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

MINUTES
WEDNESDAY, APRIL 22, 2026 AT 6:00 PM

Call to Order 6:00PM

Board/Committee
Maggie Titterington (Chair)
Jim Burdett
Rose Arispe
Kathleen Samsey
Lauren Dalton
Roz Wise

City Representatives
Zinnia Reed
Brian James

Council Liaisons
Ben Guerrero
Robert Westbrook

Introduction of Guests
Councilman Robert Sheridan of the City of Schertz, was welcomed as a guest by the Chair. As a recent addition to the community, Councilman Sheridan shared he's attending each of the committees' meetings to familiarize himself with the city's various facets of governance.

Discussion and/or Action Items

Minutes

Approval of the minutes of the regular meeting of March 25, 2026, Chairperson Titterington initiated the discussion by inquiring whether the committee had reviewed the minutes. The members confirmed their review, with no questions or corrections noted. Roz Wise motioned to accept the minutes as presented, which was seconded by Lauren Dalton.

Motion passed unanimously (5-0)

SHPC Membership Updates *(9 of 14 seats currently occupied, 3 of current hold non-resident status, 1 tentative addition)*

The conversation focused on the committee's current situation regarding attendance and upcoming changes. As discussed in the last meeting, the Chair noted that while the committee seats are not officially labeled as vacant, there is still an openness to welcoming new members. Kayla Wainwright, an interested candidate who had been interviewed by the Chair and Councilmember Allison Heyward, was expected to attend, though her absence was noted. Caleb Hoffmann had been tentatively approved as a member of the committee but, though notified, was also absent.

Member Becky Babcock is on the last month of her leave of absence and plans to return in May. Roz Wise noted she will be out for the May meeting. Vice-Chair, Angie Fain, will be unavailable from the end of June to July due to a new coaching job with a conflicting schedule, though she plans to remain committed to the committee. Rose Arispe will begin her leave in September to assist her family.

Sophie Rodriguez had informed Chairperson Titterington she couldn't be present at the meeting due to work-related travel, but she is expected to continue participating. Lauren Dalton announced her decision to leave the committee due to personal commitments, including an upcoming wedding in July, which required full attention.

The committee acknowledged the changes and extended congratulations to her on her upcoming marriage, and she noted she will be sending a written submission of her resignation.

Review of Financial Statement

In reviewing the financial statements from December 2025 to March 2026, Brian James recommended that the committee pause and reformat the reports to address discrepancies highlighted in previous meetings. He noted that the current format lacked crucial details, causing confusion, especially when distinguishing between tax-exempt donations and taxable sales. To address this, the plan is to include additional information like item pricing and categorize sales more clearly. Brian James suggested that by cleaning up and reformatting the data, tracking sales, such as books and various T-shirts, would become more straightforward. Chairperson Titterington agreed to set aside the current financial statements and begin with revised reports from October 2025 onward, using the new format to ensure a clearer and more consistent view of the financial data.

Updates

Outlook 365: Champion, Brian James

Regarding Outlook 365, with Brian James reporting that most members were successfully using Outlook 365. However, it was ensured that the remaining members who have not yet connected will be properly integrated. He also emphasized the importance of using the platform for emails to ensure compliance with open records laws, which allow public access to exchanged emails at request.

Chairperson Titterington raised concerns about meeting minutes being sent to personal email accounts instead of the designated Schertz domain address. Brian James explained that minutes were being sent to both addresses temporarily until all members transitioned to their official email addresses. He clarified that while texts are also subject to open records, it's preferable to use email for business matters to maintain transparency and avoid any perception of impropriety.

It was also noted that the Historic Preservation Committee is not bound by the open meetings act, allowing for informal discussions post-meetings. However, it was advised against discussing city business in private social settings to avoid negative impressions. The committee agreed on maintaining communication primarily through email, reserving texts exclusively for logistical matters as in city event set-up/coordinating etc., to uphold the city's reputation and transparency.

SHPC: Calendar Project: Champion, Rose Arispe / Support Maggie Titterington

A correction was made regarding the calendar project champion, clarifying that Rose Arispe is now leading the new upcoming calendar project instead of Roz Wise, with support from Chairperson Titterington. The discussion then shifted to inventory and sales. Brian James confirmed that there are 219 calendars remaining out of the 300 in stock. A suggestion was made to reduce future production orders to 150 to optimize costs. Potential candidates for interviews regarding the new calendar project's features were discussed, with the chair proposing committee members bring names to be considered at next month's meeting.

Template ideas for the calendar were shared, with Brian James recommending that the committee prioritize a cleaner layout by sacrificing some text. This would allow for a larger image on one side, accompanied by a brief identifier of the subject at the top and the calendar at the bottom. It's important to remember that additional pages are available, and more detailed writing could be included on the back, resulting in a more polished final product. Lastly, it was noted by Jim Burdett that the committee update and acquire new release forms for the calendar subjects to ensure that consent permissions are obtained from all individuals involved.

City Event Support: Champion, Kathleen Samsey

The discussion opened with Roz Wise questioning who was assigned to the City Event support role. Although her name was listed, she believed that the Vice Chair, Angie Fain, had been designated for the role. The Chair decided she would confirm with the Vice Chair about the assignment.

