



Heart Defects Society of Windsor and Essex County

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

Phone: 519-973-0915

Email: admin@HeartDefectsSociety.org

Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	April 12, 2015			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	1:01pm			
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
OTHERS IN ATTENDANCE				

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	<ol style="list-style-type: none"> Nothing on Hall discussion, please remove Add HDS awareness idea 	Movement to accept: Bea Seconded: Warren Passed: Unanimously
Approval of Minutes	<ol style="list-style-type: none"> 	Movement to accept: Bea Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

- Not much has been going on
- Working on upcoming picnic and Pooker Ride
- We should get stuff done early for the Ride

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Not much changed
2. Pasta dinner is in the P&L
3. Profit \$5500
4. Nemack cheque for \$1,000 from their valentine's day flower sales
5. Libro Bank sent us \$50 donation
6. Darren brought in a \$100 donation from a wedding
7. New MTMF's came in – \$500
8. Under \$7,000 for MTMF
9. We budgeted just over \$12,000 for MTMF's
10. We have a few families that have already maxed out
11. There are still small items to be expensed
12. We should be on the positive side for our budget which we estimated a loss
13. We want to start recording all MTMF's forms whether or not they are claimed
14. People are hearing about the HDS as we are getting new claims
15. Going to use the C OOL Bus every year; we are getting a donation to raffle off and will charge \$100 per seat to ride the bus during the Pooker Ride, so it will pay for itself

Movement to accept: Stephanie

Seconded: Krista

Passed: Unanimously

BUSINESS TO BE DISCUSSED

PICNIC – Darren Womack

DISCUSSION

1. Darren confirms he will be able to make the picnic
2. Uhaul only costs approximately \$40 and would be easier
3. April 30th is the date for bursary to be in
4. Permit is ready for MicMac
5. Facebook the event, please note to have people bring their own chairs – Stephanie
6. Games – Krista
7. Check online for a bigger parachute than 10ft (24 ft and ship to Darren's office) - Darren
8. We have obstacle course (get map layout)
9. We have bean bags instead of plastic lawn darts
10. There are potatoe sacs for the little ones
11. Water balloon toss and water balloon battle
12. Prizes for kids – we have some summer stuff in the back (Send Christine for more prizes)
13. Prize budget - \$50
14. Towels and blankets have been embroidered (figure out what to do with those)
15. Bea – registration (needs tickets) make sure they print name on back
16. Food cooking – Warren or Darren
17. Need relish, mayo and plates and utensils - Tiffany
18. Propane – Warren
19. Cheese – Krista

POOKER RIDE – Warren Hayes

DISCUSSION

1. We are trying to get things out earlier this year
2. Want to do poster and shirts ASAP
3. Need to figure out sponsors - Warren
4. Update colour on poster
5. Want the sponsors pop a little more
6. Warren knows what sponsors will be committed
7. Darren to get letter to Warren and Gen asap and put generic in dropbox
8. Pledge form (Krista)
9. Add postal code to pledge form
10. Need to finalize stops and pre-registration date
11. Suggested lawn signs (price them out – Darren)
12. Krista doesn't have access to Pooker website –Darren to address JEV
13. Route starts at Unifor and end at Teutonia
14. Start off in Belle River to Leamington to Colchester to Amherstburg to Teutonia
15. Shirts – Gen wants to choose the women's shirt, going to scale down numbers
16. Shirts need to be done by pre-reg
17. Mall date – discuss possible dates with Mall associate
18. See if Teutonia will still be acceptable if not we need to find hall
19. Commissionaires -Tiffany
20. Banners need to be redone and based off the poster

WEBSITE – Darren Womack

DISCUSSION

1. Page on computer pulls up mobile site often
2. We do not have dashboard password for Pooker site
3. Need billing for the year

HDS AWARENESS – Darren Womack

DISCUSSION

1. Family member is getting married and another member has a baby with cerebral palsy
2. Bride and groom are going to donate to HDS as well as the local cerebral palsy foundation
3. They asked if it's ok to put an information card on the table about the HDS
4. Darren will send out a copy of what would be put on table

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. N/A

RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
<ul style="list-style-type: none"> • Darren 	<ol style="list-style-type: none"> 1. Uhaul 2. Parachute 3. Prizes for kids (Christine) 4. Get towels and blankets embroidered 5. Revamp posters/postcards 6. Get banner done based off postcards 7. Generic letter for Pooker Ride, dropbox it 8. Get letter to Warren for Pooker Ride 9. Discuss Mall dates 10. Price lawn signs 11. Talk to JEV about website(s) 12. Send out copy of HDS awareness idea 	<ol style="list-style-type: none"> 1. May 24th 2. May 24th 3. June 7th 4. June 7th 5. ASAP 6. ASAP 7. ASAP 8. ASAP 9. May 24th 10. ASAP 11. ASAP 12. ASAP
<ul style="list-style-type: none"> • Warren 	<ol style="list-style-type: none"> 1. Clean the bbq's 2. Propane 3. Sponsors for Pooker Ride 4. Contact stops for ride to give them heads up 5. Have Gen choose shirts 	<ol style="list-style-type: none"> 1. June 13th 2. June 14th 3. ASAP 4. ASAP 5. August
<ul style="list-style-type: none"> • Tiffany 	<ol style="list-style-type: none"> 1. Get condiments and utensils 2. Commissionaires for Pooker Ride 	<ol style="list-style-type: none"> 1. June 7th 2. September
<ul style="list-style-type: none"> • Stephanie V 	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 3. Pasta salad for picnic 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. June 13th
<ul style="list-style-type: none"> • Beatrice 	<ol style="list-style-type: none"> 1. Get precut buns for picnic 	<ol style="list-style-type: none"> 1. June 10th
<ul style="list-style-type: none"> • Krista 	<ol style="list-style-type: none"> 1. Prepare obstacle course, send layout to Darren 2. Cheese, corn and veggies 3. Pledge form for Pooker Ride 	<ol style="list-style-type: none"> 1. June 1st 2. June 13th 3. Done, proof
<ul style="list-style-type: none"> • 	<ol style="list-style-type: none"> 1. 	<ol style="list-style-type: none"> 1.

ADJOURNMENT – Darren Womack

NEXT MEETING	May 24, 2015 @ 1pm
MEETING END TIME	2:00pm