



## Board of Directors Meeting Minutes

MEETING DATE	10/28/11			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Brian Caza, President			
TIME CALLED TO ORDER	06:38:00 PM			
DIRECTORS IN ATTENDANCE	X	Brian Caza, President	X	Darren Womack, Vice President
	X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary
	X	Beatrice Phelps, Director	X	Warren Hayes, Director
	X	Krista Holland, Director		
OTHERS IN ATTENDANCE				

### RECURRING AGENDA TOPICS

### Opening of Meeting and Moment of Silence

TOPIC	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ol style="list-style-type: none"> <li>1. Adding budget into new business for Tiffany and Brian to discuss.</li> <li>2. Darren requests 5 minutes.</li> </ol>	Movement to accept: Brian Seconded: Krista Passed unanimously.
Approval of Minutes	Change #9, MTMF review. Dr Colman correction. Make a list outlining of signs of symptoms of CHD, so as to better understand them. Will be sent to Dr Colman, to approve everything contained is accurate. #10 need to find an informative website, which we can direct someone to, if he or she is seeking answers. #5 remove diem #1 Remove (S) from receipt. #16 Tiffany will send favorite links.	Movement to accept: Bea Seconded: Warren Passed unanimously.

### President's Report – Brian Caza

#### DISCUSSION

1. Brian expresses thanks to Warren for everything done with the Pooker run, Bea for everything with the Walk'n Roll. He also thanks all the volunteers for the help, expressing that we all did a wonderful job.
2. Will discuss the Trillium grant when it comes up on agenda.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

### Vice President's Report – Darren Womack

#### DISCUSSION

1. Darren brings up social network. We must be aware of what we post, especially regarding HDS.
2. If there are issues, we need to discuss it within the group. He understands that there is going to be conflicts, but we don't want to damage the reputation of HDS.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

### Treasurer's Report – Tiffany Benoit

#### DISCUSSION

1. Pooker run, came 27,000 before expenses. Most expenses were documented.
2. Need to find out which events bring in the most money.
3. The walk'n Roll, brought in \$6,100 before expenses.
4. 50/50 in raffle in Pooker was \$1,000 (part of the 27,000)
5. Balance sheet is \$52,000 and WFCU lottery is just over \$15,000
6. Deposits will be recorded for next meeting.
7. Need to make a decision whether to send a tax receipt right away or to do once a year, regarding those that make multiple donations throughout the year.
8. Anna needs a tax receipt.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Print out tax receipt for Anna	Tiffany	11/24/11

### OLD BUSINESS

### HDS Office – Next Steps – Brian Caza

#### DISCUSSION

1. Spoke with Kathy and is doing up the lease, no rent increase.
2. Inquired about for lighting for the sign. George will look at it.
3. Asked about the the backdoor handle as it was locked after the Pooker run, and couldn't get in there. George and Kathy agreed to change the door knob.
4. Looking into a Trillium grant in order to have someone in the office on a steady basis.
5. Was sent to United Way about volunteers. We've been hesitant about using United Way, but

- will set up a meeting to go over the pros and cons.
- 6. Trillium wont give a body if we don't have volunteers to help out.
- 7. Need a list of our volunteer hours per event, as well as volunteer office hours.
- 8. New toners for printers.
- 9. Kaspersky anti-virus is now on the computer.
- 10. Darren going to bring in old printer/scanner.
- 11. Need to put together a presentation for the mall.
- 12. Darren asked that Stephanie help with putting together presentation and wall.
- 13. Need a time line or schedule of when things need to be called and ordered, and when advertising needs to be contacted, so its not so last minute.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Bring in old printer/scanner	Darren	11/24/11
2. Work on Mall presentation	Darren, Stephanie, Krista	01/31/12
3. Work on wall	Krista, Stephanie	11/24/11
4. List of when places need to be contacted before events	Darren	

**Pooker Run – Warren Hayes**

**DISCUSSION**

- 1. Biggest issue was marshalling. It will be cut out, for safety purposes.
- 2. Liked the route.
- 3. 151 meals were served.
- 4. Prizes need to be listed on the poster.
- 5. September 16<sup>th</sup> 2012 tentatively for next Pooker Run
- 6. Going to be held at Teutonia club, same meal.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

**Walk'n Roll – Beatrice Phelps**

**DISCUSSION**

- 1. Need a better system to know how many people are coming.
- 2. Went through 2 boxes of hotdogs and 2 bags of burgers.
- 3. Mission closes at 2pm.
- 4. Brian wants to find a way to put a counter and number on pledge form.
- 5. We did well, considering the space available due to weather conditions.
- 6. Too long of a wait for getting condiments.
- 7. Tiffany requested veggie burgers for next year.
- 8. Bea would like to give Elaine money for the Snuggies
- 9. Need thank you cards for Al Fazio, Krisztina, Anna St John, Elaine, Austin.
- 10. There were 35 pledge sheets.
- 11. Al Bastein sent in a cheque for \$60 as well as another gentlemen that sent in a \$50 cheque late donations.
- 12. Donating t-shirts to the Hiatus House or Street Talk.
- 13. Street Talk, on Wyandotte Street, a place for kids, will also take food or clothing.

