Tell- Tippecanoe County and the 1913 Flood"**- 37 attended both virtually and in-person. Sponsored by the National Group.

**"The Prairie and Forest Meet: The Flora and Fauna of Tippecanoe County"**- 36 attended both virtually and in-person. Sponsored by the National Group.

**"Insider Tour of the Archives and Collections"**- both of Kelly's tour times were booked full in advance.

*Thanks to the presenters for their willingness to do programs!*

**Upcoming Programs in April/May**

**"Civil War Encampment and Drilling"**

*Presented by Mess No. 1 Living History Interpreters, Saturday April 23, 10 AM – 3 PM, Sunday April 24, 10 AM – 1 PM, Fort Ouiatenon Historic Park, in-person. During the American Civil War, one method used to train newly-minted officers and NCO's in the intricacies of the maneuvers of battalion drill exercises was to simulate a full battalion by replacing the privates in the ranks with a length of rope. The rope would be held on either end by a corporal and the "company" flanked by a first and second sergeant. In this way, the commissioned and non-commissioned officers of a battalion could learn the drill without having to contend with raw recruits who had yet to learn anything about drilling or formations. Come observe the drill and members of Mess No. 1 as they explain maneuvers being performed, as well as how these maneuvers were used by the Federal army during the war. In addition, participants will be available to explain some of the routines of camp life in the Union army.*

**"Exhibit of Civil War Artifacts from Tippecanoe County"**

*Presented by Kelly Lippie, TCHA Curator, Saturday, April 23, 10 AM – 3 PM, Fort Ouiatenon Historic Park, in-person. View Civil War artifacts from TCHA's collections, on exhibit in the "History Trailer."*

**"Show & Tell- Wings over Lafayette- The Story of Cap L.I. Aretz"**

*Presented by Pete Bill, Tuesday, April 26, 11:30 AM, the History Center, in-person and hybrid. Aretz was a WW1 pilot, a manager of several airports, and the first manager of Purdue's airport where he rubbed shoulders with Amelia Earhart. Come and hear about Cap's life and how he influenced other notable fliers of his time. Sponsored by the National Group.*

**"Walking in Their Footsteps- An Educational On-Site Tour of the Tippecanoe Battlefield"**

*Presented by Rick Conwell, Retired Tippecanoe Battlefield Museum & History Store Manager, Saturday, May 7, 1 PM, in-person, at the Tippecanoe Battlefield Museum. Visitors will have the opportunity to stand in the footprints of the original battle participants as we explore troop deployments, tactical decisions, and the course of the November, 1811 conflict, which was a foundational event in the formation of the State of Indiana. Since this is an outdoor event, walking shoes are advised. The program is free. If visitors wish to tour the museum after the program, museum admission is free for TCHA members; regular admission prices apply for non-members.*

**"Greenbush Cemetery Tour"**

*Presented by TCHA staff, members, and volunteers, Saturday, May 21, 1PM – 4 PM, in-person, Greenbush Cemetery. Learn a little of the history of this final resting place of some 10,000 souls. Incorporated in 1848 by 23 prominent citizens, Greenbush was Lafayette's second public cemetery, and its purpose was to provide the public with affordable burial plots. We'll visit some graves of old settlers, well-known citizens, and unknown civil war soldiers. The program is free. \*Note- in case of inclement weather, the program will be moved to the Arganbright Genealogy Center, 1001 South Street, Lafayette.*

**"Show & Tell- How the Ice Age Affected Indiana Landscapes"**

*Presented by Dr. Jon Harbor, Tuesday May 24, 11:30 AM, in-person and hybrid, the History Center. During the past ~2 million years the earth's higher and mid-latitudes have experienced several periods of widespread glaciation, including continental-scale ice sheets. Nearly all the current surface landscapes of northern and central Indiana reflect the direct and indirect impacts of glaciation. Ice sheets completely changed the surface drainage, blocking river valleys to create lakes, diverting river channels, and in some cases completely filling valleys with sediment. In this session we will explore the glacial geologic history of the plains, terraces, wetland basins, and soils that helped shape the ecological and human histories of our region.*

