



## *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>	July 23, 2012			
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.			
<b>MEETING CALLED BY</b>	Brian Caza			
<b>TIME CALLED TO ORDER</b>	6:33pm			
<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>				

#### **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>		Movement to accept: Tiffany Seconded: Darren Passed: unanimously
<b>Approval of Minutes</b>	<ol style="list-style-type: none"> <li>1. Picnic final #16 - Krisztina is spelled incorrect</li> <li>2. Third party donations #17 – We don't want* to put</li> <li>3. Pooker Ride #11 – make sure we have all ticket stubs for door* prizes</li> </ol>	Movement to accept: Bea Seconded: Tiffany Passed: unanimously

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

<p><b>DISCUSSION</b></p> <ol style="list-style-type: none"> <li>1. It's the last meeting before our AGM</li> <li>2. Reminder to everyone to write up summary who you are, what you did, even if you're not up for election</li> <li>3. We are not changing the date of AGM</li> </ol>
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4. We have to be clearly understood about proxy if a board member cannot attend the AGM.
5. Absent director must notify intentions of what you are voting to the president and one other member to proxy your vote
6. We have a clause where you have to be present to one event and one meeting to be able to be elected to the board
7. Also the 'ten year on the board' needs to be changed in the by-laws on the website
8. Max. years to be able to be a director on the board was changed to 20 years, August 4<sup>th</sup> 2010.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Write up summary for AGM	<ul style="list-style-type: none"> <li>• All board members</li> </ul>	<ul style="list-style-type: none"> <li>• Aug. 11</li> </ul>
2. Change the 'max years of director' in our by-laws on the HDS website.	<ul style="list-style-type: none"> <li>• Brian</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

### TREASURER'S REPORT – Tiffany Benoit

#### **DISCUSSION**

1. Financials for both June and July 2012
2. Must incur bursary for Paige in the total
3. Still missing the invoice from Teutonia Club
4. Not much has changed, no events, just picnic
5. Will finalize within the next week and send out before AGM
6. Tiffany will prepare report to be presented in case of absence
7. Highlight for 2012 is that we slightly exceeded the MTMF budget
8. Net income is lower than last year, which is great comparing to last year
9. Misc. Expenses needs to be corrected to a negative balance
10. July we are negative as we usually are
11. There are still MTMF's to be filed
12. Is it smarter for us to give prizes away with donation versus selling inventory?
13. Going to make a promotional expense so that we can give it away as promotion with the HDS
14. She will send all financials out before the AGM
15. Stephanie – post that we handed out bursary, MTMF disbursements, it's good to see that our services are being taken advantage of (lip service)

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Finalize financials	<ul style="list-style-type: none"> <li>• Tiffany</li> </ul>	<ul style="list-style-type: none"> <li>• Aug. 3</li> </ul>
2. Post about handing out bursary and MTMF disbursements	<ul style="list-style-type: none"> <li>• Stephanie</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

**Movement to accept:** Darren

**Seconded:** Krista

**Passed:** Unanimously

### **BUSINESS TO BE DISCUSSED**

#### PICNIC POST-MORTEM – Beatrice Phelps

#### **DISCUSSION**

1. 63 attendants - 25 children, 38 adults
2. Lots of food
3. Salad doesn't go over well, going to get less next year
4. Vegetables weren't really touched,
5. Going to stick with celery cucumbers and peppers
6. There was plenty of chips

7. Thank you cards to those that did desserts –Elaine (also did logos on towels), Barb and Krisztina (also donated kool-aid jammers)
8. Kids had fun at the splash pad
9. Brian could have started BBQ earlier
10. Tiffany did a lot of work in helping set everything up
11. Darren worked hard talking to people
12. Paige felt welcome
13. Jeanne and Bea did registration and door prizes papers
14. Krista and Stephanie did good job getting everything ready to load and cleaned up at the office afterwards
15. Darren and Brian worked very hard loading and unloading supplies
16. The cheque looked good, thanks to Warren
17. \$224.65 was total cost of picnic
18. What should we change?
19. New games were suggested
20. Maybe try organizing or encourage more game play
21. Get together a water balloon toss
22. Carry the egg
23. Try to get games geared for every kid, for example something more active as well as something less active

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.		

