



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	August 21, 2013		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	6:56pm		
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	X Warren Hayes, Vice President
	X	Tiffany Benoit, Treasurer	X Stephanie Voakes, Secretary
	X	Beatrice Phelps, Social Events Director	X Krista Holland, Office Manager
	X	Stephanie Lajoie, Social Outreach Director	
OTHERS IN ATTENDANCE			

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1.	Movement to accept: Bea Seconded: Tiffany Passed: Unanimously
Approval of Minutes	1.	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Krista and Darren had a website meeting last night with JEV
2. Pooker ride is coming along and getting close
3. After that, we will start getting ready for our pre-Christmas social, followed by CHD week
4. We need to get the annual budget done tonight
5. One other thing to discuss. CAW 444 cheque. We didn't receive \$5000 that we were expecting, only got \$500

6. Darren asks Warren to look into this issue
7. Not receiving the full amount expected is a bit of a hit financially

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Tiffany just got bank statements for 2013 today
2. We have to submit financials to city of Windsor for our lottery account, so we will approve both of those at the next meeting

Movement to accept:

Seconded:

Passed: Unanimously

BUSINESS TO BE DISCUSSED

ANNUAL BUDGET – Tiffany Benoit

DISCUSSION

1. Projection of the annual budget (attached)
2. Budget \$5,500
3. Misc donations brought in \$3,000
4. Misc donations is a hard one to estimate
5. Pasta Dinner projected income - \$5,000
6. Walk projected income – \$6,700
7. Pooker Ride - \$17,000
8. Raffle for Pooker projected income - \$ 1,500
9. Raffle for Pasta Dinner projected income - \$1,000
10. Need to make a budget for meals during meetings
11. Budget in \$25 a month for meetings
12. Advertising – \$2,000 to allocate to JEV which is due when we go live on web
13. Website hosting - \$40 a month
14. FBMB - \$500
15. Pasta Dinner - \$3,000 (changing service will need new quote)
16. Can create category for events (Raffle Prize Purchases)
17. Allocate to buying raffle prizes - \$300 in November and \$300 December
18. Insurance stays the same
19. Pooker Ride - \$5,500
20. Walk'n Roll - \$3,500
21. Office expenses - \$50/month
22. Office Supplies 100/month
23. Postage \$20/month
24. Care Package items
25. Rent - \$750
26. Bowling – \$500
27. Picnic - \$260
28. MTMF – up to \$8,400 (\$700.00/month)
29. New Mileage expense - \$50/month
30. Projected to lose \$2,500
31. We have some items that are hard to predict, but we are comfortable with our event numbers

32. We expect to make a bit more money than last year, but not spend as much
33. Darren thinks we need to discuss expense kilometers for those driving from out of town
34. 54 cents per km according to the CRA
35. It would be \$49.78 to reimburse Krista to come to a meeting
36. We would have to put together a document and word it properly for this expense
37. Darren would like to put Mileage Expense as a new expense to budget for
38. As this motion affects Krista, she is ineligible to vote
39. Darren makes motion to put together a form for reimbursements of travel distance for commutes, for outside of city limits for HDS purposes.
40. Warren and Stephanie V second the motion
41. Passed unanimously
42. Darren motions to approve the budget
43. Warren seconded,
44. Passed unanimously

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

POOKER RIDE – Warren Hayes

DISCUSSION

1. We've sold more sponsors for the backs of shirts this year
2. 5 extra sponsors at \$250, and 6 for \$50
3. By end of next week, Tiffany needs all raffle prizes to get raffle license
4. Things left to do:
5. Darren contact Arms
6. Minute man has our tickets and route maps
7. Ipad has not been ordered
8. Will get the list of volunteers – Darren
9. Display raffle prizes at Colchester
10. Approved itinerary for Pooker Ride
11. Registration – Krista put together set up
12. Tiffany – timbits and 2 jugs of coffee
13. Krista to take care of Harley pic frame
14. Registration table, Tiffany, Krista, Stephanie L, Stephanie V and Bea
15. Stephanie V – take pics when possible
16. Banners – Bernie and the boys at Belle River
17. Krista and Stephanie take the other set of banners to the Leamington stop
18. At CBG's Mel will have banners and raffle prizes
19. Darren will take a set of banners to Shooter's
20. Mel will bring banners to Teutonia with prizes

21. Teutonia we need volunteers, 2 for 50/50, 2 for raffle, 2 door people and door prizes and poker hands
22. Stephanie V to ask Samantha to volunteer to sell 50/50
23. Mackenzie to do raffle tickets ?
24. Mel to do 50/50
25. Steve on Poker Hand (Warren)
26. Stephanie L – raffle tickets
27. Door – Krista and Stephanie V
28. Door prizes, the set up team
29. Darren to print out door prizes finalized list
30. Krista to get stickers for prizes
31. Make a Pooker Ride Facebook page (Stephanie V)
32. Need to change our posters for next year
33. Want to look into videographer to record the speech and giving away of door prizes
34. List of current raffle prizes:
35. Liquor basket
36. Picture frame
37. Bike sculpture
38. Glass vase
39. Motorcycle cover
40. Carbon fibre helmet (possible)
41. Rain gear or a leather coat (possible)
42. Red wings tickets (possible)
43. Ed Smith basket
44. Ray ban sunglasses
45. More possible prizes coming
46. Still have yet to receive quote from Teutonia

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Get list of volunteers 2. Contact Arms Bumanlag 3. Order Ipad 4. Look into videographer 5. Print out finalized prize list 6. Drop off itineraries and tickets at office 	<ol style="list-style-type: none"> 1. Sept 8th 2. ASAP 3. ASAP 4. ASAP 5. Sept 8th 6. ASAP
• Warren	<ol style="list-style-type: none"> 1. Talk to Steve about being Poker dealer 	<ol style="list-style-type: none"> 1. ASAP
• Tiffany	<ol style="list-style-type: none"> 1. Contact friend of Christy Bezaire 2. Bring timbits and coffee 	<ol style="list-style-type: none"> 1. ASAP 2. Sept 15th
• Stephanie V	<ol style="list-style-type: none"> 1. Take pics 	<ol style="list-style-type: none"> 1. Sept 15th
• Beatrice	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
• Krista	<ol style="list-style-type: none"> 1. Harley picture of the CAW Hall 	<ol style="list-style-type: none"> 1. Sept 15th
• Stephanie L	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.

HDS WEBSITE – Darren Womack

DISCUSSION

1. Darren and Krista had meeting last night
2. Submitted last bits of info to JEV

3. Krista has done the website herself
4. Very close to being done on our end and it will go to them for finalization work
5. Gave them all of our information and waiting on feedback on to items
6. Need to find out if we can add PDF's if not we can't add minutes or pictures
7. Pointless to have those tabs if not accessible
8. Added by-laws to website
9. Going to link photos from our Facebook page onto the website

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Find out if we can add PDF's to website	1. ASAP
• Warren	1.	1.
• Tiffany	1.	1.
• Stephanie V	1.	1.
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie L	1.	1.

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION		
1. N/A		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1.	1.
• Warren	1.	1.
• Tiffany	1.	1.
• Stephanie V	1.	1.
• Beatrice	1.	1.
• Krista	1.	1.
• Stephanie L	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	Pooker Meeting – Sept 4 th @ 6:30PM Monthly Board Meeting – Sept 18 th @ 6:30PM
MEETING END TIME	