



CITY OF TOMBALL APPLICATION FOR USE OF HOTEL OCCUPANCY TAX

Director of Finance
City of Tomball
501 James Street
Tomball, TX. 77375

Applicant Organization: Spring Creek County Historical Association
Organization Director: Mary McCoy
Project for which funding is requested: Operations Activities
Date of Event: Annual 2022-2023

Description of funding being requested:

- | | |
|---|------------------|
| 1. Contractors - Mowing , Etc. | \$ 8,000 |
| 2. Fees and Advertising | \$. 4,000 |
| 3. Repair and Construction -Painting- Oil
Field House, school house, etc | <u>\$ 18,000</u> |

TOTAL \$ 30,000

Location: Tomball Museum Center 510 N. Pine Street

GRANT AMOUNT:

Amount Funded for FY 2021-2022	\$30,000
Amount Requested for FY 2022-20223	\$30,000
% Increase requested	0

ORGANIZED BUDGET FOR 2021-2022

	CITY FUNDS	OTHER FUNDS	TOTAL
PERSONNEL		\$18,000	\$18,000
UTILITIES		\$12,000	\$12,000
REPAIRS AND MAINTANENCE	\$18,000	\$6,000	\$24,000
ADVERTISING	\$2,000	\$7,000	\$9,000
FEES - Yearly Dry-wood Termite Inspections/ Insurance	\$2,000	\$7,500	\$9,500
MISCELLANEOUS EXPENSES		\$3,500	\$3,500
CONTRACTED SERVICES - MOWING, ETC	\$8,000	\$2,000	\$10,000
TOTAL	\$30,000	\$56,000	\$86,000

FUNDS FROM OTHER SOURCES

Other Investors/Contributors

Corporate	\$ 2,000
Foundations	\$ 3,000
Royalties	\$ 5,000
Grants	\$ 10,000

Fees

Admissions (Wedding and Events)	\$ 8,000
Application (Tours and Donations)	\$ 8,000
Vendors (Photographers)	\$ 7,500

Membership

\$ 7,500

Others (Memorials)

\$ 5,000

Total \$ 56,000

How many people do you expect will visit Tomball from out -of-town as a result of the project or event?

Based on last year visitors who registered for our tours, we have had visitors from at least 12 other states and three (3) foreign countries. In addition we gave tours to guests from 12 Texas cities which were beyond a normal day trip driving distance. We are attempting to attract more visitors with a car show this fall and possibility another event to attract people next spring.

Are attendees for the event or users of this project expected to stay overnight in Tomball hotels or motels?

While we do not specifically ask if they are staying in one of our motels, many appear to be individual families that have come to visit Tomball. We have placed Museum brochures in each of our local hotels/motels, farmer's market, antique shops and the Tomball Visitor Center. We are also planning events to attract people to our museum and thus to COT.

Organization Contact Name, Title, Address and Phone Number:

**Henry Jay Reid
President
11102 Olde Mint House Lane
Tomball, TX. 77375
281-831-0738**

Signature: 

Date: 1/20/2022



VALIDATION OF APPLICATION

The signatory declares that he/she is an authorized official of the applicant, is authorized to make this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Tomball, has successfully fulfilled all prior Grant contract obligations.

Henry Reid
Signature of Authorizing Official

7/20/2012
Date

HENRY JAY REID
Typed Name

PRESIDENT OF BOARD
Title within Organization

281-831-0738
Telephone

HENRYREID4466@GMAIL.COM
Email address

NARRATIVE QUESTIONS

1. *Describe the history and purpose of the organization*

The function of the Spring Creek County Historical Association (Tomball Museum Center) is to preserve the history of Tomball and surrounding community for the present and future generations. The museum provides our tourist, local citizens, school children, church groups, senior citizens, Scouts and other organizations an opportunity to look back in time and see the history of Tomball through tours of our historical homes, businesses and other exhibits. Many school groups take our tours at no cost.

The future of the Museum depends on significant financial support from the city and donations. The majority of our buildings are over 100 years old and are in constant need of maintenance and repair.