### POOKER RIDE – Warren Hayes

#### **DISCUSSION**

1. Registration starts at 9:30am, 10:15 announcements and opening remarks, 10:30 roll out.
2. Other than changing the logo for CAW, pledge sheets are ready to go
3. Darren is going to try to get Red Wing tickets for a prize.
4. Route is planned out
5. Banners are almost done, just waiting on one logo
6. Going to make some weights for the bottom of the banners
7. Still trying to get more donations
8. Probert shirt and tickets for Neil Young as raffle prizes
9. Need the list of prizes for the raffle by mid-August so we can get the raffle license
10. As far as prizes for top pledge earners, going to switch prize one and two.
11. Still need one more top prize for second place
12. #1 prize – Cool Bus Wine Tour
13. #2 prize –
14. #3 prize – Spirits Basket
15. Brian sent off email to Caesars about room and show for 2<sup>nd</sup> place prize
16. The Pooker ride site will be up this week
17. Going to have the Pooker pictures as well as the link to Youtube of the video for the Pooker Ride from Fran Soda

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Get the Pooker Site up and HDS website updated with current events	<ul style="list-style-type: none"> <li>• Brian</li> <li>• Warren</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP!</li> <li>• Aug. 15<sup>th</sup></li> </ul>
2. Final list of all raffle prizes		

### EXPLORE THE SHORE – Warren Hayes

#### DISCUSSION

1. This Saturday is a tour of Essex County organized by the Chamber of Commerce. There are about 29 stops
2. Gen was asked to stamp passports
3. Each stop is able to promote a charity of their choice
4. Warren will be there and will promote HDS
5. Will take the banners
6. Hand out small items in inventory with donations

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

### MALL CONFIRMATION – Darren Womack

#### DISCUSSION

1. We are confirmed for August 10, 11, 12
2. NP2, which is located by Chapters
3. Will call and cancel the 10<sup>th</sup>
4. We are good for third party insurance
5. Must be there prior to opening of the mall
6. This week Darren will finalize Pooker banner and get 2 additional of the original banners made
7. Going to look into getting the Pooker banner on vertical card stock, as well as the Pooker flyers.
8. Saturday 9-12 Brian and Anita, 12-3 Bea and Anna, 3-6 Warren and Gen
9. Sunday 10-1:30 Darren and Tiffany, 1:30-5pm Krista and Stephanie
10. Someone needs to help take things down Sunday as Krista can't do lifting.
11. Need to know what to do regarding HDS pamphlets and what to hand out at the mall
12. Going to look into seeing if quilt guild tickets are ready

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Call and cancel Aug. 10 <sup>th</sup> at the mall	• Darren	• ASAP
2. Get Pooker banners made	• Darren	• Aug 10 <sup>th</sup>
3. Look into getting vertical card stock Pooker flyers	• Darren	• Aug 10 <sup>th</sup>
4. Get things ready to take to the mall	• Krista and Stephanie	• Aug 10 <sup>th</sup>

### THIRD PARTY DONATIONS – Darren Womack

#### DISCUSSION

1. Darren will send out the guidelines for us to review in order to finalize
2. Cover letter is the same as last time
3. Cannot use our name to promote another fundraiser
4. We cannot do contingent based fundraising
5. We need to highlight on the website that only people from Windsor and Essex County are eligible for our services
6. Certain criteria must be met for charitable tax receipt
7. Add charitable tax receipt after 20 dollars to HDS donation forms
8. Cheat sheet – need to reword FBMB and truncate it down
9. Need HDS week events and picnic on the cheat sheet
10. Want to show where our money goes in a quick handout

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
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1. Add charitable tax receipt after 20 dollars to HDS donation forms	• Stephanie	• ASAP
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### COLLECTING VIA CREDIT CARDS – Darren Womack

<b>DISCUSSION</b>		
1. Re-discussing issue with Brian who was absent at the last meeting		
2. If people want to donate by credit card, it would be cheaper to make ourselves a Paypal account instead.		
3. We have decided to revisit this issue again next year.		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1.	•	•

### FUNERAL HOME DONATIONS – Beatrice Phelps

<b>DISCUSSION</b>		
1. 14 funeral homes were contacted		
2. Brian feels that he doesn't want people to remember the HDS during a death		
3. Brian also thinks there won't be many donations given to the HDS versus another charity		
4. Darren feels that not everyone wants a ton of flowers and would rather donate to a good cause		
5. Would like our charity added to the list of charitable organizations		
6. Many funeral homes agreed and sent out a form		
7. Brian needs to reword the draft to ask to be on the list of charitable organizations		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. Re-word the draft to ask to be on charitable organizations list	• Brian	• ASAP

### OTHER BUSINESS

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

<b>DISCUSSION</b>		
1. Stephanie to send out HDS events in Windsorite.ca		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1.	•	•

Motion to adjourn - Bea

Secoded - Brian

#### ADJOURNMENT – Brian Caza

<b>NEXT MEETING</b>	August 11 <sup>th</sup> , 2012 – Following the AGM
<b>MEETING END TIME</b>	8:11pm