



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

Date: Thursday Jan 7, 2021

Time: 8:00 am

VIRTUAL VIDEO MEETING VIA ZOOM

In attendance: Christine McCulloch, Kathie Lycett, Ryan Huntley, Tony Lloyd, John Frizzle, Tina Grant (Acting Treasurer), Sharon Roffey (Decorating Committee)

Resigned from Board (not in attendance): Kate DeKlerck

- 1. Open Session**
- 2. Call to Order – 8:00 am**
- 3. Approval of the Agenda**

Approved.

Moved: Lloyd; Seconded: Huntley; Carried.

- 4. Disclosure of Pecuniary Interest and the General Nature Thereof - none**
- 5. Closed Session - none**
- 6. Presentations/Delegations - none**
- 7. Minutes**

7.1 Minutes of the meeting held Thursday, Dec 3, 2020

Approved.

Moved: Huntley; Seconded: Lloyd.

- 8. Business Arising from the Minutes**
 - 8.1 Administration of Millbrook BIA Associate Membership Program**
 - 8.2 BIA Zoom Account**
- 9. Reports**

9.1 Decorating Committee (Sharon Roffey)

(a) Phase 2 Planters

2021 pending payments approved:

Taylors Recycled Plastic; Deposit on Phase 2 Planters; \$2,319.18; Decorating Committee GL 01-4750-3224

Taylors Recycled Plastic; Payment on Delivery; \$2,319.18; Decorating Committee; GL01-4750-3224

Moved: Lloyd; Seconded: Frizzle; Carried.

9.2 Marketing Committee (All)

(a) Resignation of Board of Management member on committee

Christine McCulloch and Tony Lloyd appointed to marketing committee.

Moved: Lycett; Seconded; Huntley; Carried.

(b) Shopper's Passports promotion update

(c) Social Media Update (Facebook, Twitter, Instagram), consideration of formation of new subcommittee

(d) Promotions during "no travel" lockdown

9.3 Treasurer's Report (Tina Grant)

Invoices & Cheque Requisitions Approved:

Township Of Cavan Monaghan; Zoom Subscription; \$226.00; Memberships GL01-4750-3140

A. Lloyd; Fall Promo Redemptions; \$650.00; BIA Admin Mktg and Promo GL01-4750-3150

Susie Rice; Planter Winter Décor; \$534.60; Decorating Committee GL01-4750-3224

Millbrook Home Hardware; Inv 25114 & 25117; \$68.03; CITV Materials and Supplies GL01-4752-3435

Millbrook PC & Printing; Christmas Passport; \$217.50; CITV Materials and Supplies GL01-4752-3435

Total: \$1,696.13

2020 Pending Payments Approved:

Outstanding BIA Buck Redemptions-Fall Promo Redemptions; \$350.00; BIA Admin Mktg and Promo GL01-4750-3150

Outstanding BIA Buck Redemptions-Xmas Promo Redemptions; \$900.00; CITV Materials and Supplies GL 01-4752-3435

Contracted Services Audit; \$2,400.00; BIA Admin Contracted Services GL 01-4750-4100

Total: \$3,650.00

Total In process and Pending \$5,346.13

Moved: Huntley; Seconded: Lloyd; Carried.

Rescind approved payment (October 1, 2020 regular meeting): Domain Registry \$190.00

3 yr renewal of domain name www.millbrookbia.com GL 01-4750-3150 (Marketing)

Moved: Lloyd; Seconded: Frizzle; Carried.

Receive Reports 9.1, 9.2 and 9.3

Moved: Huntley; Seconded: Lloyd; Carried.

10. General Business - none

11. Correspondence for information

12. Adjournment – 9:48 am

Moved: Lloyd, Carried.

Kathie Lycett
IL0mWa22V8VANSExEqnWg==

Feb 04, 2021, 12:24 PM EST

Christine McCulloch
qqn5ATwzYuovcmX+tbIWdg==

Feb 05, 2021, 05:58 AM EST