



**TOWN OF TROPHY CLUB**  
**TROPHY CLUB COUNCIL FOR**  
**ARTS AND CULTURE MEETING**

1 Trophy Wood Drive  
Trophy Club, Texas 76262

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**AGENDA**

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**August 14, 2025**

**6:00 PM**

**Council Chambers**

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**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](mailto:tdixon@trophyclub.org)*

**REGULAR ITEMS**

1. Consider approval of the May 8, 2025, Trophy Club Council for Arts and Culture Meeting Minutes.
2. Consider the appointment of an Arts Council secretary.
3. Discuss and review the Trophy Club Explore Arts and Culture Website.
4. Discuss recommendation for an Arts Council workshop facilitator.
5. Discuss prioritized initiative number one: public art and historical markers, focusing on their preservation and maintenance, as well as potential grant opportunities.

**ADJOURN**

*The Board/Commission may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.*

*Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.*

I do hereby certify that the Notice of Meeting was posted on the 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: August 5, 2025, at 11:00 a.m., and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

/s/ Tamara Smith  
Tamara Smith, Assistant to the 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**

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**MEETING DATE:** August 14, 2025

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Consider approval of the May 8, 2025, Trophy Club Council for Arts and Culture Meeting Minutes.

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**BACKGROUND/SUMMARY:** The Trophy Club Council for Arts and Culture held a regular meeting on May 8, 2025.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. Meeting Minutes

**ACTIONS/OPTIONS:**

Move to approve the May 8, 2025, 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, May 8, 2025, 6:30 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 May 8, 2025. The meeting was held within the boundaries of the Town and was open to the public.

**ARTS COUNCIL MEMBERS' PRESENT:**

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

**ARTS COUNCIL MEMBERS' ABSENT:**

Grace Murray	Member
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**STAFF AND GUEST(S) PRESENT:**

Brandon Wright	Town Manager
Tamara Smith	Assistant to the Town Manager

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**CALL TO ORDER AND ANNOUNCE A QUORUM**

Chairperson Eason called the meeting to order at 6:31 p.m. and noted a quorum.

**REGULAR SESSION**

1. Consider approval of the April 10, 2025, Trophy Club Council for Arts and Culture Meeting Minutes.  
**Agenda Item:** Consider approval of April 10, 2025, meeting minutes.  
**Motion:** Motion to approve by Member Bahamon.  
**Seconded by:** Vice Chairperson Frazier.  
**Vote:** All in favor – Motion passed unanimously.
2. Discuss and prioritize proposed arts and culture initiatives, including programs and projects, for enhancing art in public places. (Tamara Smith, Assistant to the Town Manager)  
The Arts Council reviewed and discussed four proposed initiatives for the upcoming fiscal year.
  1. Members emphasized starting with high-impact, achievable projects.
  2. Initiative 1 was considered a strong candidate for early success due to grant availability and lower logistical complexity.
  3. Members supported Initiative 4 as a long-term goal to raise community awareness and differentiate Trophy Club culturally.
  4. Importance of community engagement, grant funding, and clear process documentation noted.
  5. Interest in using the website to create an artist directory and submission form.
  6. Idea proposed to structure the year around:

7. **Short-term win:** Initiative 1 (Historical Marker Project)
8. **Long-term build-up:** Initiative 4 (Trophy Club Presents series)
9. Noted the value of tying initial efforts to external funding sources to show fiscal responsibility and generate public support.

Prioritize Initiatives

1. Initiative 1: Public Art & Historical Markers
2. Initiative 4: Trophy Club Presents (Professional Arts Programming)
3. Initiative 2: Art in Public Places
4. Initiative 3: Trophy Club Artist Fellowship

**Action Items**

- Tamara to bring detailed grant funding options for Initiative 1 to the next meeting.
- Tamara to work with the Marketing and Communications Department to set up a website and form for the Arts Council.
- Arts Council members to review available performing artist databases for Initiative 4. (sent by Tamara to Arts Council)
- Investigate opportunities for hosting an input session, survey, booths at events for community outreach.

**Next Steps**

Regular meetings will be held on the second Thursday of each month at 6:00 PM.

**ADJOURN**

Adjourned at 7:11 p.m.

Attest:

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**Tamara Smith, Assistant to the Town Manager**

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**Melissa Eason, Chairperson**



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

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**MEETING DATE:** August 14, 2025

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Consider the appointment of an Arts Council secretary.

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**BACKGROUND/SUMMARY:** According to the Ordinance passed by the Town Council on October 28, 2024, election of a chair, vice-chair, and secretary will commence at the first Arts Council meeting following the appointment of new and/or returning members. The Arts Council shall elect a chair, vice-chair, and secretary. The term shall be for one year until the election of a new chair, vice-chair, and secretary the following year. Upon the resignation or removal of the chair, vice-chair, or secretary, the Arts Council shall elect a member to replace the vacated office.

**Responsibilities of Secretary:**

**Secretary:** The secretary works with the staff liaison to create agenda minutes. The secretary performs other administrative duties as requested by the Arts Council.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**ACTIONS/OPTIONS:**

Staff recommends that the Arts Council discuss and move to appoint an Arts Council secretary.



## TROPHY CLUB COUNCIL FOR ARTS AND CULTURE COMMUNICATION

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**MEETING DATE:** August 14, 2025

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Discuss and review the Trophy Club Explore Arts and Culture Website.

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**BACKGROUND/SUMMARY:**

On May 8, 2025, the Trophy Club Council for Arts and Culture (Arts Council) recommended the creation of a public webpage to share Arts and Culture information with the community.

