



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

Thursday, January 9, 2025
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 - Brittany Markovski, Nexicom - proposal for new website
7. Minutes
 - 7.1. Minutes of Meeting December 12, 2024 (attached)
8. Business Arising from the Minutes
9. Reports
 - 9.1. Treasury Report
 - 9.1.1. Bank Account Activity as of December 31, 2024:

Deposits

\$2000 – Tall Pines Filming Revenue 01-25-299-00000-4700

\$6429.33 – 2019-2022 HST Rebate (GL TBD) This amount is \$8,179.33 minus \$1750.00 (01-25-299-00000-6150 Contracted Services) for 2024 webpage on Township Website with BIA Business Directory

\$2548.00 – Eventbrite CITV Breakfast with Santa - 01-25-299-29002-4808

\$894.87 – Eventbrite CITV Vendors 01-25-299-29003-4808

Balance as of December 1, 2024: \$57,418.19

Total Deposits: \$11,872.20

Cheques Cleared: \$7,580.09

Closing Balance: \$61,710.30

9.1.2. Cheque requisitions:

Peterborough Police – \$593.14 01-25-299-29002-6150 (CITV Contracted Services)

Jana Crawford - \$450.00 01-25-299-29002-6274 (CITV Supplies)

Michelle Mayne - \$483.89 01-25-299-29002-6274 (CITV Supplies)

Michelle Mayne - \$107.60 01-25-299-00000-6128 (marketing/promo)

Susan Rice - \$264.90 01-25-299-00000-6224 (Decorating Committee)

Just in Time - \$474.60 01-25-299-29002-6150 (CITV Contracted Services)

Township of Cavan Monaghan - \$214.90 01-25-299-00000-6150 (reimburse credit card charge for BIA Zoom Subscription to December 15, 2025)

9.1.3. Filming Revenue Update

9.1.4. Eventbrite verification

10. General Business

10.1. Decorating Committee Update (Ryan)

10.2. Marketing Committee Update (Timmi)

10.3. Events (All)

10.3.1. Confirm Event dates for 2025

10.3.2. Check list for 2025 events to comply with Health, Fire and Insurance requirements

10.3.3. BIA Breakfast

10.4. Associate Membership

11. Correspondence

12. Adjournment

Next Meeting Date – February 13 , 2025 at 8:00 a.m.



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

December 12, 2024
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room

Those Directors on the Board of Management were:

Committee:	Kathie Lycett:	Chair
	Sarah Cooling:	Vice Chair
	Timmi Brady	
	Zack Thibaudeau	Treasurer

Council:	Ryan Huntley:	Council Representative
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- 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 Agenda

Moved by: Zack Thibaudeau

Seconded by: Timmi Brady

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

There were no Delegations.

7. Minutes

7.1. Minutes of the Meeting held Thursday November 14, 2024

There was two amendments. Firstly, item #13 will be amended to show that the Motion to adjourn the meeting occurred at 9:31 and was moved by Zack Thibaudeau and seconded by Kathie Lycett. Secondly item 10.1 will be struck as there was quorum.

Motion to Approve Amended Minutes.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

Carried

8. Business arising from the Minutes

None

9. Reports

1. Treasury Report (Zack)

9.1.1 Bank Account Activity as of November 30, 2024:

Deposits:

- November 12, 2024- E-Transfer from, Cove Antiques and Art, \$30.00, discounted Vendor fee for CITV, GL-01-25-299-29902-4808 (Other Revenue- Gov't bus)
- November 12, 2024 -E-transfer from RETHINK Hair \$250.00, donations CITV, GL-01-25-299-29002-4550
- November 13, 2024- E-transfer from REVIVE, \$100.00, donations CITV, GL-01-25-299-29002-4550

- November 29, 2025- Five cheque deposits at Bank, \$1850.00, donations CITV, GL-01-25-299-29002-4550
 - Millbrook and District Lions Club \$600.00
 - Dr. Catherine Hong and Dr. David Bryant Dentistry Professional Corporation (Millbrook Village Dental) \$250.00
 - Angelo Penello (Penello's Insurance/Surnet) \$250.00
 - Little Lake Cemetery Company (Mill Valley Funeral and Cremation Centre) \$250.00
 - Nexicom Inc. \$500.00
 -
- Balance as of October 31, 2024: \$57,194.98
 Total Deposits: \$2230.00
 Cheques Cleared: \$2006.79
 Balance as of November 30, 2024 = \$57,418.19

9.1.2 Cheque Requisitions

- Ryan Huntley- \$50.00 AGCO Permit- BIA AGM GL 01-25-299-00000-6123
- Michelle Mayne- CITV Materials and Contracted Services (\$437.64) GL-25-299-29002-6724 & (\$25.00) GL-01-25-299-29002-6150
- Chloe Dewhurst - \$505.80 CITV Materials GL 01-25-299-29002-6274
- Susan Rice- \$380.03 Decorating Committee 01-25-299-00000-6224
- Georgia Strain-Niziolek- \$100.00 CITV Advertising 01-25-299-29002-6126
- Daina Brown c/o Wallflower Print Co- \$339.00 CITV Advertising 01-25-299-29002-6126
- Royal Acadia Landscape Construction - \$403.34 CITV Materials 01-25-299-29002-6274
- Kawartha Now - \$734.50 General Advertising 01-25-299-00000-6128
- Santa PTBO - \$600.00 CITV Contracted Services 01-25-299-29002-6150
- KC's 3 Acres- \$1191.92 Contracted Services (General) 01-25-299-00000-6150
- The Millbrook Times - \$226.00 CITV Advertising- 01-25-299-29002-6125

Motion to approve cheque requisitions

Moved by: Timmi Brady

Seconded by: Kathie Lycett

Carried

Motion to accept Treasury Report

Moved by: Timmi Brady

Seconded by: Ryan Huntley

Carried

9.1.3 Filming Revenue Update

No Update

9.1.4 Eventbrite Verification

Motion to give the Chair and Treasurer authority to deal with Eventbrite.

Moved by: Ryan Huntley

Seconded by: Timmi Brady

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee did a fabulous job on the planters for CITV. A Thank you to Dave at Home Hardware for replacing the chains on the hanging baskets. The Decorating Committee is currently planning for Spring.

10.2 Marketing Committee Update (Timmi)

The Marketing Committee is currently working on the Door Hangers.

10.2.1 Proposal for the New Website

Deferred to January.

10.2.2 Door Hanger

The Marketing Committee is currently working on this, they were just waiting for the dates of the events to be set.

10.3.Events (All)

10.3.1.Christmas in the Village

Deferred.

10.3.2.Proposed 2025 Event Schedule

- May 31- Spring Into Summer
- June 13-15 Millbrook Fair
- July 5- Lions Car Show
- July 24- Buck & Doe Night
- August 23 – Sidewalk Sale Day
- September 14- Zucchini Festival
- October 25- Get Your Spook On (shorten the time, scavenger hunt)
- December 6- Christmas in the Village
- December 13- Santa Clause Parade

10.3.3.Check list for 2025 Events to comply with Health, Fire and Insurance requirements

The Marketing committee has agreed to take on this task and will present on this topic at the February 2025 BIA Meeting.

10.4.Associate Membership (no new applications- one regular member- Kirsi Sheppard)

Motion to accept reports moved by: Zack Thibaudeau
Seconded by: Ryan Huntley

11. Correspondence

None.

12. Adjournment

Motion to adjourn at 8:51 a.m. by: Zack Thibaudeau
Seconded by: Timmi Brady

Seconded by: Kathie Lycett

Carried

Next Meeting Date – January 9, 2025 at 8:00 a.m.

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair