



## *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>	June 22, 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>	1:06pm			
<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
<b>Approval of Agenda</b>	1.	<b>Movement to accept: Bea Seconded: Tiffany Passed: Unanimously</b>
<b>Approval of Minutes</b>	1. Treasurer's report item 4 –Please note that Graphix hadn't sent them and had let us know as soon as they knew. And have been immediately paid.	<b>Movement to accept: Bea Seconded: Krista Passed: Unanimously</b>

### PRESIDENT'S REPORT – Darren Womack

#### **DISCUSSION**

1. Since last meeting we had our picnic. He thought it was fun and decent turn out. Enjoyed himself and we all did a good job
2. Need to come up with something better for whatever we decide for next year
3. Coming up we have our Pooker Ride and will need all hands on deck

4. Potential to be a bigger ride this year
5. AGM date needs to be picked
6. Tiff mentions we have to have it within 60 days of July 31 and must give 30 days notice

## **TREASURER'S REPORT – Tiffany Benoit**

### **DISCUSSION**

1. Look like we're going to lose money this year
2. MTMF updated is \$8780, it's actually \$9780
3. We budgeted \$8400, we are over on that
4. Bursary was added into budget
5. Most of the loss is generated by decrease in revenue
6. Our expenses are right on the budget
7. Last chance for expense reports
8. Looking at \$7000 loss for the year
9. Darren still has a few expenses to go in
10. May be one last phone bill and a few expenses just received
11. Just got \$500 from Knights of Columbus last week
12. We were optimistic on our misc budget
13. Our expenses are going to be very close to what we budgeted last year
14. We overspent on MTMF
15. We are at \$54,000. It's still strong with no real concerns
16. Next year we would like to put an upper and lower limit on our bank account
17. Annual budget for expenses is \$41,000.
18. Combining picnic and walk next year will help in the expenses
19. We also didn't consider the extra bowling social in the expense budget
20. Some expenses may be shifted around when the final budget comes out
21. In total nothing should change, Tiff just wants to be more accurate with where everything is listed

**Movement to accept: Krista**

**Seconded: Warren**

**Passed: Unanimously**

## **BUSINESS TO BE DISCUSSED**

### **PICNIC (Post-mortem) – Darren Womack**

#### **DISCUSSION**

1. 53 in attendance
2. Bad day for weather although it improved
3. Good job on the water balloons, everyone enjoyed themselves
4. Food was good, we had a better amount of food
5. We had less to send to the mission
6. There were some fresh faces
7. Corn and strawberries went over well
8. Need to think of ideas what we can do now as we struggle with what to think of last minute
9. Suggested having the pledge form be raise so much money you get so many free shots
10. Would like to get the public to help out more, not just us helping each other
11. Would really like to reach corporate sponsors

12. Michael was appreciative of the \$500 bursary that was given to him
13. Suggested sending a personal invite to the pasta dinner to the recipient of the bursary so we can get an update

## **POOKER RIDE – Warren Hayes**

### **DISCUSSION**

1. Still firm up Leamington and Amherstburg and check out prices
2. We will then have our stops locked in
3. Stuart should have poster done for Friday
4. Want to advertise prizes
5. Advertise sponsors (everyone from last year will be on the sponsor list)
6. Ken McCloud with the Players Club (donates Limousine and Wings tickets every year) would like to hold our pre-reg
7. Sept 7<sup>th</sup> is pre-reg @ 1-4pm
8. Sept 14<sup>th</sup> is the ride
9. The route is staying the same as the previous year
10. Belle River has changed to the Sandbar
11. Looking into Shoeless Joes for Leamington stop
12. Looking into Amherstburg
13. Late lunch at CBG's between 1-130pm
14. Look into changing up route map to save time to get to CBG's earlier
15. CBG's going to do a lunch special
16. Pledge sheet already done
17. Dinner tickets are ready to go
18. Send deposit to Teutonia Club
19. We need to bring in raffle prizes
20. SUGGESTED TOP PRIZES
21. Wine tour of Essex County 2015 (Tiff and Warren)
22. Liquor Basket (Tiff)
23. His and hers rider gear package
24. Mall date – Aug 9 and 10<sup>th</sup>
25. Instead of mini posters, do up business cards to hand out with info on them

## **HDS WEBSITE (POOKER) – Darren Womack**

### **DISCUSSION**

1. Everything is pretty much done
2. Must change Run to Ride
3. Must secure domain names
4. Fix up some spelling mistakes
5. Get logos up there

## **AGM MEETING DATE – Darren Womack**

### **DISCUSSION**

1. Set for August 9<sup>th</sup> @ 7pm
2. Order pizza
3. Warren, Stephanie V and Steph L are up for re-election

## OTHER BUSINESS

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

#### **DISCUSSION**

1. Focus on Pooker Ride

#### **RESPONSIBILITIES**

<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>	<b>TARGET DATE</b>
<ul style="list-style-type: none"> <li>• Darren</li> </ul>	<ol style="list-style-type: none"> <li>1. Write summary of items accomplished in this term</li> <li>2. Get posters done</li> </ol>	<ol style="list-style-type: none"> <li>1. July 22<sup>nd</sup></li> <li>2. ASAP</li> </ol>
<ul style="list-style-type: none"> <li>• Warren</li> </ul>	<ol style="list-style-type: none"> <li>1. Write summary of items accomplished in this term</li> <li>2. Finalize Pooker route</li> </ol>	<ol style="list-style-type: none"> <li>1. July 22<sup>nd</sup></li> <li>2. ASAP</li> </ol>
<ul style="list-style-type: none"> <li>• Tiffany</li> </ul>	<ol style="list-style-type: none"> <li>1. Write summary of items accomplished in this term</li> <li>2. Finalize year end financials</li> </ol>	<ol style="list-style-type: none"> <li>1. July 22<sup>nd</sup></li> <li>2. July 22<sup>nd</sup></li> </ol>
<ul style="list-style-type: none"> <li>• Stephanie V</li> </ul>	<ol style="list-style-type: none"> <li>1. Send out Minutes</li> <li>2. Send out Agenda for next meeting</li> <li>3. Write summary of items accomplished in this term</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. ASAP</li> <li>3. July 22<sup>nd</sup></li> </ol>
<ul style="list-style-type: none"> <li>• Beatrice</li> </ul>	<ol style="list-style-type: none"> <li>1. Write summary of items accomplished in this term</li> </ol>	<ol style="list-style-type: none"> <li>1. July 22<sup>nd</sup></li> </ol>
<ul style="list-style-type: none"> <li>• Krista</li> </ul>	<ol style="list-style-type: none"> <li>1. Write summary of items accomplished in this term</li> </ol>	<ol style="list-style-type: none"> <li>1. July 22<sup>nd</sup></li> </ol>
<ul style="list-style-type: none"> <li>• Stephanie L</li> </ul>	<ol style="list-style-type: none"> <li>1. Write summary of items accomplished in this term</li> </ol>	<ol style="list-style-type: none"> <li>1. July 22<sup>nd</sup></li> </ol>

### **ADJOURNMENT – Darren Womack**

<b>NEXT MEETING</b>	Tuesday, July 22 <sup>nd</sup> @ 6pm, dinner provided
<b>MEETING END TIME</b>	2:47pm