

Tomball Legacy Square Board Committee Meeting Minutes

Subject	Tomball Economic Development Corporation – Tomball Legacy Square Board Committee Meeting Minutes
Date / Time	September 12, 2025 – 1:00 p.m.
Location	Zoom
Attendees	Danny Hudson – TEDC Board Member Latrell Shannon – TEDC Board Member Wayne Hall – TEDC Board Member Kelly Violette – TEDC Executive Director Tiffani Wooten – TEDC Assistant Director

1. Meeting started at 1:06 p.m.
2. General discussion and feedback regarding creation of a citizen stakeholder committee.
 - a. Committee Size & Composition
 - b. Selection Process
 - c. Meeting Frequency & Operations
 - d. Terms of Service
 - e. Next Steps
3. Meeting concluded at 2:07 p.m.



Tomball Legacy Square Board Committee 9/12/2025 Meeting Consensus

Meeting Attendees: Wayne Hall, Danny Hudson, Latrell Shannon, Kelly Violette, Tiffani Wooten

Discussion Topic: Creation of a citizen stakeholder committee

1. Committee Size & Composition

- 12 stakeholder members (community representatives), of which, 2 members should be youths to ensure younger voices are represented.
- Balance of residents, business owners, civic/nonprofit leaders, and subject-matter experts.
- In addition to the 12, the following should be included: the 3 existing Board committee members and 1 City Council member.

2. Selection Process

- Open application process with defined criteria for serving (e.g., residency, business ownership, community involvement, diversity of background).
- Advertise via social media and other platforms.
- Board to review and approve applicants to ensure fairness and transparency.

3. Meeting Frequency & Operations

- Bimonthly meetings (every two months) during the initial phases.
- Meetings will likely transition to monthly as the project moves forward and then shift to quarterly once the committee moves into a long-term oversight/activation role.
- Chair/Vice-Chair to be elected to run meetings.
- Meeting Minutes to be kept and approved.
- Committee to submit written quarterly updates to the Board.
- Board to conduct annual review of committee.
- Structure should allow flexibility to adapt to project stages while balancing engagement and workload.



4. Terms of Service

- Staggered terms to maintain continuity while rotating membership:
 - Half of the members serve 1-year terms.
 - Half serve 2-year terms.
- Rotation ensures fresh perspectives while retaining institutional knowledge.

5. Next Steps

- Draft application form and selection criteria.
- Develop operating guidelines (roles, attendance, conflict of interest, replacement process).
- Publish application timeline and outreach plan to recruit diverse candidates.
- Schedule first committee meeting and orientation session.