

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

February 15, 2023

TO: THE BOARD OF DIRECTORS OF THE WESTCHASE DISTRICT COMMUNITY FUND AND TO ALL OTHER INTERESTED PERSONS:

Notice is here by given that a meeting of the Board of Directors of the Westchase District Community Fund (the “Corporation”) will be held on Wednesday, February 15, 2023, at 7:30am, in the Westchase District Conference Room – 10370 Richmond Avenue, Suite 1350, Houston, TX 77042, open to the public, to consider, discuss and adopt such orders, resolutions or motions, and take other direct or indirect actions as may be necessary, convenient, or desirable with respect to the following matters:

1. **Call to Order.**
2. **Guests.** Introduce guests, if any.
3. **Westchase District Update Report.** Receive a report on Westchase District.
4. **Administrative Report.** Review and approve the minutes of January 25, 2023 meeting. Review and approve Treasurer’s report.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
6. **Planning Summit Follow Up**
 - a. Corporate Challenge 2023
 - b. Discuss 2023 Goals and Strategy
7. **Reminder:** Director 2023 Contributions are due.
8. **Upcoming Board Meetings.** Set dates for upcoming board meetings in 2023.
9. **Adjourn.**

Louis Jullien, Director

WESTCHASE DISTRICT UPDATE

FEBRUARY 2023

STREETSCAPES

- Westheimer – June 2023
- Meadowglen – Design 2023

SECURITY

- Security Technology Study

STAFF UPDATES

- Communications Director
- Projects Director

WOODCHASE PARK

- Next major event – Spring Break, March 13-March 17, 10am-2pm each day

CAMDEN PARK

- Construction underway
- Completion Fall 2024

CORPORATE CHALLENGE

- April 14, 2023
- April 21, 2023 (Rain Date)

**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 Wednesday, January 25, 2023, at 3:00p.m., in the LAN's office – 2925 Briarpark Dr., Suite 400, Houston, TX 77042, or via Zoom Conference Call (Zoom.us, Meeting Number: 915-070-8950, or call in number: +1 253-215-8782, 915-070-8950#), The roll was called of the duly appointed members of the Board, to-wit: Craig Eichhorn, Louis Jullien, John Dombrowski, Kimberly Crow, Lisa Iparrea, Dozie Oheri, Ricky Gonzalez, Keitha Gallien thus constituting a quorum.

1. Call to Order by C. Eichhorn Time: 3:04 pm

2. Guest: NA

3. Westchase District Update Report.

4. Administrative Report. Review the minutes of the December 7, 2022, meeting.
Review and approve the Treasurer's report.

Motion to approve minutes: K. Crow **Second:** L. Jullien **Board Vote:** unanimous

Motion to table Treasurer's Report: K. Crow **Second:** R. Gonzalez **Board Vote:** unanimous

5. Donation Submission(s). Receive donation request(s), if any, from our community.

6. Pillars & Committee Reports - Board member updates:

Motion to release Blair Johnson from her duties at WDCF.

K. Crow **Second:** K. Gallien **Board Vote:** unanimous

Motion to elect Craig Eichhorn as President at WDCF.

K. Crow **Second:** R. Gonzalez **Board Vote:** unanimous

Motion to elect Kim Crow as Vice President at WDCF.

K. Crow **Second:** R. Gonzalez **Board Vote:** unanimous

Motion to elect Louis Jullien as Treasurer at WDCF.

K. Crow **Second:** R. Gonzalez **Board Vote:** unanimous

Motion to elect Keitha Gallien as Secretary at WDCF.

