



Heart Defects Society of Windsor and Essex County

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Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	December 7 th , 2013			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	12:10pm			
DIRECTORS IN ATTENDANCE	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		
OTHERS IN ATTENDANCE				

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1.	Movement to accept: Bea Seconded: Darren Passed: Unanimously
Approval of Minutes	1.	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Thanks everyone for the effort put into and at the bowling event
2. Still has to get to JEV the website
3. Going to try to get a meeting with JEV on Friday to finalize
4. Put our attention to CHD week and Pasta dinner planning

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Financials aren't much different than last time since Pooker ride
2. Only thing we've had since has been our bowling social
3. WFCU is starting to get low
4. Pasta dinner will go into WFCU account
5. More coming out of WFCU lottery account than going in
6. Next report there will be noticeable change because of the prizes and the fall social
7. We were under budget on fall social
8. End of year reports due December 31.
9. We got some MTMF's, so that puts us closer to our budget for MTMF
10. We need to talk about the lease with Kathy and George as our lease is almost up
11. Regarding prizes –Tiff will put it in a misc. account for now and move them around according to what event they go to
12. We want to go over our MTMF guidelines and be more specific with the wording regarding Toronto trips
13. Must email a PDF copy to Bea so she can see it and give her input
14. Krista requests MTMF active email list from Tiffany

Movement to accept: Krista

Seconded: Darren

Passed: Unanimously

BUSINESS TO BE DISCUSSED

FALL SOCIAL POST-MORTEM – Darren Womack

DISCUSSION

1. Not a good turn out
2. Possible reasons: It was a new event and may have been short notice
3. Pizza needed to be out much sooner
4. They seemed to struggle with the order
5. There were 2 pizzas left over
6. We don't have accurate head count, we think approx. 30 were in attendance
7. We have to try to have more social outreach within the group to stay more connected
8. We must send individual email invites to active members as we don't want to send out mass email for privacy purposes
9. As a side note, for active MTMF's we should start sending out birthday cards to CHDers
10. Darren has to put together a letter for sending out to mtmf community about chd week as well as the remainder of the yearly events
11. Send out Christmas/holiday greetings to the active families
12. Next time let's think of a different theme instead of Christmas, like a luau
13. We need more structure and organization with the event, especially a welcome
14. We want to try to get people to intermingle with each other more

PRIZES BOUGHT ON BLACK FRIDAY – Krista Holland

DISCUSSION

1. We got a margarita mixer for \$199, Luggage set for \$80, Kobo E-Reader for \$50 and I-pod Shuffle or \$70, Lamborghini for \$30, Remote control cop and car set for \$40. Total was \$532 (with taxes)
2. Tiff suggested sending to an American postal box company so that we can order things from American sites
3. Wine kit brought in from Sick Kids lottery dinner
4. We have the vacuum as well for a top prize
5. Margarita mixer will be for the Pooker ride
6. I-pod shuffle and Kobo E-Reader will be for Walk'n Roll
7. Everything else is for pasta dinner

CHD WEEK – Darren Womack

DISCUSSION

1. We would like to get people out to the flag raising
2. Can't book a booth with Devonshire until next week
3. The proclamation is drawn up but has yet to be submitted
4. Still need to send in the flag raising request
5. Have not ordered chip clips yet
6. Stuart about the banner and is going over options with Darren
7. We need to put deposit down for pasta dinner at Teutonia
8. Dinner tickets – going to be re-vamped with the suggested changes and sent out for approval
9. Goal is this Friday for the dinner tickets
10. Quilt guild is interested in working with us again. They requested a letter a formal letter or of funding and where the proceeds are going
11. The money is being used for MTMF's and maintaining our outreach with website costs
12. Going to tell Paul we are expecting 300 people
13. Requested breaks from the door people (Krista and Stephanie) by other board members
14. Look into a third person for the door
15. We need 2 ushers to help with assigned seating
16. A thought of having some educational speech/discussion and fact sheet or true/false quiz on the tables about CHD's and the reality of the condition
17. We are still interested in doing skating social, we can book it now and start spreading the word
18. Need to look into booking dates and times for Lansbury skate park

HDS WEBSITE – Darren Womack

DISCUSSION

1. Wants to try to get a meeting on Friday and asks Krista to attend
2. Warren and Tiff need to finalize where our sponsor logos go
3. We added more sponsors to the website but still need their logos
4. We have no sponsors for the platinum, gold levels

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Start collecting prizes for the pasta dinner
2. Need company, contact number and who to contact emailed to Darren
3. Raffle licence needs to be in no later than Jan 17th
4. Want to have a better “thank you” instead of a plaque for after an event
5. 5x7 or postcard size event picture with a “Thank you for your donation” on the back was suggested
6. Re-vamp current thank you letter - Darren

TOPIC – Presenter

DISCUSSION

- 1.

RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none"> • Darren 	<ol style="list-style-type: none"> 1. Bring back elf hat and name tag 2. Re-vamp current thank you letter 	<ol style="list-style-type: none"> 1. Jan 5th
<ul style="list-style-type: none"> • Warren 	<ol style="list-style-type: none"> 1. Assist Tiff with logo finalization for website 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Tiffany 	<ol style="list-style-type: none"> 1. Drop Box MTMF active email list 2. Assist Warren with logo finalization for website 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Stephanie V 	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 3. Gather facts for CHD week quiz 4. Ask Sam to help with door at pasta dinner 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. Jan 5th 4. ASAP
<ul style="list-style-type: none"> • Beatrice 	<ol style="list-style-type: none"> 1. Call for prizes 2. Send Darren email with prize contacts 	<ol style="list-style-type: none"> 1. Jan 5th 2. Jan 5th
<ul style="list-style-type: none"> • Krista 	<ol style="list-style-type: none"> 1. Ask Mackenzie to help with pasta dinner 	<ol style="list-style-type: none"> 1. ASAP
<ul style="list-style-type: none"> • Stephanie L 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.

ADJOURNMENT – Darren Womack

NEXT MEETING	January 5 th @ noon
MEETING END TIME	1:54pm