



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

**REGULAR MEETING AGENDA**

December 11, 2025

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](mailto:tdixon@trophyclub.org)*

**REGULAR ITEMS**

1. Consider approval of the November 19, 2025 Trophy Club Council for Arts and Culture Meeting and Work Session Minutes.
2. Discuss and review the Trophy Club Explore Arts and Culture webpage.
3. Discuss the Arts Council's first action item, "Creativity Lives Here".
4. Discuss prioritized initiative number one: public art and historical markers.

**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: December 2, 2025, at 2:30 p.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.

          /s/ Tammy Dixon            
Tammy Dixon, Town Secretary

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:** December 11, 2025

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

**AGENDA ITEM:** Consider approval of the November 19, 2025 Trophy Club Council for Arts and Culture Meeting and Work Session 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. Regular Meeting Minutes
2. Work Session Meeting Minutes

**ACTIONS/OPTIONS:**

Staff recommends that the Trophy Club Council for Arts and Culture move to approve the November 19, 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: Wednesday, November 19, 2025, 7:00 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 November 20, 2025. The meeting was held within the boundaries of the Town and was open to the public.

**ARTS COUNCIL MEMBERS' PRESENT:**

Melissa Eason	Chairperson
Hernan Bahamon	Member
Amye Stacy	Secretary
Peter Steinmetz	Member

**ARTS COUNCIL MEMBERS' ABSENT:**

Jean Frazier	Vice Chairperson
Brandi Morris	Member
Kimbra Fox	Member

**STAFF AND GUEST(S) PRESENT:**

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 7:02 p.m. and noted a quorum.

**REGULAR SESSION**

1. Board Training
  1. Introduction of Members  
Member Amye Stacy introduced herself and provided some context for why she applied for the Arts Council.  
Chairperson Eason welcomed Member Stacy to the Council.

Board Training

2. Trophy Club Council for Arts & Culture Operating Procedures

Assistant to the Town Manager Smith presented the Operating Procedures to the Arts Council. The Arts Council serves as an advisory body to the Town Council, recommending how public funds should be allocated to the arts and presenting proposals, such as public art installations, with supporting documentation and funding details. The Council is responsible for developing and promoting accessible arts programming, supporting arts education, engaging the community, and local artists. It also manages governance responsibilities, including reviewing its procedures, electing officers annually, ensuring compliance with the Open Meeting Act, and participating in quarterly or more frequent meetings. Leadership roles include the chair, vice chair, and secretary, each with defined duties, while individual members are expected to support funding efforts, uphold transparency, and maintain residency in Trophy Club. The Council oversees public art projects by evaluating proposals based on community values, artistic

quality, cost efficiency, and environmental impact. Meetings are generally held monthly, with special meetings allowed with proper notice, and collaboration with other boards and groups is encouraged.

2. Consider the appointment of an Arts Council chair, vice chair, and secretary.

**Agenda Item:** Consider the appointment of an Arts Council chair.

**Motion:** Member Stacy nominated Melissa to be the Chair.

**Seconded by:** Member Steinmetz seconded.

**Vote:** All in favor – Motion passed unanimously.

**Agenda Item:** Consider the appointment of an Arts Council vice chair.

**Motion:** Chairperson Eason nominated Member Frazier.

**Seconded by:** Member Stacy seconded.

**Vote:** All in favor – Motion passed unanimously.

**Agenda Item:** Consider the appointment of an Arts Council secretary.

**Motion:** Chairperson Eason nominated Member Stacy.

**Seconded by:** Member Steinmetz seconded.

**Vote:** All in favor – Motion passed unanimously.

3. Discuss and review the Trophy Club Explore Arts and Culture Website.

#### **Website Content & Development**

- Finalize Arts Council mission, initiatives, and survey content for the website.
- Ensure the artist's interest form is functional and ready for submissions.
- Review and complete final edits by the target feedback deadline.
- Prepare the website for a planned launch on **December 1st**.

#### **Survey Creation & Distribution**

- New Survey:
  - Add the Noblewins pictures and locations.
- Develop a QR code for the Arts Council survey.
- Design small cards featuring the QR code and Arts Council information.

