



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

**Thursday, March 13, 2025
9:00 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 - None
7. Minutes
 - 7.1. Minutes of Meeting February 2025 (attached)
8. Business Arising from the Minutes
9. Reports
 - 9.1. Treasury Report
 - 9.1.1. Bank Account Activity as of February 1, 2025:

Opening Balance February 1, 2025: \$58,538.17

Cleared

\$593.14

\$474.60

\$450

Total - \$1517.74

Deposits

\$18000 levy 01-25-299-00000-4808

Closing Balance February 28, 2025

\$75,020.43

9.1.2. Cheque requisitions:

Millbrook PC - Print and Copy \$266.68

01-25-299-00000-6128 - Marketing (General)

10. General Business

10.1. Decorating Committee Update (Ryan)

10.2. Marketing Committee Update

10.3. Events

10.3.1. Easter in the Village, April 19

10.3.2. Lion's Classic Car Show, July 6

10.3.3. BIA Breakfast

10.4. Associate Membership

10.5. BIA policies, By-law Amendment to allow Non-BIA members to sit on Board of Management (Sarah, Kathie)

10.5.1 Change Start time of Meetings to 9 a.m.

10.6. OBIAA Conference 2025

11. Correspondence

12. Adjournment

Next Meeting Date – April 10, 2025 at 9:00 a.m.



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

**February 13, 2025
8:00 a.m. – 10:00 a.m.
Council Chambers Meeting Room**

Those Directors on the Board of Management were:

Kathie Lycett:	Chair
Sarah Cooling:	Vice Chair
Timmi Brady	Sent regrets
Zack Thibaudeau	Treasurer
Ryan Huntley:	Council Representative

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

The Chair called the meeting to order at 8:01 a.m.

- 3. Approval of the Agenda:**

Motion to Approve the amended Agenda

Moved by: Ryan Huntley
Seconded by: Zack Thibaudeau

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

Delegation of Brittany Markovski, Nexicom, on proposal for the new website to be deferred to the March meeting.

7. Minutes

7.1. Minutes of the Meeting held Thursday January 9, 2025

Motion to Approve Minutes.

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

8. Business arising from the Minutes

None

9. Reports

1. Treasury Report (Zack)

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

Deposits January 2025: \$0

Cheques Cleared January 2025: \$3,172.13

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

Motion to receive the Treasury report moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

9.1.2 Cheque Requisitions

None

9.1.3 Filming Revenue Update

No expectation of further filming at this time.

9.1.4 Eventbrite Verification

The Chair and Treasurer continue to work on resolving the Eventbrite Verification issue.

9.1.5 Budget Review

The Finance Department sent a report on actuals vs. budgeted for 2024, however it has not yet been reconciled as Eventbrite deposits have not been finalized, as such they Budget Review will be deferred.

Motion to Receive Reports moved by: Sarah Cooling

Seconded by: Ryan Huntley

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

Nothing to Report at this time.

10.2 Marketing Committee Update (Timmi)

The Marketing Committee is currently working on the Door Hangers and will be meeting next Wednesday or Thursday in the morning. Kathie is organizing this meeting.

Timmi is currently taking a leave of absence from both 4th Line and the Board of Management, however she will continue to work on the Marketing Committee. The Board recognized Kim Blackwell of 4th Line Theatre as a replacement for Timmi Brady.

10.3.Events (All)

10.3.1.Confirm 2025 Event Schedule

- Saturday, April 19th - Easter/Spring Event - Road Closures requested for King Street East between Tupper and Union Streets, and, all of Needler's Lane
- Thursday, July 24th - Ladies Night - Road Closure requested for King Street East between Tupper and Union Streets
- Saturday, December 6th - Christmas Event - Road closures requested same as Christmas Event 2024

10.3.2.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 March 2025 BIA Meeting.

10.3.3.BIA Breakfast

To be taken on by the Marketing Committee.

10.4.Associate Membership

None.

**10.5. Set Policies for Board of Management and Membership Meetings re:
Attendance, quorum, voting and reporting.**

Deferred. The Chair and Vice Chair will meet to discuss and draft these policies, to be discussed at the March meeting.

10.6. OBIAA Conference 2025

It is unclear if anyone will be attending the conference this year. It will be determined at a later date.

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

Carried

11. Correspondence

None.

12. Adjournment

Motion to adjourn at 8:45 a.m. by: Zack Thibaudeau
Seconded by: Ryan Huntley

Carried

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

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair