



**SCHERTZ HISTORICAL PRESERVATION COMMITTEE
1400 SCHERTZ PARKWAY, BUILDING 1
BOB ANDREWS CONFERENCE ROOM
SCHERTZ, TEXAS 78154**

**MINUTES
WEDNESDAY, JANUARY 28, 2026 AT 6:00 PM**

Call to Order 6:02pm

Board/Committee

Maggie Titterington (Chair)
Angie Fain (Vice Chair)
Jim Burdett
Kathleen Samsey
Lauren Dalton
Rose Arispe
Roz Wise

City Representatives

Zinnia Reed

Council Liaisons

Ben Guerrero
Robert Westbrook

Introduction of Guests

Jim Claire of the Bibliotech Library in Bexar County, introduced and indicated his intent to observe and also mentioned his involvement with the Schertz library's holdings, left by Dean Wiertz. He noted that Maggie was aware of his work on the holdings.

Mr. Claire expressed concern about duplicated historical items and the potential loss of information if Bibliotech, a Bexar County entity, were to shut down without backup. He suggested that Brian James might have more information on this matter. He also confirmed that the Schertz library's items contribute to the inventory at Bibliotech and mentioned a significant amount of material present, including newsletters by Dean Wiertz, collected in several binders, which also require sorting.

As part of his organizing structure, Jim was advised by the library director to label and box items to prevent confusion. He emphasized the importance of retaining a master copy and reviewing duplicates later. He asked whether he should handle the task alone and later have the committee assist. It was agreed by the committee that he would continue the work by himself at this time, in order to avoid

redundancy in efforts, and agreed to inform the committee when help was needed.

Discussion and/or Action Items

Minutes-Consideration and/or action regarding the minutes of the regular meeting of the November 6, 2025 meeting. Angie Fain motioned for the approval and was seconded by Rose Arispe.

Motion passed unanimously

5-0

SHPC Membership Updates

The committee currently has 9 out of 14 seats filled, with 3 seats occupied by non-residents, which aligns with the committee's policies. There was a question regarding a new applicant referred by Councilman Davis last year. However, despite efforts to encourage them, the applicant did not submit the necessary application for consideration. Chairperson Titterington checked with the interview committee, and it was confirmed that no application was received, indicating a lack of strong interest from the applicant.

Maggie Titterington discussed at the last meeting that while they have the capacity to fill 14 seats, the committee is not actively seeking to reach this number. They are open to new members but not focused on filling every seat, as having all 14 seats occupied could complicate achieving a quorum. With 14 members, 8 must be present to meet quorum requirements, which has been challenging even with the current number of members. Thus, the committee is not urgently pursuing new applicants.

Review of Financial Statement

The Chair asked the committee asked if there were any questions after reviewing the documents.

Ros Wise raised a question regarding expenditures, specifically relating to storage fees. It was noted that storage costs were improperly categorized as expenditures rather than encumbered funds. This was clarified as an ongoing monthly expense rather than an encumbered item set at the fiscal year's start. The removal of this item from the current budget is not possible until the next fiscal cycle.

The discussion shifted to merchandise sales, particularly calendars and books. It was noted that the November inventory for books did not change despite sales activity, indicating a need for adjustment. Book sales amounted to \$133.95 in December, reflecting sales of \$92.38 in November. A similar issue was noted with T-shirt inventory, where sales did not reflect a change in numbers. It was confirmed that T-shirts were sold at \$15 each, but discrepancies in recording were acknowledged.

A \$45 donation was noted, but clarification was needed on its origin. It was assumed to be from an event donation. The calendar sales were reported as \$480 for December, involving tax considerations. Participants agreed that the \$10 calendar price included tax, and finance would adjust accordingly.

An adjustment to the December financials was deemed necessary, while November's figures were considered accurate. It was concluded that the acceptance of the December financials should be tabled until accurate inventory counts could be confirmed.

