

**MINUTES**

**MARKSTAY-WARREN  
COMMUNITY DEVELOPMENT CORPORATION**

**GENERAL MEETING**

**THURSDAY November 27<sup>th</sup>, 2008  
6:00pm**

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

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**1. Opening Remarks By Chair**

Interim Chair Kenneth Burns chaired the meeting due to the resignation of Chantal Roberts as Chair of the CDC.

**2. Roll Call and Meeting Called to Order**

Meeting was called to order at 6:00pm.

President/Chair: Kenneth Burns (Interim)  
Vice-Chair: Doug Reynolds (Absent)  
Directors: Keith Keeping  
Kathy Proulx  
Daniel Ducharme

Staff: Lorraine Demore, Secretary/CAO  
Monica Charron, Intern

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

None disclosed.

**4. Adoption of Minutes**

General Meeting minutes dated October 21<sup>st</sup>, 2008.

**#2008- 56**

**Moved by: Kathy Proulx**

**Seconded by: Keith Keeping**

That the General Meeting minutes dated October 21<sup>st</sup>, 2008 be adopted as circulation.

**CARRIED**

## **5. Logo Development Update**

The logo ideas were brought to the attention of the Boards of Directors. Monica Charron will need to go back to the drawing board and work with a graphic designer (the services will be free) to come up with an appropriate logo that represents the whole Community Development Corporation, while still being able to shrink it to the size of a pin.

## **6. Sled God Race for 2009**

Due to some personal matters of people on the Sled Dog Committee, the event planning has lost a little focus. Monica Charron needs to get in touch with Chantal to notify her that the CDC is willing to offer assistance in the organization of the races. Volunteers are a priority at this time because we need many people to run this event. The Agricultural Society and the Volunteer firefighters need to be reached and asked if they can volunteer their time. Funding is also a priority, but we have the purse money in reserves. An application has been sent to NOHFC and a decision will be made the week of December 1<sup>st</sup>. Monica Charron is also in the process of submitting an application to Economic Partners. Both of these grants would be for \$5000 a piece.

## **7. Report from Intern**

### **A) Newsletter:**

December's newsletter has grossed \$833 in advertisements and is 12 pages long. Monica will create a financial analysis on the newspaper to make sure this venture is making money. This will also give us the ability to offer discounts to clients who pre-pay for their ads for the full year. We are aiming to offer these clients a 10% discount for the full year, pending financial review. Monica will also research to see if we can use a lower quality grade of paper. This may lower our costs but we do not want to compromise the quality of the newsletter. Keith also brought up the idea of having a "Letter to the Editor" section which may be advertised in the January newsletter. Due to the amount of space, we may only be able to print 1-2 letters a month. For January's "Feature of the Month" we should add a picture of the business/ organization. We will also be adding a

section in the January newsletter thanking Steve Salonin for his years of service as the Fire Chief and welcoming the new Fire Chief.

**B) Welcome Bags:**

The bags will be in the office by the end of 2008. Monica originally dealt with Northern Print Brokers however; they are unable to deliver the bags until February 2009. We received a quote from A Plus Printing and their product is a larger, higher quality bag. The quote for the totes are \$1753 (includes GST) We will be branding these bags with the Municipal logo, the Economic Partners logo and the temporary CDC logo. Once a logo is determined, we will have the ability to cover the temporary logo.

**C) Billboards**

The billboards have been ordered through Ernie's Signs. They will be delivered by December 15<sup>th</sup>; 2008. The billboards cost \$3823 for 2 4X4 and 1 3X4 billboards. We will be creating logos (Economic Partners, CDC and the Municipality) internally to put inside the billboards.

**8. New Business**

The Municipality is not receiving timely assistance from the Nurse Practitioner since he is presently working out of St. Charles since our Municipality doesn't have an adequate location for him to work from. A Fundraiser is needed and the idea of a summer concert in conjunction with the Summer Fair was discussed. Monica will speak with Ray Mansour (Manager of the Sudbury Arena) to discuss possible ideas.

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

**#2008- 57**

**Moved by: Keith Keeping**

**Seconded by: Kathy Proulx**

That the Markstay-Warren Community Development Corporation adjourned its proceedings at 7:22pm until the next meeting to be held on December 18, 2008 at 6:00pm.

**CARRIED**

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Kenneth Burns - Interim Chair

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Lorraine Demore - Secretary