



## **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 2021-2022

### **Description of funding being requested:**

- |  |           |
|--|-----------|
| 1. Contractors Mowing and Accounting   | \$ 8,000  |
| 2. Fees and Advertising  | \$. 7,500 |
| 3. New roof on Oil Field Camp (OFC) house,<br>pump house and doctor's office | \$ 6,500  |
| 4. Daily Repair and Maintenance  | \$. 4,000 |
| 5. Construct slab for City Siren   | \$. 1,000 |

**TOTAL \$ 27,000**

**Location: Tomball Museum Center 510 N. Pine Street**

### **GRANT AMOUNT:**

Amount Funded for FY 2020-2021	\$27,000
Amount Requested for FY 2021-2022	\$27,000
% Increase requested	0

### ORGANIZED BUDGET FOR 2021-2022

	CITY FUNDS	OTHER FUNDS	TOTAL
PERSONNEL		\$18,000	\$18,000
UTILITIES		\$10,000	\$10,000
REPAIRS AND MAINTANENCE	\$11,500	\$9,500	\$21,000
ADVERTISING	\$2,800	\$2,000	\$4,800
FEES - Yearly Dry-wood Termite Inspections/ Insurance	\$4,700	\$7,500	\$12,200
MISCELLANEOUS EXPENSES		\$2,000	\$2,000
CONTRACTED SERVICES - MOWING & ACCOUNTING	\$8,000	\$2,000	\$10,000
TOTAL	\$27,000	\$51,000	\$78,000

### FUNDS FROM OTHER SOURCES

#### Other Investors/Contributors

Corporate	\$ 2,000
Foundations	\$ 3,000
Royalties	\$ 2,500

#### Fees

Admissions (Wedding and Events)	\$ 13,000
Application (Tours and Donations)	\$ 10,000
Vendors (Photographers)	\$ 10,000

#### Membership

\$ 5,500

#### Others (Memorials)

\$ 5,000

Total                      \$ 51,000

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

**Due to Covid the Museum was closed to visitors last year. Since our reopening in May 2021, we have had visitors from 3 other countries and 6 other states and several counties in Texas. Based on the number of visitors we have had this fall, it appears that there is less concern with the effects of Covid. Therefore, we expect to return to our pre-Covid numbers.**

*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 for their guests.**

*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:** Dec 15, 2021

## **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.**

**The repair and maintenance items will include replacing the roofs on the OFC house, its pump house and the doctor's house,**

**repairing and 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, brochures and interactive website development.**

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.*

**Due to Covid, we have shown very little membership growth this past year. We are planning an aggressive campaign to renew old members and secure new members this year.**

**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?*

**We are developing a new interactive website showing the beauty of our facilities and allowing our clients to book and pay online for scheduling Museum tours, photography time slots and showing available dates for wedding and other events. We have a Facebook page. We are also considering use of other social media.**

**<http://tomballmuseumcenter.com>**

**We also produce brochures which we place at the hotel/motel in Tomball, the Tomball Visitors Center 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?*

**By advertising in our brochures and on-line, the Tomball Museum Center is inviting visitors to a unique opportunity to see the way families lived when Tomball was changing from a rural farming community, to an Oil Town, to the City it is today. People are always interested in how we lived in the past. We feel they enjoy the perspective the Museum offers. We see many first time visitors at the Museum and many of those visitors bring their friends and family back to visit our Museum the next time they come to Tomball.**

# **BYLAWS OF THE SPRING CREEK COUNTY HISTORICAL ASSOCIATION**

## **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 Corporation shall have no capital stock and shall be a 501 C(3) non-profit corporation.

## **ARTICLE III – MEMBERSHIP**

Section 1 - Membership in The Association shall be available to all persons and shall bear the following classifications and financial requirements:

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- (a) Individual Member dues shall be \$25.00 annually.
- (b) Family Membership dues shall be \$35.00
- (c) Life Member dues shall be a single payment of \$250.00.

(d) Corporate Member dues shall a single payment of \$100.00 annually.

(c) Corporate Life Member dues shall be a single payment of \$1,000.00

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.

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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**

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, 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**

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) A majority of members present shall constitute a quorum for a 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**

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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, subject to the approval of the General Membership of The Association
- (d) 9f) Preserve the Museum's properties and collection
- (e) Maintain The Association's financial integrity
- (f) Approve an annual budget
- (g) Support and attend the functions of The Association

## **ARTICLE IX - DUTIES OF OFFICERS**

### **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 g 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**

- (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**

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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**

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.