



## *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>	May 28 <sup>th</sup> , 2012			
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.			
<b>MEETING CALLED BY</b>	Darren Womack			
<b>TIME CALLED TO ORDER</b>	6:44 PM			
<b>DIRECTORS IN ATTENDANCE</b>		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>	Krisztina Muscat			

#### **RECURRING AGENDA TOPICS**

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

<b>TOPICS</b>	<b>COMMENTS/CHANGES</b>	<b>OUTCOME</b>
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>Add suggestion, bereavement envelopes posted in funeral homes</li> <li>Add potential to collect donations off of credit cards</li> </ul>	Movement to accept: Bea Seconded: Warren Passed: unanimously
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>Francine Bryar #12 recipient is spelled wrong</li> <li>#15 – get rid of let</li> <li>#4 - Pooker Ride \$250 will get you logo and name will get company on t-shirt</li> </ul>	Movement to accept: Bea Seconded: Warren Passed: unanimously

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

<b>DISCUSSION</b>		
1. N/A		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

## TREASURER'S REPORT – Tiffany Benoit

### DISCUSSION

1. We 4 new MTMF's
2. Haven't had a chance to do anything since last meeting
3. \$5935.00 was the final total of the Walk'n Roll
4. In the future, we need to make sure we don't spend money needlessly
5. Tiffany is preparing an event income statement so we know what we are spending.
6. Would like a price list of the inventory, so we can sell items

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

## BUSINESS TO BE DISCUSSED

### PICNIC FINAL – Beatrice Phelps

### DISCUSSION

1. Called Fetter family and Paige will be there to receive her bursary
2. No issue with media release regarding any of her medical information
3. Ordered precut hot dog and hamburger buns
4. Got 19 more kids prizes
5. Got gloves for food handling
6. Bought candies and the piñata
7. Got another box of 36 hotdogs
8. Tiffany has confirmed to get at least 3 big bags of chips
9. Darren on registration
10. Brian - bbqing (possibly Aaron, as Warren won't be in attendance)
11. Stephanie and Krista – arrange veggies
12. Anna - prepping salad
13. Everyone except Brian - cover tables
14. Need to get one more of each condiment, as well as cheese for burgers
15. Still have to get veggies and salad, sanitizer and masking tape
16. Krisztina will make cookies and cupcakes as well as bring juices she can buy when she goes to the States
17. Anna will be making macaroons
18. Bring pop, koolaid jammers, apple juice, 2 tubs of water
19. Going to dispense of the orange drink from McDonald's
20. Need to contact families about picnic
21. Need to bring the games- pin the heart, bean bag toss, basket case, plunger hearts, coin drop, broom handle and rope for the piñata
22. Bought plates and utensils
23. Need two propane tanks (Warren)
24. Get cheque made on dry eraser board – Derek at AngelStar
25. Darren will find a way to get trailer, to haul everything to the park

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Get trailer to haul stuff to park	• Darren	• June 8
2. Get sanitizer and masking tape	• Bea	• June 8

3. Get one of each condiment as well as cheese for burgers	• Bea	• June 8
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**THIRD PARTY DONATIONS – Darren Womack**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Darren will email links that he has found regarding Charity guidelines</li> <li>2. There is a term “deceptive fundraising” when you review it, you have to make sure, certain things are held up.</li> <li>3. Going to send out mock up guidelines for third party fundraising</li> <li>4. HDS must be clearly indicated as well as logo</li> <li>5. Third party should have a clear understanding what HDS raises money for (make a cheat sheet of our MTMF and FBMB and about our care packages for the third party)</li> <li>6. Primary beneficiary cannot be a private individual or another charitable organization</li> <li>7. 50 percent MUST be donated to HDS</li> <li>8. We will not do commission based fundraising</li> <li>9. Receipts must be available for auditing purposes</li> <li>10. Must be clearly stated whether or not, how and when charitable receipts will be sent out</li> <li>11. Putting together fundraising agreement</li> <li>12. We need to know whether or not the third party will be raising proceeds by having a 50/50 or raffle draw</li> <li>13. Regarding 50/50, we want to know what the remainder of the proceeds is going to, should be clearly defined (is it being used for advertising etc)</li> <li>14. Note for Tiff – do we need any type of form for donation receipts and how to handle receipts</li> <li>15. Darren would like us to point out or think of anything that may be missing from the guidelines</li> <li>16. There is a link on the CRA website - Section C number 9, that is suggested we check out</li> <li>17. Don’t want to scare people from donating, don’t want something to come back and haunt us, we don’t want to put undue constraints</li> <li>18. Will discuss again</li> </ol>		

