



TOWN OF TROPHY CLUB TROPHY CLUB COUNCIL FOR ARTS AND CULTURE

MEETING AGENDA

May 27, 2026

6:00 PM

Council Chambers
1 Trophy Wood Drive
Trophy Club, Texas 76262

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Board/Commission has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker must have submitted their request to speak by completing the Speaker's Form or may email tdixon@trophyclub.org

REGULAR ITEMS

1. Consider approval of the March 26, 2026 Trophy Club Council for Arts and Culture Meeting Minutes.
2. Discuss action items from the March 26, 2026 Trophy Club Council for Arts and Culture Meeting.
 - a. Creating an infographic for distribution at events.
 - b. Investigating the purchase of a tent sign for use at events throughout the year.
 - c. Researching options for a historian to assist with documenting the history of Trophy Club.

ADJOURN

CERTIFICATION

I do hereby certify that the Notice of Meeting was posted on the official bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: May 19, 2026, at 11:32 a.m., and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 of the Texas Government Code.

Tamara Smith, Assistant Town Manager

If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.



**TROPHY CLUB COUNCIL FOR ARTS AND
CULTURE COMMUNICATION**

MEETING DATE: May 27, 2026

FROM: Tamara Smith, MSL, Assistant Town Manager

AGENDA ITEM: Consider approval of the March 26, 2026 Trophy Club Council for Arts and Culture Meeting Minutes.

BACKGROUND/SUMMARY: The Trophy Club Council for Arts and Culture held a regular meeting on March 26, 2026.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: N/A

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Meeting Minutes

ACTIONS/OPTIONS:

Staff recommends that the Trophy Club Council for Arts and Culture move to approve the March 26, 2026 Trophy Club Council for Arts and Culture Meeting Minutes.

**Minutes From Regular Session
Trophy Club Council for Arts and Culture
For the Town of Trophy Club
Location: 1 Trophy Wood Drive, Trophy Club, Texas
Date: Thursday, March 26, 2026, 6:00 p.m.
Council Chambers**

The Trophy Club Council for Arts and Culture of the Town of Trophy Club, Texas, met in a Regular Session on March 26, 2026. The meeting was held within the boundaries of the Town and was open to the public.

ARTS COUNCIL MEMBERS' PRESENT:

Peter Steinmetz	Member
Jean Frazier	Vice Chairperson
Brandi Morris	Member
Kimbra Fox	Member
Melissa Eason	Chairperson
Hernan Bahamon	Member

ARTS COUNCIL MEMBERS' ABSENT:

Amye Stacy	Secretary
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STAFF AND GUEST(S) PRESENT:

Tamara Smith	Assistant Town Manager
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CALL TO ORDER AND ANNOUNCE A QUORUM

Chairperson Eason called the meeting to order at 6:01 p.m. and noted a quorum.

REGULAR SESSION

Consider approval of the January 29, 2026, Trophy Club Council for Arts and Culture Meeting and Work Session Minutes.

Agenda Item: Consider approval of the January 29, 2026, Trophy Club Council for Arts and Culture Meeting Minutes

Motion: Member Steinmetz motioned for approval.

Seconded by: Bahamon seconded.

Vote: All in favor – Motion passed unanimously. (416-0). 1 member absent

1. **Agenda Item:** Discuss action items from the January 29, 2026, Trophy Club Council for Arts and Culture Meeting.

The Council discussed the infographic design and agreed to standardize branding across all materials, approving the use of a consistent header and design format aligned with the pull-up banner. The partnership with the University of Texas at Arlington (UTA) was also discussed, including the project scope and approach. The process will begin with identifying potential historical items, followed by preliminary research to determine their significance and review by the Arts Council. The Council will then select items for deeper research, after which UTA will provide a final report to the Arts Council. The Arts Council will prepare and present this initiative to the Town Council. The project timeline is targeted for completion

prior to October 1, with opportunities for the Arts Council to share information at community events through booths or tents. Areas of interest include the origins of the Trophy Club name, the role of Ben Hogan and the golf course, early settlement patterns and migration routes, and key historical milestones and transitions.

