

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

January 11, 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 Thursday, January 11, 2024, at 3p.m., 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 meeting. Review and approve Treasurer's report for E.O.Y. 2023.
5. **Ratification Vote.** Vote to ratify all prior budget expenditures.
6. **Donation Submission(s).** Receive donation request(s), if any, from our community.
7. **Planning Summit / Retreat.**
 - a. Corporate Challenge discussion with Sherry Fox.
 - b. 2023 Accomplishments & Review.
 - c. 2024 Planning.
8. **2023 Budget.** Review and approve 2024 budget.
9. **Renew Director Terms.**
10. **2024 Election of Officers.** Positions are Chair, Vice Chair, Secretary, and Treasurer.
11. **Reminder:** Director 2024 Contributions are due.
12. **Upcoming Board Meetings.** Set dates for upcoming board meetings in 2024.
13. **Adjourn.**

Louis Jullien, Director

WESTCHASE DISTRICT UPDATE

380 AGREEMENT

- Approved by City Council in November

STREETSCAPES

- Westheimer Streetscape Complete This Year
- Meadowglen – Start construction late 2024

SECURITY

- Flock Cameras – 25+ installed

STAFF UPDATES

- President – Irma Sanchez
- VP Projects - TBD
- Project Manager - TBD
- Office Manager – Dakota Cryer

WOODCHASE PARK

- 30,000 Visitors
- Programs & Events
- New Sponsors
- 2024 Calendar

CAMDEN PARK

- Construction Update
- 2025 Opening

CORPORATE CHALLENGE

- Friday, April 5, 2024
- Friday, April 12, 2024 – 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, November 8, 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: Louis Jullien, John Dombrowski, Ricky Gonzalez, Keitha Gallien, and Lisa Iparrea thus constituting a quorum.

1. Call to Order by L. Jullien Time: 7:32am

2. Guest: No guests.

3. Westchase District Update Report. Wilcrest and Walnut Bend Mid-Block Crossing Projects underway. Trick or Treat event 1,000 guests this year. Irma Sanchez is new President for Westchase District.

4. Administrative Report. Review the amend minutes of the October 11, 2023, meeting. Review and approve the Treasurer's report.

Motion to approve minutes: J. Dombrowski **Second:** R. Gonzalez **Board Vote:** unanimous

Motion to approve Treasurer's Report: R. Gonzalez **Second:** J. Dombrowski **Board Vote:** unanimous

5. Donation Submission(s). No donation submittals.

6. Pillars

a. GIVING

b. PARTNERSHIP

c. EVENTS

Louis will send volunteer opportunities this year. Lots of ways to support Friends of Westchase and WHAM in November and December.

d. WEBSITE/SOCIAL MEDIA/OTHER

e. JANUARY PLANNING MEETING

Send Louis any notes to add to agenda before November 30, 2023. WDCF Board will discuss a plan for 2024 on January 11th.

7. Upcoming Board Meetings: Holiday social planned for 12/14/23 at Cantina Laredo. January Kickoff meeting planned for 1/11/24 in Westchase District conference room.

8. Adjourn 8:07 am

Keitha Gallien - Secretary

	2020		2021		2022		2023		2024	
	Budget	Actual	Budget	Actual	Budget	Actual*	Budget	Actual*	Budget	Actual*
Income:										
Donation Income:	1,000	50,995	1,000	544	500	660	500	290	300	
Program Income:										
Corporate Challenge	30,000	18,300				18,550	25,000	22,700	25,000	
Other/Legislative Breakfast	3,000	1,445	2,500	2,238	2,500	2,370	2,500	120		
Other/Whole Foods										
Corporate Donation - W Foods / Cantina L.										
Misc. Income	100		100	414	100	1,000	1,000	1,000	1,000	
Grant Income										
Interest Income	20	16	20	6	20					
Total Income	34,120	70,756	3,620	3,202	3,120	22,580	29,000	24,135	26,300	-
Expenses:										
Administrative (filing and bank fees) :	100	93	100		100					
Marketing / Supplies	600	30	500			751	500	234	300	
Professional (audit & tax)	4,000	4,000	4,250	3,000	4,250	5,500				
Insurance	750	716	750	752	750		750	790	800	
Legal						255	250			
Grant Application Fees										
Website / Paypal	2,025	3,267	100		100		150	133	150	
Trail Equipment										
Program Expenses:										
Corporate Challenge	10,000	471				10,160	11,500	9,436	11,000	
20th Anniversary / Leg Blkf. / other	1,000		1,000	930	1,000	1,161	1,250			
Other - W Foods / Public Art										
Total Expenses:	18,475	8,578	6,700	4,682	6,200	17,826	14,400	10,592	12,250	-
Donations:	15,000	65,315	5,000	5,414	5,000	10,077				
Quillian Center							6,750	7,100	7,000	
Spring Dash							1,500	2,000	2,000	
Bayou City Ballet							1,800	2,000	2,000	
nonPareil							1,500	1,000	1,000	
HPD							250	-		
Farmers Market							1,000	1,000	1,000	
Other										
Total Donations:							12,800	13,100	13,000	-
Surplus / Deficit:	645	(3,137)	(8,080)	(6,893)	(8,080)	(5,324)	1,800	443	1,050	-
Asset - Cash in Bank:		25,783		18,052		10,500		10,787		11,837

