



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

**April 6, 2023  
8:00 a.m. – 10:00 a.m.  
Council Chambers Meeting Room -  
Hybrid**

**Those members in attendance were:**

Committee:	Sherri Soucie:	Chair
	Kathie Lycett:	Vice Chair
	Chloe Dewhurst:	Secretary
	Sarah Cooling:	Treasurer
Council:	Ryan Huntley:	Council Representative
Staff:	Brigid Ayotte:	Economic Development & Comm. Officer

**Those members absent were:**

Committee:

- 1. Open Session**
- 2. Call to Order**

The Chair called the meeting to order at 8:04 a.m.

- 3. Approval of the Agenda:**

Moved by: Kathie Lycett

Seconded by: Sarah Cooling

That the agenda for the April 6, 2023 meeting be approved with additions.

**Carried**

- 4. Disclosure of Pecuniary Interest and the General Nature Thereof:**

There were no pecuniary interested noted.

- 5. Closed Session:**

There was no closed session.

**6. Election of Officers**

**6.1. Welcome New Member Timmi Brady**

**6.2. Resignation of the Chair**

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

That the Committee accepts the resignation of the Chair, Sherri Souci.

**Carried**

**6.3. Resignation of the Vice Chair**

Moved by: Sarah Cooling

Seconded by: Timmi Brady

That the Committee accepts the resignation of the Vice Chair, Kathie Lycett.

**Carried**

**6.4. Resignation of the Treasurer**

Moved by: Kathie Lycett

Seconded by: Sherri Souci

That the Committee accepts the resignation of the Treasurer, Sarah Cooling.

**Carried**

**6.5. Appointment of New Chair**

Moved by: Sarah Cooling

Seconded by: Sherri Soucy

That the Committee appoints Kathie Lycett as Chair of the Executive Committee

**Carried**

**6.6. Appointment of New Vice Chair**

Moved by: Kathie Lycett

Seconded by: Sherri Soucie

That the Committee appoints Sarah Cooling as the Vice Chair of the Executive Committee.

**Carried**

**6.7. Appointment of New Treasurer**

Moved by: Kathie Lycett

Seconded by: Sherri Soucie

That the Committee appoints Sherri Soucie as Treasurer of the Executive Committee.

**Carried**

**6.8. Recruitment of new members**

Brigid Ayotte suggested that board members canvas local business owners to sit on the Committee to fulfill the full compliment. Brigid will send out the member list to Committee. The Committee will bring forward a recruitment strategy as an agenda item for next meeting.

**7. Delegations/Presentations**

None

**8. Minutes**

**8.1. Minutes of the Executive Committee Meeting Thursday, March 2, 2023**

Moved by: Sarah Cooling

Seconded by: Sherri Soucie

That the minutes from the Executive Committee Meeting held March 2, 2023 be adopted as presented.

**Carried.**

**9. Business arising from the Minutes:**

**10. Reports**

**10.1. Decorating Committee Report**

Moved by: Ryan Huntley

Seconded by: Sherri Soucie

That \$3600 be moved from the BIA reserves to GL 01-4750-3224 to enable the Decorating Committee to purchase décor.

**Carried**

Chloe Dewhurst reviewed correspondence from Decorating Committee. The Decorating Committee inquired about ownership of the summer hanging baskets. Staff confirmed that the Township owns them and they are seeking estimates for replacement. Decorating Committee inquired about the possibility of sponsorship for the eight bridge planter boxes. The Committee discussed some options. They will leave it with the Decorating Committee to approach them for sponsorship.

**10.2. Treasurer's report:**

Moved by: Kathie Lycett

Seconded by: Sarah Cooling

That expenses incurred by Decorating Committee for \$505.30 be reimbursed from GL 01-4750-3224.

**Carried**

**11. General Business**

Moved by: Ryan Huntley

Seconded by: Sherri Soucie

That all items discussed as part of 11 be received.

**11.1. Confirmation of event dates from Council**

Brigid Ayotte updated the Committee that Council supported the Road Occupancy Permit report taken to Council on April 3, 2023 (which included the requested event dates by the BIA).

**11.2. Budget breakdown for each event.**

Deputy Mayor Huntley and the Treasurer will meet to review the budget allocations for each event.

**11.3. Summer Event Contracts**

Deputy Mayor Huntley will review summer event contracts with the Treasurer and Louise Bedford.

**11.4. Vendor Applications – submission process**

The Treasurer is seeking out vendors for the upcoming events. She will meet with Brigid Ayotte to ensure that the online application form is directed to the events@millbrookbia address.

**11.5. Sub-committees for the events**

Moved by: Chloe Dewhurst

Seconded by: Timmi Brady

That the Treasurer, Sherri Soucie, be appointed as a liaison for the different event sub-committees and will pull in members as need. Louise Bedford has volunteered to be on the summer and fall sub-committees.

**Carried.**

**11.6. Signing authority has to be arranged with the bank**

Moved by: Ryan Huntley

Seconded by: Sarah Cooling

That both the Chair and Treasurer will have signing authority with the bank.

**Carried**

**11.7. Website Updates**

Brigid Ayotte updated the events page to include information about the upcoming June event. Brigid did some training with E-solutions, and recordings are available online for anyone interested in the training. Timmi Brady and Sherri Soucie will be Social Media Administrators going forward.

**12. Correspondence:**

There was no correspondence for consideration or action.

**13. Adjournment**

Moved by: Sherri Soucie

Seconded by: Sarah Cooling

That the Executive Committee Meeting for April 6, 2023 be adjourned.

**Carried.**

**Next Meeting Date – May 4, 2023 at 8:00 a.m.**

Washo Opet  
Chair

[Signature]  
Treasurer & Secretary