



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	September 29 th , 2013			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	11:08am			
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. Add Website to number #5	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. Pooker ride went well and gives his thanks, acknowledges the hard work that Krista put into details
2. The size of ride is good
3. There was a lot of good feedback at CBG's
4. Want to keep charity active in between events, we have the opportunity to do a small social for the members

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Pooker Ride stuff not in the profit and loss
2. \$17,000 at the day of ride (based on the paperwork, not dollar count)
3. Numbers will be finalized this week
4. The only expense left to add is the Pooker dinner
5. Unsure of raffle and 50/50 total at the moment
6. Donations in form of a good (not a service) can be given a tax receipt (ex. the vase)
7. We're going to come close to \$20,000 which is what we were targeting
8. Tiffany is to get 4 year total from the past Pooker Rides for our Windsor Star announcement
9. Tiffany to get budget on a spreadsheet and make business plan with Darren
10. Next month we want to close out expenses for Pooker Ride

Movement to accept: Warren

Seconded: Darren

Passed: Unanimously

BUSINESS TO BE DISCUSSED

POOKER RIDE (POST-MORTEM) – Warren Hayes

DISCUSSION

1. Warren has gotten good feedback
2. A couple of glitches on the ride itself like the ride getting separated by a light
3. Looking to move to Ranta Marina as an option instead of Shooters
4. Looking into moving Leamington stop
5. Does it makes sense to start a ride in county and ended in city or start the ride in the city and end in the county. ?
6. Suggested a pig roast for CGB's and ending the ride there
7. Weather would be a bigger issue, but we could rent tents
8. Board give thought to a new route
9. Need to get thank you's out to the sponsors
10. Need updated thank you letter
11. Door prizes don't need to be wrapped next year
12. Some door prizes could have done well as a raffle prize
13. Get business cards of sponsor's to put out on tables as advertisement
14. Having great door prizes is a good way to get people to come back
15. 128 riders plus volunteers
16. Dinner was good, was kept out long enough
17. They could have replenished the food quicker
18. Registration went really well the ticket pack assembled
19. Need a few women's shirts printed for Warren
20. Decorations were well received
21. Need a new poster for next year
22. Sponsors donate early enough will be on the poster

MTMF DISCUSSION – Darren Womack

DISCUSSION

1. An issue was brought up whether or not an MTMF can be submitted with only hotel receipt
2. Unfortunately we can't do anything about an MTMF without proof of hospital visit, hotel receipts are not sufficient

END OF YEAR SOCIAL – Darren Womack

DISCUSSION

1. Bowling is a good idea
2. When would we do this and what time
3. Darren contact Bowlero to see what is available for between the November 10th to 23rd
4. Suggested a skating event
5. Need a place that will let us have pizza and the rubberized area to serve it by so kids don't have to unlace and lace up to go back out to skate
6. Stephanie L to contact ice parks about price and food and date availability
7. Next meeting we will make a final decision

CHD WEEK - EARLY IDEAS – Darren Womack

DISCUSSION

1. Feb 7th -14th is CHD week
2. Proclamation for the 7th
3. Pasta dinner is on the 7th
4. Table service is too expensive to do
5. We have to have the big hall
6. If we do 8 meal lines may help out with the food issue
7. Mall event – Feb 1st and 2nd
8. We will do bowling social again Feb 12th at 6pm
9. Save the date cards for Walk and Pooker Ride to be ready for mall event so we can pass those out as well
10. Should be able to do those cards for about \$40.00

WEBSITE – Darren Womack

DISCUSSION

1. Handing the website over to JEV soon
2. We have option to pick a new email with @heartdefectssociety.org or we can have them re-routed to your personal email, but when you reply you're replying with your personal email address
3. All agreed to new email, so we are going to go with first name . last name @heartdefectssociety.org
4. We will link HDS gmail account to our main account to info@HDS.org

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Pick Walk'n Roll date next meeting
2. Business plan for Tiffany and Darren to do
3. Have to start on Pooker Ride website

RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none"> • Darren 	<ol style="list-style-type: none"> 1. Update thank you letter 2. Contact Bowlero for date availability between Nov 10-23 3. Book big hall at Teutonia 4. Double check price on table service 5. Get proclamation for Feb. 7th 6. Get Save the Date cards for Mall Event 7. Start on Pooker website 8. Business plan with Tiffany 	<ol style="list-style-type: none"> 1. ASAP 2. Oct 10th 3. ASAP 4. ASAP 5. Feb 1st 6. Jan 24th 7. Oct 1st 8. ASAP
<ul style="list-style-type: none"> • Warren 	<ol style="list-style-type: none"> 1. Get personal story and pics of Christine for the Pooker website 	<ol style="list-style-type: none"> 1. ASAP
<ul style="list-style-type: none"> • Tiffany 	<ol style="list-style-type: none"> 1. Business plan with Darren 2. Get budget on a spreadsheet 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP
<ul style="list-style-type: none"> • Stephanie V 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Beatrice 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.
<ul style="list-style-type: none"> • Krista 	<ol style="list-style-type: none"> 1. Start on Pooker website 	<ol style="list-style-type: none"> 1. Oct 1st
<ul style="list-style-type: none"> • Stephanie L 	<ol style="list-style-type: none"> 1. Contact ice parks for date availability between Nov 10-23 as well as price, food options 	<ol style="list-style-type: none"> 1. Oct 10th

ADJOURNMENT – Darren Womack

NEXT MEETING	Friday, October 11 th @ 6:30pm @ HDS office
MEETING END TIME	12:58pm