



Tomball Legacy Square Advisory Committee
APPLICATION FOR APPOINTMENT

Note: Your application will be copied for the TEDC Board of Directors and made available to the public

Name: Stephanie Skinner

Home Address: 22410 Willow Creek Bridge Lane

City/State/Zip: Tomball, Texas 77375

Occupation: Risk Manager, Magnolia ISD

Cell Phone: 832-422-0891

Home Telephone: N/A

E-mail: stevenandstephanie2@gmail.com

Best way to communicate with you: E-mail

Are you a resident of Tomball ? Yes If yes, how long have you lived in Tomball: 12 years

Are you aware of any potential Conflicts of Interest you may have regarding this appointment? Yes ☐ No ☒

If yes, please explain:

Previous Committee/Commission Experience:

Leadership North Houston - Advisory Council

Texas Association of School Business Officials (TASBO) - Safety, Security & Risk Management Committee Chair

National Charity League - Parliamentarian

Magnolia Aquatic Club - Treasurer

Education/Experience: A resume may be attached containing this and any other information that would be helpful in evaluating your application.

Community Disaster Preparedness for Healthcare - Texas A&M Engineering Extension Service
OSHA Safety & Health Fundamentals in General Industry - Texas A&M Engineering Extension Service

Decisive Risk Manager with more than 25 years of experience in K-12 public education, specializing in employee support and districtwide risk mitigation. Responsibilities include oversight of workers' compensation, automobile, property, casualty, and student insurance programs, as well as management of third-party administrators—a strong advocate for safe and healthy work environments, leading the development of district risk management procedures. I serve on the district's Collision Review Committee and maintain active involvement in the Texas Association of School Business Officials (TASBO). I also serve as an instructor for TASBO and contribute to the development of curriculum updates, and as a Lead Mentor.

Professional and/or community service activities:

Leadership North Houston Alumni Association

Leadership High School North, Assistant Coordinator

National Alliance for Insurance Education & Research

TASBO, Certified Texas School Business Official (CTSBO) Designation

National Charity League - 482 volunteer hours

Tomball CERT

Heart of Tomball Republican Women's Club

Girl Scouts of America, Troop Leader

Ainsley's Angels Volunteer

Please explain your reasons for wishing to serve on this committee and how you feel that you may contribute:

I am interested in serving on the Tomball Legacy Square Advisor committee to contribute to a practical, safety-focused perspective to a project that will serve families and strengthen the community's long-term growth. My background in public-sector risk management enables me to evaluate design, operations, and user experience, with a focus on safety, accessibility, and sustainability. I bring extensive committee leadership experience through TASBO, district committees, and nonprofit board roles, all of which have equipped me to support structured collaborative decision-making. I value the role Legacy Square will play as a gathering place for families, local businesses, and visitors, and I am committed to helping create a space that reflects Tomball's identity and supports a vibrant, family-centered community.

Area of representation (please circle all that could apply):

- | | | |
|--|--|---|
| ☐ Downtown Business Owner | ☐ Student | ☒ Land Owner |
| ☐ Downtown Resident | ☒ Other: _____ | ☒ At-Large Representation |

By checking this box ☒ I hereby certify:

- That all information in this application is complete, truthful, and accurate to the best of my knowledge.
- If appointed, I understand it is my responsibility to notify the TEDC of changes that would affect my membership on the committee.
- I recognize that Committee membership requires my attendance at meetings and/or events. I am willing and able to make this commitment of time and effort to serve.
- I understand that the Public Information Act (PIA) allows for public review of this application.
- If appointed, I understand that I WILL be required to file a Conflict of Interest Statement

Signature of Applicant: Stephanie Skinner

Date: 11/10/2025

If you have any questions regarding the appointment procedure, please contact Kelly Violette at (281) 401-4086 or by email at kviolette@tomballtxedc.org.

