



Minutes for Township of Cavan Monaghan
Millbrook Downtown BIA Board of Management
Date: Thursday, January 6th, 2022
Time: 8:00 am
Virtual Video Meeting Via Zoom
<u>https://zoom.us/j/93870959809?pwd=Q1VyVGZYVTJVVVpZSHI1OUhwbEppUT09</u>
Present: Councillor Ryan Huntley, Christine McCulloch, Louise Kennedy, Chloe Dewhurst and John Frizzle
Township Office Representative: Brigid Ayotte

1. Open Session
2. Call to Order – 8:04am. Motion to approve; Frizzle, 2nd Clarke, Carried.
3. Approval of the Agenda Motion to approve the agenda as presented: by: Frizzle, 2nd: Clarke 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
 - a. Minutes of the meeting held December 2nd, 2021 – Motion to accept minutes; Clarke, 2nd Huntley, Carried.
8. Business Arising from the Minutes

- a. Donation from Fell Productions to BIA. Has transfer from Township to BIA occurred?
- b. Budget 2022- update from Meeting between RH, CM and HC (see 10.2 Treasurer's report) from December's meeting.

9. EVENTS (LBK/CD)

- a. 2022 events ideas/brainstorming
 - i. There is potential for a spring event, but will revisit in February.
 - ii. Take our existing events and solidify dates for 2022.
 - iii. Huntley will reach out to the Lion's and inquire about 2022 events: car show, fishing derby in order to coordinate with BIA events; Huntley will update at February 2022 meeting

Motion to come forth with dates for events and to consider new events for 2022, Motion by Huntley, 2nd Frizzle, Carried.

10. Reports

- a. **Decorating Committee (CM)** Suzie Rice sent spreadsheet on behalf of the decorating committee. – Motion to accept expense spreadsheet by Decorating Committee, Motion by: Huntley, 2nd Clarke, Carried.

b. Treasurer's Report (HC/CM)

Bank balance as of November 30th, 2021 \$33,480.76

- i. **Cheque requisitions:** Clarke reviews cheque deposit for Taylor's Plastics (\$2,319.47 for the planters for bridge. Two motions #1. To accept treasurer's report #2. Pay Taylor Plastics in the amount of (\$2,319.47). Both Motions captured by Kennedy, 2nd Frizzle, Carried.
- ii. **Budget 2022** – Reviewed budget. Discussed and agreed upon organizing AGM zoom meeting 8:00am on January 19th, 2022 to present budget and submit draft budget to township office. Motion by: Dewhurst, 2nd Kennedy, Carried. Please see Treasurer Report attached

11. General Business

- a. Brigid reviewed the information regarding the CIP Zoom meeting, which discussed including Cavan Monaghan township through the expansion of the CIP, which is a direction from Council. Motion to accept report: Huntley, 2nd Clarke, Carried.
- b. Kennedy brings forward question of when the Christmas lights will be taken down. With no date currently booked, it is agreed upon February 28th, 2022. Kennedy asks if Township Office can assist BIA with installing the Christmas

lights. Brigid will speak with Staff and see if this is possible and will report at February BIA meeting. Motion to accept report, Dewhurst, 2nd Kennedy, Carried.

12. Correspondence N/A

13. Adjournment: 8:57am Motion to adjourn. Frizzle, 2nd Clarke, Carried.

Signed:



Chair: Christine McCulloch

Date:

Feb 3/2022

Signed:



Secretary: Chloe Dewhurst

Date:

Feb .3/2022