

**WESTCHASE DISTRICT COMMUNITY FUND**

**AGENDA**

November 8, 2023

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

Notice is hereby given that a meeting of the Board of Directors of the Westchase District Community Fund (the "Corporation") will be held on Wednesday, November 8, 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 October 11<sup>th</sup>, 2023 meeting. Review and approve Treasurer's report.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
6. **Pillars**
  - a. GIVING
  - b. PARTNERSHIP
  - c. EVENTS
    - i. Discuss Potential Fall Events, Volunteer Opportunities
  - d. WEBSITE/SOCIAL MEDIA/OTHER
  - e. JANUARY PLANNING MEETING
    - i. Review notes
    - ii. Bring items to January Planning meeting
    - iii. Discuss date and location
7. **Upcoming Board Meetings.** Discuss next meeting dates.
8. **Adjourn.**

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Louis Jullien, Director

# WESTCHASE DISTRICT UPDATE

## NOVEMBER 2023

### WD & 380 PROJECTS

- Westheimer – December 2023
- Meadowglen – Design 2023, Start Construction Late 2024
- Walnut Bend Mid-Block Crossing & Trail
- Wilcrest Mid-Block Crossing & Trail

### WOODCHASE PARK

- Record attendance at Trick or Treat, over 1,000 guests
- Thursday, November 9<sup>th</sup>, 10am-12pm – Harvest Day
- Friday, December 1<sup>st</sup>, 5pm-8pm – Christmas Celebration
- Friday, December 15<sup>th</sup>, 5pm-8pm – Christmas Movie Night (Elf)
- Fall Sponsorship solicitation for 2024 programs and events (\$50k+)

### CAMDEN PARK

- Construction underway
- Completion mid 2025

### NEW PRESIDENT

- Irma Sanchez!

**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, October 11, 2023, at 7:30 a.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, Keitha Gallien, Kimberly Crow, Lisa Iparrea, and Dozie Oheri thus constituting a quorum.

**1. Call to Order by C. Eichhorn Time: 7:39am**

**2. Guest:** No guests.

**3. Westchase District Update Report.** Wilcrest and Walnut Bend Mid-Block Crossing Projects underway. Trick or Treat event at Woodchase Park on October 27<sup>th</sup>.

**4. Administrative Report.** Review the amend minutes of the September 13<sup>th</sup>, 2023, 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:** J. Dombrowski **Board Vote:** unanimous

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

**Motion to approve \$1,000 donation to nonpareil Houston:** K. Crow **Second:** D. Oheri **Board Vote:** unanimous

**6. Pillars**

a. GIVING

b. PARTNERSHIP

c. EVENTS

Reach out to WHAM and Friends of Westchase to find out about volunteer opportunities Fall 2023

d. WEBSITE/SOCIAL MEDIA/OTHER

**7. Upcoming Board Meetings** November 8<sup>th</sup> 7:30am

**8. Adjourn** 8:17 am

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**Keitha Gallien - Secretary**



Westchase District Community Fund  
**Balance Sheet**  
As of November 6, 2023

	<u>Nov 6, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	12,534.81
TexPool Greenspace	2,767,924.47
WDCF - Greenspace	83,178.05
Total Checking/Savings	<u>2,863,637.33</u>
Accounts Receivable	
Accounts Receivable	18,000.00
Total Accounts Receivable	<u>18,000.00</u>
Total Current Assets	<u>2,881,637.33</u>
<b>TOTAL ASSETS</b>	<u><u>2,881,637.33</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	2,715,003.39
Net Income	166,633.94
Total Equity	<u>2,881,637.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>2,881,637.33</u></u>

