

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

April 5, 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, April 5, 2023, at 12pm, 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 March 8, 2023 meeting. Review and approve Treasurer’s report.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
 - a. WHAM Spring Dash
 - b. MAM
6. **Pillars**
 - a. GIVING
 - b. PARTNERSHIP
 - c. EVENTS
 - i. Discuss Corporate Challenge, April 14th
 - d. WEBSITE/SOCIAL MEDIA/OTHER
7. **Reminder:** Director 2023 Contributions are due.
8. **Upcoming Board Meetings.** May 3rd 7:30am
9. **Adjourn.**

Louis Jullien, Director

WESTCHASE DISTRICT UPDATE

APRIL 2023

STREETSCAPES

- Westheimer – June 2023
- Meadowglen – Design 2023

WOODCHASE PARK

- Next major event – Summer Movie Nights
 - Need 2 more sponsors

CAMDEN PARK

- Construction underway
- Completion Fall 2024 / Early 2025

CORPORATE CHALLENGE

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

TRAILS WITHOUT TRASH

- April 22, 2023 8am-10am

**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, March 8, 2023, at 12:00p.m., in the Westchase District Conference Room – 10370 Richmond Avenue, Suite 1350, 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, Ricky Gonzalez, Keitha Gallien thus constituting a quorum.

Motion to appoint board member Louis Jullien to represent as President for this meeting: K. Crow
Second: K. Gallien **Board Vote:** unanimous

1. Call to Order by L. Jullien **Time:** 12:00 pm

2. Guest: NA

3. Westchase District Update Report.

4. Administrative Report. Review the minutes of the February 15, 2022, meeting.
Review and approve the Treasurer's report.

Motion to approve minutes: J. Dombrowski **Second:** K. Crow **Board Vote:** unanimous

Motion to approve Treasurer's Report: K. Crow **Second:** K. Gallien **Board Vote:** unanimous

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

6. Pillars

a. GIVING

b. PARTNERSHIP

c. EVENTS

i. Discuss Corporate Challenge, April 14th

d. WEBSITE/SOCIAL MEDIA/OTHER

7. Reminder: Director 2023 Contributions are due.

8. Upcoming Board Meetings April 5th 12pm, May 3rd 7:30am

9. Adjourn **Time:** 12:40pm

Blair Johnson –Acting Secretary

Westchase District Community Fund
Profit & Loss
 January through March 2023

	Jan - Mar 23
Ordinary Income/Expense	
Income	
Direct Public Support	
GSP - Construction Income	2,000.00
GSP - Programming Events Income	6,000.00
Individual Donor Contributions	290.00
Total Direct Public Support	8,290.00
Investments	
Interest-Savings, CD	5,984.05
Texpool	11,978.10
Total Investments	17,962.15
Program Income	
Breakfast Fundraiser	120.00
Corporate Challenge	
Event Host	400.00
Major Sponsor	13,000.00
Team	7,200.00
Corporate Challenge - Other	400.00
Total Corporate Challenge	21,000.00
Total Program Income	21,120.00
Total Income	47,372.15
Gross Profit	47,372.15
Expense	
Administrative	
Website / Paypal	67.11
Total Administrative	67.11
Bank Service Charges	12.88
Program Expenses	
Brkfast Fundraiser PayPal Fees	1.68
Corporate Challenge	-25.00
Total Program Expenses	-23.32
Total Expense	56.67
Net Ordinary Income	47,315.48
Net Income	47,315.48

Westchase District Community Fund
Balance Sheet
As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	27,991.44
TexPool Greenspace	2,685,216.67
WDCF - Greenspace	42,610.76
Total Checking/Savings	<u>2,755,818.87</u>
Accounts Receivable	
Accounts Receivable	6,500.00
Total Accounts Receivable	<u>6,500.00</u>
Total Current Assets	<u>2,762,318.87</u>
TOTAL ASSETS	<u>2,762,318.87</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	2,715,003.39
Net Income	47,315.48
Total Equity	<u>2,762,318.87</u>
TOTAL LIABILITIES & EQUITY	<u>2,762,318.87</u>



* 1K & 5K Run/Walk to fight hunger and poverty in West Houston *

5K & 1K RUN/WALK

Saturday, May 20
8:00 a.m.

