

NOTICE: ANY SUBJECT APPEARING ON THIS AGENDA, REGARDLESS OF HOW THE MATTER IS STATED, MAY BE ACTED UPON BY THE BOARD OF DIRECTORS OF TEXAS CITY HISTORICAL PRESERVATION CORPORATION.

TEXAS CITY HISTORICAL PRESERVATION CORPORATION  
BOARD OF DIRECTORS ANNUAL MEETING

AGENDA

MARCH 11, 2021- 3:30 P.M.  
CITY HALL COUNCIL ROOM  
1801 9th Ave. N.  
Texas City, TX 77590

PLEASE NOTE:

Due to the COVID-19 Disaster and the CDC's recommendation regarding social distancing measures the Texas Economical Board of Directors will meet telephonically and electronically, and the public will not be allowed to be physically present at this meeting. Texas Governor Greg Abbott waived on a temporary basis certain sections of the Texas Open Meetings Act. The meeting will be audible to members of the public and allow for two-way communications for those desiring to participate.

Any person interested in speaking on any item on the Agenda must call in the number below and sign in to the conference then wait for the Mayor to request any public comments. Public comments may not apply to all items on the agenda.

To join the telephone audio conference please use the following instructions.

**Dial 1 (346) 248 7799 or (888) 475 4499 (Toll Free) or (877) 853 5257 (Toll Free)**  
**Webinar ID: 896 2291 1789**

You will automatically be muted when joining the conference. To raise your hand or notify the call manager for attention, please dial \*9 on your phone during the call. When appropriate the call manger will unmute your line and the system will notify you that you can now speak. Public comments may not apply to all items on the agenda.

To view the web presentation or listen to audio without participating, please visit  
<https://us02web.zoom.us/j/89939347263>

You will then be redirected to the conference and given instructions to enable viewing. We ask that if you will be joining the telephone conference to speak, please mute your computer audio. When using telephone audio with computer audio on, a feedback loop can be created causing disruptive echoing or a loud static. Disruptive audio will cause your line to be muted by the call manager.

After the meeting, a recording of this meeting's audio will be made available to the public.

1. ROLL CALL
2. NEW BUSINESS
  - a. Consider and take action on the election of Officers and Oath of Officers.
  - b. Consider and take action on minutes from May 21, 2019, and December 10, 2019 Texas City Historical Preservation Corporation meeting.
  - c. Consider and take action on Resolution No. 21-01, approving the action of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2019-2020.

- d. Consider and take action on Resolution No. 21-02, adopting the 2020-2021 fiscal year budget of the Texas City Historical Preservation Corporation.
  - e. Consider and take action on Resolution No. 21-03, approving and updating the Texas City Museum's Mission, Vision, and Values statements.
3. UPDATES
- a. Review Texas City Museum's 2020 Collection Policy Proposal.
4. BOARD COMMENTS
5. ADJOURNMENT

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE BULLETIN BOARDS AT CITY HALL, 1801 9TH AVENUE NORTH, TEXAS CITY, TEXAS, AT A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AND ON THE CITY'S WEBSITE ON MARCH 5, 2021, AT 3:30 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

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Board Secretary  
Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp  
Agenda**

**2. a.**

**Meeting Date:** 03/11/2021

**Submitted By:** Rhomari Jackson, Management Services

**Department:** Management Services

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on the election of Officers and Oath of Officers.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Attachment

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**TEXAS CITY HISTORICAL PRESERVATION CORPORATION**

**CHARTER/ FILE NO. 113742501 APPROVED BY SECRETARY OF STATE ON 05/06/05**

**PURPOSE:** The Authority is organized and will be operated exclusively for educational and charitable purposes, within the meaning of Internal Revenue Code 501(c)(3) and Texas Tax Code 11.18(c). Specifically, the corporation is organized to protect, preserve and enhance historical structures and articles in Texas City, Texas and the surrounding communities.

**TEXAS CITY HISTORICAL PRESERVATION CORPORATION-** Seven (7) directors will serve three-year (3) staggered terms. No limit on number of terms. Each Director shall hold office for the term for which he is appointed and until his successor shall have been appointed and qualified unless sooner removed. Meetings are held as required.

