



# *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**

<b>MEETING DATE</b>	January 28 <sup>th</sup> , 2012			
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.			
<b>MEETING CALLED BY</b>	Brian Caza			
<b>TIME CALLED TO ORDER</b>	1:07pm			
<b>DIRECTORS IN ATTENDANCE</b>	X	Brian Caza, President	X	Darren Womack, Vice President
	X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary
	X	Beatrice Phelps, Director	X	Warren Hayes, Director
	X	Krista Holland, Office Manager		
<b>OTHERS IN ATTENDANCE</b>	Christine Womack, Caroline Boisclair			

### **RECURRING AGENDA TOPICS**

#### **Opening of Meeting and Moment of Silence**

TOPICS	COMMENTS/CHANGES	OUTCOME
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>Francine Bryar Bursary to be added</li> <li>New Business from Warren and update from CAW sponsorship</li> </ul>	Movement to accept: Bea Seconded: Tiffany Passed: unanimously
<b>Approval of Minutes</b>		Movement to accept: Bea Seconded: Brian Passed: unanimously

#### **PRESIDENT'S REPORT – Brian Caza**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Thinks it will be a good year, huge growth potential.</li> <li>2. Thanks everyone for their hard work.</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

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

<b>DISCUSSION</b>
<ol style="list-style-type: none"> <li>1. Nothing has changed. A few cheques need to go out, phone etc.</li> </ol>

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

**OLD BUSINESS**

**CHD WEEK – Brian Caza and Darren Womack**

<b>DISCUSSION</b>
<ol style="list-style-type: none"> <li>1. Proclamation – is on city of Windsor website.</li> <li>2. Flag Raising – it has been approved, Brian will be dropping flag off Tuesday.</li> <li>3. Bowling Night – Would like a headcount, so we know how many lanes to set aside. Basing on 40 people, we will reserve for 10 lanes.</li> <li>4. Going to order 2 vegetarian pizzas, and just a plain cheese pizza.</li> <li>5. Pasta Dinner – We are going to use the sponsor info and raffle prize cards, to place in the center of the tables.</li> <li>6. Going to do reserved seating, Darren will arrange a seating plan.</li> <li>7. Still need to contact Commissionaires for security.</li> <li>8. Raffle prizes – Not going to put sponsors, or donation info, on raffle prize boxes.</li> <li>9. We have 21 raffle prizes and 20 door prizes.</li> <li>10. Need to get 4 more boxes for the raffle prizes</li> <li>11. Chair and cooler are going to be door prize now, instead of a raffle prize.</li> <li>12. Need easel for the bulletin board.</li> <li>13. Need T-shirts for the volunteers to wear.</li> <li>14. Talk to Gage, to see about volunteering and t-shirt size.</li> <li>15. Need apple juice for the kids.</li> <li>16. Michelle and Tammy will help do kids craft area.</li> <li>17. A special request to ask Teutonia, to have water at the tables.</li> <li>18. Mall Display – Darren feels a 5ft banner is too short, and can get a standard banner at 8ft. (no final decision was made.)</li> <li>19. We are located in front of Sport Check.</li> <li>20. Going to use the banner from the window for in front of our table display.</li> <li>21. Need to think about what to replace the “Did you know” banner .</li> <li>22. Having issues backing the statistics, if someone were to ask, where we got the information from.</li> <li>23. Need a copy of the tips package to have on hand.</li> <li>24. Talk to Kathy about ordering the black fire retardant table cloth. TF6020, floor length and skirted. (Stephanie)</li> <li>25. Going to use our little travel table.</li> <li>26. Want the banners angled off to the side of the table.</li> <li>27. Need to decide what pictures we want to use on the banners</li> <li>28. Want to describe what we want the story/words to be.</li> <li>29. Going to get heart shaped suckers from bulk barn. (Brian)</li> <li>30. Pins, pens and gator clips, as well as the bags that are ready, to hand out.</li> <li>31. Print out HDS pamphlets more of the HDS (Krista, Stephanie)</li> <li>32. Darren and Tiffany 9am-12pm, Saturday.</li> <li>33. Tiff and Aaron for Saturday 3-6pm Saturday.</li> <li>34. Need to laminate the heart display pictures. (Warren will take care of that)</li> <li>35. Tape the name on bottom of models. (Krista, Stephanie)</li> <li>36. Commercial – done and sent to CTV will be airing, starting Monday, January 30<sup>th</sup>, for 2 weeks.</li> <li>37. Brian will post it on Facebook, after the first showing. (Brian to email out the list of shows that</li> </ol>

