



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	June 30, 2015			
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.			
MEETING CALLED BY	Darren Womack, President			
TIME CALLED TO ORDER	6:36pm			
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	Melissa Derikx			

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1. Date confirmation for Pasta Dinner	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. Was pretty anxious about the picnic weather but everything turned out well
2. The families that were there had very good involvement
3. Thanks everyone for their help
4. Focus now is Pooker Ride and early Pasta Dinner preparation
5. Overall it's been a good and relaxing year

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. Bea submitted \$100 that hasn't been reflected in the numbers
2. Please get in all expenses for this year into Tiff ASAP
3. We are positive just over \$400
4. We're are going to be at a loss for this fiscal year
5. We are almost right on for income 35,800 is what we budgeted
6. Outstanding expenses for Tiff, Darren and Grand prize Pooker Ride
7. We can start issuing MTMF's from the WFCU account
8. One MTMF to be issued approx. \$300
9. A bit disappointing we won't hit MTMF budget. We budgeted \$12,000 we are only \$9,400
10. Will have year-end financials finalized for next meeting
11. 2015 budget review and finalize 2016 budget after next board is approved
12. We don't have a lease and would rather stay month to month if possible

Movement to accept: Krista

Seconded: Bea

Passed: Unanimously

BUSINESS TO BE DISCUSSED

PICNIC (POST MORTEM) – Darren Womack

DISCUSSION

1. 42 people in attendance 11 children, 27 adults and 4 teenagers
2. Parks and Recs for next June and we have to call in January
3. Its \$150 for the new pavilion
4. The one we typically rent is \$62
5. Everything went well
6. What can we do to have a better set up
7. If no one is running the game no one interacts
8. If we have anything formal like cheque, do that first before food, piñata and the games
9. Obstacle course was great
10. Parachute was fun
11. Darren will bring a better pump for next year
12. Must book next picnic in December and call the city in January to book pavilion
13. Melissa Rebich-Hart works at St Elizabeth healthcare and will put our pamphlets in the office

POOKER RIDE – Warren Hayes

DISCUSSION

1. Waiting for proofs of postcards, posters, banner and 10 yard signs
2. Place one in county, at the Ravine, Tiff's house and ask anyone specifically our stops to put lawn signs out
3. Teutonia is a go for Pooker Ride
4. We need to have a back-up plan for next year pasta dinner as we've outgrown the Tuetonia
5. We sponsorship letter
6. We need generic donation letter
7. Ranta has been replaced with Amherstburg Legion
8. The route is same as last year with the modification
9. Ducharme has not contacted Darren back

10. We could be covered because we're at licensed establishments but we want to be sure
11. Tickets 250 ride (3 stub)
12. 250 Stamp cards printed
13. Update itinerary and map
14. Need to get a volunteer list together
15. Need to gather raffle and door prizes
16. Need to figure out grand prizes
17. We can ask Leather King and C OOL Bus again
18. Bea to find out if we can get Casino hotel and concert tickets
19. We need to pick out shirts and colours
20. We had too many XLs (men)
21. We need to get wearable women's shirts
22. Teutonia needs to fax over contract to Tiff's work fax

OTHER BUSINESS

NEXT STEPS TO TAKE AS AN ORGANIZATION – Open Discussion

DISCUSSION

1. AGM DATE – Tuesday, August 11 @ 7pm
2. Whoever steps on takes on a one year term
3. Stephanie to post on FB the AGM date along with rules to be on board
4. Date confirmation for Pasta Dinner – February 12th
5. Stephanie to call banquet halls for HDS

RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	1. Get posters for Pooker Ride	1. ASAP
• Warren	1. Establish final stops for Pooker Ride	1. ASAP
• Tiffany	1. Year-end financials 2. Proposed budget	1. Aug 9 th 2. Aug 9 th
• Stephanie V	1. Send out Minutes 2. Send out Agenda for next meeting 3. Call halls	1. ASAP 2. ASAP 3. ASAP
• Beatrice	1. Find out if we can get Caesars concert tickets and room	1.
• Krista	1.	1.
•	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	August 9 th , @ 1pm (Year-end financials and budget)
MEETING END TIME	7:50pm