The discussion continued by reiterating confirmation on event support for the upcoming Hometown Harvest Farmers' Market. Due to some challenges in securing sufficient support for the upcoming event, alternative dates for the Hometown Harvest Farmers' Market were considered based on availability and coverage. The Chair emphasized the significance of participation, particularly when confirmed participation was established. Zii Reed mentioned that the committee was registered for the event, where their presence would be anticipated. Additionally, it was brought to attention that an airshow would be taking place on the same day, potentially competing with the Hometown Harvest Farmers' Market for attendance..

After considering all variables and availability, Rose Arispe, Jim Burdett, and Zii Reed affirmed their commitment to fully support the event. The Chair also expressed her intention to attend part of the event but would need to leave early due to prior commitments. As lead, Rose Arispe confirmed that she would retrieve items from storage on the event day, with Kathleen planning to visit the storage unit with her after the meeting to familiarize her with the location and the items to be included for the May 2nd event. In summary, despite initial doubts, the committee reached a consensus to move forward with the Hometown Harvest on May 2nd, ensuring adequate staffing.

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

The chair asked about the status of the plaque for the landmark properties. Brian James informed the committee that the company commissioned to create the plaque received it the previous week, but it arrived damaged.

Consequently, the company is reordering it and plans to expedite the delivery. He expressed confidence that the plaque would be ready in time for the committee's participation in the upcoming October event.

Mural: Champion, Angie Fain

The conversation started with an open dialogue regarding the potential redesign or refresh of the current mural. Chairperson Titterington noted that even though Vice Chair Angie was not present, she had been designated to oversee the project. Brian James affirmed that he had been in touch with the building owners and stakeholders of the Masonic Lodge, stating that they were receptive to updating the mural and would likely endorse any redesign, as long as there was a shared agreement.

He noted uncertainty but believed the Masons would be receptive to suggestions, including a complete redesign. However, cost was a significant concern, and Angie would be looking into this once the feasibility of the redesign was confirmed.

Brian James suggested reviewing examples to understand current trends and expressed frustration over the removal of the original design. Roz Wise shared a recent example from Wells Fargo in Cibolo for inspiration.

Brian James encouraged reaching out to artists and indicated that the project might require involvement beyond the current staff. Although Angie was interested in leading the project, her unavailability until July complicated matters. The committee decided to potentially wait and inform stakeholders that it might take a few months to finalize a clear plan. The Chair planned to email the Vice Chair with an update and suggested collaborating with a specific artist to develop the concept and obtain a project quote.

Oral History: Champion, Lauren Dalton / Support, Jim Burdett

Following the confirmation of his ongoing support role in the absence of Lead, Lauren Dalton, due to resignation, Jim Burdette shared a prepared a list of questions for the subject interviews and shared it with the committee. The chair noted that the individuals featured in the calendar should also participate in the oral history project, as both initiatives align conceptually but utilize different mediums.

The chair further mentioned that the release forms would serve for both the calendar content and the oral history project. The chair then inquired whether using a questionnaire would be more effective than asking open-ended questions during the interviews. Jim Burdett explained that a structured format would better capture key historical information. The chair agreed and asked Jim Burdette to refine the interview questions and compile a list of additional names to ensure comprehensive coverage for the oral history project.

Photo Sorting: Champion, Maggie Titterington / Support, Marc Thorton

The Chair mentioned that Mark Thorton, who has been handling the photo sorting project, was not present at the meeting due to minor surgery. The Clemens High School History Club members were continuing to work on sorting photos and aiming to complete the task by end of school year.

Requests and Announcements

Brian James raised concerns about ensuring that policies and procedures are fully aligned with proposed email votes to expedite purchases. This was previously discussed, particularly regarding the purchase of hometown harvest display items. Although the bylaws were unclear about email voting, Brian prompted the Chair to present a policy update. The update would allow the Chair to approve purchases between \$100 and \$500, to avoid unnecessary delays for smaller event-related expenses. Purchases within this range can be approved at the Chair's discretion without requiring full committee consensus.

Chairperson Titterington mentioned that Roy Richard's office requested permission to use an article by Dean Weirtz for an autobiography about Roy Richard's father and the history of Schertz Bank. She assured the committee that proper credit would be given, and there were no objections. Brian James noted that the policy and procedures draft would be included in the next meeting packet, and it was confirmed that items over $500 required pre-approval, while smaller amounts did not. Brian added that SHPC approval typically followed a majority vote, which the Chair confirmed.

Brian James also shared updates regarding the installation of new landmark street signs. The initial set of historic street signs, set to be placed on Buffalo South (South 78), is making good progress, with construction nearing completion and paving almost finished. Approval for the signs has been secured, and a ceremony is being planned to commemorate the area's historic designation. The committee aims to host the ceremony by July 2026.

**Kathleen Samsey arrived at 6:46pm*

Brian then showed a presentation of the area's progress, to which the Chair mentioned wanting to publish the ceremony/installation as an article in the Schertz magazine. She noted she's working two months ahead on articles and is keen to include future events. The committee agrees to exchange emails to coordinate plans, with mindfulness of meeting publication deadlines for the Public Affairs department.

Brian then presented an overview of the area's progress in a Powerpoint presentation. In response, the Chair expressed interest in publishing the ceremony/installation as an article in Schertz magazine. She mentioned that she is currently working two months in advance on articles and is keen to include upcoming/future events. The committee agreed to exchange emails to coordinate plans, keeping in mind deadlines for the Public Affairs department publishing schedule.

Adjournment/Next Meeting Date

- **Adjourned at 6:50pm**
- **May 27, 2026**