



Crysler Citizen Committee

Monthly Meeting
April 1st, 2015

Attendance:

Board: Mike Lapp, Jean Larocque, Andre Lavictoire, Martine Provost, Lorraine, Bourdeau, Claire Lafleche, Sharon Anderegg
Guest: John Stockli
Regrets: Marc Lebrun, Bianca Zinatelli

Meeting Chair: Mike Lapp (CCC Chair)

Meeting was called to order at 6:03 p.m. by Mike

AGENDA & PREVIOUS MINUTES:

- Agenda was approved with following additions:
 - Finance: Sharon requested an item be added regarding an invoice
 - Fundraising: “Supper” should be added
 - Other: Lorraine requested she have a moment to speak
- Minutes
 - February 4th Meeting approved
 - March 4th Meeting approved with correction of Claire Lafleche’s name showing twice under Attendance.

NEW BUSINESS

- Website
 - John Stockli has been working on creating a website for the Committee and was on hand to give a presentation.
 - Site address is <http://www.cryslercc.com>
 - Cost is \$97/year for the site and \$20/year for the domain name for a total of \$117/yr.
 - John can have our Facebook page and website linked
 - Home page has two photos:
 - The first shows an aerial view of Chrysler today and the second shows the main street from above (probably from the top of the original covered bridge) in the late 19th century (exact date is not known). The second photo was donated by John Benoit’s family.
 - It was decided that rather than using the first aerial phot we would attempt to have a current photo taken that shows the same line of sight as the older photo. Jean will contact Sheldon Shane to see if we can use his boom truck to recreate the same shot.
 - Home page also includes an interactive map which could be moved to a different tab if we wish to have something else as our home page. The map is interactive showing different distances between selected points, can be seen in regular or street version, pictures can be attached to different parts of trail.
 - There was some discussion on creating two separate websites “behind” the Home page – one French and one English however this would be a lot of extra work for John who is donating his time. It was decided to have the Home page primarily English but with the various pages bilingual as you go deeper into the website.
 - The tabs across the top of the home page are EVENTS, CONTACTS, ABOUT US, COMMITTEE:
 - ‘Events’ would include any upcoming activities or events that we wished to publicize (AGM, Garden Tour, Tree Planting, etc.)
 - ‘Contacts’ would list our current Board with whatever contact info each wished to share (email, phone, address, etc.) or we could include a blank email form that website users with questions could fill out and the Secretary, Bianca, would reply to or forward to the appropriate Board member.
 - ‘About Us’ could include things such as a description of our committee, an interactive map of our current trails, our sponsors, information on our village including statistics, various clubs and businesses, etc. We could also include a Boutique section where we could sell fundraising items.
 - Boutique examples:
 1. History Books (Lorraine has 150 copies)

- 2. Information on Banner Sales
- 3. Garden Tour tickets
- 4. Sponsorship space
 - Marc could set up a PayPal account using the CCC email (which Bianca has) and link it to our bank account so that people could purchase items on line and/or we could make an arrangement with a store in town where items could be paid for.
- 'Committee' would include information from the Board such as our current and past Board members, Constitution, Upcoming Agenda, Past Minutes, etc.
 - Lorraine has all the Minutes going back to 2011. John said it would be no issue to upload all of them. Sharon has a scanner and would be able to start scanning. Anyone else with a scanner could assist.
- Pictures:
 - John asked for pictures to help populate the interactive maps. He asked that we label where the picture is from and that we send them in a large format (eg 4000 pixels). It was decided the best way was to copy them to a memory stick and deliver to him to ensure he has the clearest images possible.
 - Andre stated he would organize the pictures he has now and promised to get a lot of pictures this spring and summer.
- Crysler businesses:
 - John agreed he could add a page with a list of local businesses which the CCC would showcase free of charge.
 - In addition, we could sell pages to these businesses where they could outline more detailed information. John said we could add as many as we like but it is time consuming to create each page therefore he will come up with a suitable price that we could charge local businesses for their individualized page.
 - We could have two separate prices where the higher price would be for companies that have a website and we would include their link in the CCC page.
 - Local clubs and associations could do something similar but we would not charge for these. This would be a nice complement to our Welcome Kit for new home owners.
- Sharon will forward all promo material she has created and forwarded to John for posting on the website.