A motion was made and seconded to table the acceptance of both November and December financials until the next meeting. The motion passed unanimously. Participants agreed to recount inventory items

such as T-shirts and books to ensure accuracy before the next meeting.

The meeting concluded with the decision to regroup and verify physical inventory counts, ensuring all records accurately reflect sales and donations.

Updates - Old Business

Outlook 365: Champion, Brian James

With provision of IT support for individuals requiring assistance with profile setup at the top of the meeting, the update began on the completion of the 365 setup status, confirming that everyone has successfully finished the process and recorded their passwords, except Becki Babcock, as she was not present. Zii Reed agreed that an email would be sent to all members that evening, requesting confirmation of receipt.

There was a discussion regarding the frequency of logging into their inboxes. Some members expressed concerns about managing multiple Outlook accounts. It was clarified that communication should now occur through the official Outlook accounts rather than personal emails, except for the agenda, which would continue to be sent to both work and personal emails. One member mentioned needing to change their personal email due to retirement. It was emphasized that all official communication should be conducted through the designated channels to avoid issues with record requests.

The conversation also touched upon the use of SharePoint for storing and accessing files such as inventory lists, agendas, and past minutes. It was agreed that access should be granted as needed, but with restrictions on deletion and editing to maintain data integrity. Finally, the group discussed the recommended frequency for checking emails and accessing the system, suggesting at least once a week to stay updated. Members were encouraged to set reminders to ensure timely communication.

SHPC: Then & Now Calendar: Champion, Roz Wise

The discussion started on the evaluation of total calendar sales, being postponed until further updates are available on the inventory tracker or next meeting to resume the tabled topic of the financial reports. Maggie Titterington noted Brian James successfully sold some calendars at the December Chamber Luncheon, and plans are in place to sell more at the January 31st Health and Home Show, where Zii Reed will be attending to sell calendars. Volunteers were welcome to assist with sales, and the event promises to be engaging with 68 vendors and also provide free health screenings. The discussion ended with Kathleen Samsey's expressions of gratitude for the team's contributions and particularly highlighting Roz Wise's leadership over the project.

City Event Support: Champion, Kathleen Samsey / Support, Roz Wise

Updates were provided on past events, such as Holidazzle, with commendations given to Angie Fain and Rose Arispe for their exceptional support. The event was successful and drew interest from various age groups, including youths. Attention then turned to logistical matters, specifically the credit card machine issues. It was noted that the machine had problems with both the SIM card and the device itself, requiring temporary borrowing from another department. Despite these setbacks, the transactions were processed smoothly.

The discussion also touched on the importance of having backup solutions, such as fully charged devices, to prevent future disruptions.

Kathleen mentioned she gathered contact information for two individuals interested in sharing historical information with the committee and a follow-up was planned to engage with them. One of the

individuals who was home-schooled expressed to Kathleen, that she was interested in starting a history club. The 2nd individual, 60yrs of age, has a collection of about 500 photos she'd like to donate to the committee. Jim Claire requested that the donor be instructed to add names or persons captured in photos for a smoother organizing process and identifying historical photographs, emphasizing the need for proper documentation of the images.

At 6:26 p.m., two additional guests, Eric Dawson and Carla Sanders, joined the meeting. Chairperson Titterington acknowledged their arrival and inquired about the purpose of their visit. Eric Dawson introduced himself as the last living descendant of the Schertz family, stating that Adolph Schertz was his grandfather and Robert Schertz his father. He also mentioned his relation to Lieutenant Colonel Larry Dawson. Eric shared that he grew up in the Adolph Schertz home and still resides there.

Eric recounted how his grandfather, Lieutenant Colonel Larry Dawson, was involved in a notable incident at Randolph Air Force Base in 1963, which was covered in a newspaper clipping he possesses. He expressed his enduring connection to the family home, despite changes over the years.

