



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	March 8 th , 2015		
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.		
MEETING CALLED BY	Darren Womack, President		
TIME CALLED TO ORDER	1:08pm		
DIRECTORS IN ATTENDANCE	X	Darren Womack, President	Warren Hayes, Vice President
	X	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: Tiffany Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. CHD week ended and we had a few events
2. Bowling was less people than expected but we didn't advertise
3. Krista did well organizing the food and drinks and keeping things moving
4. Would like to keep the same venue
5. Pasta dinner was impressive. It went off well.
6. The organizing was done exceptionally well
7. Set up went well
8. Good prizes

9. Craft table went well
10. Need prizes for 0 to 3 year olds
11. Desserts were delicious
12. Was a bit disappointed at the turnout
13. The numbers were 266 adults and 60 kids
14. Need to look for a new hall for next year
15. We are secure at Teutonia for Pooker Ride
16. We would like to do a few things to aid the pasta dinner
17. We would like a list of the places we call for donations
18. Feedback was good overall
19. Proclamation was done
20. Flag wasn't put up and to be picked up by Tiffany

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Profit and loss the pasta dinner isn't recorded
2. We're at a loss of \$110 for the year
3. But can add on \$8200 profit
4. \$6500 is pasta dinner
5. That's based on ticket amounts
6. \$4000 on tickets
7. \$2000 on raffle
8. Just under 600 for 50/50 We kept \$577
9. \$1800 isn't recorded from late donations from Pooker shirts
10. Expenses on pasta dinner reflect most of the pasta dinner proceeds
11. Missing balance for Teutonia Club, Commissionaires and any receipts things that haven't been submitted
12. MTMF jumped a lot from last meeting
13. We had a check issued for \$1500 that was for last year that wasn't recorded
14. Another family maxed out this year bringing it to \$3000
15. Would like to get information to a new family with a baby being born with CHD's
16. We should likely hit our MTMF budget
17. One more thing to be added is the Nematik donation, unsure of the value and the \$700 donation given at the end of the Pasta Dinner
18. Send thank you notes to Nematik and Greenshield and Darryld

Movement to accept: Krista

Seconded: Bea

Passed: Unanimously

BUSINESS TO BE DISCUSSED

PASTA DINNER (post mortem) – Darren Womack

DISCUSSION

1. Ticket Printing need them printed by November 1st so they are ready for bowling social
2. Book Hall (Bring hall info in) look for 500 seating or more
3. Get hall contract
4. Darren to find detailed hall info (send out to board)
5. Raffle prizes to be confirmed the first week of January so we can submit raffle licence
6. Door prizes are unaffected as to when they come in

7. Advertising needs to be stepped up more than just Facebook
8. Fogolar Club and Caboto Club are ideal halls to look into
9. Would like to do a more professional poster
10. Book mall event for promoting Pasta Dinner in late November instead of February
11. This year's set up went really smoothly because we had lots of volunteers to set up
12. This year the hall was set up before we arrived at 2pm
13. There was an issue with the parking lot
14. One complaint is that the pasta was dry
15. People need to be at the office by 1pm to drop off at hall by 2pm
16. Suggested that companies or families buy a table instead of seats
17. For next pasta dinner we expect to take a bit longer and want a 1pm hall set up
18. We would need a floor plan so we know how we can set things up
19. Ticket numbers being different for kids and adults went much better
20. Get another box for kids tickets so pulling for prizes goes smoother and quicker
21. Raffle prize delivery went smoothly
22. All raffle prizes need to be on the table before the calling of the prizes
23. All door prizes need to be together with what is stated inside
24. This year we didn't do a sponsor prize donor list
25. There was a lot of cake left over
26. Cut back on the sugar cookies
27. There are some ticket issues with people showing up without tickets but claimed someone had their tickets

PICNIC – Darren Womack

DISCUSSION

1. Facebook announcement - Steph
2. Permit has been done
3. June 14 @ Mic Mac Park (Darren will be not there)
4. We have a kit for games
5. Food – Burgers 2 packs approx. 40 – tiff
6. Hotdogs 2 packs of 36 – Bea
7. Chips – Tiff
8. Corn – Krista or Tiff
9. Veggies - Krista or Tiff
10. Desserts – Krista
11. Pop/Juice – Tiff
12. Check on condiments
13. Check on plates/utensils/napkins
14. Uhaul and Festival Tent need to be contacted
15. Garbage bags
16. Propane tanks (usually Warren – double check)

FBMB (recipient ideas) – Darren Womack

DISCUSSION

1. Janet Guilbeault will be submitting for her daughter
2. Suggested taking the family out to dinner
3. We are able to move picnic next year so that the weather is more cooperative
4. Pointed out that the members get to see who is getting the bursary

EARLY POOKER THOUGHTS – Darren Womack

DISCUSSION

1. Want earlier start to get out posters and start advertising
2. New banners need to be done
3. Need to think of the prizes
4. T-shirts need to be done early
5. Need to find out about legalities with drinking
6. Find out about directors liabilities are
7. Finalize route
8. Poster needs to be retouched but not revamped completely

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. N/A

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Get detailed info for halls 2. Contact Uhaul and Festival tent for picnic 3. Update/revamp Pooker poster 4. Order new banners for Pooker Ride 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP 4. ASAP
• Warren	<ol style="list-style-type: none"> 1. Propane tanks for picnic 2. T-shirts for Pooker Ride 	<ol style="list-style-type: none"> 1. June 12th 2. ASAP
• Tiffany	<ol style="list-style-type: none"> 1. Pick up flag 2. 2 packs of burgers for picnic 3. Chips 4. Veggies/corn on cob (talk to Krista) 5. Pop and juice 6. Find out about legalities and director liabilities regarding drinking at our events 	<ol style="list-style-type: none"> 1. ASAP 2. June 12th 3. June 12th 4. June 12th 5. June 12th 6. ASAP
• Stephanie V	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 3. Facebook picnic announcement 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP
• Beatrice	<ol style="list-style-type: none"> 1. Get 2 packs of hotdogs for picnic 2. Get buns precut for the picnic 	<ol style="list-style-type: none"> 1. June 12th 2. June 12th
• Krista	<ol style="list-style-type: none"> 1. Veggies and corn from stands if available 2. Check on condiments 3. Garbage bags 	<ol style="list-style-type: none"> 1. June 12th 2. June 1st 3. June 12th
•	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	April 12 th @ 1pm
MEETING END TIME	2:41pm