WESTCHASE DISTRICT COMMUNITY FUND AGENDA

September 4, 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, September 4, 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 6.25.24 and 8.7.24 meetings. Review and approve Treasurer's report.
- 5. Donation Submission(s). Receive donation request(s), if any, from our community.
- 6. Pillars
 - a. Events
 - i. Fall Planning
 - ii. Corporate Challenge 2025
 - b. Partnerships
 - i. Discuss Board Resignations
 - ii. Discuss Board Member Description
 - iii. 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
- Farmers Market Ending September 2024
- Field Service Manager Interviews Referrals
- Staff Changes

WOODCHASE PARK

- Fall Programs (September-November)
 - o Tai Chi Tuesdays, 6pm
 - o Zumba Wednesdays, 6pm
 - o Samba Thursdays, 6pm
 - o Boot Camp Saturdays, 9am
 - o Chess Club Sundays, 3pm
- New & Returning Programs
 - o Samba, The Nucleus Orchestra, Quillian Crafts & Games, Ballet, Storytime
- Fall Events
 - o Trick or Treat Friday, October 25, 5pm-8pm
 - o Christmas Celebration Friday, December 6, 5pm-8pm
 - o Christmas Movie Night Friday, December 13, 5pm-8pm

CAMDEN PARK

- April 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

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, August 7, 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: Kimberly Crow, Louis Jullien and Keitha Gallien thus not constituting a quorum.

- 1. Call to Order by K. Crow Time: 7:36 am
- 2. Guest: NA
- 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.

This can not be performed because we did not meet quorum.

- 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 8:19 am

Keitha	Gallien	-Acting	Secretary

Participation Participatio		2020	20	2021	11	2022	22	2023	23	2024	4
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Income	Interest Income	20	16	20	9	20					
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u City Ballet L City Ballet L City Ballet L City Ballet L Cash in Bank: L City Ballet L Cash in Bank:	Spring Dash							1,500		2,000	2,500
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ers Market crs Market 250 - 250 - 250 - 600 1,000 <td>nonPareil</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1,500</td> <td>1,000</td> <td>1,000</td> <td></td>	nonPareil							1,500	1,000	1,000	
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Donations: 645 (3,137) (8,080) (6,893) (8,080) (5,324) 1,800 443 1,050 Cash in Bank: 25,783 18,052 10,500 10,500 10,787 </td <td>Farmers Market</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1,000</td> <td></td> <td>1,000</td> <td></td>	Farmers Market							1,000		1,000	
12,800 13,100 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 13,000 10,000 1	Other										
Inhk: 645 (3,137) (8,080) (6,893) (8,080) (5,324) 1,800 443 1,050 Inhk: 25,783 18,052 10,500 10,787 10,787 10,787	Total Donations:							12,800		13,000	10,315
Head of the control	À										
25,783 18,052 10,500 10,787	Surplus / Deficit:	645	(3,137)	(8,080)		(8,080)	(5,324)	1,800		1,050	7,571
25,783 18,052 10,500 10,787						1					
	Asset - Cash in Bank:		25,783		18,052		10,500		10,787		18,358

1:11 PM 09/03/24

Accrual Basis

Net Income

Westchase District Community Fund Profit & Loss

January through August 2024

Jan - Aug 24 Ordinary Income/Expense Income Direct Public Support **Business Donor Contributions** 200.00 **Corporate Contributions** 2,500.00 Individual Donor Contributions 605.00 Total Direct Public Support 3,305.00 Program Income Corporate Challenge **Event Host** 2,700.00 **Major Sponsor** 13,450.00 Toam 10,200.00 **Total Corporate Challenge** 26,350.00 Total Program Income 26,350.00 **Total Income** 29,655.00 **Gross Profit** 29,655.00 Expense Administrative Website / Paypal 161.15 **Total Administrative** 161.15 Operations **County Filing Fees** 56.16 Supplies 249.78 **Total Operations** 305.94 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 MAHW 2,500.00 **Total Donation from Program** 10,315.00 **Total Program Expenses** 20,247.29 **Total Expense** 22,243.18 **Net Ordinary Income** 7,411.82

7,411.82

Accrual Basis

	Aug 31, 24
ASSETS Current Assets Checking/Savings Amegy WD Community Fund TexPool Greenspace	30,018.55 2,941,503.57
WDCF - Greenspace Total Checking/Savings	34,726.65
Total Current Assets	3,006,248.77
Other Assets Multi-Year Pledge Receivable	1,320,000.00
Total Other Assets	1,320,000.00
TOTAL ASSETS	4,326,248.77
LIABILITIES & EQUITY Liabilities Long Term Liabilities Multi-Year Pledges Deferred Inf	1,320,000.00
Total Long Term Liabilities	1,320,000.00
Total Liabilities	1,320,000.00
Equity Unrestricted Net Assets Net Income	2,919,257.91 86,990.86
Total Equity	3,006,248.77
TOTAL LIABILITIES & EQUITY	4,326,248.77

CORPORATE CHALLENGE TIMELINE 2024-2025

SEPTEMBER 2024

Build master prospect list (include Whales List of Contacts)

Send "Save the Date" to prospect list (confirm date with Quillian)

Post "Save the Date" on Westchase IG/FB and Linked In

OCTOBER 2024

Reach out to LAN for Major Sponsor (Thompson Engineering Backup)

Set sponsor and team options (\$1,000 and \$500?)

Create new sponsorship form and set final registration date

Develop Budget

Develop Events (6 events, 30 minutes each)

NOVEMBER 2024

Meet with Quillian to discuss logistics

Reach out to prospect list

JANUARY 2025

Book Vendors (Inflatable, Sports Teams, Medical, Salata, Kolache Factory, Etc.)

Order (Swag, Signage, Trophies, Step & Repeat Banner, Shirts, Etc.)

FEBURARY 2025

Schedule

Assignments for staff

APRIL 2025

Event Day

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 (More events possible depending on the year)

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

To apply, please email your resume to Louis Jullien at <u>ljullien@westchasedistrict.com</u> 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.