<b>Margaret Tuma, Chairperson</b>  <a href="mailto:btuma10159@aol.com">btuma10159@aol.com</a>	<b>Joann Hackbarth, Vice-Chairperson</b>  <a href="mailto:joam@texasdentalhealth.com">joam@texasdentalhealth.com</a>
<b>Jose Boix, Director</b>	<b>Lacey Fleshman, Director</b>
<b>Irma Moreno, Director</b>	<b>Ridawna Sneed, Director</b>
<b>Teri O'Brien, Director</b>	<b>City Staff:</b> Kyle Dickson, City Attorney Jon Branson, Executive Director of Management Services Laura Boyd, Director of Finance Rhomari Leigh – Board Secretary

**Texas City Historical Preservation Corp  
Agenda**

**2. b.**

**Meeting Date:** 03/11/2021

**Submitted By:** Rhomari Jackson, Management Services

**Department:** Management Services

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on minutes from May 21, 2019, and December 10, 2019 Texas City Historical Preservation Corporation meeting.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Minutes

minutes december

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TEXAS CITY HISTORICAL PRESERVATION CORPORATION

BOARD OF DIRECTORS MEETING

MINUTES

MAY 21, 2019 - 4:00 P.M.

CITY HALL CONFERENCE ROOM

The Texas City Historical Preservation Corporation Board of Directors met May 21, 2019, at 4:00 p.m., in the City Hall Conference Room, 1801 9th Avenue North, in Texas City, Texas. A quorum having been met, the meeting was called to order at 4:00 p.m. by Margaret Tuma with the following in attendance:

**(1)** ROLL CALL

Present: Margaret Tuma, Chairperson  
JoAnn Hackbarth, Director  
Irma Moreno, Director  
Marinel Parks, Director  
Lacey Fleshman, Director  
Jose Boix, Vice-Chairperson  
Terri O'Brien, Director  
Laura Boyd, Treasurer / Ex-Officio Member

Staff Present: Nicholas Finan, Executive Director of Management Services  
Dennis J. Harris, Director of Recreation and Tourism  
Amanda Vance, Museum Curator  
Rhomari Leigh, Board Secretary  
Justin Herter, City Staff  
Ryan McClellan, City Staff

**(2)** NEW BUSINESS

- (a)** Consider and take action on minutes from January 22, 2019, Texas City Historical Preservation Meeting.

Motion by Director Jose Boix, Seconded by Director Terro O'Brien

**Vote:** 7 - 0 CARRIED

- (b)** Consider and take action on Resolution No.19-03, approving a loan agreement to the Bob Bullock Texas State History Museum in Austin, Texas, for artifacts from the 1947 Texas City Disaster.

Amanda Vance, Museum Curator, stated that this is a series of small rotating exhibits on small Texas disasters in a rotating case. Dennis Harris, Director of Recreation and Tourism, stated that this is similar to the Navy Agreement for the Art Festivals.

Motion by Director Terri O'Brien, Seconded by Director Jose Boix to approve with corrections.

**Vote:** 7 - 0 CARRIED

**(3)** UPDATES

**(a)** Updates on Texas City Museum.

Amanda Vance stated that the 2nd Annual Maritime Event went well. Also, they've received a grant for \$2,500.00 for interactive history trunks.

Dennis J. Harris stated that the Bell Property reservations are picking up. Recently a wedding ceremony was held by descendants of the Bell family.

**(4)** BOARD COMMENTS

There were none.

**(5)** ADJOURNMENT

Having no further business, Jose Boix made a MOTION to ADJOURN at 4:22 p.m.; the motion was SECONDED by Margaret Tuma. The meeting was adjourned.