## Westchase District Community Fund

## Profit &amp; Loss

January 1 through November 6, 2023

	Jan 1 - Nov 6, 23
Ordinary Income/Expense	
Income	
Direct Public Support	
Business Donor Contributions	8,510.62
GSP - Construction Income	54,500.00
GSP - Programming Events Income	-1,824.76
Individual Donor Contributions	290.00
Total Direct Public Support	61,475.86
Investments	
Interest-Savings, CD	5,984.05
Texpool	92,185.90
Total Investments	98,169.95
Program Income	
Breakfast Fundraiser	120.00
Corporate Challenge	
Event Host	2,600.00
Major Sponsor	22,500.00
Team	7,600.00
Total Corporate Challenge	32,700.00
Total Program Income	32,820.00
Total Income	192,465.81
Gross Profit	192,465.81
Expense	
Administrative	
Website / Paypal	82.33
Total Administrative	82.33
Bank Service Charges	120.83
Gsp - Park Programming Expense	3,000.00
Operations	
County Filing Fees	65.52
Supplies	233.98
Total Operations	299.50
Other Types of Expenses	
Insurance - Liability, D and O	789.88
Total Other Types of Expenses	789.88
Program Expenses	
Brkfast Fundraiser PayPal Fees	3.36
Corporate Challenge	9,435.97
Donation from Program	
Bayou City Ballet	2,000.00
nonPariel Institute	1,000.00
Quillian Center	7,100.00
WHAM	2,000.00
Total Donation from Program	12,100.00
Total Program Expenses	21,539.33
Total Expense	25,831.87
Net Ordinary Income	166,633.94
Net Income	166,633.94

# VOLUNTEER OPPORTUNITIES

## FRIENDS OF WESTCHASE

Mentoring – Friends of Westchase partners with local, HISD schools in the Westchase community. We need mentors to share 30 minutes per week sharing your time and presence with a child in elementary or middle school. Just 30 minutes creates a connection and opens up a child's mind to possibilities and opportunities that can make a lifetime impact. For more information, email [kristy@friendsofwestchase.org](mailto:kristy@friendsofwestchase.org)

F3 Afterschool Club – Just us for Friends, Faith and Fun at Belmont apartments! We are looking for tutors to help children with homework afterschool in the apartment community from 4:00-5:00 pm each Wednesday. For more information, email [kristy@friendsofwestchase.org](mailto:kristy@friendsofwestchase.org)

Homework Helpers – Please consider joining us at Paul Revere Middle School to tutor a student for 30 minutes once per week. For more information, email [kristy@friendsofwestchase.org](mailto:kristy@friendsofwestchase.org)

Warm Up Westchase – We are partnering with local HISD schools in Westchase to support families by providing brand new winter coats for children. This year, our schools have asked for a total of 400 coats. To learn more or to purchase a coat online, please visit <https://www.friendsofwestchase.org/programs/warm-up-westchase>

Dolores and Allan Wood Golf Tournament – Friends of Westchase is honored to be the recipient of this year's Dolores and Allan Wood Golf Tournament, held at Pine Forest Country Club on November 6<sup>th</sup>. Please support our work in the Westchase community by joining in the tournament or sponsoring a hole! <https://www.friendsofwestchase.org/golf>

Christmas for the City – Join with Friends of Westchase and Grace Presbyterian Church on December 10<sup>th</sup> for a joyful day of serving our community through Christmas for the City! Projects include building walls for Habitat for Humanity homes, packing 4000 lunches for Kids' Meals or serving on campus at Paul Revere Middle School to help beautify their campus! For more information, please email [Kelmore@gpch.org](mailto:Kelmore@gpch.org)

## **WEST HOUSTON ASSISTANCE MINISTRIES**

### **Wednesday (Last Day is December 20th)**

Food Drive: 8 am to 11 am

Food Pantry Prep 11 am to 2 pm

### **Thursday (Last Day is December 21st)**

Homeless Food Drive 8 am to 11 am

Food Pantry Prep 11 am to 2 pm

### **Friday (Last Day is December 15th)**

Food Drive: 8 am to 11 am

Food Pantry Prep 11 am to 2 pm

### **Closed On Following Dates**

November 10th

November 23rd

November 24th

December 22nd - New Year

[Click Here for additional information](#) to share with people wanting to know more and FAQ.



## WDCF 2024 KICK OFF MEETING

### 2023 YEAR IN REVIEW

#### GIVING

- Quillian Center
  - \$7,100 – Kid’s Programming
- Spring Dash (WHAM)
  - \$2,000 - Community Sponsor
- Bayou City Ballet
  - \$2,000 - Westchase Nutcracker Festival
- nonPareil
  - \$1,000 – Student Admission
- Farmers Market
  - \$1,000 - Grant

#### EVENTS

- Corporate Challenge
  - 32 Teams, \$13,264 raised
- School Supply Drive
  - 40 Locations

#### PARTNERSHIP

- Trails Without Trash
  - Equipment donation

#### BUDGET

- Total Income: \$24,135
- Total Expenses: \$10,592
- Total Donations: \$12,100
- Total Surplus/Deficit: \$433
- Cash in Bank: \$10,787

