



## 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>	October 11, 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>	6:57pm			
<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, Social Events Director	X	Krista Holland, Office Manager
	X	Stephanie Lajoie, Social Outreach Director		
<b>OTHERS IN ATTENDANCE</b>				

## OPENING OF MEETING AND MOMENT OF SILENCE

### RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1. Add Website #4	<b>Movement to accept: Tiff</b> <b>Seconded: Krista</b> <b>Passed: Unanimously</b>
Approval of Minutes	1.	<b>Movement to accept: Bea</b> <b>Seconded: Tiff</b> <b>Passed: Unanimously</b>

## PRESIDENT'S REPORT – Darren Womack

### DISCUSSION

1. Not a lot to say
2. Didn't get a lot done since last meeting
3. Thanked Warren for the post in the Windsor Star
4. Now is our time to think about what we need to do for CHD week
5. Still needs to sit down with Tiffany
6. Need to do thank you letters. Warren to pick the best picture from the Pooker Ride

## TREASURER'S REPORT – Tiffany Benoit

### DISCUSSION

1. Still not added to the P&L is the Ipad and invoice for shirts
2. One MTMF to be signed
3. One MTMF in limbo
4. Still waiting for proper paperwork from one MTMF
5. If they can wait till their next appt coming in the next few months, as long as it's in same fiscal year we can still fulfill the MTMF once they get proper paperwork

**Movement to accept:** Bea

**Seconded:** Krista

**Passed:** Unanimously

## BUSINESS TO BE DISCUSSED

## END OF YEAR SOCIAL – Darren Womack

### DISCUSSION

1. Two options: Skating or bowling
2. Skating is out this year as every place is booked for seasonal hockey
3. The Park downtown is free and we could meet somewhere after
4. South Windsor room was 30 people can bring food \$20 per hour
5. Rental for ice \$182 and no skate rentals
6. Charles Clark Square can do skate rental at church, opens in December
7. Bowlero doesn't really have any deals
8. Nov 13 or 20th are best dates for the alley and they can take us with no issues
9. \$7 per adult and \$4 for kids under 10
10. We can still do pizza
11. We like the idea that everything is located in one place for socializing
12. Weather is not an issue
13. Only concern is to push it out so that members know that we're having something for a social
14. Decided that Nov 20<sup>th</sup> for bowling at Bowlero at 6-8pm
15. Stephanie V to post on FB
16. Suggested theme - Christmas
17. If we do Christmas theme, we would need to get gifts for the kids
18. Gifts for kids under 12
19. Stephanie L and Tiffany will take care of the gifts
20. We're going to have to guess at how many will come
21. Wait to see about RSVP on FB to see what to buy last minute
22. Nail polish, nail files hair ties for girls
23. Warren has access to a Santa suit
24. Darren to book Bowlero ASAP
25. Make sure we have bumper lanes and ramp
26. \$355 for bowling is upper limit to be expected
27. Budget set for \$600
28. Estimating 25 kids
29. \$5 limit per gift for kids

## CHD WEEK – Darren Womack

### DISCUSSION

1. Mall event – if we can get a heart vase to raffle off at dinner and that is the only raffle prize that is allowed to be not available to be at the dinner
2. We would have to have special tickets to do that and a special license
3. Charge a \$1 a ticket
4. It would bring people to the table at the mall
5. However we work it out with Tsunami, it would be a good advertising for them. We could have their catalogue at the mall
6. Does it make sense for us to print a new banner to promote CHD week from HDS
7. We could state what we do every CHD week
8. Nowhere on our banners does it say what a CHD is
9. Is there any other style of banner that we could use?
10. The only thing with raffle tickets how to do the raffle at the dinner because we can't have two different size tickets
11. It would depend on what we're paying for the vase, we may have to do two raffle licences
12. Tiff to look into requirements for the raffle licence
13. We could do it as a separate raffle and should do a different amount like 3 for 5 tickets etc.
14. Warren to talk to Tsunami
15. Darren talk to Mall about selling tickets
16. Darren to book Mall for CHD Week event Feb 1<sup>st</sup> & 2<sup>nd</sup>
17. Talk to Stuart about banner – Darren
18. Proclamation and save the date cards - Darren
19. Flag raising on Feb. 7<sup>th</sup> the Friday @ noon @ city Windsor hall
20. Pasta dinner Feb. 7<sup>th</sup>
21. Big hall book from Teutonia, Darren has not heard from Paul yet
22. Krista wants to bring photo board to the hall
23. Three stubbed tickets for the pasta dinner – Darren
24. Confirm that prices will stay the same \$15 adults and \$10 kids
25. We want to try serving the food in the other room to make things smoother
26. That will make more room for our tables to either add more or space out the current tables

## CHOOSE WALK'N ROLL DATE – Darren Womack

### DISCUSSION

1. May 4<sup>th</sup>, 2014 tentative
2. Bea to call the City on Tuesday to see if that is available
3. Registration is 9:30am
4. Walk begin promptly at 11am.
5. Start thinking of pledge form and prizes

