

Upshur County Historical Commission
(2019-2020 Roster)

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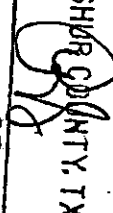
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Note: Use Gwen Jewett as CHC Chair
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2019 JAN 11 AM 10:36
UPSHUR COUNTY, TX.
BY 
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Dean Fowler

From: Amy Hammons <Amy.Hammons@thc.texas.gov>
Sent: Thursday, December 20, 2018 7:07 PM
Subject: County Historical Commission Appointee Roster
Attachments: CHC appts_judge-packet_11-02-18.pdf

To all County Judges in Texas,

In November, the Texas Historical Commission issued a letter to county judges about appointments for the 2019–2020 term of service for County Historical Commissions (CHC). Attached is a copy of that letter, along with recommended selection criteria. Twenty-two counties have already submitted an updated CHC roster—thank you!

To help you with this appointment process, we provide a **CHC appointee roster template** on the **CHC Appointee Updates** webpage, along with submission instructions. This Excel template enables our staff to merge contact information for appointees across the state. We use this contact information to promote educational opportunities, grant programs, and preservation success stories. **Please forward this information to the staff member who will be submitting the appointee roster to our agency.**

Another request—please ask your staff to make sure that appointees **verify contact information before submitting the appointee roster**. Many individuals have changed email addresses or abandoned landlines over the last two years. We want to make sure these updates are made prior to roster submission.

I will be back in the office full-time on January 2 but will check email occasionally throughout the next two weeks. Please reply if I can be of service during the appointment process or for other CHC-related concerns.

As always, we appreciate your leadership, time, and support for CHCs.

Amy

Amy Hammons
CHC Outreach Coordinator
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TEXAS HISTORICAL COMMISSION
real places telling real stories

November 2, 2018

Re: County Historical Commission (CHC) Appointments

Dear County Judges and Commissioners:

As Executive Director of the Texas Historical Commission, I want to congratulate you on the many successful projects carried out across our state. During the past biennium, CHCs provided an estimated 850,000 hours of service to Texas counties. This impressive contribution could never have been achieved without the dedication of thousands of passionate volunteers. Thank you for the support you provide to your CHC and, through their hard work, to the people of Texas.

It's time once again to assess the performance of your CHC and decide whether or not you want to make any changes in its membership. Chapter 318 of the Texas Local Government Code directs county commissioners courts to make CHC appointments in January of odd-numbered years and to provide appointee contact information to the Texas Historical Commission (THC). We encourage you to appoint (and reappoint) individuals who have the knowledge and skills necessary to carry out any projects you plan to pursue over the coming biennium.

Please consider approving 2019-2020 appointments by December 31, so that appointments can start January 2019.

When making these decisions, please remember that new appointments and reappointments can both contribute toward a healthy organization. New appointees can bring new ideas and creativity, and reappointments provide knowledge and experience. In either case, it's important to confirm that your CHC members are willing and able to serve.

Although the statutes require that a minimum of 7 members be appointed, there is no statutory maximum. So the number of members you appoint (above 7) is completely up to you. Please appoint the number of individuals you believe would be necessary to facilitate an effective preservation program for your county. As a guideline, the statewide average is 19 appointees per CHC. Note that a majority of all appointed individuals will constitute a quorum, so it's important for your appointees to be active in order to carry out any projects or programs you might identify.

I've enclosed a flyer with more information on appointee criteria, but in summary, **please appoint individuals who:**

- represent all precincts in your county;
- reflect the age range and ethnic diversity of your county; and
- demonstrate an active interest in historic preservation.

Appointing a diverse CHC enhances the appreciation for, and interest in, preserving all aspects of your county's history. Additionally, we highly recommend courts appoint individuals who have consistently demonstrated an ability to work respectfully and constructively with other appointees and with members of the public.

Some courts appoint the CHC chair, while others let appointees elect a chair. The individual selected must be committed, creative, and show leadership qualities that inspire fellow CHC members and other citizens to understand and appreciate the importance of our shared heritage. Please keep in mind that our agency uses electronic methods of communication, so approving CHC chairs with internet and email access is encouraged.

Finally, please remember that there is an annual reporting responsibility in the Local Government Code and CHC chairs are charged to fulfill this responsibility—the chair selected must be willing and capable to comply in a timely manner. The information you provide to the THC through that report helps us to keep the state legislature informed about your activities, to provide you with more productive training opportunities, to improve the quality of program delivery, and to identify areas where more state assistance might be productive. I have included a summary of the annual reports we received for the 2017 year of service so that you can see how important reporting data are to substantiate the value of CHC work and the success of the CHC Outreach Program.

I hope that this is helpful information as you consider local leaders for your county. For questions about the appointment process or matters related to the CHC Outreach Program, please contact its coordinator, Amy Hammons, at 512-475-2692, or by email at amy.hammons@thc.texas.gov. Thanks in advance for your appointments, and we look forward to working with the dedicated individuals you will select.

Sincerely,



Mark Wolfe

Executive Director

Attached: CHC Appointee Criteria, 2017 CHC Annual Report Summary



TEXAS HISTORICAL COMMISSION

CHC Appointee Criteria Recommendations

Texas Local Government Code (Chapter 318) enables the county commissioners court to appoint a County Historical Commission (CHC) for the purpose of initiating and conducting programs for the preservation of the county's historic cultural resources. CHCs are meant to be productive—to this end, appointees must be willing and able to serve.

