



Heart Defects Society of Windsor and Essex County

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Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	September 8 th , 2012			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	1:01 PM			
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	X	Warren Hayes, Vice President
	X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary
	X	Beatrice Phelps, Director	X	Krista Holland, Office Manager
		Vacant Director		
OTHERS IN ATTENDANCE	Gage Walker			

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ul style="list-style-type: none"> Add By-laws under Business to Discuss 	Movement to accept: Krista Seconded: Bea Passed: unanimously
Approval of Minutes	<ul style="list-style-type: none"> 	Movement to accept: Bea Seconded: Krista Passed: unanimously

PRESIDENT'S REPORT – Darren Womack

<p>DISCUSSION</p> <ol style="list-style-type: none"> 1. Last month got new board 2. Still in transition from Brian to Darren 3. Going to schedule with Darren and Tiffany to get things from Brian 4. Key portion is the banking finalization 5. Bea needs to get to bank so she can sign papers 6. Short term tasks are : 7. HDS website finalized by end of the year (Krista and Darren) 8. Detailed documents of what needs to be done before event (Stephanie and Darren)
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9. Financials need to be easy to understand
10. Want to create a ledger for MTMF
11. Tiffany and Darren will need to work on financials
12. Need more small scale social events
13. Suggested doing a social event at Colasanti's
14. Must work on our outreach
15. Small side project to do a video about what it is like being a parent of CHD child and post it on youtube page for HDS.
16. Need to contact hospitals and OBGYN's
17. Excited for the year ahead as we have a strong board that work well together.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Still in good position with bank balances
2. Undeposited funds of \$460
3. Profit & Loss reflects MTMF's, phone, rent and Pooker Ride expense
4. Things will look much different after the Pooker Ride
5. Pooker Ride expenses accounted for are the shirts and the deposit.
6. Need to do an invoice for the banners and the handouts and posters.
7. WFCU Lottery account is the MTMF account

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Movement to accept: Krista
Seconded: Darren
Passed: Unanimously

BUSINESS TO BE DISCUSSED

BUDGET – Tiffany Benoit

DISCUSSION – See attached

1. This isn't finalized
2. Income is lower this year, last year was the Canada Quest and 2 walks
3. Misc. is hard to forecast
4. Sales are minor
5. Events are consistent, we would like to grow them, but we have had good turn out overall
6. We need to try to push for a better Walk'n Roll this year
7. Advertising - we're not anticipating too much this year
8. Not sure we are doing advertising again this year but we need to find something else to spend the money one way or another
9. FBMB stays at \$500 that gets sent out in June
10. Going back to what Darren said about rollover funds, we should do that for the Bursaries as well.
11. So money is always there to give out if we are ever short on funds
12. Marketing is listed as banners and shirts
13. Budgeting \$650 a month for MTMF
14. Leaving office expenses at \$50 a month

15. Darren to get letter for Walmart
16. Service charges are large amount of coins that are brought in from events
17. Need to minimize operating costs.
18. Look into options for telephone/internet provider
19. Set separate ledger accounts for each 'account'
20. Add website costs to budget
21. Motion to accept financials with modifications - Krista
22. Seconded - Darren
23. Passed - unanimously

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

POOKER RIDE – Warren Hayes

DISCUSSION

1. Darren hasn't made stamp cards yet
2. We'll just hand them out the day of Pooker Ride that way we know they have received the stamp card
3. Don't take stub off, tell them when they show up to register they get the bag and stamp card
4. Make bristol board signs so people know where to go
5. Tiffany – Commissionaires to be contacted need at Teutonia from 5-9pm
6. Set up 8:30am, registration starts at 9:30am
7. Bea – Taking money with Tiff
8. Tiffany - collecting pledge forms and money and handing out tickets
9. Darren helping Tiffany
10. Krista - collecting raffle tickets and directing to coffee
11. Stephanie - handing out bags and stamp card and directing to coffee
12. Warren – Socializing
13. Mr. Biggs - Bernadette and Austin and Jacob, she will also bring the 3 banners to Colchester
14. Warren's son, Stephen will take the banners from Colchester and taking them to Teutonia
15. Darren will have his mom make up bean bag weights for the banners
16. Krista and Stephanie taking the 3 banners to Waterfront (Leamington) as well as stamping
17. Darren taking the banners from Leamington to Amherstburg
18. Colchester is Terri, Marilyn and Debbie
19. Shooters will be Kerry and Cheryl
20. Teutonia set up – Bea, Tiff, Krista, Stephanie, Darren, Mel, Steve, Rob, Grant, Celeste
21. Warren – contact police escort
22. Tiffany - pick up cards and raffle license
23. Will do a 'one more card' for \$5
24. Need a pic in front of the CAW Hall

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

HDS WEBSITE – Darren Womack

DISCUSSION – See attachment

1. Darren will send out the modifications for approval

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

MTMF – Darren Womack

DISCUSSION

1. See attached guidelines to be changed
2. MTMF we have made changes but never formerly updated it
3. Are we going to add Detroit to the list with London and Toronto? (think about this)
4. Must have admission date and discharge date for maximum disbursement
5. We need to re-word extended stay
6. Many people aren't aware of the hotel stay
7. Funds will be distributed via cheque in the name of the applicant on form
8. Tiff will re-word what needs to be fixed and send it back out for approval

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

PREPAID VISA CONCEPT – Darren Womack

DISCUSSION

1. We have a petty cash but we can't order anything over the internet with cash, we need a visa card
2. We want to set up a prepaid visa card with \$500
3. There is a paper trail of what was ordered
4. No one has to carry those finances personally
5. Suggested to keep a \$500 as running expenses
6. Need to think about if we ever get broken into, what numbers do we need to call to cancel things.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

BY-LAWS – Darren Womack

DISCUSSION

1. Made a simple change of an indent to make things easier to find
2. Maximum term was changed from 10 to 20 consecutive years.
3. Must add an amendment to state that board members are now allowed to collect MTMF
4. 3.18 - Directors or family of directors are eligible to receive MTMF reimbursements. This is designed to not discourage members of the Society from joining the Board of Directors in the future. However, all Directors must notify of conflict of interest during discussions/votes regarding changes to MTMF limits and guidelines and are not able to sign off on their own cheques
5. No director shall have signing authority with respect to arms length of MTMF disbursements
6. Will be sent out for approval.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION 1.		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

ADJOURNMENT – Darren Womack

NEXT MEETING	October 1 st , 6:30pm
MEETING END TIME	3:43pm