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Board Secretary  
Texas City Historical Preservation Corporation

TEXAS CITY HISTORICAL PRESERVATION CORPORATION  
BOARD OF DIRECTORS MEETING

MINUTES

DECEMBER 10, 2019

CITY HALL CONFERENCE ROOM

The Texas City Historical Preservation Corporation Board of Directors met Tuesday December 10, 2019 at 4:00pm, in the City Hall Conference Room, 1801 9th Avenue North, in Texas City, Texas. A quorum having been met, the meeting was called to order at 4:00 pm by Margret Tuma with the following in attendance:

**(1)** ROLL CALL

Present: Margaret Tuma, Chairperson  
Jose Boix, Vice-Chairperson  
JoAnn Hackbarth, Director  
Terri O'Brien, Director  
Irma Moreno, Director  
Laura Boyd, Treasurer / Ex-Officio Member

Absent: Marinel Parks, Director  
Lacey Fleshman, Director

Staff Present: Nicholas Finan, Executive Director of Management Services  
Russell Plackemeier, City Attorney  
Dennis J. Harris, Sr., Recreation & Tourism Director  
Laura Boyd, Finance Director  
Amanda Vance, Museum Curator  
Justin Herter, Staff

**(2)** NEW BUSINESS

- (a)** Consider and take action on the election of Officers and Oath of Officers.

Motion by Vice-Chairperson Jose Boix, Seconded by Chairperson Margaret Tuma to make Ms. Tuma Chair and Mr. Boix Vice Chair.

**Vote:** 5 - 0 CARRIED

- (b)** Consider and take action on minutes from January 22 2019, Texas City Historical Preservation Corporation meeting.

Motion by Vice-Chairperson Jose Boix, Seconded by Director Terri O'Brien to approve the minutes.

**Vote:** 5 - 0 CARRIED

- (c) Consider and take action on Resolution No. 19-03, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2018-2019.

Nick Finan, Management Services, stated this is done every year to approve the actions of the board members.

Motion by Vice-Chairperson Jose Boix, Seconded by Director Terri O'Brien to approve the actions of officers for the previous fiscal year.

**Vote:** 5 - 0 CARRIED

- (d) Consider and take action on Resolution No. 19-04, adopting the 2019-2020 fiscal year budget of the Texas City Historical Preservation Corporation.

Laura Boyd, Finance Director, reviewed the current fiscal budget for the board members.

Motion by Vice-Chairperson Jose Boix, Seconded by Director Irma Moreno to approve the budget.

**Vote:** 5 - 0 CARRIED

**(3) UPDATES**

- (a) Updates on Texas City Museum.

Amanda Vance, Museum Coordinator, reviewed the activities of the the museum for the last fiscal year.

Dennis J. Harris, Director of Recreation and Tourism, stated the Davis House project at Heritage Square has been completed.

**(4) BOARD COMMENTS**

There were no board comments.

**(5) ADJOURNMENT**

Having no further business, JOANN HACKBARTH made a MOTION to ADJOURN at 4:30 PM; the motion was SECONDED by JOSE BOIX. The meeting was adjourned.

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Board Secretary  
Texas City Historical Preservation Corporation

Date Approved: \_\_\_\_\_

**Texas City Historical Preservation Corp  
Agenda**

**2. c.**

**Meeting Date:** 03/11/2021

**Submitted By:** Rhomari Jackson, Management Services

**Department:** Management Services

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 21-01, approving the action of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2019-2020.

**BACKGROUND**

Our City Attorney has recommended this resolution to validate the smaller items not budgetary in nature or that typically do not need the Board's approval in a formal meeting such as a change order under the allowable percentage of advertisement in a newspaper and approved within the budget.

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

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**TEXAS CITY HISTORICAL PRESERVATION CORPORATION**

**RESOLUTION NO. 21-01**

**A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE CITY OF TEXAS CITY HISTORICAL PRESERVATION CORPORATION DURING THE 2019 - 2020 FISCAL YEAR; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, at a meeting of the Board of Directors of the Texas City Historical Preservation Corporation, duly held on March 11, 2021 consideration was given to approving the actions of the Officers of the Board of Directors of the Texas City Historical Preservation Corporation during the 2019-2020 Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION THAT:**

**SECTION 1:** All of the actions taken by the Officers of the Board of Directors of the Texas City Historical Preservation Corporation during the 2019-2020 Fiscal Year are hereby approved.