Action Items

- Tamara will edit the infographic to use the official Town branding, simplify design, improve readability by removing gradients and low-contrast areas, ensure consistency with all materials, add the URL in addition to the QR code already on the document.
- Tamara will create a list of public art currently in Trophy Club.
- Tamara to meet with Hannah from UTA about Historian Project
 - Interest areas:
 - Origins of Trophy Club name
 - Role of Ben Hogan and the golf course
 - Early settlement patterns and migration routes
 - Key historical milestones and transitions
 - Timeline:
 - Before October 1, 2026
 - Goal: Present progress/results at community events
 - Scope/Approach
 - Initial identification of potential historical items
 - Preliminary research and significance review
 - Council selects items for deeper research
 - Final report and recommendations
 - Avoid eliminating items too early
 - Provide updates throughout the process
 - Project Goals
 - Identify and document historical sites and structures
 - Significant events and timelines
 - Historical markers/plaques
 - Wayfinding signage aligned with branding
 - Story of Trophy Club
 - Early settlement
 - Development timeline
 - Transition to master-planned community
 - Key landmarks and cultural elements

Next Meeting will be held on May 27, 2026.

ADJOURN

Adjourned at 6:40 p.m.

Attest:

Tamara Smith, Assistant Town Manager

Melissa Eason, Chairperson



TROPHY CLUB COUNCIL FOR ARTS AND CULTURE COMMUNICATION

MEETING DATE: May 27, 2026

FROM: Tamara Smith, MSL, Assistant Town Manager

AGENDA ITEM: Discuss action items from the March 26, 2026 Trophy Club Council for Arts and Culture Meeting.

- a. Creating an infographic for distribution at events.
- b. Investigating the purchase of a tent sign for use at events throughout the year.
- c. Researching options for a historian to assist with documenting the history of Trophy Club.

BACKGROUND/SUMMARY: During the March 26, 2026 regular meeting, the Arts Council discussed the following items:

- Creating an infographic for distribution at events. This item was previously discussed, and edits were requested. A revised version incorporating those edits is attached for review.
- Investigating the purchase of a tent sign for use at events throughout the year. The tent sign was approved, and the design was created by the Communications & Marketing Department. The tent sign will be available at the meeting for review.
- Researching options for a historian to assist with documenting the history of Trophy Club. UTA was contacted to determine whether they could support this initiative, and they provided a proposal based on the discussion regarding the project's goals and needs. The proposal is attached for review, and additional edits will be sent back to UTA. The project is anticipated to begin in June 2026 and conclude in June 2027.

This agenda item provides an opportunity for further discussion of the information presented.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: Staff worked with internal departments to develop a design for a pull-up sign to be used at events where the Arts Council has a tent or booth to promote its programs and initiatives. The cost of the pull-up sign is \$133.50.

The University of Texas at Arlington has been contacted to assist with documenting the history

of the Trophy Club; a proposal cost was provided at \$10,000 for this project. Funding for these items will come from the Hotel Occupancy Tax Fund, which included a line item of \$20,000 for Arts Programs for FY 2026.

LEGAL REVIEW: N/A

ATTACHMENTS:

- 1. Infographic
- 2. UTA Project Proposal

ACTIONS/OPTIONS:

This agenda item is being presented for discussion purposes only. No action will be taken by the Trophy Club Council for Arts and Culture.

TROPHY CLUB ARTS COUNCIL

Enriching Our Community Through the Arts



Our mission is to increase access to high-quality art and encourage lifelong learning through creative experiences for all ages.

Initiative One: Public Art & Historical Markers

Preserve & Protect Our Heritage

Establish guidelines for
maintaining public art and
identifying historically significant
sites.

INITIATIVE ONE:
PUBLIC ARTS & HISTORICAL
MARKERS

Initiative Two: Trophy Club Presents

Bringing Arts to Our Community

Host high-quality performances
and exhibitions shaped by
community interest.

INITIATIVE TWO:
TROPHY CLUB
PRESENTS



We want to Hear from You!
Take our community survey!

Project Proposal: Town of Trophy Club

Past in Practice: Translating Local History into Urban Design Strategy

Institute of Urban Studies

University of Texas at Arlington

IUS Background and Study Purpose:

The Institute of Urban Studies (IUS) is the principal research center for the College of Architecture, Planning, and Public Affairs at the University of Texas at Arlington. Originally established through an act of the 1967 Texas Legislative Session, the Institute's mandated mission is to conduct research and provide technical assistance to city and county governments, governmental agencies, and non-profit organizations as well as to offer education and teaching opportunities to individuals involved in public service and civic efforts.

This project proposes a comprehensive exploration of the Town of Trophy Club's historic cultural identity through the study and interpretation of its archival documents, statistics, community memories, and sites of historical significance. By systematically reviewing architectural features as they've developed over time as well as historic sites and everyday objects that reflect the community's heritage, the initiative will uncover the narratives, values, and visual language that define the town's character. These findings will directly inform the creation of urban design guidelines and recommendations for historical preservation, public art, and historical markers, ensuring that future public spaces, signage, and materials, are rooted in local history.

