



City of Farmers Branch

Minutes

Venue 1842 at the Historical Park
2540 Farmers Branch Ln
Farmers Branch, TX 75234

Historical Preservation & Restoration Board

Thursday, March 26, 2026

6:30 PM

Venue 1842

Absent	3 – Member Missy Dours, Member Sharon Montgomery, and Member Teresa L. Webster
Presiding	1 – Ginny Welch
Present	4 – Member Samaria Cate, Alternate Helena Fregia, Vice Chair Christian Martinez, and Alternate Pat Steed
Staff	3 – Robert Diaz, Parks and Recreation Director, Jessica Alvarado, Recreation Superintendent, and Kim Jolly Chapman, Parks Coordinator

A. CALL TO ORDER

The meeting was called to order by Chair Ginny Welch at 6:30 PM.

Alternate Helena Fregia and Alternate Pat Steed are acting as voting members for the meeting.

B. CITIZEN COMMENTS

This agenda item provides an opportunity for citizens to address the Board or Committee on any matter that is not posted on the agenda. Anyone wishing to address the Board or Committee should complete a Citizen Comments Registration Form and submit it to the Board Liaison or Board Chair prior to the start of the meeting. There is a three (3) minute time limit for each citizen to speak with a reasonable limitation on speakers on one topic or item with a maximum of fifteen total minutes on the same topic item. Anyone wishing to speak shall be courteous and cordial.

The Board or Committee is not permitted to take action on any subject raised by a speaker during Citizen Comments. However, the Chair may have the item placed on a future agenda for action; refer the item to the City Administration for further study or action; briefly state existing City policy; or provide a brief statement of factual information in response to the inquiry.

There were no citizen comments.

C. AGENDA ITEMS

26-209 Consider approval of the February 26, 2026 meeting minutes; and take appropriate action.

Member Samaria Cate moved the minutes of the February 26, 2026, Board minutes be approved as written. Alternate Pat Steed seconded. Motion carried by the following vote:

Absent 3 – Member Missy Dours, Member Sharon Montgomery, and Member Teresa L. Webster

Aye 4 – Member Samaria Cate, Alternate Helena Fregia, Vice Chair Christian Martinez, and Alternate Pat Steed

26-210 Discuss Historical Park and Venue 1842 Operations.

Parks and Recreation Director, Robert Diaz provided an update on current Historical Park and Venue 1842 operations. Staff is in the process of hiring a full-time Administrative Assistant for the Historical Park/Venue. The position is open, looking to fill in the next few weeks. Alternate Helena Fregia asked if it would be included in the City Job Fair to be held on April 8; Robert said it would.

Robert said a management company is assisting with putting together the Request for Proposal (RFP) for the contract Venue 1842 consultant position along with a list of vendors to send the RFP to.

As updates on direction for the Historical Park and Venue 1842 become available Robert will pass those on to the Board.

26-211 Discuss Docent program at the Historical Park.

A copy of the Docent and Stewards Manual was included in the Board packet. The manual was written in 2018 and an update was done in 2022. Parks and Recreation Director, Robert Diaz asked that members bring edits/feedback to the May Board meeting so staff can compile the list of edits/changes for discussion at the Board meeting in June.

Member Samaria Cate asked if the program was being actively recruited. Recreation Superintendent, Jessica Alvarado said it was something Museum Educator, Lauren Prengler was working on.

26-212u Receive Sub-Committee updates.

Ginny mentioned the Events sub-committee meeting she attended regarding the Gateway to the Globe event. Recreation Superintendent, Jessica Alvarado mentioned Board members will have an opportunity to volunteer in the all Board tent during the event.

The Historical Park Board has three established sub-committees:

- Farmers Branch Keenan Cemetery
Chair Ginny Welch will serve.
Responsible for coordinating flags being placed on veterans' graves for Independence Day and Veterans Day.
Responsible for coordinating the cemetery's participation in Wreaths Across America.
- Fundraising
Is it possible for this to transition into the Friends of the Historical Park?
- STEPS

26-213 Receive the Recreation Division update to include Historical Park and Venue 1842 current projects, events and upcoming activities.

A list of Witness to History Award recipients was included in the Board packet. Recreation Superintendent, Jessica Alvarado said the recommendation from staff is to list the recipients on the Historical Park’s web page and advertise the page with a QR code.

Member Samaria Cate suggested adding photos along with the award write ups.

26-214 Receive an update from Board members on parks, programs, events, or facilities attended in the City of Farmers Branch.

Chair Ginny Welch attended the City Council meeting on February 17, 2026 for the presentation of the Witness to History Awards.

Vice Chair Christian Martinez stopped by the newly renovated Dutch Village Park.

26-058 Discuss agenda items for future Historical Park and Restoration Board meetings.

Member Samaria Cate would like to discuss the Marsh Family Cemetery.

Next level of STEPS program.

Friends of the Farmers Branch Historical Park – invite to an upcoming meeting for new Board members.

D. ADJOURNMENT

Chair Ginny Welch adjourned the meeting at 7:02 PM.

Chair

Secretary