



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	July 22, 2014			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	6:07pm			
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		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: Warren Passed: Unanimously
Approval of Minutes	<ol style="list-style-type: none"> 1. To clarify: if you want an officer position you need to write a summary or if it's your first time running to be elected for a full term 2. President, Vice president, treasurer and secretary must write summary 3. Get summaries by Aug 1st to print out for AGM 	Movement to accept: Bea Seconded: Tiff Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Very little to report, hopes everyone has had a good summer
2. Still working on things for the HDS/Pooker Ride
3. Discuss more on issue about to bring up in open discussion
4. Brian Caza asked Darren for endorsement in his running for election
5. Darren thinks it may be a good opportunity for outreach, publicity and exposure

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Didn't printout financials as they didn't change
2. Still need Darren's expense report
3. Got a new pile of MTMF's that will be going into the 2014 fiscal year
4. MTMF is now over budget
5. Final financials will be presented at AGM

Movement to accept: N/A

Seconded: N/A

Passed: Unanimously

BUSINESS TO BE DISCUSSED

POOKER RIDE – Warren Hayes

DISCUSSION

1. Teutonia has the deposit
2. Unconfirmed on what hall we will be placed
3. Mall for promotion is set and booked (Food court area)
4. Will talk to Stuart today and should be able to get posters for Friday (tentatively)
5. Doing postcard size handouts
6. Banners are done
7. Grand prizes will be on the posters
8. Raffle prizes done at Colchester like last year
9. Pre-reg is located at Players Club
10. Lunch special is confirmed at CBG's
11. There will be live entertainment that needs to be advertised on poster
12. "Bob Stephenson and the Heart Menders"
13. Pledge sheets are done
14. Dinner tickets are ready, would like to print 250
15. Stamp cards are done, printing 250
16. Tiff making sure she can still get liquor basket
17. Costs coming: \$100 for design costs, \$60 for 50 posters, banners are \$190 x2 with new cases, postcards are \$200 for 500 - total approx \$800
18. Map will be on the back of the stamp cards
19. Still looking for door/raffle prizes
20. Gen asks for a generic letter requesting door prizes
21. Get our Pooker website up and running asap to show executives at Chrysler's

HDS WEBSITE (POOKER) – Darren Womack

DISCUSSION

1. Only have to get one page 8x11 pledge form on there
2. Must get domain name
3. Besides that the website should be ready to go live

MALL PREP – Darren Womack

DISCUSSION

1. We need tickets posters banners and handouts and pledge forms
2. Print off long forms (Stephanie V)
3. Want to ask the mall if we can roll Warren's bike in for exposure
4. Try to set up closest to pillar as possible to avoid people walking behind display
5. 9:30am - 6pm Saturday
6. Saturday – 9:30 - 12pm - Darren and Tiff
7. 12 - 3pm – Bea and Anna
8. 3 - 6pm – Steph L and Tiff
9. Followed by AGM @7pm
10. Sunday – 11am – 5pm
11. 11am – 2:30pm – Warren and Darren
12. 2:30 – 6pm – Krista and Stephanie V
13. We want to take is heart models, event bin, Pooker ride banners, banners for hds, banner and handouts

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Endorsement for Brian Caza – asked for Darren's endorsement as the president of the HDS
2. David Cassidy and Al Fazio and Josh LeClair have endorsed him and mention the HDS in their endorsement
3. If Darren doesn't endorse he's concerned it may reflect poorly for the HDS
4. He asks if board members have an issue with him endorsing Brian
5. Majority of the board have no issue

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Get Pooker site live 2. Write summary 3. Confirm hall at Teutonia for Pooker Ride	1. ASAP 2. Aug 1 st 3. Sept 7 th
• Warren	1. Write summary	1. Aug 1 st
• Tiffany	1. Final financials 2. Write summary	1. Aug 9 th 2. Aug 1 st
• Stephanie V	1. Send out Minutes 2. Send out Agenda for next meeting 3. Write summary	1. ASAP 2. ASAP 3. Aug 1 st
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie L	1. Write summary	1. Aug 1 st

ADJOURNMENT – Darren Womack

NEXT MEETING	Saturday, August 9 @7pm
MEETING END TIME	7:36pm