Carla Sanders mentioned that their visit was prompted by a screenshot she received from a neighborhood group on Facebook. She expressed interest in participating in a local parade. Eric and Carla explained that they are married and are here to explore community involvement opportunities.

The chairperson welcomed them and noted that the meeting focuses on topics such as oral histories and videos, which align with Eric's interest in preserving family history. Attendees were encouraged to stay and participate in the discussions, which occur monthly on the fourth Wednesday.

Kathleen Samsey continued and redirected the focus toward the review of the "Holiday Hoopla" event. While highlighting the event was an overall success, some concerns were raised about the event's signage. It was suggested that the signs be made larger and paired with battery-operated Christmas lights to enhance their visibility, especially in low-light conditions. These insights were documented to inform future improvements.

Brian James received well-deserved commendation for his dedication, as he remained present throughout the entire event. A substantial crowd gathered post-parade, necessitating two shifts to effectively manage the turnout and increase calendar sales for the committee.

Roz Wise suggested the idea of selling historical calendars at local schools, viewing it as a promising fundraising avenue. However, the committee highlighted the challenges of potential conflicts regarding accurate sales reporting without an online/digital payment option that could be seamlessly directed back to the committee. Chairperson Titterington advocated for cash sales only, if feasible. Marc Thorton volunteered to reach out to Clemens High but indicated that he could not guarantee sales opportunities at the school. Meanwhile, Maggie was tasked with consulting Mark to discuss and optimize the logistics surrounding these sales.

The committee also explored and suggested plans for upcoming events. Among these were discussions about hosting a talent show and leveraging a local football game as a potential venue for calendar sales. Additionally, the possibility of participating in the "Mister Buff" contest was considered, as another opportunity to engage with the community and a potential sales medium.

Landmark Properties: Champion, Becki Babcock / Support, Brian James

The Chair confirmed with Becky Babcock and Brian James that the plaque has been ordered and awaits final approval, with Brian committed to closely monitoring the process. The plaque is expected to be

ready by summer, with production and delivery to follow approval. Becky Babcock will temporarily step back from committee duties due to family commitments until April but is willing to participate remotely if necessary, though it's not the preferred method. She expressed gratitude for the committee's understanding and looks forward to rejoining.

Chairperson Titterington opened the discussion of new business with updates by discussing future strategies and activities for the year. She stressed the importance of having a designated leader/champion for each initiative was emphasized to ensure successful execution. Without a committed support for events, the committee risks overcommitting and underdelivering.

Kathleen Samsey raised the idea of setting up a booth at the town show, scheduled for February 13th. The committee discussed the need for at least two people to manage the booth, considering potential scheduling conflicts. It was proposed to focus on selling calendars with a clear display, as setting up a full event support table would require more preparation and resources.

Oral History Project: (*Potential*) Champion, Lauren Dalton / Support, Jim Burdett

The first project discussed was the oral history initiative, with Lauren emerging as a potential champion, supported by Jim. This project focuses on gathering and preserving stories and videos to create a valuable archive. The goal is to capture these narratives from various individuals, ensuring they are documented and accessible. Once a substantial collection of stories has been gathered, the plan is to compile them into a cohesive reel. There was a suggestion to play this historical video on a screen located in Building 2's lobby area, provided permission is granted. This would serve as an excellent venue for showcasing the project's output.

Key tasks pinpointed were to identify individuals to interview and record their stories on video. The next phase would involve editing the videos into a polished presentation. Tools like CapCut, known for their user-friendliness, could be employed to facilitate this process. However, the challenge lies in finding the time and resources necessary to download, edit, and execute the project effectively. The project has the potential to evolve, depending on available resources and committee support. Initially, it might start as a straightforward effort, assembling a group of people to share their stories, recording them, and uploading the videos to SharePoint, assuming it can handle such files.