Westchase District Community Fund

Balance Sheet

01/08/24

As of December 31, 2023

Accrual Basis

	<u>Dec 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	16,134.81
TexPool Greenspace	2,790,277.67
WDCF - Greenspace	<u>86,648.85</u>
Total Checking/Savings	2,893,061.33
Accounts Receivable	
Accounts Receivable	<u>14,500.00</u>
Total Accounts Receivable	<u>14,500.00</u>
Total Current Assets	<u>2,907,561.33</u>
TOTAL ASSETS	<u>2,907,561.33</u>
LIABILITIES & EQUITY	
Equity	
Unrestricted Net Assets	2,715,003.39
Net Income	<u>192,557.94</u>
Total Equity	<u>2,907,561.33</u>
TOTAL LIABILITIES & EQUITY	<u>2,907,561.33</u>

Westchase District Community Fund

Profit & Loss

01/08/24

January through December 2023

Accrual Basis

	Jan - Dec 23
Ordinary Income/Expense	
Income	
Direct Public Support	
Business Donor Contributions	3,510.62
GSP - Construction Income	54,500.00
GSP - Programming Events Income	4,175.24
Individual Donor Contributions	390.00
Total Direct Public Support	62,575.86
Investments	
Interest-Savings, CD	5,984.05
Texpool	117,039.10
Total Investments	123,023.15
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	218,419.01
Gross Profit	218,419.01
Expense	
Administrative	
Website / Paypal	82.33
Total Administrative	82.33
Bank Service Charges	150.03
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	25,861.07
Net Ordinary Income	192,557.94
Net Income	192,557.94

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?

MEETINGS

- Move to every other month? Rotating Board Members. Quorum required in person.
- Jan, Mar, May, July, Sept, Nov

GIVING

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

EVENTS

- Corporate Challenge
- School Supply Drive
- Farmers Market
- Other Events (PALS?)

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)
- Quorum required is 5 board members
- 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

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					

WDCF Board Contact List

WDCF Board of Directors
1/2/2024

Officers	Name	Company	Title	Email	Work Phone	Cell phone	Company Address	Company City/ST Zip	Resident
Vice Chair	Kimberly Crow	Allief ISD	Retired Director Of Career & Technical Education and Innovation	kbcrow00@gmail.com	281-498-8110 x29118		12160 Richmond Ave	Houston, TX 77082	No
Chair	Craig Eichhorn	Katy ISD	Director of Communications	craigeichhorn@katyisd.org	281-498-8110 x29216	832-540-2495	4250 Cook Rd.	Houston, TX 77072	Yes
Secretary	Keitha Gallien	Gallien Marketing	Freelancer	keitha@gallienmarketing.com		832-992-9834		Houston, TX 77027	Yes
	Ricky Gonzalez	LAN	Senior Project Coordinator	rgonzalez@lan-inc.com	(713) 821-0413		2925 Briarpark Dr, Suite 400	Houston, TX 77042	No
Treasurer	Louis Jullien	Westchase District	Parks Programming Director	ljullien@westchasedistrict.com	713-780-9434	713-515-9871	10370 Richmond, Suite 1350	Houston, TX 77042	Yes
	Lisa Ibarrea	WHAM	Director of Client Services	lisa.ibarrea@whaministries.org	832-431-4223		10501 Meadowglen Ln.	Houston, TX 77057	No
	John Dombrowski	Retired Energy Exec.		jodomb51@gmail.com	832-483-7488				No
	Dozie Oheri	Choose to Do Inc.	Founder/CEO	dozie.oheri@gmail.com	713-291-6141				Yes