



## *Heart Defects Society of Windsor and Essex County*

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Registered Charity Number #89893 7818 RR0001

# Board of Directors Meeting Minutes

<b>MEETING DATE</b>	June 23, 2013			
<b>MEETING LOCATION</b>	HDS Office, 1479 Tecumseh Rd E.			
<b>MEETING CALLED BY</b>	Darren Womack, President			
<b>TIME CALLED TO ORDER</b>	11:08am			
<b>DIRECTORS IN ATTENDANCE</b>	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
<b>OTHERS IN ATTENDANCE</b>	Yvonne Renaud, Stephanie Lajoie, Brian Girard			

### RECURRING AGENDA TOPICS

#### Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ul style="list-style-type: none"> <li>Adding Pooker Ride Planning #5</li> </ul>	Movement to accept: Krista Seconded: Tiffany Passed: unanimously
Approval of Minutes	<ul style="list-style-type: none"> <li></li> </ul>	Movement to accept: Bea Seconded: Krista Passed: unanimously

#### PRESIDENT'S REPORT – Darren Womack

<p><b>DISCUSSION</b></p> <ol style="list-style-type: none"> <li>1. We've had the family picnic</li> <li>2. One of the more fun picnics that we've had.</li> <li>3. Krista and Stephanie V did an excellent job on the games</li> <li>4. We need to push the Pooker ride</li> </ol>
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#### TREASURER'S REPORT – Tiffany Benoit

<p><b>DISCUSSION</b></p> <ol style="list-style-type: none"> <li>1. Nothing has changed on the financials since last meeting</li> </ol>
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2. We have a pile of MTMF's and the picnic expenses
3. We need our expenses in by the end of the fiscal year
4. Going to email the board the final financial expenses
5. It would be nice to have one more meeting before the AGM
6. June financials will be done as well as budgets
7. As far as MTMF's goes Darren needs to sign
8. We need to discuss a few MTMF's
9. We are close to our MTMF budget, we are just under \$5,000 now

**Movement to accept:** NA

**Seconded:** NA

**Passed:** Unanimously

## BUSINESS TO BE DISCUSSED

### PICNIC POST-MORTEM – Beatrice Phelps

#### DISCUSSION

1. Pre-planning for next year, we need to go over what worked and what didn't
2. The obstacle course was a blast (Stephanie L)
3. The games were a nice change from what we've done in the past.
4. Bea thinks the water balloons weren't necessary
5. Only problem with balloons, is that the balloons weren't popping
6. We had 37 in attendance 13 children, 24 adults, including the board
7. Good mingling with the adults
8. The kids liked the prizes and candy
9. Weather may have scared people away and hurt attendance
10. We had way too much food but we can't accurately judge because of lack of attendance
11. Leftovers went to the mission
12. Bea thanks the board for the effort
13. From the food aspect would we prefer to cut out the precooked burgers
14. Could get burgers from Costco next year for the picnic
15. Corn went over well
16. A lot of kids are just coming into the age of wanting to play more games
17. Piñata issue – it never breaks
18. Suggested to put piñata over grass and fill it with candy
19. Tiffany will try to make a piñata for next year
20. We have to get a real bat to whack the piñata

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1.	1.
• Warren	1.	1.
• Tiffany	1. Look into making a piñata for next year	1. June 2014
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1.	1.

## DONATION REQUEST LETTER – Darren Womack

### DISCUSSION

1. This is going to be used for corporate sponsorship
2. We want to reach beyond our members and individuals
3. We put together a package and framed it around what CAW provides to us and what we give in return
4. 5 sponsorship levels as well as 5 gift levels
5. Krista has a list through Essex County we can send this letter to
6. We need an R4 revision
7. Stephanie V makes motion to approve the letter once the revision of R4 has been made
8. All in favor?
9. All approved

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

## BORDER ISSUES DISCUSSION – Darren Womack

### DISCUSSION

1. We are HDS of Windsor and Essex County
2. When we ask for sponsorship we always state we aid those in our district
3. With our lack of border understanding, someone from Wheatley sent in an MTMF
4. We went to CAW 200 444 we explained our situation as we want to keep our integrity
5. We are going to fulfill MTMF one time along with letter explaining our guidelines
6. Tiffany contacted a person from Chatham that was reaching out to us and explained that our financial assistance is bound within our borders but we are willing to be here for moral support
7. We need create a form letter paragraph and create 4 or 5 bullet points of info stating welcome to our events, our fundraisers.
8. Tiffany and Darren will put this letter together

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. With Tiffany, write short letter explaining our events and our boundries	1. ASAP
• Warren	1.	1.
• Tiffany	1. Help Darren write short letter	1. ASAP
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1.	1.

