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

MINUTES
WEDNESDAY, OCTOBER 28, 2026 AT 6:00 PM

Call to Order

Present	Not Present
Board/Commitee	
Maggie Titterington	Rosalyn Wise - Member
Jim Burdett	Ben Guerrero - Council Liaison
Kathleen Samsey	Robert Westbrook - Council Liaison
Caleb Hofmann	
Sophie Rodriguez	
Rose Arispe	
City Representatives	
Zinnia Reed	
Brian James	

The meeting was officially called to order at 6:01 PM by Chairperson Titterington, confirming a quorum was present. Returning guests were acknowledged, showing appreciation for their continued interest.

Introduction of Guests

Dr. Miguel Vazquez
Jim Clair

Guests were invited to speak for three minutes. However, they chose to observe the proceedings quietly, then guest Dr.Vazquez, wanted to provide feedback on the recent Schertz-Cibolo Cemetery Landmark Designation Event. He expressed gratitude towards attendees for making the recent event remarkably successful. The event set a new attendance record with around 135 participants. He also note that the involvement of teachers and students, including art showcases and choir performances, significantly contributed to the success of the event.

Discussion | Action Items

Minutes

The motion to approve the August 2026 minutes was made by Kathleen Samsey and seconded by Jim Burdett.

SHPC Membership Updates (Seats: 7/14 occupied **| Non-Resident Seats:** 1/3 occupied)

The Chair announced that Becki Babcock has resigned from the board, citing personal obligations as the reason for her departure. Additionally, it was mentioned that former member Lauren Dalton has expressed a desire to rejoin the committee in 2027. The board expressed no objections to her interest. However, it was noted that she would need to go through the reapplication process. Given her prior involvement and membership, the interview committee may consider expediting her application. At the current number of members, it was also highlighted that committee meetings will require the presence of 4 members to meet the quorum requirements.

Review of Financial Statement

Caleb Hoffman motioned to approve the financial reports for July and August 2026 with amendments to rectify the inaccuracies in the reported calendar inventory. Additionally, Brian James requested the removal of the remaining calendars from city sites, considering the approaching year-end, to guarantee that no calendars would need to be sold.

Updates

2027 Monthly Oral History Articles: Champion, Maggie Titterington
Task assignments and interview schedules were discussed. Caleb Hoffman was designated to participate in developing the articles that emerge from the interviews. He suggested approaching the project by recording and transcribing the interviews, to then transform into articles focused on a specific topic for each subject. He received support from the committee on this method, as it would effectively capture the insights and nuances of the interviews. Subjects confirmed are as follows:

Maggie Titterington	**Rose Arispe**	**Kathleen Samsey**	**Sophie Rodriguez**
January & February	**March, April, May**	**June**	**July - August**
Freddy Degliado	Anelia Arispe	Robert Dietz Jr.	Rose Arispe
Roy Richard	Nancy Scott	Mayor Rodriguez (?)	Jim Burdett
	Joe Ruiz		

City Event Support: Champion, Kathleen Samsey | Support, Roz Wise
The committee assessed feedback from events held in September and October, notably the September Hometown Harvest and the October Schertz-Cibolo Cemetery Event, both of which garnered significant positive responses and support.
During the discussion about the upcoming Holidazzle event on December 5th, Kathleen sought clarification regarding the need for additional shifts. Brian suggested that if boosting sales is a priority, the Kris Kringle market would serve as an excellent focal point. The Chair volunteered to oversee the preparations for Kris Kringle, and the committee agreed on having 2 shifts to cover both the morning Kris Kringle market and the afternoon festival. Kathleen Samsey proposed a budget of $100–$200 for purchasing Christmas candy for the event.
The importance of clear communication, flexibility and role assignment was emphasized, to ensure the event's success. The event's participants plan to refer to past event preparations to enhance organization and execution. Final decisions will be made during the November meeting, which is expected to be the last gathering of the year.

Historic Street Signs: Champion, Brian James | Roz Wise
Brian James led the discussion on historic street signs, updating the committee by mentioning that the Public Works team is producing the signs, despite the recent occurrence of the city's water issues that were being tended to. The signs will be created for the Aviation Heights designation and will replicate the style of the signs made for Old Schertz's designation. The committee was in favor of having a recognition/dedication ceremony, with details to be confirmed at the next meeting.

Historic Document | Photo Cataloging & Sorting: Champion: OPEN | Support: All Committee

The discussion began by highlighting that while the storage unit is neat but lacks a clear arrangement, making it hard to find specific items. They plan to meet as a committee to assess the collection, with an initial session to evaluate and plan. Sorting shifts will be assigned, with Kathleen and Maggie starting on a Saturday, followed by Sophie and Caleb on a following shift.
The sorting process will also involve determining which photos can be displayed on stands, addressing past issues with display stands not fitting the images properly. The team will decide on the best stands to use.
The lead plans to visit the storage unit before the Holidazzle event to evaluate needs and continue sorting. Proposed sorting dates are November 8 and 21, with meetings in short, focused sessions to avoid overwhelm. The team will finalize dates and attendance, aiming to improve organization and accessibility of materials.

Additional Review & Action

In light of Dr. Vasquez's earlier inquiry, it was observed that there are currently no established guidelines for managing donation and sponsorship requests. The discussion emphasized the need to distinguish between donations, unconditional gifts and sponsorships, which typically involve an exchange for marketing benefits or visibility. The committee aimed to ensure that any financial support aligns with its mission, while also avoiding the establishment of precedents that would require fulfilling every request.
One of the main points was the importance of having a clear basis for evaluating requests for financial support. It was noted that any decision to give money should be defensible, supporting the mission or providing some benefit in return. Questions arose about the sources of funds for donations or sponsorships, particularly whether they could use city-provided money or only funds or revenue raised by the committee independently. The consensus was to use independently raised funds to avoid complications.
The committee discussed the potential benefits of sponsorships over donations, such as increasing awareness of the committee and its mission. They agreed that sponsorships could provide opportunities for public engagement and visibility, which align with the committee's goals. The topic of using funds for events or historical causes was also brought up, suggesting that any financial support should have a clear connection to historical preservation or similar objectives.
The chair opted to initiate by drafting a policy outlining the criteria for donations and sponsorships to include in the policies and procedures. The policy would help ensure that the committee's actions are consistent and justifiable. A draft will be shared in the next meeting for further discussion and approval.
Finally, the committee acknowledged the importance of raising funds independently and using them wisely to support their mission. They emphasized that any financial decisions should enhance the committee's visibility and align with historical preservation goals. The meeting concluded with plans to finalize the criteria and policy at the next meeting, ensuring clarity and consistency in future financial decisions.

Requests and Announcements

No requests or announcements.

Adjournment | Next Meeting Date

At 6:55pm, Kathleen Samsey motioned to adjourn the meeting, which was seconded by Sophie Rodriguez. The next meeting will take place on November 18, 2026.