In response, Town staff has developed a draft Arts & Culture page within the *Trophy Club Explore* website, which is designed to provide public information about the Town. The new page includes the Arts Council's mission and vision, fiscal year initiatives, a public survey, and space for an Artist Interest Form (which is still under development).

This evening's agenda item is to review and discuss the content of the page to ensure it aligns with the Arts Council's vision.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. Website

**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.



About Trophy Club

Videos

Top Things To Do

Health and Wellness

Parks

Partners

Trophy Club Country Club

Business Directory

Feature Links > Visit > EXPLORE > Arts & Culture

## Arts & Culture



The **Trophy Club Council for Arts and Culture** (referred to as the "Arts Council") supports and promotes artistic and cultural activities as vital elements of community enrichment.

Its mission is to increase access to high-quality art and encourage lifelong learning through creative experiences that engage residents of all ages.

### Arts Council Initiatives for Fiscal Year 2025-2026

#### Initiative One: Public Art & Historical Markers

- **Focus:** Preservation and Maintenance
- **Purpose:** Establish guidelines for maintaining public art and identifying historically significant sites.
- **Impact:** Supports long-term stewardship of town history and existing assets.

#### Initiative Two: Trophy Club Presents

- **Focus:** Professional Arts Programming
- **Purpose:** Host high-quality performances and exhibitions shaped by community interest.
- **Impact:** Increase access to professional arts experiences and elevates cultural life in Trophy Club.



### The Arts Council Wants To Hear From You!

The Arts Council is gathering input from residents to help guide future arts and cultural programs, events, and projects in our community. Your feedback is important—please take a few minutes to complete the survey below and let us know what matters most to you!

[Click Here to take the survey!](#)

### Local Artist and Creatives

Local artists and creatives are invited to complete the Artist Interest Form. Through this form, the Arts Council seeks to connect with individuals who are passionate about the arts and interested in contributing to cultural initiatives in Trophy Club.

### Artist Interest Form





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

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**MEETING DATE:** August 14, 2025

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Discuss recommendation for an Arts Council workshop facilitator.

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**BACKGROUND/SUMMARY:** To support the inaugural year of the Trophy Club Council for Arts and Culture, staff recommends holding Arts Council workshops. This agenda item will cover the proposed duration, timing, and availability of consultant Margie Reese to facilitate these workshops.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** Facilitator fees will include a \$200 hourly rate plus a \$25 mileage fee. These costs will be covered by the Town Manager's contingency fund until the Fiscal Year 2026 budget is in place.

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**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 COUNCIL FOR ARTS AND CULTURE COMMUNICATION

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**MEETING DATE:** August 14, 2025

**FROM:** Tamara Smith, MSL, Assistant to the Town Manager

**AGENDA ITEM:** Discuss prioritized initiative number one: public art and historical markers, focusing on their preservation and maintenance, as well as potential grant opportunities.

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### **BACKGROUND/SUMMARY: Texas Historical Foundation (THF)**

- **Eligibility:** Primarily for 501(c)(3) organizations. Municipalities must apply through a fiscal sponsor or form a partnership with a non-profit.
- **Institutional Membership (\$50/year):** Includes a subscription, alerts for grant opportunities, and partner listings.
- **Grants Focus:** Preservation and history-related initiatives.
- **Note:** Municipalities can become members, but cannot apply for grants directly without non-profit partnership.

### **Texas Historical Commission (THC) – CLG Grants**

- **For: Certified Local Governments (CLGs)** – includes city/county governments that are certified and in good standing.
- **Purpose:** Develop and sustain local preservation programs in alignment with statewide goals.
- **Eligible Projects:**
  - Historic surveys and inventories
  - National Register nominations
  - Local preservation plans and ordinances
  - Design guidelines and incentive programs
  - Hosting training/workshops
- **Grant Size:** Typically \$5,000–\$45,000
- **Matching Requirement:** 1:1 (dollar-for-dollar), in-kind support is allowed
- **Funding Source:** Historic Preservation Fund (National Park Service)
- **Next Application Window:** Opens in August; deadline in November
- **Examples of Recent Projects:** Waxahachie and Travis County surveys, cemetery preservation, and public nominations

### **Summerlee Foundation – Texas History Program**

- **Eligibility:** 501(c)(3) organizations or government units (per IRS Code 170(c)(1))
- **Focus Areas:**
  - Underserved cultural/geographic communities
  - Preservation, scholarly research, educational programs
- **Priorities:**
  - Community involvement, expert participation, and strong local support
  - Historic designation (e.g., NRHP or THC status) boosts competitiveness
- **Restrictions:** No grants for individuals, religious use, lobbying, monuments, or courthouse restorations

### **Federal & State-Level Funding Sources**

- **Historic Preservation Fund (HPF):** Matching grants for identifying, evaluating, and protecting historic properties
- **National Endowment for the Humanities (NEH):** Funds projects for document preservation and public access
- **National Historical Publications and Records Commission (NHPRC):** Supports archival work
- **Institute of Museum and Library Services (IMLS):** Supports museum/library historical preservation
- **State Historic Preservation Offices (SHPOs):** Each state's SHPO may offer its own grant programs
- **Other State Programs:** Examples include the Texas Preservation Trust Fund

### **Summary Takeaways**

- Municipalities must partner with a non-profit or fiscal sponsor to access many grant opportunities.
- Certified Local Government (CLG) status is a gateway to state-level grants.
- Grants emphasize community impact, professional oversight, and preservation planning.
- Planning and applying early (August–November for most cycles) is crucial.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** Federal and state-level funding sources typically require a matching grant.

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**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.