



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	March 24, 2013			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	11:18AM			
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: Tiffany Seconded: Krista Passed: unanimously
Approval of Minutes	•	Movement to accept: Krista Seconded: Bea Passed: unanimously

PRESIDENT'S REPORT – Darren Womack

<p>DISCUSSION</p> <ol style="list-style-type: none"> 1. Warren and Darren went to 444 and presented the plaque 2. Been told that CAW 200 and 444 as long as there are social funds being topped up, that we are support for the next 3 years barring anything major 3. A family contacted Darren (this family contacted Brian over a year ago) CHDer had a surgery late last year and has the last part of the Fontan coming up. 4. We are likely going over budget on our MTMF 5. If we hear of a family feel free to give out Warren, Darren or Tiffany's cell phone number 6. The borders of Essex County are Windsor, Lasalle, Kingsville, Lakeshore, Belle River
--

Leamington

7. We have to find stats on how many CHD's that require intervention
8. Tiffany will contact with Health Canada for stats on CHD and see if they have an idea on outreach

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Tiffany	1. Contact Health Canada for CHD stats	• ASAP

BUSINESS TO BE DISCUSSED

WALK'N ROLL – Darren Womack

DISCUSSION

1. Saturday, June 1st is the picnic
2. May 4th is the Walk'n Roll
3. We need a U-haul (they give us a discount) – Darren
4. Contact Joshua at U-haul, 519-966-3880 (519-996-7584-fax)
5. Contact Commissionaires for parking at the walk - Tiffany
6. Festival tent drop off at 8:30am and pick up for 2pm – 20 tables, 100 chairs and 1 portajohn and 1 hand wash station
7. Prizes have been ordered
8. Red blanket with black lettering, black bags with white lettering, white clips with black lettering
9. Shirts cost \$6.72 per shirt adult \$10.17 xl, xxl
10. Hoodie cost \$22.00 +tax
11. Navy hoodie goes to size 3x and the pink only goes to 2x
12. Going to order small pink, med pink, large blue, xl pink xxl blue 3xl in blue for sizing purposes
13. Order t-shirts Monday - Darren
14. Need to change over invoice names from Brian to Darren
15. Just under \$160 for the hoodies
16. Going to order 10 3XL 10 2XL, 15 XL, 25 large adult, 20 medium 10 smalls KIDS- 10 2t, 5 3t, 10 4t, 10 small, 15 med
17. Pledge form is completed and approved to be printed and sent out
18. Must continue to update the sponsors on the pledge sheet in Dropbox
19. Darren would like a poster done up - Krista
20. Food – Hot dogs and hamburgers \$95 for 150 re-cooked burgers at M&M, hot dogs are \$18 for 36 at Brenners – 3 packs Bea
21. Tiffany will pick up a pack of veggie-burgers price out Costco
22. Pre-cut buns – Adriatic bakery - Bea
23. Tiffany – chips
24. Bakery next door gives to charity, we need a letter of donation request
25. Veggies – Tiffany broccoli, carrots, celery, peppers
26. Cheese – Krista
27. Salad – Tiffany
28. Salad dressings - Stephanie
29. Desserts - Stephanie and Krista will do some cookies
30. Message Krisztina about cupcakes - Stephanie
31. We have a lot of juice, apple juice, water
32. Keep an eye out for sale prices on pop. Would like to have coke, pepsi, 7up or sprite and diet
33. We will need garbage bins and bags and recycle bins
34. Warren has folding racks for garbage

35. Darren will bring a big blue box for recycle and Krista will bring garbage bags
36. Jackie does balloon animals and Madelyn will do the hearts
37. Registration table – Bea and Anna and Tiffany
38. Need 2 people to hand out prizes – Ask Samantha or Bea’s nieces
39. Have the pedometers there and free to take
40. T-shirts and sweaters – Stephanie and Krista and Mackenzie
41. Darren will look for kites
42. Coffee and timbits for the start
43. BBQ – Warren and whoever can help out
44. Propane tanks - Warren
45. Top pledge earner prizes – 2 E.D. Smith basket, 2 hotels - Comfort inn and Holiday Inn, Shoppers basket, 4 Tigers tickets
46. Print out the list of prizes - Darren
47. Going to use old raffle tickets for the t-shirts
48. Need another cash box and some change for selling t-shirts

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Contact Joshua at U-haul 2. Order t-shirts 3. Contact Festival Tent 4. Change over invoices from Brian 5. Bring blue boxes 6. Look for kites 7. Print out the list of prizes 8. Bring timbits and coffee for walk set up 	<ol style="list-style-type: none"> 1. April 12 2. ASAP 3. April 12 4. ASAP 5. May 4 6. ASAP 7. May 3 8. May 4
• Warren	<ol style="list-style-type: none"> 1. Power wash the bbq’s before walk 2. Bring folding racks for garbage 3. Bring propane tanks 	<ol style="list-style-type: none"> 1. May 3 2. May 4 3. May 4
• Tiffany	<ol style="list-style-type: none"> 1. Contact Commissionaires 2. Bring veggie burger, 3. Chips 4. Veggies and salad 	<ol style="list-style-type: none"> 1. April 12 2. May 4 3. May 4 4. May 4
• Beatrice	<ol style="list-style-type: none"> 1. Get hamburgers and hotdogs 2. Order pre-cut buns 	<ol style="list-style-type: none"> 1. April 12 2. April 12
• Krista	<ol style="list-style-type: none"> 1. Make a poster 2. Bring cheese 3. Make and bring cookies 	<ol style="list-style-type: none"> 1. ASAP 2. May 4 3. May 4
• Stephanie	<ol style="list-style-type: none"> 1. Make and bring cookies 2. Bring salad dressings 3. Message Krisztina to see if she can make cupcakes 	<ol style="list-style-type: none"> 1. May 4 2. May 4 3. ASAP

HDS WEBSITE – Darren Womack

DISCUSSION

1. JEV sent the new header for the website for the Pooker run
2. Need a nice bio of Christine to go onto the website
3. Would like to put the heart defects society emails right on the website
4. We have the Gmail account we can respond with if we don’t want to respond with personal email

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Warren	1. Get a biography of Christine	• ASAP

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION		
<ol style="list-style-type: none"> 1. Are we going to donate to the House of Shalom 2. Last year we donated \$250.00 3. The HDS sign needs to be weather proofed 4. Board agrees upon donating \$250.00 to the House of Shalom 5. Find out when the media presentation is so that more of the board can be there to represent HDS 		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Warren	1. Find out when media presentation is	1. ASAP

ADJOURNMENT – Darren Womack

NEXT MEETING	April 21 st @ 11am
MEETING END TIME	1:07pm