



## *Heart Defects Society of Windsor and Essex County*

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Registered Charity Number #89893 7818 RR0001

# Board of Directors Meeting Minutes

<b>MEETING DATE</b>	April 6 <sup>th</sup> , 2014			
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.			
<b>MEETING CALLED BY</b>	Darren Womack, President			
<b>TIME CALLED TO ORDER</b>	1:13pm			
<b>DIRECTORS IN ATTENDANCE</b>	X	Darren Womack, President	X	Warren Hayes, Vice President
	X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary
	X	Beatrice Phelps, Social Events Director	X	Krista Holland, Office Manager
		Stephanie Lajoie, Social Outreach Director		
<b>OTHERS IN ATTENDANCE</b>				

### OPENING OF MEETING AND MOMENT OF SILENCE

#### RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
<b>Approval of Agenda</b>	<ol style="list-style-type: none"> <li>1. Add Pooker Ride early planning</li> <li>2. Thank you letters</li> <li>3. Pooker website</li> </ol>	<b>Movement to accept: Bea</b> <b>Seconded: Krista</b> <b>Passed: Unanimously</b>
<b>Approval of Minutes</b>	<ol style="list-style-type: none"> <li>1. Add Bea number 23 to registration table</li> <li>2. #11 Walk - Who is picking up gift cards for Piccolo's and Grill 55 – Suggested Steph L</li> </ol>	<b>Movement to accept: Bea</b> <b>Seconded: Krista</b> <b>Passed: Unanimously</b>

### PRESIDENT'S REPORT – Darren Womack

#### DISCUSSION

1. Going into walk, not much left to finalize
2. We have to start planning picnic which then shifts focus to the Pooker Ride
3. We want pledge sheets done 2 months prior
4. We want sponsors lined up for the t-shirts

5. Most sponsors are return sponsors to add them to the sheets and shirts
6. We need to have to the grand prizes finalized
7. We are still having a strong year regarding budget

## TREASURER'S REPORT – Tiffany Benoit

### **DISCUSSION**

1. Income from pasta dinner isn't recorded on profit and loss
2. We netted over \$7,000
3. Will be updated for next meeting
4. In addition we had 3 misc donations come in
5. Nematik wants to make an annual donation and to advertise for us especially the Pooker ride
6. \$1000 from them
7. St Angela's grade school- \$118 (Monique Campbell's daughters fundraiser)
8. Holy Names High School - \$250
9. Must send out thank to them
10. Putting them into WFCU account
11. After pasta dinner we should be about even, we will likely break even
12. MTMF over budget
13. May have one more MTMF
14. Will likely incur advertising expenses for Pooker Ride
15. Want to go through old budgets and find out past budgets from MTMF and what was actually spent to date on MTMF

**Movement to accept: Stephanie**

**Seconded: Krista**

**Passed: Unanimously**

## BUSINESS TO BE DISCUSSED

## WALK'N ROLL – Darren Womack

### **DISCUSSION**

1. Darren will try to find a camera that's on sale from Black's
2. Uhaul has been booked, Darren will pick up on Saturday
3. Will load Saturday night, Krista have things ready to go
4. Recommended to talk to Melanie for a discount
5. T-shirts to be ordered this week
6. Want to add Nematik to sponsor list
7. Order 100 shirts from Graphix Plus
8. Going to get ADULT – 20 Small, 20 Med, 25 Large, 15 XL, 10 2XL, 10 3XL, KIDS – 5- 2T, 10 - 3T, 10 - 4T, 10 small, 15 med
9. Going to order white logo on blue shirt (not baby blue)
10. BBQ tank, garbage racks – Warren
11. Tiffany - Commissionaires - confirm free parking, 75 burgers, condiments – ketchup, mayo, plates, utensils, chips, veggies – Tiffany
12. Krisztina will drop off cupcakes that morning
13. Bea – Hot dogs, confirmed with Anna for macaroons Festival tent confirmed – \$472.91 drop off 8:30am-1:30pm and bottle of wine and require a deposit, best buy cards have been picked up. Water has been picked up and is in office

14. Tiff to check if the hotel room vouchers have come in. (Holiday inn and Caesars)
15. Krista – Going to get cheese, veggies, Mom doing cookies, Tracey doing tarts, big garbage bags, wrap ED basket
16. Darren – Juice, pick up 6 bottles of wine, camera, ED smith basket, mother in law will make 5 dozen chocolate chip cookies
17. Caesar’s gift certificate of \$100 has been picked up

## **PICNIC – Beatrice Phelps**

### **DISCUSSION**

1. Sunday, June 8<sup>th</sup>
2. Pavilion has been booked
3. Look into burlap sacks for potatoe sack race
4. Think about games
5. Get some kids prizes
6. Get Elaine to embroider something universal
7. Get breakable water balloons

## **OTHER BUSINESS**

### **NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion**

#### **DISCUSSION**

- 1.