## 2024 PLANNING

*What should we keep doing?*

*What should we do (if anything) to improve what we are already doing?*

*What should we stop doing?*

*What new things should we add?*

### GIVING

- Quillian Center
- Spring Dash
- Bayou City Ballet
- nonPareil
- Farmers Market

### EVENTS

- Corporate Challenge
- School Supply Drive
- Farmers Market

### PARTNERSHIP

- Trails Without Trash
- Farmers Market

### BUDGET

- Total Income:
- Total Expenses:
- Total Donations:
- Total Surplus/Deficit in 2024:
- Cash in Bank:

## **BOARD MEMBERS**

- Currently at 8 board members (50% resident, 50% non-resident)
- Max number of board members is 13

## **WEBSITE UPDATES**

- 2024 Events Page
  - Trails Without Trash (Spring 2024)
  - Corporate Challenge (April 2024)
  - Spring Dash (Summer 2024)
  - School Supply Drive (July 2024)
  - Remove Legislative Update
  - Farmers Market (Thursdays at 3pm)
- Greenspace Page
  - Update Sponsors (2024 Woodchase Park Sponsors)
- Meetings
  - New column for 2024 Meetings
- Donation Page
  - Add 2023 IRS Form 990

## **WDCF MARKETING**

- Social Media Plan - Work with Chris Nelson
  - Posting Frequency
  - Events – Corporate Challenge, Spring Dash, School Supply Drive, Fall Events, Parks
  - Post for Giving Opportunities

**WESTCHASE DISTRICT COMMUNITY FUND**

**AGENDA**

January , 2024

**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, January 25, 2023, at 3p.m., in the LAN Conference Room – 2925 Briarpark Drive, Houston, TX 77042, 4<sup>th</sup> Floor, 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 meeting. Review and approve Treasurer's report for E.O.Y. 2023.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
6. **Planning Summit / Retreat.**
  - a. Corporate Challenge discussion with Sherry Fox.
  - b. 2023 Accomplishments & Review.
  - c. 2024 Planning.
7. **2023 Budget.** Review and approve 2024 budget.
8. **Renew Director Terms.**
9. **2024 Election of Officers.** Positions are Chair, Vice Chair, Secretary, and Treasurer.
10. **Reminder:** Director 2024 Contributions are due.
11. **Upcoming Board Meetings.** Set dates for upcoming board meetings in 2024.
12. **Adjourn.**

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Louis Jullien, Director

Group I - begins even years (next term ending date is 12/31/2023)

Group II - begins odd years (next term ending date is 12/31/2024)

Maximum number of board members is 13; meeting quorum is 50% or over

Group	Director	Employer	Resident	Appointment	Term Beg.	Term End.	Res.
I	Louis Jullien	Westchase District	y	4/12/2017	1/1/2016	12/31/2017	1 1
					1/1/2018	12/31/2019	
					1/1/2020	12/31/2021	
					1/1/2022	12/31/2023	
I	Ricky Gonzalez	LAN	n	3/29/2018	1/1/2018	12/31/2019	2
					1/1/2020	12/31/2021	
					1/1/2022	12/31/2023	
I	Kimberly Crow	A.I.S.D.	n	9/9/2019	1/1/2018	12/31/2019	3
					1/1/2020	12/31/2021	
					1/1/2022	12/31/2023	
I	Lisa Iparrea	WHAM	n	4/20/2020	1/1/2020	12/31/2021	4
					1/1/2022	12/31/2023	
I	John Dombrowski	Retired	n	6/16/2020	1/1/2020	12/31/2021	5
					1/1/2022	12/31/2023	
I	Dozie Oheri	CEO, Choose to Do Inc.	y	4/25/2022	1/1/2022	12/31/2023	2
II	Craig Eichhorn	K.I.S.D.	y	9/2/2015	1/1/2015	12/31/2016	7 3
					1/1/2017	12/31/2018	
					1/1/2019	12/31/2020	
					1/1/2021	12/31/2022	
					1/1/2023	12/31/2024	
II	Keitha Gallien	Camp Gladiator	y	9/9/2019	1/1/2019	12/31/2020	10 4
					1/1/2021	12/31/2022	
					1/1/2023	12/31/2024	
Officers for 2023:							
Chair - Craig Eichhorn		Vice Chair- Kimberly Crow					
Treasurer - Louis Jullien		Secretary - Keitha Gallien					