

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

Date: Thursday September 2nd, 2021

Time: 8:00 am

VIRTUAL VIDEO MEETING VIA ZOOM

<https://zoom.us/j/93870959809?pwd=Q1VyVGZYVTJVVVpZSHI1OUhwbEpUT09>

1. Open Session

**2. Call to Order
8:03 am**

3. Approval of the Agenda

Moved: Huntley; Seconded Kennedy – Carried

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

5. Closed Session N/A

6. Presentations/Delegations (N/A)

7. Minutes

7.1 Minutes of the meeting held Thursday, August 5th, 2021

Moved by Huntley 2nd Kennedy Carried

8. Business Arising from the Minutes

8.1 Storage Unit rental Update (LBK)

Motion to move upset limit of 1600\$ from surplus G/L 01-4750-9020 to the G/L Marketing 01-4750-3150 to cover

The annual cost of a storage unit rental for BIA purposes

Moved by: Huntley 2nd Frizzle -Carried

9. EVENTS (LBK)

9.1 Millbrook Fall Festival Update (LBK)

Insurance for Hot Air Balloon – BIA named as operator

Safety Plan – Will be maintained at info booth. Safety plan to be approved by Health Unit. Plan in place for Vaccine passport checks.

Marketing for event – flyers coming next week

Motion to accept the report regarding Oct 2nd fall festival

Moved by: Huntley 2nd: Clarke- Carried

10. Reports

10.1 Decorating Committee (TG)

King Street east bridge planter box discussion to replace current boxes with permanent ones in the future. Estimated cost for new permanent, custom design boxes: \$500 each. Will require county township approval. Grant to put forth budget request for 2022.

Requesting another shed. Estimated cost \$2000 (Costco) to be added to municipal yard. Ayotte to set up meeting with Grant and (Chris). Grant will bring more information to the October meeting.

Report received: Moved by Huntley 2nd Clarke carried

10.2 Marketing Committee (LBK)

Making sure all associate members have media coverage

Christmas in the village meeting Wednesday, September 8th. More to follow next meeting

Report received: Moved by Huntley 2nd Clarke Carried

10.3 Treasurer's Report (HC/CM)

Payments that were processed using G/L 01-4750-3150 Marketing during the month of August, 2021 (Millbrook Fall Festival, October 2nd, 2021 event.

- Rob Tyler – two for the show \$988.75 (deposit due)
- Rent a Stage \$779.70 (deposit due) remainder due before event
- Zoo to you- \$542.40 (deposit due) remainder due before event
- Peterborough Police Service – paid by township credit card \$1,430.74
- Don on the Job Inc- \$678.00
- Woodleigh Farms Ltd- \$375.00

Motion to show payments made thus far

Moved by Huntley 2nd Kennedy carried

11. General Business

11.1 Karen Morton- Community Care Golf Tournament \$9,000 raised, asked if any businesses would like to add anything in grab bags.

11.2 PKED Press Release Information- O'DE PIITAANEMAAN pledge reached 1000 pledge milestone!

- New Vaccine Passport coming into effect Sept 22, 2021 (Discussion)

Motion to receive reports

Kennedy requests that all BIA Board Members attend event.

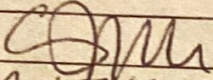
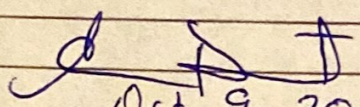
Motion to receive reports

Moved by Dewhurst 2nd Huntley- Carried

12. Adjournment 9:08 am

Motion to adjourn

Moved: Dewhurst 2nd Huntley Carried

Signed: 	Signed: 
Date: Oct 7/2021	Date: Oct. 9, 2021
Chair	Secretary