



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

Thursday, June 12, 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
7. Minutes
 - 7.1 Minutes of Meeting April 10, 2025
8. Business Arising from the Minutes
 - 8.1. Placement of the Bike Rack
9. Reports
 - 9.1 Treasury Report
 - 9.1.1. Bank Account Activity

Opening Balance April 1, 2025: \$74,753.75
Cheques Cleared April: \$50.00; \$185.34
Deposits April: none
Closing Balance April 29, 2025: \$74,518.41

Opening Balance May 1, 2025 - \$74,518.41

Cheques Cleared May: \$2,547.02

Deposits May: none

Closing Balance June 1, 2025 - \$71,971.39

9.1.2. Cheque Requisitions

From May:

Mitchel's Cake and Chocolate Company - Reimbursement for Balloon Artist
(Easter Event) \$254.00 01-25-299-29009-6150

Nancy Robinson - Decorating Committee \$404.41 01-25-299-00000-6224

Rosemary Bushell - Decorating Committee \$11.28 01-25-299-00000-6224

Sherline Challice - Decorating Committee \$6.77 01-25-299-00000-6224

Millbrook Times - Easter Event Advertising \$226.00 01-25-299-29009-6126

100 Acre Brewing - BIA Social (Advertising) \$131.97
01-25-299-00000-6128 **THIS CHEQUE NEEDS VOIDED. It will now be a
reimbursement to Zack Thibaudeau.**

Millbrook Lions - Car Show (Fishing Derby in place of) \$200.00
01-25-299-29001-6126

Mitchel's Cake and Chocolate Company - BIA Social (Advertising) \$250.00
01-25-299-00000-6128

For June:

Susan Rice - Decorating Committee - \$239.48 01-25-299-00000-6224

Rosemary Bushnell - Decorating Committee - \$5.64 01-25-299-00000-6224

Zachary Thibaudeau - BIA Social (Advertising) - \$131.97
01-25-299-00000-6128

Ryan Huntley - BIA Social (Advertising) - \$50.00 01-25-299-00000-6128

Johnston's Greenhouse - Summer Planters - \$2355.03
01-25-299-00000-6214

Millbrook Times - Advertising - \$226.00 01-25-299-00000-6128

Millbrook Mercantile - BIA Social (Advertising) - \$339.00
01-25-299-00000-6128

Kathie Lycett - BIA Social (Advertising) - \$425.76 01-25-299-00000-6128

- 10. General Business
 - 10.1 Decorating Committee Update
 - 10.2 Marketing Committee Update
 - 10.3. Events
 - 10.3.1. Ladies' Night
 - 10.4. Associate Membership
- 11. Correspondence
- 12. Adjournment

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



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

April 10, 2025
9:00 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
	Zack Thibaudeau	

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 9:01 a.m.

- 3. Approval of the Agenda:**

Motion to add 10.6 to the Agenda concerning the positioning of the bike rack and 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

None

7. Minutes

7.1. Minutes of the Meeting held Thursday February 13, 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 March 1, 2025: \$75,020.43

Cleared

\$266.68

Total - \$266.68

Deposits

None.

Closing Balance March 31, 2025

\$74,753.75

Motion to receive the Treasury report moved by: Ryan Huntley
Seconded by: Sarah Cooling

Carried

9.1.2 Cheque Requisitions

Jeanne Shields (Decorating Committee) \$185.34. 01-25-299-00000-6224 - Decorating Committee - Spring Decor for spring planter boxes

Motion to approve Treasury Report and pay cheque requisition

Moved by: Kathie Lycett
Seconded by: Ryan Huntley

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee is hard at work completing the spring baskets and organizing the summer baskets. Johnson's has agreed to do the planters.

10.2 Marketing Committee Update

There is currently no marketing committee in operation. John Stewart is the only current member of the marketing committee.

10.2.1 New Website Proposal

Brad Guitard has provided information on the approximate price for a new website. The marketing committee will be meeting to discuss this issue at a later date upon the return of Timmi Brady.

10.2.2 Bench at Harvest Community Park Marketing proposal

There was discussion about the benefits of using this bench as an advertising platform for local businesses and the BIA, however it is a pre-mature conversation as there is currently no marketing committee, as such this issue is to be deferred.

10.2.3 Publication of Schedule of Events

There was discussion about publishing the schedule of events, despite the possibility of certain events not happening. It was decided to proceed with publication and Kathie Lycett, Chair, will ask Brittany (Nexicom) to send the digital copy of the proposed event schedule minus the car show which has definitely been cancelled.

10.3.Events (All)

10.3.1.Easter in the Village- April 19

Easter in the Village will proceed on the scheduled day without any street closures.

10.3.2. Lion's Classic Car Show- July 6

This event has been cancelled.

10.3.3.BIA Breakfast

This event was cancelled. Kathie Lycett (Chair) and Zack Thibaudeau will organize another event to be scheduled at night. More information will be provided shortly.

10.3.4.Ladies Night Event Organizer Volunteer

There will be a call put out for Ladies night volunteers to work on this event.

10.4.Associate Membership

None.

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

Nothing to report at the moment. Deferred.

10.6.Bike Rack

Ryan Huntley has agreed to speak with Chris Allison regarding the Bike Rack.

11. Correspondence

The BIA received a letter from the Lion’s President, Janet Kennedy, regarding the cancellation of the Car Show. The Lion’s are asking that the \$200.00 that the BIA agreed to donate towards advertising for the Car Show, be re-allocated to go towards the cost of porta potty’s for the Fishing Derby.

Motion to accept reports and reallocate \$200.00 to Fishing Derby costs moved
by: Sarah Cooling
Seconded by: Zack Thibaudeau

Carried

12. Adjournment

Motion to adjourn at 9:54 a.m. by: Ryan Huntley
Seconded by: Zack Thibaudeau

Carried

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

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair