



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

March 7, 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 |

- 1. Open Session**
- 2. Call to Order & Land Acknowledgement**

The Chair called the meeting to order at 8:07 a.m.

- 3. Approval of the Agenda:**

Motion to Approve the amended the Agenda

Moved by: Ryan Huntley
Seconded by: Stacey Knight

Carried

4. Disclosure of Pecuniary Interest and the General Nature Thereof:

There were no pecuniary interests noted.

5. Closed Session:

There was no closed session.

6. Delegations/Presentations

6.1. Fire Chief Bill Balfour attended the meeting to present on Fire Regulations pertaining to downtown Millbrook events and Vendors. The Fire Chief is preparing a letter to be provided to all vendors when they register for events. This will allow us to better educate our Event Vendors on the Fire Regulations and requirements when they fill out the Vendor Application form in future.

We will invite the Fire Department to all future Events.

We will further look at the BIA tents to ensure that they comply with the requirements.

This was an informative and extremely helpful presentation.

7. Minutes

7.1. Minutes of the Meeting held Thursday February 8, 2024

Moved by: Ryan Huntley

Seconded by: Stacey Knight

Carried

8. Business arising from the Minutes

None

9. Reports

9.1 Treasury Report (Kathie)

9.1.1. Bank Account Activity as of February 29, 2024 (Kathie)

Opening Balance as of February 1, 2024 = \$46, 367.21

Cheques Cleared = \$0

Deposits = \$50 (Leap Day Breakfast ticket sales by e-transfer)

Closing Balance as of February 29, 2024 = \$46, 417.21

9.1.2 Cheque Requisitions

- Royal Canadian Legion Br 402 - \$300 – BIA Breakfast
 - GL 01-25-299-00000-6271
- Kathie Lycett- \$1278.80 – Reimburse Expenses:
 - OBIAA Membership \$281.01 GL 01-25-299-00000-6240
 - OBIAA Conference \$997.79 GL 01-25-299-00000-6052

Motion to accept the Treasury Report and Cheque Requisitions.

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee is gearing up for Spring. They are planning the co-ordinate the hanging baskets with the Street Baskets. We eagerly await the results.

10.2 Marketing Committee Update (Timmi)

The Marketing Committee has decided not to buy bags with logos at the moment. They are looking at door ^{hangers} knockers and are working on ideas for the upcoming year.

10.2.1 BIA Bucks Update (Kathie)

There is nothing to report at this time. The marketing Committee will be speaking with the local businesses about the utility of the BIA program to determine whether or not the program should be abandoned or kept and infused with a marketing plan.

10.3 Events Schedule

The events schedule is not yet on the website. That will be done in the near future. A committee for event planning needs to be established for each event. A FB invitation to business on the Millbrook BIA will be sent out.

10.10.1.Contract Services

Need to be booked as soon as possible. The Event Committees for each event should look into which Contracted Services are required and book them well in advance.

10.4 BIA Associate Membership Program (Kathie)

There have been no new applications submitted. This program needs better promotion. We need to get together a package for Associate Members to give out at events. We are actively looking for Associate Members. Sarah will investigate the Associate Membership list on the BIA portion of the website and work with Brigid to keep it current.

10.5 Upcoming Education Workshops (Brigid)

The upcoming workshops taking place in our Township include, [Small Business Websites 101](#) – April 9, 2024 – 9 a.m to 12 p.m. – Township of Cavan Monaghan CMCC and [Social Media Essentials](#) – May 15, 2024 9 a.m. to 12pm. - CMCC

10.6 Social Media Accounts Update (Timmi/Stacey)

Stacey Knight and Timmi have been doing a great job with the Social Media and there has been many more postings and the activity has increased.

10.7 Recruitment of New Board Members

We need new Board members. Stacey will speak with Revibe to see if they are interested in becoming Board Members and Sarah will speak with The Mill.

10.8 Leap Year Breakfast (Kathie)

The Leap year Breakfast was quite successful with a turnout of 31 attendees. The event made \$207.01 and the Breakfast itself cost \$300.00. It was a success.

10.9 1st Quarter Newsletter (Kathie)

Kathie is working on the Newsletter.

Motion to Receive the Reports.

Moved by: Ryan Huntley

Seconded by: Stacey Knight

Carried

11. Correspondence

None.

- **Adjournment**

Motion to adjourn at 9:42 a.m. by Stacey Knight

Seconded by: Ryan Huntley

Carried

X

Kathie Lycett

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Kathie Lycett

Chair

Apr 11, 2024, 01:11 PM EDT

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

X

Ryan Huntley

Sarah Cooling

Co-Chair

Apr 11, 2024, 01:15 PM EDT

Ryan Huntley signing in the absence of Sarah Cooling