



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

**Thursday, August 8, 2024  
8:00 a.m. – 10:00 a.m.  
Council Chambers Meeting Room**

**Members in attendance are Kathie Lycett, Ryan Huntley, Zack Thibaudeau , Brigid Ayotte and Timmi Brady. Regrets: Sarah Cooling and Stacey Knight**

1. Open Session
2. Call to Order & Land Acknowledgement – **Kathie at 8:02am**

We respectfully acknowledge that the Township of Cavan Monaghan is located on the Treaty 20 Michi Saagiig territory, in the traditional territory of the Michi Saagiig Anishnaabeg. We offer our gratitude to First Nations for their care for and teachings about these lands. May we honour these teachings.

3. Approval of the Agenda – **Moved by Zack, seconded by Ryan**
4. Disclosure of Pecuniary Interest and the General Nature thereof - **none**
5. Delegations – Janette MacDonald, Downtown Gift cards via Zoom – **Janette made her presentation to us see notes at end, motion to receive – Ryan, second by Zack**
6. Minutes
  - 6.1. Minutes of the Meeting held Thursday July 25, 2024 - **deferred to September 12, 2024 meeting**
7. Business arising from the Minutes - **none**
8. Reports
  - 8.1. Treasury Report (Kathie & Zack)
    - Bank Account Activity as of July 31, 2024:
      - Opening Balance as of July 1, 2024 = \$58,399.15
      - Deposits
        - July 3: \$200.00 e-transfer, Associate Membership dues (Cove Antiques) GL 01-25-299-00000-4503 (Conditional Grant)
        - July 25: \$4,000.00 Cavan Monaghan MSP, (Reacher Revenue) GL-25-299-00000-4700 (Misc Revenue)
        - July 25: \$90.00 e-transfer Ladies Night Vendor Revenue (3 x \$30) GL 01-25-299-29003-4808 (Other Revenue - Gov't Bus)

- July 30: \$932.79 Eventbright Canada MSP Ladies Night Vendor Revenue GL 01-25-299-29003-4808 (Other Revenue - Gov't Bus)
    - July 31: \$180.00 e-transfer Ladies Night Vendor Revenue GL 01-25-299-29003-4808 (Other Revenue - Gov't Bus)
    - **Total Deposits: \$5402.79 - Motion to receive Ryan, seconded by Zack**
  - Cheque Requisitions;
    - Susan Rice, \$172.00, (Ladies' Night Decor) GL 01-25-299-00000-6224 (Decorating Committee) - **Motion to approve Zack, Second - Ryan**
- 8.2. Filming Revenue – **Brigid is taking care of the paperwork for this on behalf of the BIA, about \$1,000 expected**
- 8.3. Budget 2025 – need Finance Meeting. - **Date to be determined when Sarah returns**
9. General Business
- 9.1. Decorating Committee Update (Ryan) - **Planters look great but we would like to see something more grand in them next year, like canna lilies. Also coordinate hanging baskets**
- 9.2. Marketing Committee Update (Timmi) - **waiting on a bill from Brad and we can pay for kawarthaNOW advertising from Marketing budget. We will schedule a meeting soon to create a budget. Other topics to cover, when and where to advertise and do you pay for events marketing or does that come from their budget? A reach report was requested from kawarthaNOW and has been forwarded to BIA board**
- 9.3. Events (All) - **We have 2 interested community volunteers. We need to create events check list. Brigid will let us know what the township needs from us when planning an event. Vendors are not guaranteed an indoor space, they can negotiate an indoor space with a specific business (BIA will have no part in this)**
- 9.3.1. Ladies' Night - **Went well even though it was put together very quickly. Struggled with vendor recruitment. Next time, more lead time.**
- 9.3.2. Fall Festival – **Kathie on this committee, need to get promo material as soon as possible**
- 9.3.3. AGM - **\$500 budget, looking for location, Zack has offered the funeral home reception area**
- 9.3.4. Christmas in the Village – **Create team, December 7<sup>th</sup> (parade 1-2:30), possibly Zack on this team**
- 9.4. Associate Membership
- 9.4.1. Application of John Stewart, videographer – **motion to accept John as an associate member moved by Ryan, seconded by Zack**
10. Correspondence - **none**
11. Adjournment – **by Ryan at 9:52am, seconded by Zack**

**Next Meeting Date – September 12, 2024 at 8:00 a.m.**

**Notes from Janette:**

- **Company is called Miconex**
- **Been around since 2015**
- **Downtown Gift Cards program**
- **Possibility to share with another BIA such as Lindsay (this would not happen until 2026 as they have set their budget already)**
- **Private label VISA gift card**
- **\$11,800 launch fee**
- **\$600/m for the first 3 years (this price is a deal they are offering, the actual monthly cost currently is \$900)**
- **Cards never expire**
- **E-commerce site that sells the cards, can also set up local businesses to sell them or can sell at pop up shops**
- **Members have to sign in to participate as a valid store for patrons to use the card at**

*Kathie Lycett*  
 TinhpkqUmq37MeHhMECZdQ==

Sep 30, 2024, 10:24 AM EDT

*Sarah Cooling*  
 qd8Ykl1+jx4lMqVRsoZRg==

Sep 30, 2024, 10:33 AM EDT