

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

January 16, 2025

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 Thursday, January 16, 2025, at 3:30p.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 meeting. Review and approve Treasurer's report for E.O.Y. 2024.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
6. **Planning Summit**
 - a. 2024 Accomplishments & 2025 Planning
 - b. Corporate Challenge
7. **2024 Budget.** Review and approve 2025 budget.
8. **Renew Director Terms.**
9. **2025 Election of Officers.** Positions are Chair, Vice Chair, Secretary, and Treasurer.
10. **Reminder:** Director 2025 Contributions are due.
11. **Upcoming Board Meetings.** Set dates for upcoming board meetings in 2025.
12. **Adjourn.**


Louis Jullien, Director

WESTCHASE DISTRICT UPDATE

STREETSCAPES

- Walnut Bend Reconstruction – Received West Houston’s Mobility Award
- Westheimer Streetscape Completed
- Promenade – Feasibility Study underway with HCP4
- Meadowglen – Start construction 2025

WD STAFF

- President & CEO – Irma Sanchez
- CFO – Disa Lyon
- VP of Communications – Sherry Fox
- VP of Public Safety – Mark Hubenak
- Director of Open Spaces – Louis Jullien
- Senior Projects Manager – John Estrada
- Director of Communications – Chris Nelson
- Projects Manager – Evelyn Martinez
- Field Services Manager – Ruben Perez
- Office Manager – Dakota Cryer

WOODCHASE PARK

- 35,000 Visitors
- Programs & Events
- New Sponsors
- 2025 Calendar

CAMDEN PARK

- Construction Update
- April 10, 2025 Opening, 10am

CORPORATE CHALLENGE

- Friday, April 4, 2025
- Friday, April 11, 2025 – Rain Date

**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, November 5, 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, Ricky Gonzalez and Keitha Gallien, John Dombrowski, and Maria de Jesus Carbajal, thus constituting a quorum.

1. Call to Order by K. Crow Time: 7:40 am

2. Guest: Delisha Simon

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

4. Administrative Reports: Review the minutes of the October 2, 2024, meeting and approve Treasurer's Report.

Motion to amend approve minutes: J. Dombroski **Second:** L. Jullien

Board Vote: unanimous

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

Board Vote: unanimous

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

a. Bayou City Ballet Youth Co.

b. nonPareil Institute

Motion to approve and donate \$2,000 to Bayou City Ballet Youth Co: J. Dombrowski

Second M. de Jesus Carbajal **Board Vote:** unanimous

Motion to approve and donate \$2,000 to nonpareil Institute: K. Gallien **Second** R. Gonzalez

Board Vote: unanimous

6. Pillars

a. Events

i. Corporate Challenge (Apr. 4, 2025)

ii. Spring Dash (May 17, 2025)