IUS Priorities Integration:

The IUS focuses on three primary priorities when engaging with a sponsor to perform a project. These priorities are:

- Design Metroplex – Projects that improve the aesthetics and experience of our regional spaces
- Planning Assistance for Rural Communities (PARC) – Spatial and community planning support, specifically intended to address suburban and rural needs
- Research, Evaluation, and Analysis Program (REAP) – Reports for local and regional entities that offer data-based policy recommendations

While this project can easily fit into all three categories, it most closely aligns with the Design Metroplex priority of actively engaging in efforts that blend place-based research, community engagement, and design strategy to create environments that feel welcoming, meaningful, and visually cohesive.

Project Deliverables:

1) Historically-Informed Urban Design Framework: A set of core themes that define the town's historical identity (e.g., industry, migration, arts, natural landscape), distilled into clear storylines, including:

- Executive Summary for Stakeholders: A concise, visually engaging overview of findings and recommendations for elected officials, funders, and community groups.
- Existing Conditions Report: An extensive review of the Town's existing historical cultural expressions, such as locations of interest and guiding documents

- Community Values & Vision Summary: Insights from workshops, surveys, and public engagement sessions about how residents want their history represented in future design.
- A Series of Recommendations for Design Principles Informed by History: Actionable guidelines for architecture, streetscapes, materials, signage, and public space design that reflect historical themes
- An overview of future efforts for the Town Arts Council to take on such as:
 - o Public Art Master Plan: Recommendations for murals, sculptures, installations, and interpretive elements tied to historical narratives and specific sites
 - o Historic Preservation & Adaptive Reuse Recommendations: Prioritized list of buildings or districts with strategies for preservation, rehabilitation, or adaptive reuse.
 - o Cultural Corridor or Heritage Trail Concept Plan: A conceptual design for a walkable or bikeable route that connects key historical sites with interpretive elements.

2) Historic Storytelling Toolkit: Templates and guidelines for plaques, wayfinding, digital storytelling, augmented reality experiences, and educational materials, including:

- Timeline of Significant Events A visual and narrative timeline identifying key historical milestones, demographic shifts, economic drivers, and cultural influences.
- Historic Sites & Structures Survey Documentation of buildings, landscapes, districts, and infrastructure with historical significance, including condition assessments and potential for interpretation.
- Community Exhibition or Presentation Materials: Posters, slide decks, or digital displays for public meetings, showcasing the town's history and proposed design directions.
- Community Oral History Collection Guide: Guide to producing and storing interviews, transcripts, and audio/video recordings capturing lived experiences, traditions, and local narratives.

Timeline:

June 2026

- Kickoff meeting with town leadership, project team, and key stakeholders
- Begin archival research by gathering documents, maps, photographs, etc.
- Identify and contact community members, cultural groups, and institutions
- Start preliminary site visits to historic districts and notable locations

July 2026 - August 2026

- Conduct structured archival review and document scanning
- Complete first round of historic site and structure surveys,
- Create working database of historical materials and metadata
- Synthesize research into key historical themes and identity markers
- Draft preliminary timeline of major historical events
- Map historical narratives onto specific places and corridors
- Hold community listening sessions to gather stories and priorities
- Analyze how historical patterns shaped current urban form

September 2026 - October 2026

- Translate historical themes into design principles and public art concepts
- Draft concepts for signage, wayfinding, storytelling tools, and digital experiences
- Develop preservation and adaptive reuse recommendations
- Meet with planning, arts, and public works staff to align concepts with existing plans
- Prepare initial presentation for stakeholders
- Refine design guidelines and public art strategies based on feedback

November 2026 - December 2026

- Host public open house or exhibition to share concepts and gather input
- Finalize historical narrative framework and place-based story map
- Complete public art master plan concepts and design guidelines
- Finalize preservation/adaptive reuse recommendations
- Build out storytelling toolkit
- Prepare executive summary and stakeholder briefing materials
- Conduct final review meetings with town leadership and advisory groups

January 2027 - June 2027

- Deliver full project report and all supporting materials
- Present findings to town council, arts council, and community partners
- Transfer all digital files, archives, and documentation to the town
- Closeout meeting to outline next steps for implementation in 2027

Project Budget:

Total Budget: \$10,000

Personnel costs (including salary and fringe for faculty project lead and student employee): \$6,500

Institutional costs (including costs to support project through UTA infrastructure): \$3,500