Photo Sorting: (*Potential*) Champion, Maggie Titterington

Chairperson Titterington shifted the discussion to Marc Thorton, who has been dedicated to organizing the photo sorting project with the Clemens History Club. They found several folders filled with photos that had previously been overlooked and are yet to be processed, but they will be addressed soon. The objective is to have the photos sorted by the end of the school year, after which they will be uploaded to SharePoint for possible use in future projects, such as the calendar.

Regarding the video collection, they have footage from the 50th anniversary of Samuel Clemens, featuring alumni such as Sheriff Javier Salazar. This could be shared as part of the broader collection effort. There is also a discussion about assessing historic items and handling donations. A champion is needed to oversee this, ensuring items are evaluated.

Mr. Claire mentioned he has duplicates of some items that need to be reviewed, and this would include the aforementioned 500 photos potentially being donated to the committee, that will also require assessment. Zii Reed suggested an idea of splitting responsibilities into categories was suggested, such as one person handling documents and another handling photos. The discussion also touched on artifacts loaned by Dean, including a Letterman jacket and a photo from the 1950s, intended for museum display.

These items were placed in various satellite locations following approval challenges from the city.

New Business/Initiatives

Chairperson Titterington and the committee acknowledged a significant interest in the project of managing donations of historical items, while also reevaluating the mural repainting on Main Street/1518 and the articles from past mayors. These items were set aside for consideration before revisiting previously discussed topics. The committee demonstrated a stronger, genuine interest in the first three items, which included city event support selection, the oral history project and potentially continued production of the calendar, leading to a recommendation to concentrate on only two additional items. This was especially necessary if the committee chose to revisit the calendar production, a task deemed labor-intensive that would require substantial committee support.

Calendar and Events

The possibility of revising the calendar by merely updating dates was recognized, and new themes were proposed to boost community engagement. With the storage locker now organized, the group felt ready to manage three to four events, having already successfully hosted farmers' markets.

Potential events included:

- Schertz-Cibolo Cemetery Event (Spring/Fall)
- Farmers' markets (Spring/Fall)
- Holidazzle (December)

Zii Reed highlighted the need to act quickly for effective organization and to meet registration thresholds. The committee agreed and expressed strong interest and support in the mentioned event support choices.

Final decided initiatives-Strategic Planning

Chairperson Titterington led to conclude the selection. Following thorough and extensive discussion, the committee designated Champions and selected the following projects/initiatives for dedicated support in 2026:

Oral History Project:

Champion: Lauren Dalton

Support: Jim Burdett

This initiative aims to capture the stories and experiences of community members, particularly focusing on recollections of past events and personal histories.

Photo Sorting and Preservation:

Champion: Chairperson Maggie Titterington

Support: Mark Thorton

This team will continue to organize and preserve historical photographs. This effort is viewed as less labor-intensive but equally important for maintaining the integrity of historical records.

Mural Repainting on Main Street:

Champion: Vice-Chair Angie Fain

This role will involve obtaining quotes, designing, and coordinating with city officials to ensure proper approvals and funding.

SHPC Calendar Project for 2028:

Champion: Rose Arispe

This endeavor involves creating a calendar that integrates interviews and stories from local residents. The project aims to alternate the calendar release every other year, allowing sufficient time for the collection and compilation of materials, as agreed upon by the committee.

City Events Support:

Champion: Kathleen Samsey

This role will focus on coordinating event participation, particularly for farmers' markets, Holidazzle, and the Schertz Cemetery events. Responsibilities include organizing volunteers, ensuring materials are available, and maintaining a presence at these community gatherings. Efforts are being made to finalize involvement in farmers' markets and other events, ensuring organization and engagement as a committee. Coordination with Miguel was suggested to align scheduling with farmers' market dates.

Requests and Announcements

- New business cards featuring updated contact information for the committee.
- Chairperson Maggie Titterington will not be attending February's meeting

Adjournment/Next Meeting Date

- February 25, 2026
- Meeting was motioned to adjour at 7:04pm by Lauren Dalton, seconded by Rose Arispe.