

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

August 7, 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, August 7, 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.
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 Recap
 - 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

DISTRICT PROJECTS

- Meadowglen – ROW process ongoing
- Feasibility Study – Performance Pavilion
- Field Service Manager Interviews
- Whales Interviews
- 8/24, 10am-12pm District G Resident Resource Fair

WOODCHASE PARK

- Summer Movie Nights
 - Friday, August 30, 7pm – Coco presented by HCP4
- Fall Programs (September-November)
 - Tai Chi – Tuesdays, 6pm
 - Zumba - Wednesdays, 6pm
 - Samba – Thursdays, 6pm
 - Boot Camp – Saturdays, 9am
 - Chess Club – Sundays, 3pm

CAMDEN PARK

- 2025 Opening
- Programming & Events Sponsorships – This Summer

**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, June 25, 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, Kimberly Crow, Ricky Gonzalez, and Keitha Gallien thus constituting a quorum.

1. Call to Order by L. Jullien Time: 7:52 am

2. Guest: 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 - May 23, 2024, and review and approve Treasurer's report.

Motion to amend approve minutes: R. Gonzalez **Second:** L. Jullien

Board Vote: unanimous

Motion to approve Treasurer's Report: J. Dombrowski **Second** L. Jullien

Board Vote: unanimous

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

N/A

6. Administrative Report.

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. School Supply Drive - July

b. Partnerships

i. Discuss Drop Offs & Pick Ups

ii. Discuss Board Member Descriptions

iii. Discuss 2 new board members for this year

c. Social Media

i. Communications Director for Westchase District gives updates on district as a whole.

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

10. **Upcoming Board Meetings.** July 7

11. **Adjourn** 8:40 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	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 through July 2024

	Jan - Jul 24
Ordinary Income/Expense	
Income	
Direct Public Support	
Business Donor Contributions	200.00
Individual Donor Contributions	175.00
Total Direct Public Support	375.00
Program Income	
Corporate Challenge	
Event Host	2,700.00
Major Sponsor	13,450.00
Team	10,200.00
Total Corporate Challenge	26,350.00
Total Program Income	26,350.00
Total Income	26,725.00
Gross Profit	26,725.00
Expense	
Administrative	
Website / Paypal	149.14
Total Administrative	149.14
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	21,962.67
Net Ordinary Income	4,762.33
Net Income	4,762.33

Westchase District Community Fund
Balance Sheet
As of July 31, 2024

	<u>Jul 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	27,369.06
TexPool Greenspace	2,928,279.29
WDCF - Greenspace	31,742.57
Total Checking/Savings	<u>2,987,390.92</u>
Total Current Assets	2,987,390.92
Other Assets	
Multi-Year Pledge Receivable	1,320,000.00
Total Other Assets	<u>1,320,000.00</u>
TOTAL ASSETS	<u>4,307,390.92</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	68,133.01
Total Equity	<u>2,987,390.92</u>
TOTAL LIABILITIES & EQUITY	<u>4,307,390.92</u>

July 31st Pick Up	Co. Name	Address	Ste	Contact	Phone #	Email	Notes
John & Keitha	Big Johns Ice House	12640 Briar Forest Dr		Julie / Kimber Becker	832-888-9671	kimberl2849@aol.com	1 Box - Drop off to Julie
John & Keitha	Karya Management - One Westchase Center	10777 Westheimer Rd	125	Heather McGullam	713-975-9670	owcmgr@karyamanagement.com	
John & Keitha	Payments Gallery	10822 Westheimer Rd		Todd Sagissor	832-781-4644	servic@paymentsgallery.com	
John & Keitha	Torchy's Tacos	2675 Wilcrest Dr		Heidi Noel	813-503-9141	westchase@torchystacos.com	
John & Keitha	Parkway	2103 CityWest Blvd	130	Kristin McDonald	281-822-3800	kristin.mcdonald@bky.com	5 Boxes (CityWest), Kristin McDonald, Crystal Molinar
John & Keitha	BioUrja	1500 CityWest Blvd	700	Emily McLallen	832-775-9063	emily.mclallen@biourja.com	
John & Keitha	BMC	2103 CityWest Blvd		Ashley Manivong	713-918-1846	ashley_manivong@bmc.com	They are using their own boxes
John & Keitha	Transwestern	2000 & 2050 W. Sam Houston Pkwy S	175	Tracey Munniks	713-952-1900	tracey.munniks@transwestern.com	6 Boxes (drop off both to suite 175)
John & Keitha	Transwestern	3600 & 3700 W. Sam Houston Pkwy S		Crystal Aguilera	713-272-1276	crystal.aguilera@transwestern.com	No box, just supplies
John & Keitha	Supreme Lending	1334 Brittimore Rd.	1802	Daniela Rincon	832-508-8206	daniela.rincon@supremelending.com	No box, just supplies
John & Keitha	Odyssey Engineering Group	2500 Tanglewilde St	300	Alexandra Rincon	281-306-0240 x480	arincon@odysseyeng.com	
John & Keitha	Premier America CU	9630 Westheimer Rd	850	Natasha Tillman & Alfred Berrones III	713-278-8711 x4834	natasha.tillman@premieramerica.com	
John & Keitha	Brixmor - Tanglewilde Shopping Center	9525 Westheimer Rd		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
Louis	Westchase Creek Apartments	3000 Woodland Park Dr		Ruha Vohra	281-497-9613	ruha@vohramanagement.com	
Louis	Subsurface Consultants	10700 Richmond Ave	325	Cathy Jankovic	713-789-2444 x242	cjankovic@ssccompanies.com	No box, just supplies
Louis	EHRA	10011 Meadowglen Ln		Cassie Faber	713-337-7467	cfaber@ehra.team	
Louis	LAN	2925 Briarpark Dr	400	Joseph Contreras	281-694-7017	jcontreras@lan-inc.com	
Louis	Raba Kistner	3602 Westchase Dr		Sissi Gonzalez	713-996-8990	sgonzalez@rki.com	
Louis	Granite	3151 & 2925 Briarpark		Natalia Vera	713-800-9525	nvera@graniteprop.com	2 Boxes (3151 and 2925)
Louis	American Intercontinental University	9999 Richmond Ave		Nicole Bent Jones	832-201-3644	NJones2@aiuniv.edu	
Louis	Stream Realty - Office Building	10111 Richmond	180	Corinna Bozeman	713-789-5500	cbozeman@streamrealty.com	
Louis	Hines	10370 Richmond Ave & 10350 Richmond Ave		Jennifer Keating	713-780-0200	jennifer.keating@hines.com	2 Boxes (10370 & 10350 Richmond)

WDCF Board Member Description

The Westchase District Community Fund was founded in 2010 to address needs outside the governmental scope of Westchase District.

Led by a team of volunteer board members, the WDCF exists to organize and provide resources to produce or support local projects, programs or events which create a positive impact on the quality of life in Westchase.

For more information about the Westchase District Community Fund please visit www.wdcfund.org.

Requirements

- Westchase District resident living inside Westchase District boundaries at time of appointment to board.
- Attend monthly board meetings.
- Volunteer for events throughout the year.
- Become familiar with Westchase District to provide creative ideas to better serve the community.

Events & Volunteer Opportunities

- Corporate Challenge
- Trails Without Trash
- Spring Dash
- School Supply Drive

To apply, please email your resume to Louis Jullien at ljullien@westchasedistrict.com with the subject line "WDCF Board Member Application". Attach your resume in .doc or .pdf format.

In order to be appointed to the WDCF Board, there must be a majority vote by the WDCF Board and the Westchase District Board.