



Heart Defects Society of Windsor and Essex County

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

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Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	April 21, 2012			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Brian Caza			
TIME CALLED TO ORDER	1:10pm			
DIRECTORS IN ATTENDANCE	X	Brian Caza, President	X	Darren Womack, Vice President
		Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary
	X	Beatrice Phelps, Director	X	Warren Hayes, Director
	X	Krista Holland, Office Manager		
OTHERS IN ATTENDANCE				

OPEN OF MEETING AND MOMENT OF SILENCE

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1.	Movement to accept: Krista Seconded: Darren Passed: unanimously
Approval of Minutes	1. Under discussion 1, redo is one word 2. Number 11, we need to compile 'a' list, not 'of' 3. Number 5, is Green Shield 4. Office supplies, number 3 - for those 'who' have been volunteering	Movement to accept: Bea Seconded: Krista Passed: unanimously

PRESIDENT'S REPORT – Brian Caza

DISCUSSION		
1. We have a couple of new sponsors 2. Busy been working on Walk'n roll		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION		
1. N/A		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
Movement to accept: Seconded: Passed: Unanimously		

BUSINESS TO DISCUSS

WALK'N ROLL – Beatrice Phelps

DISCUSSION		
1. U-Haul is booked 2. Darren has taken Friday off and can help Friday afternoon if needed 3. Darren to pick up U-Haul truck 5pm 4. Meet at office and load truck at 6pm 5. Need to get BBQ's from the other office 6. Warren will get propane 7. Bea is bringing coolers and warren will load them up with ice, Friday night 8. Need a cash box for the t-shirt table 9. Need to buy a first aid kit for the office so we can take them to events (Darren) 10. Bea has all the food ordered 11. Need more ketchup and mustard (Bea) 12. Vegetables (Bea) 13. Need the 3 tubs for the water and ice (Warren will get 10 bags of ice) 14. Darren going to bring his canopy for extra shade 15. Currently have no music. Al Fazio requested a tax receipt. Must find out how much he would want and see what we can do if he requests too much. 16. Darren will look for a spare stereo 17. Still need to order t-shirts from Jen at Inkfx 18. Darren has expense reports that he needs to file, regarding sweaters and prizes 19. Weather permitting, we will bring and use our banners 20. Registration-Bea and Anna, t-shirts-Krista and Stephanie, BBQ–Brian, water-Warren 21. Contacted Commissionaires about parking, Darren will follow up on Monday 22. Placing flag further down in the parking lot, to 'mark' our spot as a charity event 23. Sponsors on t-shirts – Holiday Inn, Shoppers, Green Shield, Caesars, Carnival Law Office, CAW 444 and 200, Festival Tent, E.D. Smith 24. Bea will get more pop, juice and apple juice 25. Need desserts (Darren will ask his mom) 26. Keep 10 of each toddler and youth t-shirts on hand 27. Ordering 5 of each 2t, 3t, 4t, youth-small, med, large t-shirts with backs 28. Jackie doing animal balloons and Jeannie doing tattoos 29. All prizes are ordered and should be in this week and in office next Saturday. Total cost is \$2982.54		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Pick up U-Haul	Darren	May 4 th – 5pm
2. Look for spare stereo		

3. Bring canopy for shade		
4. Contact Commissionaires		
5. Desserts		
6. Meet at office to load U-Haul		May 4 th – 6pm
7. Bring coolers to office	Bea	May 4 th
8. Get more pop, juice and apple juice		
9. Get propane and 10 bags of ice	Warren	
10. Load U-Haul		May 4 th – 6pm
11. Order t-shirts	Brian	April 23 rd

WEBSITE – Brian Caza

DISCUSSION		
<ol style="list-style-type: none"> 1. Darren thinks we need to sit down and go through what we really need to do and want. 2. Darren’s brother said most would charge 3-4,000 3. Usually 15-20% for maintenance fee 4. Brian is the only one that is able to update website as of right now 5. We need something that we can use ourselves, or we need to go through someone that will be able to maintain it for us 6. Make a list of pages we would want on the site 7. Brian sent out link of what he threw together 8. Darren doesn’t want the site to be personal, would like it written by someone that is un-biased. 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Garden – Warren Hayes

DISCUSSION		
<ol style="list-style-type: none"> 1. Located in Amherstburgh, at the House of Shalom, Youth Centre. 2. They donate to families that need it. 3. Can use space on the garage for our advertisement, since they are non-profit, there is no issue 4. Kids keep them maintained and donate to food banks in the area 5. Will be contacting media April 30th, to promote the garden project 6. Asking \$250 and we need to make a sign for advertisement 7. Would like to have board members present, if possible 8. Exposure in the Amherstburg Echo 9. Contact Inkfx or Angelstar, to make a sign on corrugated cardboard with logo, website, and phone number and charity number 10. Darren motions to approve sponsorship of the garden and make a sign, total cost being \$500 11. Seconded by Bea 12. Passed unanimously 13. Bring one of our banners with us April 30th 14. Would like to have grey golf shirts for our board members. Call Silver Stitch on Monday (Steph) 15. Sizes – Bea and Steph-med, Darren and Tiff-Large, Warren XL, Brian 2xl, Krista 3xl 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Order sign to be made	Darren	ASAP
2. Order golf shirts	Stephanie	April 23 rd

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION 1.		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

ADJOURNMENT

MEETING END TIME	2:22pm
NEXT MEETING	May 10 th , 6:30pm