



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

Date: Thursday March 4, 2021

Time: 8:00 am

VIRTUAL VIDEO MEETING VIA ZOOM

**In attendance: Christine McCulloch, Kathie Lycett, John Frizzle, Tony Lloyd, Ryan Huntley
Tina Grant (acting Treasurer) Brigid Ayotte (Township Staff)**

- 1. Open Session**
- 2. Call to Order – 8:02 am**
- 3. Approval of the Agenda**

Approved.

Moved: Huntley; Seconded: Lloyd; 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, Feb 4, 2021

Approved: Lloyd; Seconded: Huntley; carried.

8. Business Arising from the Minutes

8.1 Lamp post Christmas Tree Lights contract alternative (LB)

8.2 Big Bright (Christmas) Lights (RH)

8.3 Interview with Trent University for report on Rural Bank Closures (KL)

Submissions received.

Moved: Frizzle; Seconded: Lloyd; carried.

9. Reports

9.1 Decorating Committee (TG)

Report Received.

Moved: Huntley; Seconded: Lloyd; carried.

9.2 Associate Membership (KL)

(a) 7 new associate members**(b) suggestions for invitations to prospective applicants****(c) Updated printed Directory/Brochure**

Print 300 copies of updated Directory/Brochure

Moved: Frizzle; Seconded: McCulloch; carried.

(d) Policies for associate members**(e) Mailchimp**

Report Received.

Moved: Huntley; Seconded: Bedford; carried.

9.3 Marketing Committee (CM, TL & LB)**(a) B4 Spring Bingo Promo****(b) Social Media Update****(c) Moving Media Billboard**

Report Received.

Moved: Lycett; Seconded: Lloyd; carried.

9.4 Treasurer's Report (TG)

Payment approved:

Cory Cole for design of B4 Spring Bingo Card and Brochure Invoice # 03012021 Dated March 1 2021-03-02 \$75.00 Account Code 01-4750-3150 Marketing & Promotion Expense

Moved: Frizzle; Seconded: Bedford; carried.

Report received.

Moved: Lloyd; Seconded: Bedford; carried.

10. General Business**10.1 Regular member voting rights and levy calculation method (KL)**

Discussion to be continued.

11. Correspondence for information - none**12. Adjournment - 10:00 am**

Moved: Huntley; Seconded: Lycett.

Kathie Lycett
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Christine McCulloch
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