

Cultural Arts & Heritage Commission
November 6, 2025

A regular meeting of the City of Waxahachie Cultural Arts & Heritage Commission was held on Thursday, November 6, 2025 at 4:30 p.m. in the Mean Green Conference Room at the Charles Beatty Municipal Services Building, 408 S. Rogers, Waxahachie, Texas.

Members Present: Rhyan Phillips, Chair
Victoria Russell, Secretary
Von Aday
Emily Finch

Member(s) Absent: Twyla U. Williams, Vice Chair

Others Present: Laurie Mosley, Director, Convention & Visitors Bureau
Billie Wallace, Mayor, Council Liaison
Ricky Boyd, Interim City Manager

1. Call to Order

Chair Rhyan Phillips called the meeting to order at 4:32 p.m.

2. Public Comments

None.

3. Consider approval of minutes of the Cultural Arts & Heritage Commission meeting of October 2, 2025

Action:

Emily Finch moved to approve the minutes of the October 2, 2025 Cultural Arts & Heritage Commission meeting as presented. Motion was seconded by Von Aday and carried unanimously (4-0).

4. Discuss and define procedures for fulfilling board duties and responsibilities as outlined in the establishing ordinance

The Commission discussed the need for additional bylaws to further clarify board duties and responsibilities. It was determined that each member would review the updated bylaws and would discuss any additional items in future meetings.

5. Review the current funding questionnaire/application and consider potential revisions

The Commission discussed the following items:

1. The need to revise the current questionnaire that groups fill out. Discussed adding certain criteria to the questionnaire, including;
 - a. non-profit status;
 - b. Ensuring the entity has been a non-profit for at least 2 years; and

- c. questions about the number of events the entity hosts per year.
2. The need for uniform reporting based on the concern that many groups do not accurately report or completely miss the tourist portion of the reporting. Notice will need to be sent out to the groups detailing the new questionnaires and reporting that will take place. The new questionnaires should be sent out by March 2026 at the latest, so groups have time to properly plan for the new reporting process and whether or not they want to continue receiving the grant money.
3. A tiered approach of issuing money based on the following:
 - a. The activities the entities put on,
 - b. The amount of people that come to the event, and
 - c. Distributing money on a percentage amount, based on the amount of people brought into town for the event.
4. Discussed making a new list of groups that could receive funds in 2027.
5. Discussed the need to continue issuing the checks quarterly.
6. Changing up the grant application process, including two different questionnaires, one for new applicants and start ups, and one for returning applicants.
7. Discussed setting aside a certain portion of the money for new applicants/start up groups.
8. Discussed drafting a specific letter to all groups detailing the new questionnaire changes, new reporting changes that will be in place starting in 2026 for the 2027 funding.
9. Decided to use the old questionnaires for the reports for 2025. Laurie Mosely to email all entities to make sure they turn in the reports by 12/15/25 and to send a copy of the report if the entity had previously submitted a report for the September deadline.
10. Discussed reviewing the groups on our own and seeing what they are doing with the money.
11. Discussed the need to have a better system for hotels to figure out what people are there for, or for hotels to actually just ask what people are there for.
12. Look at other city's questionnaires and see how we can revise ours.
13. Major Billie Wallace noted the potential need to add additional board members to the Commission to compensate for the amount of work and to ensure diversity. The Commission agreed with the Major and Major Wallace stated she would begin looking into what would need to be done to change the bylaws to add more members and also begin reviewing potential members.

The Commission decided that the members would do their own individual review and research of the entities that are currently receiving funds. They would view other cities' questionnaires and reports and begin drafting additional questions to add to the current questionnaire. They would review the reports that were received on the 12/15 deadline. At the next meeting, they would further discuss items to add to the revised questionnaire and finalize how the money is to be distributed in 2026 and in 2027.

6. Set next meeting date and time

The next meeting is set for January 8, 2026 at 4:30 p.m. in the Mean Green Conference Room.

7. Adjourn

There being no further business, the meeting adjourned at 5:44 p.m.

Cultural Arts & Heritage Commission
November 6, 2025
Page 3

Respectfully submitted,

Victoria Russell, Secretary
Cultural Arts & Heritage Commission