

Brain Injury Association of Windsor and Essex County

MINUTES: Board of Directors Meeting

Tuesday, September 23, 2025 6:00 p.m.

Location: ALSO

In Attendance: Alex Carson (Chair), Theresa Wunder (Vice Chair), Joanne King (Treasurer), Lauren Fields (Secretary), Danielle Ferri, Deborah Boose, Marcus Niessen, Dominic Damas, Krystal Decker, Pam McCurdy, Rachel Olsen (E.D.)

1. **Call to Order** Alex Carson (**Time:6:05pm**)
2. **Declaration of Conflict of Interest:** None
3. **Agenda**
Motion: to approve the agenda. Change to agenda, Luis Mendez and Stuart Galloway to present first about Golf Tournament. **Moved By:** Theresa
Seconded By: Pam. Passed.
4. **Minutes** dated June 25, 2025
Motion: to approve the minutes from the June 25, 2025 meeting. **Moved By:** Debbie
Seconded By: Theresa. Passed.
5. **Reports**
 - a. Executive Director Rachel
- Refer to Report
 - b. Financial Report Joanne
- Refer to Report
 - c. Education and Conference Committee Theresa
- Refer to Report
 - d. **Motion:** to approve all reports. **Moved By:** Joanne **Seconded By:** Marcus.
Passed.
6. **Fundraising Activities** Board
 - a. Kingsville Golf Tournament Luis & Stuart
- The tournament was a success. Brought in \$40,488.91. (Joanne to confirm final amount after expenses). Total of 44 sponsors. Next year's tournament is booked for September 17th 2026. Get more law firms and unions involved. Improving registration process.
 - b. Bingo Revenue Joanne
- Utilizing towards SW wages. Need more Bingo Volunteers!!!
7. **Business Arising (from June Minutes)**
 - a. Office Space for BIAWE Rachel
- Theresa and Rachel viewed 2 spaces. Plans to visit others. Possible links with other organizations. Board members asked to send links of potential spaces. Looking about \$1000/month price range.

- b. Review of board manual and policies Theresa
 - Continue working over the next few months. By-laws cannot be approved until AGM in May. Review a few at each meeting.
- c. St. Clair Marketing opportunity Alex
 - Met w/ marketing profs at St.Clair College. Spoke w/ marketing class to help w/ promoting BIAWE for their final project.

8. New Business

- a. Debbie Boose approved as Volunteer Coordinator per **motion** in August 22, 2025 email.
- b. Client Art Show in December Krystal
 - Hoping clients who attend BIAWE art class would be open to putting on an art show. Help to show how BIAWE helps clients. Charge tickets for people to come. Event will be free to clients. Krystal and Rachel to start planning and promotion. Approved by board.
- c. Camp Dawn sponsorships Pam
 - Camp dawn got a grant for all campers fees to be waived. Transportation is available. Pam to follow up in spring with Camp Dawn and Rachel about registration for clients.
- d. Grant applications Theresa
 - Met w/ Jeff & associates who helps with writing grants and reports. Applied for New Horizons for Seniors, Ecclesiastical, OTF, Bell Let's Talk. Theresa reported Fundraising, possible fashion show (w/ clients as models?) Danielle mentioned meeting in November with organizers of Yesterday and Today's Shiny Toyz Car Show. Rachel and Danielle to attend meeting. Danielle's thank you event for the organizers went well. Danielle and Rachel to look at items to purchase for giveaway bags. Will need BIAWE people to work event this year, get smart serves.
- e. Fundraising Committee Rachel
 - Need to bring committee back. Chair & Co-Chair: Joanne, Theresa
Committee: Danielle, Pam, Dom. Joanne to send email about when committee will meet each month.
- f. OBIA November Conference Rachel
 - Rachel, Lauren & Lisa to attend
- g. Rachel's Job Offer Contract Joanne
 - Need to get contract made up and signed. Joanne will prepare.
- h. BIAWE Credit Card Joanne
 - Need personal guarantee to get approved. Stay w/ banking at Windsor Family Credit Union. **Motion:** to approve BIAWE Credit Card. Moved by: Theresa. Seconded by: Alex. Approved.
- i. Thank you event- Sponsors,Volunteers,Donors Alex

- Yearly thank you event for all sponsors, volunteers, donors for all fundraising events. Scottish club? ALSO building? Science fair vibe with all programs/events promoting what they do.
- j. Strategic Plan Theresa
 - Completed and sent to everyone. Need Board's Approval to post to the website, reply to Rachel's email.
- k. IT Privacy and Safety Theresa
 - Scams online. Ensure all board members, workers have privacy settings on personal devices to ensure no BIAWE information is leaked. Have a memo sent out and signed back stating they have read it.
- l. Helmet Workshop Rachel
 - Have a helmet clinic quarterly to give out helmets and awareness about BIAWE. Part of Youth ABI Program. Funded by Solcz. Booked at ALSO for Nov. 15. Lisa to work on pamphlet and promo. Rachel to order helmets.

Time Adjourned: Alex (**Time:7:44pm**)

Next meeting: October 28, 2025- 6:00pm- ALSO

Any better days/times for meetings? Rachel will send out email/poll.