



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

**MINUTES  
WEDNESDAY, MARCH 25, 2026 AT 6:00 PM**

## **Call to Order 6:01pm**

### **Board/Committee**

Chair, Maggie Titterington

Vice Chair, Angie Fain

Roz Wise

Kathleen Samsey

Jim Burdette

### **City Representatives**

Steve Williams

### **Council Liaison**

Ben Guerrero

## **Introduction of Guests**

### **Guests**

Caleb Hofmann Interested Member/Candidate

Jim Claire Schertz Library

The committee had several guests in attendance who were invited to introduce themselves. Caleb Hoffmann, a potential committee member pending council approval, introduced himself. Jim Claire, associated with the Schertz Library, shared updates on historical preservation efforts, mentioning he has three boxes of materials ready for digitization. He is collaborating with Mark Thornton from the school on this project.

The Chair thanked Jim Burdett and expressed interest in Caleb Hofmann joining the committee. It was noted that interviews with potential new members, including Caleb and Kayla, are ongoing. An email was sent out for committee members interested in participating in the upcoming interviews. The chair also mentioned reaching out to additional interested candidates, looking to join but had not yet received responses. Caleb and Jim were

welcomed to the meeting.

## **Discussion and/or Action Items**

### **Minutes**

The Chair called for the approval of the minutes for the January meeting. It was noted that there were no minutes from the scheduled February meeting due to a lack of quorum. There was an inquiry about whether everyone had reviewed the January minutes, followed by a call for a motion for their approval.

It was clarified that the motion would include an amendment noting that Jim Claire was not affiliated with the Bibliotech Library in Bexar County. Kathleen Samsey motioned to approve the January minutes with the stated amendment, which was seconded by the Vice Chair Angie Fain.

*Motion passed unanimously (5-0)*

### **SHPC Membership Updates (9 of 14 seats currently occupied, 3 of current hold non-resident status)**

During the discussion on membership updates, the focus was on quorum requirements and the terminology used on the committee's website. The Chair raised concerns about the advertised versus manageable number of board members needed to consistently achieve a quorum. It was clarified that the bylaws already provide accurate information, emphasizing the importance of updating the website accordingly. It was confirmed that a quorum requires a majority, specifically five out of eight members. To avoid confusion, it was suggested that the website should specify the total number of appointed members and omit references to vacancies. While there was a proposal to add a phrase like "if interested," it was noted that this was already covered and emphasized the need for website amendments to prevent implying vacancies.

Rose Arispe is taking leave to assist her daughter in Georgia for several months. The Chair will assist in covering her duties, coordinating through emails and phone calls. Initially, Rose Arispe considered resigning temporarily, but a leave of absence was recommended instead, and it was confirmed as feasible, drawing parallels to another member, Becki Babcock, currently on leave. She plans to start her leave of absence from June to the year's end. The Chair requested an official email to formalize this arrangement, and Rose Arispe expressed relief at the accommodation.

### **Review of Financial Statement**

The financial statements for November were approved without issues. December's statements were approved with amendments to address discrepancies between inventory and sales figures. The reports for January and February have been postponed due to incomplete inventory updates. Questions arose about the "holiday dazzle cashbox" initiative, which was clarified as cash deposits for change. The committee discussed business cards, confirming an expenditure but noting that some members had not yet received theirs. The inconsistencies in December's figures led to a proposal for amendment, while an unusual book sale figure in January resulted in a motion to defer those financials for further review. January and February reports will remain tabled until these discrepancies are resolved.

With Kathleen Samsey's motion to approve, followed by Roz Wise's second, the financial reports for November have been approved. December's financials were approved with modifications due to discrepancies. The reports for January and February are tabled, awaiting inventory updates.

*Motion passed unanimously (5-0)*

## **Updates**

### **Outlook 365: Champion, Brian James**

In Brian's absence, the Chair emphasized the importance of using Outlook exclusively for email communications among committee members to ensure consistent and reliable information exchange. Steve Williams reminded everyone that while the committee is not subject to open meetings, they must comply with open records laws, necessitating the use of the city's email system instead of personal emails to prevent potential legal issues.