b. Partnerships

i. Discuss Board Resignations

ii. Discuss 1 New Board Members for this year

c. Social Media

7. **Upcoming Board Meetings**

8. **Adjourn 8:35 am**

Keitha Gallien –Acting Secretary

	2021		2022		2023		2024		2025	
	Budget	Actual	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*
Income:										
Donation Income:	1,000	544	500	660	500	290	300	2,875	300	
Program Income:										
Corporate Challenge				18,550	25,000	22,700	25,000	26,750	35,000	
Other/Legislative Breakfast	2,500	2,238	2,500	2,370	2,500	120				
Other/Whole Foods										
Corporate Donation - W Foods / Cantina L.										
Misc. Income	100	414	100			25				
Grant Income				1,000	1,000	1,000	1,000			
Interest Income	20	6	20							
Total Income	3,620	3,202	3,120	22,580	29,000	24,135	26,300	29,625	35,300	-
Expenses:										
Administrative (filing and bank fees) :	100		100					56	100	
Marketing / Supplies	500			751	500	234	300	250	300	
Professional (audit & tax)	4,250	3,000	4,250	5,500						
Insurance	750	752	750	255	750	790	800	1,529	1,600	
Legal										
Grant Application Fees										
Website / Paypal	100		100		150	133	150	161	175	
Trail Equipment										
Program Expenses:										
Corporate Challenge				10,160	11,500	9,436	11,000	10,061	10,000	
20th Anniversary / Leg Bkf. / other	1,000	930	1,000	1,161	1,250					
Other - W Foods / Public Art										
Total Expenses:	6,700	4,682	6,200	17,826	14,400	10,592	12,250	12,057	12,175	-
Donations:	5,000	5,414	5,000	10,077						
Quillian Center					6,750	7,100	7,000	7,815	12,500	
Spring Dash					1,500	2,000	2,000	2,500	2,000	
Bayou City Ballet					1,800	2,000	2,000	2,000	2,000	
nonPareil					1,500	1,000	1,000	2,000	2,000	
HPD					250	-				
Farmers Market					1,000	1,000	1,000			
Other										
Total Donations:					12,800	13,100	13,000	14,315	18,500	-
Surplus / Deficit:	(8,080)	(6,893)	(8,080)	(5,324)	1,800	443	1,050	3,253	4,625	-
Asset - Cash in Bank:		18,052		10,500		10,787		19,219		

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

	Dec 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	19,218.55
TexPool Greenspace	3,022,889.52
WDCF - Greenspace	101,680.69
Total Checking/Savings	3,143,788.76
Accounts Receivable	
Accounts Receivable	29,500.00
Total Accounts Receivable	29,500.00
Total Current Assets	3,173,288.76
Other Assets	
Multi-Year Pledge Receivable	1,320,000.00
Total Other Assets	1,320,000.00
TOTAL ASSETS	4,493,288.76
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	2,919,257.91
Net Income	254,030.85
Total Equity	3,173,288.76
TOTAL LIABILITIES & EQUITY	4,493,288.76

Westchase District Community Fund
Profit & Loss
 January through December 2024

	Jan - Dec 24
Ordinary Income/Expense	
Income	
Direct Public Support	
Business Donor Contributions	200.00
Corporate Contributions	2,500.00
GSP - Programming Events Income	4,500.00
Individual Donor Contributions	605.00
Total Direct Public Support	7,805.00
Program Income	
Corporate Challenge	
Event Host	2,700.00
Major Sponsor	16,950.00
Team	10,200.00
Total Corporate Challenge	29,850.00
Total Program Income	29,850.00
Total Income	37,655.00
Gross Profit	37,655.00
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	
Bayou City Ballet	2,000.00
nonPariel Institute	2,000.00
Quillian Center	8,115.00
WHAM	2,500.00
Total Donation from Program	14,615.00
Total Program Expenses	24,547.29
Total Expense	26,543.18
Net Ordinary Income	11,111.82
Net Income	11,111.82

WDCF 2025 KICK OFF MEETING

2024 YEAR IN REVIEW

GIVING

- Quillian Center
 - \$7,815 – Kid’s Programming
 - \$300 – Golf Tournament
- Spring Dash (WHAM)
 - \$2,500 - Community Sponsor
- Bayou City Ballet
 - \$2,000 - Westchase Nutcracker Festival
- nonPareil
 - \$2,000 – General Operations

EVENTS

- Corporate Challenge
 - 37 Teams, \$15,630 raised
- School Supply Drive
 - 33 Locations

PARTNERSHIP

- Trails Without Trash
 - Equipment donation

BUDGET

- Total Income: \$29,625
- Total Expenses: \$12,057
- Total Donations: \$14,315
- Total Surplus/Deficit: \$3,253
- Cash in Bank: \$20,019

2025 PLANNING

What should we keep doing?

What should we do (if anything) to improve what we are already doing?

What should we stop doing?

What new things should we add?

MEETINGS

- Discuss when, where and what times to meet throughout the year. Quorum (4 board members) is required in person.

