



Heart Defects Society of Windsor and Essex County

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

Phone: 519-973-0915

Email: HeartDefectsSociety@gmail.com

Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	March 12, 2016			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	1:12pm			
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	X	Warren Hayes, Vice President
	X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary
	X	Beatrice Phelps, Director		Melissa Derikx, Director
	X	Krista Holland, Director		
OTHERS IN ATTENDANCE				

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1. Add MTMF discussion	Movement to accept: Krista Seconded: Warren Passed: Unanimously
Approval of Minutes	1. Bea motions Jan 9 th minutes approved, Krista seconded, passed unanimously	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Since our last meeting we had a good month
2. Pasta dinner went fantastic
3. Couple of mistakes made but generally speaking it was perfect
4. Had in incident at the end of the night
5. Chuck E Cheese went well
6. Mall event went off well
7. WFCU submission was completed
8. We may have to be prepared for going over MTMF budgeting in the upcoming year

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. P&L has been updated to include the past a dinner
2. See attached financials
3. Only other changes are misc. donations we received \$1400 from dress down day
4. Small donations from online sites that send us cheques
5. Only misc. donation not included is Nemark which is approx. \$900
6. Right on budget as far as income
7. Projected to go over budget on MTMF
8. Lost less money overall than expected
9. \$110 for printer, \$37 for paper

Movement to accept: Krista

Seconded: Warren

Passed: Unanimously

BUSINESS TO BE DISCUSSED

MTMF – Tiffany Benoit

DISCUSSION

1. We have new family, daughter born in October has been in hospital consistently
2. Had to confirm submission dates
3. Social worker in London for Cardiac Kids is now aware of the HDS
4. Within hours of talking to new contact at Cardiac Kids another family sent to us
5. Contact at Sick Kids is also paying more attention to us unfortunately sends us families out of location
6. Put MTMF guidelines on the next agenda (Stephanie) (Darren wants to make a 2 step program)
7. We want to simplify as a per diem basis as it doesn't account for admissions in London
8. Would like to disperse two meals a day for admissions
9. Multiply per diem rate by days they are admitted
10. Going to allot max MTMF for one family that was in and out of hospital
11. Another family will be \$1180 for 2015 and maximum for 2016 for MTMF
12. We are issuing over \$5000 in MTMF's today alone
13. We need to make one care package (minus tips package)
14. Krista to make up new tips packages to send to London

LAWSUIT – Darren Womack

DISCUSSION

1. Haven't looked into it much yet
2. Put it on next agenda (Stephanie)
3. Propose our options whether we are staying in or would like to opt out (email)

CHD WEEK POST-MORTEM (MALL, SOCIAL, DINNER) – Darren Womack

DISCUSSION

1. Mall: we get a few people to come up and talk to us
2. The tri-fold worked better than what we've done in the past
3. Social: It went well
4. We had low attendance

5. We need to plan and advertise much further in advance
6. \$210 for us to pay but gave us back \$105 from the fundraiser part of it
7. Pizza was an issue for timing but that was on us
8. Many members have an issue with it being on a weekday
9. Definitely want to do it again
10. Tasks: Darren to send thank you and inquire what days are available for fundraiser
11. Pasta Dinner: Set up seemed really easy this year
12. We had to rearrange some tables as some 8 and 10's were reversed
13. In the future we need the layout sooner to avoid that issue
14. We had runners come back with people holding tickets so people didn't have to wait
15. Raffle prizes were set up well
16. Elaine's prize was an empty box
17. In future do a quick check to be sure product is there
18. When doing ticket sales, Anna has an issue giving up tickets
19. We need to work on this issue whether the tickets come to the back or we split up tickets
20. Our volunteers shouldn't be made to feel bad about doing what they're asked to do
21. There were a couple of kids with their face painted
22. Desserts went over well
23. We have improved significantly
24. Dislike how we do the door prizes, people get antsy/bored
25. We need a better option than pulling the names
26. We could do a random draw with seats. Check under your seat to correspond with prize number
27. In future if we do away with door prizes. Suggested doing an online auction
28. Possibly link the auction to the mall event
29. Would rather have less prizes of better worth
30. Want to do 15 raffle prizes including kids raffles
31. Next year with being at a new hall will be a big tell of how well we do
32. We may have to do a better job in advanced ticket sales
33. Suggested upping the price to \$20 per ticket since the price of the hall is going up