REPORTS:

- Treasurer's Report
 - Finance report (attached)
 - Bank balance as of March 31 of \$7,396.01. Of this, the TD Grant balance remaining is \$1,207.88 which must be used towards trail signage, etc.
 - This leaves a remaining balance of \$6,188.12; therefore, Marc would like to pay off the balance of the outstanding loan of \$4,000.
 - Lorraine motioned we pay the remainder of the loan, Martine seconded and the motion passed.
 - These amounts do not include the Scotiabank "matching funds" from the Supper of \$2,000.
 - Software Purchase
 - Sharon sent an invoice to Marc for Multi PDF Converter for \$51.50. This software changes files from word, pdf, etc. to jpeg or back and enables our documents to be posted to Facebook and web without having to reformat. Sharon received a disc which is now the property of the CCC.
 - Lorraine motioned that Sharon be reimbursed for this software purchase, Jean seconded and the motion was passed.

COMMITTEE UPDATES

- Historical
 - NA
- Trail
 - Balance of TD Grant (\$1,207.88) will go towards trail signage. Any funds left over will be used to purchase top soil for this year's tree planting.
 - Bell Aliant progress has reversed somewhat due to the Township CEO retiring. Jean stated that he will get our MP involved in progress doesn't speed up soon.
 - Culverts
 - We have letters from us (CCC), North Stormont, SNC and Centre de Sante regarding the portion of the trail at the lagoon. Nation Municipality is waiting for a response from the Ministry of Environment regarding fencing.
 - The cost of the three large culverts are the responsibility of either Nation or North Stormont.

- Fundraising
 - Supper
 - Between the “door” and 50/50 net revenue was \$1,002. Expenses including stew ingredients and the 50/50 totaled \$506.85 which leaves us with a \$495.15 profit from the meal portion of the evening.
 - Mike paid for the 50/50 license and Marc should reimburse him for this.
 - It was noted that we sold approximately 50 fewer dinners than normal which is why we did not make our usual \$1000 on the Supper.
 - Fundraising from the evening included the sale of 3 banners for \$300.00, donations from Sacra Homes of \$2,000 and La Corde à Linge Communautaire de St-Albert of \$500 as well as the \$2,000 “matching funds” from Scotiabank for a total of \$4,800.
 - It was agreed by the Board that next year we would make enough stew for 100 less meals. That is, we would cook for 200 instead of 300 as we always have too much left over. Marc has the invoice for the groceries that were purchased which basically outlines the recipe for 300 meals so we will spend ½ less.
 - There is no cutlery or plates left over therefore the Committee will have to purchase these supplies prior to next year’s Supper.
 - Thank you notes were sent to Sacra Homes, Scotiabank & the Chrysler Community Center. However, we still need to send one to La Corde à Linge Communautaire de St-Albert Banners. Bianca to follow up.
 - Jean approached Sheldon Shane to discuss the quote from the Casselman sign business which came in at \$35 per banner. Sheldon stated that he could match that price but the quality would be inferior as a cheaper vinyl would be used. All agreed we would stick with Shane Signs as they are a local company that supports the community and the quality of the 2012 banners was very good.
 - Three banners were sold at dinner. We need at least 10 two-sided banners sold, for a total of 20, before we go to Shane Signs for printing therefore need to sell at least seventeen more.
 - Claire Lafleche and Sharon Anderegg both stated they would each purchase a two-sided banner so that would leave a total of fifteen banners left to sell to hit our first target of 20.
 - It was decided that the annual Chrysler garage sale in May is not an appropriate venue to sell the banners. As well it was determined that a mail out was both too expensive and did not have good return on investment.
 - Andre has the list of banners sold from 2012 however it was decided we would first all contact local farmers we know as the theme of these banners is agricultural and complements the upcoming International Plowing Match. Everyone is to keep a list of farmers, etc. contacted whether they purchase or not. Completed lists should be forwarded to Bianca. Completed Order Forms will be given to Francois at the Centre de Sante and he will forward them to Jean. Only Jean will contact Shane Signs to place banner orders.
 - Mike suggested that each Board member try to sell ten to start.
 - When the last banners were sold, interest was created and there was a snowball effect once the banners started going up around the village. Hopefully, this will be the case now. If not, Jean has our original banners and he will clean up and mend the ones he can and we will reuse them.
 - It was suggested that any 2012 banners not being reused that had both sides purchased by the same person should be returned if requested.
 - Jean handed out order forms to all Board members in attendance and Sharon is to forward by email the Banner Promo page which can be used to help “sell”.
 - For each banner, two of the order forms will be filled out and one will be left with the purchaser as a receipt.
 - The purchaser must PRINT clearly the exact name they wish to have on the banner(s) they choose and must initial this section to doubly ensure we have the right name before the banners are printed.
 - Francois stated that he would find volunteers and ensure the banners were put up once they were ready to go.
 - Trailhead Billboard
 - Jean stated he would do his best to sell the remaining advertising spaces on the billboard
- Beautification/Health
 - Benches & Flower Boxes
 - As soon as the snow is gone Jean will put up the five benches followed by the flower boxes.
 - The balance of our funding from the Township was cancelled but in place of this funding the Township has committed to another trail sign.
 - Bridge
 - Paint is stored at Township and painting the bridge should be completed once weather permits
 - If there are funds available it was agreed there should be three flower boxes on each side. Flower boxes will be built to sustain possible vandalism.
- Promotion
 - See website presentation above under New Business.

