



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	February 4 th , 2013			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	6:46pm			
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: Tiff Passed: unanimously
Approval of Minutes	•	Movement to accept: Bea Seconded: Krista Passed: unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. The pasta dinner is going to be well attended 2. We need to make sure between prizes and attendance that we show our progress in growth. 3. We want to have a great event 4. Glad to be moving forward 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Given out profit and loss and balance sheet
2. Nothing new besides operational costs
3. Added another new expense category for care packages
4. One more MTMF come in and expect a couple more to come in this month
5. If we get all expected MTMF's we are expected to make budget, if not go over budget
6. Is there a special circumstances fund allotted?
7. We would have to have very detailed summary of it
8. Suggested to make it part of the families maximum budget.
9. We can't do it for every family, but how do we do it and not show favoritism and still get exposure
10. Want to roll over the funds in an account/ledger so that money is there, so it's put aside, like a savings
11. Graph together of our bank accounts and incoming expenses by month and MTMF by month, historically.
12. Would like to see how many families max out early in the year
13. Want to put together a 3 year budget so the next board has something to follow financially.
14. Our next step is to grow. Our only option is to hit up businesses to help reach target goal
15. Is there any way we can set up donation fund for a family. (Tiff look into it)
16. We're \$4,500 ahead
17. Need to get pre-paid credit card
18. Must find a card that has lowest rate and lowest reload fees card (Tiff)

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Get prepaid credit card	• Tiffany	• March 9
2. Graph together bank accounts and expenses by month	• Tiffany	• March 9
3. Make up a 3 year budget	• Tiffany	• AGM

Movement to accept: Darren

Seconded: Krista

Passed: Unanimously

BUSINESS TO BE DISCUSSED

MALL EVENT POST-MORTEM – Darren Womack

DISCUSSION

1. Sold 175 quilt tickets
2. The Quilt Guild ladies enjoyed sitting with us
3. The location was a good spot
4. Make sure we have CHD pamphlets out, as well as list of defects and their meanings
5. Spare pictures of the hearts for discussion
6. CHD definition is not anywhere on our banners
7. Lollipops went over well
8. Prefer our own table and chairs opposed to the ones given by the Mall
9. Is it beneficial to have someone on both sides of the banner?
10. Type of things that we should do for the mall (steps to take)
11. Going to see if we can bring in a motorcycle for display for the Pooker Ride
12. Look into Thunder Road or other motorcycle places as a sponsor and possibly donating a bike

- to draw more people over to our table
- 13. Suggested having something to raffle off as it brings people to the table
- 14. Would have to try to get something not brand specific
- 15. Definitely handy to give away chip clips and suckers as it draws people in

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Talk to motorcycle place to sponsor Pooker Ride	• Darren/Warren	• May/June

CHD WEEK/PASTA DINNER – Darren Womack

- DISCUSSION**
- 1. Would prefer to have signs outside showing people where to go so we don't have to sit in front of door
 - 2. Gage and Craig should usher people to the tables
 - 3. Putting reserved names on tables
 - 4. All volunteers need to be in HDS shirt
 - 5. Board members should dress appropriately for a dinner (Krista and Steph asked to wear HDS sweaters or shirt since they are greeting everyone)
 - 6. Quilt Guild is having table to promote the quilt
 - 7. Tiffany to get spinning drum thing
 - 8. Raffle prizes will be on the stage
 - 9. We have no DJ this year
 - 10. Our headcount is 206 adults, 27 kids, 12 non-paying kids
 - 11. 36 tables
 - 12. Need to start looking for a new and bigger hall and cheaper plate prices
 - 13. Darren will promote the Grace Abars fundraiser event during his speech
 - 14. Desserts - cookies and cakes and fruit
 - 15. Raffle and 50/50 tickets are purchased

ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

HDS WEBSITE – Darren Womack

- DISCUSSION**
- 1. It was brought up that a member brought forward an idea for a friend to design the website
 - 2. It was decided that the time for quotes has passed and decided to move forward with the quotes we currently have.
 - 3. JEV submitted an updated quote
 - 4. They've broken down the pages more appropriately than what we have currently
 - 5. We want the mobile site
 - 6. Price is \$3,500 included taxes
 - 7. \$480 a year per both sites (Christine Sorrell Pooker Site as well)
 - 8. Need to contact Brian about domain name
 - 9. On the homepage can history and founders be on one link?
 - 10. Need an information area to state when our next meeting is
 - 11. Would like to have a memorial page
 - 12. Quote returned Jan 5th we interested with JEV but their price was too high, we met with them and re-submitted quote Jan 25th, for 3100 which is our budget. Darren recommends that we go forward with JEV
 - 13. We have \$1,550 +tax due upfront and \$1,550 +tax due at completion and \$480 to host

14. Darren makes motion to proceed with JEV 15. Motion passed with 4 yeses to proceed with JEV		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Contact Brian about domain name	• Darren	• ASAP

WALK'N ROLL PRIZE DISCUSSION – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. Pledge sheets need to be out end of February 2. 10, 25, 50, 100, 200 and 350 is our typical prize payout 3. We spend a lot of money on prizes, is it beneficial to keep buying prizes per limit 4. It was suggested that we get a 3 nicer prizes instead of several insignificant prizes 5. Give kids something, but as far as adults go, it seems like a waste 6. Need to come up with something we haven't done before 7. Need to get more up to date items, perhaps more technological 8. It may be more incentive to raise more money for a better prize 9. \$50 (shirts and mug) \$100 and \$250 and \$350 gets all prizes 10. We need to choose 2 really good prizes 11. We need blurbs (potential Grace and Paige) 		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1. Pick 2 top prizes	• All	• March 9
2. Choose CHDerS for blurbs for pledge sheet	• All	• March 9

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION		
1. We got FBMB out to the schools		
ACTION ITEMS	PERSON RESPONSIBLE	TARGET DATE
1.	•	•

ADJOURNMENT – Darren Womack

NEXT MEETING	March 9 th , 2013 @ HDS Office at 11:00AM
MEETING END TIME	9:30pm