EARLY PICNIC IDEAS – Darren Womack

DISCUSSION

1. Such a small group of volunteers we don't have the time to put forth a fourth event
2. We don't want it to make it into another event.
3. We need our local companies to get more involved
4. Need to send something to Domino's in Leamington
5. There is a place that rents out games (www.Funatics.ca)
6. Find out on cost and insurance
7. Advertise on Facebook, July 24th, 11-2pm
8. Book big gazebo

UNIFOR 444 FOLLOW UP – Darren Womack

DISCUSSION

1. Discussed with Mel and likes the idea of going in and talking to the Local 200 and 444
2. Darren to send bullet point form to Mel to put in the Guardian (Unifor's paper)

COGECO TO MNSI FOLLOW UP – Tiffany Benoit

DISCUSSION

1. Will have done for next meeting

WEBSITE (JEV) FOLLOW UP – Darren Womack

DISCUSSION

1. Nothing has been done regarding website

NEW HALL – Darren Womack

DISCUSSION

1. Likely going with Fogolar Furlan
2. Discuss prices (Darren)

POOKER RIDE BEGINNING IDEAS – Krista Holland

DISCUSSION

1. We need a letter specifically about Christine with the date of ride for sponsors (Warren)
2. We will be using Average Joes for hall after ride
3. Warren to figure out dinner
4. Route remains the same
5. Need to contact Annie Oakley's as they have changed owners and names again
6. Need a possible back up for Leamington stop if new place denies request
7. Amherstburg Legion needs better parking
8. Check on tsunami vase and hold over to Pasta dinner cus that's where it will do better
9. Would like a thank you letter so Gen can just hand the thank you letter on spot upon receiving prize
10. Want a generic banner advertising the Pooker Ride so we can use it year after year (Darren/Warren to design)
11. Want posters and handouts by June
12. Mall event target date June
13. Want due dates for itinerary, tickets, shirts and maps

WFCU SUBMISSION – Darren Womack

DISCUSSION

1. Darren to email submission to the board
2. May have to get another WFCU account (Tiff to look into it)
3. This presentation will show any company what we do with money that we receive

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none"> • Darren 	<ol style="list-style-type: none"> 1. Chuck E. Cheese - send thank you and inquire what days are available for fundraiser 2. Call and discuss prices and dates with Fogolar 3. Write up thank you letter for sponsors 4. Work with Warren on generic banner and posters for Pooker Ride 5. Order new generic banner for Pooker Ride 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. April 9th 4. April 9th 5. April 9th

	<ol style="list-style-type: none"> 6. Book Mall event for Pooker Ride 7. Send bullet point form letter to Mel for the Guardian 8. Write up two-step program for MTMF 9. Look into lawsuit to stay in or opt out 	<ol style="list-style-type: none"> 6. April 9th 7. ASAP 8. April 9th 9. ASAP
<ul style="list-style-type: none"> • Warren 	<ol style="list-style-type: none"> 1. Discuss and set meal with Average Joes 2. Get letter about Christine for Pooker Ride 3. Contact old Annie Oakleys to confirm or deny as Leamington stop 4. Check on tsunami vase 5. Work with Darren to design generic banner and posters for Pooker Ride 	<ol style="list-style-type: none"> 1. April 2nd 2. April 9th 3. April 9th 4. April 9th 5. April 9th
<ul style="list-style-type: none"> • Tiffany 	<ol style="list-style-type: none"> 1. Switch Cogeco to MNSI 2. Look into needing a new account with WFCU 3. Write up new MTMF guidelines to propose at next meeting 	<ol style="list-style-type: none"> 1. ASAP 2. April 9th 3. April 9th
<ul style="list-style-type: none"> • Stephanie 	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 3. Put MTMF Guidelines on next agenda 4. Put Lawsuit on next agenda 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. April 2nd 4. April 2nd
<ul style="list-style-type: none"> • Beatrice 	<ol style="list-style-type: none"> 1. Book large gazebo for picnic 	<ol style="list-style-type: none"> 1. April 9th
<ul style="list-style-type: none"> • Krista 	<ol style="list-style-type: none"> 1. Put together more Tips Packages 2. Order sweaters from Graphics 	<ol style="list-style-type: none"> 1. April 9th 2. ASAP
<ul style="list-style-type: none"> • Melissa 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.

ADJOURNMENT – Darren Womack

NEXT MEETING	April 9 th , 2016 @ 1pm
MEETING END TIME	2:56pm