**Feast of the Hunters' Moon**  
**Leslie Martin Conwell**  
**April 2022**

- The Feast steering committee meeting was held hybrid in March. Topics discussed included a review of the 2022 Feast participant application, the need to recruit food booths, grounds layout changes, PR, cutting of booth poles, looking ahead to 2022, and any changes that might be needed.
- Ojibwe artifact photos have been posted on the Feast group Facebook page on a daily basis, and several videos were done.
- The annual food booth organizational meeting was held April 20. Several large booths that did not attend in 2021 due to COVID concerns have committed to doing a booth this year. This is encouraging, and will help the Feast bottom line.
- Feast committee members and Feast volunteers are cutting booth poles Saturday, April 30 at Prophetstown State Park. We need help cutting, trimming, loading, etc. We need chainsaws, too. If you can help with this project, let Leslie know.
- Numerous service contracts for Feast grounds and transportation needs have been confirmed.

**Other Committee Reports**  
**April 2022**

**Facilities Committee**

Committee members

Walt Griffin (co-chair)  
Pete Bill (co-chair)  
Colby Barlett  
Jeff Burnworth  
Kevin Cullen  
Dale Krynak  
Kelly Lippie

Two April meetings: April 7 and April 21. Next meeting is **Thursday, May 19, 1:30 at HC**

**UPDATES ON FACILITIES**

- Water heater – History Center  
Pilot light went out, Blue Fox was called and re-lit. They stated that if the pilot keeps going out that we may have a lemon water heater and it would need to be replaced.
- Boiler – History Center  
Boiler was inspected and passed until October 2023. No comment was made by the inspector about the patches or condition of the boiler. Blue Fox previously had stated that the patches were of concern because they may be starting to corrode.  
Discussion: Do we need to be looking down the road 5 years in anticipating of replacing the HVAC system at the History Center (or Arganbright) and thus need to start accumulating set-aside dollars to handle that very large expense? Facilities Committee is working with Leslie to get three known boiler companies to give us their opinion on what we should do with the boiler now and 5 years down the line.
- Additional problems with HVAC at History Center  
In February/March the banquet room of the History Center was very warm (80 degrees) and could not be cooled. Blue Fox said it wasn't certain why this occurred. They stated they could put a regulator/sensor that would decrease the heat of the boiler depending upon the outside temperature ... about \$400. The problem has not reoccurred.
- Any leaks?  
The window at Arganbright still leaks that has leaked for the past several years.  
The leak in the downstairs of the History Center by the back steps It's not substantial, but it does come from water running down a wall .
- Grant for roof repair  
Grant was submitted for the entire roof repair. Schafer Roofing had contacted Leslie to let her know that the supply shortages had elevated the cost of roof materials and thus we (TCHA) should increase the amount of the requested grant by \$10,000 to compensate for those elevated costs.
- Alarm system at History Center  
The keypad unit in the basement is still not communicating with main unit and there appears to be a power drain on the battery of the basement unit. Mulhaupts will be back Monday (4/25) to replace or repair the unit.
- Elevator – History Center  
Currently working without problem. Next inspection is due January 2023.
- Status on Merry Maids  
Kelly, Leslie, and Laura Smyser think they are doing a good job at Arganbright, History Center, and the Battlefield Museum

