



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	May 25, 2014		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	1:09pm		
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	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	
OTHERS IN ATTENDANCE			

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ol style="list-style-type: none"> Add FBMB #4 Add Pooker Ride/Website #5 	Movement to accept: Bea Seconded: Krista Passed: Unanimously
Approval of Minutes	<ol style="list-style-type: none"> 	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

- We've only had the walk since the last meeting with the picnic 2 weeks away
- Walk went a lot better than expected and quite smoothly
- The fundraising we got was nearly \$3700
- Our expenses were fairly low because we didn't do pledge prizes
- 44 people in attendance when Bea counted people at lunch
- Everybody did a good job and we need to figure out what to do next year

7. Expects picnic to be relatively easy to pull off
8. Next focus is the Pooker Ride

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. The only change is the walk
2. Did deposit \$3644 for the walk
3. +\$25 from t-shirts that were purchased
4. We need to discuss that Graphix Plus hadn't sent a bunch of outstanding invoices but let us know as soon as they noticed. And have been immediately paid.
5. There were 7 in total that needed to be paid
6. Some relating to last year's fiscal year and will hit this year's fiscal year financially
7. Will be sending out some invoices that need clarification
8. We have received our last invoice to our current email from the walk t-shirts and should be good going forward
9. We did better than we usually do regarding profit on the walk
10. Will have the financials for next meeting
11. 27 people brought in pledges
12. Get in any outstanding invoices for next meeting to wrap up for fiscal year end

Movement to accept: N/A

Seconded:

Passed: Unanimously

BUSINESS TO BE DISCUSSED

FUNDRAISER – Darren Womack (Krystal)

DISCUSSION

1. N/A as Krystal did not show

WALK'N ROLL (Post-mortem) – Darren Womack

DISCUSSION

1. We had 50 more chairs than needed
2. 10 people with \$30 or less pledges
3. 27 with pledges
4. There wasn't enough left over food to take to mission
5. We have left over burgers and dogs for the picnic (need confirmation from Warren)
6. Walk was advertised on free sites and Facebook
7. There was fierce competition with other walks
8. Suggested combining the picnic and walk together
9. Not sure how many people would hang around after walk to do games
10. We must get our pledge sheets out sooner
11. We don't raise a lot of awareness or a lot of money
12. Suggested doing something else instead of walk
13. Concerning factors is there was a bigger turnout than expected this year
14. Something with a purpose to get pledges (like a dunk tank for example or more of a competition/carnival type thing)
15. Suggested the combining of the events to save the cost but have the fundraiser aspect of it

16. Leamington and Amherstburg have a splash pad
17. Need to draw people in from the community and help raise awareness
18. Think of more ideas for this for next meeting
19. Note*-Darren is still looking for camera receipt for \$101

PICNIC – Beatrice Phelps

DISCUSSION

1. 50 people roughly in attendance last year (being generous)
2. This year it's a Sunday when usually it's a Saturday
3. 3 boxes of dogs \$23 per box (Bea)
4. 2 packs of burgers \$18 per box (2 are left over are from walk - Warren to confirm)
5. Buns – Bea
6. We have plenty of kids prizes
7. Warren will have the bbq tanks and need to pick up BBQ's
8. Krista will get tomatoes, peppers and cucumbers, Tiffany, anything Krista can't get
9. Cheese – Krista
10. Darren wants to find a couple of kites
11. Corn in a cooler – Tiffany and Darren (got 2-3 dozen from walmart last year)
12. Pinata – Tiffany – candy in baggies approx. 25
13. Chips – Tiffany
14. Plates and utensils – Tiffany
15. Condiments – Tiffany
16. Balloons – Tiff
17. Pasta salad – Stephanie V
18. Cookies from Darren's mother in law, Anna – macaroons, Stephanie V contact Krisztina
19. Games – same as last year, obstacle course was good possible revamp it, water balloons
20. Big cheque for Michael Long (Warren to grab while getting bbq's)
21. Picnic lunch for 11:30am (board to be there for setup at 10:30am)

OTHER BUSINESS

FBMB – Beatrice Phelps

DISCUSSION

1. Michael Long has sent in FBMB, it has been signed by Dr Welsh in London
2. Has been approved and will give cheque at picnic

POOKER RIDE – Darren Womack

DISCUSSION

1. The Seacliff Hotel is suggested as the stop in Leamington
2. It's right across from the Waterfront, has a patio and parking
3. Another suggestion is Shoeless Joe's on Seacliff Drive, across from baseball diamonds
4. It's a small restaurant with ample parking

POOKER WEBSITE – Darren Womack

DISCUSSION

1. Meeting with JEV tomorrow at 4pm
2. The site is being worked on
3. We need spot for sponsors
4. Spot for pledge form

5. We would like to get pledges through our websites
6. Talk to JEV about activating our emails
7. We are getting a lot of junk mail in HDS email and need a filter for most junk

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Pooker Ride meeting and discussion of Walk/picnic combo

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Find receipt for camera 2. Get kites for the picnic 3. Ask mother in law for cookies 	<ol style="list-style-type: none"> 1. ASAP 2. June 7th 3. June 7th
• Warren	<ol style="list-style-type: none"> 1. Pick up BBQ's and big cheque for picnic 2. Grab kids prizes and games 	<ol style="list-style-type: none"> 1. June 7th 2. June 7th
• Tiffany	<ol style="list-style-type: none"> 1. Pinata – candy in baggies (approx. 25) 2. Chips 3. Plates and utensils 4. Condiments 5. Balloons 6. Corn in cooler 7. Any veggies Krista can't get 	<ol style="list-style-type: none"> 1. June 7th 2. June 7th 3. June 7th 4. June 7th 5. June 7th 6. June 7th 7. June 7th
• Stephanie V	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 3. Pasta salad 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. June 7th
• Beatrice	<ol style="list-style-type: none"> 1. Buns 2. Hot dogs 	<ol style="list-style-type: none"> 1. June 7th 2. June 7th
• Krista	<ol style="list-style-type: none"> 1. Tomatoes, peppers and cucumbers 2. Cheese 	1.
• Stephanie L	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	June 22 nd @ 1pm
MEETING END TIME	2:46pm