

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

June 25, 2024

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 Tuesday, June 25, 2024, at 7:30a.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.
 - a. Chris Nelson, Communications Director for Westchase District
3. **Westchase District Update Report.** Receive a report on Westchase District.
4. **Administrative Report.** Review and approve the minutes of last meeting. Review and approve Treasurer's report.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
6. **Pillars**
 - a. Events
 - i. School Supply Drive – July
 1. Discuss Drop Offs and Pick Ups
 - b. Partnerships
 - i. Discuss Board Member Description
 - ii. Discuss 2 New Board Members for this year
 - c. Social Media
7. **Upcoming Board Meetings.**
8. **Adjourn.**


Louis Jullien, Director

WESTCHASE DISTRICT UPDATE

STREETSCAPES

- Meadowglen – ROW process ongoing

WOODCHASE PARK

- Summer Movie Nights
 - Friday, June 28, 7pm – Luca | CollabLab
 - Friday, July 12, 7pm – Coco presented by HCP4 | CollabLab
 - Friday, July 19, 7pm – Paw Patrol the Mighty Movie | YMCA Intl. Services
- Young Audiences of Houston Grant
 - 27 performances and workshops Fridays, Saturdays, Sundays
 - June 14 – August 11
- Fitness programs on break, come back in September

CAMDEN PARK

- 2025 Opening
- Programming & Events Sponsorships – This Summer

SUMMER SUSTAINABILITY INTERN

- Meadowglen Sustainability Study
- Water Logic Study
- Monument Sign Reuse Plan

FARMERS MARKET

- Last market this September.

**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, May 23, 2024, at 7:30 a.m., in the Westchase District Conference Room – 10370 Richmond Avenue, Suite 1350, Houston, TX 77042, The roll was called of the duly appointed members of the Board, to-wit: Louis Jullien, John Dombrowski, Lisa Iparrea, Maria de Jesus Carbajal, Keitha Gallien thus constituting a quorum.

1. Call to Order by L. Jullien Time: 7:33 am

Motion to have Treasurer, Louis Jullien mandate the meeting: K. Gallien

Second: J. Dombrowski

2. Guest: NA

3. Westchase District Update Report. Receive a report on Westchase District.

4. Ratification Vote. Motion to ratify 50% donation to Quillian Center for Corporate Challenge 24': J. Dombrowski Second: L. Iparrea Board Vote: unanimous

5. Review 2023 990 Form. Motion to accept 990 Form from Bre Love Co: L. Iparrea Second J. Dombrowski Board Vote: unanimous

6. Administrative Report. Review the minutes of the April 16, 2024, meeting and approve Treasurer's Report.

Motion to amend approve minutes: L. Iparrea Second: L. Jullien Board Vote: unanimous

Motion to approve Treasurer's Report: L. Iparrea Second J. Dombrowski Board Vote: unanimous

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

Review and approve the Treasurer's report

8. Pillars

a. Events

i. Spring Dash Debrief

ii. School Supply Drive - July

b. Partnerships

c. Social Media

9. **Reminder:** Director 2024 Contributions are due.

10. **Upcoming Board Meetings.** June 25

11. **Adjourn** 8:28 am)

Keitha Gallien –Acting 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	375
Program Income:										
Corporate Challenge	30,000	18,300				18,550	25,000	22,700	25,000	26,750
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			25		
Grant Income						1,000	1,000	1,000	1,000	
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	27,125
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	1,529
Legal						255	250			
Grant Application Fees										
Website / Paypal	2,025	3,267	100		100		150	133	150	149
Trail Equipment										
Program Expenses:										
Corporate Challenge	10,000	471				10,160	11,500	9,436	11,000	10,061
20th Anniversary / Leg Bkf. / 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	11,739
Donations:	15,000	65,315	5,000	5,414	5,000	10,077				
Quillian Center							6,750	7,100	7,000	7,815
Spring Dash							1,500	2,000	2,000	2,500
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	10,315
Surplus / Deficit:	645	(3,137)	(8,080)	(6,893)	(8,080)	(5,324)	1,800	443	1,050	5,071
Asset - Cash in Bank:		25,783		18,052		10,500		10,787		15,858

Westchase District Community Fund
Profit & Loss
 January 1 through June 24, 2024

	Jan 1 - Jun 24, 24
Ordinary Income/Expense	
Income	
Direct Public Support	
Business Donor Contributions	200.00
GSP - Construction Income	20,000.00
GSP - Programming Events Income	-28,875.00
Individual Donor Contributions	175.00
Total Direct Public Support	-8,500.00
Investments	
Texpool	62,692.39
Total Investments	62,692.39
Program Income	
Corporate Challenge	
Event Host	2,700.00
Major Sponsor	13,450.00
Team	10,200.00
Corporate Challenge - Other	2,500.00
Total Corporate Challenge	28,850.00
Total Program Income	28,850.00
Total Income	83,042.39
Gross Profit	83,042.39
Expense	
Administrative	
Website / Paypal	149.14
Total Administrative	149.14
Bank Service Charges	31.28
Operations	
County Filing Fees	37.44
Total Operations	37.44
Other Types of Expenses	
Insurance - Liability, D and O	1,528.80
Total Other Types of Expenses	1,528.80
Program Expenses	
Corporate Challenge	9,932.29
Donation from Program	
Quillian Center	7,815.00
WHAM	2,500.00
Total Donation from Program	10,315.00
Total Program Expenses	20,247.29
Total Expense	21,993.95
Net Ordinary Income	61,048.44
Net Income	61,048.44

