



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	May 13 th , 2013		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	6:38PM		
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	Steph LaJoie		

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ul style="list-style-type: none"> Add to Other Business – Open MTMF to deal with Add to Other Business - Website #5 – Social Outreach - Further discussion on Stephanie L to enroll as social outreach director #6 - FBMB 	Movement to accept: Bea Seconded: Krista Passed: unanimously
Approval of Minutes	<ul style="list-style-type: none"> 	Movement to accept: Bea Seconded: Tiffany Passed: unanimously

PRESIDENT’S REPORT – Darren Womack

DISCUSSION <ol style="list-style-type: none"> 1. Considering our advertising, turnout was acceptable 2. We have to watch our ratio of expenditures 3. We need to advertise more 4. We don’t want to spend money on advertising, but we may need to

5. We need to put together a Beat more often, as well as needing to actually improve on things to put in the Beat
6. Becoming relevant in the community is our biggest concern
7. We must balance spending the money versus what we can handle with the number of active members we have
8. We have a core group of board and supporters
9. We also have a large group we help out
10. We don't want to always rely on these same families, we need better exposure
11. Good news – Quilt Guild sold over 6,000 tickets we should be getting over \$5,000
12. We netted just over \$4,600 from the Walk'n Roll
13. We have the House of Shalom coming up this week, Darren is able to attend
14. We have our picnic upcoming June 1st and need to get the word to our members

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

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Don't have the walk income yet
2. Based on the \$4,600 from all walkers this year, we did quite well, considering we missed some of key families this year
3. Plus \$500 from Ceasar's
4. Not all expenses are in the P&L
5. We have a few more MTMF – we are at \$4,700
6. After the walk and quilt we may end up in a loss position or close to breaking even
7. Get any expenses in by AGM so it gets counted in the correct fiscal year

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: Krista

Seconded: Stephanie

Passed: Unanimously

BUSINESS TO BE DISCUSSED

WALK'N ROLL (post-mortem) – Darren Womack

DISCUSSION

1. Weather was cooperative
2. 24 pledge earners

3. \$4,729 dollars was brought in
4. Top pledgers seemed pleased with prize
5. Other prizes we had were well received
6. Good food, went through 2 bags of hamburgers (50), 1 ½ bags of hotdogs
7. Hotdogs went up to \$2 a box hamburgers went up \$3
8. Festival tent was on time
9. Wash station was used well but porta-john wasn't used often
10. Porta-john needs to be reconsidered
11. Plenty of chairs and tables
12. Walk was good timing took an hour
13. 8 hoodies were earned, 11 blankets were used
14. Not enough people in attendance
15. Need more exposure and soon enough
16. We need to multitask events
17. The event itself went off fairly easily
18. We struggle with ideas for prizes and keeping it current
19. We could do a flat rate like registration instead of doing prizes
20. We should do posters to advertise better
21. Steph L. will look into poster costs through a contact she knows
22. We need to plan more ahead
23. Since we know our dates we should have posters of all our events at the pasta dinner
24. Going to keep the everything the same as this year except the porta-john
25. Maybe get a couple of games to get kids active
26. Not spending any money on entertainment was a good thing
27. When are we ordering the hoodies, and how are we getting them to everyone

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

PICNIC – Beatrice Phelps

DISCUSSION

1. We have some new games for the picnic
2. Suggested having an obstacle course, like a sac race, egg on spoon, water balloon toss
3. We need to change the games up a bit
4. Kids still enjoy the bean bag toss game
5. Giant tug of war
6. Piñata already picked up
7. Need a new broom handle (wooden) Darren to bring hockey stick
8. Going to do a water balloon toss
9. Need to find potato sacs
10. 3 legged race was suggested
11. Adults and kids should play games, we would like to get more socialization between members
12. We have prizes

