

Historic House Tour - Steering committee meeting

June 5, 2026 Noon - 1pm

Attendees:

Kris Thome; Art McEvoy; Ruth Ann Montgomery; Chris Eager; Dottie Dykstra

Absent:

Marsha Dobbs

Historic House Tour - scheduled for September 19th, from 1pm to 5pm

STEERING COMMITTEE LOGISTICS

- ☐ Need a home owner rep on the committee. TO DO: Kris to ask Norman Barker
- ☐ Meet every 2 weeks until August 1st and then less often until the Tour (we can revisit this schedule if less/more is necessary)
- ☐ Next meeting, noon to 1pm, on June 19
- ☐ A timeline is the next milestone. TO DO: Leads should be developing their own rough timelines to incorporate into the overall timeline of the project

IDENTIFY/FORM SUBCOMMITTEES

Sponsorships - Chris Eager lead

- ☐ Goal: 100% of ticket sales to Grove Society, sponsorships would help pay for expenses of the project
- ☐ Anticipate requesting \$100 from each sponsor
- ☐ Anticipate recognizing sponsors on various marketing collateral

Advertising and Ticket Sales - Kris and Dottie lead

- ☐ Advance ticket sales suggested to begin August 1
- ☐ Various advertising options: Affiliates, In the 608, Janesville Gazette, Channel 3000, WKOW, Channel 15, Evansville Examiner, Local radio.
- ☐ Research QR Code Readers (phone app?)
- ☐ Anticipate using Zeffy for the ticket sales, while continuing to use Stripe for Website Membership and Donations
- ☐ Who has the Evansville historic logo (the one on the welcome boards coming into town)? Put this on marketing collateral?
- ☐ Expect to sell tickets on Saturdays at the museum

Volunteers/Docents - Suggested Marcia Kramer (as lead?)

- ☐ TO DO: Kris to ask Marcia
- ☐ Suggest that a docent is in each room of every house that will be viewable
- ☐ Suggest homeowners develop a list of friends/family, then Grove to work to back fill open spots

House Research - Ruth Ann Montgomery

- ☐ Suggest have a weekly article for each house prior to the run up of the tour
- ☐ TO DO: Art to write up articles from Ruth Ann's research
- ☐ TO DO: Ruth Ann to share her research with Art

Homeowner Support - Kris and Art

- ☐ Suggest a homeowner kit to help them understand all elements of the tour (including an FAQ)
- ☐ Grove Society insurance covers injuries; what about breakage or theft? TO DO: Kris/Art to research/discuss with homeowners
- ☐ Suggest flower bouquets from the Grove Society as a thank you to each homeowner
- ☐ Suggest limiting the # of folks in a house at any given time. TO DO: A member of the steering committee needs to get into all the homes to figure out the potential 'walk' layout
- ☐ Suggest having a homeowners meeting beforehand for logistics, etc.

Supplies - Grove Society Board

- ☐ There are some supplies: shoe booties, "home tour" signs
- ☐ Probably need: chairs for folks to put shoe booties on.'
- ☐ Plastic runners for the floors? TO DO: Kris to ask Chris Helgesen

MARKETING MATERIALS

- ☐ Jim Richter has been commissioned to draw graphic of the 5 homes
- ☐ Ruth Ann has samples of materials from past house walks
- ☐ Will develop a brochure for each ticket holder, including pics of houses, house history, etc.

PARKING LOT

- ☐ Develop FAQ for ticket holders, volunteers, homeowners
- ☐ Tracking stats are important and we'll work to include this into the project
- ☐ Is this a rain or shine event? Or will there be a back up date that all homeowners need to agree to?
- ☐ Will pictures be allowed? Suggest NO. What needs to be done to accomplish this?
- ☐ Is there a cut off for kids (like 5 and under) as FREE? Needs further discussion
- ☐ Offer food prior to the tour? At Emma's Table?
- ☐ Inform city/police? TO DO: Kris to talk with police chief
- ☐ TO DO: Kris to speak with Board in June to get a budget and autonomy to move forward
- ☐ Post Tour Survey for each ticket holder
- ☐ Video beforehand of each house tour for prosperity/history?