

WESTCHASE DISTRICT COMMUNITY FUND


AGENDA

April 21, 2020

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 Tuesday, April 21, 2020, at 9a.m., via Zoom Conference Call (Zoom.us, Meeting Number: 333-240-7804, or call in number: +1 346-248-7799, 333-240-7804#), 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. **New Board Member Report.** Discuss candidates for open board member position(s).
4. **Westchase District Update Report.** Receive a report on Westchase District.
5. **Farmer's Market.** Applying for grant through WDCF.
6. **Administrative Report.** Review and approve the minutes of February 18, 2020 meeting. Review and approve Treasurer's report, if necessary.
7. **Donation Submission(s).** Receive donation request(s), if any, from our community.
 - a. Ratification Vote. WDCF will give \$2,000 to WHAM for COVID-19 support.
 - b. Anonymous donation through the WDCF to WHAM. Total \$50K, to be paid \$10K every two weeks.
 - c. Discuss donation to Quillian Center.
8. **Other Business Items. Pillars & Committee Reports**
 - A. Fundraising (Kimberly Crow)
 - B. Health/Fitness (Keitha Gallien)
 - C. Community Outreach (Jessica Tecson)
 - D. Website/Social Media (Blair Johnson)
 1. Proposals for Website maintenance.
9. **Reminder:** Director 2020 Contributions are due.
10. **Upcoming Board Meetings.** Proposed next meeting dates are: May 19, June 16, July 21, August 18.
11. **Adjourn.**



Louis Jullien, Director

Westchase District Update 4.21.20

Greenspace for Westchase Update

- Put on hold for now, will start reaching back out to donors at the appropriate time
- Pursuing foundations this summer

Projects

Sneed Dog Park – Construct in July 2020, Open August 2020

Elmside/Woodchase Path – Construct in Summer 2020, open January 2021

Deerwood Path – Construct in Summer 2020, open January 2021

Woodchase Park – Construct in June 2020, Open early 2021

Walnut Bend – Construction underway, completion Spring 2021

Westheimer – Construct in February 2020, completion early 2022

Wilcrest Park – Design in 2020, Construct in Summer 2021, completion late 2022

**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 February 18, 2020 at 7:02am, 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, Blair Johnson, Louis Jullien, Kimberly Crow, Ricky Gonzalez, Keitha Gallien and Craig Eichhorn thus constituting a quorum.

1. Call to Order by C. Eichhorn. **Time:** 7:02 am

2. Guests: Lisa Iparrea of WHAM.

L. Iparrea discusses her history of working at WHAM and why she would be a great asset to the WDCF board.

3. Westside Police Fundraising. Discuss and approve Westside Police Fundraising Campaign. Report from Don McKinney with Westchase District.

Motion to serve as the collative body for the Westside Police Fundraising Campaign with the caveat that 10% of the general fund (non-earmark) will be rededicated to the WDCF in order to sponsor a specific need in the Westside Police request lists.

Motion: T. Johnson **Second:** B. Johnson **Board Vote:** unanimous

4.New Board Member Report. Board discusses candidates for open board member position(s).

Motion to add Lisa Iparrea of WHAM on the WDCF Board.

Motion: Kimberly Crow **Second:** R. Gonzales **Board Vote:** unanimous

5. Westchase District Update Report. Reviewed report provided by L. Jullien:

Greenspace for Westchase Update

- Goal: **\$3.2M**
- Raised to Date: **\$200K+**
- Pending Requests: **\$2M+**

Westchase Today & Tomorrow

- Well attended, great visibility for Westchase District.

Projects

- Westheimer, Woodchase Park, Sneed Dog Park– construct in July 2020, open August 2020

- Elmside/Woodchase Path - construct in Summer 2020, open January 2021
- Deewood Path - construct in Summer 2020, open January 2021
- Woodchase Park - construction in May 2020, Open early 2021
- Walnut Bend – construction underway, completion Spring 2021
- Westheimer – Construction in February 2020, completion early 2022
- Wilcrest Park – Design 2020, Construct in Summer 2021, completion late 2022

6. Administrative Report. Reviewed minutes from January 14, 2020 meeting.

Motion to approve treasurers report.

Motion: Kim Crow **Second:** T. Johnson **Board Vote:** unanimous

7. Donation Submission(s). Receive donation request(s). WHAM Spring Dash

Motion to donate \$1500.00 for WHAM Spring Dash

Motion: B. Johnson **Second:** Louis Jullien **Board Vote:** Unanimous.

8. Other Business Items. Pillars & Committee Reports:

- A. Fundraising (Kimberly Crow)
 - a. 2020 Action Plan
- B. Health/Fitness (Keitha Gallien)
 - a. 2020 Action Plan
- C. Community Outreach (Jessica Tecson)
 - a. 2020 Action Plan
- D. Website/Social Media
 - a. Discuss upgrading WDCF website in 2020

9. 2020 Renew Director Terms. Ricky Gonzalez, Louis Jullien, Kimberly Crow.

All have renewed to keep their spots.

10. Reminder: Director 2020 Contributions are due by first quarter.

11. Upcoming Board Meetings: Proposed next meeting dates for the rest of the year are: March 25, April 21, May 19, June 16, July 21, August 18.