### **POOKER RIDE EARLY PLANNING – Presenter**

#### **DISCUSSION**

1. Going Belle river first
2. Thinking only stop we’re going to keep is the Colchester
3. Adding Sandbar instead of Bigg’s, it has an outdoor patio
4. Going to look for something with patio in Leamington or Kingsville
5. Colchester Bar and Grill
6. Ranta Marina bar in Amherstburg
7. Back to Teutonia Club
8. Advertising the pledge prizes seemed to work well last year
9. Need to see if there’s going to be entertainment and see if there is any other rides on the same day
10. Grand prizes – need 3 big ones and unisex
11. Look into picture at the Mall
12. Look into a voucher for a trip

### **POOKER WEBSITE – Darren Womack**

#### **DISCUSSION**

1. All we need is a title page
2. Need a video loader
3. We can have still pictures on there with no issue
4. Darren to contact Frank on Monday

5. Tiffany to get name of rider and how much they raised
6. Warren to ask top earners their ideas of prizes to get
7. If we advertise ahead of time we may get more riders
8. Lower the bracket of top pledge
9. Suggest recognizing those that raise over \$5,000
10. Pic from latest ride, who Christine is and why we're having the ride
11. On the main page will be logos of the ride sponsors and date saved for last year
12. Links to pledge earners and route map and pics

## THANK YOU LETTERS – Darren Womack

### DISCUSSION

1. Send out thank you letters to Nematik (employees)
2. Holy Names high school
3. Saint Angela's grade school
4. Tiffany send to Darren who to thank in these letters
5. List of thank you's from pasta dinner – Marcel Sleiman, Tsunami – Chris and Eva ??,
6. Need more stamps for the office
7. Shirt sponsor's to be put on Pooker Website

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> <li>1. Send out thank you's</li> <li>2. Get camera</li> <li>3. Add Nematik to sponsor</li> <li>4. Order t-shirts</li> <li>5. Contact Frank about Pooker site</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. May 2<sup>nd</sup></li> <li>3. ASAP</li> <li>4. ASAP</li> <li>5. ASAP</li> </ol>
• Warren	<ol style="list-style-type: none"> <li>1. Bring garbage racks and bbq propane tanks</li> <li>2. Look for new stop in Leamington/Kingsville</li> <li>3. Confirm if there will be entertainment for Pooker Ride</li> <li>4. Look at the picture place in the mall</li> <li>5. Ask around for top prize ideas</li> <li>6. Confirm ride route</li> <li>7. Get pic of Christine and a write up of her for website</li> </ol>	<ol style="list-style-type: none"> <li>1. May 4<sup>th</sup></li> <li>2. July 1<sup>st</sup></li> <li>3. July 1<sup>st</sup></li> <li>4. July 1<sup>st</sup></li> <li>5. ASAP</li> <li>6. July 1<sup>st</sup></li> <li>7. ASAP</li> </ol>
• Tiffany	<ol style="list-style-type: none"> <li>1. Confirm with Commissionaires</li> <li>2. Get burgers, ketchup, mayo, plates, utensils, chips and possible veggies</li> <li>3. Send Darren who to send thank you's to</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. May 2<sup>nd</sup></li> <li>3. ASAP</li> </ol>
• Stephanie V	<ol style="list-style-type: none"> <li>1. Send out Minutes</li> <li>2. Send out Agenda for next meeting</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. ASAP</li> </ol>
• Beatrice	<ol style="list-style-type: none"> <li>1. Get hotdogs and precut buns</li> </ol>	<ol style="list-style-type: none"> <li>1. May 2<sup>nd</sup></li> </ol>
• Krista	<ol style="list-style-type: none"> <li>1. Get veggies, make desserts, get cheese, garbage bags</li> <li>2. Wrap ED basket when it's ready</li> </ol>	<ol style="list-style-type: none"> <li>1. May 2<sup>nd</sup></li> <li>2. ASAP</li> </ol>

<ul style="list-style-type: none"> <li>Stephanie L</li> </ul>	<ol style="list-style-type: none"> <li>Be at Assumption Park at 8:00am for Festival Tent</li> </ol>	<ol style="list-style-type: none"> <li>May 4<sup>th</sup></li> </ol>
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**ADJOURNMENT – Darren Womack**

<b>NEXT MEETING</b>	Sunday, May 25 <sup>th</sup> @ 1pm
<b>MEETING END TIME</b>	2:34pm