2023 SPONSORSHIP OPPORTUNITIES To Fight Poverty & Hunger in Houston

FINISHER MEDAL SPONSOR \$5,000 (1 AVAILABLE)

- Logo on participant finisher medals (commitment deadline 4/8/23)
- Opportunity to include marketing material or promo item in runner swag bags
- Prominent sponsorship recognition on race shirt
- 10x20 booth space at event (space only)
- Opportunity for corporate volunteers to hand out medals at finish line
- Sponsor recognition on event-related emails and post-event newsletter
- Sponsor recognition on WHAM website and ItsYourRace.com registration site
- Up to 5 social media mentions on WHAM social media feeds
- 16 complimentary race entries

T-SHIRT SPONSOR \$4,000 (2 AVAILABLE)

- Prominent sponsorship recognition on one sleeve of race shirts (commitment deadline 4/20/23)
- Opportunity to include marketing material or promo item in runner swag bags
- 10x20 booth space at event (space only)
- Sponsor recognition on WHAM website and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post-event newsletter
- Up to 4 social media mentions on WHAM social media feeds
- 14 complimentary race entries

RACE BIB SPONSOR \$3,000 (3 AVAILABLE)

- Prominent sponsorship recognition on race bibs (commitment must be received by 4/20/23)
- Opportunity to include marketing material or promo item in runner swag bags
- 10x10 booth space at event (space only)
- Priority sponsorship recognition/logo placement on race shirt
- Sponsor recognition on WHAM website and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post-event newsletter
- Up to 2 social media mentions on WHAM social media feeds
- 12 complimentary race entries

WHAM CLIENT SPONSOR \$2,500

- Sponsor race registration for 10 WHAM clients
- Opportunity to include marketing material or promo item in runner swag bags
- 10x10 booth space at event (space only)
- Priority sponsorship recognition/logo placement on race shirt
- Sponsor recognition on WHAM website and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post event newsletter
- Up to 2 social media mentions on WHAM social media feeds
- 10 complimentary race entries for sponsor

KIDS ZONE SPONSOR \$1,000

- Prominent sponsorship recognition on Kids Zone signage
- Opportunity to include marketing material or promo item in runner swag bags
- 10x10 booth space at event (space only)
- Sponsorship recognition on race shirts, WHAM website, and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post-event newsletter
- One social media mention on WHAM social media feeds
- 5 complimentary race entries

REGISTRATION SPONSOR \$2,000

- Prominent sponsorship recognition on Registration/Package Pickup Tent signage
- Opportunity to include marketing material or promo item in runner swag bags
- 10x10 booth space at event (space only)
- Sponsorship recognition on race shirts, WHAM website, and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post-event newsletter
- 1 social media mention on WHAM social media feeds
- 8 complimentary race entries

BEVERAGES AND BITES SPONSOR \$750

- Prominent sponsorship recognition on after-party food and beverage station
- Opportunity to include marketing material or promo item in runner swag bags
- Sponsorship recognition on race shirts, WHAM website, and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post-event newsletter
- 4 complimentary race entries

COMMUNITY SPONSOR \$1,500

- Prominent sponsorship recognition on event signage
- Opportunity to include marketing material or promo item in runner swag bags
- 10x10 booth space at event (space only)
- Sponsorship recognition on race shirts, WHAM website, and ItsYourRace.com registration site
- Sponsor recognition on event-related emails and post-event newsletter
- 1 social media mention on WHAM social media feeds
- 6 complimentary race entries

WATER STATION SPONSOR \$500

- Prominent sponsorship recognition on water station signage
- Opportunity to include marketing material or promo item in runner swag bags
- Sponsorship recognition on race shirts and WHAM website
- Sponsor recognition in post-event newsletter
- 2 complimentary race entries

WHAM FRIEND \$350

- Opportunity to include marketing material or promo item in runner swag bags
- Sponsor recognition on WHAM website
- 1 complimentary race entry

SPONSORSHIP DEADLINES

For recognition on t-shirt, commitment must be received by **April 20**. To include an item in the runner swag bags, please deliver items to WHAM by **May 8**. For recognition on event day signage, commitment must be received by **May 5**.



2023 SPONSORSHIP COMMITMENT

Contact Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Preferred Phone: _____

Email: _____

Company Website: _____

How do you wish to be recognized on event signage? _____

Please check the level you would like to sponsor:

- | | |
|---|--|
| <input type="checkbox"/> FINISHER MEDAL SPONSOR (1 AVAILABLE) | <input type="checkbox"/> COMMUNITY SPONSOR |
| <input type="checkbox"/> T-SHIRT SPONSOR (2 AVAILABLE) | <input type="checkbox"/> KIDS ZONE SPONSOR |
| <input type="checkbox"/> RACE BIB SPONSOR (3 AVAILABLE) | <input type="checkbox"/> BEVERAGES AND BITES SPONSOR |
| <input type="checkbox"/> WHAM CLIENT SPONSOR | <input type="checkbox"/> WATER STATION SPONSOR |
| <input type="checkbox"/> REGISTRATION SPONSOR | <input type="checkbox"/> WHAM FRIEND |

Return completed form to:

WHAM

Attn: Mercedes Santos-Garay

10501 Meadowglen

Houston, TX 77042

msantosgaray@whamministries.org

Phone: 832-266-1489

Please make checks payable to WHAM.

