



## *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>	July 31, 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>	6:48pm			
<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>	Stephanie Lajoie			

### RECURRING AGENDA TOPICS

#### Opening of Meeting and Moment of Silence

TOPICS	COMMENTS/CHANGES	OUTCOME
<b>Approval of Agenda</b>	<ul style="list-style-type: none"> <li>Add MTMF's discussion to be added #1</li> </ul>	Movement to accept: Bea Seconded: Tiffany Passed: unanimously
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li></li> </ul>	Movement to accept: Darren Seconded: Bea Passed: unanimously

#### PRESIDENT'S REPORT – Darren Womack

##### **DISCUSSION**

1. \$100 each for banner
2. This is a year-end discussion
3. To everyone that has been a member of the board, he would like to express his thanks
4. We didn't get everything done we wanted to, but we are ahead in many other things
5. We want to be ahead of schedule in this upcoming year to give us the opportunity to work on the things we didn't get done
6. His disappointed is not having the website launched but are very close
7. Want to get another social event, before Christmas parties

**TREASURER'S REPORT – Tiffany Benoit**

**DISCUSSION**

1. June 30 financials - there will be changes with the final year-end bank statement
2. We lost money this year
3. We are sitting about \$2,000
4. Highlight, our budget we aimed for \$38,500 came in at \$35,000
5. We had \$7,000 from misc. donations
6. As far as expenses go, we set quit a lofty goal at \$7,800 we are just over \$7,000
7. This is our highest by far
8. Depending on MTMF discussion we could go over budget
9. We kept our office expense \$1500 to a minimum
10. We have a net loss of \$500
11. Financially we had a great year.
  1. Cash flow will not be a problem over the next year
  2. There are many potential MTMF's for this upcoming year
  3. Rather have a higher expense last year, and have a higher growth ratio
  4. Suspecting that the same people that maxed out MTMF will max out again next year
  5. Ideally we want our income going to our charitable expenses
  6. When you look at the structure of the charity, you'll see a growth,
  7. Darren doesn't see a changed in fixed expenses but as our awareness grows our charitable expenses will grow
  8. MTMF is currently 20% of our income

**Movement to accept:** N/A

**Seconded:** N/A

**Passed:** Unanimously

**BUSINESS TO BE DISCUSSED**

**MTMF – Darren Womack**

**DISCUSSION**

1. The one MTMF can fall under last year taxes
2. Discussion to see if hotel receipt is needed to finalize MTMF
3. There is no hotel receipt so we will just do per diem on gas, food and parking for 2 days, since patient was kept overnight for testing, so essentially it's a 2 day trip.
4. We are now at \$8,750 for MTMF budget with the family that went well over budget on the max of MTMF
5. Must put together a long term plan to project growth

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

## ELECTION – Darren Womack

### DISCUSSION

1. Up for election is Krista, Tiffany, Bea, and Darren as well as a vacant seat.
2. Stephanie V and Warren are on for one more year
3. Darren recommends we stay as the board and officer positions remain the same as well as bringing Stephanie L onto the board to fill the vacant place
4. We dissolve the board as it is and make nominations for the 2013/2014 board of directors
5. Darren nominates Stephanie L, Tiffany, Krista and Bea – Krista seconded
6. Bea nominates Darren - Warren seconded
7. Krista nominates Warren and Stephanie V - Tiffany seconded
8. Darren accepts
9. Tiffany accepts
10. Warren accepts
11. Bea accepts
12. Stephanie V accepts
13. Krista accepts
14. Stephanie L accepts
15. Darren suggests Stephanie L take the vacant seat and will be up for election with Stephanie V and Warren, setting the board back to a 3 / 4 split
16. Officer Positions nominations:
17. Darren nominates Warren for Vice president, Bea seconds, Warren accepted
18. Darren nominates Tiffany Treasurer, Krista seconds, Tiffany accepted
19. Bea nominates Darren as President, Krista seconded, Darren accepted
20. Darren nominated Stephanie V for Secretary , Tiffany seconded, Stephanie accepts
21. The board is now assumed and is as follows:
22. Darren, Warren, Tiffany, Stephanie V, Bea, Krista and Stephanie L
23. Stephanie L is now officially the first point of contact for the HDS
24. This year Darren wants Kiky to start keeping track of her KM. so we can reimburse the KM as she drives a long way and is here frequently

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Get key made for Stephanie L	1.
• Warren	1.	1.
• Tiffany	1.	1.
• Beatrice	1.	1.
• Krista	1. Keep track of km's	1.
• Stephanie	1.	1.

## POOKER RIDE – Warren Hayes

### DISCUSSION

1. Things are going good, we are going to have a lot more sponsors on the backs of the shirts
2. Media and Facebook is getting a lot of response.
3. We would love to see our donations cover the cost outright
4. We are going to give Julie (Colchester bar and grill) a ‘thank you’ plaque, want to give it at a bike night, not at the Pooker Ride
5. Must have 3x t-shirts (a request was out in by a rider that never has the proper size shirt)
6. Prizes: Tiffany putting in request for liquor basket
7. Going to do I-pad, night at Caesars and liquor basket
8. Door prizes are still needed
9. Darren is going to try to get tickets to the Red Wings
10. Darren is going to get 3 stubbed tickets printed
11. Darren going to look at punch card
12. Going to order 300 tickets 200 maps
13. Need deposit cheque for Teutonia
14. List of volunteers, need 3 people at every stop
15. People needed to help hall set up
16. People needed for door prize assignment
17. Raffle ticket sellers, 50/50 sellers, poker hand dealers
18. Need one person willing to go to Walmart and get a picture printed off and put in the Harley Davidson picture frame to be raffled off at Teutonia
19. Tiffany to call Commissionaires to patrol from 5-9pm
20. Darren to call Arms Bumanlag (Tiffany can also try to get in touch with him and Christy Bezaire)
1. Anyone feel free to get raffle prizes, door prizes

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> <li>1. Call Arms Bumanlag</li> <li>2. Look into Red Wing tickets</li> <li>3. Order 300 tickets and 200 maps</li> <li>4. Order I-pad</li> <li>5. Order 3 stubbed tickets</li> <li>6. List of volunteers</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. ASAP</li> <li>3. ASAP</li> <li>4. Sept 8<sup>th</sup></li> <li>5. ASAP</li> <li>6. Sept 8<sup>th</sup></li> </ol>
• Warren	<ol style="list-style-type: none"> <li>1. Gen and Yvonne to contact Ceasar’s</li> <li>2. List of volunteers</li> <li>3. Order tshirts (make sure 3xl’s are ordered)</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. Sept 8<sup>th</sup></li> <li>3. ASAP</li> </ol>
• Tiffany	<ol style="list-style-type: none"> <li>1. Get in touch with Christy Bezaire</li> <li>2. Liquor basket</li> <li>3. Call Commissionaires</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. Sept 8<sup>th</sup></li> <li>3. Sept 1<sup>st</sup></li> </ol>
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1.	1.

## **OTHER BUSINESS**

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

<b>DISCUSSION</b>		
1. Annual budget to be on the next agenda		
<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>	<b>TARGET DATE</b>
• Darren	1.	1.
• Warren	1.	1.
• Tiffany	1. Have annual budget prepared	1. Aug 21 <sup>st</sup>
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie	1.	1.

### **ADJOURNMENT – Darren Womack**

<b>NEXT MEETING</b>	Wednesday, August 21 <sup>st</sup> @ 6:30pm
<b>MEETING END TIME</b>	8:20pm