



The Corporation of the  
Township of Manitouwadge

Manitouwadge Anniversary Committee  
Thursday, May 23, 2024  
7:00 PM in the Council Chambers

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## AGENDA

**01 CALL TO ORDER**

**02 DECLARE CONFLICTS OF INTEREST**

**03 APPROVAL OF AGENDA**

**04 ADOPTION OF MINUTES**

**01** Minutes of MAC Meeting held May 7, 2024.

**05 BUSINESS**

**01** Final 2024 Work Plan

Final 2024 Work Plan attached for approval.

**02** Approval of Financial Requirements

- Events
- Vendors
- Merchandise
- Materials/Supplies

**06 NEXT MEETING DATE**

**07 ADJOURNMENT**



## MINUTES

**PRESENT:** Councillor Kathy Hudson  
Serafina Orcoyen - Chair  
Reene Warren – Vice Chair  
Becky Bourgeois  
Gail Isaacs  
Tammy Langevin  
Katie Law  
Ghislaine Moysey  
Marla Piche  
Reene Warren

**STAFF:** Trish Boileau, Director of Community Services  
Nicole Skinner, Recording Secretary

**PUBLIC:** 0

### 01 CALL TO ORDER

MOTION TO OPEN at 7:03 pm  
Moved By: Katie Law  
Seconded By: Tammy Langevin  
All in Favour

### 02 DECLARE CONFLICTS OF INTEREST

None

### 03 APPROVAL OF AGENDA

MOTION TO APPROVE  
Moved By: Katie Law  
Seconded By: Tammy Langevin  
All in Favour

**04 ADOPTION OF MINUTES**

**01 Minutes of MAC Meeting held March 7, 2024.**

MOTION TO APPROVE MINUTES

Moved By: Kathy Hudson

Seconded By: Tammy Langevin

**05 BUSINESS**

**01 Review of Draft 2024 Work Plan**

Draft Work Plan attached.

Committee reviewed Draft Work Plan.

**02 Approval of Quoted Costs**

- Bands
- Funtastic Castles
- Portable Toilets

MOTION TO APPROVE QUOTED COSTS

Moved By: Reene Warren

Seconded By: Ghislaine Moysey

**06 NEXT MEETING DATE**

Thursday, May 23<sup>rd</sup>, 7pm

**07 ADJOURNMENT**

MOTION TO ADJOURN at 10:04 pm

Moved By: Kathy Hudson

Seconded By: Gail Isaacs

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Serafina Orcoyen  
Chair

**MANITOUWADGE ANNIVERSARY COMMITTEE**  
**70<sup>th</sup> Anniversary**  
**Final 2024 Working Plan**

EVENTS	WHAT IS REQUIRED/PLANNED
Activities	<ul style="list-style-type: none"> <li>• Working group to coordinate</li> </ul>

SPONSORSHIP OUTREACH	WHAT IS REQUIRED/PLANNED
Sponsorship Package	<ul style="list-style-type: none"> <li>• Create sponsorship package</li> <li>• Assign Member(s)</li> </ul>

SOCIAL MEDIA/ ADVERTISING	WHAT IS REQUIRED/PLANNED
Facebook/Instagram/Banner	<ul style="list-style-type: none"> <li>• Create social media/advertising</li> <li>• Assign Member(s)</li> </ul>

UPCOMING EVENTS	WHAT IS REQUIRED/ PLANNED
Canada Day	<ul style="list-style-type: none"> <li>• Committee fundraising and promotion</li> <li>• Assign Member(s)</li> </ul>

FUNDRAISING/MERCHANDISE	WHAT IS REQUIRED/ PLANNED
Sell Swag & Buttons	<ul style="list-style-type: none"> <li>• Source quotes</li> <li>• Assign Member(s)</li> </ul>
BBQ	<ul style="list-style-type: none"> <li>• Manitouwadge Hill Climb (Complete)</li> <li>• Canada Day</li> <li>• Assign Member(s)</li> </ul>
Bottle Drive	<ul style="list-style-type: none"> <li>• Complete</li> </ul>

FOOD & REFRESHMENTS	WHAT IS REQUIRED/ PLANNED
Ensure food/refreshments available for full weekend	<ul style="list-style-type: none"> <li>• Community outreach</li> <li>• Assign Member(s)</li> </ul>

LOGISTICS	WHAT IS REQUIRED/ PLANNED
Tents Portable Toilets Media	<ul style="list-style-type: none"> <li>• Locations</li> <li>• Costs</li> <li>• Township/ Fire Department inventory</li> <li>• Assign Member(s)</li> </ul>

BUDGET/FINANCE	WHAT IS REQUIRED/ PLANNED
Quotes	<ul style="list-style-type: none"> <li>• Quotes to be submitted for Committee approval</li> <li>• Create detailed budget. Designate to track spending/costs.</li> <li>• Invoices to be submitted to Township for procurement/purchase.</li> </ul>