ANNUAL GENERAL MEETING

- Marc sent his Finance info for the AGM for Sharon will add to the power point presentation.
- Lorraine informed everyone that Denise has agreed to act as the Election Chair during the AGM.
- AGM Promo:
 - AGM has been posted on the Facebook page and will be included on our new website.
 - Sharon sent media contact info to Bianca and will follow up to see if AGM info has been sent.

OTHER BUSINESS:

- Lorraine Bourdeau informed the Board that she will not be putting her name in for a Board position at the upcoming AGM. Lorraine is a founding member of the CCC and has been on the Board since its inception since 2011, She was one of the original Chrysler citizens who first introduced the concept of a trail in the 1990's and has been working diligently for the Trail (as well as other Chrysler volunteer organizations) ever since. Lorraine assured everyone she intended to stay involved and would be available when asked but wished to take a break from the Board. We all thank Lorraine for her past, current and future contributions to our Committee and to our community.

ADJOURNEMENT:

- Meeting closed at 8:00 p.m.

NEXT MEETING:

- Wednesday, May 6th, 2015

Future Meetings:

May 6th:

- "PayPal" account (yes or no) for website purchases
- Chrysler Businesses page on website (set up committee to work on this if Board wishes to go forward with it)

March 2016:

Community Supper:

- Purchase additional plates and cutlery as there is none left
- Only make enough for 200 (not 300) meals to decrease left overs (Marc has receipt for 2015 outlining ingredients purchased)

