



## *Heart Defects Society of Windsor and Essex County*

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Registered Charity Number #89893 7818 RR0001

### **Board of Directors Meeting Minutes**

<b>MEETING DATE</b>	March 24 <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>	1:10 PM			
<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>	Kristztina Muscat, Elaine Womack			

#### **RECURRING AGENDA TOPICS**

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

TOPICS	COMMENTS/CHANGES	OUTCOME
<b>Approval of Agenda</b>	Add membership and volunteer forms Add FBMB	Movement to accept: Tiffany Seconded: Krista Passed: unanimously
<b>Approval of Minutes</b>	Under FBMB superintendent is one word.	Movement to accept: Bea Seconded: Brian Passed: unanimously

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

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Quiet month, we are on track with everything for the walk so far</li> <li>2. Pledge sheets are yet to be finalized</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

## TREASURER'S REPORT – Tiffany Benoit

### **DISCUSSION**

1. Banners were recorded as advertising asset
2. Undeposited funds have been deposited
3. Pasta dinner has been recorded. Expenses will go up when final count is given.
4. Regarding MTMF disbursements - we may hit or surpass our budget this year
5. Just the usual, rent and cogeco bills and toner for expenses.
6. Brian would like to separate the raffle from other funds.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Movement to accept: Stephanie

Seconded: Krista

Passed: Unanimously

## **OLD BUSINESS**

### WEBSITE – Brian Caza

### **DISCUSSION**

1. Krista got a quote to redo website by a web designer
2. We were given a 30% discount and would be shown how to maintain the site ourselves
3. It was brought up that we ask a college student to do it for a project.
4. Wordpress can be modified to do website template.
5. \$900 to redo website, includes an hour, in person tutorial, and access to 17 videos
6. Tiffany is familiar with wordpress, and with time allowing, is willing to do it
7. A lot of the stuff we already have done has been in house, we need to outsource
8. We are going to look into a few other quotes
9. We need to be more eye appealing colours and easy to use
10. We need one person in charge of maintaining and updating the website
11. We need to compile a list of what we want and send out and get quotes for that specific list

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

### WALK'N ROLL-Finalizing Prizes – Beatrice Phelps

### **DISCUSSION**

1. Looking into getting tickets for a baseball game as one of our top prizes
2. Jams and sauce will be a prize
3. Holiday inn and Comfort inn will return as sponsors
4. Hampton inn, was suggested to ask to get a donation from, as Collette P works there now
5. Contacted Shoppers, Caesars, Greensheild still waiting for reply
6. Debt Freedom, was mailed out a letter.
7. Parks and Rec bill came in, was given to Tiffany
8. We have 4 top prizes, we would like to have 8 prizes
9. Tiffany will look into making a basket of liquor
10. We have a Tim Hortons basket for a prize
11. Cozies, gator clips given to everyone with their bag
12. \$10.00 prize - Pedometer
13. \$25.00 – Mugs
14. \$50.00 – T-shirt and flashlight

15. \$100.00 – Geleez umbrella (red and white)		
16. \$200.00 – 30 can roller cooler from Standout.com (red cooler, black logo)		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

**NEW BUSINESS**

**OFFICE SUPPLIES – Krista Holland**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Brian has until next meeting to bring in file cabinet.</li> <li>2. Handed out “The Beat”. It will be proofed by all so that we can send it out.</li> <li>3. Darren would like to look into volunteer service award for Ontario, for those who have been volunteering for over 4 years.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

**MTMF Review for Board Members – Brian Caza**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. It has been brought back up, that if a person may not want to apply to the board, if they can't apply for MTMF.</li> <li>2. Several new families to the organization and we don't want to hinder our chances with a new board member as we look forward to our AGM.</li> <li>3. No one really benefits as we re-imburse the MTMF, so it's not like a board member would get money over non-board members.</li> <li>4. Some feel that we are limiting ourselves with board members, if they are not able to receive MTMF.</li> <li>5. As long as everyone follows the same rules, it shouldn't be an issue.</li> <li>6. Does it damage us more in the public eye with letting board members apply, or is it beneficial.</li> <li>7. If anyone questions it, we have proof to back up, where the money is going.</li> <li>8. If we raise limits and a board member uses MTMF, and we have to lower it the next year, it doesn't look good.</li> <li>9. There is always the option for a board member to declare conflict and not vote.</li> <li>10. Brian motions to vote for MTMF board members able to apply.</li> <li>11. Darren Seconds</li> <li>12. 5 voted yes</li> <li>13. 1 opposed, as President does not vote</li> <li>14. The board member applying for the MTMF, cannot sign off on cheques.</li> </ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

## OTHER BUSINESS

### **NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion**

<b>DISCUSSION</b> 1. It has been brought up if it would be beneficial, to take visa cards at fundraiser events. Will look further into this option. 2. Paypal account is linked on our site.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

### **Membership and Volunteer Forms – Beatrice Phelps**

<b>DISCUSSION</b> 1. Remove raffle tickets at retail locations		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

### **FBMB – Beatrice Phelps**

<b>DISCUSSION</b> 2. Got everything out to the superintendents and guidance counsellors		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

### **Quilt Guild - Elaine Womack**

<b>DISCUSSION</b> 3. They voted and selected the HDS for their quilt raffle 4. Only one charity this year, we will be given upwards of \$5,000 5. We are asked to sell tickets to the raffle 6. The Guild, would like a booth at our pasta dinner 7. When we have booth at Devonshire mall, to sell tickets there as well 8. Tickets will be available Oct-Nov 2012 9. Draw will be held first week of May, 2013. 10. As a suggestion, approach Rotary to help raise funds.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

### **ADJOURNMENT**

<b>MEETING END TIME</b>	2:56 PM
<b>NEXT MEETING</b>	Saturday, April 21 <sup>st</sup> , 1 PM