

**WESTCHASE DISTRICT COMMUNITY FUND**

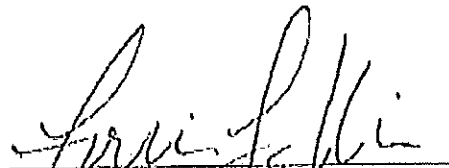
**AGENDA**

May 21, 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 Wednesday, May 21, 2025, at 7:30 a.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.
  - a. Vita Living, Inc.
6. **Pillars.**
  - a. Giving
  - b. Events
    - i. WHAM Spring Dash Recap
    - ii. School Supply Drive Planning
      1. Purchase extra School Supply Boxes
  - c. Partnership
7. **Reminder:** Director 2025 Contributions are due.
8. **Upcoming Board Meetings.** Next meeting: Discuss next meeting dates.
9. **Adjourn.**

  
Louis Jullien, Director

# **WESTCHASE DISTRICT UPDATE**

## **DISTRICT PROJECTS**

- Walnut Bend Landscaping - \$125K improvements installed
- Meadowglen – ROW process ongoing
- Promenade Feasibility Study – HCP4
- Monument Signs – under construction

## **WOODCHASE PARK**

- Summer Movie Nights
  - June 13<sup>th</sup> – Inside Out 2
  - July 11<sup>th</sup> – The Garfield Movie

## **CAMDEN PARK**

- Summer Movie Nights
  - June 6<sup>th</sup> – Moana 2
  - June 20<sup>th</sup> – IF
  - July 18<sup>th</sup> – Despicable Me 4
  - August 1<sup>st</sup> – Remember the Titans

**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, April 16, 2025, 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, Delisha Simon and Maria de Jesus Carbajal thus constituting a quorum.

**1. Call to Order by K. Crow Time: 7:38 pm**

**2. Guest: NA**

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

**4. Administrative Report.** Review the minutes of the March 19, 2025, meeting and approve Treasurer's Report.

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

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

**5. Donation Submission(s).** Receive donation request(s), if any, from our community.  
a. WHAM Spring Dash

**Motion to donate \$2500 to WHAM for Spring Dash:** K. Crow **Second** K. Gallien  
**Board Vote:** unanimous

**6. Pillars**

- a. Giving
  - i. Quillian Center – gave 50% of proceeds from Corporate Challenge
- b. Events
  - i. Corporate Challenge Recap
  - ii. WHAM Spring Dash (Tabling)
  - iii. School Supply Drive Planning
- c. Partnership

**7. Reminder:** Director 2025 Contributions are due.

**8. Upcoming Board Meetings: May 21, June 25**

**9. Adjourn 8:08 am**

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**Keitha Gallien –Acting Secretary**

	2021		2022		2023		2024		2025	
	Budget	Actual	Budget	Actual*	Budget	Actual*	Budget	Actual*	Budget	Actual*
<b>Income:</b>										
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	27,450
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	1,000	1,000	25	1,000			
Grant Income										
Interest Income	20	6	20							
<b>Total Income</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>35,300</b>	<b>27,450</b>
<b>Expenses:</b>										
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	1,282
Legal					250					
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	9,786
20th Anniversary / Leg Bkf. / other	1,000	930	1,000	1,161	1,250					
Other - W Foods / Public Art										
<b>Total Expenses:</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>12,057</b>	<b>12,175</b>	<b>11,068</b>
<b>Donations:</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	12,500	11,000
Spring Dash					1,500	2,000	2,000	2,500	2,000	2,500
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										
<b>Total Donations:</b>					<b>12,800</b>	<b>13,100</b>	<b>13,000</b>	<b>14,315</b>	<b>18,500</b>	<b>13,500</b>
<b>Surplus / Deficit:</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>3,253</b>	<b>4,625</b>	<b>2,882</b>
<b>Asset - Cash in Bank:</b>		<b>18,052</b>		<b>10,500</b>		<b>10,787</b>		<b>19,219</b>		<b>22,101</b>

