



## *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>	December 1 <sup>st</sup> , 2012		
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.		
<b>MEETING CALLED BY</b>	Darren Womack, President		
<b>TIME CALLED TO ORDER</b>	11:00AM		
<b>DIRECTORS IN ATTENDANCE</b>	X	Darren Womack, President	Warren Hayes, Vice President
	X	Tiffany Benoit, Treasurer	X Stephanie Voakes, Secretary
	X	Beatrice Phelps, Director	X Krista Holland, Office Manager
<b>OTHERS IN ATTENDANCE</b>			

### RECURRING AGENDA TOPICS

#### Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ul style="list-style-type: none"> <li>Add Prepaid Visa from post office</li> </ul>	Movement to accept: Bea Seconded: Tiff Passed: unanimously
Approval of Minutes	<ul style="list-style-type: none"> <li>Oct 1<sup>st</sup> minutes – approved</li> <li>Treasurer #3 - it should read \$2,000 over budget</li> </ul>	Movement to accept: Bea Seconded: Krista Passed: unanimously

#### PRESIDENT'S REPORT – Darren Womack

<b>DISCUSSION</b>		
<ol style="list-style-type: none"> <li>Going over what he wants to get done before Christmas</li> <li>Regarding website, Darren has some documents to be approved</li> <li>Darren will be more available after the new year</li> <li>Next 2 months we will be focused on CHD week with minimal Walk'n Roll business and FBMB</li> </ol>		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

## TREASURER'S REPORT – Tiffany Benoit

### DISCUSSION

1. Hasn't been much, just rent cheque and two MTMF's come in
2. We had a couple more to a family that has been maxed out, will send a letter to make sure they know they aren't being ignored
3. Charity return still needs to be done (will send a PDF copy before submitting it)
4. Expense report for the teddy bears, will be \$215.00 with shipping 27.99 for taxes.
5. There will be more expenses coming in for pasta dinner

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

**Movement to accept:** Krista

**Seconded:** Darren

**Passed:** Unanimously

## BUSINESS TO BE DISCUSSED

### CHD WEEK – Darren Womack

#### DISCUSSION

1. PASTA DINNER
2. The contract from Teutonia – adult meal price is \$8 plus HST + 10% tip on top of that. Total actual price \$9.95
3. Darren will enquire about the price of the kids plates
4. Got the dinner ticket proofs that need to be approved as there were a couple of changes made
5. An email section was added to the ticket so that we can contact via email
6. Need to add the charity number to the tickets
7. Darren has a list of places and contacts from Brian to contact for the pasta dinner
8. Bea has a list of all the places she's called for donations
9. We need to know who we are going to contact to send a fax to and do a follow up call in January
10. The word "fundraiser" was removed from the tickets
11. We can provide donation receipt if we know the value of the gift
12. Remove cash bar and insert 'craft section' and also state that there will be apple juice provided on the kids tickets
13. Tiff to put together mail merge list on excel
14. Not sure what to do about raffle prizes
15. Want 20 raffle prizes
16. \$300 budget for Pasta dinner prizes
17. 400 adult tickets and 100 kids tickets
18. Art supplies and craft are taken care of
19. Tiff will contact a couple places to contact for photo prize
20. Will confirm lighting situation prior to pasta dinner (last year it was poor and hard to see)
21. Canada Post won't give a list of businesses as they consider it spam mail.
22. Need to get to get a list together of businesses for general mailing asking for donation
23. Talk to Gen about who to contact at Walmart regarding a letter submission
24. FLAG RAISING
25. Contacted city hall about the banner
26. We don't have to send in proclamation until 3 weeks prior to the occasion
27. Contact back from Tam, from Parks and Rec, with banner confirmation for the walk and picnic

28. The cost is \$60.50 for the picnic
29. The cost is \$177.45 for the Walk'n Roll, because of the noise factor
30. Tiffany will look over last year's contract because we've never had a price that high for a Walk'n Roll
31. SOCIAL EVENTS
32. We didn't get much feedback from the Facebook poll regarding what new social event to do
33. Suggested to do just the bowling and do the other social event another time during the year
34. Bowlero is closed the Monday/Tuesday so we can't do bowling the date originally planned
35. Wednesday is rock and bowl from 5-9
36. 2 hours for all you can bowl \$9 per person
37. Not sure we can get a discount for that event
38. We spent \$674.00 including food and bowling
39. Going to try to negotiate a price or work out a possible donation for the pasta dinner
40. Must reserve lanes with bumpers and put bowlers using the ramp beside those lanes

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Enquire about the cost for the kids plates	<ul style="list-style-type: none"> <li>• Darren</li> </ul>	<ul style="list-style-type: none"> <li>• Jan 7<sup>th</sup></li> </ul>
2. Put together a mail merge list on Excel	<ul style="list-style-type: none"> <li>• Darren and Tiffany</li> </ul>	<ul style="list-style-type: none"> <li>• Jan 7<sup>th</sup></li> </ul>
3. Look over contract for Walk'n Roll	<ul style="list-style-type: none"> <li>• Tiffany</li> </ul>	<ul style="list-style-type: none"> <li>• Jan 7<sup>th</sup></li> </ul>
4. List of businesses to mail request for donations letters to	<ul style="list-style-type: none"> <li>• Krista</li> </ul>	<ul style="list-style-type: none"> <li>• Jan 7<sup>th</sup></li> </ul>
5. Negotiate price with Bowlero	<ul style="list-style-type: none"> <li>• Darren</li> </ul>	<ul style="list-style-type: none"> <li>• Jan 7<sup>th</sup></li> </ul>

### Improving Social Network Presence – Darren Womack

#### DISCUSSION

1. It falls onto the board to show presence in the HDS group
2. We need to post things in the group to show interest and activity
3. One day a week, it is encouraged that each board member post something about the HDS
4. We need to take an opportunity to say things on posts that others have posted in the group
5. If there is a negative comment posted, we should not respond to those posts
6. Regarding a comment made about the group losing its appeal, we need to find out what was lost and how to fix it
7. We want to be a more social group
8. There is less personalization with Francine being gone
9. Start posting more CHD things in the group at least once a week

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Show weekly activity in the HDS Facebook group	<ul style="list-style-type: none"> <li>• All board members</li> </ul>	<ul style="list-style-type: none"> <li>• ASAP</li> </ul>

### Pre-paid Visa – Darren Womack

<b>DISCUSSION</b> <ol style="list-style-type: none"><li>1. Post office may have something we would be interested in</li><li>2. \$15 one time set up fee</li><li>3. \$3 per month to have the card</li><li>4. \$3 reloading fee</li></ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1. Look into pre-paid Visa	• Tiffany	• ASAP

### OTHER BUSINESS

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

<b>DISCUSSION</b> <ol style="list-style-type: none"><li>1. WEBSITE</li><li>2. Suggested having quotes for website design returned for Jan 4<sup>th</sup></li><li>3. Select company on the Jan 11<sup>th</sup></li><li>4. 2 weeks given for design review</li><li>5. Jan 26<sup>th</sup> initial design review</li><li>6. Website completion Feb 16<sup>th</sup></li></ol>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>TARGET DATE</b>
1.	•	•

### ADJOURNMENT – Darren Womack

<b>NEXT MEETING DATE</b>	January 7 <sup>th</sup> , 6:30pm, and tentative, January 26 <sup>th</sup> , 11:00am
<b>MEETING END TIME</b>	12:48pm