Chairperson Titterington confirmed an email regarding interviews had been sent about a month ago and asked participants to check their Outlook accounts to ensure receipt. Kathleen Samsey reported difficulties accessing SharePoint, having requested access twice without success. It was mentioned that SharePoint files are also available on Google Drive, where they were previously shared. The Chair committed to following up with Brian James to resolve the SharePoint access issue.

### **SHPC Then & Now/ 2028 Calendars: Champion, Rose Arispe**

Chairperson Titterington discussed the sale of calendars through the Chamber, City, and Library, noting some uncertainty about other sales channels. The committee emphasized assessing the remaining inventory, with Vice Chair Angie Fain suggesting that leftover calendars be given to local Realtors as gifts with new home purchases by year-end. Kathleen proposed promoting the final sales of the calendars at the Hometown Harvest event in May at a discounted rate, followed by giveaways starting in June, to ensure efficient distribution.

Kathleen Samsey then shifted the focus to creating signs for upcoming events. Roz Wise inquired about producing a sign for the May Hometown Harvest event, similar to a previous car show sign, with interchangeable options for other occasions and items for sale. Schertz City Manager, Steve Williams, confirmed the city's sign shop could print an SHPC sign for city events. The chair suggested a standard-sized sign with inserts for specific events and a general "items for sale" sign, featuring the preservation committee's logo for flexibility in messaging.

Chairperson Titterington planned to email Brian for updates, acknowledging a deviation from the agenda and promising to address financials in the next meeting.

The discussion turned to the 2028 calendar project. Chairperson Titterington spoke with Rose Arispe, stressing the need to start groundwork despite the project being two years away. Rose agreed, highlighting her upcoming leave until at least March or April 2027, necessitating a second person for interview scheduling. She confirmed the urgency to begin interviews for timely printing and production. The Chair underscored the importance of a clear vision and suggested interviewing local residents for personal histories.

Jim Burdett raised concerns about the current calendar's small font size, which Kathleen Samsey agreed to help improve. Kathleen proposed collaborating with Rose on the design and encouraged members to suggest local residents for interviews to feature new stories and avoid repetition. Highlighting local families could boost calendar sales.

The committee tasked each member with identifying contacts for interviews, with Kathleen Samsey managing coordination and communication. The meeting ended with a consensus on next steps and plans to continue discussions via email.

### **City Event Support: Champion, Kathleen Samsey**

The Chair has taken on the responsibility of following up with two contacts from Holidazzle, as there has been no response yet. The committee's first Hometown Harvest event is scheduled for May 2nd, with Rose Arispe leading the event. There was a discussion about the need for additional volunteers, particularly a third person, since

set-up begins at 8:00 AM and the event runs from 9:00 AM to 1:00 PM. Vice Chair mentioned she might arrive late due to other commitments, but Roz Wise, Jim Burdett, and possibly Chairperson Titterington will be present to support the event. The Chair and Kathleen Samsey plan to organize event supplies within the next two weeks, with a meeting at the storage location tentatively set for a Sunday at 10:45 AM, after church.

Caleb Hofman has shown further interest by volunteering to assist at the event. It was also confirmed that the committee's participation in Hometown Harvest is planned for September 5th, with no conflict with Labor Day weekend. Additional events include the Schertz-Cibolo cemetery event in October and Holidazzle in December. Kathleen Samsey highlighted the committee's need for \$100 to purchase additional supplies, such as display materials and sandbags. An email vote for budget approval is being considered due to time constraints.

### **Oral History Project: Champion: Lauren Dalton Support: Jim Burdett**

Jim Burdett provided an update on potential interviewees for the Oral History Project, emphasizing the need to diversify the voices included. Roz Wise recommended that the committee review the permission paperwork for interviews and data collection to ensure it complies with current ethical and legal standards.

The Chair outlined a list of action items that need to be executed, which include: following up with Holidazzle contacts to confirm participation, ensuring volunteers are secured for the May 2nd event, organizing necessary supplies, coordinating a meeting at the storage facility, verifying details for the September 5th event, reviewing the budget for additional supplies, and updating the permissions paperwork for the Oral History Project. The date and time for the next meeting have yet to be confirmed, but it will cover pending approvals and updates on event planning.

