



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	October 29, 2014		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	6:30pm		
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
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: Krista Passed: Unanimously
Approval of Minutes	1.	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Talk about Teutonia status in CHD week
2. Warren is going to resend letter to the editor
3. Tiffany and him came in and signed MTMF and started on business plan and will like to send out preliminary next meeting (hopefully)
4. Wednesday and Tuesday's are out when scheduling meeting

5. Asks Krista to work together to put together a power point presentation including mission statement
6. We need to set up HDS email back online.
7. MTMF status was good for this year
8. Potential to try to change our fiscal year, more from Tiffany next meeting

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. N/A

Movement to accept:

Seconded:

Passed: Unanimously

BUSINESS TO BE DISCUSSED

POOKER THANK YOU – Darren Womack

DISCUSSION

1. No letter to editor yet, it needs to be resent
2. We have 50 thank you picture with envelopes
3. Going to put a more personal thank you on the back for our bigger sponsors
4. Pooker ride video still has to be finished

FALL SOCIAL – Darren Womack

DISCUSSION

1. Tuesday, November 25
2. Confirmed 6 lanes booked with bumpers
3. We're going try to go with package #4, if we need more food we will order it
4. Stephanie create FB event
5. Arrive after 5:15pm
6. Start at 5:30 with food coming out at 5:30 beginning bowling approx. 6pm.
7. Ask for ramp
8. For appreciation for coming out filling up 40 sunglasses bag with candy
9. 2 games covered by HDS

CHD WEEK – Darren Womack

DISCUSSION

1. No mall date confirmation
2. Proclamation will be done beforehand
3. Pasta dinner will be fine to do at the Teutonia as they will be selling the club shortly after
4. Darren would like to keep Pasta dinner there this last year
5. Would be hard to find a new place on such short notice
6. Feb 13th is our target date for the dinner
7. Need to buy a ticket drum (Krista)
8. Darren make the pasta dinner tickets
9. For upcoming buying gifts on black Friday sales Krista prefers not to do it this year
10. Start gathering door/raffle prizes

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1.

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none">• Darren	<ol style="list-style-type: none">1. Make dinner tickets2. Resend letter to editor3. Get HDS email online	1.
<ul style="list-style-type: none">• Warren	<ol style="list-style-type: none">1.	1.
<ul style="list-style-type: none">• Tiffany	<ol style="list-style-type: none">1.	1.
<ul style="list-style-type: none">• Stephanie V	<ol style="list-style-type: none">1. Send out Minutes2. Send out Agenda for next meeting3. Make FB event for social	<ol style="list-style-type: none">1. ASAP2. ASAP
<ul style="list-style-type: none">• Beatrice	<ol style="list-style-type: none">1.	1.
<ul style="list-style-type: none">• Krista	<ol style="list-style-type: none">1. Get ticket drum2. Power point presentation3. Do approx. 40 “thank you” bags	1.
<ul style="list-style-type: none">•	<ol style="list-style-type: none">1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	Saturday, November 22, 2014 @ 1pm
MEETING END TIME	7:17pm