



Minutes

The Township of Cavan Monaghan Millbrook

Downtown BIA Board of Management

Date: Thursday October 7th, 2021

Time: 8:00 am

VIRTUAL VIDEO MEETING VIA ZOOM

<https://zoom.us/j/93870959809?pwd=Q1VyVGZyVTJlVWVpZ5SH1OUhwbEppUT09>

1. Open Session

2. Call to Order

8:03 am

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3. Approval of the Agenda with additions to:

3.1 Treasurer Report 10.3.3 Add expenses submitted by Susie Rice Decorating Committee

3.2 General Business 11.0.1 Community Care update

- * Motion by: Bedford 2nd: Huntley Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof N/A

5. Closed Session N/A

6. Presentations/Delegations (N/A)

7. Minutes

7.1 Minutes of the meeting held Thursday, September 2nd, 2021

- * Motion to accept Meeting Minutes by: Bedford 2nd: Clarke Carried

8. Business Arising from the Minutes

8.1 Storage Unit rental Update (LBK, CMC) Access Storage located on Fisher Drive

- * Storage Unit is rented month to month for \$137.00 plus HST, a withdrawal out of BIA bank account.

Motion: Huntley 2nd: Frizzle Carried

9. EVENTS (LBK)

9.1 Millbrook Fall Festival Update (LBK)

- * Report received; it was a huge success. It was an expensive event so we have learned a lot and will seek ways to reduce expenses for next time.

9.2 Sponsorship invoices have been sent to sponsors (cmc, hc)

- * All sponsorship invoices have been sent out

9.3 Get your Spook On- October 30th 1 pm to 4 pm

- Posters are printed and see Bedford for posters

9.4 Christmas in the Village Update event is planned Dec 2, 2021, vendor booths rented @\$70, events are similar to past years as time is limited

Road Occupancy needed 12 pm to 10 pm. Brigid to follow up with Bedford

Next meeting: Board to bring some ideas forward regarding giveaways such as Holiday Passports.

Motion to accept reports under section 9 events

Motion by: Frizzle 2nd: Huntley Carried

10. Reports

10.1 Decorating Committee (TG)

Bridge Planters: Jeanne Shields working with Taylor Plastics to prepare design for cost estimate and Township approval. If approved, the planters will be constructed in the winter and funds need to be allocated in 2022 budget.

Storage Shed: Louise's landlord has agreed to place a storage shed in his parking lot. We are recommending a 10'x10' shed, which we understand does not require a building permit from the Township. DC is shopping for a suitable shed. If stock is still available, we would like to purchase this Fall. We request \$2,000 of existing DC budget currently allocated to hardscape for planters and shelves/storage boxes be reassigned to the purchase and installation of a storage shed. This enables us to purchase a shed before winter and the original budgeted purchases can be deferred and budgeted in 2022.

Brigid is verifying by-laws for allowable size of shed.

Fall Decor Expenses submitted by Susie Rice.

Christmas Decor Plans

Remove Fall Tues. Nov 2

Add Greens & Poppies

Hanging Baskets Wed., Nov 3

Remove Poppies Fri., Nov 12

Add Christmas Bling

Bridge & Lamposts

No involvement in Christmas tree.

Decorating Committee received a \$700.00 Donation from Lions. DC can use as they see fit for DC purchases

Decorating Committee raised \$1350 for Community Care at the Fall Festival

10.2 Marketing Committee (LBK) See Events report

10.3 Treasurer's Report (HC/CM) Bank Balance as of August 2021: \$37,876.08

10.3.1 the following payments have been paid

Rob Tyler - 'Two For The Show' entertainment - G/L 01-4750-3150 for \$988.75
- balance owed

Rent a Stage - provide stage for entertainment - G/L 01-4750-3150 for \$1,819.30
- balance owed

Larry Potter Events - bouncy castles - G/L 01-4750-3150 for \$1,372.95

The Entertainment Group - D.J. service for event date - G/L 01-4750-3150 for \$379.00

Taylor's Recycled Plastic Products - provide tables at event - G/L 01-4750-3150 for \$723.20

Liquor Licence for event date - G/L 01-4750-3150 for \$150.00 - Paid by municipality with visa credit card on September 8, 2021

Insurance for event date - G/L 01-4750-3150 for \$561.40 - Paid by municipality with visa credit card on September 8, 2021

The following Vendor fees have been received in support of the Fall Festival:

Vendor fees received for October 2, 2021 event - Millbrook Fall Festival:

1. Todd Gribbons - gribBEEES Apiaries - paid \$50.00 by e-transfer Sept 7, 2021;
 2. Evelyn Piper paid \$50.00 by e-transfer Sept 8, 2021;
 3. Shannon Keena - Sage and Gems - paid \$50.00 by e-transfer Sept 10, 2021,
 4. Rice Lake Beer & Cider Co. Ltd paid \$50.00 by e-transfer Sept 11, 2021;
 5. Sarah VanSteijn - What the Flock Farms - paid \$50.00 by e-transfer Sept 12, 2021;
 6. Kelly Armstrong - Cody & Kelsie's Veggy Patch - paid \$50.00 by e-transfer Sept 13, 2021
 7. Jean Poulin - Red Mill Maple Syrup - paid \$50.00 by e-transfer Sept 16, 2021;
 8. Barbara Newman - Thistles and Sticks - paid \$50.00 by e-transfer Sept 16, 2021
- Total Vendor fees received in September 2021 @ \$400.00 - G/L 01-4750-9183

The following sponsorship money have been received:

Sponsorships received for October 2, 2021 event - Millbrook Fall Festival.

1. Callery Q donated \$1,000.00 by e-transfer Sept 3, 2021
 2. Meredith Kennedy donated \$1,000.00 by e-transfer Sept 11, 2021
 3. Kathie Lycett donated \$1,000.00 by e-transfer Sept 12, 2021
 4. Veltri and Son Limited donated \$500.00 chq #040524 Sept 25, 2021
 5. Clarke's Service Centre Inc. donated \$250.00 by e-transfer Sept 29, 2021
 6. Towerhill Developments Inc. donated \$1,000.00 chq#0645 Oct 1, 2021
- Total Sponsorship fees received in September 2021 @ \$4,750.00 - G/L 01-4750-9183

Cheques requisitions:

- Louise Bedford, BIA vice chair, expenses from Fall Festival @ \$117.96
- Cory Cole design and printing expenses from Fall Festival @ \$283.32
- Susan Rice, decorating committee expenses for fall planter decor @ \$412.10
 - o From G/L 01-4750-3150 Marketing Committee.

10.3.2 Budget 2022

Draft Budget submitted to Township Office.

11. General Business

11.1 Community Care update had a 50/50 Draw and \$511.50 was won by a community member. Community Care thanks the Committee this was a great opportunity for Community Care to raise some much-needed funds.

11.2 Brigid advised new program called Main Street Ambassador. Fee is \$16,000 and BIA needs to provide \$8,000.00 of it in kind.


11.3 Fishing Derby hosted by Lions April 2022.


Motion not captured, will capture Motion in November's meeting minutes.

11.4 Louise asks that we can start meeting in person – community hall perhaps.

12. Adjournment 9:52am

Motion to adjourn: Frizzle 2nd; Huntley Carried.


Secretary
Chloe Dewhurst
Nov 11 / 2021


Chair Nov 4th 2021