



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	November 5 th , 2013		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	6:40pm		
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	Warren Hayes, Vice President
		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. Under Next steps. Add Visa card	Movement to accept: Bea Seconded: Krista Passed: Unanimously
Approval of Minutes	1.	Movement to accept: Bea Seconded: Darren Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Minutes are helpful in the fact that I capture the conversation but is suggested to condense it more
2. We're a little behind on website
3. Last minute logos are the issue
4. Warren has been contacting Chrysler 444 and there is a likely we're back on track for the higher level of donations from them

5. Everything is booked for our events (will discuss individually)
6. May 4th is confirmed for Walk'n Roll
7. Bea has to sign contract and send back to City
8. Have to have the website done by end of year

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. N/A

Movement to accept:

Seconded:

Passed: Unanimously

BUSINESS TO BE DISCUSSED

FALL SOCIAL – Darren Womack

DISCUSSION

1. Bowlero is booked (Wayne)
2. Confirm numbers 3 or 4 days ahead of time
3. 40-60 people expected
4. Roughly 16 pizzas should be ordered
5. 4 cheese
6. 3 pepperoni
7. 3 veggie
8. 4 Super
9. 2 Hawaiiin with onion
10. Still doing Christmas theme
11. Do red, green wrapping to indicate boy or girl gift

CHD WEEK – Darren Womack

DISCUSSION

1. Only issue Devonshire mall won't book till December
2. Told Glenna we will contact December 15th to book
3. There is a sidewalk sale is going on during Feb 1st so we're not able to have a spot
4. Going to do Jan 25th-26th instead
5. Flag raising on Feb 7th
6. Proclamation documents to be drawn up for next meeting
7. Make sure we bring the heart display
8. We need to order chip clips
9. Dinner tickets for the pasta dinner \$15 for adults and \$10 for children under 5
10. We want to print 400 adults and 100 kids dinner tickets
11. We want 200 save the date cards
12. Going to use the extra room on the side
13. 4 buffet lines will be set up to move things along quickly
14. We can have more room for tables at the back of the hall
15. We can put desserts in main hall
16. We can announce our second CHD week event at the Pasta dinner.
17. Think about if we want to do skating

18. Doing a simple banner Congenital Heart Defects Awareness Week (Feb 7-14th) and what CHD is
19. Need another easle stand
20. Make a questionnaire: How did you hear about us? What brought you here?
21. There is no issue doing a post boost on Facebook for a small amount of money to advertise

HDS WEBSITE – Darren Womack

DISCUSSION

1. Waiting on website logos
2. Talk to tiff and warren to make sure we get the correct sponsors with the correct sponsor level
3. Get sponsor page put on there and we're done

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. A Windsor day can't be possible (When Stephanie L discussed it with London)
2. Too many different patients with different doctors
3. Suggest implementing a Timmie's social again
4. At the Fall social, ask those in attendance their thoughts on doing a Timmie's social
5. It was suggested doing a Timmie social at the office and bring in coffee and donuts; but we think being out in public will make more of an impact for others to see a group opposed to being in our office.

VISA CARD – Darren Womack

DISCUSSION

1. We have to do something for Black Friday or Cyber Monday for raffle prizes
2. We need the prepaid Visa card before this date
3. Idea is to buy stuff dirt cheap
4. Ipod is something to look for (not worried about Apple products)
5. Postal office credit card recommended it's easy and recognized by most places
6. We struggle to get top prizes, need to put more thought into it
7. Darren motions: Do we as a board agree for \$500 purchase limit of grand prizes for pasta dinner and walk'n roll and possibly Pooker ride?
8. All in favor. Motion passed.
9. A list of things to buy with approved credit card needs to be put together for online shopping

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none"> • Darren 	<ol style="list-style-type: none"> 1. Confirm numbers with Bowlero 2. Order pizzas for Bowlero 3. Book the mall event 4. Get proclamation documents drawn up 	<ol style="list-style-type: none"> 1. Nov 15th 2. Nov 20th 3. Dec 15th 4. Dec 6th

	5. Order chip clips 6. Confirm with Tiffany and Warren that sponsors are on correct level for website sponsor page 7. Send of website to JEV	5. Dec 15 th 6. ASAP 7. ASAP
• Warren	1.	1.
• Tiffany	1. Get pre-paid visa card 2. Get and wrap gifts for Fall Social	1. Nov 20 th 2. Nov 20 th
• Stephanie V	1. Send out Minutes 2. Send out Agenda for next meeting	1. ASAP 2. ASAP
• Beatrice	1.	1.
• Krista	1. Get decorations for Fall Social	1. Nov 20 th
• Stephanie L	1. Get and wrap gifts for Fall Social	1. Nov 20 th

ADJOURNMENT – Darren Womack

NEXT MEETING	Tentative Saturday, December 7 th @noon
MEETING END TIME	8:04pm