To secure your sponsorship via credit card,
please visit our secure online registration portal at
<https://whamspringdash.itsyourrace.com/sponsors>.

Name of Organization	Memorial Assistance Ministries (MAM)
Is your organization a 501c3?	Yes
Non-Profit Federal ID Number	76-0044172
Contact Name and/or Title	Sonja Gee, President and CEO
Cell Phone Number	713-851-8957
Office Phone Number	713-574-7543
Contact Email	grants@mamhouston.org
Address	2424 Wilcrest #120 Houston, TX 77042
Please tell us a little about your organization (History and Mission)	<p>During an economic downturn in 1983, area faith congregations were faced with unprecedented requests for food, clothing, and rent and utility assistance. They pooled their resources and created a centralized service center – MAM.</p> <p>MAM has long been a leader in meeting the needs of the north and west Houston community. While our early work focused on providing financial assistance to keep families stably housed, it was apparent that arming people with skills to speak the language, get a new or better job, and understand how to manage money would create long-term stability for families and our community as a whole. MAM’s English as a Second Language (ESL) classes began in 1984 and were offered in locations throughout the Spring Branch and Memorial areas. Throughout the years, our education programs expanded to include robust employment and financial education services, as well as GED and citizenship classes. Soon, clients were learning how to use a computer, create a new resume and interview</p>

for a new or better job, build and follow a monthly budget, and pay off debt. Mental Health Counseling is now available for individuals and families to learn coping skills to manage their stress and anxiety. Eventually, Immigration Legal Services were added to ensure people had access to trusted advice and support, as well as help prepare the paperwork necessary to navigate a complex legal system. Today, MAM's mission is to build stable families, a dynamic workforce, and vibrant communities... together!

Four years ago, MAM added Houston's longest standing and most respected adult literacy organization, Literacy Advance of Houston to our English as a Second Language (ESL) program. Low literacy is one of the root causes of generational poverty and we knew acquiring Literacy Advance of Houston would allow us to positively impact an even larger community with our mission to help our community's most vulnerable residents. Our aim is to reach a wider audience and streamline our efforts to help individuals in north and west Houston increase their literacy skills, become financially stable, and reach self-sufficiency.

When are you in need of the donation?

2023

What is the amount requested?

\$10,000

Please be specific on what the donation will benefit or how it will be used.

MAM offers English as a Second Language (ESL) classes at our West Houston Office in the heart of the Westchase District. MAM respectfully requests \$10,000 to support our ESL classes in west Houston.

ESL students are placed in classes based upon their proficiency. Students who want to learn English to obtain a better job are enrolled in Workforce ESL and focus on workplace communication. All other students are placed in general classes which focus on basic and advanced English skills, depending upon their proficiency at time

of enrollment.

Workforce ESL classes focus on workplace communication (terminology, job-readiness, the culture of American workplaces, etc.) and others focus on pronunciation, vocabulary, grammar, and conversation. Special Classes, parallel, language-enhancing classes offered concurrently with regular classes, provide opportunities to deepen knowledge and experience with special topics such as Workforce Culture in the U.S., Resume Writing, Interviewing Skills, Personal Responsibility, and Work Ethic.

Classes are taught almost exclusively by volunteers who devote time to lesson planning and educating students. Their dedication fosters a sense of community and encourages students at every step.

Classes are offered in-person and virtually via Zoom. In-person classes range from small groups of 6 to larger groups of 12. Smaller virtual class sizes ensure a high level of engagement between teachers and students. To ensure virtual students can attend class and participate on their digital devices, basic digital literacy is part of the registration process.

MAM offers ESL classes in the morning, afternoon, and evening to accommodate students' varied schedules. MAM utilizes a trimester system for classes in Spring, Summer, and Fall. Classes are offered twice a week with 2 hours of instruction daily for 12 weeks in the Spring, 8 weeks in the Summer, and 11 weeks in the Fall. During the Spring 2023 semester, approximately 19% of classes are being offered virtually.