## WEBSITE – Darren Womack

### DISCUSSION

1. We would like a meeting prior to AGM
2. Would like website fully functioning by AGM
3. Frank will come out and show us how to navigate and make changes and add pics etc.
4. We should have a trial site ready by next week

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

### POOKER RIDE PLANNING – Darren Womack

#### DISCUSSION

1. Going to stay with Christine Sorrell Memorial “Pooker” Ride
2. Stuart has the banners and we have to discuss what we want on it
3. Want one more pic of just Christine more central
4. Would like one of the ones in front of the CAW Hall (Krista send to Darren)
5. As well as a couple of other pics from last year’s ride
6. Pledge form will be done this week (Darren)
7. The route is going to stay the same
8. Belle river, Leamington, Colchester, Amherstburg, Windsor
9. Warren and Darren have been trying to find a way to integrate our Pooker members into our HDS group. BBQ and pre-registration as well as an HDS social event
10. Going to do a long stop at Colchester around 2pm
11. Julie (Colchester Bar and Grill) has applied for an outdoor permit
12. Going to put a band together called “The Heart Menders”
13. Invited supporters from Ravine (where Warrens trailer is located)
14. Added a few classic cars this year
15. The only issue is timing
16. Outdoor grill will be set up.
17. Right down the street is a park for the HDS members and kids to go hang out and play
18. Would like to do a 4 year total of CSMPR and announce it at the CBG
19. Put a schedule together with the map
20. 10:30 roll out, Belle River at 11, roll out at 11:45, Leamington at 12:15 till 1pm, 1:30ish CBG till 3:30, Shooters 4-4:30, Teutonia Dinner for 5
21. Going to tell Teutonia that dinner must stay out until 6:30
22. Going to talk to CBG about putting together a flat rate meal
23. \$150-200 cost for the band
24. Give thought to grand prizes – Suggested doing a sky diving trip
25. We would like to think of something different that we haven’t done before
26. Post it on Facebook
27. Liquor basket for a top prize
28. Television, liquor basket and C OOL bus was last year’s top prizes
29. Brian will look into any deals for train rides
30. Warren will contact Ray’s Ribhouse this week
31. Increase on marketing (community calendars)
32. Pre-registration Sunday Sept 8<sup>th</sup> at Jake’s (corner of Malden and Spring Garden )
33. T-shirts need to be ready for pre-registration and we can order more for the day of ride if needed.
34. What are we putting in the hand out bags?

35. Shorten donation letter for Yvonne – Darren		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Pledge forms 2. Banners 3. Remind Teutonia about leaving dinner out until 6:30	1. ASAP 2. ASAP 3. Sept 1
• Warren	1. T-shirts	1. Sept 1
• Tiffany	1.	1.
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1. Advertise	1. ASAP

## **OTHER BUSINESS**

### **NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion**

DISCUSSION		
<ol style="list-style-type: none"> <li>1. Suggested as a social event, going to Cedar Point</li> <li>2. 2 weeks ago Darren, Tiffany, Krista and Stephanie went to the Quilters Guild presentation, where we were given a cheque for \$6,000 from the quilt they had raffled off</li> <li>3. Brian requested a donation letter and is willing to approach alumni association and college</li> <li>4. On Cogeco cable, there is a show Face to Face where they talk about charities, Brian will approach that as well once our website is up and running</li> </ol>		
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**

<b>NEXT MEETING</b>	July 17 <sup>th</sup> @ 6:30pm
<b>MEETING END TIME</b>	12:45pm