

WESTCHASE DISTRICT COMMUNITY FUND

AGENDA

September 15, 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, September 15, 2020, at 7:30a.m., in the Westchase District Conference Room - 10370 Richmond Ave., Suite 1350 or via Zoom Conference Call (Zoom.us, Meeting Number: 915-070-8950, or call in number: +1 253-215-8782, 915-070-8950#), 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. Nancy Bailey with Friends of Westchase.
3. **New Board Member Report.** Discuss candidates for open board member position(s). Discuss updates from subcommittee (Keitha, Kimberly, Ricky, Louis)
4. **Westchase District Update Report.** Receive a report on Westchase District.
5. **Administrative Report.** Review and approve the minutes of August 18, 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)
 - i. Discuss Legislative Breakfast (November 18 @ 8am)
 - B. Health/Fitness (Keitha Gallien)
 - C. Community Outreach
 - i. Receive update on Election Judge positions at local polling sites (Tim)
 - D. Website/Social Media (Blair Johnson)
8. **Upcoming Board Meetings.** Proposed next meeting dates are: October 20, November 17.
9. **Adjourn.**

Louis Jullien, Director

Nancy Bailey Bio

9.15.20

Nancy Bailey is Director of Friends of Westchase, a non-profit started by Grace Presbyterian Church with the goal of mobilizing the community to strengthen under-resourced populations in Westchase through education, basic needs, spiritual growth and community engagement.

Prior to joining Friends of Westchase, Nancy served as Public Affairs and Communications Manager for The Coca-Cola Company in Houston and Washington DC where she managed the company's community partnerships, advocacy programs, internal communications, government and media relations.

Before joining The Coca-Cola Company, Nancy worked for a leading Public Affairs firm in Washington, DC and London, managing state- and city-wide ballot measure campaigns. A native of North Carolina, Nancy graduated from The University of North Carolina at Chapel Hill. Nancy lives in Houston with her husband and two young sons.

Westchase District Update 9.15.20

Projects Currently Under Construction

Walnut Bend

- Pavement, Sidewalk
- Completion Spring 2021

Westheimer

- Mast Arms
- Completion Spring 2022

Art

- Monument Sign @ Sneed Elementary
- Mural at B&E Reprographics
- Hayes/Richmond Bus Stop, Meadowglen/Rogerdale and Gessner/Richmond Traffic Boxes

Starting Construction this Fall

Woodchase Park

- Started construction this week, complete July 2021
- Kickoff Event

Deerwood Path, Elmside/Woodchase Path & Sneed Dog Park

- Starting construction in October

Under Design

Wilcrest Park

- Nearly \$700K raised to-date, \$2M in requests
- Construction July 2021, Complete September 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 August 18, 2020 at 7:33 am, 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, Ricky Gonzalez, Keitha Gallien, Kimberly Crow, Lisa and Craig Eichhorn thus constituting a quorum.

1. Call to Order by C. Eichhorn. Time: 7:33 am

2. Guest: none.

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 July 21, 2020 meeting. Review and approve Treasurer's report, if necessary.

Motion to approve minutes as amended: K. Crow **Second:** R. Gonzales **Board Vote:** unanimous

Motion to approve Treasurer's Report: K. Crow **Second:** T. Johnson **Board Vote:** unanimous

6. Donation Submission(s). Receive donation request(s), if any, from our community.
No donation submissions

-Literacy now asked if we were accepting donations. Might submit request in October. Est. \$500
-Tentative might do EOY donation for WDCF.

Motion to approve \$500 to WHAM: T. Johnson **Second:** R. Gonzales **Board Vote:** unanimous

7. 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

8. Reminder: Director 2020 Contributions are due.

9. Upcoming Board Meetings: Proposed next meeting dates for the rest of the year are: September 15, October 20, November 17.

10. Adjourned at 8:30 am

Keitha Gallien – 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	50,995
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	18,300
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	
Grant Income								3,000		
Interest Income	10	17	20	21	20	21	20	15	20	16
Total Income	100,010	31,560	95,020	31,673	33,880	34,982	31,620	31,665	34,120	69,311
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	2,750
Insurance	750	676	750	716	750	716	750	716	750	716
Legal	500	0	500							
Grant Application Fees	500	0	500							
Website / Paypal	150	13	100	13	60	198	25	5	2,025	3,267
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	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	7,298
Donations	50,000	16,700	25,000	23,355	15,000	24,936	15,000	16,404	15,000	62,815
Surplus / (Deficit)	(8,090)	(9,193)	9,870	(5,515)	1,310	(5,684)	545	(2,904)	645	(802)
WDCF Accounts Receivable (A/R)										
Asset - Cash in Bank		38,440		35,187		29,502		27,076		26,157
* thru 8/20/20								26,274		