



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

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

Phone: 519-973-0915

Email: [admin@HeartDefectsSociety.org](mailto:admin@HeartDefectsSociety.org)

Registered Charity Number #89893 7818 RR0001

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

<b>MEETING DATE</b>	August 11 <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>	7:14PM			
<b>DIRECTORS IN ATTENDANCE</b>		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		
<b>OTHERS IN ATTENDANCE</b>	Stephanie Gosselin, Gage Walker			

#### **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>	1. Aside from Brian's name being on the agenda as a speaker.	Movement to accept: Krista Seconded: Darren Passed: unanimously
<b>Approval of Minutes</b>	1. Picnic #13 its Jeanne not Jane 2. Explore the Shore #1 there ARE 29 stops, not there is	Movement to accept: Bea Seconded: Krista Passed: unanimously

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

<b>DISCUSSION</b>		
1. As of noon today, Brian has resigned from his duties as President as well as stepped down off of the board of directors		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1.	•	•

## TREASURER'S REPORT – Tiffany Benoit

### DISCUSSION

1. We just went over the numbers quickly as Tiffany was not present but submitted the year-end financials to go over
2. Total income was \$52, 475.30
3. We've done well, we've come ahead
4. We had a goal of \$6000 to send out in MTMF
5. We are going to review our MTMF budget and establish a separate account for MTMF and FBMB so that those funds cannot be touched.
6. Would like to roll over the funds for MTMF and FBMB
7. Look at percentage of money coming in versus what our charity distributes

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

**Movement to accept:** Darren

**Seconded:** Krista

**Passed:** Unanimously

## BUSINESS TO BE DISCUSSED

### EXPLORE THE SHORE – Warren Hayes

#### DISCUSSION

1. The event went very well
2. We made a few contacts for Pooker Ride as well as made contact with a woman that has a child with CHD
3. Donations went better than expected
4. Instead of donation forms, they used Pooker Ride pledge sheets
5. Gave 2 pledge sheets to someone who is always a top pledge earner
6. One has Gen name and the other has Linda Higgens name
7. Coolers went over well

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

### POOKER RIDE – Warren Hayes

#### DISCUSSION

1. We are still looking for second top prize
2. A 32 inch TV was recommended as it's something for stage presence.
3. Krista suggested tickets to Cedar Point, a bus from Windsor to Cedar Point \$90 per ticket, \$180 for 2 tickets, \$360 for tickets for 4.
4. Darren feels it doesn't have the wow factor or stage presence
5. We decided that we are going to get a TV and save the Cedar Point tickets for the Walk'n roll
6. Warren will look around for deals on a TV
7. Krista would like stamps so we know who has already paid if they come and go at the dinner
8. Where are we getting t-shirts from? capped sleeve
9. Stephanie G suggested Graphix Plus for shirts as she said that you can take in your own shirts
10. Deadline for sponsors prior to August 31
11. Who is going to be at the 4 stops? Gen has been rounding up volunteers for the stops
12. Need 4 tables minimum at pre-registration

13. Darren will bring canopy in case it rains
14. Need cash box
15. Darren will be at Hall by 9am at absolute latest
16. We will send someone for warm coffee when people start coming in at a more frequent pace
17. Must block off the one entrance
18. Krista and Stephanie will take pictures as time and duties allow during pre-registration and at whatever stops we make as well as at the Teutonia Club
19. Will not be making announcement to stay together as a large group due to issues that it caused last year, however Warren's group will be sticking together between Leamington and Colchester to make an impact, as they have local support there
20. Lunch will be in Leamington
21. Darren will order 150 – 250 tickets and stamp cards from Minute Man
22. Still need to hear back from Teutonia, Darren will contact Monday
23. If it's not raining, we would like to set up the HDS banners at each stop
24. Must arrange who will take banners and pick them up at each stop
25. Suggested Gen to check out North 42 Promotional Wear for the t-shirts
26. Could use more door prizes
27. Darren will get sauce basket and still needs to hear back about the Wings tickets
28. Raffle tickets are: Tsunami glass works item
29. Probert shirt
30. Spirits basket one is raffle one is door prize
31. 2 Neil Young tickets
32. Motorcycle sculpture

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Sketch out layout for registration	• Krista	• Sept 14 <sup>th</sup>

### **NOMINATIONS AND VOTING OF BOARD MEMBERS – Stephanie Voakes**

#### **DISCUSSION**

1. Everyone did a year end summary, we all took a moment to read it over
2. Gage inquired about the prosperity of the HDS, we discussed our ups and downs
3. Our fundraising has grown
4. Our outreach has gotten a bit stronger
5. Stephanie G is not eligible to be on the Board of Directors
6. Gage is eligible to be on the Board of Directors
7. 2 year term on the Board of directors, so every year there is a turnover of half the board
8. Remaining on the board is Darren, Beatrice, Tiffany and Krista
9. Up for re-election is Stephanie, Warren and to fill the vacant seat
10. Due to Tiffany's absence, she has given Darren her proxy to accept nomination and her vote
11. Nominations are as follows:
12. Krista nominates Stephanie, Darren seconds – Stephanie accepts
13. Bea nominates Warren, Darren seconds – Warren accepts
14. Krista nominates Gage, Stephanie seconds – Gage declines
15. We currently have 6 people board members with a 7<sup>th</sup> open seat
16. Must state that with the open seat, it will be for a one year term if filled next AGM
17. Darren nominates Warren for Vice President, Bea seconds Warren accepts
18. Krista nominates Darren for President, Bea seconds, Darren accepts
19. Bea nominates Tiffany for Treasurer, Darren seconds, Tiffany accepts via proxy
20. Krista nominates Stephanie for Secretary, Darren seconds, Stephanie accepts

21. At this point in time the Board of Directors is as follows:
22. President - Darren Womack
23. Vice President Warren Hayes
24. Treasurer - Tiffany Benoit
25. Secretary – Stephanie Voakes
26. Office Manager - Krista Holland
27. Social Director - Beatrice Phelps

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

## **OTHER BUSINESS**

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

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>1. Care package teddy bears need to be ordered</li> <li>2. Krista and Stephanie found a site with bears that have a personalized t-shirt</li> <li>3. 24 bears at \$7.50 or 48 bears for \$6.95</li> <li>4. Decided on with going with the minimum amount for storage reasons</li> <li>5. Site only delivers to United States, so Darren will set up an account and be responsible for ordering the bears</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

### **ADJOURNMENT – Darren Womack**

<b>NEXT MEETING</b>	Saturday September 8 <sup>th</sup> , 1:00PM
<b>MEETING END TIME</b>	8:42PM