



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 \_\_\_\_\_

2. 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) \_\_\_\_\_

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

Name \_\_\_\_\_

Cell phone number \_\_\_\_\_

Email address \_\_\_\_\_

4. 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.

- |   |   |
|---|---|
| <input type="checkbox"/> 0% of full commission meetings made quorum     | <input type="checkbox"/> 51-75% of full commission meetings made quorum |
| <input type="checkbox"/> 1-25% of full commission meetings made quorum  | <input type="checkbox"/> 76-99% of full commission meetings made quorum |
| <input type="checkbox"/> 26-50% of full commission meetings made quorum | <input type="checkbox"/> 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.

- |   |   |
|---|---|
| <input type="checkbox"/> 0% have taken Open Meetings Act training     | <input type="checkbox"/> 51-75% have taken Open Meetings Act training |
| <input type="checkbox"/> 1-25% have taken Open Meetings Act training  | <input type="checkbox"/> 76-99% have taken Open Meetings Act training |
| <input type="checkbox"/> 26-50% have taken Open Meetings Act training | <input type="checkbox"/> 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.

- |  |  |
|--|--|
| <input type="checkbox"/> County judge                        | <input type="checkbox"/> Law enforcement officials |
| <input type="checkbox"/> County commissioners                | <input type="checkbox"/> School board members      |
| <input type="checkbox"/> Mayor/s of cities in your county    | <input type="checkbox"/> State legislators         |
| <input type="checkbox"/> City council members in your county | <input type="checkbox"/> 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
- Nonprofit partner
- No public or private accounts
- Not sure how CHC money is accounted for

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**.

- |  |   |
|--|---|
| <input type="checkbox"/> CHC planning                          | <input type="checkbox"/> Community outreach to youth                  |
| <input type="checkbox"/> Bylaws                                | <input type="checkbox"/> Online presence of CHC                       |
| <input type="checkbox"/> Meeting attendance                    | <input type="checkbox"/> Relationship with county commissioners court |
| <input type="checkbox"/> Recruitment                           | <input type="checkbox"/> Initiated a new CHC project/event            |
| <input type="checkbox"/> Preservation education for appointees | <input type="checkbox"/> Improved an ongoing project/event            |
| <input type="checkbox"/> Partnerships                          | <input type="checkbox"/> Diversify interpretation efforts             |
| <input type="checkbox"/> Community outreach to adults          |   |

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 others planned/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.**

- |  |  |
|--|--|
| <input type="checkbox"/> We don't partner with any organizations                     | <input type="checkbox"/> Main Street managers and/or board members                                     |
| <input type="checkbox"/> County officials  | <input type="checkbox"/> Texas Heritage Trails regional nonprofits                                     |
| <input type="checkbox"/> City officials  | <input type="checkbox"/> Tourism organizations/visitors bureaus  |
| <input type="checkbox"/> Local law enforcement                                       | <input type="checkbox"/> Chamber of commerce/downtown business associations                            |
| <input type="checkbox"/> Local businesses  | <input type="checkbox"/> THC State Historic Site   |
| <input type="checkbox"/> Libraries   | <input type="checkbox"/> Texas Parks and Wildlife  |
| <input type="checkbox"/> Museums   | <input type="checkbox"/> National Park Service   |
| <input type="checkbox"/> Cemetery organizations                                      | <input type="checkbox"/> Educational institutions (school districts, community colleges, universities) |
| <input type="checkbox"/> Archeology organizations                                    | <input type="checkbox"/> Texas Archeological Stewards  |
| <input type="checkbox"/> Landmark commissions or local historic design review boards |  |

If needed, note any additional partner organizations.

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

- |   |  |
|---|--|
| <input type="checkbox"/> CHC appointees volunteer with museums          | <input type="checkbox"/> CHC is considered the board of a county museum  |
| <input type="checkbox"/> CHC operates a museum                          | <input type="checkbox"/> CHC operates a museum that adheres to professional standards in the care, collection, management, and interpretation of artifacts |
| <input type="checkbox"/> CHC operates more than one museum              |  |
| <input type="checkbox"/> CHC appointees sit on board of a county museum | <input type="checkbox"/> 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?

- |  |   |
|--|---|
| <input type="checkbox"/> 0% of CHC time spent on museum work     | <input type="checkbox"/> 51-75% of CHC time spent on museum work  |
| <input type="checkbox"/> 1-25% of CHC time spent on museum work  | <input type="checkbox"/> 76-100% of CHC time spent on museum work |
| <input type="checkbox"/> 26-50% 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.

A large, empty rectangular box with a thin black border, intended for the user to describe a project, effort, or service provided by the CHC.

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

A large, empty rectangular box with a thin black border, intended for the user to describe a project, effort, or service provided by the CHC. The box occupies most of the page below the question.

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

A large, empty rectangular box with a thin black border, intended for the user to describe a project, effort, or service provided by the CHC. The box occupies most of the page below the question text.

## 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  
Attn: 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)

