



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	April 20, 2013		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	11:03AM		
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	Stephanie Lajoie		

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	•	Movement to accept: Krista Seconded: Tiffany Passed: unanimously
Approval of Minutes	•	Movement to accept: Bea Seconded: Krista Passed: unanimously

PRESIDENT'S REPORT – Darren Womack

<p>DISCUSSION</p> <ol style="list-style-type: none"> 1. Someone may have to drive to Toronto for a gift basket 2. Want to get the pictures of board members done today 3. Must get the website documents finalized and sent over to JEV 4. Need to take down our current website or at least put 'under maintenance', and advertise that our walk May 4th and our picnic is June 1st to inform people that are still going to the old site 5. Call Frank at JEV on Monday to do this as we own the domains 6. Suggested putting on the FB group that our website is down 7. The founders still need to be done and uploaded to the dropbox
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8. We want a link to Fran's original bio as she wrote hers in first person and the others founder's bios are about them.
9. Darren didn't get in touch with Paul at the Teutonia about the pasta dinner regarding tables being served (opposed to getting dinner buffet style)
10. Darren wants to come to the office once a week to keep up with things

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
Darren	<ol style="list-style-type: none"> 1. Call Frank at JEV to put up "under maintenance" on our website 2. Contact Paul about pasta dinner 3. Work out gift basket in Toronto issue 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP
Warren	1.	1.
Tiffany	1.	1.
Beatrice	1.	1.
Krista	1.	1.
Stephanie	1. Put up on FB that our website is under maintenance	1. ASAP

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. No changes since the set of financials
2. Just typical monthly expenses
3. As far as MTMF we have 6 or 7 to be put in
4. The financials will change after the walk
5. We have to hit our MTMF for expenditures

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
Darren	1.	1.
Warren	1.	1.
Tiffany	1.	1.
Beatrice	1.	1.
Krista	1.	1.
Stephanie	1.	1.

Movement to accept: N/A

Seconded: N/A

Passed: Unanimously

BUSINESS TO BE DISCUSSED

WALK'N ROLL – Bea Phelps

DISCUSSION

1. Layout will be the same as last year
2. Tables on the water side of trail
3. Portajohn at the end of the tables on the riverside past the statue
4. Wash station put just before portajohn
5. Festival tent drop off between 8am and 9am and will be there to pick up at 2pm
6. Festival tent guys will have the gift basket (will need to ask in the morning when they drop off tables and chairs)
7. Registration set up under the gazebo

8. 23 people minimum expected to registered
9. Darren contacted Uhaul - 14ft is rented, the cost is \$30 per day and .70cents per km
10. Contact Franco's and ask if it's ok to leave the Uhaul in the parking lot
11. Tiffany to contact Commissionaires on Monday
12. Prizes have been ordered
13. There was a mistake with the blankets, we were asked to donate the mistaken printed blankets to a local non-profit charity
14. We decided to donate to somewhere that deals with the homeless. Homeless Services (the old Changes) by the 7-11
15. Sunglasses clips are in, but not the micro fabric bags
16. Ordered the t-shirts and hoodies
17. Gave Graphix Plus the sponsors but haven't heard back
18. Update the pledge form with updated sponsors and get up on Facebook
19. Aarons work has a bunch of bags of chips - 80 in a case for \$8, Tiff ordered 2 cases
20. Going to get plain chips as well
21. Food is ordered
22. Buns are ordered and specified that they are pre-cut
23. Vegetables – Krista let Tiffany know what you can get at the stands so Tiffany can get whatever else is needed
24. Need ketchup and mustard (do not need relish) and vegetable dip – Tiffany
25. French, ranch, Italian dressings – Stephanie
26. Cheese - Krista
27. Desserts are taken care of
28. We need apple juice, but are good for the rest of drinks
29. Still need pop – Tiffany
30. Gen and her sister will hand out prizes
31. Would like to purchase about 20-30 kites
32. We have 3 hotel prizes
33. Tigers tickets – Suggested letting the family that wins them pick the date. Prices are \$15-\$85 per seat. We are willing to spend \$160. Basically it's like a gift certificate. Leaving it more flexible. Look into getting a letter from Comerica Park. If that's not possible, get Sunday afternoon tickets..
34. Shoppers gift basket - \$250
35. Darren is going to print list of prizes
36. Would like to drop off the sweaters opposed to them coming to pick up sweaters
37. Suggested added another tier with a good prize next year to get people to strive to bring in more money

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
Darren	<ol style="list-style-type: none"> 1. Look into Tiger tickets situation 2. Print off list of prizes 	<ol style="list-style-type: none"> 1. ASAP 2. May 3rd
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 4th 2. May 4th 3. May 4th
Tiffany	<ol style="list-style-type: none"> 1. Contact Commissionaires 2. Get pop, chips, salad, vegetables, ketchup and mustard 	<ol style="list-style-type: none"> 1. ASAP 2. May 4th
Beatrice	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
Krista	<ol style="list-style-type: none"> 1. Get vegetables and make desserts 	<ol style="list-style-type: none"> 1. May 4th

	2. Cheese 3. Make and bring desserts	2. May 4 th 3. May 4 th
Stephanie	1. Get salad dressings and make desserts 2. Make and bring desserts	1. May 4 th 2. May 4 th

SOCIAL OUTREACH – Darren Womack

DISCUSSION

1. We are always trying to reach out more to the community
2. We would like one key person for first point of contact
3. Stephanie Lajoie has received her bachelor of family and social relations as well her pre-health science certificate at St Clair with a sociology major in psychology and sex and gender
4. Steph L would like to do more volunteer more within the HDS
5. We feel it would be beneficial that Stephanie becomes the person of contact/counselor for HDS
6. Our biggest concern is wording our documents so that we are not liable for giving out medical advice
7. She would speak from experience, as a mother with a son with CHD
8. As a guideline she would talk about our services and walk them through the MTMF
9. What to expect at appointments (if they ask)
10. Next meeting discuss this role as we feel it's a long term commitment
11. Write up a one page walk through (Darren to put in dropbox)

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
Darren	1. Write up one page walk through	1. May 13 th
Warren	1.	1.
Tiffany	1.	1.
Beatrice	1.	1.
Krista	1.	1.
Stephanie	1.	1.

MTMF Border – Darren Womack

DISCUSSION

1. Potential MTMF that that lives out of the district (Windsor/Essex County)
2. Personal connection to a board member
3. We didn't realize that Wheatley wasn't part of Essex County
4. We don't want to turn them away, but we don't want to mislead sponsors that believe we only help those in district
5. We need to stipulate the borders on the MTMF form as they are not currently on there
6. We are going contact major sponsors to inform them of our situation to verify that they won't be upset if we help this CHDer one time only with stipulation that we tell CHDer we regretfully won't be taking any more MTMFs from them unless they live in district

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
Darren	1. Contact major sponsors about this issue	1. ASAP
Warren	1.	1.
Tiffany	1.	1.
Beatrice	1.	1.
Krista	1.	1.
Stephanie	1.	1.

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION		
1. Next meeting for the agenda, we need to book AGM		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
Darren	1.	1.
Warren	1.	1.
Tiffany	1.	1.
Beatrice	1.	1.
Krista	1.	1.
Stephanie	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	May 13, 2013 6:30PM
MEETING END TIME	12:46PM