



**Minutes of
The Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management**

Date: Thursday December 9th, 2021

Time: 8:00 am

VIRTUAL VIDEO MEETING VIA ZOOM

**Present: Councillor Ryan Huntley, Christine McCulloch, Louise Kennedy,
Heather Clarke, Chloe Dewhurst**

Regrets: John Frizzle

Township Staff Representative: Brigid Ayotte

- 1. Open Session – 8:05 am**
- 2. Call to Order**
- 3. Approval of the Agenda:** 1st Clarke, Dewhurst seconded- carried
- 4. Disclosure of Pecuniary Interest and the General Nature Thereof - None**
- 5. Closed Session - None**
- 6. Presentations/Delegations (N/A)**
- 7. Minutes**
 - 7.1 Minutes of the meeting held November 4th, 2021:** 1st Kennedy, Clarke seconded - carried
- 8. Business Arising from the Minutes – Motion to accept report – Clarke, seconded Kennedy – carried.**
 - 8.1 Update on Media Works install of Christmas décor (LK) – Lights have been installed**
 - 8.2 Donation from Fell Productions to BIA. Has transfer from Township to BIA occurred?**
 - 8.2.1** Brigid will contact Kimberley to have the donation moved to our bank account. BA will update next meeting.
 - 8.3 Budget 2022- update from Meeting between RH, CM and HC (see 10.2 Treasurer's report). – RH, CM and HC discussed proposed changes to budget to allow for more revenue.**
- 9. EVENTS (LBK/CD) Motion to accept the reports under events: 1st Huntley, seconded Clarke – carried.**

9.1.2 Christmas in the Village: take-aways from CITV event- LK and CD suggests that next year vendor booths need to run down the middle of King Street, back-to-back, in order to maintain view of storefront shops on both sides of the street. Wagon ride route will need to be re-routed to accommodate King Street being used for vendors down the middle of the street. Tree decorating will take on a different approach next year. We will source a tree vendor, selling pre-cut trees. Pre-marketing will need to take place to ensure the public is aware they can purchase their Christmas Trees at the event. Food was great. Need to re-position chainsaw vendor away from Wagon Ride pick up next year. Santa photo booth was great.

Power issue recommendations were discussed such as: vendors bringing their own power, spread vendors booths to both sides of the street. Board needs to ensure that not many extension cords are plugged into the lamp posts as it cannot handle too much power.

9.2 2022 events ideas/brainstorming (ALL)

9.2.3 We will have to wait and see what covid-19 pandemic brings next year.

10. Reports

10.1 Decorating Committee (CM)

10.1.4 Only cheque requisitions this meeting (see Treasurer's report)

10.2 . Treasurer's Report (HC/CM)

10.2.5 Cheque requisitions- see additional report

Cheque Requisitions to request in December 2021:

- Classis Displays \$557.32 - delivery charge to return Christmas decor to BIA
From Repairs and Maintenance G/L 01-4750-3210

Louise Bedford \$95.55 - cost for lighting Christmas in the Village

From Materials and Supplies G/L 01-4750-3435

- The Millbrook Times \$203.40 - Christmas in the Village ad placement in November 2021 edition

From Advertising G/L 01-4750-3730

- Susan Rice \$71.25 - decor for Christmas

- Susan Rice \$699.29 - shelving and containers for new shed + gift card for landscaping supplies

From Decorating Committee G/L 01-4750-3224

Motion to issue cheques for the above payments

Motion: Huntley 2nd: Dewhurst Carried

December 2, 2021 cheque donation in the amount of \$2,000.00 received from Kawartha Downs. Bank deposit completed December 3, 2021.

To G/L 01-4750-9189 - Miscellaneous Revenue

10.3.3 Budget 2022

RH, CM and HC discussed proposed changes to budget to allow for more revenue.

10.3.4 Kawartha Downs presentation of \$2,000 donation and another update

CM presented the \$2,000 donation from Kawartha Downs

Need to defer 10.3.3 Budget 2022 to next meeting as Board Members needed to leave meeting as quorum was not met

11. General Business

11.1 Information re: CIP meeting (via Zoom) discussing including Cavan Monaghan township) (CM)

Need to defer 11.1 General Business to next meeting as Board Members needed to leave meeting as quorum was not met.

12. Correspondence

12.1 Email received

Need to defer 12.1 Correspondence to next meeting as Board Members needed to leave meeting as quorum was not met.

13. Adjournment

Motion to adjourn at 9:00 am

Motion: Huntley 2nd: Clarke Carried

Signed by: _____

Chair

Date: _____

January 31, 2022

Signed by: _____

Secretary

Date: _____

Chloe Dewhurst
Jan. 31, 2022