

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

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**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**

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**Keitha Gallien –Acting Secretary**

	2020		2021		2022		2023		2024	
	Budget	Actual	Budget	Actual	Budget	Actual*	Budget	Actual*	Budget	Actual*
<b>Income:</b>										
Donation Income:	1,000	50,995	1,000	544	500	660	500	290	300	2,875
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	1,000	1,000	25		
Grant Income									1,000	
Interest Income	20	16	20	6	20					
<b>Total Income</b>	<b>34,120</b>	<b>70,756</b>	<b>3,620</b>	<b>3,202</b>	<b>3,120</b>	<b>22,580</b>	<b>29,000</b>	<b>24,135</b>	<b>26,300</b>	<b>29,625</b>
<b>Expenses:</b>										
Administrative (filing and bank fees) :	100	93	100		100					
Marketing / Supplies	500	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	255	750	790	800	1,529
Legal										
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										
<b>Total Expenses:</b>	<b>18,475</b>	<b>8,578</b>	<b>6,700</b>	<b>4,682</b>	<b>6,200</b>	<b>17,826</b>	<b>14,400</b>	<b>10,592</b>	<b>12,250</b>	<b>11,739</b>
<b>Donations:</b>	<b>15,000</b>	<b>65,315</b>	<b>5,000</b>	<b>5,414</b>	<b>5,000</b>	<b>10,077</b>				
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										
<b>Total Donations:</b>							<b>12,800</b>	<b>13,100</b>	<b>13,000</b>	<b>10,315</b>
<b>Surplus / Deficit:</b>	<b>645</b>	<b>(3,137)</b>	<b>(8,080)</b>	<b>(6,893)</b>	<b>(8,080)</b>	<b>(5,324)</b>	<b>1,800</b>	<b>443</b>	<b>1,050</b>	<b>7,571</b>
<b>Asset - Cash in Bank:</b>		<b>25,783</b>		<b>18,052</b>		<b>10,500</b>		<b>10,787</b>		<b>18,358</b>

**Westchase District Community Fund**  
**Profit & Loss**  
 January through August 2024

	Jan - Aug 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Direct Public Support</b>	
Business Donor Contributions	200.00
Corporate Contributions	2,500.00
Individual Donor Contributions	605.00
<b>Total Direct Public Support</b>	3,305.00
<b>Program Income</b>	
Corporate Challenge	
Event Host	2,700.00
Major Sponsor	13,450.00
Team	10,200.00
<b>Total Corporate Challenge</b>	26,350.00
<b>Total Program Income</b>	26,350.00
<b>Total Income</b>	29,655.00
<b>Gross Profit</b>	29,655.00
<b>Expense</b>	
<b>Administrative</b>	
Website / Paypal	161.15
<b>Total Administrative</b>	161.15
<b>Operations</b>	
County Filing Fees	56.16
Supplies	249.78
<b>Total Operations</b>	305.94
<b>Other Types of Expenses</b>	
Insurance - Liability, D and O	1,528.80
<b>Total Other Types of Expenses</b>	1,528.80
<b>Program Expenses</b>	
Corporate Challenge	9,932.29
Donation from Program	
Quillian Center	7,815.00
WHAM	2,500.00
<b>Total Donation from Program</b>	10,315.00
<b>Total Program Expenses</b>	20,247.29
<b>Total Expense</b>	22,243.18
<b>Net Ordinary Income</b>	7,411.82
<b>Net Income</b>	7,411.82

Westchase District Community Fund

Balance Sheet

As of August 31, 2024

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



## **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](http://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 [ljullien@westchasedistrict.com](mailto: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.