



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

Date: Thursday June 3rd, 2021

Time: 8:00 am

VIRTUAL VIDEO MEETING VIA ZOOM

**In attendance: Christine McCulloch, Louise Bedford, Ryan Huntley and
John Frizzle**

Ms. Brigid Ayotte, Ms. Cindy Page, and Ms. Yvette Hurley (Township Staff)

- 1. Open Session**
- 2. Call to Order – 8:04 am**
- 3. Approval of the Agenda with amendments**
 - **The addition to 10.1 to include the resignation of Tony Lloyd**

Moved: Huntley; Seconded: Bedford; carried.

- 4. Disclosure of Pecuniary Interest and the General Nature Thereof - none**

- 5. Closed Session - none**

- 6. Presentations/Delegations**

- 6.1 Yvette Hurley and Cindy Page (Township of Cavan Monaghan)**

- **Procedure By-Law and Appointments of BIA roles and Vacancy**

Ms. Page and Ms. Hurley presented the changes to the procedural by-laws due to COVID-19 and how to handle internet issues. Ms. Page will forward the procedural by-law to Board of Management.

Moved: Huntley Seconded: Bedford Carried

- 7. Minutes**

- 7.1 Minutes of the meeting held Thursday, May 6th, 2021**

Approved

Moved: Huntley Seconded: Bedford Carried

- 8. Business Arising from the Minutes N/A**

- 9. Reports**

- 9.1 Decorating Committee (TG)**

- Spring decor has been removed and the new planters and inserts have been installed on the back streets and are looking forward to some summer colour.

- 9.2 Marketing Committee (LB)**

- (a) New branding (LB)**

- LB presented new Logo that was designed by Cory Cole. It was suggested to look at fonts that are accessibility friendly. LB to discuss with Cory Cole and an email will be sent out to Board Members to review the edits.

9.3 Promotion and Reconciliation of Social Promo (LB) to be discussed at June meeting

- LB will collect the remaining cash from Tony Lloyd in lieu of his recent resignation.

9.4 Treasurer Report

•Online banking (CM)

BIA Bank account is now online friendly. The BIA Bank account can now receive e-transfers and we can access our bank statements as it is needed.

Reports received 9.1 to 9.4

Moved: Huntley Seconded: Bedford Carried

10. General Business

10.1 Resignation of Kathie

• (Appointment of Vice Chair, Secretary and Treasurer)

Acknowledgment of Resignations of Tony Lloyd and Kathie Lycett

The vacancies were discussed and that all roles need to be filled. Ms. Hurley advised that the two vacancies will be posted. The vacancies will be filled by next BIA meeting in July, 2021

Increasing the BIA Board of Management complement to max 10

Motion: Bedford Second: Frizzle Carried

11. Correspondence for information

11.1 George Raab requesting BIA support for tearing down the old Millbrook Arena. (See package sent to Board Members)

As we represent the Business Owners in the downtown, we are interested in hearing more about the public consultation that will be forthcoming.

Information received

Motion: Huntley Seconded: Frizzle Carried

12. Adjournment - 9:28

Motion: Frizzle Seconded: Frizzle .

Signature:
Secretary



Signature:
Chair