<p>commercial will appear)</p> <p>38. It is generic, so it can be used again.</p> <p>39. Plaque for Jim Maxim, Jamie and Cooper – Need wording for the plaques. Must say Cross Canada Conquest on it.</p> <p>40. HDS has a plaque for the office.</p> <p>41. Bottom will have “Cross Canada Conquest. May 29<sup>th</sup> to July 26<sup>th</sup> 2011</p> <p>42. Top will be ????? Heart Defects Society....</p> <p>43. “I left my mark across Canada” (for Coopers dog tag)</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
<ul style="list-style-type: none"> <li>• Contact Commisionairres</li> <li>• 4 boxes for door prizes</li> <li>• Talk to Gage about volunteering and shirt size</li> <li>• Apple juice for the kids</li> <li>• Buy an easel</li> <li>• Get banners ordered</li> <li>• Talk to Kathy about table cloth</li> <li>• Get heart shaped suckers</li> <li>• Laminate heart display pictures</li> </ul>	<ul style="list-style-type: none"> <li>• Darren</li> <li>• Bea</li> <li>• Stephanie</li> <li>• Darren</li> <li>• Krista</li> <li>• Darren</li> <li>• Stephanie</li> <li>• Brian</li> <li>• Warren</li> </ul>	<ul style="list-style-type: none"> <li>• 02/03/12</li> <li>• 02/09/12</li> <li>• 02/09/12</li> <li>• 02/03/12</li> <li>• 02/08/12</li> <li>• 02/03/12</li> <li>• 01/30/12</li> <li>• 02/09/12</li> <li>• 02/07/12</li> </ul>

**HDS Website – Brian Caza**

<p><b>DISCUSSION</b></p> <ol style="list-style-type: none"> <li>1. Nothing has been done.</li> <li>2. Pictures will be updated this weekend.</li> <li>3. Need an “In Memory Of” slide show.</li> <li>4. Still no luck with finding someone to help update website.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
<ul style="list-style-type: none"> <li>• Update pictures and make “In Memory Of” slideshow</li> </ul>	<ul style="list-style-type: none"> <li>• Brian</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

**NEW BUSINESS**

**Warren Hayes**

<p><b>DISCUSSION</b></p> <ol style="list-style-type: none"> <li>1. We have the CAW Local 200 donation this year.</li> <li>2. Waiting for reply from Local 444 to see if we’ve gotten their sponsorship.</li> <li>3. Dr Mundal would like 5 or 6 tips packages. He handles the high risk patients at Met Hospital.</li> <li>4. Feb. 21<sup>st</sup>, will need more tips packages for Caroline to take to her doctor.</li> <li>5. To help raise awareness, Warren suggested having a float in one of the parades.</li> <li>6. Need to get more awareness in the county.</li> <li>7. Warren can likely get a trailer donated.</li> <li>8. Put sponsors around the skirting to help pay for the cost of the float.</li> <li>9. Possibly ask kids from a high school, to make a float as a project.</li> <li>10. We can hit strawberry fest, tomato fest, corn fest, Harrow fair.</li> <li>11. Think about what we would want on the float.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
<ul style="list-style-type: none"> <li>• Make up more tips packages</li> </ul>	<ul style="list-style-type: none"> <li>• Krista</li> </ul>	<ul style="list-style-type: none"> <li>• 02/17/12</li> </ul>

• Think of float idea	• Everyone	• Next Meeting
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**Francine Bryar Memorial Bursary – Beatrice Phelps**

<b>DISCUSSION.</b>		
1. We need 25 applications to pass out in local high schools.		
2. The dates of submission do not need to be changed.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
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**ADJOURNMENT**

<b>MEETING END TIME</b>	3:25pm
<b>NEXT MEETING</b>	Friday, February 17th, 6:30pm