Board of Directors Meeting
April 21, 2026 @ 6pm
Click Here to attend via Zoom

1) Roll Call, Quorum & Welcome

1	P	Bouffard, Claude	President
2	P	Lavalley, Angele	Vice President
3	P	Parent, Lyne	Treasurer
4		Olsen, Steve	Markstay - Warren
5	P	Pothier, Mathieu	St. Charles
6	P	Grubic, Nikola	Killarney
7	P	LeBlanc, Lorraine	Retired RN
8	P	Laframboise, Julie	St. Charles
9		Pitre, Justin	Just in Time Yard Services
10	P	Schneider, Willy	French River/Castaway Cottages
11		Biro, Suzie	Little House Massage
12		Restoule, Pam	Dokis First Nation
	P	D'Amour, Jill	ED

The meeting was called to order at 6:02pm by Claude

2) Approval of Agenda & Declaration of Conflict of Interests

Motion	***That the agenda for this meeting be approved and conflicts of Interest have been declared and acknowledged***
Moved	Lyne
Seconded	Mathieu
All in Favour	Yes
Conflicts Declared	None

3) Approval of Previous Minutes - Feb 3 2026

Motion	***That the minutes from the previous meeting be approved and published.***
Moved	Lorraine
Seconded	Mathieu
All in Favour	Yes

4) Financial Report **[Lyne]**

Motion	***That the presented financial statement(s) and balance sheet(s) be approved as presented.***
Moved	Willy
Seconded	Angele
All in Favour	YES

5) Approval of 2026 Budget **[Lyne]**

Motion	***That the presented budget be approved as presented.***
Moved	Loraine
Seconded	Mathieu
All in Favour	YES

Lyne reported as follows:
This year will be a transition year for the Chamber. We have a clear set of goals to implement a new strategic plan, increase the Executive Director (Jill) hours to 35 hours per week, and explore hiring administrative support at 16 hours per week. We'll also establish a plan for Jill to support the long-term financial sustainability of the chamber by the start of 2028

Lyne will not be able to assist with day-to-day operations as she will be focused on her lodge starting at the end of May. She will provide training preferably before May 8 and oversee some tasks during the summer months.

Hiring part-time support staff (32 hrs/ bi-weekly) or, at minimum, a professional bookkeeper for approximately 2 to 3 hours per month will be necessary to assist with HST remittances and payroll.

The Chamber has been approved for two summer students for an 8-week period at a total cost to the chamber of $631.00 per student. One student will be hired as an Administrative Assistant (with preference given to candidates with payroll or accounting experience) and the other will be an Economic Development student.

The Chamber should aim to recruit 30 additional members this year. One student can compile a list of potential businesses, which will then be divided into 10 regional and industry-based lists for distribution to directors. Directors will follow up with assigned businesses to encourage membership. Jill will provide a template letter to accompany the lists sent to each director.

Trial Balance, Actual Budget included in the meeting package

6) Open Discussion **[Board and Staff]**

WEW Overview - *Performance Report included in the meeting package*
The 2nd Annual Women Empowering Women (WEW) event hosted at the St.Charles Community Centre was a great success and continues to support the Chamber's main objective: Foster Business and Culture in all 5 Communities and Connect People and their Ideas within the Sudbury East region.
From 2025 - 2026 There was an increase in attendance, social media followers and sponsors

Strat Plan - We are soon heading into our second strat plan meeting. Tentatively at the beginning of May. Emails will be sent out to the board

Non Due Revenue - There is an opportunity for the chamber to earn revenue through Citslinc Chamber Travel Program. There is a large amount of information that will be sent to each director for review. A meeting will be set up with the Chamber and Citslinc via Zoom for the directors to attend and ask any questions.

By-Laws - Jill will add the by-laws to the website in an easy to access spot.
A second email will be sent to the directors requesting feedback on the bylaws. The August meeting will be the final opportunity to provide feedback on any proposed bylaw changes prior to the AGM.

Upcoming Events - There was discussion of a possible fishing tournament next year in the fall. The idea would be to alternate between golf and fishing each year.
The first golf tournament hosted by the chamber is slated to be held in September at the Maples Golf in Noelville. There will be a Event Planning Committee meetings happening soon if interested

7) Adjournment

Motion	***That the meeting be adjourned at 7:10pm***
Moved	Willy
Seconded	Lorraine
All in Favour	Yes

Claude Bouffard

President Claude Bouffard
Approved on behalf of the Board of Directors

Upcoming General Meetings 2026

August 4, 2026
November AGM - TBD
December 1, 2026