K. Crow **Second:** R. Gonzalez **Board Vote:** unanimous

7. Upcoming Board Meetings. February 15, 2023 – 7:30a.m. - in the Westchase District Conference Room – 10370 Richmond Ave., Suite1350, Houston, TX 77042,

8. **Adjourn.** 8:06a

Blair Johnson –Acting Secretary

<u>Company Name</u>	<u>Title</u>	<u>First name</u>	<u>Last Name</u>	<u>StreetNo.</u>	<u>Street Address</u>	<u>Suite</u>	<u>City</u>	<u>Zip</u>	<u>Phone</u>	<u>Email</u>
2828 Royal Oaks	Ms.	Patti	Melendy	2828	Hayes Road		Houston	77082	281-589-8791	patti.melendy@assetliving.com
Amegy Bank	Mr.	Chase	Arledge	13430	NW Freeway		Houston	77040	844-862-2917	chase.arledge@amegybank.com
Amegy Bank	Mr.	Steve	Peters							steve.peters@amegybank.com
American InterContinental University	Ms.	Tianisha	Adams	9999	Richmond Ave.		Houston	77042	832-201-6874	tadams@aiuniv.edu
BEC Engineers and Consultants	Mr.	Domingo	Martinez	3200	Wilcrest Dr.	Suite 440	Houston	77042	832-240-3771	dmartinez@becengineer.com
Binkley & Barfield	Ms.	Monica	Aizpurua	1710	Seamist Drive		Houston	77008	832-859-2589	maizpurua@binkleybarfield.com
Binkley & Barfield DCCM	Mr.	Youssef	Laham	1710	Seamist Drive		Houston	77008	7130859-2589	yl@binkleybarfield.com
Camden	Ms.	Koti	Cochran						512-574-4641	kcochran@camdenliving.com
Costello, Inc.	Mr.	Joey	Sitzman	2107	CityWest Blvd.	Third floor	Houston	77042	713-783-7788	jsitzman@costelloinc.com
DBR Engineering Consultants	Mr.	James	Kubala	9990	Richmond Ave.	Suite 300	Houston	77042	713-914-0888	jkubala@dbrinc.com
DBR Engineering Consultants	Ms.	Erika	Ortiz	9990	Richmond Ave.	Suite 300	Houston	77042	713-914-0888	eortiz@dbrinc.com
EHRA	Ms.	Mica	Rodriguez	10011	Meadowglen Lane		Houston	77042	713-784-4500	mrodriguez@ehrainc.com
EHRA	Ms.	Kassie	Albaugh	10011	Meadowglen Lane		Houston	77042	713-784-4500	kalbaugh@ehrainc.com
First Methodist Houston	Ms.	Mandy	Jones	10570	Westpark Drive		Houston	77042	832-655-3912	mjones@fmhouston.com
Frost Bank	Ms.	Morgan	Hull	3304	W. Sam Houston Parkway S		Houston	77042	713-388-1544	morgan.hull@frostbank.com
Gauge Engineering	Mr.	Muhammed	Ali	11750	Katy Freeway	Suite 400	Houston	77042	832-318-8800	mali@gaugeengineering.com
Gauge Engineering	Mr.	Austin	Pham	11750	Katy Freeway	Suite 400	Houston	77042	832-455-6492	apham@gaugeengineering.com
Gauge Engineering	Mr.	Taylor	Risien	11750	Katy Freeway	Suite 400	Houston	77042	210-265-7999	trisien@gaugeengineering.com
Houston Community College	Mr.	Montrose	Cunningham	2811	Hayes Road	Suite A426.1	Houston	77082	713-718-5174	montrose.cunningham@hccs.edu
Houston Marriott Westchase	Ms.	Noreen	Stewart	2900	Briarpark Dr.		Houston	77042	713-735-7036	nstewart@pyramidglobal.com
Houston SaberCats	Ms.	Katy	Norra						832-858-1589	katy.norra@houstonsabercats.com
HR Green	Ms.	Vicki	Dieu	11011	Richmond Ave.	Suite	200	77042	713-956-9996	vdieu@hrgreen.com
HR Green	Mr.	Jesus	Olivas	11011	Richmond Ave.	Suite	300	77042	713-965-9996	jolivas@hrgreen.com
LAN	Mr.	Ricky	Gonzalez	2925	Briarpark Drive	Suite 400	Houston	77042	713-266-6900	rgonzalez@lan-inc.com
Odyssey Engineering Group	Mr.	Ruston	Hughes	2500	Tanglewilde Street	Suite 300	Houston	77063	281-306-0240	rhughes@odysseyeg.com
Odyssey Engineering Group	Mr.	Brian	Tumey	2500	Tanglewilde Street	Suite 300	Houston	77063	281-306-0240	btumey@odysseyeg.com
Phillips 66	Ms.	Diana	Santos	2331	CityWest Blvd.	Suite 1348	Houston	77042	832-765-1524	diana.santos@p66.com
Phillips 66	Mr.	Tyler	Blevins	2331	CityWest Blvd.	Suite 1348	Houston	77042	832-765-1970	tyler.blevins@p66.com
Primrose School	Ms.	Candace	Donaldson	3191	Briarpark Drive		Houston	77042	713-783-9800	cdonaldson@primrosewestchasedistrict.com
TAM Residential	Ms.	Michelle	Elletson	8400	Belleview Dr.	Suite 250	Plano	75024	469-294-4244 x.829	michelle@tamresidential.com
Tri-Tech	Ms.	McKenzie	McManus	10401	Westoffice Drive		Houston	77042	512-440-0222	mmcmanus@tritechtx.com
Tri-Tech	Ms.	Beth	Holman	10401	Westoffice Drive		Houston	77042	832-642-7606	bholman@tritechtx.com
Veritas Equity Management/Westchase Creek	Ms.	Ruha	Vohra	3000	Woodland Park Drive		Houston	77082	281-323-1890	ruha@vemanagement.com
Woodbranch Management	Ms.	Kim	Peck	4265	San Felipe		Houston	77027		kpeck@woodbranch.com

