



## *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>	January 30, 2016			
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.			
<b>MEETING CALLED BY</b>	Darren Womack, President			
<b>TIME CALLED TO ORDER</b>	1:07pm			
<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, Director	X	Melissa Derikx, Director
	X	Krista Holland, Director		
<b>OTHERS IN ATTENDANCE</b>				

### OPENING OF MEETING AND MOMENT OF SILENCE

### RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1. N/A	<b>Movement to accept:</b> <b>Seconded:</b> <b>Passed: Unanimously</b>
Approval of Minutes	1. N/A	<b>Movement to accept:</b> <b>Seconded:</b> <b>Passed: Unanimously</b>

### PRESIDENT'S REPORT – Darren Womack

#### **DISCUSSION**

1. No minutes from last meeting, will have to do double minutes meeting
2. Getting down to last minute Pasta Dinner prep
3. Make a list of key items needed by different people
4. Difficult stuff is done
5. Need to deal with the lawsuit situation
6. Need to keep our outreach going

## TREASURER'S REPORT – Tiffany Benoit

### DISCUSSION

1. N/A

**Movement to accept:**

**Seconded:**

**Passed: Unanimously**

## BUSINESS TO BE DISCUSSED

### CHD WEEK – Darren Womack

#### DISCUSSION

1. Mall is booked for Feb 6th and 7th
2. We need to get our insurance document
3. Saturday - 9-12 Darren and Tiff, 12-3 Bea and Anna, 3-6 Krista and Steph
4. Sunday 10:30-2 Melissa and Tiff, 2-5:30 Warren and Darren
5. Krista will prep Mall event
6. SOCIAL:
7. Chuck E. Cheese group event is not like a birthday party
8. Group event is cost per person is \$9
9. 2 slices of pizza per pizza, unlimited pop and 30 tokens per person
10. Available Tuesday and Wednesday (Going with February 10th, Wednesday)
11. They have charity fundraisers, advertise that HDS is hosting event which means we would get 15% of public sales
12. 3 week notice typically but we are ok for this event
13. Distribute material one week prior one week before event
14. One fundraiser event per month
15. Need minimum of 75 people
16. We would likely be ordering extra pizza if needed
17. Time would be 6-9pm
18. Darren to send out email
19. Made Border City Beat for the mall and pasta dinner

### LAWSUIT – Darren Womack

#### DISCUSSION

1. Giving background on lawsuit and will discuss more in depth at next meeting
2. It doesn't add up to much for us, maybe \$200 year going back to 2003
3. Essentially we're wrong no matter what we do
4. Deadline to decide is May 20th
5. Would like to try to poll our members to see what our members would like to do (Tiff/Darren)
6. Have a survey on the table at pasta dinner so they have in say either way

### FBMB – Darren Womack

#### DISCUSSION

1. FBMB has been printed and will be sent out

## PASTA DINNER – Darren Womack

### DISCUSSION

1. Hall is booked
2. Need cheque for deposit
3. Tiff - book Commissionaires
4. Darren double check on side room
5. raffle license submitted
6. table layout finished
7. Melissa get the other kids prizes - 7 under boys Lego, girls Lego friends and Lego Star Wars kit
8. Krista has to get boxes
9. Raffle and 50 50 are good
10. Kids craft stuff is done
11. 15 prizes for each age group 0-4, 4-6, 6-10 (\$150 max)
12. Anna and Daryld at raffle table
13. Paris and Brad 50/50
14. Debbie, Alexandria and Sam? raffle
15. Aaron, June, Adam, Brianna - seaters
16. Set up - Debbie, Brad, Alexandria, Aaron, June, Adam, Brianna
17. Michelle, Tammy - kids table
18. Kids prize handout - ? June possible depending on Melanie
19. Fred - pictures
20. 18 volunteers that we are paying for
21. We have our own dessert plates
22. Meet at HDS office at 1pm

## OTHER BUSINESS

### TOPIC – Presenter

#### DISCUSSION

- 1.

## RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Check on side room 2. Send out table setting	1. ASAP 2. ASAP
• Warren	1.	1.
• Tiffany	1. Book Commissionaires 2.	1. ASAP
• Stephanie	1. Send out Minutes 2. Send out Agenda for next meeting	1. ASAP 2. ASAP
• Beatrice	1.	1.
• Krista	1.	1.
• Melissa	1.	1.

## ADJOURNMENT – Darren Womack

<b>NEXT MEETING</b>	Saturday, March 12th @ 1pm
<b>MEETING END TIME</b>	3:06pm