



Heart Defects Society of Windsor and Essex County

1479 Tecumseh Road East, Windsor, Ontario N8W 1C2

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Registered Charity Number #89893 7818 RR0001

Board of Directors Meeting Minutes

MEETING DATE	May 24 th , 2015			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	11:11am			
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	1. Add #4 FBMB	Movement to accept: Bea Seconded: Krista Passed: Unanimously
Approval of Minutes	1.	Movement to accept: Tiff Seconded: Krista Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Got the thank you note for Darryld
2. We have a new MTMF, the mother is young so she will need the help
3. There was no follow up with a family that had a fundraiser
4. Upcoming picnic and then Pooker Ride is our main focus
5. The goal is to do a great job early enough to have a good ride with minimal cram

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. There is nothing new
2. There are 4 MTMF's totaling 600 since last meeting
3. We need any late claims by end of June
4. Next meeting after picnic all expenses MUST be in for year in financials
5. Put on FB about putting in any MTMF's
6. Our MTMF's are calendar year

Movement to accept: Bea

Seconded: Krista

Passed: Unanimously

BUSINESS TO BE DISCUSSED

PICNIC – Darren Womack

DISCUSSION

1. Bea suggests getting tables
2. We're going to bring the office tables
3. We're going to bring a couple of canopy's
4. Renting a Uhaul van (Darren to book)
5. Food under one canopy
6. Krista will bring anything to Stephanie's before the event if she is working
7. Darren's Mom has towels and blankets to be embroidered
8. Darren to get Christine to get parachute
9. Krista put together a map of the obstacle course, sent to Darren
10. We got a recipient for the Bursary
11. Bring big cheque and dry erase marker
12. Repost on Facebook (Stephanie)
13. Water balloons (Tiffany)
14. Tickets and box for Registration
15. FOOD:
16. Tiff to get plates, napkins, utensils, need mustard, relish and mayo
17. Pop, juice
18. Krista – Veggies, cheese
19. Warren – propane
20. Stephanie – Pasta salad
21. Bea – buns and hotdogs (6 dozen hot dog buns and 3 dozen burger buns)
22. Tiff got burgers
23. Tiff or Krista – corn
24. Desserts – Krista - cookies, Darren mother in law - cookies, Anna - maccaroons

POOKER RIDE – Warren Hayes

DISCUSSION

1. Friend of Warren's listed us as a potential charity to receive donations from a yard sale, promote on Facebook (Stephanie)
2. Revamp of poster was sent out
3. Going to leave stops off the poster and just put on handout
4. September 13th is pre-reg
5. 2 banners to be made, 40 posters, 400 postcards
6. Warren has committed list for sponsors
7. If sponsors are late getting sponsorship in, they will be listed next year
8. Colchester Bar and Grill, Leather King
9. Not going to order shirts for a while
10. Need to get sponsors finalized
11. We are not sure what to do about how liable we are
12. Darren to call a law office to find out our responsibilities
13. Try to find out who is dealing with the Festival lawyer (Stephanie)
14. Darren to contact Teutonia to make sure we are still ok to have dinner there.
15. Darren to price out lawn signs.
16. Need to replace Ranta stop –
17. \$100 gift certificate to Coral Spa donated by ProResp
18. Still a few prizes left over that we can use
19. Need to start thinking about prizes and Grand prizes

WEBSITE – Darren Womack

DISCUSSION

1. Have not heard back from JEV

FBMB – Darren Womack

DISCUSSION

1. We need an acceptance letter from the college she will be attending
2. Once we receive that letter, the Francine Bryar Memorial Bursary will be going to Elise Guibeault as she has met all other criteria to receive FBMB

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. Use Magna email for Darren
2. Our next meeting we need to set AGM date

RESPONSIBILITIES		
PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Rent Uhaul van 2. Talk to mother in law about cookies 3. Get parachute 4. Contact Teutonia about Pooker Ride 5. Get posters and postcards printed 6. Price out lawn signs 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. ASAP 4. ASAP 5. ASAP 6. June 30th
• Warren	<ol style="list-style-type: none"> 1. Propane for picnic 2. Finalize stops for Ride 3. Finalize sponsors 	<ol style="list-style-type: none"> 1. June 14th 2. ASAP 3. ASAP
• Tiffany	<ol style="list-style-type: none"> 1. Get plates, napkins, utenils, need mustard, relish and mayo 2. Pop and juice 3. Water balloons 4. Corn on cob 	<ol style="list-style-type: none"> 1. June 13th 2. June 13th 3. June 13th 4. June 13th
• Stephanie V	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 3. Find out who is dealing with the Festival lawyer 4. Pasta salad 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP 3. Done 4. June 13th
• Beatrice	<ol style="list-style-type: none"> 1. Hot dogs 2. Precut buns 	<ol style="list-style-type: none"> 1. June 13th 2. June 13th
• Krista	<ol style="list-style-type: none"> 1. Gather things for loading into Uhaul 2. Cookies 3. Veggies 4. Cheese 	<ol style="list-style-type: none"> 1. June 12th 2. June 12th 3. June 12th 4. June 13th
•	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	To be determined at picnic
MEETING END TIME	12:39pm