**SECTION 2:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 11th day of March 2021.**

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CHAIRPERSON/VICE CHAIRPERSON  
Texas City Historical Preservation Corporation

ATTEST:

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BOARD SECRETARY  
Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp  
Agenda**

**2. d.**

**Meeting Date:** 03/11/2021

**Submitted By:** Rhomari Jackson, Management Services

**Department:** Management Services

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 21-02, adopting the 2020-2021 fiscal year budget of the Texas City Historical Preservation Corporation.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

Attachment

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**TEXAS CITY HISTORICAL PRESERVATION CORPORATION**

**RESOLUTION NO. 21-02**

**A RESOLUTION ADOPTING THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION 2020 - 2021 FISCAL YEAR BUDGET; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

**WHEREAS**, at a meeting of the Board of Directors of the Texas City Historical Preservation Corporation, duly held on March 11, 2021, a general discussion was held concerning the proposed 2020-2021 Budget of the Texas City Historical Preservation Corporation.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION THAT:**

**SECTION 1:** The Board of Directors of the Texas City Historical Preservation Corporation hereby approves the 2020 - 2021 Fiscal Year Budget, for the Texas City Historical Preservation Corporation, as approved by the City Commission of the City of Texas City.

**SECTION 2:** A copy of said Fiscal Year 2020 - 2021 Budget is attached hereto as **Exhibit "A"** and made a part hereof for all intents and purposes.

**SECTION 3:** This Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 11th day of March 2021.**

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CHAIRPERSON/VICE CHAIRPERSON  
Texas City Historical Preservation Corporation

ATTEST:

\_\_\_\_\_  
BOARD SECRETARY  
Texas City Historical Preservation Corporation

**T.C. HISTORICAL PRESERVATION CORP.**  
**REVENUES & EXPENDITURES**  
**FUND 808**

**CITY OF TEXAS CITY, TEXAS**  
**FY 2020-21 ADOPTED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2018-19 ACTUAL	FY 2019-20 AMENDED BUDGET	FY 2019-20 YEAR END PROJECTION	FY 2020-21 ADOPTED BUDGET
<b>REVENUES: 808-000</b>					
48112	MUSEUM REVENUE	23,024	21,000	22,435	21,000
<b>*RENTS &amp; CONCESSIONS</b>		23,024	21,000	22,435	21,000
44009	GRANT REVENUE	2,500	-	-	-
48307	DONATIONS	50	-	124	-
48801	MISCELLANEOUS INCOME	-	50	-	50
<b>*OTHER REVENUES</b>		2,550	50	124	50
49002	TRANS. FROM HOTEL/MOTEL TAX FUND	120,500	120,500	120,500	120,500
<b>*OTHER SOURCES</b>		120,500	120,500	120,500	120,500
<b>TOTAL REVENUES</b>		<b>146,074</b>	<b>141,550</b>	<b>143,059</b>	<b>141,550</b>
<b>EXPENDITURES: 808-XXX</b>					
050-51010	SALARIES	-	-	-	-
<b>*SALARIES &amp; BENEFITS</b>		-	-	-	-
401-52660	OFFICE SUPPLIES	1,016	2,000	500	2,400
401-52680	JANITORIAL SUPPLIES	941	1,500	500	1,500
401-52700	PROGRAMS & AWARDS	6,464	15,520	5,000	14,000
401-52700	PROGRAMS & AWARDS-Education Outreach	1,145	835	835	1,600
401-52760	COMPUTER SUPPLIES	352	2,000	500	2,375
401-52780	MISC.-MATERIALS & SUPPLIES	-	2,000	-	3,000
<b>*MATERIALS &amp; SUPPLIES</b>		<b>9,917</b>	<b>23,855</b>	<b>7,335</b>	<b>24,875</b>
401-53200	UTILITIES	18,024	25,000	20,000	28,516
401-53540	MAINTENANCE-BLDG. & GROUNDS	92,989	34,480	34,480	35,000
401-53570	ADVERTISING/MARKETING	9,965	10,000	10,000	10,000
401-53600	POSTAGE	-	200	-	200
401-53680	PROFESSIONAL FEES	-	12,000	6,000	12,000
401-53700	EQUIPMENT RENTAL	3,045	4,000	4,000	6,000
401-53760	TRAVEL	3,128	5,000	1,421	5,000
401-53780	PUBLICATIONS & LEGALS	13,812	15,000	13,000	15,000
401-53800	DUES & MEMBERSHIPS	933	1,263	1,263	1,263
<b>*CONTRACTUAL SERVICES</b>		<b>141,896</b>	<b>106,943</b>	<b>90,164</b>	<b>112,979</b>
401-55010	LAND & BUILDING IMPROVEMENTS	-	14,000	5,878	60,000
<b>*CAPITAL OUTLAY</b>		-	<b>14,000</b>	<b>5,878</b>	<b>60,000</b>
<b>TOTAL EXPENDITURES</b>		<b>151,812</b>	<b>144,798</b>	<b>103,377</b>	<b>197,854</b>
<b>EXCESS OF REVENUES OVER(UNDER) EXPENDITURES</b>		<b>(5,738)</b>	<b>(3,248)</b>	<b>39,681</b>	<b>(56,304)</b>
<b>FUND BALANCE-BEGINNING OF YEAR</b>		236,918	231,180	231,180	270,861
<b>FUND BALANCE-END OF YEAR</b>		<b>\$ 231,180</b>	<b>\$ 227,931</b>	<b>\$ 270,861</b>	<b>\$ 214,557</b>

