



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

January 9, 2025
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room
And Zoom

Those Directors on the Board of Management were:

Kathie Lycett:	Chair
Sarah Cooling:	Vice Chair
Ryan Huntley:	Council Representative

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

The Chair called the meeting to order at 8:05 a.m.

- 3. Approval of the Agenda:**

Motion to Approve an Amended Agenda to postpone all items except for 7.1 and 9.1.2 to the February 13, 2025 Meeting.

Moved by: Ryan Huntley
Seconded by: Kathie Lycett

Carried

7. Minutes

December 12,
~~November 14,~~ 2024

1. Minutes of the Meeting held Thursday ~~November 14,~~ 2024

Motion to Adopt the Minutes.

Moved by: Ryan Huntley

Seconded by: Kathie Lycett

Carried

9.1.2 Cheque Requisitions

- Peterborough Police – \$593.14 01-25-299-29002-6150 (CITV Contracted Services)
- Jana Crawford - \$450.00 01-25-299-29002-6274 (CITV Supplies)
- Michelle Mayne - \$483.89 01-25-299-29002-6274 (CITV Supplies)
- Michelle Mayne - \$107.60 01-25-299-00000-6128 (marketing/promo)
- Susan Rice - \$264.90 01-25-299-00000-6224 (Decorating Committee)
- Just in Time - \$474.60 01-25-299-29002-6150 (CITV Contracted Services)
- Township of Cavan Monaghan - \$214.90 01-25-299-00000-6150 (reimburse credit card charge for BIA Zoom Subscription to December 15, 2025)

Motion for cheques requisitions

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

Carried

12. Adjournment

Motion to adjourn at 8:08 a.m. by: Ryan Huntley

Seconded by: Kathie Lycett

Carried

Next Meeting Date – February 13, 2025 at 8:00 a.m.

X *Kathie Lycett*
nllMb+NqCXbl5aRnaXl7SA==

Kathie Lycett
Chair

X Sarah Cooling
hWplZ33Z1J+PBO9+eZlLmA==

Sarah Cooling
Co-Chair