The Association came into being in the early 1960s. The Museum Center began with a donation of land from Judge Carlton followed by a gift from Ruth Griffen McCourt of a house built in 1860 by Eugene Pillot. Gradually more buildings were acquired: a 1901 historical church, 1900 country doctor's office, an outhouse, a smoke house, a one room school house, a log cabin, and a corn crib. We also had a portable sawmill donated by the Neidigk family and Henry Theis' 1869 farmhouse donated by the Theis family. In addition, we have one of the original Tomball Oil Field Camp houses built in 1933.

This collection of buildings with furniture and personal items of the times takes you back to the time when Tomball was founded.

2. *Describe how any grant funds will be used.*

While the majority of the funds will be used for repair and maintenance of our buildings, some of this money will be used to pay operational expenses.

This year's projects will include painting the exterior of the OFC house, the school and one other building. Our volunteer

maintenance crew will continue with their weekly repairs of our buildings, both interior and exterior as required, painting the interior of the fellowship hall, tree trimming and general maintenance. The operational expenses may include such things as: yearly termite maintenance fees, insurance, advertising expenses and our brochures.

3. *List the programs and activities for the grant year.*

The Association's docents provide group and individual tours. Our group tours include senior citizens, school classes, Boy Scouts, family reunions and various organizations.

In addition, our yearly Candlelight Tour, held the second weekend in December, entertains many people in and outside our community. We station docents throughout our facilities to tell the tale of our forefathers.

We also host numerous weddings and other small events throughout the year.

4. *Show evidence of growth in community support prior to the grant year.*

We are in a campaign to attract new members and encouraging previous previous member to rejoin our association. We have established a new committee, Publicity and Fundraising (PFC) and that committee is looking at new ways to attract people to our association. Our new website and reinstatement of our quarterly newsletter are reaching old and potential new members with articles about the museum, its buildings, our interesting artifacts and some history on families who helped make Tomball what it is today.

The Tomball Garden Club continues to maintain our flower beds, providing shrubbery and flowers around the facilities.

5. *How does your project/event qualify for use of Municipal Hotel Occupancy Tax funds as defined in the Hotel Occupancy Tax Guidelines.*

Historical preservation is one of the major categories in which hotel/motel funds are eligible to be spent.

6. *How do you publicize your activities? How do you evaluate these efforts and what have you done to increase the effectiveness of your marketing efforts?*

Our interactive website shows the beauty of our facilities. Our new Publicity and Fundraising Committee (PFC) is looking at new ways to attract people to our facilities, such as an antique car show we are planning for this fall. As always we will have our open house, Candlelight Tours, the second weekend in December where we will have docents in every house to explain our association and the need for their participation. In addition to our interactive web page, we have a Facebook page and have recently joined Instagram, TikTok and Twitter. We have also made contact with Tomball Past and Present, a local Facebook Group, and will be working with them to tell Tomball's history.

<http://tomballmuseumcenter.com>

We also produce brochures which we place at the hotel/motel in Tomball, the Tomball Visitors Center, most of the antique shops in downtown Tomball and the Tomball Farmer's Market.

7. *Explain the public benefits to the City of Tomball that will result from your organization's efforts.*

As with the Tomball Railroad Depot, the history of Tomball and the surrounding area is essential in telling the story of who we are and the important history of Tomball. From our oldest building (mid 1800's) to the OFC house from the 1930's, our Tomball Museum Center takes visitors for a walk through a century of Tomball's history.

8. *What is your organization doing to bring visitors to Tomball, to stay in local hotels and otherwise support the hospitality industry?*

BYLAWS OF THE SPRING CREEK COUNTY HISTORICAL ASSOCIATION

Rev 2022

ARTICLE I – NAME

Section 1 - The name of the organization shall be the SPRING CREEK COUNTY HISTORICAL ASSOCIATION, pursuant to its Articles of Incorporation by the State of Texas, dated April 17, 1964 (Charter No. 203367), and hereinafter referred to as "The Association".

Section 2 - The principal place of business and general office shall be the Museum Center, located in Tomball, Texas.