13. Hotdogs and hamburgers ordered
14. Buns need to be ordered
15. Chips – Tiffany
16. Veggies – Tiffany and Krista
17. Food – we have ketchup, 3 jar of pickles, 3 relish, mustard and 2 salad dressings
18. We should be good for plates and utensils and napkins
19. Bbq's are ready to go
20. Desserts macaroon Anna, Krista and Stephanie cookies/muffins, Christine's mom and Krizstina for cupcakes (Stephanie to contact)
21. Pop and juice (we have lots of apple juice)
22. We could do freezies, we just need a cooler with ice
23. We still have plastic to cover tables
24. We have some prizes already we have 24 of those angry bird prizes and 2 pairs of skates
25. Bea, contact Kelly Stewart at the City Windsor to pick up the flag
26. Cooler corn – Krista
27. Watermelon or other fruit from stands – Krista

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Get freezies and cooler with ice	1. June 1
• Warren	1.	1.
• Tiffany	1. Chips and vegetables 2. Pick up pop	1. June 1 2. June 1
• Beatrice	1. Contact Kelly Stewart about flag 2. Order buns	1. ASAP 2. May 25
• Krista	1. Cookies 2. Cooler corn 3. Vegetables and fruits from stands	1. June 1 2. June 1 3. June 1
• Stephanie	1. Muffins 2. Contact Krisztina about cupcakes	1. June 1 2. ASAP

POOKER RIDE – Darren Womack

DISCUSSION

1. Need to get posters done ASAP
2. Route will be the same
3. Doing lunch at Colchester since they will actually do something for riders
4. We should ask the stops to sponsor us, since we're bringing in business
5. Looking for a new Leamington location
6. Parking is an issue in Leamington
7. Other option would be to stop in either Ruthven or Kingsville
8. Look into Ray's Rib House in Leamington (Stephanie V's Mom) about 2-2:30pm
9. Give Lakefront a chance to make a deal

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Get posters done	1. ASAP
• Warren	1. Contact stops and ask to sponsor ride	1. ASAP
• Tiffany	1.	1.
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1. Look into Ray's Ribhouse as a stop	1. ASAP

SET AGM – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. We still have one open position 2. A person must have been at a social function and a board meeting within the last year to be eligible to be nominated 3. July 31st @ 6:30pm – Darren to confirm with Warren 4. If Warren is unable to make it, he may give his proxy to another board member 5. Ordering pizza for the meeting 		

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Order pizza	1. July 31
• 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		
<ol style="list-style-type: none"> 1. Did not get in touch with CAW 444 2. Got in contact with CAW 200 3. Explained the situation regarding an MTMF being out of district 4. We can't release funds under our guidelines, but made proposal that we honor it once and send along a letter that we would not be accepting any more MTMF's since they currently live out of district 5. Our expectation is that they sponsors will honor it as a one-time mistake 6. We believe that it shows integrity and honesty that we come forward with such a small oversight of our funds that it keeps us financially transparent 7. WEBSITE 8. We should have a functioning website within the next week or so 9. We also need a link for our by-laws on the website 		

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

SOCIAL OUTREACH – Darren Womack

DISCUSSION		
<ol style="list-style-type: none"> 1. Based upon the list we already discussed 2. Stephanie Lajoie is now going to be first point of contact 3. She will discuss mission statement (who are we and what do we do) 		

4. Discuss MTMF
5. Follow up with the guidelines of MTMF
6. We must update MTMF guidelines with district and not being eligible to collect if on ODSP
7. If needed, Steph L. will do a person to person visit
8. Discuss website and how Facebook works
9. And the HDS newsletter and our events
10. Also beneficial would be talking to OBGYN's in the area
11. Darren will be having a meeting with the CEO of the hospital once we get website finalized
12. Steph Lajoie's email address ba_lajoies@outlook.com 519-973-9865 - home

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

FBMB – Beatrice Phelps

DISCUSSION

1. There have been no applications sent in
2. We will be rolling the FBMB over, so if we get more than one applicant next year, we can give them both a bursary

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	Sunday, July 23 rd @ 11:00AM
MEETING END TIME	8:38PM