



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

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

Phone: 519-973-0915

Email: [admin@HeartDefectsSociety.org](mailto:admin@HeartDefectsSociety.org)

Registered Charity Number #89893 7818 RR0001

# Board of Directors Meeting Minutes

<b>MEETING DATE</b>	February 23, 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>	12:08pm			
<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
Approval of Agenda	1.	<b>Movement to accept: Bea Seconded: Krista Passed: Unanimously</b>
Approval of Minutes	1.	<b>Movement to accept: Bea Seconded: Krista Passed: Unanimously</b>

### PRESIDENT'S REPORT – Darren Womack

#### **DISCUSSION**

1. Darren thanks everyone for their efforts, the pasta dinner was the best we've had to date
2. There are still things we can do better but organization and atmosphere appearance was very well put together
3. We had wonderful prizes and as a result we sold out of raffle tickets
4. We've done the right things to make the organizations grow
5. Need to talk about how to grow the walk

## TREASURER'S REPORT – Tiffany Benoit

### DISCUSSION

1. Pasta dinner is not recorded
2. Nothing much has changed
3. We have many MTMF's today which need discussion
4. 50/50 \$457 included \$28 donated back
5. Raffle we sold out \$1999
6. Vase brought in \$532
7. We think better display would have brought in more sales on the vase
8. Ticket sales based on cash approx. \$4600
9. Total proceeds are \$7500 from pasta dinner
10. After the cheques we are just under \$5400 with MTMF's
11. Few other expenses are related to pasta dinner , bowling and picnic permit need to be added
12. Next meeting will have all the expenses so we know where we netted out
13. MTMF distributions based on information missing on our guidelines, we would clarify residency restrictions and guidelines in our MTMF guideline.
14. On agenda review updated MTMF's guidelines
15. Would like to look into an all in one printer

**Movement to accept: Warren**

**Seconded: Darren**

**Passed: Unanimously**

## BUSINESS TO BE DISCUSSED

## CHD WEEK (post-mortem) – Darren Womack

### DISCUSSION

1. Flag raising was simple and went well
2. Have to pick up flag (Tiff)
3. Video needs to be sent to be put up online (Darren to Krista)
4. Would like to reversed order of the 3 stub ticket
5. The little section will be record of presale and the name section will be given at the door
6. Door prize delivery went poorly
7. Need different numbers for kids vs adults - cannot be duplicate
8. Suggested kids prizes drawn first then adults, not going back and forth
9. Roll call for tickets that are reserved or being held by someone else
10. Suggested doing a pre-draw of the door prizes and put disclaimer on ticket what time it will be held
11. Additional volunteers would be needed to pull the tickets for pre-draw and misc. things
12. Think on a pre-draw idea
13. Dessert should have been off the wall for multiple lines
14. Better announcement needed for food lines to get people on both buffets
15. Underestimated number of raffle tickets
16. When volunteers run out of tickets more tickets need to be handed over as they are covering the floor
17. Pre-tear strips of 10 tickets the roll ahead of time to avoid this ticket issue again
18. 50/50 ticket tearer and door prize drawers/sorters
19. The 'big' raffle prize winner was not there and that was discouraging

20. Need to manage table seating better we need to make last minute decisions without getting people upset
21. Volunteers that offer to volunteer need to be used
22. Volunteer instruction to send anyone with issue to a board member is needed to diffuse any situations that may arise
23. If we're going to say at a meeting that we are going to wear HDS gear, we all wear HDS gear
24. 2 banners side by side and usher people in front of them to take pics with raffle prizes to look more presentable in pics
25. If you bring a platter, you are responsible for taking it home
26. We had volunteers to help pre-set tables and decorations this year
27. We had enough desserts
28. Ticket sales at the door went smoothly
29. Snap'd needs to be told a better time to get some better pics of more members and families
30. Bowling was good
31. We didn't advertise it as good as it should have been as confirmation was late
32. Board members need to help out more and socialize less
33. Make sure we get bumper lanes
34. Suggested going to a different bowling alley as Bowlero has new hours that don't work for us
35. Darren thinks we can do one more year at Teutonia for the dinner
36. Set up for 400 and had 310 through the door not counting kids (approx 40 kids)
37. We could get rid of the door prizes and move to another area
38. Suggested putting dessert table in the separate room

### **WALK'N ROLL – Darren Womack**

#### **DISCUSSION**

1. Update logos on layout of pledge sheet (Stephanie)
2. Get rid of the pledge prizes and put if you bring in more than \$50 you get free shirt
3. Top ten prize earners get a prize and list the top ten prizes
4. Give shirt to families that show up with \$50+ so we have more people in the colour for attention while walking
5. We need to invest money on better top prizes opposed to pledge prizes
6. Finalize walk for next meeting
7. Meal the same, hot dogs and hamburgers
8. Costo burgers (Tiff) , Hot dogs (Bea)
9. Get pre-cut buns (Bea)
10. Contact festival tent (wash station, tables and chairs) – Bea
11. Think about advertising and spending money to do so
12. Think of 10 key prizes for the walk via email

### **FBMB – Beatrice Phelps**

#### **DISCUSSION**

1. Deadline is April 30<sup>th</sup>
2. Has sent them out but haven't heard anything
3. Tiff to contact University of Windsor about FBMB

## OTHER BUSINESS

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

#### **DISCUSSION**

1. Pooker Ride idea – Harley pics from the mall as a raffle prize

#### **RESPONSIBILITIES**

<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>	<b>TARGET DATE</b>
• Darren	1. Think about top ten prizes for walk	1. March 16 <sup>th</sup>
• Warren	1. Think about top ten prizes for walk	1. March 16 <sup>th</sup>
• Tiffany	1. Contact University about FBMB 2. Pick up flag 3. Think about top ten prizes for walk	1. ASAP 2. ASAP 3. March 16 <sup>th</sup>
• Stephanie V	1. Send out Minutes 2. Send out Agenda for next meeting 3. Walk'n Roll pledge sheet 4. Think about top ten prizes for walk	1. ASAP 2. ASAP 3. ASAP 4. March 16 <sup>th</sup>
• Beatrice	1. Get hot dogs 2. Contact Festival Tent 3. Think about top ten prizes for walk	1. May 1 <sup>st</sup> 2. April 4 <sup>th</sup> 3. March 16 <sup>th</sup>
• Krista	1. Think about top ten prizes for walk	1. March 16 <sup>th</sup>
• Stephanie L	1. Think about top ten prizes for walk	1. March 16 <sup>th</sup>

### **ADJOURNMENT – Darren Womack**

<b>NEXT MEETING</b>	March 16 @ 1pm - Walk'n Roll only
<b>MEETING END TIME</b>	1:53pm