



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

**Date: Thursday May 5th, 2022**

**Time: 8:00 am**

**VIRTUAL VIDEO MEETING VIA ZOOM**

**<https://zoom.us/j/93870959809?pwd=Q1VyVGZYVTJVVVpZSHI1OUhwbEp>**

**pUT09**

**Present: Christine McCulloch, Heather  
Clarke, Ryan Huntley,  
Chloe Dewhrust, Louise Kennedy  
Regrets: John Frizzle**

**Municipality Representative:  
Brigid Ayotte**

**1. Open Session**

**2. Call to Order  
8:02am**

**3. Approval of the Agenda**

**Motioned by: Clarke, Seconded Kennedy, 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. Approval of the Minutes of the meeting held April 7th, 2022:**

**Motion to approve, Huntley, Seconded Clarke, Carried.**

**8. Business Arising from the Minutes**

8.1. AGM (ALL) Potential date November, silent auction. Will be held at the CCMC. Committee members, Chloe Dewhurst, Ryan Huntley and Christine McCulloch. McCulloch will reach out to CCMC to determine a date that's available.

8.2. Christmas Zig Zag trees (BA)

## 9. EVENTS

9.1 Kick off to Summer- June 4<sup>th</sup>, 2022 update (LK) – Clarke discusses the breakdown of the kick off to summer budget. Kennedy discusses requiring additional generators for the event. The fire department generator is in question, but not sure if it will be large enough to support the event. Ayotte says there's no cost for the picnic tables, because they come over from the community centre. High top tables would be an additional cost. Entertainment is going to be the main focus of this event, thus the requirement of the additional funds. Minimum of 15 vendors anticipated.

Motioned by: McCulloch to increase budget by \$5000 for a total of \$13,000 seconded by Dewhurst, carried.

9.2 Ladies night event date change? (LK) – Event change date to Sunday, August 7<sup>th</sup>.

9.2 Summer Bash budget (HC,RH and LK) - Entertainment is going to be the main focus of this event, thus there is a requirement of the additional funds from the surplus. McCulloch makes motion to increase budget by \$5000 for a total of \$13,000, seconded by Dewhurst, carried.

9.2 May 28<sup>th</sup> opening season event of Kawartha Downs, 12 booths available- (CM) Free of charge space for booths for anyone from the BIA to attend and showcase Millbrook's small businesses. The layout is still in question, however this event is trying to bring the Cavan Monaghan businesses together. The event will begin around 1pm and run until approx. 10pm. Kennedy says we need specifications before contacting the BIA members. McCulloch's takeaway from her meeting with Kawartha Downs management, they really see the value of what downtown Millbrook businesses have to offer and are willing to promote us in any way possible.

9.3 Lions Car Show update (all) if any – July 16<sup>th</sup>, 2022. They asked if the BIA could print posters for the event.

Motion to receive the updates, motioned by Dewhurst, seconded by Huntley, Carried.

## 10. Reports

10.1. Decorating Committee (LK)

10.1.1. Planter flowers update – Kennedy says she can do the planters. The BIA members have all agreed to pitch in, most likely will be done the last weekend in May.

10.2. Treasurer's Report (HC)

10.2.2 Cheque requisitions (see report) Clarke reviews report. Amendment to treasurers report will be sent out after the meeting for an additional \$500 for entertainment for the June 4<sup>th</sup>, 2022 event. Motion to move report with the amendment, Huntley, seconded by Kennedy, Carried.

## 11. General Business

11.1. Christmas decorations (BA) - All the lights have been taken down by Orville Thertell. Kennedy will store them at the storage unit.

11.2. Storage unit (CM) upgrade? - Current annual cost is \$2040 at Access Storage.

Kennedy has found another storage option \$39/month for 12x 12 at KC Storage on County Rd. 10. There will be an upfront cost for the purchase of a shed, and then the yearly fee goes down to \$500 for a 15 x 15. Kennedy will find out how much a 15 x 15 shed will cost, and next meeting we will discuss further.

Motion for the decorating committee to purchase a 12 x12 shed and for the BIA to pay for the monthly storage fee, Motioned by McCulloch, seconded by Clarke, Carried.

Motion to receive the update for the BIA to move our storage from Access to KC Storage. McCulloch, seconded by Dewhurst, Carried.

11.3. Ayotte discusses upcoming events, such as July 1<sup>st</sup> events at the CCMC, Ayotte has asked if there's anything the BIA can come up with for grab bags for kids. She was also contacted by My Broadcasing Promotional department for their Hello Millbrook event which will coincide with the Millbrook fair. BIA was already aware of the event, as members have been contacted.

11.4. Kennedy brings forward coming up with BIA promotional material to hand out at future events. BIA discusses this would be a good idea to have on hand and Kennedy says she will look into purchasing some material.

12. Correspondence N/A

13. Adjournment: 9:20am Motion to adjourn, Huntley, Seconded Dewhurst, Carried.

Name: *Christie McCulloch*  
Title: *Chair*  
Date: *June 28, 2022*

Name: *Heather Clarke*  
Title: *Treasurer*  
Date: *June 27, 2022*