#### **Promotion & Marketing**

- Promote the Arts Council website through all Town of Trophy Club communication channels (Facebook, newsletter, marquees, etc.).
- Add appropriate links to the existing **Explore** page on the town website.
- Coordinate with Parks & Recreation to have a booth to promote the Arts Council at events (flyers, booth/table, etc.).
- Confirm no separate Arts Council Facebook page will be created, according to prior discussion.

#### **Public Art & Arts Programming Tasks for Arts Council**

- Identify community spaces suitable for public art and events.
- Research Roanoke's model for booking musical performers and retrieve the link from Margie.

4. Discuss prioritized initiative number one: public art and historical markers.

The Public Art and Historical Markers Initiative include exploring a partnership with Noble Winds, a company that transforms decommissioned wind turbines into long-lasting public art installations. These pieces, available in various forms such as half-circle, bench, arched, and Acadia, have been successfully placed in parks across multiple cities and can be customized both inside and outside. Funding for these installations can come from the hot tax, and ongoing maintenance is minimal: the pieces require no upkeep for 25 years due to a protective treatment, with a re-treatment cost of \$6,000 thereafter,

supported by a warranty and replacement cycle. Community-engagement opportunities include events where residents can add handprints or other artistic touches before the piece is sealed, ensuring long-term preservation without compromising the artwork.

Tasks:

Arts Council is tasked with coming back with ideas on which art piece looks interesting, where to put it, and how to involve the community.

Assistant to the Town Manager Smith will also ask Margie how to create a process for the public art initiative, including finding and voting on information.

5. Consider approval of the August 14, 2025, Trophy Club Council for Arts and Culture Meeting Minutes.
6. **Agenda Item:** Consider approval of the August 14, 2025, Trophy Club Council for Arts and Culture Meeting Minutes.  
**Motion:** Chairperson Eason motioned for approval.  
**Seconded by:** Member Bahamon seconded.  
**Vote:** All in favor – Motion passed unanimously.

**Action Items**

- Tamara to send out a link to the draft webpage.
- Tamara to send out a pdf form of the survey.
- Tamara to add a new survey for Public Art piece.
- Tamara to ask Margie to help with structuring a process for picking public art pieces.
- Tamara to create a QR code with some Arts Council information for the Arts Council to distribute to residents.
- Tamara to launch the Arts Council webpage December 1<sup>st</sup>.
- Tamara will promote the website with the first action item on January 1<sup>st</sup>.
- Arts Council to come back with ideas on art pieces.
- Arts Council to come back with potential locations for temporary or permanent arts pieces.
- Tamara to create a place on the website to submit public photos.

**Next Steps**

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

**ADJOURN**

Adjourned at 7:47 p.m.

Attest:

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Tamara Smith, Assistant to the Town Manager

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Melissa Eason, Chairperson

**Minutes From Work Session  
Trophy Club Council for Arts and Culture  
For the Town of Trophy Club  
Location: 1 Trophy Wood Drive, Trophy Club, Texas  
Date: Wednesday, November 19, 2025, 6:00 p.m.  
EOC**

The Trophy Club Council for Arts and Culture of the Town of Trophy Club, Texas, met in a Work Session on November 20, 2025. The meeting was held within the boundaries of the Town and was open to the public.

**ARTS COUNCIL MEMBERS' PRESENT:**

Melissa Eason	Chairperson
Hernan Bahamon	Member
Amye Stacy	Secretary
Peter Steinmetz	Member

**ARTS COUNCIL MEMBERS' ABSENT:**

Jean Frazier	Vice Chairperson
Brandi Morris	Member
Kimbra Fox	Member

**STAFF AND GUEST(S) PRESENT:**

Tamara Smith	Assistant to the Town Manager
Margie Reese	Arts Council Facilitator

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**CALL TO ORDER AND ANNOUNCE A QUORUM**

Chairperson Eason called the meeting to order at 6:07 p.m. and noted a quorum.

**WORK SESSION**

1. Discussion with the Arts Council facilitator to establish objectives and goals for FY 2026.

The Arts Council meeting began with member introductions and a review of previous work dating back to March 2024, including community listening sessions, exploring municipal support for arts and culture, and developing a mission to promote accessible, high-quality arts activities funded largely through hotel occupancy taxes. The group outlined major recommended initiatives such as creating a roster of public art and historic markers, developing guidelines for historic site identification, establishing a sculpture trail, and launching "Trophy Club Presents" to bring artists and performances to the community. The Town Council has already approved the broad scope of work.