Deliver or send completed form to:
Tomball Economic Development Corporation, 29201 Quinn Road, Ste. A
Tomball, TX 77375
Or email to: kviolette@tomballtxedc.org

Tomball Legacy Square Advisory Committee

Operating Guidelines

PURPOSE

The Tomball Legacy Square Advisory Committee (TLSAC) is established to provide a representative voice of the community and to advise the Tomball Economic Development Corporation (TEDC) Board of Directors and the City Council on matters related to the redevelopment of the former First Baptist Church campus.

The committee's purpose is to ensure that community values, ideas, and feedback are incorporated into the planning and implementation of the Legacy Square redevelopment. TLSAC will offer insights on design, land use, activation, and long-term operations to help ensure the project reflects Tomball's character, heritage, and vision for the future.

COMMITTEE SIZE AND COMPOSITION

The TLSAC shall consist of 12 stakeholder members representing a balanced mix of community perspectives, including:

- Residents of the City of Tomball;
- Business owners within the City or immediate vicinity;
- Civic and nonprofit leaders;
- Subject-matter experts relevant to urban redevelopment, design, and community activation.

To ensure youth engagement and representation of future generations, two (2) of the twelve stakeholder members shall be youth members (aged 15–24).

In addition to the 12 stakeholder members, the committee shall include:

- Three (3) members of the TEDC Board of Directors; and
- One (1) member from the Tomball City Council.

This composition ensures a balanced representation of community, business, and governmental perspectives.

SELECTION PROCESS

Membership on the TLSAC shall be determined through an open application process with clear eligibility criteria. Applicants will be evaluated on the following considerations:

- Residency or business ownership within the Tomball area;
- Demonstrated community involvement or leadership;
- Diversity of background, expertise, and perspective;
- Commitment to public service and collaborative engagement.

All submitted applications will be reviewed by the TEDC Board, which will make final appointments to ensure fairness, transparency, and balanced representation.

MEETING FREQUENCY AND OPERATIONS

During the project's initial stages, TLSAC will meet bimonthly (every two months). Meetings will be held on the third Thursday of the month at 10:00 a.m. at the Tomball Economic Development Corporation office located at 29201 Quinn Road, Ste. A, Tomball, TX 77375.

As redevelopment activities accelerate, the committee may transition to monthly meetings, and later shift to quarterly meetings once long-term activation and oversight begin.

Committee Operations:

- The committee shall elect a Chair and Vice-Chair annually to preside over meetings.
- Meeting minutes shall be recorded, reviewed, and approved by the committee.
- Written quarterly reports summarizing committee activities, feedback, and recommendations shall be submitted to the TEDC Board.
- The TEDC Board shall conduct an annual review of the committee's performance, structure, and membership composition.
- The structure and schedule of meetings may be adjusted by mutual agreement of the committee and Board to balance engagement with workload as the project evolves.

All meetings shall be conducted in a professional and transparent manner, open to public observation, and in accordance with applicable Texas Open Meetings Act provisions.

TERMS OF SERVICE

To ensure continuity while allowing for the infusion of new ideas, committee members will serve staggered terms:

- Half of the members will serve one-year terms;
- Half will serve two-year terms.

At the conclusion of each term, members may seek reappointment. The TEDC Board shall oversee the rotation process to maintain consistency and institutional knowledge while encouraging ongoing community participation.

The TEDC Board of Directors, by majority vote, shall have the authority to remove any committee member, with or without cause, from their position whenever, in its discretion, the best interest of the City shall be served.

Any vacancy occurring on the committee shall be filled by the TEDC Board of Directors. The term of the new committee member shall commence immediately and shall continue until the expiration of the term for which the committee member was appointed to fill.

GENERAL OPERATING PRINCIPLES

- Members are expected to participate actively, attend meetings regularly, and act in the best interests of the community.
- A member who is absent for more than 25% of called meetings in any twelve consecutive months or absent from more than two consecutive meetings, for other than medical reasons, will be automatically removed from service.
- No member shall have a conflict of interest (business) and/or any appearance of impropriety where his/her position on the committee could result in a personal advantage or monetary benefit to accrue because of his/her position on the committee. A member with a conflict of interest shall file an affidavit with the Board Secretary, shall state the conflict of interest, and shall leave the meeting room during discussion and vote.
- Quorum for official business shall consist of a majority of the appointed members.
 - Decisions will be made by consensus where possible; when votes are necessary, a majority of the quorum present shall decide.