CHC Appointment Season

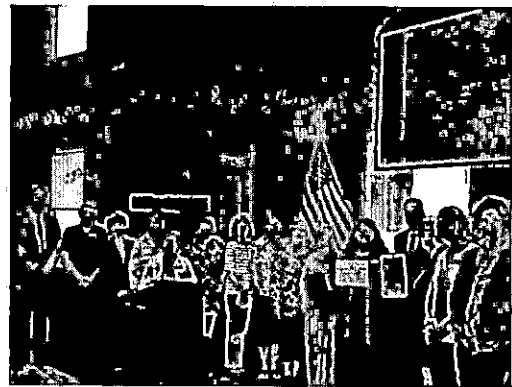
Statute is found online at www.statutes.legis.state.tx.us/Docs/LG/htm/LG.318.htm. Note Sec. 318.003 below.

(a) The commission must be composed of at least seven residents of the county. Members of the commission must be individuals who broadly reflect the age, ethnic, and geographic diversity of the county.

(b) The members of the commission shall be appointed during the month of January of odd-numbered years and are appointed for a term of two years

(c) Each commission member must have an interest in historic preservation and an understanding of local history and resources.

(d) The commissioners court shall provide to the Texas Historical Commission a list of appointed members and the mailing address of each member.



Comal County Commissioners Court presents Comal CHC appointees a 2017 Distinguished Service Award.

Appointment Methodology

Exact methodology for appointing CHCs may vary somewhat from county to county—some courts interview individuals seeking the appointment and others consider appointee recommendations from the CHC. Whatever the method, county officials should consider the following criteria prior to appointment. Applying our recommended criteria help ensure that appointees are active, work well with others, and leave a positive impression with the public.

Recommended Appointee Criteria

- Has an interest in historic preservation and a working knowledge of local history.
- Able and willing to volunteer time to plan and manage projects, programs, and events—must participate over and beyond attending commission meetings.
- Able and willing to attend preservation education opportunities outside of his/her county.
- Able to provide site visits to historic properties around the county to update surveys/property inventories and provide current information on site conditions for THC staff.
- Able to receive/respond to public inquiries about county historic resources in a timely manner.
- If at all possible, appointees should have access to the Internet and be able to send/receive email messages.



CHC Appointee Expectations

CHCs rely on the county commissioners court—a CHCs ruling body—to articulate expectations for the appointed role. The Texas Historical Commission (THC) provides preservation expertise and recommendations for preservation-related matters. THC also provides recommendations for organizational excellence; however, CHCs depend on county officials to set the tone and expectations for service.

Consider the following exhortations that county commissioners court should state at the onset of an individual's appointment, preferably when these individuals take an oath of office.

- Appointees must respect this professional appointment and can/will represent county government appropriately.
- If appointee does not maintain respectful behavior, appointee will be removed from CHC.
- Appointees must be a positive influence for preservation in the county and throughout the state.
- Appointees must be willing to work and partner with people and organizations in constructive ways.
- Appointees must promote a diverse interpretation of all county historic and cultural resources—this appointment should not be viewed as a time to prioritize personal/family-related interests.
- Appointees must ensure information collected today will be accessible in the future—the research and archiving that takes place as a CHC appointee is for the benefit of the public at large and should be accessible to all.
- CHC must provide ongoing updates—written and at court—on CHC activity to county commissioners court.

How County Officials Support CHCs

The time and energy provided by your CHC contributes to the vitality of your county. Please consider the following ways to support your CHC, and by extension, your county.

- Direct county auditor to discuss county policies with CHC to ensure business is conducted legally and ethically.
- Read CHC meeting minutes and attend CHC meetings when possible.
- Schedule regular meetings with your CHC chair to discuss ongoing business.
- Provide office and meeting space for your CHC appointees.
- Consider funding preservation education opportunities even when events are located outside the county—you have made the appointments, appointees are donating their service, and appointees need training for their role.
- Provide internet access to CHC appointees at the county courthouse to conduct CHC business and access THC web site and other preservation tools.
- Consider increasing budgeted financial support if appointees are providing substantial services from year to year, especially if amount has not been increased in recent years.
- Thank appointees during commissioners court—a little praise goes a long way, particularly when provided in public.



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2017 CHC Annual Report Summary

The Texas Historical Commission (THC) received reports from 193 County Historical Commissions (CHC) for the 2017 year of service. Below are primary reporting statistics that demonstrate the breadth and value of CHC services.

- 417,129 CHC volunteer hours represents work of 200 employees and has a monetary value of \$10,069,494
- For every \$1 counties invest in CHCs, more than \$6 worth of service is returned by CHCs.
- CHCs supplemented county money with \$880,809 from grants, donations, and fundraisers.

Financial data from 2017 CHC annual reports	Average allocation	Reporting Totals
Annual county allocation—119 CHCs received 2017 allocation:	\$ 5,647	\$ 672,031
County money allotted for museums—47 CHCs provided amounts:	\$ 18,985	\$ 892,320
Any other money issued by the county:		\$ 69,753
Total county monies invested		\$ 1,634,104

General information about Texas CHCs based on 2017 CHC reports

- Average size of reporting CHCs is 18 appointees and usually hold bimonthly commission meetings.
- CHCs provide an average of 2,161 volunteer hours per year; reports show zero hours upwards to 17,000 hours.
- CHCs participate in a wide range of activities but some activities are more popular than others; see below.

Popular activities based on 2017 CHC reports	# of participating CHCs
Periodically assess the condition of subject markers in your county	142
Provided educational events/presentations to audiences outside your CHC	125
Issued information to the public at large--newsletters, email, press releases, etc.	122
Promoted historic and cultural sites to develop and sustain heritage tourism initiatives	121
Periodically assess the condition of cemeteries in your county	117

* Estimated volunteer hourly rate as per independentsector.org as of May 2018.

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Reporting data as of 5/1/18