ARTICLE II – PURPOSE

Section 1 - Promotion of historical, cultural, and educational pursuits

Section 2 - Discovery, collection, and preservation of any and all articles, materials, documents, and other object which may establish or illustrate the history, growth, or population, culture, education, resources, trade, and daily life in the area of northern Harris County and contiguous areas

Section 3 - Maintenance of a museum center consisting of as many buildings as may be deemed expedient or necessary, consistent with resources of The Association; the collection, exhibition, and preservation of all such articles, property, and objects of historical value; and enlisting the interest and support of the people and institutions of the area in its historical background and its cultural ideals

Section 4 - To accept, receive, and acquire funds, stocks, securities, and property by donations, bequests, and devices, or otherwise; hold, invest, reinvest, convert, exchange, lease, sell, transfer, mortgage, pledge, and dispose of any and all fund, stocks, securities, and properties so received or acquired for the purpose of construction, providing, operation, and maintaining said museum; and to do all acts, exercise all power, and assume all obligations necessary or incident thereto under and in accordance with provisions of the Texas Non-Profit Corporation Act.

Section 5 - **The Association** shall have no capital stock and shall be a 501 C(3) non-profit corporation.

ARTICLE III – MEMBERSHIP

Rev 2022

Section1 - Membership in The Association shall be available to all entities and shall bear the following classifications and financial requirements:

Rev. 2014

- (a) Individual Member – 1 person**
- (b) Family Membership**
- (c) Corporate Member**

Section 2 - All dues shall be due and payable at the April meeting of each year. A membership shall be delinquent after August 1st.

Section 3 - Each adult member shall be extended voting privileges.

ARTICLE IV – ORGANIZATION

Section 1 - The policies and affairs of The Association shall be determined and directed by a Board of Trustees (hereinafter referred to as the “Board”) consisting of twelve (12) members. These members shall be elected to serve based on a rotation system of three (3) years. Each year four (4) members shall be elected at a General Membership Meeting of The Association held at a date set by the Board. Any candidate for election shall have been a member for a minimum period of one (1) year before being eligible for election. A nominating committee consisting of three (3) members in good standing shall submit a slate of candidates. Any additional nominations must be submitted in writing to the Nominating Committee chairperson two (2) weeks prior to the General Meeting. The Nominating Committee must certify all candidates. Voting in an election may be made in person by ballot or by absentee ballot. Any member desiring to vote absentee should arrange to obtain an absentee ballot from The Association office and return it in the pre-addressed envelope provided. All absentee ballots must be received by midnight (12:00PM) on the Friday prior to the General Membership Meeting and Election. Ballots will determine the election by simple majority or by acclamation.

Section 2 - Officers of The Association shall be elected from the Board at the General Membership Meeting following the Board’s election. The officers shall be President, Vice-President, Secretary, and Treasurer.

Section 3 - New trustees will commence duties in May upon election.

Section 4 - Interim vacancies occurring on the Board shall be filled for the unexpired term by appointment by the Board. Any trustee absent from three (3) consecutive meetings, except for reasons that are beyond his/her control, shall be deemed to have forfeited his/her position and shall be replaced by appointment by the Board to fill the unexpired term.

Section 5 - Special meetings of the Board may be called into session by the President or upon the request of three (3) members of the Board.

ARTICLE V - EXECUTIVE DIRECTOR

Rev. 2022

Section 1 - The Board shall appoint an Executive Director (hereinafter referred to as "Director") from among persons who may have applied for such position or someone nominated by a member of The Association. The Director shall be responsible to the Board for the day-to-day operations of The Association and its committees; and for the recruitment, organization, training, and assignment of docents and for promoting and conducting the overall docent programs.

Section 2 - The Board shall outline the specific duties of The Director and establish compensation for the Director consistent with the requirements of the position and the financial ability of The Association. The Director shall be appointed for a term of one (1) year, which after an annual review by the Board, in March, may receive a further extension of service dependent on that review.

Section 3 - The Director shall attend all meetings of the Association, Board Meetings, as well as all major activities of the Museum, but shall not be entitled to vote in meetings of the Board.

ARTICLE VI - MEETINGS

Rev. 2022

Section 1 - Regular general membership meetings of The Association shall be announced in the Newsletter. Election of the Board shall take place at a general meeting. Meetings shall be held to conduct the business of The Association.