**T.C. HISTORICAL PRESERVATION CORP. - 808  
EXPENSES-SUPPLEMENTAL REQUESTS DETAIL**

**CITY OF TEXAS CITY, TEXAS  
FY 2020-21 ADOPTED BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FY 2020-21 ADOPTED BUDGET
<b><u>CAPITAL OUTLAY:</u></b>		
808-401-55010	HERITAGE SQUARE FENCE-REPLACE WOOD W/ WROUGHT IRON	\$ 60,000
<b><u>TOTAL CAPITAL OUTLAY:</u></b>		<u>60,000</u>
<b><u>TOTAL SUPPLEMENTAL REQUESTS-T. C.. HISTORICAL PRESERVATION CORP.</u></b>		<u>\$ 60,000</u>

**Texas City Historical Preservation Corp  
Agenda**

**2. e.**

**Meeting Date:** 03/11/2021

**Submitted By:** Rhomari Jackson, Management Services

**Department:** Management Services

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**Information**

**ACTION REQUEST (Brief Summary)**

Consider and take action on Resolution No. 21-03, approving and updating the Texas City Museum's Mission, Vision, and Values statements.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Resolution

Attachment

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**TEXAS CITY HISTORICAL PRESERVATION CORPORATION**

**RESOLUTION 21-03**

**A RESOLUTION APPROVING THE PROPOSED TEXAS CITY MUSEUM'S UPDATED MISSION STATEMENT, VISION STATEMENT, AND VALUE STATEMENT; AND PROVIDING THAT THIS RESOLUTION SHALL BECOME EFFECTIVE FROM AND AFTER ITS PASSAGE AND ADOPTION.**

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**WHEREAS**, at a meeting of the Board of Directors of the Texas City Historical Preservation Corporation, duly held on March 11, 2021, a general discussion was held concerning the proposed Texas City Museum's mission, vision, and value statements ; and

**WHEREAS**, the proposed language changes will be as presented in **Exhibit "A."**

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION:**

**SECTION 1:** The Board of Directors approves the updated Mission Statement, Vision Statement, and Value Statement language for the Texas City Museum as presented in **Exhibit "A"** and attached hereto.

**SECTION 2:** That this Resolution shall be in full force and effect from and after its passage and adoption.

**PASSED AND ADOPTED this 11th day of March 2021.**

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CHAIRPERSON/VICE-CHAIRPERSON  
Texas City Historical Preservation Corporation

ATTEST:

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BOARD SECRETARY  
Texas City Historical Preservation Corporation

## Mission Statement:

### Old Mission from 10/7/1999:

The mission of the Texas City Museum is dedicated to the promotion of the heritage of Texas City through education, preservation, and the display of its history and culture.