At the conclusion of each trimester, MAM hosts a graduation ceremony with certificates given to students completing their level of proficiency. Upon graduation from MAM's ESL classes, students have the confidence to speak English during their everyday lives – shopping at the grocery store, navigating street signs, and speaking with their children's teachers. Graduates will also have the ability to find a higher-paying job, talk with their doctor and pharmacist, and easily communicate with individuals outside their home.

MAM is the largest community-based adult education organization in Houston and is committed to providing ESL classes to Houstonians. Everyone should have the opportunity to learn English and effectively communicate with their neighbors and at work. By helping our neighbors improve their literacy and communication skills, we are building thriving communities with diverse individuals and families contributing to making Houston a great place to live and work.

Have you applied for a donation from WDCF previously? If Yes – please list when/for what.

MAM has not applied for a donation from WDCF, however, Literacy Advance of Houston received funding to provide adult literacy classes prior to being acquired by MAM in 2018.

Are you publicizing this event? If so – What exposure would you be willing to provide the WDCF.org?

MAM works with funders to determine how they would best like to be recognized. Joint check presentations and tours of MAM facilities allow funders to see their dollars in action. MAM also promotes our partnerships and grants through press releases and media alerts, along with e-newsletters. Social media platforms, such as Facebook and Instagram are utilized to highlight achievements which are only made possible through the generosity of our community partners. Additionally, MAM compiles an annual report highlighting donors which is published and distributed to funders, individuals, and community organizations.

Inv. Date	Inv. Amount	Payment received	Company Name	Title	First name	Last Name	StreetNo.	Street Address	Suite	City	Zip	Phone	Email
16-Mar	\$950	\$950	2828 at Royal Oaks	Ms.	Patti	Melendy	2828	Hayes Road		Houston	77082	(281) 589-8791	patti.melendy@assetliving.com
2-Mar	\$950		Binkley & Barfield DCCM	Ms.	Monica	Aizpurua	1710	Seamist Drive		Houston	77008	7130859-2589	maizpurua@binkleybarfield.com
16-Mar	\$950	\$950	BQR Advertising	Ms.	Vicki	Roy	2500	Tanglewilde	Suite 105	Houston	77063	713-581-6160	vickir@bqradvertising.com
	\$950	\$950	Camden	Ms.	Koti	Cochran	680	W. Sam Houston Tollway		Houston	77042	512-574-4641	kcochran@camdenliving.com
	\$950	\$950	Gauge Engineering	Ms.	Jessica	Deleon	11750	Katy Freeway	Suite 400	Houston	77079	832-318-8800	ideleon@gaugeengineering.com
13-Mar	\$950		Houston Community College	Mr.	Montrose	Cunningham	2811	Hayes Road	Suite A426.1	Houston	77082	713-718-5174	montrose.cunningham@hccs.edu
				Ms.	April	Hall							april.hall@hccs.edu
				Ms.	Noreen	Stewart							nstewart@marriottwestchase.com
tradeout	\$0	\$0	Houston Marriott Westchase	Mr.	Harry	Greenblatt	2900	Briarpark Drive		Houston	77042	713-978-7400	hgreenblatt@marriottwestchase.com
tradeout	\$0	\$0	Houston SaberCats	Ms.	Katy	Norra						832-858-1589	katy.norra@houstonsabercats.com
	\$950	\$950	HR Green	Ms.	Vicky	Dieu		11011 Richmond Ave.	Suite 200	Houston	77042	713-338-8039	vdieu@hrgreen.com
	\$3,000	\$3,000	LAN	Mr.	Ricky	Gonzalez	2925	Briarpark Drive	Suite 400	Houston	77042	713-266-6900	rgonzalez@lan-inc.com
	\$950	\$950	Pape-Dawson Engineers	Ms.	Kristen	Espinosa	10350	Richmond Avenue	Suite 200	Houston	77042	713-428-2400	kspinosa@pape-dawson.com
	\$950	\$950	Riner Engineering	Mr.	Javier	Infante	4641	Kennedy Commerce Drive		Houston	78217	281-469-3347	jinfante@rinerengineering.com
tradeout	\$0	\$0	Quillian Center	Mr.	Tom	Gaden	10570	Westpark Drive		Houston	77042	713-458-5705	tgaden@quilliancenter.org
tradeout	\$0	\$0	Salata	Ms.	Tina	MacInnes	1088	Westheimer		Houston	77042	832-623-7615	tmacinnnes@salata.com
	\$950	\$950	Shah Smith & Associates	Ms.	Hope	Hightower	2825	Wilcrest Dr.	Suite 350	Houston	77042	713-780-9209	hhightower@shahsmith.com
	\$12,500	\$10,600											

NO TEAM

