

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

October 2, 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, October 2, 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 9.4.24 meeting.
Review and approve Treasurer’s report.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
 - a. Houston Double Ten Celebration Committee
6. **Pillars**
 - a. Events
 - i. Fall Planning
 - ii. Corporate Challenge 2025
 - b. Partnerships
 - i. Discuss Board Resignations
 - ii. Discuss 1 New Board Member 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 (Town Hall Wed. Oct 2, 10am-12pm, 5:30pm-7:30pm)
- New Staff
 - Ruben Perez – Field Services Manager
 - Evelyn Martinez - Project Manager
 - John Estrada – Senior Project Manager

WOODCHASE PARK

- 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

**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, September 4, 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, John Dombrowski, and Maria de Jesus Carbajal thus constituting a quorum.

1. Call to Order by K. Crow Time: 7:34 am

2. Guest: NA

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

4. Administrative Report. Review the minutes of the August 7, 2024, meeting and approve Treasurer's Report.

**Motion to amend approve minutes for June 25: L. Iparrea Second: J. Dombroski
Board Vote: unanimous**

**Motion to amend approve minutes for August 7: L. Jullien Second: K. Gallien
Board Vote: unanimous**

**Motion to approve current Treasurer's Report: J. Dombrowski Second M. Carbajal
Board Vote: unanimous**

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 – Oct. 2, Nov. 6

8. Adjourn 8:34 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 | 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 | | | 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 | 29,625 |
| 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 Bkfr. / 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 | 7,571 |
| Asset - Cash in Bank: | | 25,783 | | 18,052 | | 10,500 | | 10,787 | | 18,358 |

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

| | <u>Aug 31, 24</u> |
|---------------------------------------|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Amegy WD Community Fund | 33,018.55 |
| TexPool Greenspace | 2,954,738.63 |
| WDCF - Greenspace | 31,712.76 |
| Total Checking/Savings | <u>3,019,469.94</u> |
| Total Current Assets | <u>3,019,469.94</u> |
| Other Assets | |
| Multi-Year Pledge Receivable | 1,320,000.00 |
| Total Other Assets | <u>1,320,000.00</u> |
| TOTAL ASSETS | <u><u>4,339,469.94</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 | <u>1,320,000.00</u> |
| Equity | |
| Unrestricted Net Assets | 2,919,257.91 |
| Net Income | 100,212.03 |
| Total Equity | <u>3,019,469.94</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>4,339,469.94</u></u> |

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 |
| Team | 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 |
| WHAM | 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 |
| Net Income | 7,411.82 |

| | |
|---|---|
| Name of Organization | Houston Double Ten Celebration Committee (HDTCC) |
| Is your organization a 501c3? | Yes |
| Non-Profit Federal ID Number | 27-2815701 |
| Contact Name and/or Title | Linda Young |
| Cell Phone Number | 713-340-8115 |
| Contact Email | jjaling.young@gmail.com |
| Address | 10303 Westoffice Dr Houston, TX 77042 |
| Please tell us a little about your organization (History and Mission) | HDTCC was founded in 1995 with a mission to plan and organize activities within the local community of immigrants from ROC Taiwan in order to celebrate the National Day of ROC Taiwan which is on October 10th (i.e, Double-Ten) each year. |
| When are you in need of the donation? | October, 2024 |
| What is the amount requested? | 2500 |
| Please be specific on what the donation will benefit or how it will be used. | There will be a series of 20 Double Ten Celebration Events spreading between September and October. Activities including Folk Dance Performing Art, Moon Festival Celebration, Safety Seminar, Karaoke Singing Contests, Night Market, Banquets, etc. Estimate to mobilize and benefit 5000 residents and merchants in Westchase District. The fund will be used to support those activities and events for the community to participate. |

Have you applied for a donation from WDCF previously? If Yes – please list when/for what.

No.

Are you publicizing this event? If so – What exposure would you be willing to provide the WDCF.org?

Yes. HDTCC will have all Sponsors logos on a 10'x10' floor banner at each organized event. Sponsor logo on HDTCC's webpage with link to sponsor's own website. 2 VIP seating + 1 table (10 seats) at the banquet. Recognition at the dinner banquet. Presenting booth at banquet hallway. Full page ad in 113 Double Ten Celebration special edition yearbook.

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

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

DECEMBER 2024 / 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

Delisha Simon

delishasimon@gmail.com | (409) 550-0415 | Houston, TX

PROFESSIONAL SUMMARY

Seasoned educational professional with 20 years of experience in classroom instruction, instructional program management and campus operations. Expert in utilizing data to enhance teaching strategies and student performance, with a strong background in fostering a positive learning environment. Seeking a role as a Career & Technical Education Administrator, bringing proven skills in staff supervision, budget management, and educational program improvement to amplify the local education agency.

WORK HISTORY

Alief ISD

Marshall Center for Advanced Careers Campus Supervisor

Jun 2023 - Present

- Support the development of a positive student and staff culture by establishing a learning environment that addresses the diverse academic, social, emotional, and physical needs of students.
- Utilize data to enhance classroom instruction, guiding teachers in analyzing results and implementing strategic improvements.
- Provide leadership in the evaluation and advancement of educational programs, ensuring alignment with district goals and fostering professional growth among staff.
- Oversee staff performance, including conducting classroom observations, offering feedback, and managing professional development, while maintaining robust relationships with families and the community.

Alief ISD

CTE Program Manager

Aug 2012 - Jun 2023

- Collaborated with educators and administrative staff to enhance student readiness for post-secondary education and employment, focusing on the acquisition of essential knowledge and skills.
- Provided support to faculty in curriculum development, lesson planning, and instructional improvement, contributing to the quality of classroom education.
- Managed the procurement process for educational resources, including purchase orders and textbook acquisitions, ensuring timely availability of necessary materials.
- Acted as a key point of contact between program administrators and faculty, promoting an educational environment aligned with the imperatives of 21st-century learning.
- Implemented professional development programs for teachers, fostering continuous educational improvement, and oversaw the introduction of new courses to enrich the curriculum.

EDUCATION

Sam Houston State University

Master of Education, Educational Leadership

Dec 2010

Kaplan University

Master of Arts, Teaching & Learning, Technology

Jul 2008

CERTIFICATIONS

6-12 Family & Consumer Science

4-8 Social Studies

EC-12 Principal

Certified TxVSN Online Instructor

PROFESSIONAL AFFILIATIONS

Rice University Executive Education Academy

Career and Technical Education Association of Texas