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05/20/25

Accrual Basis

## Westchase District Community Fund

## Profit &amp; Loss

January through April 2025

	Jan - Apr 25
Ordinary Income/Expense	
Income	
Direct Public Support	
GSP - Programming Events Income	5,000.00
Individual Donor Contributions	255.00
Total Direct Public Support	5,255.00
Program Income	
Corporate Challenge	
Event Host	1,300.00
Major Sponsor	13,000.00
Team	13,150.00
Total Corporate Challenge	27,450.00
Total Program Income	27,450.00
Total Income	32,705.00
Gross Profit	32,705.00
Expense	
Administrative	
Website / Paypal	165.09
Total Administrative	165.09
Program Expenses	
Corporate Challenge	9,073.37
Donation from Program	
Quillian Center	11,000.00
WHAM	2,500.00
Total Donation from Program	13,500.00
Total Program Expenses	22,573.37
Total Expense	22,738.46
Net Ordinary Income	9,966.54
Net Income	9,966.54

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05/20/25

Accrual Basis

**Westchase District Community Fund**  
**Balance Sheet**  
As of April 30, 2025

	Apr 30, 25
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Amegy WD Community Fund	9,043.88
TexPool Greenspace	2,088,807.89
WDCF - Greenspace	1,083,756.40
Total Checking/Savings	3,181,608.17
Accounts Receivable	
Accounts Receivable	3,000.00
Total Accounts Receivable	3,000.00
Total Current Assets	3,184,608.17
Other Assets	
Multi-Year Pledge Receivable	1,320,000.00
Total Other Assets	1,320,000.00
<b>TOTAL ASSETS</b>	<b>4,504,608.17</b>
<b>LIABILITIES &amp; EQUITY</b>	
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	3,173,251.32
Net Income	11,356.85
Total Equity	3,184,608.17
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,504,608.17</b>

<b>Name of Organization</b>	Vita Living, Inc.
<b>Is your organization a 501c3?</b>	Yes
<b>Non-Profit Federal ID Number</b>	76-0037136
<b>Contact Name and/or Title</b>	Richard Graber
<b>Cell Phone Number</b>	4404525533
<b>Office Phone Number</b>	7132921835
<b>Alternate Contact Information</b>	Joseph Cooper
<b>Contact Email</b>	rgraber@vitaliving.org
<b>Address</b>	3300 S. Gessner Sute 150 Houston, TX 77063
<b>Please tell us a little about your organization (History and Mission)</b>	Since 1982, Vita Living, Inc., provides lifelong services and supports for children and adults with Intellectual and Developmental Disabilities (IDD), to promote personal growth toward a safe, satisfying, and meaningful life in the community. The organization operates 20 groups homes in Sharpstown and Spring Branch; has a Day Program since 2016 onsite in Westchase for resident clients and operates a case management program for an additional 300+ clients who reside at home or with guardians within a seven county Great Houston footprint.
<b>When are you in need of the donation?</b>	April-May 2025
<b>What is the amount requested?</b>	2,000.00
<b>Please be specific on what the donation will benefit or how it will be used.</b>	Funds are requested in support of annual fundraising event in May. Funds raised go toward supporting the Day Program at Vita Living which serves our group home residents with intellectual and developmental disabilities. Located in Westchase at 3300 S. Gessner, the center operates Monday



through Friday from 8:00 a.m. to 3:00 p.m., offering a safe and supportive environment for clients to learn, grow, and engage in meaningful activities.

Residents participate in educational sessions and develop practical life skills such as counting money, learning sign language, basic math, relaxation techniques, teamwork, and problem-solving. These skills empower them to thrive as active members of their community.

By hosting the Day Program on-site in Westchase, Vita Living eliminates the need for lengthy commutes to programs scattered across Houston. Clients now enjoy a shorter commute and can spend their days with housemates, neighbors, and trusted staff in a convenient, familiar and supportive setting.

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

N/A

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

We'd be happy to include the support of the WDCF in all event collateral including our event webpage, at the event in visual projections, and in the program booklet.

Thank you for partnering with Westchase District Community Fund last year and making the school supply drive an incredible success! Thousands of dollars of supplies were donated to West Houston Assistance Ministries and distributed to local schools.

2025 brings a new school year with new students. We hope that you will consider partnering again with WDCF for our eighth annual School Supply Drive. The drive will take place July 1-30 with supplies picked up on Thursday, July 31. Upon request, WDCF members will deliver specially marked donation boxes to District businesses to collect school supplies for area children in need for the fall semester.

