



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

Thursday, February 13, 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 December: \$11,872.20

Cheques Cleared: \$7,580.09

Closing Balance: \$61,710.30

Deposits January 2025: \$0

Cheques Cleared January 2025: \$3,172.13

Closing Balance January 31, 2025: \$58,538.17

9.1.2.Cheque requisitions: None

9.1.3.Filming Revenue Update

9.1.4.Eventbrite verification

9.1.5.Budget Review

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

10.5.Set policies for Board of Management and Membership Meetings re attendance, quorum, voting and reporting

10.6.OBIAA Conference 2025

11. Correspondence

12. Adjournment

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



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

January 9, 2025
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room
And Zoom

Those Directors on the Board of Management were:

Kathie Lycett:	Chair
Sarah Cooling:	Vice Chair
Ryan Huntley:	Council Representative

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

The Chair called the meeting to order at 8:05 a.m.

- 3. Approval of the Agenda:**

Motion to Approve an Amended Agenda to postpone all items except for 7.1 and 9.1.2 to the February 13, 2025 Meeting.

Moved by: Ryan Huntley
Seconded by: Kathie Lycett

Carried

7. Minutes

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

Motion to Adopt the Minutes.

Moved by: Ryan Huntley

Seconded by: Kathie Lycett

Carried

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)

Motion for cheques requisitions

Moved by: Sarah Cooling

Seconded by: Ryan Huntley

Carried

12. Adjournment

Motion to adjourn at 8:08 a.m. by: Ryan Huntley

Seconded by: Kathie Lycett

Carried

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

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair