



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	January 5, 2014			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	12:13pm			
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
	X	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. Bea inquires which event the vacuum will go for. Going to Pasta Dinner	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Did a lot of preparing for pasta dinner and CHD week
2. Krista and Darren met with JEV
3. A couple of things need to be changed on the site
4. The HDS site is up and active
5. Next focus will be the Pooker site
6. Beyond that, there is a lot of work to get ready for pasta dinner

7. Would like to finalize raffle prizes vs door prizes
8. All prizes to be in by Jan 15th for raffle license
9. Next big step is reaching out to the community and getting more corporate sponsors
10. Our long term goal is to have a trip to Toronto for 4-6 weeks completely covered
11. This should be another good year for us with website up and running and having a full board
12. Thank you for your work this past year, and look forward to this coming year

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Nothing has changed since last meeting
2. Filed annuals with CRA
3. To keep charity status, we need to file financials with the city that are being passed around now
4. Only other thing to mention is in December we were at \$3600 after our last meeting we received a large MTMF
5. Our total is \$4780 at Dec 31, we are tracking over budget for our MTMF
6. We got 3 more 2013 MTMF's, one family has maxed out for this year
7. Regarding MTMF, Tiff knows someone that has a baby with heart defects and has informed her of our MTMF
8. We gave out MTMF's to 14 families in 2013
9. 69% charitable activity, we brought in gross just over \$35,000, and \$15,000 fundraisers, \$8,750 MTMF, \$700 social outgoing.
10. We want to get our number up to 80% by increase MTMF or decrease our fundraising expenses
11. 20% is operating expenses
12. We want to show corporations that are sponsoring/donating, how we're going to grow and where the money will be going and explain how their money/donation will help
13. Tiff and Darren to get together and work on year financials

Movement to accept: NA

Seconded: NA

Passed: Unanimously

BUSINESS TO BE DISCUSSED

CHD WEEK – Darren Womack

DISCUSSION

1. As of end of December, Darren could not book at the Mall, we don't have a spot yet
2. Darren will call on Monday to try to book again for Feb 1-2 if there isn't a sidewalk sale
3. We need 20 raffle prizes
4. Want to have 6 kid prizes
5. Need to have save the date cards ready for the mall
6. Stuart working on banner and pamphlets
7. It will be a banner that sits above our heads so that it is visible
8. Order chip clips from new company as 4imprint has discontinued them. They will be cheaper from new site than we originally paid for them
9. Krista found a company that has only heart shaped products

10. Proclamation and flag raising has been submitted, the printed proclamation will be ready for the mall
11. Flag raising at noon on Feb 7th
12. Want to inquire if we can get into the hall earlier to decorate
13. Warren may not be available for the Pasta Dinner
14. Door - Krista and Stephanie (nice to have a 3rd person) potential Gen
15. We also need escorts to the assigned tables (Mack and Craig potential Sam)
16. Raffle and 50/50 tickets (sitting) – Daryld and Anna
17. Roaming tickets – Chad Dauphin, Samantha Lajeunesse (possible Steve or Mel)
18. Michelle and Madeline potential Tammy on crafts as well as kids prize table
19. Fred and Tiff doing pictures, Darren socializing, Bea overseer
20. Ask Gage to help out (Stephanie V)
21. Write names on the back of the little ticket
22. Decorations/Set up – Krista and Stephanie V, Tiff and Darren
23. Warren’s truck will be available and between board members cars prize transportation is not an issue
24. Desserts – Jeanne and Jackie with gloves will be cutting cakes and putting out extra desserts when needed
25. Desserts – 3 dessert trays donated from Emily’s crumbs (purchase 2 more around \$28 per tray), 4 fruit trays – Bea, 7 cakes, 3 different cookies roughly 150 cookies – Krista
26. Contact Krizstina about cupcakes and Monique (Stephanie V)
27. Darren to ask mother in law about pies
28. Tiffany to contact Commissionaires
29. Raffle prizes (adults) – luggage, vacuum, liquor basket, Lamborghini, wine opening kit, \$200 Karate party, Kar Buffs wash and wax, ventricle vase (potential)
30. Raffle prizes (kids) – Playdough kit, Double RC car, helicopter with RC cop car,
31. Door prize – Alexis doll, Barbie pool, RC car, card case, RC car
32. Need a couple girl prizes
33. Bowling on Wednesday, Feb 12th (Darren to confirm this week.)
34. January 14th needs final raffle list

HDS WEBSITE – Darren Womack

DISCUSSION

1. Meeting with JEV last week
2. Banner needs to be updated to 1-100 Newborns
3. Text needs to be full justified
4. Up next, Pooker site

WALK’N ROLL (Early Discussion) – Darren Womack

DISCUSSION

1. Sunday May 4th
2. Spot is booked
3. We need to start getting a pledge sheet together (Stephanie V)
4. Make a fact/fiction (public information) pledge sheet instead of CHDers stories (Stephanie V)

FBMB – Beatrice Phelps

DISCUSSION

1. Forms are ready to be send out

OTHER BUSINESS**NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion****DISCUSSION**

1. Financial budget to show improvements
2. Once we get stable, get in to the hospitals and meet with them

RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none"> • Darren 	<ol style="list-style-type: none"> 1. Save the date cards 2. Order chip clips 3. Get banner and pamphlets from Stuart 4. Confirm earliest time we can get into Hall for decoration 5. Ask mother in law about pies 6. Meet with Tiff (financials) 7. Confirm bowling for Feb 12th 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP 4. Feb 1st 5. Feb 1st 6. ASAP 7. ASAP
<ul style="list-style-type: none"> • Warren 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Tiffany 	<ol style="list-style-type: none"> 1. Contact Commissionaires 2. Meet with Darren (financials) 	<ol style="list-style-type: none"> 1. Jan 31st
<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. Contact Gage about volunteering at dinner 4. Contact Krisztina and Monique for desserts 5. Make Walk'n Roll fact pledge sheet 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP 4. ASAP 5. ASAP
<ul style="list-style-type: none"> • Beatrice 	<ol style="list-style-type: none"> 1. Send out FBMB's 	<ol style="list-style-type: none"> 1. ASAP
<ul style="list-style-type: none"> • Krista 	<ol style="list-style-type: none"> 1. Make cookies for dinner 	<ol style="list-style-type: none"> 1. Feb 6th
<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 12 th - finalize prizes January 19 th @ noon (pasta dinner only)
MEETING END TIME	1:58pm