SOCIAL MEDIA POLICY

The TEDC recognizes that many, if not most, committee members are active users of social media, including but not limited to, online platforms such as Facebook and Twitter, and other digital media such as blogs and personal websites. The TEDC understands that while social media can be a positive tool for supporting projects and encouraging community engagement, committee members need to be aware of the legal and ethical considerations that arise when they post, “message,” or otherwise interact with others on social media platforms.

It is not the intent of this policy to interfere with or restrict a committee member’s freedom of speech but to set standards for social media conduct. The goal is to promote transparency, protect the integrity of the committee’s work, and ensure consistent and professional communication regarding the Tomball Legacy Square project.

Committee members shall comply with the following provisions:

- Committee members shall not post on social media or engage in online discussions as a substitute for deliberations at committee meetings. Committee members should be aware that social media activity can be perceived as a meeting if a sufficient number (a quorum) of committee members are involved on the site to influence or determine the course of action that will be taken by the committee, even if other people are posting to the site as well.
- Committee members have no authority to speak on behalf of the committee unless specifically designated to do so, and make it clear that they are speaking in their individual capacity.
- Committee members shall not create independent or unofficial social media accounts representing the Committee or the project.
- Committee members shall avoid sharing confidential, draft, or non-public information.
- Committee members shall uphold respectful and professional conduct when discussing committee matters or interacting with the public.
- All public information and updates will be disseminated by TEDC through TEDC's official channels.

TOMBALL ECONOMIC DEVELOPMENT CORPORATION

Conflict of Interest Disclosure Form

This Conflict of Interest Disclosure Form is specifically for members of the Tomball Legacy Square Advisory Committee. It is intended to ensure transparency, accountability, and ethical conduct in all advisory recommendations and decisions.

Purpose:

The purpose of this form is to ensure transparency and integrity in all decisions made by the Tomball Economic Development Corporation (TEDC) and its affiliated committees. Advisory committee members are expected to disclose any personal, professional, or financial interests that could influence—or appear to influence—their objectivity or decisions related to the Tomball Legacy Square project.

Committee Member Information:

Name:	Stephanie Skinner
Committee:	Tomball Legacy Square Advisory Committee
Date:	11/10/2025

Disclosure Questions:

1. Financial Interests:

Do you, your immediate family, or your business associates have any financial interest in any entity that may benefit from a project, contract, or decision made by the Tomball EDC or the Tomball Legacy Square Advisory Committee?

☐ Yes ☒ No

If yes, please describe:

2. Outside Employment or Relationships:

Do you or your immediate family have any employment, consultancy, or volunteer relationship that could represent a conflict with your responsibilities as a member of the Tomball Legacy Square Advisory Committee?

☐ Yes ☒ No

If yes, please describe:

3. Gifts or Benefits:

Have you received or been offered any gift, favor, or benefit from any person, company, or organization that could influence your judgment in your role with the Tomball EDC or Tomball Legacy Square Advisory Committee?

☐ Yes ☒ No

If yes, please describe:

4. Other Potential Conflicts:

Are there any other circumstances, relationships, or interests that could create—or appear to create—a conflict of interest with your duties for the Tomball Legacy Square Advisory Committee?

☐ Yes ☒ No

If yes, please describe:

Acknowledgment and Certification:

By signing below, I certify that the information provided above is true and complete to the best of my knowledge. I understand that I am required to promptly disclose any changes to the information provided in this form.

I also acknowledge that, should a potential conflict arise, I will disclose it to the Tomball EDC Executive Director and/or the Chair of the Tomball Legacy Square Advisory Committee and will recuse myself from related discussions or decisions as appropriate.

Signature: Stephanie Skinner

Date: 11.10.2025