Section 2 - Determination of a majority:

(a) Members present at the meeting, including those members who have submitted an absentee ballot or a proxy will be the quorum for the general membership meeting of the association.

(b) A majority of Board members shall constitute a quorum for a meeting of the Board.

ARTICLE VII - NOMINATING PROCESS

In January, the President shall appoint a nominating committee to select candidates for positions on the Board of Trustees. The slate of candidates shall be selected in time to appear in the April Newsletter. The slate of candidates shall be presented at a general meeting determined by the Board.

ARTICLE VIII - DUTIES AND RESPONSIBILITIES OF THE BOARD OF TRUSTEES

Rev. 2014

Rev. 2022

The Trustees shall be responsible for the formulation and implementation of policies, standards, conditions, and operation of the Association and Museum, and the Director shall execute such policies in the operation of the Museum.

The Trustees shall:

- (a) Establish the basic policies
- (b) Adhere to the Bylaws
- (c) Employ and discharge the Director, as well as set duties and salary
- (d) Purchase, acquire, sell, or dispose of major properties of the Museum, over \$500 Fair Market Value
- (e) Preserve the Museum's properties and collection
- (f) Maintain The Association's financial integrity
- (g) Approve an annual budget
- (h) Support and attend the functions of The Association

ARTICLE IX - DUTIES OF OFFICERS

Rev. 2022

1. PRESIDENT OF THE BOARD OF TRUSTEES AND THE ASSOCIATION

- (a) Shall be the chief executive officer of The Association and shall be responsible for overall implementation of policies, standards, conditions and operations with the advice and consent of the Board of Trustees
- (b) Shall preside at all of the meetings of the Board of Trustees and the General Membership meetings of The Association
- (c) Shall serve ex-officio on all committees
- (d) Shall appoint chairmen of committees
- (e) Shall sign all documents of The Association and perform such other duties as are usually considered appropriate to the office of President
- (f) Shall be able to sign checks for disbursements of The Association's funds as approved by the Board

2. VICE-PRESIDENT OF THE BOARD OF TRUSTEES AND ASSOCIATION

Rev/ 2014

- (a) Shall in the absence of the President of the Board perform the functions and duties of that office, and in the event of a vacancy, assume the office of President of the Board and The Association until the next regular election for officers of the Board of and The Association
- (b) May also be appointed to serve on committees

3. SECRETARY OF THE BOARD OF TRUSTEES AND THE ASSOCIATION

- (a) Shall record and certify all Minutes of all meetings of the Board and The Association
- (b) Shall make available copies of the Minutes of the previous meetings of the General Membership Meetings and the Board Meetings
- (c) Shall notify the Board of approaching meetings
- (d) Shall conduct official correspondence and sign all official documents, resolutions, and papers of The Association together with the President of the Board

4. TREASURER OF THE BOARD OF TRUSTEES AND THE ASSOCIATION

- (a) Shall act as custodian of all funds of The Association, sign checks, and make disbursements as approved by the Board with the exception that items of a routine nature will not require such approval
- (b) Shall keep and maintain, or cause to be kept and maintained, books reflecting an accurate record of transactions and the financial condition of the Association and to furnish regular written reports to The Association at the beginning of each Board of Trustee Meeting
- (c) Shall submit the records for financial review
- (d) Shall allocate monies for the activities of The Association in accordance with the Annual Budget
- (e) Shall be responsible for seeing that non-routine expenditures in excess of \$500.00 have prior approval of the Board

ARTICLE X - DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

The Director shall:

- (a) Operate the Museum according to policies determined by the Board
- (b) Initiate and approve exhibitions and programs
- (c) The Director shall handle the routine expenditures as allowed by a budget approved by the Board. Non-routine and non-recurring items shall require final approval of the Board before a purchase contract is completed.
- (d) Initiate publicity for the Museum
- (e) Publish a regular newsletter

ARTICLE XI – COMMITTEES AND CHAIRMEN

As needed, Committees and chairmen shall be appointed by the President of the Board from the membership of The Association.

