**TEXAS HISTORICAL COMMISSION**

**2023 cOUNTY hISTORICAL cOMMISSION ANNUAL REPORT**

**Reporting Instructions**

* Do not edit or alter the annual report template, questions, or answer choices.
* If you need to leave a comment on a question, do so within the assigned comment box.
* If a question does not apply to your CHC, you may skip it.
* Submission instructions are provided on the last page of the report.

**Organizational Basics**

|  |  |
| --- | --- |
| 1. Name of your county |  |

1. Enter the contact information for the chair who managed CHC work in 2023. Provide the information for **one chair** who can be the point of contact for our agency.

|  |  |
| --- | --- |
| Name |  |
| Mailing address |  |
| Cell phone number |  |
| Home/office phone number |  |
| Email address |  |
| CHC website (if applicable) |  |

1. Enter the contact information for the individual filling out the report, **if other than chair**.

|  |  |
| --- | --- |
| Name |  |
| Cell phone number |  |
| Email address |  |

|  |  |
| --- | --- |
| 1. Provide the **number of CHC appointees** in 2023. |  |

5. Provide the number of volunteer hours for 2023. Volunteer hours should reflect time contributed by appointees and other volunteers. Include time spent at meetings, events, and travel to/from meeting and events. If you do not track hours, enter an approximate number. **Enter the number "0" if the CHC was inactive.**

|  |  |
| --- | --- |
| Number of volunteer hours |  |

6. Provide the number of CHC meetings in 2023. **Enter the number "0" if the CHC did not meet.**

|  |  |  |  |
| --- | --- | --- | --- |
| CHC meetings |  | Committee meetings |  |

If needed, provide brief comments regarding the number of appointees, volunteer hours, or meetings.

|  |
| --- |
|  |

7. **Quorum** is met when a majority of all appointees are present at a full commission meeting. **Check the percentage** that best reflects how often a quorum was present for your full commission meetings in 2023.

0% of full commission meetings made quorum

1-25% of full commission meetings made quorum

26-50% of full commission meetings made quorum

51-75% of full commission meetings made quorum

76-99% of full commission meetings made quorum

100% of full commission meetings made quorum

8. **Open Meetings Act training** is offered by the Texas Attorney General’s office on their website. CHC appointees are required by state law to receive training in Texas open government laws. **Check the percentage** that best reflects the number of CHC appointees who have completed Open Meetings Act training.

0% have taken Open Meetings Act training

1-25% have taken Open Meetings Act training

26-50% have taken Open Meetings Act training

51-75% have taken Open Meetings Act training

76-99% have taken Open Meetings Act training

100% have taken Open Meetings Act training

9. Check each way your CHC officially reported 2023 activities **to your** **county officials**.

Presented summary of 2023 accomplishments to commissioners court in late 2023

Plan to present summary of 2023 accomplishments to commissioners court in early 2024

Presented to county commissioners court about a particular project/s

Attended county commissioners court regularly

Met with the county judge

Met with county commissioners

Submitted CHC meeting minutes

Submitted a CHC budget

Submitted CHC treasury reports

Submitted CHC bylaws

Provided suggested CHC appointments

10. Check the **elected officials** that your CHC regularly invited to events and activities in 2023.

County judge

Law enforcement officials

County commissioners

Mayor/s of cities in your county

City council members in your county

School board members

State legislators

U.S. legislators

We do not regularly invite elected officials to our events.

**Financial Resources**

11. Enter the amount of **money provided directly to your CHC** in 2023 next to each line item. Use numbers for the dollar amount, rounding the amount up to the nearest dollar. **Enter "0" if no monies are associated with the line item.**

|  |  |
| --- | --- |
| Balance carried over from 2022: |  |
| Annual county allocation (not including money for museums): |  |
| County money allotted for museums (passing through CHC): |  |
| Any other money issued by county (one-time amount for special projects): |  |
| CHC fundraising proceeds: |  |
| Grant money provided to CHC (private, local, state, or federal): |  |
| Donations provided to CHC (partners, nonprofits, private): |  |
| “Membership” dues (though not recommended, some CHCs request dues): |  |
| Hotel Occupancy Tax Revenue provided to CHC (if not included above): |  |
| Any other money not included above: |  |

12. Which serves as the **repository for** **CHC money**? Check each answer that applies.

County treasury

Private bank account

No public or private accounts

Not sure how CHC money is accounted for

Nonprofit partner

If needed, provide brief comments regarding CHC money or repository of funds.

|  |
| --- |
|  |

13. **In-kind donations** are goods and/or services provided to the CHC at no charge. Check any in-kind donations provided by your county in 2023.

County does not provide any in-kind donations or services to the CHC

County staff liaison whose job description includes aiding CHC

Assistance from county staff including posting meetings, financial reports, legal consultations, etc.

Professional expertise of county staff

Administrative supplies such as postage, paper, ink, copier, etc.

