



Board of Directors Meeting Minutes

MEETING DATE	November 24 th , 2011			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Brian Caza, President			
TIME CALLED TO ORDER	06:36:00 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		Movement to accept: Bea Seconded: Krista Passed unanimously.
Approval of Minutes	<ul style="list-style-type: none"> Remove an “of” on the first page Krista has current inventory list (second last page) 	Movement to accept: Bea Seconded: Brian Passed unanimously.

Treasurer's Report – Tiffany Benoit

DISCUSSION		
<ol style="list-style-type: none"> 1. Everything is up to date 2. Bank reconciliations are up to date 3. Some money for this year’s Pooker run was included in last year’s financials, due to when we received the cheque Profit and loss for the event as a whole will be prepared 4. The funds are all deposited, they just need to be re-allocated to the proper GL account in Quickbooks 5. MTMF is low and some cheques need to be deposited. 6. Need to make sure we have enough money to disperse MTMF funds 7. Darren suggest looking at budget, quarterly. So that we're following finances, looking ahead for future 8. Darren motioned to approve financial statements. 9. Seconded by Krista. 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

President's Report – Brian Caza

DISCUSSION

1. Things are going well, getting ahead of schedule with dinner and proclamation
2. Tickets are ready to hand out and sell
3. Working with CTV and finalizing that.
4. Everyone putting in a lot of effort, seeing a lot of progress.
5. We still need more volunteers to help staff the office.
6. Communications sent out last month, were done really well
7. Lack of communication regarding flag
8. Sending the city a letter about the flag. There were many issues with it
9. No money lost out of pocket, thankfully

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

OLD BUSINESS

HDS Office – Next Steps – Brian Caza

DISCUSSION

1. Still trying to contact United Way to find out what they can offer us in terms of volunteers
2. Would like to put one person in charge of the office. Krista is asked if she would take on the role of day to day operations.
3. Krista accepts position of Office Manager. All approved.
4. Krista asks about petty cash for office things that are needed. A petty cash of \$100 was agreed upon, as long as everything is backed up with receipts
5. Brian mentions that HDS goes through Pro-tech for computer ink, etc.
6. Rent lease has not been done yet
7. Still need to talk to George about getting sign, back lit

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

CHD Awareness Week – Darren Womack

DISCUSSION

1. Brian would like to contact Edmonton Oilers through CTV, since Taylor Hall is from Windsor, to see if we can get something raffled off for the Pasta Dinner
2. Sent a request to Windsor Spitfires to see if they would also donate a prize
3. Proclamation is ready to go
4. Sent off credit application to Beth at CTV
5. Brian printed out the list of CTV commercial slots that we will be in and with any extras CTV will put them in whichever time slot
6. Bowlero costs \$2 per game and \$2 per shoes (not negotiated)
7. Looking to reserve 10 lanes for 2 games
8. Going to have one with bumper and one with the chute
9. Will cost \$6-\$8 per person, for the night
10. Darren is going to put the schedule on Facebook once everything is confirmed
11. Teutonia Hall is booked for Pasta Dinner
12. Tickets are done and printed
13. Darren made out a schedule of events so we know when things need to be done by, so we're not so last minute in doing things
14. Tickets are to be done and in hand before December 1st
15. Darren wants the hall for Pasta Dinner, to be booked by end of July, 2012
16. Door prizes need to be finalized by January 15^h.
17. Deadline of January 31st for desserts.
18. Advertising is being taken care of by Brian, final date to be determined.

19. Money needed for crafts for the kids at the pasta dinner
20. Raffle license will be done by Brian, February 1st.
21. MALL - there are 3 places we may be placed, in front of the Bay, by Chapters entrance, or food court area.
22. Need to have 2 million liability.
23. The mall has requirements regarding what you are allowed to do with your displays
24. No hand drawn displays
25. Tables must have black fire retardant table cloths
26. Darren will send out Mall requirements
27. Perhaps work with InkFX for our displays
28. Would prefer to not have anything with a date on it, so it can be re-used for next years displays
29. Bring our heart models
30. Darren will do up the display and Krista and Stephanie will make it less "spreadsheet"
31. A board member must be there at all times.
32. Display to be done and ready for January 15th so it can be sent off to print.
33. Going to call theatre to see if we can have movie shown there, February 13th and if so, we have to secure rights to show the movie in a theatre
34. Newsletter to be done before Christmas, to advertise about CHD Awareness

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
<ul style="list-style-type: none"> • Contact CTV for raffle prize • Make up displays for the Mall • Send out Mall requirements to board members • Contact the theatre about showing a movie there 	Brian Darren, Krista and Stephanie Darren Brian	January 15 th January 15 th ASAP ASAP

HDS Website – Brian Caza

DISCUSSION		
<ol style="list-style-type: none"> 1. Not a lot has been done on it 2. Wants to get email sign up program on the website 3. Wants to know if phone number should be required, in order to sign up for email updates 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

NEW BUSINESS

Trillium Grant – Brian Caza

DISCUSSION		
<ol style="list-style-type: none"> 1. Brian didn't submit application on time, felt a later date, would be more appropriate to submit application 2. Dealing with United Way about volunteers, wondering what they can offer us 3. July is next deadline 4. Want to look into grants, for other things as well 5. Will discuss that at a later date 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Pasta Dinner – Open Discussion

DISCUSSION		
<ol style="list-style-type: none"> 1. Will be posting it on Facebook 2. Want to get the word out, that if someone wants to purchase dinner tickets online, they can use Paypal, and they can pick their tickets up at the door 3. MC – Darren 		

4. Music - Monica or Al
5. Darren taking care of meal and contract
6. Going to make a flyer, so we can put them up

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Meal and contract	Darren	ASAP

OTHER BUSINESS

Next Steps to take as an Organization – Open Discussion

DISCUSSION

1. Need to look forward to long term goals. Where do we see ourselves at the same time next year?
2. Some events should be held out of Windsor
3. Will look into something at Colasanti's, whether it be a fundraiser, or a social event.
4. Little things need to be picked up again, like contacting those within the HDS, be more personable and interactive with those within the group, not just on the board
5. What can we do better?
6. We need more awareness and outreach
7. Need more sit'n socials.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Send input about what to put on display for CHD week.	Everyone	January 6 th

Adjournment

MEETING END TIME	08:13:00 PM
NEXT MEETING	Thursday, December 15 th , 2011 @ 6:30 pm