



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	October 17 th , 2015																
MEETING LOCATION	HDS Office, 1479 Tecumseh Rd E.																
MEETING CALLED BY	Darren Womack, President																
TIME CALLED TO ORDER	11:09am																
DIRECTORS IN ATTENDANCE	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">X</td> <td style="width: 45%;">Darren Womack, President</td> <td style="width: 5%; text-align: center;">X</td> <td style="width: 45%;">Warren Hayes, Vice President</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Tiffany Benoit, Treasurer</td> <td style="text-align: center;">X</td> <td>Stephanie Voakes, Secretary</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Beatrice Phelps, Director</td> <td></td> <td>Melissa Derikx, Director</td> </tr> <tr> <td style="text-align: center;">X</td> <td>Krista Holland, Director</td> <td></td> <td></td> </tr> </table>	X	Darren Womack, President	X	Warren Hayes, Vice President	X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary	X	Beatrice Phelps, Director		Melissa Derikx, Director	X	Krista Holland, Director		
X	Darren Womack, President	X	Warren Hayes, Vice President														
X	Tiffany Benoit, Treasurer	X	Stephanie Voakes, Secretary														
X	Beatrice Phelps, Director		Melissa Derikx, Director														
X	Krista Holland, Director																
OTHERS IN ATTENDANCE																	

OPENING OF MEETING AND MOMENT OF SILENCE

RECURRING AGENDA TOPICS

TOPICS	COMMENTS/CHANGES	OUTCOME
Approval of Agenda	1. Website to be discussed in budget	Movement to accept: Bea Seconded: Krista Passed: Unanimously
Approval of Minutes	1.	Movement to accept: Krista Seconded: Tiffany Passed: Unanimously

PRESIDENT'S REPORT – Darren Womack

DISCUSSION

1. Since last meeting we had our Pooker Ride and it went really well
2. One issue was the C OOL Bus and people not having their cars at the last stop (Teutonia)
3. Moving the kick off spot was good
4. Financially one of our most successful events
5. We spent less money on Ride and that helped us
6. We had better rider turnout
7. Our next event is our Pasta dinner to focus on

8. Going to discuss our Fall Social
9. Thanks everyone for their help

TREASURER'S REPORT – Tiffany Benoit

DISCUSSION

1. As of right now we are positive \$10,000
2. We haven't had much go on this fiscal year
3. Pooker Ride details will be discussed in Post-mortem
4. Darren wants to cut some overhead expenses
5. Krista to check around for cheaper phone and internet (Primus and MNSI)
6. Need to get a new router to get everyone online (bandwith)
7. Low data usage
8. Keep our phone number
9. Try to be considered a charity not to be a business
10. We don't have many fixed expenses
11. There was a woman at the Leamington stop that will recommend HDS for free printing for the year through Vista Print sister company

Movement to accept: Beatrice

Seconded: Krista

Passed: Unanimously

BUSINESS TO BE DISCUSSED

POOKER POST-MORTEM – Presenter

DISCUSSION

1. Average Joe's seemed easier to organize in the morning and they had access to washrooms
2. Average Joe's is a good option for dinner at the end if needed instead of Teutonia
3. The Unifor Hall supports us so it's nice to pay back by using there lot for kick off
4. Suggested having the people meet at Joe's for the C OOL Bus and have the bus meet up at Unifor before roll out (if we have kick off at Unifor Hall and final stop at Average Joe's)
5. Get in touch with Annie Oakley's early next year to set up possible drink or appetizer discount
6. Looking at it now, route will likely stay the same
7. Amherstburg Legion next year will support us with a monetary donation
8. We need to get more strict with the stamps (for poker hand) as people aren't stopping at stops
9. If stops are supporting us, we should be obligated to go there
10. Teutonia hall looked good upon rider entrance and was prepared for the riders
11. Set up at Teutonia went smoothly
12. 120 through the door including volunteers
13. Gen needs to ask for help with rallying door prizes
14. The committee needs a letter with door/raffle prizes (not sponsorship) - Darren
15. Gen would like an HDS thank you card for her to put up at her work
16. 8 1/2 by 11 thank you card should be sent to all of our sponsors and raffle prize winners
17. Need to promote to the public sooner
18. Krista sold 18 of 20 bracelets she had made
19. The volunteers were great help
20. Make a re-usable banner instead of a yearly banner with date on it
21. Start at Unifor, need to apply more pressure from stops for discount for drinks