Westchase District Community Fund
Balance Sheet
As of June 24, 2024

	<u>Jun 24, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	26,969.06
TexPool Greenspace	2,865,694.72
WDCF - Greenspace	61,742.57
Total Checking/Savings	<u>2,954,406.35</u>
Accounts Receivable	
Accounts Receivable	25,900.00
Total Accounts Receivable	<u>25,900.00</u>
Total Current Assets	2,980,306.35
Other Assets	
Multi-Year Pledge Receivable	1,320,000.00
Total Other Assets	<u>1,320,000.00</u>
TOTAL ASSETS	<u><u>4,300,306.35</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Multi-Year Pledges Deferred Inf	1,320,000.00
Total Long Term Liabilities	<u>1,320,000.00</u>
Total Liabilities	1,320,000.00
Equity	
Unrestricted Net Assets	2,919,257.91
Net Income	61,048.44
Total Equity	<u>2,980,306.35</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,300,306.35</u></u>

Box Locations								
Drop Off	Pick Up	Co. Name	Address	Ste	Contact	Phone #	Email	Notes
EM		American Intercontinental University	9999 Richmond Ave		Nicole Bent Jones	832-201-3644	NJones2@aiuniv.edu	
JD		Big Johns Ice House	12640 Briar Forest Dr		Kimber/Heather	281-497-3499	kimber12849@aol.com	
JD		BioUrja	1500 CityWest Blvd.	700	Lisa Gaston	832-775-9000	frontdesk@biourja.com	2 Boxes
JD		Boxer Property	9900 & 9950 Westpark Drive	106	LaDonna Nicholas		LaDonna.Nicholas@boxerproperty.com	2 Boxes (9900 & 9950 Westpark)
KC		Dorothy Paul, DDS	2500 Tanglewilde St (South Tower)	498	Erika Gutierrez	713-977-1010	reception@dorothypauldds.com	South Tower
EM		EHRA	10011 Meadowglen Ln		Cassie Faber	713-337-7467	cfaber@ehra.team	
JD		First Tee Pub	12589 Whittington Dr		Kimber Becker	281-556-1691	kimber12849@aol.com	Contact Juli at First Tee Pub
LJ		Hines	10370 Richmond Ave & 10350 Richmond Ave		Jennifer Keating	713-780-0200	jennifer.keating@hines.com	2 Boxes (10370 & 10350 Richmond)
KC		Karya Management - One Westchase Center	10777 Westheimer Rd	125	Heather McGullam	713-975-8670	owcmgr@karyamanagement.com	
EM		LAN	2925 Briarpark Dr	400	Joseph Contreras	281-694-7017	jcontreras@lan-inc.com	
EM		Lee & Associates	10700 Richmond Ave & 3200 Wilcrest	125	Cheri Rife	713-660-1167	crife@lee-associates.com	2 Boxes (10700 Richmond & 3200 Wilcrest)
KC		Odyssey Engineering Group	2500 Tanglewilde St	300	Alexandra Rincon	281-306-0240 x 480	arincon@odysseveg.com	
JD		Payments Gallery	10822 Westheimer Rd		Todd Sagissor	832-781-4644	service@paymentgallery.com	
KC		Premier America CU	9630 Westheimer Rd	850	Natasha Tillman & Alfred Berrones III	713-278-8711 x 4834	natasha.tillman@premieramerica.com	
KC		Raba Kistner	3602 Westchase Dr		Sissi Gonzalez	713-996-8990	sgonzalez@rkci.com	
EM		Stream Realty - Office Building	10111 Richmond	180	Corinna Bozeman	713-789-5500	cbozeman@streamrealty.com	
?		Subsurface Consultants	10700 Richmond Ave	325	Cathy Jankovic	713-789-2444 x 242	cjankovic@scacompanies.com	
JD		Torchy's Tacos	2675 Wilcrest Dr		Heidi Noel	813-503-9141	westchase@torchystacos.com	
EM		Transwestern	2000 W. Sam Houston Pkwy S	175	Tracey Munniks	713-952-1900	tracey.munniks@transwestern.com	6 Boxes (drop off both to suite 175)
JD		Westchase Creek Apartments	3000 Woodland Park Dr		Ruha Vohra	281-497-8613	ruha@vemanagement.com	
LJ		Woodbranch	10375 Richmond Ave		Patty Phillips & Chris Juckes	713-954-4902	pPhillips@woodbranch.com	
LJ		Alief ISD	4250 Cook Rd.		Julia Andrews	281-498-8110	julia.andrews@aliefisd.net	
LJ		Petco	10911 Westheimer Rd		Antonio Williams	713-972-1244	1449s@petco.com	
LJ		Brixmor - Tanglewilde Shopping Center			Elle Anderson	713-660-4300	elle.anderson@brixmore.com	Elle is new contact as of 6.20.24, wants to learn more about the District

Drop Off

Pick Up