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. Email links and mock up guidelines	• Darren	• June 18
2. Put together a cheat sheet on one sheet of paper along with the requirements of what the HDS is and what we offer	• Stephanie/Krista	• June 25
3. Tiffany to find out what type of forms are needed and how to handle receipts	• Tiffany	• June 25

**POOKER RIDE – Warren Hayes**

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Pledges – we’ll have a draw for 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> ,</li> <li>2. 3<sup>rd</sup> place prize - \$100-\$200 - Spirits basket</li> <li>3. 2<sup>nd</sup> place prize - \$201-\$500 – Wine tour of Essex County on the Cool Bus</li> <li>4. 1<sup>st</sup> place prize - \$501+ - Hotel room and show at Caesars Windsor (which is still being negotiated)</li> <li>5. Going to have person in once</li> <li>6. Start off pulling top prize, post it and do that in sequence, then announce prizes from third to first</li> <li>7. Must be present to win, if not present, pull another name</li> <li>8. Must finish discussing whether or not a person is entered once per pledge range or do they get a</li> </ol>		

chance to win at each pledge range when over \$500

9. Pull prizes before dinner
10. Doing door prizes while riders are on the ride.
11. Make sure we have all ticket stubs to do the door prizes
12. When registering make sure we have all information to get mailing info, so we can pre-mail pledge sheets next year
13. On the pledge sheets, we need to make sure they know the registration fee isn't a donation and can't be issued a full tax receipt, but can be issued a partial tax receipt (ex. if meal is \$10 they get a \$40 receipt.)
14. Donated prizes can get a receipt, services can not
15. Make the poster, CAW 200, 444 and motor city credit union will be sponsors
16. Can now put pledge sheets together
17. Darren is to get 2 Pooker Banners for the Mall

<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. Make Poster	• Darren	• ASAP

### **MALL CONFIRMATION – Brian Caza**

<b>DISCUSSION</b>		
1. Darren will call Devonshire Mall to confirm for August 11 <sup>th</sup>		
<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. N/A		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>

### **FUNERAL HOME DONATAION ENVELOPES - Beatrice Phelps**

<b>DISCUSSION</b>		
1. Suggested to have donation envelopes in the funeral homes for those that wish to donate instead of giving flowers		
2. Get in touch with funeral homes to inquire if there is a list of charities that are donated to, in lieu of flowers, and if there is a general form that we can use (Bea)		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. Contact funeral homes	• Bea	• June 25

## COLLECTING DONATIONS VIA CREDIT CARDS - Darren Womack

### DISCUSSION

1. Can get target pricing on what it would be, to get equipment to take donations from visa
2. Charge us per transaction
3. Get a virtual terminal system that would cost a terminal fee
4. \$30 a month for the service
5. \$360 annual fee
6. \$50 for Visa and Mastercard charge, set up fees, so we are recognized
7. set up fee of 300, reduced to 159
8. Monthly statements are \$10
9. We put in a claim and it gets refused, we have to pay back and there is a charge of \$25
10. \$690 per year is the basic cost, plus 2% of transaction
11. Is it something we think we should do, and when should we do it
12. Canadians are big on using credit cards, due to frequent flyer miles, points etc.
13. Would this impact our charity
14. Suggested doing a Gala as this would be most beneficial in a silent auction
15. Re-discuss at next meeting

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

### ADJOURNMENT – Darren Womack

<b>NEXT MEETING</b>	June 25 <sup>th</sup> , 2011, 6:30pm
<b>MEETING END TIME</b>	8:33pm