

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

OCTOBER 15, 2021- 4:30 P.M.
CITY HALL COUNCIL ROOM
1801 9th Ave. N.
Texas City, TX 77590

PLEASE NOTE: Public comments and matters from the floor are generally limited to 3 minutes in length. If you would like to request to speak, please do so in advance of the meeting by filling out a Request To Address Commission form. All in attendance are required to remove hats and/or sunglasses (dark glasses) during meetings and to also silence all cell phones and electronic devices.

1. ROLL CALL

2. NEW BUSINESS
 - a. Consider and take action on minutes from the March 11, 2021, Texas City Historical Preservation Corporation Meeting.

 - b. Consider and take action on the election of Officers and Oath of Office.

 - c. Consider and take action on Resolution No. 21-04, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2020-2021.

 - d. Consider and take action on Resolution No. 21-05, adopting the 2021-2022 fiscal year budget of the Texas City Historical Preservation Corporation.

 - e. Consider and take action on Resolution No. 21-06, approval of the 2020 Collection Policy for the Texas City Museum.

3. UPDATES

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 October 12, 2021, PRIOR TO 4:30 P.M., AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.

Board Secretary-Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp
Agenda**

2. a.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on minutes from the March 11, 2021, Texas City Historical Preservation Corporation Meeting.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Minutes

TEXAS CITY HISTORICAL PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

MINUTES

MARCH 11, 2021 - 3:30 p.m.

CITY HALL COUNCIL ROOM

The Texas City Historical Preservation Corporation Board of Directors met Thursday, March 11, 2021, at 3:30 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 3:41 p.m. by Margret Tuma with the following in attendance:

(1) ROLL CALL

Present: Margaret Tuma, Chairperson
Jose Boix, Director
Ridawna Sneed, Director
Lacey Fleshman, Director
Laura Boyd, Treasurer / Ex-Officio Member

Absent: JoAnn Hackbarth, Vice-Chairperson
Terri O'Brien, Director
Irma Moreno, Director

Staff Present: Jon Branson, Executive Director of Management Services
Rhomari Leigh, Board Secretary
Ryan McClellan, City Staff
Amanda Vance, City Staff
Dennis J. Harris, Director of Recreation and Tourism

(2) NEW BUSINESS

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

Lacey Fleshman voted to appoint Margret Tuma as Chairperson and Jose Boix as Vice-Chairperson.

Motion by Director Lacey Fleshman, Seconded by Director Jose Boix

Vote: 4 - 0 CARRIED

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

Motion by Director Jose Boix, Seconded by Chairperson Margaret Tuma

Vote: 4 - 0 CARRIED

- (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.

Motion by Director Jose Boix, Seconded by Chairperson Margaret Tuma

Vote: 4 - 0 CARRIED

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

Dennis Harris, Director of Recreation and Tourism, stated that a new fence for Heritage Square was recently installed.

Motion by Director Jose Boix, Seconded by Chairperson Margaret Tuma

Vote: 4 - 0 CARRIED

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

Amanda Vance, Museum Curator, explained the necessity for the updated mission, vision, and values statements.

Motion by Director Jose Boix, Seconded by Director Lacey Fleshman

Vote: 4 - 0 CARRIED

(3) UPDATES

- (a) Review Texas City Museum's 2020 Collection Policy Proposal.

(4) BOARD & STAFF COMMENTS

Dennis Harris stated that the museum artifacts have gone through deep cleaning and evaluations.

(5) ADJOURNMENT

Having no further business, Jose Boix made a MOTION to ADJOURN at 4:10 p.m.; the motion was SECONDED by Lacey Fleshman. The meeting was adjourned.

Board Secretary
Texas City Historical Preservation Corporation

Date Approved: _____

**Texas City Historical Preservation Corp
Agenda**

2. b.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

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

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Attachment

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.

Margaret Tuma, <i>Chairperson</i>	Jose Boix, <i>Vice-Chairperson</i>
Joann Hackbarth, <i>Director</i>	Lacey Fleshman, <i>Director</i>
Irma Moreno, <i>Director</i>	Ridawna Sneed, <i>Director</i>
Terri O'Brien, <i>Director</i>	City Staff: Kyle Dickson, City Attorney Jon Branson, Executive Director of Management Services Laura Boyd, Director of Finance Rhomari Leigh – Board Secretary Dennis Harris, Sr., Director of Recreation and Tourism Amanda Vance, Museum Curator

**Texas City Historical Preservation Corp
Agenda**

2. c.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 21-04, approving the actions of the Officers of the Board of the Texas City Historical Preservation Corporation for the previous fiscal year 2020-2021.

BACKGROUND

Our City Attorney has recommended this Resolution to validate the smaller items not budgetary in nature or that typically do not need the Boards 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

Attachments

Resolution

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION NO. 21-04

A RESOLUTION APPROVING THE ACTIONS OF THE OFFICERS OF THE BOARD OF DIRECTORS OF THE CITY OF TEXAS CITY HISTORICAL PRESERVATION CORPORATION DURING THE 2020 - 2021 FISCAL YEAR; 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 October 15, 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 2020-2021 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 2020-2021 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 15th day of October 2021.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

BOARD SECRETARY
Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp
Agenda**

2. d.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 21-05, adopting the 2021-2022 fiscal year budget of the Texas City Historical Preservation Corporation.

