

**FINAL - MINUTES  
OF THE NEW BRAUNFELS HERITAGE COMMISSION  
REGULAR MEETING OF TUESDAY, OCTOBER 8, 2024**

**AGENDA**

**1. CALL TO ORDER**

Vanessa Lynn Dean called the meeting to order at 3:01 p.m.

**2. ROLL CALL**

Ryan Bourbon-Stuart , Bradford Jones, Tammy Walden, Vanessa Lynn Dean, Pamala Brandt, Veronica Castillo were present.

Kristi Joy Simmons was absent.

**3. APPROVAL OF MINUTES**

A) Discuss and consider the approval of the December 7, 2023 meeting minutes.

Vanessa Lynn Dean read the aforementioned item.

Pamala Brandt moved to approve the minutes. Ryan Bourbon- Stuart seconded the motion which passed unanimously.

**4. CITIZENS' COMMUNICATIONS**

*This time is for citizens to address the Heritage Commission on issues and items of concerns not on this agenda. There will be no action at this time.*

No individuals spoke at this time.

**5. INDIVIDUAL ITEMS FOR CONSIDERATION**

A) Discuss and consider the election of a chair.

Vanessa Lynn Dean read the aforementioned item.

Tammy Walden moved to appoint Pamala Brandt as chair. Ryan Bourbon-Stuart seconded the motion which passed unanimously.

B) Discuss and consider the election of a vice chair.

Pamala Brandt read the aforementioned item.

Vanessa Lynn Dean moved to appoint Bradford Jones as vice chair. Veronica Castillo seconded the motion which passed unanimously.

C) Discuss and consider the implementation of a post project event form.

**Pamala Brandt read the aforementioned item.**

**Matthew Schwarz presented this item to the commissioners using a pdf document of a draft version of the post project event form and answered questions. This form is intended to be implemented for the 2026 award year.**

**The commissioners provided direction for final approval of this form at the December meeting.**

**No action was taken at this time.**

**6. ADJOURNMENT**

Pamala Brandt adjourned the meeting at 3:29 p.m.

By: \_\_\_\_\_  
CHAIR BOARD

**Attest:**

\_\_\_\_\_  
MATTHEW SCHWARZ, ASSISTANT CITY SECRETARY