Crysler Citizen "Accumulative" Income Statement

| | AS OF 31 MAR 2015 | 2014 | 2013 | 2012 | 2011 | Total |
|-------------------------------------|----------------------|------------------|------------------|--------------------|-------------------|--------------------|
| REVENUE | | | | | | |
| Fundraising - Community Dinner | 994.00 | 1,096.00 | 1,028.50 | 1,064.00 | | \$3,188.50 |
| Fundraising - John Crysler Day | | 15.00 | 506.67 | | | \$506.67 |
| Fundraising - History Books/Maps | | | 915.00 | | | \$930.00 |
| Fundraising - Calendars | | 2,970.00 | 2,765.00 | | | \$2,765.00 |
| Fundraising - Rain Barrels | 300.00 | | | 1,000.00 | 18,800.00 | \$19,800.00 |
| Fundraising - Banners | 2000.00 | | 7,750.00 | 1,750.00 | | \$9,500.00 |
| Fundraising - Billboard | | 280.00 | | | | \$280.00 |
| Fundraising - Garden Tour | | 650.00 | | | | \$650.00 |
| Fundraising - Painting | 500.00 | 513.00 | 10.00 | | 1,430.00 | \$1,953.00 |
| Donations - Cash | | | | 365.00 | 700.00 | \$1,065.00 |
| Donations - Material/labour | | | | 2,000.00 | | \$2,000.00 |
| Donations - Chev. De Colomb | | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 | \$4,000.00 |
| Grant - Desjardins Nouvel-Horizon | | 2,281.89 | | | | \$2,281.89 |
| Grant - TD Friends of the Enviro | | 2,000.00 | 2,000.00 | 2,000.00 | | \$6,000.00 |
| Sponsorship - Scotia Bank | | | | | | |
| TOTAL REVENUE | 3794.00 | 10,805.89 | 15,975.17 | 9,179.00 | 21,930.00 | \$61,684.06 |
| EXPENSE | | | | | | |
| Expense - Community Dinner | 506.85 | 500.26 | 434.71 | 533.37 | 0.00 | 1,975.19 |
| Expense - Calendars | | | 1,811.42 | | | 1,811.42 |
| Expense - Rain Barrels | | 2,113.00 | | | | 2,113.00 |
| Expense - TD Friends Grant | | 1,074.01 | | | | 1,074.01 |
| Expense - Painting | | 10.00 | | | | 10.00 |
| Banner - Cost of Printing | | | | 425.00 | 8,075.00 | 8,500.00 |
| Banner - Poles & Strapping | | | | 288.43 | 1,834.32 | 2,122.75 |
| Banners - Cost of Sewing/repairs | | | 23.54 | 30.00 | 91.00 | 144.54 |
| COST OF BANNERS | 0.00 | | 23.54 | 743.43 | 10,000.32 | 10,767.29 |
| COST OF Billboard | | | 183.17 | 435.00 | 0.00 | 618.17 |
| Bank Service Charges | 8.85 | 40.40 | 2.10 | 54.96 | 51.90 | 158.21 |
| Office Supplies | | 37.30 | 10.71 | 5.48 | 5.00 | 58.49 |
| HST | | | 840.16 | | | 840.16 |
| Total Administration Expense | 8.85 | 77.70 | 852.97 | 60.44 | 56.90 | 1,056.86 |
| Trail P1- Pitrun/Gravel | | | | | 6,890.00 | 6,890.00 |
| Trail P1 - Dozer & Labour | | | | | 1,320.00 | 1,320.00 |
| Trail P1- Entrance Blocks | | | | | 160.00 | 160.00 |
| COST OF TRAIL - Phase 1 | | | 0.00 | 0.00 | 8,370.00 | 8,370.00 |
| Trail P2- Pitrun/Gravel | | | | 14,700.00 | | 14,700.00 |
| Trail P2 -Dozer,Backhoe & Labour | | | | 4,080.00 | | 4,080.00 |
| Trail P2- Entrance Blocks | | | | 180.00 | | 180.00 |
| Trail P2 - Excavation 1.6km | | | | | 8,459.50 | 8,459.50 |
| Trail P2 - Cost of Culverts(2) | | | | | 1,394.36 | 1,394.36 |
| Cost of Trail - Phase 2 | | | 0.00 | 18,960.00 | 9,853.86 | 28,813.86 |
| MTCE: TRAIL | | 165.08 | 1,148.31 | 222.56 | | 1,535.95 |
| TOTAL EXPENSE | 515.70 | 3,940.05 | 4,454.12 | 20,949.85 | 28,281.08 | 58,140.80 |
| INCOME | | | | | | |
| NET INCOME | 3278.30 | 6,865.84 | 11,521.05 | (11,775.60) | (6,351.08) | \$3,538.51 |

changes from Previous Report

Bank balance at 31 Mar 2015 = \$7,396.01
 TD Grant remaining balance = \$1,207.88
 Net bank balance = \$6,188.13
 Loan payable = \$4,000