22. We should do pre-order appetizers at Annie Oakley
23. \$22,403 was ride total
24. \$5000 Unifor 444 (not counted in budget)
25. \$5000 from Unifor 200
26. 2 cheques may be missing in total
27. Our highest total in terms of pledges and registration and shirt sponsor
28. Did better with expenses
29. Need a middle ground for shirts (one year was too low cut, this year was too high in the neck)
30. Shirts sales day of was \$385
31. Poker \$170 in extra purchases paid out \$175
32. Total raffle \$1398
33. Our share of 50/50 was \$290
34. \$180 from bracelets
35. Pledges and registration \$11,000 (included yard sale and CBG's)
36. Expenses (not finalized) are Teutonia, tickets and tshirts, Austin and band
37. Expenses have gone up every year since 2010 but we've bought some top prizes in the last few years
38. We owe Teutonia \$780, we will issue a check for \$280 as our \$500 deposit cheque has been cashed

BUDGET – Tiffany Benoit

DISCUSSION

1. There have been no changes to budget
2. Pasta dinner is based on past few years
3. We do better with raffle and 50/50 at Pasta dinner
4. We want to make more money and grow this year
5. Once in a while we get random donations
6. Wanting to know if it costs us to have separate site (Pooker site) that we have no control over
7. It seems to make more sense to have one site – Darren to make those arrangements
8. Need to decide if we want to keep this printer or buy something smaller
9. Decide that \$300 has been budgeted for inkjet printer/scanner and check ink costs
10. Krista to price out different printers/scanner and ink.
11. We would like to increase annual maximum for MTMF for families
12. Suggested to wait to up the max of the MTMF as we are projecting a loss for this year
13. More than half of our maxed out families were new families
14. Need to revisit the idea of helping the long term cases or extreme circumstances (CHDers that have been in hospital for more than a few weeks)
15. Motion to approve budget: Warren, Seconded Krista

MALL EVENT – Darren Womack

DISCUSSION

1. Dropping the Mall for Pasta Dinner promotion in November as there is no space available
2. We will do our annual CHD Awareness Week in February

FALL SOCIAL – Presenter

DISCUSSION

1. Will hold it at Rose Bowl again
2. Tiff - Monday is best, then Thursday, then Wednesday, no Tuesday
3. Warren out no matter what
4. Darren to call and find out what dates are available

PASTA DINNER PREPARATION – Darren Womack

DISCUSSION

1. Darren to ask Christine to do black Friday shopping
2. If getting from the states, use Darren’s office address
3. Send out ideas between now and American Thanksgiving (Nov 28th)
4. Tickets (3 stub) printed as soon as possible (By Fall Social would be ideal)
5. Warren to talk to Vistaprint contact
6. Print out 300 adults and 100 kids. Limited tickets for sale
7. Encourage members/supporters to buy tickets ahead of time as space will be limited
8. Tickets must be purchased to guarantee a table reservation
9. Have a “by date” deadline to reserve tables
10. Dinner will be Friday, February 12th at Teutonia
11. Will look early enough into another hall for next year

WINTER-FEST PARADE – Darren Womack

DISCUSSION

1. It’s short notice this year but we want to respond back to the city to keep us in mind for next year as it’s a great exposure for the charity

OTHER BUSINESS

RESPONSIBILITIES

PERSON RESPONSIBLE	ACTION ITEMS	TARGET DATE
• Darren	<ol style="list-style-type: none"> 1. Talk to JEV about getting our Pooker site and only having one site to upkeep and also discuss our free hour lesson so that we can update it properly 2. Contact Rose Bowl to set up bowling social 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP
• Warren	1.	1.
• Tiffany	1. Speak with Cogeco about getting Brian off the account as well as see about a cheaper plan from them before we decide to switch	1. ASAP
• Stephanie	<ol style="list-style-type: none"> 1. Send out Minutes 2. Send out Agenda for next meeting 	<ol style="list-style-type: none"> 1. ASAP 2. ASAP
• Beatrice	1.	1.
• Krista	<ol style="list-style-type: none"> 1. Check prices for printer and ink 2. Look into cheaper phone and internet from other companies 	1. Nov. 21 st
• Melissa	1.	1.

ADJOURNMENT – Darren Womack

NEXT MEETING	Saturday, November 21 st at 11am
MEETING END TIME	1:15pm