**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**

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| 1. Name of your county
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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.

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| 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**.

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

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

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| Number of volunteer hours |       |

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

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| CHC meetings |       | Committee meetings |       |

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

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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.**

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| 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.

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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.

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**Training and Development**

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

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|       | 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.

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**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.

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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.

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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.**

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**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.

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**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.

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**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.

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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.

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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.

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

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

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**Comments for the THC**

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

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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.

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**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

**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