

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

May 19, 2020

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 Tuesday, May 19, 2020, at 8:30a.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. John Dombrowski.
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. **Administrative Report.** Review and approve the minutes of April 21, 2020 meeting. Review and approve Treasurer's report, if necessary.
6. **Donation Submission(s).** Receive donation request(s), if any, from our community.
7. **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. Website Update – Due May 25th (Vicki Roy)
8. **Reminder:** Director 2020 Contributions are due.
9. **Upcoming Board Meetings.** Proposed next meeting dates are: June 16, July 21, August 18.
10. **Adjourn.**



Louis Jullien, Director

BIOGRAPHY
John Dombrowski

Personal

Born and raised in Michigan. Married to wife Julia ... no children.
Resident of Lakeside Forest (21 years) adjacent to the Westchase District.

Professional Career

BS-Geology (Grand Valley State College, MI) and MS-Geology (Washington State University, WA).
Forty three year career as a Petroleum Geologist exploring for new reserves of oil and gas both domestically and internationally.

Began career with TEXACO working onshore/offshore California and Alaska for 23 years. Became an Independent Consultant and spent 13 years working for small international companies on projects in Africa, South America and the Middle East. Along with 2 partners, created a small exploration company that for 8 years had mixed success during extremely difficult economic times.
Shut down our company in 2015 and retired in 2018.

Activities

Tries to maintain a healthy lifestyle. Trains at the Westside Club 3-5 days a week.
Supports the Westchase Farmer's Market with weekly purchases of healthy foods.
Avid consumer of the "super" antioxidant Resveratrol found in red wines.

Westchase District Update 5.19.20

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

Events

WHAM Spring Dash – June 27th (METRO Park & Ride)

Farmer's Market – every Thursday (great volume over the past two weeks)

**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 21, 2020 at 9:00a via Zoom Video Conference 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: 9:02 am

2. Guests: introduce guest if any – No guests

3. New Board Member Report. Discuss candidates for open board member position(s). Lisa Iparrea was approved by the Westchase District Board for WDCF Board. John Dombrowski has been approached as potential Board member and will be invited to upcoming meeting.

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

Greenspace for Westchase: Put on hold for now. 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 - construction in May 2020, Open early 2021
- Walnut Bend – construction underway, completion Spring 2021
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- Wilcrest Park – Design 2020, Construct in Summer 2021, completion late 2022

5. Farmer's Market: Applying for grant through WDCF for \$1000.00

Motion to allow a grant for Westchase District Farmer's Market: B. Johnson

Second: L. Jullien **Board Vote:** unanimous

6. Administrative Report. Reviewed minutes and treasurer's report from February 18, 2020 meeting.

Motion to accept the minutes: T. Johnson **Second:** L. Jullien **Board Vote:** unanimous

Motion to approve treasurer's report: C. Eichhorn **Second:** R. Gonzalez

Board Vote: unanimous

7. Donation Submission(s). Receive donation request(s).

a. Ratification Vote WDCF will give \$2000 to WHAM for Covid-19 support

Motion to donate \$2000.00 for WHAM:L. Jullien **Second:** K. Crow **Board Vote:** Unanimous.

b. Anonymous donation through WDCF to WHAM – total \$50k, to be paid \$10K every 2 weeks.

Motion to accept donation through WDCF for WHAM: C. Eichhorn **Second:** T. Johnson
Board Vote: Unanimous.

c. Discuss donation to Quillian Center

Motion to donate \$8815.00 to the Quillian Center pending balance of WDCF funds do not drop below \$20K at the time of the donation: K. Crow **Second:** L. Jullien
Board Vote: Unanimous.

8. Other Business Items. Pillars & Committee Reports:

A. Fundraising (Kimberly Crow) – a survey monkey survey to be sent out to create Fundraising ideas for the Board.

B. Health/Fitness (Keitha Gallien) – working on some ideas to do virtually

C. Community Outreach (Jessica Tecson) – no report

D. Website/Social Media (Blair Johnson)

Present bid and discuss upgrading WDCF website in 2020

Motion to hire BQR Advertising to create/update WDCFund.org website at \$3220.00 C.Eichhorn. **Second:** T. Johnson. **Board Vote:** Unanimous

9. Reminder: Director 2020 Contributions are due.

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

11. Adjourned at 10:16am

Blair Johnson – Acting Secretary

| | 2016 | | 2017 | | 2018 | | 2019 | | 2020 | |
|---|----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual |
| Income: | | | | | | | | | | |
| Donation Income: | 15,000 | 5,434 | 5,000 | 700 | 1,500 | 2,840 | 1,500 | 760 | 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 | 30,000 | 29,100 |
| Other/Legislative Breakfast | | 1,165 | 3,000 | 3,730 | 3,000 | 4,345 | 3,000 | 3,140 | 3,000 | |
| Other/Whole Foods | | 2,244 | 3,000 | 2,522 | 2,000 | | | | | |
| Corporate Donation - W Foods / Cantina L. | | | | 1,200 | | | | 250 | | |
| Misc. Income | | | | | 360 | | | 100 | 100 | 30,000 |
| Grant Income | | | | | | | | 3,000 | | 1,000 |
| Interest Income | 10 | 17 | 20 | 21 | 20 | 21 | 20 | 15 | 20 | 8 |
| Total Income | 100,010 | 31,560 | 95,020 | 31,673 | 33,880 | 34,982 | 31,620 | 31,665 | 34,120 | 60,283 |
| Expenses: | | | | | | | | | | |
| Administrative (filing and bank fees) : | 200 | 126 | 200 | 85 | 100 | 84 | 100 | 46 | 100 | 93 |
| Marketing / Supplies | 0 | 650 | 500 | | 2,660 | | 500 | 643 | 600 | |
| Professional (audit & tax) | 2,000 | 2,250 | 2,300 | 2,600 | 3,000 | 3,500 | 3,500 | 3,750 | 4,000 | |
| Insurance | 750 | 676 | 750 | 716 | 750 | 716 | 750 | 716 | 750 | |
| Legal | 500 | 0 | 500 | | | | | | | |
| Grant Application Fees | 500 | 0 | 500 | | | | | | | |
| Website / Paypal | 150 | 13 | 100 | 13 | 60 | 198 | 25 | 5 | 2,025 | 28 |
| Trail Equipment | | | | | | 2,055 | | 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 | 10,000 | 11,471 |
| 20th Anniversary / Leg Bkf. / other | 0 | 11,364 | 1,000 | 992 | 1,000 | 1,128 | 1,200 | 866 | 1,000 | |
| Other - W Foods / Public Art | | | 300 | | | | | 1,500 | | |
| Total Expenses: | 58,100 | 24,053 | 60,150 | 13,833 | 17,570 | 15,730 | 16,075 | 18,165 | 18,475 | 11,592 |
| Donations | 50,000 | 16,700 | 25,000 | 23,355 | 15,000 | 24,936 | 15,000 | 16,404 | 15,000 | 43,315 |
| Surplus / (Deficit) | (8,090) | (9,193) | 9,870 | (5,515) | 1,310 | (5,684) | 545 | (2,904) | 645 | 5,376 |
| WDCF Accounts Receivable (A/R) | | | | | | | | | | |
| Asset - Cash in Bank | | 38,440 | | 35,187 | | 29,502 | | 27,076 | | |