



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

~~July 11, 2024~~ July 25, 2024
8:00 a.m. – 10:00 a.m.

Council Chambers Meeting Room

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Those members in attendance were:

| | | |
|------------|-----------------|------------------------|
| Committee: | Kathie Lycett: | Chair |
| | Sarah Cooling: | Vice Chair |
| | Timmi Brady | |
| | Zack Thibaudeau | |
| Council: | Ryan Huntley: | Council Representative |

1. Open Session

2. Call to Order & Land Acknowledgement

The Chair called the meeting to order at 8:03 a.m.

3. Welcome new Director on Board Zack Thibaudeau

Motion for Zack Thibaudeau to be appointed Treasurer.

Moved by: Timmi Brady

Seconded by: Kathie Lycett

4. Approval of the Agenda:

Motion to Approve the amended Agenda with the deferral of Janette MacDonald.

Moved by: Ryan Huntley
Seconded by: Timmi Brady

Carried

5. Disclosure of Pecuniary Interest and the General Nature Thereof:

There were no pecuniary interests noted.

6. Closed Session:

There was no closed session.

7. Delegations/Presentations

There were no Delegations.

8. Minutes

8.1. Minutes of the Meeting held Thursday June 12, 2024

Moved by: Zack Thibaudeau

Seconded by: Ryan Huntley

Carried

9. Business arising from the Minutes

None

10. Reports

1. Treasury Report (Kathie)

9.1 Bank Account Activity as of June 30, 2024 (Kathie)

Opening Balance as of June 1, 2024 = \$59, 136.91

Cheques cleared - \$737.76 (OBIAA Conference)

Deposits = 0

Balance as of June 30, 2024 = \$58, 399. 15

9.1.2 Cheque Requisitions

- Mark Brooks: \$125.00. Ladies Night Contracted Services GL 01-25-299-29003-6150
- Madge Enthart Enterprises \$125.00 Ladies Night Contracted Services GL 01-25-299-29003-6150
- Kawartha Now \$734.50 Ladies Night Advertising GL 01-25-299-29003-6126

Motion for Cheque Requisitions.

Moved by: Timmi Brady

Seconded by: Zack Thibaudeau

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The planters look wonderful. Thanks to the Town staff for watering them. The Decorating Committee did a fabulous job on the Ladies Night Décor.

10.2 Marketing Committee Update (Timmi)

The Marketing Committee has not met lately. Door Knockers no longer make sense for this year as it is too late in the year. We will try to get them out as soon as we can after the dates are set for Events next year.

10.3.Events (All)

10.3.1 Ladies Night

Deferred until the next meeting

10.3.2 Fall Festival

Deferred until the next meeting

10.3.3 Christmas in the Village

Deferred until the next meeting.

10.4 BIA Associate Membership Program (Kathie)

No new applications 1 renewal (Cove Antiques and Art) paid in July \$200.00 for 2024

Motion to Receive the Reports.

Moved by: Zack Thibaudeau

Seconded by: Timmi Brady

Carried

11. Correspondence

None.

12. Adjournment

Motion to adjourn at 8:42 a.m. by Ryan Huntley

Seconded by: Kathie Lycett

Carried

 *Kathie Lycett*
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Kathie Lycett

Chair

Sep 30, 2024, 10:24 AM EDT

Next Meeting Date – August 8, 2024 at 8:00 a.m.

 Sarah Cooling
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Sarah Cooling

Co-Chair

Sep 30, 2024, 10:33 AM EDT