2023 WDCF GOALS & STRATEGY

CORPORATE CHALLENGE

GOAL

- Assist Sherry in registering 60 teams for Corporate Challenge April 14th.
- Create \$20,000 in profit.

STRATEGY

Sherry/Louis

- Send PDF registration sheet, list of contacts.

All Board Members

- Reach out to at least 5 contacts regarding team registration and/or sponsorship.
 - Ricky – include BGE and LJA contacts in solicitation.
 - Kimberly – include BMC contact in solicitation.
- Discuss at board meeting other ways to cut costs for the event.
- Come out and volunteer if you're available April 14th!

SCHOOL SUPPLY DRIVE

GOAL

- Provide boxes to 25 locations in month of July.
- Deliver all supplies to WHAM in August.

STRATEGY

- New design for flyer?
- Louis – email blast to past participants, coordinate with Sherry to post via Westchase Wire
- Kimberly/Keitha – post on WDCF facebook
- John – coordinate pick up and drop off crew.

LEGISLATIVE BREAKFAST

GOAL

- Confirm local official versus state official. (Ex: Council Member, Metro Staffer, etc.)
- Create \$2,500 in profit.

STRATEGY

- Ricky/Lisa – Reach out to restaurants for comped meal (Cantina Laredo, Torchy's Tacos, etc.)

- Ricky/Craig – Reach out to local officials to confirm speaker/moderator.
- Louis – Send flyer to past participants, coordinate with Sherry on promotion.
- All Board Members – send to 5 contacts.

MARKETING

GOAL

- Grow to 200 followers on Facebook page.
- Update Website with 2023 content (new sponsors, dates, etc.)

STRATEGY

- Kimberly/Keitha/Dozie – set up meeting to coordinate with Sherry Fox (Facebook login, installation of Facebook plug-in on Website, plan-out posts per year, etc.)
- Louis – send Sherry 2023 content for website.

BOARD OF DIRECTORS

GOAL

- Add one board member (must be WD resident).

STRATEGY

- Louis – reach out to one resident at apartment.
- Dozie – reach out to one resident at apartment.
- Keitha – reach out to one resident at apartment.

DONATIONS/BUDGET

GOAL

- 100% participation in giving from the Board.
- Give to all organizations we gave to last year.
- End the year with at least \$13,000 cash in the bank.

STRATEGY

- Give via wdcfund.org, cash, or check.
- Review budget each board meeting with bottom line in mind.