

**WESTCHASE DISTRICT COMMUNITY FUND**

**AGENDA**

January 13, 2021

**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, January 13, 2021, at 3p.m., in the LAN Conference Room – 2925 Briarpark Drive, Houston, TX 77042, 4<sup>th</sup> Floor, 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.
3. **Westchase District Update Report.** Receive a report on Westchase District.
4. **Administrative Report.** Review and approve the minutes of December 15, 2020 meeting. Review and approve Treasurer's report for E.O.Y. 2020. Review and approve 2021 budget.
5. **Donation Submission(s).** Receive donation request(s), if any, from our community.
6. **Planning Summit / Retreat.**
  - a. Receive end of year reports from each pillar area (Fundraising, Health/Fitness, Community Outreach, Website/Social Media).
  - b. Determine 2021 Vision – areas of board member passions.
  - c. Designate Pillar Areas for 2021.
  - d. Breakout groups, brainstorm project / event activities for each pillar area.
  - e. Build list of potential board member candidates.
  - f. Review and approve Action Plan for 2021.
7. **Renew Director Terms.** Craig Eichhorn, Tim Johnson, Blair Johnson, Keitha Gallien.
8. **2021 Election of Officers.** Positions are Chairman, Vice Chairman, Secretary and Treasurer.
9. **Reminder:** Director 2021 Contributions are due.
10. **Upcoming Board Meetings.** Set dates for upcoming board meetings in 2021.
11. **Adjourn.**

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Louis Jullien, Director

# Westchase District Update 1.13.21

## **Projects Currently Under Construction**

### Sneed Dog Park

- Completion January 20, 2021
- Event on February 13<sup>th</sup>, Details TBD

### Elmside/Woodchase Path

- Completion May 2021

### Deerwood Path

- Completion May 2021

### Walnut Bend

- Completion July 2021

### Woodchase Park

- Completion September 2021

### Westheimer

- Completion January 2023

## **Greenspace for Westchase**

- \$1M raised to-date
- Requests in to Kinder, Camden, Fondren, TPWD, Sunderland, etc.
  - Award dates in June 2021

**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 December 15, 2020 at 7:30 am, in the Conference room at Westchase District, located at 10370 Richmond Ave., Suite 1350, Houston, TX 77042, inside the boundaries of the District or Zoom Conference Call (Zoom.us, Meeting Number: 915-070-8950, or call in number: +1 253-215-8782, 915-070-8950#). The roll was called of the duly appointed members of the Board, to-wit: Tim Johnson, Blair Johnson, Louis Jullien, Ricky Gonzalez, John Dombrowski, Keitha Gallien, Lisa Iparrea, Craig Eichhorn, Kimberly Crow and Nancy Bailey thus constituting a quorum.

**1. Call to Order by C. Eichhorn. Time: 7:38 am**

**2. Guest: NA**

**3. New Board Member Report.** Discuss candidates for open board member position(s).

NA

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

**5. Administrative Report.** Review and approve the minutes of November 17, 2020 meeting. Review and approve Treasurer's report, if necessary.

**Motion to approve and amend minutes as amended: R. Gonzales Second: K. Crow 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.

**Motion to donate \$750 to WHAM Christmas Drive: K. Crow 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 (Louis Jullien)
  - a. 2020 Action Plan
- D. Website/Social Media (Blair Johnson)
  - a. 2020 Action Plan

**8. Reminder:** Summit Meeting (Ricky's Conference room at LAN) Jan. 13, 2021.  
Location: 2925 briar park suite 400

**9. Upcoming Board Meetings:** Proposed next meeting dates for the rest of the year are:  
None.

**10. Adjourned at 8:35 am**

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**Keitha Gallien – Secretary**