### Proposed 2020:

The Texas City Museum is the center of history, culture, and heritage for the people of Texas City. We seek to educate and enlighten visitors as we become a premier destination museum by creating an engaging experience for all.

## Vision:

To preserve and share our local heritage and culture with the local community and beyond.

To collect, research and display historical artifacts that are relevant to the history of Texas City with a focus on the people of Texas City and important historical events.

To expand community outreach and educational programs for all, particularly through increased use of technology.

## Values

Respect: the Museum strives both to interpret the history in a respectful manner and to treat our audiences in a respectful way.

Integrity: the Museum is honest and truthful.

Inclusiveness: the Museum is a place for all people.

Service: the Museum is committed to meeting the needs of the community.

Responsibility: the Museum is committed to preserving the City's historical assets for the future.

**Texas City Historical Preservation Corp  
Agenda**

**3. a.**

**Meeting Date:** 03/11/2021

**Submitted By:** Rhomari Jackson, Management Services

**Department:** Management Services

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**Information**

**ACTION REQUEST (Brief Summary)**

Review Texas City Museum's 2020 Collection Policy Proposal.

**BACKGROUND**

**ANALYSIS**

**ALTERNATIVES CONSIDERED**

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**Attachments**

Attachment

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Texas City Museum (formerly Museum of the Mainland)

Museum Board: Texas City Historical Preservation Corporation

Museum Mission:

The Texas City Museum is the center of history, culture and heritage for the people of Texas City. We seek to educate and enlighten visitors as we become a premier destination museum by creating an engaging museum experience for all.

History of the Collection:

In 1989 under the leadership of Ken De Maet, The Museum of the Mainland was formed. Previous attempts to begin a museum were made in 1946 and 1980, thus this was the third, and only successful attempt to start a museum in Texas City. Maureen Howard was hired as the first director and Holman Lilienstern acted as president. The first board included Randy Hunter, Pat Habashy, Thad Buster and Charlotte Westerlage. It was decided the Museum would focus on history and industry. In 1990 the Museum approached Texas City industries to solicit exhibits. In a short time, the Museum began accepting loans and donations from the general public as well. The Texas City National Bank gave their meeting building on 6<sup>th</sup> Street to the Museum, and The Museum of the Mainland opened in September of 1991, coinciding with the City's 80<sup>th</sup> anniversary.

In 1992 Lola and Moran McDaniel donated the former J.C. Penney building (a 30,000 square foot building, originally built in 1948) to house the Museum. Volunteers from the plants and churches contributed time and money to see that the Museum would be a cornerstone for the rehabilitation of 6<sup>th</sup> Street, the street of memories. The Museum opened in this building in 1994. The Museum joined with the City of Texas City in 2001, and has been managed by the City, through the direction of the Texas City Historical Preservation Corporation, ever since. The Museum's collection has steadily grown since the first donations made in 1990, and the Museum was completely remodeled in 2011. The most recent permanent exhibit, the USS Westfield (with artifacts on extended loan from the US Navy) was completed in 2017.

Audience:

The Museum seeks to collect historical artifacts relevant to the history of Texas City with a focus on the citizens and important historical events for the research, enjoyment and education of the local community and visitors.

Focus of the collection:

The focus of the collection had been the history of Texas City as a broad and all-encompassing topic. In the past any artifact with even the most flimsy association with the City could be accepted into the collection. Moving forward the focus of the collection will shift to the people of Texas City, and significant events within the city's history. For example several notable Texas City citizens are highlight

throughout the permanent exhibition such as James and Mary Campbell, Frank and Florence Davison, the Meyers Brothers, Helen Moore, "Hoopie" Williams, Frank Bell Jr., and Charles Brown, to name a few. Likewise several important events and topics are also highlighted such as the various hurricanes, the history of the area before it was Texas City, the founding of the City, the US Army encampment, the 1947 Disaster, and Texas City schools.

The geographic area of Texas City as it is represented throughout history by material culture will remain the broad focus. However, new accessions to the collection will either need to augment current collections topics or will need to fill gaps within the current collection. A relevant providence must be presented with an artifact for it to be accessioned (meaning we will no longer accept artifacts just because they are something old that belonged to someone who lives in the City).

