

## WESTCHASE DISTRICT COMMUNITY FUND

### MINUTES OF BOARD OF DIRECTORS MEETING OF WESTCHASE DISTRICT COMMUNITY FUND

#### THE STATE OF TEXAS COUNTY OF HARRIS

The Board of Directors of the Westchase District Community Fund met in an official session, open to the public, on April 12, 2017 at 4:00 p.m., in the First Floor Board Room at the Millennium Tower located at 10375 Richmond Ave. Houston, TX 77042. Houston, TX 77042, inside the boundaries of the District.

The roll was called of the duly appointed members of the Board, to-wit: Tim Johnson, Blair Johnson, Dave Gilkeson and Steve Wentz, Craig Eichhorn, Kim Peck thus constituting a quorum.

#### CALL TO ORDER.

Chairman Mr. Johnson called the meeting to order at 3:07 p.m. and declared that a notice of the meeting was posted more than 72 hours in advance at the Harris County Courthouse and within the District and that the meeting is open to the public.

#### INTRODUCTION

Introduction of Board Member Candidate. The board welcomes Mr. Ricky Gonzalez as a candidate for appointment to the WDCF board. He did a brief introduction.

Motion to accept Mr. Gonzalez as a board member by Mr. Johnson. Second by Mr. Eichhorn

Approved Unanimously.

#### GRANT REQUESTS REPORTS

**American Marketing Association Grant.** Review and approve proposed grant from American Marketing Association. Form to be filled out by Mr. Johnson. Motion presented by Mr. Gilkeson. Second by Mr. Wentz to have Mr. Johnson submit application. Approved unanimously.

**Playworks.** Review a proposal from Playworks. – asking for donation to 4<sup>th</sup> Annual Walk for Recess Event. Requested \$2500. Motion presented by Mr. Gilkeson motion – Second by Ms. Peck to donate \$1500. Unanimous approval.

#### TREASURER'S REPORT

Treasurer's Report. Review and approve treasurer's report: (a) 2017 YTD Budget vs. Actual report and (b) 2017 Corporate Challenge Program financial report. Approve a contribution to Quillian Center from 2017 Corporate Challenge proceeds.

(a) Motion presented by Mr. Johnson to approve treasurer's report Mr. Eichhorn second – approved unanimously

(b) Motion presented by Ms. Peck to donate \$10,555.00 to the Quillian Center. Second by Mr. Gilkeson. Approved Unanimously.

#### TERMS OF OFFICE, CONTRIBUTIONS & TRAINING REVIEW

Director Terms of Office. Review and approve terms of office for all directors. Motion presented by Mr. Gilkeson to approve director of terms. Second by Ms. Johnson. Approved Unanimously

Director 2017 Contributions. Receive donations to WDCF from directors. Presented by Mr. Johnson to have the request the entire board do a personal donation via check or PayPal on website between now and next meeting date.

Director Training. Receive report on training from Director Wentz. Certifications have been submitted.

## COMMITTEE REPORTS UPDATE.

**Website and Marketing** – Mr. Johnson and Ms. Johnson review of updates to WDCFund.Org website. Checking on applications going to correct person. Donor Application now in three locations on website.

**Fundraising** – Reviews were provided on the following:

**Jim Murphy Breakfast** – Discussed potential future breakfast with other area representatives. Mr. Gilkeson to discuss with Jim Murphy on potential meeting dates and speakers.

**Halloween Masquerade Ball** – 2017: Mr. Johnson reported on-going negotiations with event. Mr. Johnson asked for committee members to work on project and media partnerships and production company to work with on project.

**Corporate Challenge** – Subcommittee set up with Mr. Wentz and Ms. Peck coordinate with Ms. Sherry Fox of the Westchase District for Corporate Challenge needs from the WDCF Board members.

**COMET Program** – committee C Eichhorn, S Wentz, D Gilkeson

## SUMMIT PLANNING

Planning Summit / Retreat. Review Objectives of the Retreat. Discuss Fundraising activities / events. Discuss viability of an October Fundraising event and approve project.

Put together a list of potential board member candidates with biographies. Review and approve Action Plan for 2017 and/or 2018.

## NEXT MEETINGS.

Set dates for upcoming board meetings in 2017 - June 14th, Aug 23rd, Oct 4th, Dec 6th.

Motion by Mr. Johnson second by Mr. Wentz to adjourn – Approved. Meeting adjourned at 4:32pm



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Blair Johnson, Secretary