



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

Thursday, March 7, 2024
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room

Members in attendance are asked to please turn off all electronic devices during the meeting. Any special needs requirements pertaining to accessibility may be directed to the Clerk's Office prior to the meeting.

1. Open Session
2. Call to Order & Land Acknowledgement
3. Approval of the Agenda
4. Disclosure of Pecuniary Interest and the General Nature Thereof
5. Closed Session
6. Delegations/Presentations
 - 6.1. Cavan Monaghan Fire Department – Fire regulations pertaining to downtown Millbrook events and vendors.
7. Minutes
 - 7.1. Minutes of the Meeting held Thursday February 8, 2024
8. Business arising from the Minutes
9. Reports
 - 9.1. Treasury Report (Kathie)
 - 9.1.1. Bank Account Activity as of February 29, 2024
 - Opening Balance as of February 1, 2024: \$46,367.21
 - Cheques cleared: \$0
 - Deposits: \$50 (Leap Day Breakfast ticket sales by e-transfer)
 - Balance as of February 29, 2024: \$46,417.21
 - 9.1.2. Cheque Requisitions
 - Royal Canadian Legion Br 402 - \$300.00 - BIA Breakfast
 - GL 01-25-299-00000-6271

- Kathie Lycett - \$1,278.80 - Reimburse Expenses:
 - OBIAA Membership \$281.01 GL 01-25-299-00000-6240
 - OBIAA Conference \$997.79 GL: 01-25-299-00000-6052

10. General Business

- 10.1. Decorating Committee Update (Ryan)
- 10.2. Marketing Committee Update (Timmi/Kathie)
 - 10.2.1. BIA Bucks Update
- 10.3. Events Schedule
 - 10.3.1. Contracted Services need to be booked early
- 10.4. BIA Associate Membership Program (Kathie)
- 10.5. Upcoming Education workshops (Brigid)
- 10.6. Social Media Accounts Update (Timmi)
- 10.7. Recruitment of New Board Members (all)
- 10.8. Leap Year Breakfast Wrap Up (Kathie)
- 10.9. 1st Quarter Newsletter (Kathie)

11. Correspondence

12. Adjournment

Next Meeting Date – April 11, 2024 at 8:00 a.m.



Minutes

The Township of Cavan Monaghan Millbrook Downtown BIA Board of Management

February 8, 2024

8:00 a.m. – 10:00 a.m.

Council Chambers Meeting Room

Those members in attendance were:

Committee:	Kathie Lycett:	Chair
Sarah Cooling:	Vice Chair	
Timmi Brady		
Stacey Knight		

Council:	Ryan Huntley:	Council Representative
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- **Open Session**
- **Call to Order & Land Acknowledgement**

The Chair called the meeting to order at 8:03 a.m.

- **Welcome New Director- Stacey Knight**
- **Approval of the Agenda:**

Motion to Approve the amended the Agenda to include 10.4 BIA Zoom Charge

Moved by: Ryan Huntley
Seconded by: Timmi Brady
Carried

- **Disclosure of Pecuniary Interest and the General Nature Thereof:**

There were no pecuniary interests noted.

- **Closed Session:**

There was no closed session.

- **Delegations/Presentations**

None

- **Minutes**

- **Minutes of the Meeting held Thursday January 11, 2024**

Moved by: Stacey Knight

Seconded by: Timmi Brady

Carried

- **Business arising from the Minutes**

None

- **Reports**

10.1 Treasury Report (Kathie)

- **Balance in the Account as of January 31, 2024 (Kathie)**

Opening Balance as of January 1, 2024 = \$50, 244.41

January Deposits = \$0

Cheques Cleared = \$3877.20

Deposits = \$0

Closing Balance as of January 31, 2024 = \$46, 367.21

Motion to accept the Treasury Report.

Moved by: Timmi Brady

Seconded by: Sarah Cooling

Carried

10.2 Cheque Requisitions

None

- **Budget Review**

There were a couple of items in the budget with the wrong GL code, which will be corrected. Currently our operating costs are higher than our actual budget. In summary:

Expenditures = \$37, 375.19

Budget = \$33, 792

Over budget = \$3583.19

Motion to receive the report and conduct budget reviews once every 3 months

Moved by: Ryan Huntley

Seconded by: Timmi Brady

Carried

Motion to Adopt the Budget

Moved by: Timmi Brady

Seconded by: Sarah Cooling

Carried

- **Zoom Account**

The BIA has its own Zoom Account which is required to live stream our meetings. The cost is \$226.00 a year paid by the Township.

Motion to reimburse the Township of Cavan Monaghan the \$226.00 for the Zoom Account.

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

Carried

- **General Business**

- 11.1 Decorating Committee Update**

Nothing to Report at this time.

- 11.2 Marketing Committee Update**

The Marketing Committee has been working on ideas for the upcoming year. They have a meeting scheduled this week to work on ideas for marketing the BIA in the upcoming year.

11.3 BIA Bucks Update

There is nothing to report at this time and in future meetings a BIA Bucks Update will be conducted under the auspices of the Marketing Committee.

11.4 Events Schedule

11.4.1 Christmas in the Village- Proposed Date Change

There was a discussion about changing the date of Xmas in the village to the same day as the Santa Claus Parade. It was decided that Christmas in the Village would remain December 5, 2024.

Stacey Knight will post to Social Media asking for Volunteers to sit on committee's responsible for organizing the 3 Events to be held in 2024.

- **5 BIA Associate Membership Program**

Kathie will send the link to all BIA members about the Associate Membership Program. We are actively looking for Associate Members.

11.6 Upcoming Education Workshops (Brigid)

Brigid sent out a list of workshops for us to choose from. Brigid will update us on the Education Workshops at the March Meeting.

11.7 Social Media Accounts Update (Timmi)

Stacey Knight has been doing a great job with the Social Media.

11.8 Recruitment of New Board Members

We need new Board members and it would be particularly helpful if they had a specific skills needed on our Board.

11.8.1 Consideration of By-law change to allow Council to appoint non-members with needed skills and experience to sit on the Board of Management

Motion to Request that the Township Clerk investigate amending the by-law to allow non-members to sit on the Board of Management.

Moved by: Kathie Lycett

Seconded by: Sarah Cooling

Carried

11.9 Leap Year Breakfast (Kathie)

Kathie will work with Brigid to put the Leap Year Breakfast invites out on eventbrite. There will be 2 Guest Speakers, including Brigid and Community Futures as well as, Blocks and Blooms. The breakfast will be between 8 a.m.-9:30.

Motion to Receive the Reports.

Moved by: Ryan Huntley
Seconded by: Sarah Cooling

Carried

- **Correspondence**

There was a request from the Historical Society for sponsorship. Kathie will discuss providing the Historical Society Free Associate Membership and some advertising opportunities in lieu of Sponsorship.

- **Adjournment**

Motion to adjourn at 9:42 a.m. by Ryan Huntley
Seconded by: Kathie Lycett

Carried

X
Kathie Lycett Chair

Next Meeting Date – March 7, 2024 at 8:00 a.m.

X
Sarah Cooling Co-Chair