Two priority initiatives were reaffirmed: Public Art and Historical Markers, focusing on preservation and long-term stewardship, and Public Art, a long-term professional art instillation shaped by community interests. A draft website has been created to support these efforts, including a community survey and an artist submission form. Members discussed the need for clear procedures, 12-month work plan, and materials to build public awareness. Margie emphasized shifting from personal preferences to structured policymaking driven by public input.

The council also explored programming possibilities such as artist residencies, Spring Fest planning, summer arts classes using the Active Adult Center, and collaborations with nonprofits and state-supported arts organizations. They discussed identifying low-cost, high-impact opportunities, understanding available funding, avoiding scheduling conflicts with major town events, and planning intergenerational programming. Members were encouraged to research regional offerings, invite artists and organizations to share ideas, and focus on building early wins to generate momentum.

Additional topics included guidance for developing public art project guidelines, ensuring proper maintenance schedules, engaging the public in art selection, and reinforcing that the Arts Council facilitates process rather than choosing specific artworks. The group noted examples from other cities, including Wichita’s community-driven sculpture process, and considered short-term versus long-term public art options.

Website discussions covered launch timing, content requirements, and public education goals, focusing on clarifying the Arts Council’s role and inviting community participation. Ideas included a “visual journal” where residents upload photos of art and places they enjoy, modeled after the Creative Durham website shared during the meeting. The Arts Council website will be housed on the Trophy Club Explorer platform linked to HOT fund use. Final edits, pre-populated images, upload instructions, and a launch timeline will be reviewed at the next meeting.

**Action Items**

- Tamara to set up a website for residents to share their pictures.
- Tamara and Arts Council provide a few pre-populated photos for examples.
- Arts Council Members were encouraged to research regional offerings, invite artists and organizations to share ideas, and focus on building early wins to generate momentum.

**Next Steps**

When requested, a Work Session with the Arts Council Facilitator will be held.

**ADJOURN**

Adjourned at 6:58 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:** December 11, 2025

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

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

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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 developed a draft Arts & Culture page within the Explore Trophy Club 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:**

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:** December 11, 2025

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

**AGENDA ITEM:** Discuss the Arts Council's first action item, "Creativity Lives Here".

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### **BACKGROUND/SUMMARY:**

During the November 19th work session, the Arts Facilitator presented an action item to the Arts Council. Below is an example of the flyer prepared for residents:

### **CREATIVITY LIVES HERE**

Become part of our growing visual story by uploading a photo that captures your personal connection to the town's arts, culture, heritage, or favorite place.

#### **How to Participate:**

**Choose a meaningful photo** — for example, participating in an arts activity in Trophy Club or exploring culture in another city.

**Upload your photo** (JPEG/PNG format, minimum 1200 px on the long side).

**Include the following in the caption:**

- Your name (optional)
- Your neighborhood in Trophy Club
- A brief description of why you chose the photo and how it reflects your experience with arts, culture, or community connection.

#### **Photo Use Permission:**

By submitting your photo, you grant permission for its use in future public art promotions, website galleries, and community exhibitions.

This agenda item will discuss the details of this item.

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

**FISCAL IMPACT:** N/A

**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:** December 11, 2025

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

**AGENDA ITEM:** Discuss prioritized initiative number one: public art and historical markers.

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### **BACKGROUND/SUMMARY:**

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

**Focus:** Preservation and Maintenance

**Purpose:** Develop clear guidelines for maintaining existing public art installations and identifying historically significant sites throughout Trophy Club.

**Impact:** Promote long-term stewardship of the town's artistic and historical assets, ensuring public art and heritage markers remain preserved, celebrated, and accessible for future generations.

This agenda item will include a discussion with the Arts Council regarding a potential public art installation. The project may serve either to commemorate a historically significant site or to create an eye-catching piece of artwork within one of Trophy Club's parks. The goal is to develop an installation that both generates enthusiasm for the Arts Council's initiatives and celebrates the heritage and identity of Trophy Club.

During the November 19th regular meeting, the Arts Council directed the Arts Facilitator to develop a formal process for selecting both permanent and temporary public art installations. A survey was also posted on the Arts Council website to gather community input. A timeline for the project's initial launch was presented as well. These items will be discussed with the Arts Council this evening.

**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.