



Heart Defects Society of Windsor and Essex County

1479 Tecumseh Road E.

Windsor, Ontario

N8W 1C2

Phone: 519-973-0915

Registered Charity # 89893 7818 0001

Board of Directors Meeting Minutes

MEETING DATE	January 6 th , 2012			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Brian Caza			
TIME CALLED TO ORDER	6:45PM			
DIRECTORS IN ATTENDANCE	<input checked="" type="checkbox"/>	Brian Caza, President	<input checked="" type="checkbox"/>	Darren Womack, Vice President
	<input checked="" type="checkbox"/>	Tiffany Benoit, Treasurer	<input checked="" type="checkbox"/>	Stephanie Voakes, Secretary
	<input checked="" type="checkbox"/>	Beatrice Phelps, Director	<input checked="" type="checkbox"/>	Warren Hayes, Director
	<input checked="" type="checkbox"/>	Krista Holland, Office Manager		
OTHERS IN ATTENDANCE	Krisztina Muscat			

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1. Remove Francine Bryar Bursary 2. Add United Way discussion	Movement to accept: Krista Seconded: Stephanie Passed: unanimously
Approval of Minutes	1. Nov. 24 - Pick up prizes for kids table at pasta dinner. 2. Dec. 22 – People collecting tickets at both tables. One table needs to collect prepaid tickets. 3. Monica to be DJ.	Movement to accept: Bea Seconded: Krista Passed: unanimously

PRESIDENT’S REPORT – Brian Caza

DISCUSSION		
<ol style="list-style-type: none"> 1. Busy month re: year end (Charity Return, Raffle Report). Raffle Report to be dropped off Monday after we sign tonight. 2. Goal to get the word out that we are here to help people. 3. Getting ready for CHD awareness week (more detail in discussion below). 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
N/A		

TREASURER’S REPORT – Tiffany Benoit

DISCUSSION		
<ol style="list-style-type: none"> 1. No new events, everything is recorded for the addition \$3000 for cross Canada conquest. Nothing residual since last meeting. 2. Balance of WFCU account has a sufficient amount of money in there. If we are drawing low we can draw from MTMF account. 3. Charity return was filed December 28th 2011. 4. Donation receipts need to be out by the end of February. 5. MTMF - After doing charity return, disbursements are lower than CRA would like them to be. They will revoke charity status if money isn’t being put out. 6. Darren motions to pass financial report, Warren seconds, passed unanimously. 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
N/A		

OLD BUSINESS

CHD Week – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. Proclamation – Brian - has not heard back from city council, will follow up next week. 2. Flag raising – Brian - Sent off application for flag raising, contact said shouldn’t be an issue as we did it last year. We are waiting for approval. 3. Bowling night – Darren - Waiting for confirmation from Bowlero. \$2 per game. We will be bowling at 5pm. 4. Will order 5 pizzas (one vegetarian), ahead of time, as well as some pitchers of pop. 5. Darren will confirm on Monday. 6. Not open to the public. 7. Pasta Dinner – Darren – Must get formal contract back, got hall booked, need to put down deposit. Will contact Monica on Monday. 8. Dinner will consist of meat and marinara pasta, salad and bread. Cash bar. 9. Need to finalize whether prizes are door prizes or raffle prizes, by Jan. 22nd. 10. Darren will contact Commissionaires for security, from 5-9 pm, for the Pasta dinner. 11. Plaque for Jim Maxim and Jamie, needs to be done. 12. Mall Display – Darren - We have a concept, but no back dropped finished. 13. Need to bring in our tables, as their tables are so small. We can leave tables overnight, but display must be taken down. Would like to know where we’re located in the mall. 14. Vista Print is able to do banner of 180 cm by 75 wide, also provided with a stand, delivered to 		

- our office, for \$100. We would want 3 banners. Darren will contact vista print on Monday.
15. Movie night- Brian – had some great ideas, but thinks we have too much going on and will defer until a later date, as we have done the research and know the costs.
 16. Commercial – Brian- sent Gavin pictures of Fran, Melissa, Christine, Oliver, Nash, Mikayla and Stephanie. Gavin is looking for studio for the voiceover. The whole thing has to be done and submitted to CTV by the 25th of Jan. Run 41 times, (\$3000) plus 20 times (\$1500 from CTV), over the span of 2 weeks.
 17. CBC – wants to do a story on the HDS (reporter Pat knew Fran from previous story). Brian ran into her at hospital. Need to set something up with her. Goal is to raise awareness.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Follow up with City Council	Brian	January 20 th
Confirm with Bowlero and pre-order food and pop	Darren	January 20 th
Book Commissionaires for Pasta Dinner	Darren	January 20 th
Plaque for Jim Maxim	Darren	January 20 th

Website – Brian Caza

DISCUSSION

1. Website, basic updating, no big changes, tips packages are on the site now. More work still needs to get done, commercial will be put up there.
2. Pooker Run website needs to be updated, it has never been updated since the last Pooker run. Still showing video of 2010.
3. Warren’s daughter is a web designer, she has a year off, and may be able to do some freelance work, during that time.
4. As a backup, Tiffany has a huge I T department at work, she can possibly ask someone to help us out.
5. Need to revamp the front of the HDS site ASAP.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Update Pooker Run site	Brian	ASAP
Look into getting a contact for help with the website.	Tiffany	January 20 th

NEW BUSINESS

CAW Sponsorship Proposal

DISCUSSION

1. Warren sent email Dec. 7th to all of us, and no responses have been received.
2. Previous contact has retired.
3. We need to draw up proposal on what we have done over the past year. CAW gives money out beginning of the year. We need to get a proposal to them ASAP.
4. Their support has been invaluable over the past few years and we need their continued support going forward.
5. We don't want them to think we are using their help for purely operating expenses, but really focus on the social events and MTMF/FBMB and the help we provide.
6. Darren has drafted a letter outlining what we may like to say.
7. Darren to finish letter and send out to Warren so Dave can review it. We need to get this done ASAP.
8. Need to start doing post-mortems after events to continually improve.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Year End Raffle Report

DISCUSSION		
<ol style="list-style-type: none"> 1. Last fiscal year end lottery report summary (see copy of report for details) 2. Need to make sure ALL raffle expenses (i.e. tickets) need to go through lottery account 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

MTMF Review – Brian Caza

DISCUSSION		
<ol style="list-style-type: none"> 1. After doing year end report, there is large difference in money we’ve brought in, compared to money that we’ve dispursed for MTMF. 2. Tiffany did a summary of what would be required of the CRA. We have room to increase quite a bit. 3. We should be disbursing at least half of our charitable donations. 4. Options are, raise limits and scale it as to check up London, checkup TO, and how many days spent, one week, two week, a month regarding surgeries in either city. 5. Would like to start doing prenatal MTMF. 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

United Way – Brian Caza and Krista Holland

DISCUSSION		
<ol style="list-style-type: none"> 1. We are not accessible for persons with disabilities (washroom). 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

OTHER BUSINESS

Next Steps to Take as an Organization – Brian Caza

DISCUSSION		
<ol style="list-style-type: none"> 1. Have to finish what we’ve started. 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

ADJOURNMENT

MEETING END TIME	8:53PM
NEXT MEETING	Saturday, January 28 th , 2012 @ 1pm