12. Adjourned at 8:15 am

Keitha Gallien – Secretary

WDCF Budget

Approved 01/14/2020

	2016		2017		2018		2019		2019		'19 Total	2020	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	GrnsPc.	A/R		Budget	Actual
Income:													
Donation Income:	15,000	5,434	5,000	700	1,500	2,840	1,500	760	35,832	2,670	38,502	1,000	175
20th Anniversary / Anchor Annual Fundraiser	60,000		60,000										
Program Income:													
Corporate Challenge	25,000	22,700	24,000	23,500	27,000	27,776	27,000	24,500			24,500	30,000	29,100
Other/Legislative Breakfast		1,165	3,000	3,730	3,000	4,345	3,000	3,140			3,140	3,000	
Other/Whole Foods		2,244	3,000	2,522	2,000								
Corporate Donation - W Foods / Cantina L.				1,200				250			250		
Misc. Income					360		100					100	
Grant Income								3,000			3,000		
Interest Income	10	17	20	21	20	21	20	15			15	20	8
Total Income	100,010	31,560	95,020	31,673	33,880	34,982	31,620	31,665	35,832	2,670	70,167	34,120	29,283
Expenses:													
Administrative (filing and bank fees) :	200	126	200	85	100	84	100	46			46	100	93
Marketing / Supplies	0	650	500		2,660		500	643			643	600	
Professional (audit & tax)	2,000	2,250	2,300	2,600	3,000	3,500	3,500	3,750			3,750	4,000	
Insurance	750	676	750	716	750	716	750	716			716	750	
Legal	500	0	500								-		
Grant Application Fees	500	0	500								-		
Website / Paypal	150	13	100	13	60	198	25	5			5	2,025	28
Trail Equipment						2,055		2,850			2,850		
Anchor Annual fundraiser	45,000	0	45,000								-		
Program Expenses:											-		
Corporate Challenge	9,000	8,974	9,000	9,427	10,000	8,049	10,000	7,789			7,789	10,000	11,471
20th Anniversary / Leg Bkf. / other	0	11,364	1,000	992	1,000	1,128	1,200	866			866	1,000	
Other - W Foods / Public Art			300					1,500			1,500		
Total Expenses:	58,100	24,053	60,150	13,833	17,570	15,730	16,075	18,165	0	0	18,165	18,475	11,592
Donations	50,000	16,700	25,000	23,355	15,000	24,936	15,000	16,404	0	0	16,404	15,000	3,500
Surplus / (Deficit)	(8,090)	(9,193)	9,870	(5,515)	1,310	(5,684)	545	(2,904)	35,832	2,670	35,598	645	14,191
WDCF Accounts Receivable (A/R)													
Asset - Cash in Bank		38,440		35,187		29,502		27,076	35,832	0	62,908		

2020 Donations

• Ratification Vote

- WDCF will give \$2,000 to WHAM for COVID-19 support. (4/10/20)

Anonymous Donation

- An anonymous donor would like to send \$50,000 to the WDCF, all of which is to be sent to WHAM. Donor will pay out checks every two weeks in increments of \$10,000.

Quillian Center

- Discuss donation to Quillian Center for kid's summer camp scholarships.
- Historically, WDCF has donated 50% of the Corporate Challenge net proceeds which sponsors about 10 kids for summer camp (13 weeks).
- Quillian would like to make awards the first week of May.
- Camp starts May 26 and ends on August 21.
- Quillian is considered a day care and therefore, an essential business. Quillian is prepared to adjust their programming to meet social-distancing requirements if necessary.
- \$17,628.96 total net proceeds from Corporate Challenge. (\$1,000 less income than projected, \$1,000 more in expenses than projected, \$9,000 in returned sponsorships)
- WDCF Past Giving to Quillian
 - 2016 - \$9,700
 - 2017 - \$10,055
 - 2018 - \$10,100
 - 2019 - \$8,250



Westchase District Community Fund Website

March 20, 2020

Scope of Work:

- Website refresh with new WordPress theme and photos
- Client to provide photos
- Must add PayPal payment option to existing credit card options
- New site to be compatible with WCD main site branding

Agency Fees:

	Hours	Rate	Total
Account Supervision	3	\$ 115	\$ 345
Theme Implementation	3	\$ 115	\$ 345
Setup Pages, Menus, etc.	12	\$ 115	\$ 1,380
Migrate Content and Place New Images	8	\$ 115	\$ 920
QA Testing	2	\$ 115	\$ 230
Grand Total excluding sales tax, if any			\$ 3,220

Terms and Conditions:

- Estimates are accurate within 10 percent in accordance with industry standards.
- Estimate includes two rounds of revisions.
- Revisions beyond the second round will be charged at prevailing agency rates.
- All files (layouts, images, samples, etc.) are to be submitted electronically to client for review and approval.
- Creation of original (or re-design of existing) charts, maps, graphics or diagrams is not included.
- Agency charges for all reasonable out-of-pocket expenses such as deliveries, postage, copies, proofs, mileage, travel, parking and tolls.
- Estimate does not include original images, domain registration, hosting or hosting migration.
- Charges will be billed monthly as incurred.

Client Approval

Date