Meeting and/or office space for CHC

Space for a CHC-operated museum

Space for a CHC-sponsored exhibit

Space for archive or records storage

Utilities associated w/ spaces mentioned above

Exterior maintenance or heavy equipment

Project/event supplies and/or equipment

Computer hardware or software

Internet access

Web hosting on county website

**Organizational Planning**

14. Check the box that best reflects your CHC’s planning efforts.

CHC does not document planning efforts

CHC has a work plan, but it is simply a list of work that needs to be accomplished

CHC has a work plan that defines tasks, responsible participants, and deadlines

CHC sought planning guidance from the 2022-2032 Statewide Historic Preservation Plan

15. Check the boxes that identify areas where **concerted efforts were made to improve work in 2023**.

CHC planning

Bylaws

Meeting attendance

Recruitment

Preservation education for appointees

Partnerships

Community outreach to adults

Community outreach to youth

Online presence of CHC

Relationship with county commissioners court

Initiated a new CHC project/event

Improved an ongoing project/event

Diversify interpretation efforts

If needed, provide brief comments regarding efforts to improve work.

|  |
| --- |
|  |

**Training and Development**

16. Enter the **number of CHC appointees** who attended each training.

|  |  |  |  |
| --- | --- | --- | --- |
|  | CHC Orientation Video (THC website) |  | Friends of the THC grant writing workshop |
|  | THC 2023 Real Places Conference |  | Texas Heritage Trails regional nonprofits |
|  | THC marker workshop or webinar |  | Preservation Texas |
|  | THC cemetery workshop or webinar |  | Texas State Historical Association annual meeting |
|  | THC museum workshop or webinar |  | Texas Association of Museums annual meeting |
|  | THC Archeological Stewards training |  | Texas Archeological Society |
|  | Other training opportunities (specify in comment box below) | | |

17. Check the **training and development** your CHC provided in 2023.

Provided educational presentations for CHC appointees

Used the THC website information to educate appointees

Met regionally with other CHCs to share experiences and efforts

Organized a CHC regional meeting for the purposes of sharing experiences and efforts

Hosted a THC-affiliated workshop in 2023 (specify in comment box below)

Shared CHC Listserv emails with appointees

Specify other training and development attended/provided by your CHC. Note if other CHCs were in attendance.

|  |
| --- |
|  |

**Stewardship and Survey**

18. Check the work items in which your CHC was **actively involved during 2023**.

Maintain an inventory of subject markers in your county

Visit sites to monitor the physical condition of subject markers in your county

Cleaned or repaired subject markers

Maintain an inventory of properties designated by Texas or the Secretary of the Interior as historic   
(i.e., National Register, Recorded Texas Historic Landmark, or State Antiquities Landmark)

Visit sites to monitor the physical condition of properties designated by Texas or the Secretary of the Interior as historic

Maintain an inventory of cemeteries in your county

Visit sites to monitor physical condition of cemeteries in your county for threats or endangerments

Maintain an inventory of cemetery organizations in your county

CHC uses the Secretary of the Interior's Standards for the Treatment of Historic Properties to determine appropriate repair and new construction when making recommendations to the public

Submitted photographs as part of the Recorded Texas Historic Landmark (RTHL) Photo Project

Provide brief comments about work related to monitoring the physical condition of historic resources.

|  |
| --- |
|  |

19. Has your CHC or othersplanned/pursued work to alter the following sites?

CHC or others planned/pursued work that altered historic county courthouse or its square

CHC or others planned/pursued work that altered a historic school campus

CHC or others planned/pursued work that altered a historic public park or plaza

CHC or others planned/pursued work that altered a historic jail complex

Provide brief comments about work that altered the courthouse, square, schools, parks, plaza, or jail.

|  |
| --- |
|  |

20. A **Historic Resources Survey** identifies historically and architecturally significant properties in neighborhoods, communities, and counties. Surveys document the physical condition of properties using photographs, fieldwork, and archival research. **Published surveys are formal documents** used in planning efforts and to raise awareness of a community’s cultural heritage.

**Provide brief comments about formal historic resource survey work completed in 2023, including initiating and updating existing surveys.**

|  |
| --- |
|  |

**Programs and Events**

21. Check the box for each work item in which your CHC was **actively involved in 2023**.

Consulted with citizens about potential subject marker topics

Provided a guide/directory of subject markers for public use (print, digital, etc.)

Provided a guide/directory of properties with historic designations for public use (print, digital, etc.)

Provided a guide/directory of cemeteries for public use (print, digital, etc.)

Coordinated an effort to educate youth about preservation or county history

Coordinated an effort to educate adults about preservation or county history

Provided tours of historic buildings or sites within the county (other than historic courthouse)

Appointees volunteered at a historic site that is open to the public

Managed a historic site that is open to the public

Promoted historic and cultural sites to develop and sustain heritage tourism

Provided tours of a historic courthouse in your county

Conducted and archived oral history interviews

Operated an archive or research library open to the public

Coordinated a regional preservation or tourism event (Texas Archeology Month, Preservation Month, conference, cultural heritage festival etc.)