	2016		2017		2018		2019		2020		2021	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual*	Budget	Actual*
<b>Income:</b>												
Donation Income:	15,000	5,434	5,000	700	1,500	2,840	1,500	760	1,000	50,995	1,000	
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	1,445	2,500	
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		100	
Grant Income								3,000				
Interest Income	10	17	20	21	20	21	20	15	20	16	20	
<b>Total Income</b>	<b>100,010</b>	<b>31,560</b>	<b>95,020</b>	<b>31,673</b>	<b>33,880</b>	<b>34,982</b>	<b>31,620</b>	<b>31,665</b>	<b>34,120</b>	<b>70,756</b>	<b>3,620</b>	<b>-</b>
<b>Expenses:</b>												
Administrative (filing and bank fees) :	200	126	200	85	100	84	100	46	100	93	100	
Marketing / Supplies	0	650	500		2,660		500	643	600	30	500	
Professional (audit & tax)	2,000	2,250	2,300	2,600	3,000	3,500	3,500	3,750	4,000	2,750	3,500	
Insurance	750	676	750	716	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	3,267	500	
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				
<b>Total Expenses:</b>	<b>58,100</b>	<b>24,053</b>	<b>60,150</b>	<b>13,833</b>	<b>17,570</b>	<b>15,730</b>	<b>16,075</b>	<b>18,165</b>	<b>18,475</b>	<b>7,328</b>	<b>5,350</b>	<b>-</b>
<b>Donations</b>	<b>50,000</b>	<b>16,700</b>	<b>25,000</b>	<b>23,355</b>	<b>15,000</b>	<b>24,936</b>	<b>15,000</b>	<b>16,404</b>	<b>15,000</b>	<b>65,315</b>		
Surplus / (Deficit)	(8,090)	(9,193)	9,870	(5,515)	1,310	(5,684)	545	(2,904)	645	(1,887)	(1,730)	-
WDCF Accounts Receivable (A/R)												
<b>Asset - Cash in Bank</b>		<b>38,440</b>		<b>35,187</b>		<b>29,502</b>		<b>27,076</b>		<b>25,783</b>		
*as of 1/11/21												

<b>Greenspace for Westchase Cash in Bank</b>
\$642,003.85

Group I - begins even years (next term ending date is 12/31/2021)

Group II - begins odd years (next term ending date is 12/31/2020)

Maximum number of board members is 13; meeting quorum is 50% or over

Group	Director	Employer	Resident	Appointment	Term Beg.	Term End.		Res.
I	Louis Jullien	Westchase District	y	4/12/2017	1/1/2016	12/31/2017	1	1
					1/1/2018	12/31/2019		
					1/1/2020	12/31/2021		
I	Ricky Gonzalez	LAN	n	3/29/2018	1/1/2018	12/31/2019	2	
					1/1/2020	12/31/2021		
I	Kimberly Crow	A.I.S.D.	n	9/9/2019	1/1/2018	12/31/2019	3	
					1/1/2020	12/31/2021		
I	Lisa Iparrea	WHAM	n	4/20/2020	1/1/2020	12/31/2021	4	
I	John Dombrowski	Retired	n	6/16/2020	1/1/2020	12/31/2021	5	
I	Nancy Bailey	Friends of Westchase	n	10/26/2020	1/1/2020	12/31/2021	6	
II	Craig Eichhorn	A.I.S.D.	y	9/2/2015	1/1/2015	12/31/2016	7	2
					1/1/2017	12/31/2018		
					1/1/2019	12/31/2020		
II	Blair Johnson	Blair Johnson Wellness	y	4/22/2015	1/1/2015	12/31/2016	8	3
					1/1/2017	12/31/2018		
					1/1/2019	12/31/2020		
II	Tim Johnson	Moger Media	y	4/22/2015	1/1/2015	12/31/2016	9	4
					1/1/2017	12/31/2018		
					1/1/2019	12/31/2020		
II	Keitha Gallien	Camp Gladiator	y	9/9/2019	1/1/2019	12/31/2020	10	5
Officers for 2020:								
Chairman - Craig Eichhorn			Vice Chairman- Tim Johnson					
Treasurer - Louis Jullien			Secretary - Keitha Gallien					