- Status on graffiti removal  
TCHA receives notices from the City when graffiti is applied to our building and we have a set amount of time to remove it or be fined. Jeff Burnworth and Jeff Schwab removed graffiti using chemicals and a metal brush.
- Status on the commercial kitchen in the History Center  
Kitchen was inspected for the Vegan Cheese Lady 10 days ago and passed. Leslie has not noticed any gas smell recently.
- Exit Light at Arganbright  
Exit Light at Arganbright is only half lit. Needs new batteries for Exit light at the History Center. *Leslie and Jeff Burnworth are going to replace this.*
- Lighting fixtures in the Arganbright library  
Several lights in the library and reading room are not working. Committee did a walkthrough with Kelly and identified non-functioning fixtures and fixtures that need to be replaced with LEDs. Committee is in the process of prioritizing LED replacement and fixture repair; will get quotes and Leslie will apply for a NOW Grant with Community Foundation to pay for LED tubes and spots.
- Rodent and insect treatment service in Arganbright?  
Kelly reports no rodent or insect problems at Arganbright. Reliable Exterminators does routine checks at Arganbright.
- Any looming issues with Blockhouse?  
Door knobs were replaced at the Blockhouse
- Any issues with Battlefield Museum building?  
New carpet would be nice to have at Battlefield to replace the 12 year old carpet that is worn and stained. The Parks Department has stated that replacing the carpet would be TCHA's expense.

#### **PROPOSAL FROM THE GATHERING CHURCH**

- The Gathering wants to install an LCD projector in the History Center auditorium at their cost. The Committee reviewed each line of the proposal from the Gathering (church) to install an LCD projector and sound system in the History Center auditorium at their expense. The projector and sound system (sound board, speakers, microphones) would remain the property of the Gathering. The wiring, conduits, and projector bracket would remain with the History Center in the event of the Gathering leaving. TCHA can use the LCD projector using TCHA's own soundboard and microphones. Jeff Schwab walked through the Auditorium with the head of the Gathering and based upon their discussion, Jeff created the agreement that the Gathering is using for this projector agreement. The Committee voted unanimously to recommend accepting the agreement. Because of a very short time line by which the Gathering needs approval from TCHA in order to install the projector for an event, Jeff will take the recommendation to the Executive Committee for a decision and report to the Board.

#### **DISCUSSION AND PROJECTS**

- Was our snow removal service worth the cost?  
Leslie reported that the History Center sidewalks were cleaned, but often not until later in the day. Kelly reported that the parking lots at Arganbright were cleared, but typically not right away. Note that Fowler House shares the cost of clearing the parking lot and according to Kelly they have reimbursed TCHA pretty quickly.
- Grass cutting at Arganbright this summer  
Leslie has lined up someone to cut the grass. Grass has been cut one time already.
- Committee is going to establish a maintenance schedule for infrastructure and cost for better future financial planning.

This is a high priority project for the Committee.

Leslie is going to look for a template for putting such a plan together.

- Spring cleaning of flower beds and planting at Arganbright  
Kelly thought the volunteers have some plans of some sort for flowers at Arganbright.  
Leslie has allocated funds to purchase flowers for Arganbright.
- Are we going to do anything with the planters in front of the History Center?  
Leslie will do weed suppression treatment on the planters in front and put in fresh mulch. No plantings are scheduled.
- Relocation of Legacy Bricks project will be done by mid-May to bring bricks closer to sidewalk and more visible
- Problem with edge of roof at Arganbright?  
It's not known if this is superficial damage to fascia or a deeper problem. No leaks or known animals entering through this damaged area of the fascia. Need to take a look at this closer and do it soon.
- Installation of crash bars on doors at Arganbright  
Crash bars were supposed to be put in by Haley's Lock, Safe, & Key next Tuesday (4/26)
- Painting of caution line on steps on Columbia Street entrance to HC?  
Kelly was going to see if we still have yellow paint used at Arganbright; volunteers will paint
- Waxing and sealing needed on linoleum tiles in History Center banquet room (and restrooms).  
Additional floor surfaces might need treatment  
Leslie sending two amounts (\$5614 all floors including foyer and 6<sup>th</sup> St. entrance) and \$3177 just banquet and kitchen area) to Finance Committee to see if there is money from budget and possibly Emergency Maintenance fund to pay for part or all of the project. Intent is most likely to do the banquet and kitchen area now since they are high traffic areas (banquet room) or tiles are in poor condition (kitchen).
- A long term project for assessing curatorial space/condition needs  
John Harris (Kelly's predecessor) did an evaluation of curatorial space. Kelly will send that to the Committee so we can see what has been done previously and build upon that. Project will be to determine how much space is currently used and create an estimate for accommodating current archival materials plus additions to the collection. Special storage needs (humidity, protection from light, fire suppression, need for additional security, etc.) would also be itemized in this report.