Discussions were held regarding issues with contact information and coordination for interviews. The need for a sign-in process to efficiently manage contact details was emphasized, with Zii Reed responsible for handling emails. Zii Reed will manage emails and forms, while follow-ups on gathered information will be conducted to ensure all action items are addressed.

### **Mural Repainting on Main Street: Champion: Vice-Chair Angie Fain**

Vice Chair Angie Fain is leading the initiative to gather updates and quotes for the project. A key discussion point was the need to confirm the building owner's interest in updating the mural. Madison noted that the building is owned by the Masons, but it's unclear whether the owner has requested the update or if it's just a committee proposal. Zii Reed has been tasked with identifying the owner and determining their interest in the mural update.

The mural's current condition was also discussed; it is reportedly faded, and Angie has a picture of the original design for reference. There is debate on whether the mural needs to be redone, as some consider it an eyesore. Some committee members believe funds could be better allocated elsewhere, especially since there is no formal request from the building owner. The commissioning of multiple murals in Cibolo indicates a broader interest in pursuing similar projects.

Next steps involve Angie obtaining quotes for the project if the building owner grants permission. The committee will then assess the cost and decide on moving forward with the repainting. If there is no interest from the building owner, the committee may vote to remove the project from the agenda to conserve time and resources. Future considerations include the potential for murals in more productive locations if the Main Street project does not proceed. This topic will be revisited in the next meeting to reassess the situation based on the information gathered by Zii Reed.

### **Photo Sorting and Preservation: Champion: Chairperson Maggie Titterington Support: Mark Thorton**

It was noted by the Chair, Mark Thornton will attend next month's meeting and apologizes for missing this one. His team is close to finishing sorting the folders with extra photos, leaving only four remaining, with a goal to complete by the end of the school year.

Jim previously submitted deeds for digitization, now organized in a separate folder. He will review additional documents before submission to avoid overloading the team, who are managing multiple projects. Only original documents, not copies, should be submitted for preservation.

A strong box with a key was found during the organization of boxes, and will be opened for further preservation efforts. Mark Thornton will provide an update at the next meeting, with the aim of completing the work by the school year's end. If not finished, documents may be temporarily reclaimed and returned at the start of the next school year for safekeeping.

## **Requests and Announcements**

- Email vote for additional funds for materials
- Track building owner for Main St. Masonic Lodge
- Confirm everyone has Outlook access
- Business cards

## ***Additional Points Of Discussion***

### **Exploring Main Street: Collaborative Article Initiative**

Roz Wise proposed to revisit an idea from a year ago about writing on the history and transformation of Main Street's buildings. To gather insights, emails were sent to business owners, and collaboration with Jim Burdett, who had been conducting related research, was suggested. A request was made to clarify the recipient list of the emails, confirming that it included business owners, and there was an inquiry about the new email system being used. Feedback suggested approaching the article as a committee project.

Concerns were raised about ensuring the article aligns with strategic goals, with a suggestion to divide the research into three smaller articles. The need for more historical content in the magazine was emphasized, along with the proposal to publish the articles in installments. The conversation shifted to ongoing research efforts, highlighting the successful discovery of a deed for a specific building after months of searching. The importance of citing sources for the articles was stressed, with assistance offered for formatting them for publication. The discussion concluded with details on submitting the articles, using the Outlook, and fitting the content within the publication schedule.

## **Term Expiration and Appointments**

Steve Williams reminded the committee of the process for reappointment as the terms of some members were expiring. It was clarified that members would continue in their roles until the council officially reappoints them. The Chair inquired about placing Caleb on the next consent agenda for approval, noting that both Councilmember Allison Heyward and herself had interviewed him, and his application was with the city secretary. It was confirmed that Sheila would handle adding items to the agenda for the next corresponding Council Meeting agenda.

## **Adjournment/Next Meeting Date**

- **Adjourned 6:59PM**
- **April 22, 2026**