GIVING

- Quillian Center
- Spring Dash / WHAM
- Bayou City Ballet
- nonPareil

EVENTS

- Corporate Challenge
- School Supply Drive
- Other Events (Parks)

PARTNERSHIP

- Trails Without Trash

BUDGET

- Total Income:
- Total Expenses:
- Total Donations:
- Total Surplus/Deficit in 2025:
- Cash in Bank:

BOARD MEMBERS

- Currently at 7 board members (57% resident, 43% non-resident)
- Quorum required is 4 board members
- Max number of board members is 13

WEBSITE UPDATES

- 2024 Events Page
 - Corporate Challenge (April 4, 2025), update Corporate Challenge email
 - Trails Without Trash (April 26, 2025)
 - Spring Dash (May 17, 2025)
 - School Supply Drive (July 1 – July 31, 2025)
 - Remove Legislative Update
 - Remove Farmers Market

- Remove PALs, Capital Farm, Farmer's Market Partners
- Fundraising Page
 - Update WDCF Fundraising Events
- Greenspace Page
 - Update Photos and Spacing
 - Update Sponsors (2025 Woodchase Park Sponsors)
- Meetings
 - New column for 2025 Meetings
- Donation Page
 - Add 2024 IRS Form 990

WDCF MARKETING

- Social Media Plan - Work with Chris Nelson
 - Include in Westchase District Socials (FB, IG, Linked In)
 - Posting Frequency
 - Events – Corporate Challenge, Spring Dash, School Supply Drive, Fall Events, Parks
 - Post for Giving Opportunities



Join us for the 27th Annual Westchase District Corporate Challenge. Put together your teams of 4-6 employees and enjoy:

TEAM BUILDING GAMES
SPONSORSHIP OPPORTUNITIES
LUNCH NETWORKING PHOTO STATION
SUPPORTING THE COMMUNITY

**SCAN THE QR CODE FOR
MORE DETAILS AND REGISTRATION**

westchasedistrict.com/corporatechallenge



CORPORATE CHALLENGE WDCF DISCUSSION

CALENDAR

- Friday, April 4th, 2025, 8am-5pm - 2025 Corporate Challenge
- Tuesday, April 8th, 2025, 4pm-8pm - Award Ceremony at the Marriott
- Friday, April 11th, 2025 - Rain Date

PLANNING

- January 14 – Direct solicitation starts
- January 17 - Reach out to all vendors
- January 23 - Meeting with Quillian Center
- March 7 – Final Registration Due
- March 10 – Send Motivation Recognition Group final logos for swag items, trophies, plaques
- March 14 – Hold Harmless & Team Forms Due
- March 21 – Invoices Due

CONFIRMED SPONSORS & TEAMS

- LAN – Major Sponsor, \$3,500 (2 teams)
- Pape-Dawson – Major Sponsor, \$2,000 (3 teams at least, may add more)
- KPRC – Team \$500 (1 team)

GOALS

- Twice as much profit than last year (\$14k -> \$28k)
- 60 teams

JOHN D. & KEITHA G.

- Kolache Factory – ask for kolache and coffee donation for event day
- Salata – ask for special pricing for lunch on event day
- Costco Trip – shopping trip for snacks week of the event (John & Kimberly)
- Bottled Waters – follow up with Planet Fitness. If no-go, try Randalls or HEB.

KIMBERLY & DELISHA

- Direct solicitation to Alief ISD

- Kimberly/Delisha, which schools in Westchase do you have relationships with?

RICKY & MARIA

- Direct solicitation to engineering/construction firms (Ricky)
 - Kuo & Associates
 - Dunaway
 - Harvey Builders
 - Hoar Construction
 - Odyssey Engineering Group
 - Tri-Tech
 - Worley
 - Ricky, which other engineering/construction companies in Westchase do you have relationships with?
- Direct solicitation to apartments and LA Fitness (Maria)
 - The Plaza at Westchase
 - Maria, which other apartments in Westchase do you have relationships with?

