



**AGENDA**  
**MUSEUM AND HISTORIC ADVISORY COMMITTEE (MHAC)**  
City of Carrollton

Wednesday, July 10, 2024  
6:00 pm

Crosby Recreation Center  
1610 E. Crosby Road  
Broadway Room

**The following members were in attendance:**

Howard Townsend (Chair), Chantelle Prejean, Marisol Mahin, Sammy Rana, Jasmine Arambula, Cynthia Hershkowitsch, Isaac Gian, Liz Castaneda.

**The following members were absent:**

Lisa Stavinoha.

**The following staff were in attendance:**

Heather Smith (City Liaison), Justin Swaney (Recreation Supervisor), Jace Earwood (Recreation Coordinator)

1. Call to Order: 6:00 pm by Howard Townsend.
2. Introductions visitors and new members.
  - The Museum's summer interns introduced themselves. Carina Hernandez started in late May/early June as the museum staff representative for MHAC. Taylor Hiley-Carroll focuses on cataloging, exhibition research, and minor conservation tasks, while Mia Flores manages events and social media. Additionally, a new Council representative, Rowena Waters, was introduced. Although she couldn't attend the meeting due to a prior commitment, she was eager to contribute to the board and had been reviewing past minutes to familiarize herself with ongoing matters.
3. Review and Approve the Minutes of May 8, 2024.
  - Members noted that Marisol Mahin was not present during the meeting held on May 8, 2024. A motion to approve the Minutes of May 8, 2024, with the edits, was made by Isaac Gian and seconded by Liz Castaneda. All members were in favor.

4. Introduction of Research Intern.
  - Heather Smith and Carina Hernandez, the MHAC research intern, provided more details on Carina's role and tasks, emphasizing how she would contribute to the subcommittees' goals by conducting research and streamlining processes. They highlighted how Carina could help implement ideas discussed in past meetings that may have not been fully pursued. Her responsibilities included meeting with subcommittee members to better understand their objectives, assisting in developing actionable plans, and collaborating with the website specialist to update online materials, ensuring that the subcommittees' projects were effectively represented and accessible to the public.
5. Discuss and Vote marker text for Railroad Crossing
  - Discussion and vote on the marker text for the Railroad Crossing were agreed to be tabled for the next meeting.
6. Update and discuss next steps from the Historical Marker Subcommittee.
  - The Subcommittee stated that they had discussed standardizing marker sizes and word counts for all markers. Regarding the markers themselves, the exact location of the original Carrollton First Post Office marker was still under discussion. The previous marker had been lost, so they were working on finding its original location. They also mentioned that they had been investigating the marker for the First Baptist Church in Carrollton, now known as Church of the Fields. The church had possession of the marker but had not decided where to display it.
  - Regarding the Railroad Crossing marker, options were discussed for its placement, either near the existing train depot marker or along the silver line tracks. Concerns were raised about safety, as well as matching the design of new markers with the old ones. The plan was to coordinate with DART to determine the best location, possibly near the depot or a future DART stop, while considering visibility and historical accuracy.
7. Update and discuss next steps from the Online Public Media Subcommittee.
  - The subcommittee provided updates on their ongoing project, which focused on compiling and updating information on local landmarks. Their primary goal was to create a comprehensive and accurate online resource, including a story map page that provided detailed information about each landmark. They aimed to replace outdated maps with updated ones and correct inaccuracies found in existing descriptions. Specific examples, such as the Bank of Carrollton, were mentioned where details needed revision or expansion. The discussion also covered the process of submitting updates and verifying historical information, with an emphasis on ensuring accuracy and completeness.
8. Staff Reports and Updates.
  - Jace Earwood, the Arts Coordinator, and Carina Hernandez reported that they had focused on cataloging a traveling exhibition and unifying existing catalog records to create a comprehensive digital collection using the PastPerfect system, which

could potentially become publicly accessible after data cleanup. This digital cataloging had been essential as they prepared to move the Perry Homestead collection to an off-site archival facility. The staff also recognized interns Carina, Mia, and Taylor for their efforts in facilitating the installation of the traveling exhibit, creating a catalog to enhance its presentation, and rehabilitating the museum's second floor, which had been overcrowded, to accommodate new staff members. The team emphasized the importance of verifying historical information and coordinating with subcommittees to align goals and ensure accuracy.

- Heather Smith provided updates mentioning that the City Council had approved a \$500,000 project for Historic Structure Report restorations, advancing with necessary renovations. Initially planned to be staged over several years, the project was consolidated into a single bid, and the selected contractor, experienced in historical restoration, will work alongside Ron Siebler, who had created the HSR report, to ensure proper restoration.

Renovation work will begin with the exterior of the museum and then move to the interior. To accommodate the interior renovations, the museum might have to close temporarily to avoid traffic during the work, given the small size of the house. The restoration will preserve original materials and include removing a back ramp to install an ADA lift, making the structure less obstructive and improving accessibility, while landscaping is planned to maintain the house's original appearance.

The barn, proposed for replacement in 2022, will remain a separate project and will not be part of the current restoration; its status will be addressed in the future. The boatwright house marker specifications were added to the website, and other updates were made to the website and story map, with any contributions or project details communicated as necessary.

## 9. Adjournment

- Motion to adjourn by Chantelle Prejean, seconded by Liz Castaneda. Adjournment by Howard Townsend at 6 :47 pm.

  
~~Howard Townsend, Chair~~ Jasmine Arambula,  
Museum and Historic Advisory Committee vice  
chair

  
Heather Smith, Recreation Manager  
Committee Staff Liaison