



# Board of Directors Meeting Minutes

<b>MEETING DATE</b>	August 11, 2011
<b>MEETING LOCATION</b>	Heart Defects Society Office, 1479 Tecumseh Rd. E. Windsor
<b>MEETING CALLED BY</b>	Darren Womack, Vice-President
<b>TIME CALLED TO ORDER</b>	7:05 PM
<b>DIRECTORS IN ATTENDANCE</b>	<input checked="" type="checkbox"/> Darren Womack, Vice President <input checked="" type="checkbox"/> Brian Caza, Treasurer <input checked="" type="checkbox"/> Christine Womack, Secretary <input checked="" type="checkbox"/> Beatrice Phelps, Director <input checked="" type="checkbox"/> Glen Dunn, Director <input checked="" type="checkbox"/> Warren Hayes, Director <input checked="" type="checkbox"/> Stephanie Voakes, Director
<b>OTHERS IN ATTENDANCE</b>	Krista Holland, Tiffany Benoit, Gage Walker

## RECURRING AGENDA TOPICS

### Opening of meeting and Moment of Silence

TOPIC	COMMENTS/CHANGES	OUTCOME
<b>Approval of Agenda</b>	N/A	Movement to accept: Bea Seconded: Brian Passed unanimously.
<b>Approval of Minutes</b>	Minutes from 2010 AGM were reviewed and approved as issued.	Movement to accept: Brian Seconded: Bea Passed unanimously.

### Treasurer's Report – Brian Caza

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Since this is the AGM we will be reviewing the financial documents as of year-end.</li> <li>2. The books are completely up-to-date following a difficult year.</li> <li>3. Total undeposited funds (Canadian) are at zero as of last Saturday, although they show as \$7,730.</li> <li>4. On Profit &amp; Loss, \$10,000 from CAW for Pooker Run 2010 are showing under Donations – Cash.</li> <li>5. Net income is high since the \$10,000 donation from the CAW for the Pooker Run 2011 is showing on this year's financials even though the event has not yet taken place.</li> <li>6. Movement to accept financial documents: Chris; seconded: Glen. Approved.</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
N/A		

### Vice-President's Report, Year in Review – Darren Womack

<b>DISCUSSION</b>
<ol style="list-style-type: none"> <li>1. This year was full of ups and downs, beginning strongly with good momentum from the Pooker Run, then suffering a huge blow with the loss of our President Francine.</li> <li>2. The establishment of the HDS Office was a big move in terms of visibility of the organization.</li> <li>3. Jim Maxim's Cross Canada Conquest was another great event that helped us to gain some exposure and fundraising.</li> <li>4. The cancellation of the golf tournament was a disappointment, but a necessary step in helping us to understand our limitations.</li> </ol>

5. Our outreach was not what we had hoped for over the past year, in large part due to Darren’s relocation outside of Windsor.
6. The HDS has never been sounder financially – we need to get these funds out to those who need them. This needs to be a high priority moving forward.
7. One thing we are lacking is a protocol for outreach to new families who we may become aware of through media outlets or other avenues. We need to ensure that we do not intrude on families’ privacy or duplicate efforts in contacting families, so that we can preserve our professionalism.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
N/A		

**CURRENT AGENDA TOPICS**

**OLD BUSINESS**

**HDS Office – Next Steps – Brian Caza**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. There is not too much left to do, with the exception of the memorial wall and sponsor wall.</li> <li>2. We definitely still need to expand staffing. Brian has some knowledge of grants from the Trillium Fund that may be available to hire someone to staff the office regularly (also for marketing and other things).</li> <li>3. The server is not yet at the office. A few things still need to be moved from Brian’s house, and then we can complete the organization of the office and make sure that everyone knows where everything is located.</li> <li>4. Throughout the summer, the office has been staffed at regular hours. This will be revisited once the new board is elected.</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
N/A		

**Pooker Run – Warren Hayes**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Posters have been posted in many locations, and Warren has been working on getting the word out. Some pledge forms have been distributed. Darren requested that Warren try to put together a list of locations where the posters are up so that we can follow up if necessary and avoid hitting the same places multiple times.</li> <li>2. Flags from last year have been modified to help with some of the issues that were noted. We will try to go with these and see how they work to avoid having to buy new flags (since we had so many left over).</li> <li>3. Several raffle/door prizes have been donated. We still need to determine what the top pledge earner prizes will be. This needs to be a priority so that we can post these on the website and try to motivate people to get big pledges. We will probably use a liquor basket for the second (and possibly third) prize. Tiffany is going to ask at work to see if they will donate something. It was also confirmed that liquor can be donated by individuals (there are no issues as long as the person awarded the prize is of legal age).</li> <li>4. Door prizes will be drawn behind the scenes and a list posted for people to collect after dinner. Raffle prizes and 50/50 will be drawn at the microphone.</li> <li>5. New for this year we may offer the option to buy two extra poker cards for another fundraising opportunity.</li> <li>6. Volunteers are lined up for stamping the cards at all the stops. We will still need additional volunteers at the Teutonia Club and at registration the morning of the ride.</li> <li>7. Another subcommittee meeting needs to be scheduled ASAP.</li> </ol>		