BUDGET

Inc

Description	#	Amt.	Total
Title Sponsor	1	\$3,500	\$3,500
Major Sponsors - Comp	5	\$0	\$0
Major Sponsors @ 1000	15	\$1,000	\$15,000
Event Hosts - Comp	1	\$0	\$0
Event Hosts @ 400	6	\$400	\$2,400
Teams @ 0	16	\$0	\$0
Teams @ 500	34	\$500	\$17,000

Total Income

\$37,900

Exp

Description		
MS and EH banners		\$1,000.00
Promotional item		\$1,000.00
Goody bags		\$0.00
Trophies -- Overall		\$550.00
Plaques -- Event winner/MS		\$1,000.00
Photography		\$1,000.00
Breakfast		\$300.00
Refreshments		\$300.00
First Aid		\$450.00
Engraving		\$40.00
Inflatable		\$600.00
Post Event Party		\$400.00
Lunch		\$2,600.00
Equipment		\$100.00
Printing/promotional		\$0.00
Pay Pal fees		\$80.00
Total Expenses		\$9,420.00

Profit to WDCF

\$28,480

Donation to QMC

\$14,240

ACTUAL

Inc

Description	#	Amt.	Total
Title Sponsor		\$3,500	\$3,500.00
Major Sponsors - Comp		\$0	\$0.00
Major Sponsors @ 1000		\$1,000	\$0.00
Event Hosts - Comp		\$0	\$0.00
Event Hosts @ 400		\$400	\$0.00
Teams @ 0		\$0	\$0.00
Teams @ 500		\$500	\$0.00

Total Income

\$3,500.00

Exp

Description		
Signage		
Promotional item (paid for by WD)		
Goody Bags (donated Salata)		
Trophies -- Overall		
Plaques -- Event winner/MS		
Photography		
Breakfast (donated Kolache Factory)		
Refreshments (donated Dombrowski and Ipairea)		
First Aid		
Engraving		
Inflatable		
AV rental for award ceremony		
Lunch		
Sunscreen/hand sanitizer		
whistles/stopwatches (paid for by WD)		
PayPal fees		
Total Expenses		\$0.00

Profit to WDCF

\$3,500.00

Donation to QMC

\$1,750.00

Ask Fast Signs for a donation
Ask Marketing to buy WD Headbands

Consider cheaper option for trophies
Consider cheaper option for plaques

Ask Kolache Factory for donation

Marriott
Ask Salata for special pricing

Group I - begins even years (next term ending date is 12/31/2025)

Group II - begins odd years (next term ending date is 12/31/2026)

Maximum number of board members is 13; meeting quorum is 50% or over

Group	Director	Employer	Resident	Appointment	Term Beg.	Term End.
I	Louis Jullien	Westchase District	y	4/12/2017	1/1/2016	12/31/2017
					1/1/2018	12/31/2019
					1/1/2020	12/31/2021
					1/1/2022	12/31/2023
					1/1/2024	12/31/2025
I	Ricky Gonzalez	LAN	n	3/29/2018	1/1/2018	12/31/2019
					1/1/2020	12/31/2021
					1/1/2022	12/31/2023
					1/1/2024	12/31/2025
I	Kimberly Crow	Retired	n	9/9/2019	1/1/2018	12/31/2019
					1/1/2020	12/31/2021
					1/1/2022	12/31/2023
					1/1/2024	12/31/2025
I	John Dombrowski	Retired	n	6/16/2020	1/1/2020	12/31/2021
					1/1/2022	12/31/2023
					1/1/2024	12/31/2025
II	Delisha Simon	Alief ISD	y	10/21/2024	10/21/2024	12/31/2024
					1/1/2025	12/31/2026
II	Maria de Jesus Carbajal	Westchase Creek	y	10/21/2024	10/24/2024	12/31/2024
					1/1/2025	12/31/2026
II	Keitha Gallien	Methodist Hospital	y	9/9/2019	1/1/2019	12/31/2020
					1/1/2021	12/31/2022
					1/1/2023	12/31/2024
					1/1/2025	12/31/2026
Officers for 2025:						
Chair -		Vice Chair-				
Treasurer -		Secretary -				