If needed, provide brief comments about work related to events or programs.

|  |
| --- |
|  |

**Community Awareness and Revitalization**

22. Check the box for each work item in which your CHC was **actively involved during 2023**.

Participated as a consulting party in a federal Section 106 review

Identified and/or researched historic farms and ranches in your county

Identified and/or researched historic bridges in your county

Identified and/or researched historic waterways, dams, and irrigation districts in your county

Identified and/or researched historic public parks, and plazas in your county

Identified and/or researched historic jails or prisons in your county

Identified and/or researched historic schools, colleges, and universities in your county

Identified and/or researched historic highways, roads, and trails in your county

Participated in local economic development and planning efforts

Reviewed and/or made recommendations for county historic site tax exemptions and/or incentives

Participated in local development, zoning, and planning efforts to ensure historic and cultural resources were considered by elected officials

Identified areas of development within the county that could impact historic and cultural resources

Aware of local organizations that use hotel occupancy tax to fund preservation projects

Aware of municipal historic tax exemptions and/or incentives for qualified properties

If needed, provide brief comments about work related to community awareness and revitalization efforts.

|  |
| --- |
|  |

**Partnerships**

23. Partnering is more than attending meetings of other organizations.Effective partnerships strengthen the preservation community. **Check each of the individuals/organizations your CHC partnered with during 2023.**

We don’t partner with any organizations

County officials

City officials

Local law enforcement

Local businesses

Libraries

Museums

Cemetery organizations

Main Street managers and/or board members

Texas Heritage Trails regional nonprofits

Tourism organizations/visitors bureaus

Chamber of commerce/downtown business associations

THC State Historic Site

Texas Parks and Wildlife

National Park Service

Archeology organizations

Landmark commissions or local historic design review boards

Educational institutions (school districts, community colleges, universities)

Texas Archeological Stewards

If needed, note any additional partner organizations.

|  |
| --- |
|  |

24. Check the boxes that reflect your CHC's role with **museums**.

CHC appointees volunteer with museums

CHC operates a museum

CHC operates more than one museum

CHC appointees sit on board of a county museum

CHC is considered the board of a county museum

CHC operates a museum that adheres to professional standards in the care, collection, management, and interpretation of artifacts

Our CHC has no role with museums

If your CHC operates a museum, provide the name, physical address, phone number, email address, website, and operating hours.

|  |
| --- |
|  |

25. What amount of CHC time is spent on museum work?

0% of CHC time spent on museum work

1-25% of CHC time spent on museum work

26-50% of CHC time spent on museum work

51-75% of CHC time spent on museum work

76-100% of CHC time spent on museum work

**Project Descriptions**

**PLEASE READ ALL INSTRUCTIONS BEFORE WRITING PROJECT DESCRIPTIONS**

* Projects may include, but are not limited to:
* Building rehabilitations
* Site clean-ups
* Historic designations (National Register, Historic Texas Cemetery, Recorded Texas Historic Landmark)
* Archives and Digitization
* Oral histories
* Efforts to monitor the physical condition of historic resources
* Heritage tourism
* Public symposiums
* Guided or unguided tours
* Exhibits
* Demonstrations
* Films, photography, or audio
* Digital media
* Print media
* Educational programs for youth and adults
* Any other efforts to interpret county history for the public
* Descriptions should highlight a CHC project, effort, or service that:
* Resulted in a preservation and/or protection outcome
* Was developed to educate the citizens of your county and/or audiences outside of your county
* Is within the scope of work established by Texas Local Government Code, Chapter 318
* Reflects a group effort rather than the contributions of one or two appointees
* Description must include the following:
* 5 to 10 complete sentences
* The CHC’s role in the project, effort, or service
* The contributions of partners in planning and/or implementation
* The impact of the project, include attendance, improvements, public benefit, etc.
* The portion of work that occurred in 2023, if the project is part of a multi-year effort
* Please describe projects other than marker dedications unless those are the only services your CHC provides to the public.

26. Project Description #1 –– Describe ONE project, effort, or service provided by the CHC.

|  |
| --- |
|  |

27.Project Description #2 –– Describe ONE project, effort, or service provided by the CHC.

|  |
| --- |
|  |

28. Project Description #3 –– Describe ONE project, effort, or service provided by the CHC.

|  |
| --- |
|  |

**Comments for the THC**

29. Please share your thoughts on the Texas Historical Commission and CHC Outreach Program services that have helped your CHC.

|  |
| --- |
|  |

30. If needed, provide any additional information not already submitted in this report. Feel free to comment on specific preservation issues in your county, including successes and challenges.

|  |
| --- |
|  |

**End of Report. Thank you for your service and for fulfilling your statutory reporting responsibilities! Please go back through the report and check your report for accuracy.** Make sure to keep a copy for your records. Send the completed report to the CHC Outreach Program via one of the following.

**Email:**

[chcoutreach@thc.texas.gov](mailto:chcoutreach@thc.texas.gov)

**Mail:**

Texas Historical Commission

Text

Description automatically generated with low confidenceAttn: Jaclyn Zapata

PO Box 12276, Austin, TX 78711

**Need assistance?**

Contact Jaclyn Zapata, 512.475.2692, [chcoutreach@thc.texas.gov](mailto:chcoutreach@thc.texas.gov)