ARTICLE XII – AMENDMENT

Rev. 2022

These Bylaws may be amended by an affirmative vote of a two-thirds (2/3) majority of the members present at any regular or special meeting of The Association at which a quorum is present. No amendment shall be made unless a formal notice of the proposed amendment has been presented at a previous meeting.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

Roberts' Rule of Order (Revised) shall govern in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of The Association.

ARTICLE XIV – DISSOLUTION OF ASSETS

The Spring Creek County Historical Association upon dissolution will transfer its assets to the State of Texas or to a charitable, religious, educational, or other similar organization that is qualified as a charitable organization under Section 501 C(3) of the Internal Revenue Code.

Rev. 2014

ARTICLES OF INCORPORATION

OF

SPRING CREEK COUNTY HISTORICAL ASSOCIATION
TOMBALL, TEXAS

17 April 1964
Robert J. [Signature]

WE, the undersigned natural persons of the age of twenty-one (21) years or more, at least two of whom are citizens of the State of Texas, acting as incorporators of a corporation under the Texas Non-Profit Corporation Act, do hereby adopt the following Articles of Incorporation for such corporation:

I.

The name of this corporation is SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS.

II.

The corporation is a non-profit corporation, and has no capital stock.

III.

The period of its duration is Fifty (50) Years.

IV.

The purpose for which this corporation is formed is to organize a society for historical and literary purposes, and the particular objects and business thereof shall be the discovery, collection, preservation, and publication of historical records relating to northern Harris County and southern Montgomery County, and adjacent areas, and any and all articles and materials which may establish or illustrate such history, or the growth and progress of population, culture, education, resources, trade, and daily life in said area. To these purposes may be added, at the option of the Society, a museum for the assembling, care, and preservation of all such articles and objects of interest, natural and artificial, as

are usually contained in similar collections.

V.

The members of the corporation shall be as designated in the By-Laws of such corporation.

VI.

The street address of the initial registered office of the corporation is 400 Eppes Street, Tomball, Texas, and the name of its initial registered agent at such address is Geo. L. Charlton.

VII.

The number of directors constituting the initial Board of Directors of the corporation is Nine (9), and the names and addresses of the persons who are to serve as initial directors are:

<u>Name:</u>	<u>Address:</u>
W. R. ROMINE	Holly Springs, Waller-Tomball Road, (Mail) Route 1, Hockley, Texas
LOUIS LENZ	4390 Harvest Lane, Houston, Texas
GEO. L. CHARLTON	400 Eppes Street, Tomball, Texas
G. W. BRAUTIGAM	109 W. Main Street, Tomball, Texas
H. L. MITCHELL	New Kentucky, Waller-Tomball Road (Mail) Route 1, Hockley, Texas
C. NORMAN FROELICH	Rosehill, Waller-Tomball Road (Mail) Route 1, Tomball, Texas
MRS. DOROTHY ASHWORTH	404 Tyler St., Tomball, Texas
MISS MAGDALENE CHARLTON	400 Eppes Street, Tomball, Texas
PAUL V. WILLEGIST	Route 1, Tomball, Texas (Rose Hill)

VIII.

The name and address of each incorporator is:

<u>Name:</u>	<u>Address:</u>
W. R. ROMINE	Holly Springs, Waller-Tomball Road, (Mail) Route 1, Hockley, Texas

(Name)	(Address)
LOUIS LENZ	4390 Harvest Lane, Houston, Texas
GEO. L. CHARLTON	400 Eppes Street, Tomball, Texas
G. W. BRAUTIGAM	109 W. Main Street, Tomball, Texas
H. L. MITCHELL	New Kentucky, Waller-Tomball Road (Mail) Route 1, Hockley, Texas
C. NORMAN FROELICH	Rosehill, Waller-Tomball Road (Mail) Route 1, Tomball, Texas
MRS. DOROTHY ASHWORTH	404 Tyler St., Tomball, Texas
MISS MAGDALENE CHARLTON	400 Eppes Street, Tomball, Texas
EARL V. HILLEGEIST	Route 1, Tomball, Texas

IN TESTIMONY WHEREOF, WE HEREDUNTO SIGN OUR NAMES, this,
the 30TH day of August, A. D. 1963.

