

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 April 18, 2018 at 4:00 p.m., in the Conference room at Westchase District, located at 10370 Richmond Ave., Suite 1350 Houston, TX 77042, inside the boundaries of the District. The roll was called of the duly appointed members of the Board, to-wit: Tim Johnson, Steve Wentz, Blair Johnson, Dave Gilkeson, Ricky Gonzalez, Kim Peck, Richard Wall, and Craig Eichhorn, thus constituting a quorum.

A group picture was taken of Board members.

1. **Call to Order by T. Johnson. Time: 4:04**
2. **March 29, 2018 Board Meeting Minutes.** Review and approve the minutes of the last board meeting.
Motion: D. Gilkeson Second: C. Eichhorn Board: unanimous
3. **Board Member Meeting Attendance.** Review meeting attendance for last 12 months. This was tabled by T. Johnson until the January 2019 meeting;
4. **Treasurer's Report.** Review 2018 First Quarter Budget vs. Actual report.
Motion: B. Johnson Second: K. Peck Board: unanimous
5. **2018 Corporate Challenge Financial Report.** Receive a financial report on the Corporate Challenge event and consider a donation to Quillian Center. Proposed donating \$10,100 to the Quillian Center.
Motion: T. Johnson Second: R. Gonzalez Board: unanimous
6. **2018 Corporate Challenge Awards Program.** Receive a report on office supply needs from Literacy Advance and market a collection program for the luncheon on April 25. Calls will be made to remind the companies about the program. The call list was split among the Board members. Board members to consider donations of supplies. An invitation to attend the CC Awards Program will be sent to Literacy Advance. May recognize other organizations in attendance. Suggestion to do donation awards at beginning of program. K. Peck will mention to Sherry. R. Gonzalez will call Katherine.
7. **Supply donations for Aberdeen COMET Program.** Receive list of supplies requested by Aberdeen Apartment community COMET program and consider donation. Board members can pick items from the list if they want to donate. Recommendation to donate \$500 to Aberdeen COMET Program.
Motion: R. Wall Second: T. Johnson Board: unanimous

8. **Bike Fixit Station for Trail.** Review cost proposal and consider donation for a bicycle service station along the trail system. Quoted \$1200 each. Signage provided by Westchase District along with required maintenance.

Proposed installation of one at metro parking area and put a location sticker on each entry portal sign.

Motion: D. Gilkeson Second: R. Gonzalez Board: unanimous

9. **Director 2018 Contributions.** Receive a report on WDCF director donations. We are at 100%.

10. **Judson Robinson Westchase Library Re-Opening Ceremony.** Receive a report on the library reopening celebration on April 28th from 2 – 5pm.

T. Johnson, B. Johnson, and C. Eichhorn will be there. D. Gilkeson can arrive at 2:00. Around 500 brochures of WDCF will be available to hand out. T. Johnson will setup the table around noon.

11. Committee Reports (determine deliverables and goals):

- a. Website and Marketing - T Johnson, R Gonzalez – will upload photos of events and Board pics.
- b. Fundraising – D Gilkeson, T Johnson, K Peck
 - i. Potential fundraiser - October Legislative Breakfast – Proposed idea of having an education financing panel. Invite HD Chambers from Alief ISD and Dr. Muri from Spring Branch ISD. Considering dates of Oct 25 or Nov 1, 2018. Discussion about event being held at the new Alief CTE Center?
 - ii. Potential fundraiser – Zoe’s Kitchen – 25% of sales would come back to the WDCF.
- c. Literacy Programs – R. Gonzalez, K. Peck – discussed earlier during this meeting.
- d. Kids Programs – C. Eichhorn, D. Gilkeson, L. Jullien – Handout of options provided by D. Gilkeson. Board will vote on a plan in May for a July or early August event.
 - i. Nerdy Girls Camp - June 18 - 22nd at TECHSPACE for 10 girls. Handout at Awards program.
- e. Animal Programs – B. Johnson, T. Johnson, K. Peck – report at next

meeting.

- f. Health Programs – S Wentz, B. Johnson – write up report of meeting and progress.

12. Visioning Reports. Receive reports on proposed programs for 2018 and 2019. The fundraising committee provided a vision report. The other committees will write up a vision report.

13. Action Plan and Calendar. Review and approve Action Plan for 2018 and/or 2019. Discuss at the next Board meeting.

14. Upcoming Board Meetings. Date for upcoming Board meetings are 4/18, 5/9, 6/20, 7/18, 8/15, 9/12, 10/10, 11/14 and 12/12.

15. Adjourn. Time: 5:30 pm

Motion: Mr. Johnson

Second: Mr. Eichhorn

Board: unanimous



Steve Wentz, Secretary