



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	November 3, 2012			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack			
TIME CALLED TO ORDER	11:10 am			
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
OTHERS IN ATTENDANCE				

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda		Movement to accept: Bea Seconded: Krista Passed: unanimously
Approval of Minutes	Review next meeting	Movement to accept: Seconded: Passed: unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. Next month need to spend time working on pasta dinner 2. Couple things wrap up on Pooker Ride 3. Going into Christmas season, we need to think about raffle prizes and door prizes 4. Going to take care of website stuff this week 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

TREASURER’S REPORT – Tiffany Benoit

DISCUSSION

1. Including CAW came in \$24,500 about \$1,200 was raffle and 50/50.
2. Still a few things coming in
3. Over budget with expenses for Pooker Ride we budgeted \$5,000 will be close to \$2,000 over budget
4. Overall we came close to our estimated goal of \$15,000, we brought in \$13,300
5. We got the pasta dinner invoice which belongs in last years expense
6. We are over budge on MTMF, we should be at \$2,600 and are at \$2,710
7. We need to get a list of expenses to help establish the event budget
8. We got a random donation from a funeral home, in the beginning of September. From My Tribute Gift. \$46.00 was given to us. We don’t know the donator.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Movement to accept: Warren

Seconded: Krista

Passed: Unanimously

BUSINESS TO BE DISCUSSED

CHD Week – Darren Womack

DISCUSSION

1. Will book Bowlero for the CHD week
2. Last year’s expense was \$674.00
3. Not sure who to contact for the proclamation and raising of the flag. Darren will contact Brian
4. Hall is booked for pasta dinner
5. Tiffany to drop of deposit cheque at Teutonia
6. On Feb 10th we are looking to do public skating or Colasanti’s
7. Get feedback (do a poll) on which would be more appropriate, going skating or going to Colasanti’s. Mention that we can rent a bus to get out to the county if people can’t drive. (Cool bus holds 18 people)
8. Feb 2 and 3 we will be doing our display at the mall
9. Not sure if anyone from the quilt guild would be willing to go to sit there
10. If so, we would have to make cheat sheet for them if they were asked any questions

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

MTMF – Darren Womack

DISCUSSION

1. Would like to send out guidelines with an MTMF form in the future
2. Would like to keep a tab per family, so they know whether or not they are eligible to apply for MTMF
3. Based on CRA guidelines \$500 limit can go up to \$680
4. Regarding MTMF guidelines - HDS letterhead to be added
5. Also adding a line submit within 3months of travel
6. Changing Funding guidelines final paragraph to “each qualified patient”
7. MTMF guidelines have been revised, updated and approved (include a copy in the minutes)

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Picnic Final – Darren Womack

DISCUSSION

1. Confirmed June 1st for Picnic Social

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Pasta Dinner – Darren Womack

DISCUSSION

1. Budget we set up was \$2250.00
2. Final cost last year was \$2845.00
3. We need to buy dinner tickets
4. Want to have them printed by next meeting
5. Going to keep the tickets the same
6. Prices should remain the same \$15 for adults and \$10 for kids
7. Pasta dinner is more of a social event, not a fundraiser
8. Last year we only made about \$600
9. Check inventory for art supplies and prizes for the kids
10. Christine to take care of kids prizes if needed
11. Michelle to take care of art supplies if needed
12. Need to have 20 door prizes
13. Budget for kids supplies is \$100 for kids prizes and \$100 for art supplies
14. Bea will call around for door and raffle prizes in January
15. Budget of \$300 on raffle prizes
16. Check amazon.com and Christmas sales for prizes
17. Give away coolers and umbrella as a door prize with 3 mugs
18. Last year 230 adults and 27 kids
19. Need better lighting in the hallway
20. Need a better set up for seating.
21. Going to try to do reserve seating again
22. Darren to put generic letter together to send to all businesses, asking for a donation
23. Call Canada Post to see about a list of businesses

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Office Lease Renewal - Darren Womack

DISCUSSION

1. Lease is up in December
2. Rent is \$779 per month
3. Suggested looking into relocated so that we can get volunteers in here because by law, we are not able to have someone in here through Trillium because we don't have our own bathroom.
4. For now, we are content in staying here, but if we grow we need to move.
5. AC needs to be replaced for this summer.

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

Plaques for CAW and Colchester Bar and Grill – Darren Womack

DISCUSSION

1. Warren will check Costco for engraving prices, Darren will also do price comparisons for engraving (Look into Trophy Boys)
2. Last year it cost \$100 to get all 3 plaques engraved
3. 3 plaques were \$40 (8X10 pic)
4. Warren to pick out the best picture of the one in front of the CAW Hall
5. Darren will take care of plaque once a picture is picked
6. Give 2 tickets to CAW 200, to the 444 and Colchester Bar and Grill

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Krista did inventory and needs to know what to re-order
2. Going to buy our teddy bears today after meeting
3. Need to find an HDS stamp
4. Krista needs info pack to take to her union for request of donation
5. Walmart letter needs to be written
6. Send out thank you to the Pooker mailing list
7. Photos – Krista found a site that does an album for \$14.99
8. Have the photo album shipped to Darren's work
9. Would like to have everyone pictures so we can sort through the best ones
10. Agreed to do 4 books a year

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

ADJOURNMENT – Darren Womack

NEXT MEETING	December 1 st , 11:00am
MEETING END TIME	12:42pm