

**MINUTES**  
**MARKSTAY-WARREN**  
**COMMUNITY DEVELOPMENT CORPORATION**  
**GENERAL MEETING**  
**June 27<sup>th</sup>, 2007**  
**Following the AGM**

**MARKSTAY-WARREN COMMUNITY DEVELOPMENT CORPORATION**  
**HEAD OFFICE**  
**21 MAIN ST. S., MARKSTAY, ON**

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**1. Opening Remarks by Chair**

The Chair welcomes all in attendance.

**2. Roll Call and call meeting to order**

**Meeting was called to order at 6:06pm**

<u>President/Chair:</u>	Rheal Forgette
<u>Vice-Chair:</u>	Doug Reynolds
<u>Directors:</u>	William Saunders
	Chantal Roberts - Absent
	Kathy Proulx
	Jean-Marc Chayer - Absent

<u>Staff:</u>	Lorraine Demore, Secretary/CAO
	Normand Roberge, Treasurer/Deputy Clerk
	Paul Hughes, Intern

**3. Disclosure of Pecuniary Interest and General nature thereof**

None was disclosed.

**4. Adoption of minutes**

1. General meeting minutes dated April 24<sup>th</sup>, 2007

**#2007-11**

**Moved by: Kathy Proulx**

**Seconded by: Doug Reynolds**

That the General Meeting Minutes dated April 24<sup>th</sup>, 2007 be adopted and circulated.

**CARRIED**

**5. Report from Chair**

Chair (Rheal Forgette) distributed 2 booklets on Northern Prosperity Plan (Progress Report) to the CDC Board. Rheal received this from the conference that was in Sudbury and announced.

**6. Report from Secretary**

Secretary (Lorraine Demore) advised that the Municipality is interested in finding information on Wireless Electronic Bill Boards. The Bill Boards would be displaying information on the community and possibly advertisements for the businesses. Possible locations of the Bill Board would be in Warren, Hagar and Markstay.

Vice-Chair (Doug Reynolds) suggested keeping the information current on the website would be a good start on informing the public on what's going on and looking at setting a 24 hour answering machine up with public information on it.

Action – Project Coordinator (Paul Hughes) to gather information on all types of bill boards, prices, sizes, locations ex.

Council at their Committee of the Whole Meeting held on May 22<sup>nd</sup>, 2007 has approved \$5000.00 thousand for the website development project to also be ratified by resolution at the next Council Meeting.

**7. Report from Treasurer**

Treasure (Norm Roberge) explained his report to the CDC Board: Report attached to the minutes. Chair (Rheal Forgette) to review Sled Dog Race report with Treasurer to confirm numbers prior to submission to funding agencies.

**#2007-12**

**Moved by: Kathy Proulx**

**Seconded by: Doug Reynolds**

That the board acknowledges receipt of the Treasurers report.

**CARRIED**

**8. Report from Project Coordinator**

Project Coordinator (Paul Hughes) advised the board that he has compiled a valued amount of information on government grants that would be a great resource for the CDC.

Chair (Rheal Forgette) mentioned that staffing someone for the CDC will be an issue this year and that its something we need to discuss. NOHFC has a similar program and that would be something to look into.

Vice-Chair (Doug Reynolds) suggested going back to Fednor and having a meeting on what we have accomplished and what our future goals are. I think if we explain ourselves and the situation, Fednor could be flexible, but we have to start by asking.

Project Coordinator: I came across [www.tripod.com](http://www.tripod.com) . Tripod.com is a free (create your own website program). This would be very useful for anybody wanting to share information on their business, event or personal stuff. I have created my own website free on it and it seems to be working good.

*Question to the CDC Board, Will the CDC assist people that are on the outside of the Municipality?*

Chair (Rheal Forgette) & Director (Kathy Proulx) advised that the CDC is in place to help the community by facilitating and supporting economic growth and that it would be in our best interest to help; we can inform them also of Sudbury East/West Nippising Economic Partners in Sturgeon Falls.

Project Coordinator: I spoke with John Candie at Economic Partners in Sturgeon Falls and inquired on if they have any business courses. He informed me that in September of 2007 there is a six (6) part series on the basics of starting your own business and this will cover some of the most challenging aspects of business ownership. This course will be one night a week for 3 hours; the business course for approximately 4 months. Registration forms will be out 2 months prior to the session. Also for anybody applying for the Young Entrepreneur Program and have no business experience or education in business, you have to take this course to be in that program.

*Development of the Website (Information on Warranty and Support from Digital Works);*

Detailed / Specific assistance provided free-of-charge for 30 days post launch, that includes content & Image Entry/Training & Assistance

- Immediate Support for any bugs/errors occurring on the live site free-of charge
- Always available via phone/e-mail for questions and concerns at no charge
- Bug – Error reporting tool built into all of our websites to ensure our technical staff are aware of any issues as soon as they occur/when a user notifies us through the Content Management Panel

**#2007-13**

**Moved by: William Saunders**

**Seconded by: Kathy Proulx**

That the board acknowledges receipt of the intern's reports of May 7<sup>th</sup>, 2007.

**CARRIED**

**9. Budget Planning Continuation for 2007**

Chair (Rheal Forgette) distributed to the board a pulmonary Budget Plan for 2007: Second version following discussion is attached for the board review at their next meeting

**10. Adjournment and date of next meeting**

**#2007-14**

**Moved by: Kathy Proulx**

**Seconded by: William Saunders**

That the Markstay – Warren Community Development Corporation adjourn its proceedings at 8:03pm until the next meeting to be held on June 7<sup>th</sup>, 2007 at 6:00pm.

**CARRIED**

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Rheal Forgette – Chair

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Lorraine Demore - Secretary