



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	July 17, 2013		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	6:32pm		
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	X Warren Hayes, Vice President
		Tiffany Benoit, Treasurer	X Stephanie Voakes, Secretary
		Beatrice Phelps, Director	X Krista Holland, Office Manager
OTHERS IN ATTENDANCE	Brian Girard, Yvonne Renaud, Gen Hayes		

RECURRING AGENDA TOPICS

Opening of Meeting and Moment of Silence

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

PRESIDENT'S REPORT – Darren Womack

<p>DISCUSSION</p> <ol style="list-style-type: none"> 1. In the backround there have been a lot of things going on 2. Been working hard on website 3. Getting paperwork done for Pooker ride 4. We want to go over last meetings minutes of Pooker ride to make sure we don't miss anything 5. We made fiscal year max on MTMF's as we got a new one sent in 6. Tiffany is tied up at work and will let us know financials at next meeting 7. Our disbursements have been growing
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8. We are doing what it takes to get our name out there and the hospitals are seeing more and more of our forms at the hospitals
9. We are getting into a critical time and will be digging into reserved funds
10. From standpoint leading up to AGM last thing we have to do is take care of the website
11. A lot got done on the website thanks to Krista who has been working hard on HDS stuff
12. She has also done the beat, the website and the re-vamped donation forms

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. N/A

Movement to accept:

Seconded:

Passed: Unanimously

BUSINESS TO BE DISCUSSED

POOKER RIDE – Warren Hayes

DISCUSSION

1. We are getting the sports hall in Teutonia
2. Who handles desserts?
3. Getting the banners this week
4. We want to have 200 little posters made up and a 20 legal size
5. We are in dire need of more ink. We need at least 2 of each colour and black
6. Route is the same as last year
7. Going to put together a one page itinerary so riders know what is going on
8. Tickets need to be 3 stub
9. The long stop at Colchester Bar and Grill (CBG) has some concerns is one of two things happen, they leave to go home from Colchester and don't come to Teutonia and second that they drink too much
10. We want an announcement at CBG as the majority of the riders go there often and it's a nice thank you to CBG
11. Want to set up raffle prizes to draw people in from CBG as the draw will be done at Teutonia
12. Got to get a list of volunteers together
13. We just need one vehicle to carry the raffle prizes
14. Suggested selling 50/50 tickets and the draw is held at Teutonia to avoid lugging gifts around
15. We are doing the door prizes while the riders ride
16. With respect of the prizes, Warren got a picture frame from Kentucky Harley Davidson dealer we want to get a picture in front of the CAW Hall and while riders ride and print the picture and put in frame to CBG to raffle off.
17. Need to make up itinerary for board members and volunteers (Darren)
18. We have to make sure we have enough cars for banner hand off
19. Itinerary for riders needs to have the cost of the meal at CBG's
20. Still have to cut a cheque for the band
21. Suggested getting a gift card to a bike place
22. An ipad/tablet was suggested instead of a TV this year
23. Ipad, liquor basket and a casino night will be our top prizes
24. Look into Caesar's shows for October/November (Yvonne and Gen)
25. Rays Ribhouse has no patio. So it's a no go

26. Free advertising on Cogeco PSA Windsor, am800cklw.com, CBC.com, 95.9
27. Darren to contact Arms Bumanlag
28. Try to get radio interview with Arms a few days before pre-registration
29. Get Gen and Warren to write a blurb for this advertisements and website
30. Pre-reg – Jake’s Joint, Sunday Sept 8th, 12-4pm
31. Put pre-reg on the posters
32. Shirts – going to stick with Graphix
33. Getting sponsors on the back
34. Aiming for 150 bikes
35. Not doing bags this year
36. Darren working on the maps

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Find out who is responsible for desserts 2. Get posters made (200 small and 20 legal) 3. Order ink 4. Put together itinerary (for volunteers and riders) 5. Order 3 stubbed tickets 6. Look into Ipad/tablet 7. Contact Arms Bumanlag 8. Map 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP 4. Sept 8 5. Sept 8 6. ASAP 7. ASAP 8. Sept 8
• Warren	<ol style="list-style-type: none"> 1. Get a list of volunteers that aren’t HDS 2. Put together a blurb for the website and other advertisements for Pooker Ride 3. Order t-shirts 	<ol style="list-style-type: none"> 1. Sept 8 2. ASAP 3. Sept 8
• Tiffany	<ol style="list-style-type: none"> 1. Cut cheque for band 	<ol style="list-style-type: none"> 1. ASAP
• Beatrice	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
• Krista	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
• Stephanie	<ol style="list-style-type: none"> 1. Advertise on free sites 	<ol style="list-style-type: none"> 1. ASAP

HDS WEBSITE – Darren Womack

DISCUSSION

1. It’s not completed but we’ve got a nice start
2. No formatting has been done, we’ve only been putting in our information
3. This is only a prototype, not public release
4. Services should be in order of MTMF, FBMB, TIPS package then membership/contact form
5. Want to get rid of second drop down in ‘About HDS’
6. Should do a screen print of the website and draw what we want to show JEV (Darren)

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Do a screen print of pages to edit to show JEV 	<ol style="list-style-type: none"> 1. ASAP
• Warren	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
• Tiffany	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
• Beatrice	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
• Krista	<ol style="list-style-type: none"> 1. Work with Darren on website 	<ol style="list-style-type: none"> 1. ASAP
• Stephanie	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.

AGM – Darren Womack

DISCUSSION 1. Reminder that we are ordering pizza 2. Re-election is Darren, Bea, Krista and Tiffany 3. There is a vacant seat to fill but would only be on the board for one year		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Order pizza	1. AGM
• Warren	1.	1.
• Tiffany	1.	1.
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1. Make/bring cookies or timbits	1. AGM

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION 1. Beat has been approved to send out to HDS members 2. Going to wait till the AGM to set the next meeting		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1.	1.
• Warren	1.	1.
• Tiffany	1.	1.
• Beatrice	1.	1.
• Krista	1. Send out Beats	1. ASAP
• Stephanie	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	AGM July 31, 6:30
MEETING END TIME	8:02pm