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
Send e-mails to Warren with details of any locations where Pooker Run posters have been distributed.	All Board Members	8/19/11
Put together a "comprehensive" list of locations where Pooker Run flyers have been distributed.	Warren	8/31/11

**Walk'n Roll – Beatrice Phelps**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Confirmed "poster people" for the pledge forms are Oliver Benoit and Glen Dunn. Potentials for the third spot will be approached individually to determine their willingness to participate.</li> <li>2. Bea has been working on obtaining our major sponsors.</li> <li>3. Chris sent an e-mail to Windsor Parent magazine to have the Walk'n Roll included in their fall Family Fun Guide.</li> <li>4. We can get the U-Haul donated again to transport everything to the park.</li> <li>5. Bea will contact Festival Tents for tables and chairs.</li> <li>6. Levels for sponsorship will remain at \$250 for logos, \$50 for names. If someone is willing to post our flyer and pledge forms at their place of business, we will let them put their business cards or flyers in our bags that will be handed out at the walk.</li> <li>7. We need to order 25 of the camp chairs, and minimum quantities of the coolers and heart-shaped magnet clips from 4imprint.ca for pledge prizes.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
Contact potential poster "face" for pledge forms.	Chris	8/15/11
Order pledge prizes for Walk'n Roll from 4imprint.ca.	Darren	8/19/11

**NEW BUSINESS**

**Early Planning for CHD Awareness Week 2012 – Darren Womack**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Preliminary date for the pasta fundraiser will be Friday, February 10. Darren needs to confirm availability of the Teutonia Club.</li> <li>2. The proclamation will be made of CHD Awareness Week as usual.</li> <li>3. We will plan the flag raising further in advance to attempt to make it a media event. We will do this on Feb. 8 to open the week.</li> <li>4. We will try to do the bowling night on the same day (Feb.8) to kick off the week (Bowlero).</li> <li>5. We will attempt to set up a booth at Devonshire Mall on the weekend (all day Saturday, Feb.11 and Sunday, Feb.12).</li> <li>6. We will try to schedule a movie night at the office for screening of "Something the Lord Made" on Monday, Feb.13.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
Confirm Teutonia Club is available Feb.10, 2012 for pasta dinner.	Darren	8/31/11

**Dates for 2012 Events – Brian Caza**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Deferred until the next meeting due to time constraints.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

**NEW BUSINESS FROM THE FLOOR**

**Open floor for comments, suggestions, questions – Open Discussion**

**DISCUSSION**

1. Krista has a contact: Ron Foster, Vice President(?), Met Hospital, who can hopefully help us to get our information (Tips Packages, etc.) out to new CHD families. The packages will be distributed through Child Life Specialists instead of Social Workers.
2. Moving forward, we need to look at an official marketing campaign, which can possibly be funded through the Trillium Foundation. The next deadline for applications is November 1, 2011.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Get in contact with Ron Foster regarding distribution of our materials to new CHD families. (Wait until Tips Packages are updated and additional copies printed.)	Krista	9/15/11

**NOMINATIONS – Darren Womack**

**DIRECTORS**

There are currently four open Director positions. Brian, Warren and Stephanie are not up for election this year.

Nominations are as follows:

1. Chris nominates Bea; Glen seconds.
2. Bea nominates Darren; Brian seconds.
3. Chris nominates Krista; Bea seconds.
4. Krista nominates Chris; Brian seconds.
5. Brian nominates Tiffany; Chris seconds.

Following closed ballot voting, “new” Board Members are: Darren Womack, Christine Womack, Krista Holland, Tiffany Benoit.

**OFFICERS**

Nominations are as follows:

1. Warren nominates Darren for President; Krista seconds.
2. Darren nominates Brian for President; Chris seconds.
3. Brian nominates Tiffany for Treasurer; Krista seconds.
4. Chris nominates Stephanie for Secretary; Krista seconds.
5. Warren nominates Krista for Secretary; Brian seconds.
6. Stephanie nominates Darren for Vice President; Brian seconds.

Brian moves to close nominations; Stephanie seconds. Nominations are closed.

1. Darren declines the nomination for President.
2. Brian accepts the nomination for President.
3. Tiffany is acclaimed as Treasurer since she is the only nominee.
4. Stephanie accepts the nomination for Secretary.
5. Krista declines the nomination for Secretary.
6. Darren is acclaimed as Vice President since he is the only nominee.

Therefore, the officer positions for the coming year will be as follows:

**President** – Brian Caza

**Vice President** – Darren Womack

**Treasurer** – Tiffany Benoit

**Secretary** – Stephanie Voakes

**Directors at Large** – Christine Womack, Krista Holland, Warren Hayes

## Adjournment

<b>MEETING END TIME</b>	<b>9:25 PM</b>
<b>NEXT MEETING</b>	<b>August 15, 2011 6:30PM at HDS Office</b>