



Heart Defects Society of Windsor and Essex County

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

Phone: 519-973-0915

Email: admin@HeartDefectsSociety.org

Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	January 7 th , 2013		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	6:49 PM		
DIRECTORS IN ATTENDANCE	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
OTHERS IN ATTENDANCE			

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ul style="list-style-type: none"> Delaying Walk'n Roll discussion until next meeting Add FBMB 	Movement to accept: Bea Seconded: Krista Passed: unanimously
Approval of Minutes	<ul style="list-style-type: none"> 	Movement to accept: Bea Seconded: Krista Passed: unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. Not a lot done over Christmas 2. Got website stuff out 3. Have to get out the proclamation and flag raising for CHD week 4. We have this week to get those things in 5. Have to get contract signed at Teutonia 6. Not sure when he asked for a deadline, we need to quickly go over what we have to negotiate price or terms 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE

1. Get contract signed with Teutonia	• Darren	• ASAP
--------------------------------------	----------	--------

TREASURER’S REPORT – Tiffany Benoit

DISCUSSION		
<ol style="list-style-type: none"> 1. No surprising financials 2. Couple checks Darren submitted 3. Rent 4. Wants to start giving postdated rent cheques for 3 month increments 5. Charity return has been sent in 6. Need raffle list to do raffle license 7. No financials to approve this month 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
•	•	•
Movement to accept: N/A Seconded: N/A Passed: Unanimously		

BUSINESS TO BE DISCUSSED

CHD WEEK – Darren Womack

DISCUSSION
<ol style="list-style-type: none"> 1. Penciled in for Bowlero, haven’t gotten in contact with an actual person, just relying on voicemail 2. Must contact because they do Rock’n Bowl that night and would like to see if we can negotiate a price 3. We can’t do the Mall on Feb 2nd/3rd weekend 4. Going to do the Mall on Jan 26th/27th instead 5. We need to start pushing quilt guild tickets 6. Want to know head count at next meeting to arrange seating 7. We need to follow up with families that we know come to have a better head count 8. Tiff will contact Commissionaires 9. Prizes : Kar Buffs - \$75, Cineplex - 2 sets of 2 tickets, Dinner at The Keg -\$25, East Side Mario’s - \$25, One watch - \$130, set of 2 watches - \$275, Riverside Hardware - fleece heated throw \$60, 2 Playdium (with shoes) and Wendy’s approx. \$50, Basket of Jam, Hello Kitty ball tent, Radio Control Super Wagon 10. Darren is going to look into Red Wings tickets for prizes 11. Purchasing 2 helicopters 12. Collected 11 door prizes 13. Tiff will look into getting a massage 14. Volunteer task list: 15. Kid’s stuff is taken care of 16. Krista and Stephanie at the door 17. Anna St John and Daryld McQueen doing tickets 18. Warren doing raffle tickets 19. 50/50 - Stephanie will ask sister Samantha Lajeunesse if she’ll help out 20. Madeline McQueen will help with children’s door prize table 21. Stephanie contact Gage to see if he can help out 22. Dessert donations:

23. Anna St John will make macaroons
24. Barb Sylvester to do some cookies
25. Ask Krisztina Muscat about cupcakes
26. Seating plan – Asked to possibly put the food at the side by the kitchen, ask Paul for suggestions
27. Contact Monica Illman about being the dj
28. Need more quilt guild tickets for the mall
29. Mall Schedule:
30. Sat 9am-12pm~Tiff and unknown, 12pm-3pm~Bea and Anna 3pm-6pm~Darren and unknown, Sun 11am-1pm~Tiff and Darren, 1pm-5pm~Krista and Stephanie
31. We need table, tablecloth, dinner tickets, quilt tickets, models that aren't broken, small pamphlet, tips packages, petty cash, 4 banners

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

FBMB – Beatrice Phelps

DISCUSSION

1. Print out 25 copies

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

HDS WEBSITE – Darren Womack

DISCUSSION

1. Going over quote summary email Darren sent out
2. Narrowed down to Graphix Plus and JEV
3. Suggested going to fan page instead of a group on Facebook
4. It would be worth asking if JEV could negotiate on price
5. Also, JEV only offers 2 hours of training, we would like more training for the price we're paying so we know how to upkeep it ourselves
6. It's been recommended to do a mobile site as well
7. JEV is a marketing company, we like that they can help us promote more
8. Board opinion would like to work with JEV as they significantly had the best proposal provided, but our concern is price because we are non-profit and it's over or budget and we are just trying to do what's best for our charity
9. Would like to try to go down to \$3,500
10. About Graphix Plus:
11. Tiff to find out how many shirts we order throughout the year
12. Would like to know what we spend on tickets for dinners
13. Offer putting them on our sponsorship list
14. Try to work with them with things we order through the year

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Suggested to contact Chris Edwards, head of social workers at Met
2. Talk to volunteer services at the hospital
3. Talk to NICU or Yvonne (Warren's sister in law)
4. Try talking to OBGYN's
5. Need to find a way to get our name in to the medical community
6. Re-print MTMF's
7. Get a tally of MTMF's so we know where they are coming from, London or Toronto

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

ADJOURNMENT – Darren Womack

NEXT MEETING	February 4 th , 2013 at 6:30 PM
MEETING END TIME	8:49 PM