### **Development & Membership Committee**

Since we change committee chairs, the first thing the committee did was to re-establish what TCHA staff needed and wanted from the committee. Leslie and Kelly reported on relevant projects and initiatives, and asked the committee to send any grant notifications or development to Leslie for follow up. There was discussion about setting a schedule and goals for meeting with mayors, city council, and other entities, as well as establishing talking points. Committee also fleshed out the annual appeal letter, then decided on images later in April. All this will be sent to the designer with the hope of getting the appeal out in May.

### **Historic Markers Committee**

### **Lafayette Bicentennial Events Committee**

### **Lafayette Bicentennial Publications Committee**

The Bicentennial Events Committee continues its work on the Lafayette/Tippecanoe County Bicentennial book as well as the Bob Kreibel books.

### **Ouiatenon Preserve Committee**

OP committee meeting 042122

In attendance at HC: Leslie, Colby, Del, Kory

- Discussion of addendum
  - Reporting documents – **regular reports from Colby, quarterly OPI meetings from Del to TCHA board.**
  - **Cassie Apuzzo (Purdue ANTH grad student) might be able to work on website for OPI**
  
- Update on field school
  - Permit approved
  - Student numbers 10 undergrads, anticipate crew of close to 20 counting grad students, TA, RA and directors, co-directors.
  - Activities – syllabus
  - Reenactors – will plan interactions between reenactors and field school students for June
  - Fort mowing - Lee Brand or Dennis Cole will be asked and we anticipate it costing PU around \$200-\$300
  
- Boulders at turn out? **Not yet.**

**Drone – PU prof web meeting Monday morning. Lidar investigation of Ouiatenon. Document fort site and canoe cut docks.**

Review and recommendation to the board on the memorandum of understanding with the Ouiatenon Sportsmen's Club as, an agenda item.

**Discussion of potential safety issues. Pat McFadden is Sportsmen's Club contact 490-0385 Colby's OPI Activity Report for March/April 2022:**

Activity has been largely focused on coordinating our hosting and involvement with the FHC at local federal and state level.

Note to discuss World Heritage process.

The good news is that we are going to have great high level support and involvement at the Federal, State and local levels.

This included and advance visit by FHS to Lafayette and two days of meetings last month. Leslie and Jeff Burnworth wonderfully assisted in helping to iron out logistics for the conference!

Also hosted a two night three day visit from Ward Oles to look at Ouiatenon artifacts at the end of last month. Ward is a wonderful resource and a wealth of knowledge. His stay at the Fox house was smooth and I believe a great help in facilitating his trip.

PU SIU field school is a go and being helping facilitate periodically in small respects.

USFWS grant funded invasive removal in northern woods is largely completed and have filed paperwork to receive funds and process invoice from contractor. Working to arrange additional work funded through RWF in CREP zones for this Spring or Fall.



Nothing further on the boulders project as I've had to put that on the back burner ahead of the previous discussed activity.

Cassie our Purdue intern worked with me to submit an application to the SIA Foundation for approx \$15,000 to fund an interpretive signage project. Hoping to have word of that back next month in the mean time we are working on an outline and will submit to OP committee for review and input by next months meeting.

As an FYI I saw the grant distribution list yesterday for the Next Levels Trail Grant Program and that unless I'm missing something, it doesn't appear as though the Parks Dept grant application was funded. Will need to assess how this might play in to our desires to at some point build an interpretive trail at the Preserve and an extension of the WHT through the Ft.O park.

