



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

**June 13, 2024**  
**8:00 a.m. – 10:00 a.m.**  
**Council Chambers Meeting Room**

**Those members in attendance were:**

Committee:           Kathie Lycett:           Chair  
                          Sarah Cooling:         Vice Chair  
                          Timmi Brady

Council:                Ryan Huntley:         Council Representative

- 1. Open Session**
- 2. Call to Order & Land Acknowledgement**

The Chair called the meeting to order at 8:07 a.m.

- 3. Approval of the Agenda:**

Motion to Approve the amended the Agenda with an addition of a Quarterly Budget Review as item 9.1.3.

Moved by: Ryan Huntley  
Seconded by: Sarah Cooling

**Carried**

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

There were no pecuniary interests noted.

**5. Closed Session:**

There was no closed session.

**6. Delegations/Presentations**

There were no Delegations.

**7. Minutes**

**7.1. Minutes of the Meeting held Thursday May 9, 2024**

**9.1.1- Bank Account Activity as of February 29, 2024 (Kathie)**

Should read April 30, 2024 NOT February 29, 2024 when referring to the Bank Activity

Moved by: Ryan Huntley

Seconded by: Timmi Brady

**Carried**

**8. Business arising from the Minutes**

None

**9. Reports**

**9.1 Treasury Report (Kathie)**

**9.1.1. Bank Account Activity as of May 30, 2024 (Kathie)**

Bank Account Activity as of May 30, 2024:

Opening Balance as of May 1, 2024 = \$59, 236.91

Cheques cleared - \$100.00

Deposits = 0

Balance as of May 30, 2024 = \$59,136.91

**9.1.2 Cheque Requisitions**

- Kathie Lycett- Accommodation and Sunday Dinner  
\$527.76 GL 01-25-299-00000-6052 and mileage (as per Township per/km allowance) \$210.00, GL 01-25-299-00000-6056OBIAA: \$737.76 (as per attached invoice)
- Millbrook Lion's Club: \$200.00- 2024 Car Show Advertising  
GL 01-25-299-29001-6126

Motion for Cheque Requisitions.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

**Carried**

3. **The revenue from Reacher Filming Production will be \$4000.00. It has not yet been deposited into our account from the Township. When is deposited it will be Miscellaneous Revenue. It can be allocated to Events/Marketing if necessary.**

The Ladies Night Committee is meeting and will revise their budget and come back to the BIA if additional money is needed.

Motion to Receive Report Moved by: Sarah Cooling

Seconded by: Ryan Huntley

## **10. General Business**

### **10.1 Decorating Committee Update (Ryan)**

The Decorating Committee has planted the summer planters and they look beautiful. This will be advantageous for Ladies Night.

### **10.2 Marketing Committee Update (Timmi)**

The Marketing Committee has not met lately. Door Knockers are ready pending the date for Christmas in the Village.

### **10.3.Events (All)**

#### **10.3.1 Ladies Night**

The Ladies Night planning committee has met and the theme is the 80's. We have hosts/MC's for the event. We continue to canvass for Vendors. We will contact Kawartha Now for advertising.

#### **10.3.2 Fall Festival**

Nothing to report at this time. The Fall Festival planning committee will be meeting in the near future.

#### **10.3.3 Christmas in the Village**

The decision has been made that the date for Christmas in the Village be changed to December 7, 2024 after the Santa Claus Parade. Logistics need to be conceived concerning vendors and other related issues. A Christmas in the Village Planning Committee needs to be organized to start the process of planning for this event.

### **10.4 BIA Associate Membership Program (Kathie)**

There have been no new applications submitted.

### **5. BIA Director Recruitment**

We have been fortunate to receive an Application from Senior Funeral Director Zack Thibaudeau. We are waiting for Council Approval.

### **6. Website and Business Directory Update (All)**

The Business Directory continues to be a work in process. Karen Kerr from Ageless Beauty needs to be added onto the Business Directory. Brigid will make the addition.

### **7. Development of Action Plan**

The BIA is looking to have an educational meeting regarding the value of engaging in strategic planning to develop an action plan. Page by Page consulting has offered to provide the education on this issue. The current cost to develop an action plan is \$6250.00 + HST. A meeting will be organized.

Motion to Receive the Reports.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

**Carried**

### 11. Correspondence

Susan Salusbury of the Millbrook Needler's Quilter's Guild (60 members) is planning Quilt Show at CMCC May 9th and 10th 2025.

Rhonda Keenan advises that PKED voted at its AGM to dissolve the not-for-profit corporation, but intends to rise again under a new model

### 12. Adjournment

Motion to adjourn at 8:55 a.m. by Ryan Huntley

Seconded by: Timmi Brady

**Carried**

  
Kathie Lycett  
Chair

**Next Meeting Date – July 11, 2024 at 8:00 a.m.**

  
Sarah Cooling  
Co-Chair