If you would like to host a collection box, please contact Dakota Cryer at 713-780-9434 or [dcryer@westchasedistrict.com](mailto:dcryer@westchasedistrict.com). Please put your box order in by Monday, June 23.

Best regards,

### **Timeline**

June 9 – Email to Companies

June 16 – Social Media Post

June 16 – Second Email to Companies

Last Week of June – WDCF Meeting to Discuss Drop Offs and Pick Ups

July 1 – Deliver Boxes to Locations

July 31 – Pick Up Boxes and Deliver Supplies to WHAM

Box Locations									
July 1st Drop Off	July 31st Pick Up	Co. Name	Address	Ste	Contact	Phone #	Email	Notes	
John D.	John D.	Big Johns Ice House	12640 Briar Forest Dr		Juli / Kimber Becker	832-888-3671	kimber12849@aol.com	1 Box - Drop off to Juli	
John D.	John D.	Karya Management - One Westchase Center	10777 Westheimer Rd	125	Heather McGullam	713-975-8670	owcmgr@karyamanagement.com		
John D.	John D.	Payments Gallery	10822 Westheimer Rd		Todd Sagissor	832-781-4644	service@paymentgallery.com		
John D.	John D.	Torchy's Tacos	2675 Wilcrest Dr		Heidi Noel	813-503-9141	westchase@torchystacos.com		
John D.	John D.	Westchase Creek Apartments	3000 Woodland Park Dr		Ruha Vohra	281-497-8613	ruha@vemanagement.com		
John D.	John D.	Parkway	2103 CityWest Blvd	130	Kristin McDonald	281-822-3800	kristin.mcdonald@pkv.com	5 Boxes (City West), Kristin McDonald, Crystal Molinar	
John D.	John D.	BioUrja	1500 CityWest Blvd	700	Emily McLallen	832-775-9063	emily.mclallen@biourja.com		
John D.	John D.	BMC	2103 CityWest Blvd		Ashley Manivong	713-918-1846	ashley.manivong@bmc.com	They are using their own boxes	
John D.	John D.	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 D.	Transwestern	3600 & 3700 W. Sam Houston Pkwy S		Crystal Aguila	713-272-1276	crystal.aguila@transwestern.com	No box, just supplies	
	John D.	Supreme Lending	1334 Brittmoore Rd.	1802	Daniela Rincon	832-508-8206	daniela.rincon@supremelending.com	No box, just supplies	
	Keitha G.	Subsurface Consultants	10700 Richmond Ave		Cathy Jankovic	713-789-2444 x 242	cjankovic@scacompanies.com	No box, just supplies	
Kimberly C.	Keitha G.	EHRA	10011 Meadowglen Ln		Cassie Faber	713-337-7467	cfaber@ehra.team		
Kimberly C.	Keitha G.	LAN	2925 Briarpark Dr	400	Joseph Contreras	281-694-7017	jcontreras@lan-inc.com		
Kimberly C.	Keitha G.	Odyssey Engineering Group	2500 Tanglewilde St	300	Alexandra Rincon	281-306-0240 x 480	arincon@odysseyeng.com		
Kimberly C.	Keitha G.	Premier America CU	9630 Westheimer Rd	850	Natasha Tillman & Alfred Berrones III	713-278-8711 x 4834	natasha.tillman@premieramerica.com		
Kimberly C.	Keitha G.	Raba Kistner	3602 Westchase Dr		Sissi Gonzalez	713-996-8990	sgonzalez@rki.com	2 Boxes (3151 and 2925)	
Kimberly C.	Keitha G.	Granite	3151 & 2925 Briarpark		Natalia Vera	713-800-9526	nvera@granitecorp.com		
Kimberly C.	Keitha G.	Brixmor - Tanglewilde Shopping Center			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	
Kimberly C.	Keitha G.	American Intercontinental University	9999 Richmond Ave		Nicole Bent Jones	832-201-3644	NJones2@aiuniv.edu		
Kimberly C.	Keitha G.	Stream Realty - Office Building	10111 Richmond	180	Corinna Bozeman	713-789-5500	cbozeman@streamrealty.com		
Louis J.	Louis J.	Hines	10370 Richmond Ave & 10350 Richmond Ave		Jennifer Keating	713-780-0200	jennifer.keating@hines.com	2 Boxes (10370 & 10350 Richmond)	

Drop Off Tuesday, July 1

Pick Up Thursday, July 31