### **Publications Committee**

**2022 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 2022 (January 2023)
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 2022 (January 2023)
David Hovde	December 2022 (January 2023)
Dale Krynak	December 2023 (January 2024)
Erika Kvam	December 2023 (January 2024)
Quentin Robinson	December 2024 (January 2025)
Dave Sattler	December 2023 (January 2024)
Annie Hatke Schap	December 2024 (January 2025)
Nick Schenkel	December 2024 (January 2025)
Jeff Schwab	December 2024 (January 2025)
Marsha Selmer	December 2024 (January 2025)
John Thieme	December 2022 (January 2023)
Todd White	December 2024 (January 2025)

**2022 OFFICERS OF THE BOARD (1 Year Term, not more than 5 consecutive terms)**

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

## TCHA COMMITTEES – 2022

\* 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>	Amy Harbor	Rick Conwell
Kelly Lippie *	Quentin Robinson	LA Clugh
Pete Bill	Nick Schenkel	Carolyn O'Connell
Leslie Conwell	Marsha Selmer	Mary Springer
Kevin Cullen	<u>Other Members:</u>	

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

Pete Bill *	Jeff Burnworth	Kelly Lippie
Walt Griffin *	Kevin Cullen	
Colby Bartlett	Dale Krynak	

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

Lorita Bill*	Jeff Schwab	Todd White
Julie Byers	John Thieme	

#### Nominating Committee

Quentin Robinson *	Colby Bartlett	Julie Byers
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#### Other Committees

#### Development & Membership Committee

Pete Bill *	Leslie Martin Conwell	Dave Sattler
Erika Kvam *	Dale Krynak	Jeff Schwab
Jeff Burnworth	Kelly Lippie	

#### Feast Committee

<u>Board and Staff:</u>	Terry Clark	Preston Smith
Leslie Martin Conwell*	David Conner	Sheri Sondgerath
Jeff Schwab *	Barb Deaton	Jason Stanfield
Pete Bill	Mary Fisher	Scott Stambaugh
Jeff Burnworth	Mike Geyer	Linda Swihart
Erika Kvam	Brian Hawn	Brian Wagner
<u>Other Members:</u>	Erin Hicks	Andy Wall
Sara Bartlett	Roger Hooper	Jeni Watkins
Di Begley	Robert Leavitt	Joyce Wiegand
Mac Bellner	Randy Lower	Bill Young
Debra Brown	Matt Riebsomer	Jan Young

Employee Benefits Committee

Board President \*  
Chair Budget Cmte  
Treasurer  
Lorita Bill

Jeff Burnworth  
Walt Griffin  
Dale Krynak  
Jeff Schwab

Todd White  
Leslie Martin Conwell (non-voting)  
Other Members:  
Insurance Rep (non-voting)

Historic Markers Committee

Del Bartlett  
Lorita Bill

Julie Byers  
Nick Schenkel

Lafayette Bicentennial Events Committee

Board and Staff:  
David Hovde \*  
Board President  
Colby Bartlett  
Pete Bill  
Leslie Martin Conwell  
Trey Gorden  
Walt Griffin

Amy Harbor  
Kelly Lippie  
Quentin Robinson  
Laura Smyser  
Other Members:  
Joan Briller  
Dennis Carson  
David Huhnke

Sean Lutes  
John Norberg  
Dave Sattler  
Pete Sherry  
Charlene Sherry  
Tom Turpin  
Ruth Van Meter

Lafayette Bicentennial Publications Committee

Board and Staff:  
David Hovde \*  
Pete Bill  
Leslie Martin Conwell  
Amy Harbor  
Kelly Lippie

Quentin Robinson  
Jeff Schwab  
Other Members:  
Mary Anthrop  
Carol Bangert  
Joan Briller

Joseph Briller  
Dennis Carson  
Sean Lutes  
John B Norberg  
Tom Turpin

Ouiatenon Preserve Committee

Kory Cooper \*  
Del Bartlett

Leslie Martin Conwell  
David Hovde

Colby Bartlett – non-voting advisor

Program Advisory Committee

Leslie Martin Conwell\*  
Pete Bill  
Walt Griffin

Amy Harbor  
David Hovde  
Jeff Schwab

Other Members:  
Annie Schap

Publications Committee

David Hovde\*  
Colby Bartlett

Quentin Robinson