W. R. Romine
W. R. ROMINE, Rte 1, Hockley,
Texas

H. L. Mitchell
H. L. MITCHELL, Rte 1, Hockley, Tex.

Louis Lenz
LOUIS LENZ, 4390 Harvest Lane
Houston, Texas

Norman C. Froelich
NORMAN FROELICH, Rte 1, Tomball,
Texas

GEO. L. Charlton
GEO. L. CHARLTON, Tomball, Tex

Dorothy Ashworth
(MRS.) DOROTHY ASHWORTH, Tomball,
Texas

G. W. Brautigam
G. W. BRAUTIGAM, Tomball, Texas

Magdalene Charlton
(MISS) MAGDALENE CHARLTON,
Tomball, Texas

Earl V. Hillegeist
EARL V. HILLEGEIST, Rte 1,
Tomball, Texas

I, the undersigned, a Notary Public, do hereby certify that on this 30th day of August, 1963, personally appeared before me J. H. ROMINE, LOUIS LUNZ, GEO. L. CHARLTON, C. W. BRANTIGAN, H. L. MITCHELL, NORMAN C. FREEFLECH, MISS DOTCHEN ASTORICH, MISS MARDALENE CHARLTON, and EARL V. WILLIAMS, who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as incorporators, and that the statements therein contained are true.

My Commission Expires June 1, 1965
Notary Public in and for Harris County, Texas
JOHN R. JONES

John R. Jones
Notary Public in and for Harris
County, TEXAS

THE STATE OF TEXAS
COUNTY OF HARRIS

KNOW ALL MEN BY THESE PRESENTS:

THAT at a meeting of the Members of SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS, held on the 18th Day of January, A.D. 1965, in conformity with the by-laws thereof, a majority of the Members of said Corporation voted to amend the Charter of SPRING CREEK COUNTY HISTORICAL ASSOCIATION, TOMBALL, TEXAS, to provide that in the event of dissolution of said ASSOCIATION the assets thereof will be distributed to a tax-exempt organization with similar purposes.

NOW, therefore, we the Board of Directors of said Corporation, in compliance with the action of the Members, on this 15th Day of March, A.D. 1965, have amended the Charter of said Corporation so that in the event of dissolution, the assets thereof will be distributed to a tax-exempt organization with similar purposes as this organization, and we hereby certify the same to the Secretary of State of the State of Texas.

IN TESTIMONY WHEREOF, we, the Directors of said Corporation, hereunto subscribed our names this, the 15th Day of March, A.D. 1965.

W. R. Romine
W. R. ROMINE, Ret 1, Hockley, Tex.

William E. Rikard
WILLIAM E. RIKARD, Tomball, Texas

G. W. Brautigam
G. W. BRAUTIGAM, Tomball, Texas

GEO. L. CHARLTON
GEO. L. CHARLTON, Tomball, Texas

Norman C. Eroehlich
NORMAN C. EROEHLICH, Rte 1, Tomball, Texas

Louis Lenz
LOUIS LENZ, 4390 Harvest Lane, Houston, Texas

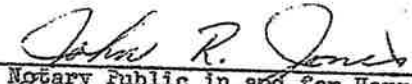
Madalene Charlton
(Miss) MADALENE CHARLTON, Tomball, Texas

Dorothy Ashworth
(Mrs.) DOROTHY ASHWORTH, Tomball, Texas

Earl Hillegeist
EARL HILLEGEIST, Rte 1, Tomball, Tex.

I, the undersigned, a Notary Public, do hereby certify that on this 30th Day of March, 1965, personally appeared before me W. R. ROMINE, G. W. BRAUTIGAM, NORMAN C. FROELICH, (Miss) MAGDALENE CHARLTON, WILLIAM E. RIKARD, GEO. L. CHARLTON, LOUIS LENZ, (Mrs.) DOROTHY ASHWORTH, and EARL HILLEGEIST, who, each being by me first duly sworn, severally declared that they are the persons who signed the foregoing document as Directors, and that the statements therein contained are true.

JOHN R. JONES
Notary Public in and for Harris County, Texas
My Commission Expires June 1, 1968


Notary Public in and for Harris
County, T E X A S