BACKGROUND

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Exhibit A
Resolution

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

**CITY OF TEXAS CITY, TEXAS
FY 2021-22 PROPOSED BUDGET**

ACCOUNT	ACCOUNT DESCRIPTION	FY 2019-20 ACTUAL	FY 2020-21 AMENDED BUDGET	FY 2020-21 YEAR END PROJECTION	FY 2021-22 PROPOSED BUDGET
REVENUES: 808-000					
48112	MUSEUM REVENUE	23,258	21,000	10,000	21,000
*RENTS & CONCESSIONS		23,258	21,000	10,000	21,000
44009	GRANT REVENUE	-	-	-	-
48307	DONATIONS	1,243	-	244	-
48801	MISCELLANEOUS INCOME	-	50	-	50
*OTHER REVENUES		1,243	50	244	50
49002	TRANS. FROM HOTEL/MOTEL TAX FUND	120,500	120,500	120,500	120,500
*OTHER SOURCES		120,500	120,500	120,500	120,500
TOTAL REVENUES		145,001	141,550	130,744	141,550
EXPENDITURES: 808-XXX					
050-51010	SALARIES	-	-	-	-
*SALARIES & BENEFITS		-	-	-	-
401-52660	OFFICE SUPPLIES	254	2,400	1,000	2,400
401-52680	JANITORIAL SUPPLIES	356	1,500	500	1,500
401-52700	PROGRAMS & AWARDS	4,930	14,000	5,000	14,000
401-52700	PROGRAMS & AWARDS-Education Outreach	835	1,600	-	1,600
401-52760	COMPUTER SUPPLIES	352	2,375	500	2,375
401-52780	MISC.-MATERIALS & SUPPLIES	-	3,000	358	3,000
*MATERIALS & SUPPLIES		6,728	24,875	7,358	24,875
401-53200	UTILITIES	15,961	28,516	20,000	28,516
401-53540	MAINTENANCE-BLDG. & GROUNDS	39,133	35,000	35,000	35,000
401-53570	ADVERTISING/MARKETING	7,110	10,000	10,000	10,000
401-53600	POSTAGE	-	200	-	200
050-53680	PROFESSIONAL FEES	2,500	-	-	-
401-53680	PROFESSIONAL FEES	5,203	12,000	11,956	12,000
401-53700	EQUIPMENT RENTAL	3,454	6,000	4,000	6,000
401-53760	TRAVEL	1,421	5,000	-	5,000
401-53780	PUBLICATIONS & LEGALS	11,805	15,000	12,000	15,000
401-53800	DUES & MEMBERSHIPS	903	1,263	1,000	1,263
*CONTRACTUAL SERVICES		87,490	112,979	93,956	112,979
401-55010	LAND & BUILDING IMPROVEMENTS	-	60,000	56,209	-
*CAPITAL OUTLAY		-	60,000	56,209	-
TOTAL EXPENDITURES		94,218	197,854	157,523	137,854
EXCESS OF REVENUES OVER(UNDER) EXPENDITURES		50,783	(56,304)	(26,779)	3,696
FUND BALANCE-BEGINNING OF YEAR		231,180	281,963	281,963	255,183
FUND BALANCE-END OF YEAR		\$ 281,963	\$ 225,659	\$ 255,183	\$ 258,879

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION NO. 21-05

A RESOLUTION ADOPTING THE TEXAS CITY HISTORICAL PRESERVATION CORPORATION 2021 - 2022 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 October 15, 2021, a general discussion was held concerning the proposed 2021-2022 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 2021 - 2022 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 2021 - 2022 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 15th day of October 2021.

CHAIRPERSON/VICE CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

BOARD SECRETARY
Texas City Historical Preservation Corporation

**Texas City Historical Preservation Corp
Agenda**

2. e.

Meeting Date: 10/15/2021

Submitted By: Rhomari Leigh, Management Services

Department: Management Services

Information

ACTION REQUEST (Brief Summary)

Consider and take action on Resolution No. 21-06, approval of the 2020 Collection Policy for the Texas City Museum.

BACKGROUND

At a Board meeting on March 11, 2021, the Board had a discussion to review the Texas City Museum's 2020 Collection Policy.

ANALYSIS

ALTERNATIVES CONSIDERED

Attachments

Exhibit A
Resolution

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 6th Street to the Museum, and The Museum of the Mainland opened in September of 1991, coinciding with the City's 80th 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 6th 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.

TEXAS CITY HISTORICAL PRESERVATION CORPORATION

RESOLUTION 21-06

A RESOLUTION APPROVING THE PROPOSED TEXAS CITY MUSEUM'S 2020 COLLECTION POLICY; 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 October 15, 2021, a general discussion was held concerning the proposed Texas City Museum's 2020 Collection Policy ; and

WHEREAS, the proposed 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 2020 Collection Policy Proposal 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 15th day of October 2021.

CHAIRPERSON/VICE-CHAIRPERSON
Texas City Historical Preservation Corporation

ATTEST:

BOARD SECRETARY
Texas City Historical Preservation Corporation