14. Did not receive the Wee Piggy and Paws business cards.
15. Darren would like to order kites for next year Walk for the kids.
16. Brian meeting with Mayors chief of staff to see what can be done about the tickets received. If nothing can be done about it, HDS will pay the 5 tickets (\$75 total) that we received during the walk.
17. May 5<sup>th</sup> is next year's walk.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Donate t-shirts	Krista/Stephanie	11/24/11
2. Make thank you cards	Stephanie or Krista	11/06/11

### CHD Awareness Week – Darren Womack

#### DISCUSSION

1. Been in contact with Bowlero, inquiring about the lanes and prices. Waiting for confirmation for the night of February 8<sup>th</sup>.
2. 5 pizzas were needed.
3. Tab for the drinks was \$200
4. Pizza and lanes came to roughly \$180
5. Brian will take care of flag raising and proclamation.
6. Pasta dinner, Teutonia is booked for February 10<sup>th</sup>.
7. The dinner will be salad, bread, pasta.
8. \$15 and 10 for kids tickets, done ASAP from Minute Man.
9. HUB covers our 4 events. Requires 2 million liability.
10. Need to put the Mall event on insurance policy.
11. Brian wants a new contact person with HUB.
12. For Mall booth, the hours 11am - 7pm, need to be there from Mall open till close.
13. Need to make displays.
14. Need to have our merchandise at the Mall, for selling or giving away.
15. Movie night on February 13<sup>th</sup>.
16. Brian will see if it can be promoted and get into the cinema. He will talk to his contact to see what can be done.
17. Making a plaque, cost of up to \$200, to give to Jim Maxim for appreciation. Bea motioned, Krista Seconded.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Confirm with Bowlero	Darren	11/24/11
2. Make displays for the Mall	Darren	11/24/11
3. Pasta dinner tickets	Brian	11/24/11
4. Get mall on insurance policy	Brian	12/31/11

### HDS Website – Brian Caza

#### DISCUSSION

1. Trillium contact may be able to get a grant for website re-vamping.
2. Brian made some changes to the website.
3. Working on email of newsletters.
4. Asked for head shots from Warren, Tiffany and Stephanie.
5. Wants to put the time we've been working with HDS. As well as a testimonial of why and how you are involved with HDS and what it means to you.

6. Need release forms, to use some of the blurbs from the walk'n roll to be used on site.
7. Tips package needs to be put on website.
8. Tiffany still has to put in the Gov't assistance information and family emergency leave into the tips package.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Make changes to website	Brian	ASAP
2. Head shots required	Warren, Tiffany and Stephanie	ASAP
3. Testimonial and length of time working with HDS	All Board members	ASAP
4. Getting Gov't assistance and family emergency leave into Tips package.	Tiffany	ASAP

**Dates for 2012 Events – Brian Caza**

<b>DISCUSSION</b>		
1. Wants to put the dates to remember, on the window. Would like a sheet with all 12 months marking our CHD events. As well as on the bulletin board and website.		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Make calendar of dates to remember	Stephanie	11/24/11

**NEW BUSINESS**

**MTMF Limit Reviews – Brian Caza**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. We under the CRA allowance, in comparison.</li> <li>2. We have room to go up in our limits and be justified.</li> <li>3. Need a generic form letter to be sent with the cheque. Reminding those that donate, about the taxes.</li> <li>4. Get lawyer to look it over.</li> <li>5. Tiffany has someone that has a little one with CHD, and has papers of proof of him having a hospital stay.</li> <li>6. Must fill out form, to reimburse Tiffany's friend.</li> <li>7. Going with our new MTMF guidelines.</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

**Donations During Office Hours – Krista Holland**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Need date area.</li> <li>2. Member or volunteer that took donation area is needed.</li> </ol>		

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. Add an area for the date and for the volunteer that took donation	Krista	11/24/11

**HDS Hoodies and other merchandise – Krista Holland**

**DISCUSSION**

1. Krista has inventory current.
2. We have no medium, non-logo t-shirts.
3. Need to know the cost on each item that we are selling.
4. What are we giving away during CHD week at the mall.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. List with the cost of each inventory item.	Darren	11/24/11

**Trillium Grant – Brian Caza**

**DISCUSSION**

1. Deadline is November 1<sup>st</sup>.
2. Contact impressed, that we have had no other financial backing, besides our own fundraising
3. Contact gave suggestions for website that need to be changed.
4. Media coverage, looked into getting advertising for CHD awareness week.
5. Contacted CTV, whatever you spend, they match at least 50 percent. Starting at \$3,000.
6. Wont give a grant to promote an event, but will give grant to promote the cause.
7. Going to look into public service announcements.
8. If approved, wont get the money until March.
9. Picked a list of shows on CTV, that we think, would target an audience.
10. We have made advertising budget, put \$3,000 in this quarter to use for advertising.
11. Wanting to get the name out there, to let people know who we are and what we do.
12. Darren is concerned that the cost is lower, to advertise on tv, than advertising on the radio
13. Even without the grant, we still would like to pursue the advertising route.
14. Darren would like to advertise prior to the CHD week.
15. Brian will get a 2 week schedule from CTV.
16. Brian has a contact that will help us make a commercial.
17. We write our own script for the commercial.
18. Historic budget for advertising was \$3000.
19. Bea is hesitant on spending that much money.
20. Darren points out that it's almost necessary in order to grow.
21. Tiffany suggests that we take the chance, we don't have to commit to spending this kind of money each year.
22. Warren thinks we should go ahead, the more out reach, the more people will find out about us, more people that may attend our events and fundraisers.
23. Krista agrees, our name needs to get out there.
24. Brian asks for approval for a \$3,000 budget for advertising, for two weeks, once a year.
25. Darren motions for a \$3000, spending for advertising for CHD week. Krista seconds. Passed unanimously.

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

## OTHER BUSINESS

### Next Steps to take as an Organization – Open Discussion

<b>DISCUSSION</b> 1. N/A		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

### Adjournment

<b>MEETING END TIME</b>	09:08:00 PM
<b>NEXT MEETING</b>	Thursday, November 24 <sup>th</sup> , 2011