#### Strengths:

The collection is made up of artifacts that benchmark the history of Texas City. Certain periods are particularly well represented such as the period of the Army Encampment (First Aero Squadron), the 1947 Disaster and the Civil War (thanks to the extended loan from the US Navy of the USS Westfield Artifacts). Additionally there are certain people, for example Charles Brown or Kay Bailey Hutchinson, for whom there are mini collections within the Museum's collection. Finally there are certain topics, for example Texas City schools, that are also thoroughly represented in the collection.

#### Weaknesses:

There is a need to strengthen the representation of minority groups of all varieties, including ethnic, racial, and sexual. Texas City has a full and rich cultural heritage that will be well represented in the collection as a whole.

#### Materials:

The collection is made up of a variety of materials: ceramics, metals, wood, textile, paper, photographs, paintings, and plastics. Although the Museum does accept digital materials it is frequently not accessioned into the collection but rather kept as reference materials or information, formats include: CD, DVD, VHS, USB Drive, Cassette, (certain kinds of) Floppy Disk.

The Museum does not accept Microfilms, and will no longer accept VHS, Cassettes, or Floppy Disks. In general the Museum does not accept the donation of excessively large items. Materials must be of dimensions that fit within the Museum's existing storage and exhibition spaces.

#### Acquisitions:

The Museum accepts donations to the collection. All donations are tax deductible; however, the museum assumes no responsibility to appraise donations. All donations are considered outright and unconditional gifts to be used at the Museum's discretion. The scope of the collections shall be

consistent with the divisions of interest of the Museum and shall be of demonstrable significance and quality.

Donations are brought to the Museum, and the donor is supplied with a Donation Form which allows them to give the Museum a list of artifacts and a detailed provenience of the objects. The donor signs the rights of the objects over to the Museum with the Curator or Assistant Curator as witness. The donor receives a copy of the Donation Form while the Museum retains the original. The artifacts are numbered and the accession is entered in to the PastPerfect (collections management software) database.

Items may be collected with varying intents, for example: for exhibition, for inclusion in an outreach program, or for research purposes. For this reason, and to allow for the proper care of exhibit items, no collection item (donation) is assured (permanent) exhibition.

The Museum does not purchase artifacts for the collection.

#### Deaccessions:

Periodically the collection must be assessed both in terms of condition and relevance to the Museum's mission and the focus of the collection. During this assessment it may become necessary to deaccession certain items in the collection. Reasons for deaccession may include: the objects falls outside of the geographical location of the scope of collection (ex: photos of Galveston, or yearbooks from La Marque), the condition of the object is beyond preservation, or the object is not unique or of museum quality (ex: old sears catalogues), etc. Deaccessioned objects of good quality may be offered to other institutions. Deaccessioned objects in poor condition should be disposed of in accordance with museum standards and best practices. In the case of accessioned replicas (such as photocopies) relevant to the mission and focus of collection, although the items should be deaccessioned, it will be retained as an "information" file.

#### Loans:

The Museum does not accept loans on a regular basis but will in special circumstances. Short term loans for special exhibits (such as the annual Quilt Show) can be accepted by the Curator and Assistant Curator. Any other loans to the Museum must be approved by the Texas City Historical Preservation Corporation.

The Curator may grant short term loans (approximately 1 month) for special exhibits to neighboring institutions (within a 100 mile radius). Any other loans from the Museum must be approved by the Texas City Historical Preservation Corporation.

#### Cross Organizational Cooperation:

The Moore Memorial Public Library in Texas City maintains a Local History Archive. Since the Museum and the Archive share a purpose it is important that we work as partners to preserve the

history of Texas City. The Museum grants the Library (Archives) permission to digitize items in the Museum's collection to make the collection more accessible, while retaining the rights of the collection. The Museum will receive a byline credit on any images or information from the Museum's collection.

During the Museum's collection assessments, any archival materials being deaccessioned from the collection will be offered as a transfer to the Library Archives. Additionally, in the spirit of cooperation, any new donations of archival materials that do not match the criteria laid out in this policy, will be offered to the Library Archives.