## **WEBSITE – Krista Holland**

### **DISCUSSION**

1. Discussed with Frank about changes to website and it is going to be an extra \$80
2. To get logos put on a separate page will cost extra, but haven't been given a quote
3. Waiting for Darren to respond to Frank before moving forward
4. Still waiting for sponsors from Graphix for sponsor page - Warren to double check
5. Right now there is only one sponsor to go on the page
6. We have to finish sponsor page before JEV can finish the site

## **OTHER BUSINESS**

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

#### **DISCUSSION**

1. Darren received an email, a member lost job, didn't go to appointment in London because he didn't have funds to make it there
2. If we know that there is a situation like that, is there something we can do to help them out?
3. If it's within MTMF guidelines and we know ahead of time, can HDS prepay for the train ticket or prepaid gas cards and pay for hotel room?
4. We need a policy to be put in place to help people that are in tough situations like that
5. Think about a solution for other incidences like this
6. When you think direct out of pocket can be an issue. In some cases you can't afford to lose the whole day pay to make the appointment
7. Make up expense report for traveling expenses – Stephanie V
8. Need credit card for shopping for upcoming events - Tiffany
9. Is there volunteers to drive someone to an appointment
10. We'd have to put together something like a waiver and are the liabilities if there is an accident or other incident
11. Stephanie L to see if London can do a Windsor day

<b>RESPONSIBILITIES</b>		
<b>PERSON RESPONSIBLE</b>	<b>ACTION ITEMS</b>	<b>TARGET DATE</b>
<ul style="list-style-type: none"> <li>• Darren</li> </ul>	<ol style="list-style-type: none"> <li>1. Sit down with Tiffany</li> <li>2. Thank you letters</li> <li>3. Book Bowlero for Nov. 20<sup>th</sup></li> <li>4. Discuss selling raffle tickets at Mall</li> <li>5. Book Mall for Feb 1<sup>st</sup> &amp; 2<sup>nd</sup></li> <li>6. Talk to Stuart about CHD banner</li> <li>7. Save the date cards</li> <li>8. Pasta Dinner tickets (3 stubbed)</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. ASAP</li> <li>3. ASAP</li> <li>4. ASAP</li> <li>5. ASAP</li> <li>6. ASAP</li> <li>7. Jan 10<sup>th</sup></li> <li>8. ASAP</li> </ol>
<ul style="list-style-type: none"> <li>• Warren</li> </ul>	<ol style="list-style-type: none"> <li>1. Choose a picture from Pooker Ride for thank you letters</li> <li>2. Get Santa Suit for Fall Social (Nov 20<sup>th</sup>)</li> <li>3. Talk to Tsunami about vase for Mall Event</li> <li>4. Get logos from Graphix for the website</li> </ol>	<ol style="list-style-type: none"> <li>1. ASAP</li> <li>2. ASAP</li> <li>3. ASAP</li> <li>4. ASAP</li> </ol>
<ul style="list-style-type: none"> <li>• Tiffany</li> </ul>	<ol style="list-style-type: none"> <li>1. Get kids gifts with Steph L for Fall Social</li> </ol>	<ol style="list-style-type: none"> <li>1. Nov 15<sup>th</sup></li> </ol>

<ul style="list-style-type: none"> <li>Stephanie V</li> </ul>	<ol style="list-style-type: none"> <li>Send out Minutes</li> <li>Send out Agenda for next meeting</li> <li>Post Fall Social on Facebook</li> <li>Make expense report for travelling expenses</li> </ol>	<ol style="list-style-type: none"> <li>ASAP</li> <li>Oct 25<sup>th</sup></li> <li>Done</li> <li>Nov. 4<sup>th</sup></li> </ol>
<ul style="list-style-type: none"> <li>Beatrice</li> </ul>	<ol style="list-style-type: none"> <li>Call City about May 4<sup>th</sup> for Walk'n Roll</li> </ol>	<ol style="list-style-type: none"> <li>Nov. 4<sup>th</sup></li> </ol>
<ul style="list-style-type: none"> <li>Krista</li> </ul>	<ol style="list-style-type: none"> <li></li> </ol>	<ol style="list-style-type: none"> <li></li> </ol>
<ul style="list-style-type: none"> <li>Stephanie L</li> </ul>	<ol style="list-style-type: none"> <li>Get kids gifts with Tiff for Fall Social</li> <li>Talk to London about doing a Windsor Day</li> </ol>	<ol style="list-style-type: none"> <li>Nov. 15<sup>th</sup></li> <li>ASAP</li> </ol>

### ADJOURNMENT – Darren Womack

<b>NEXT MEETING</b>	Tuesday, November 5 <sup>th</sup> @ 6:30pm
<b>MEETING END TIME</b>	8:18pm