



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

**Thursday, July 10, 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 June 120, 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 June 1, 2025- \$71,971.39

Deposits: none

Cheques Cleared:  
\$131.97  
\$2355.03

\$425.76  
\$239.48  
\$5.64  
\$11.28  
\$339.00  
\$226.00  
\$226.00  
\$504.00

Closing Balance June 30, 2025 - \$67,507.23

9.1.2. Cheque Requisitions

Lori Wilson (Decorating Committee) - \$4.50 01-25-299-00000-6224  
Community Care Millbrook (Advertising) - \$200.00 01-25-299-00000-6128 Opening

10. General Business

- 10.1 Decorating Committee Update
  - 10.2 Marketing Committee Update
  - 10.3. Events
    - 10.3.1. Fall Festival
  - 10.4. Associate Membership
11. Correspondence  
12. Adjournment

**Next Meeting Date – August 14, 2025 at 9:00 a.m.**



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

**June 12, 2025**  
**9:00 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
Zack Thibaudeau	Treasurer
Ryan Huntley:	Council Representative

- 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 approve the 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 April 10, 2025**

Motion to Approve Minutes.

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

**Carried**

**8. Business arising from the Minutes**

**8.1. Placement of the Bike Rack**

Ryan Huntley indicates that he has spoken with Chris Allison and the Bike rack is currently in storage. Now that there are patios placed out on King Street, it leaves two half parking spots that may work. Ryan to follow up with Chris Allison to determine where it makes the most sense to place the bike racks.

Motion for Ryan to give Chris direction to place the bike racks in either of the 2 half spots on King Street, failing which the CMCC will be looked at as an appropriate spot for the Bike Rack.

Moved by: Kathie Lycett

Seconded by: Zack Thibaudeau

**Carried**

**9. Reports**

**1. Treasury Report (Zack)**

**9.1.1 Bank Account Activity as of April 1, 2025: \$74, 753.75**

**Cheques Cleared in April: \$50.00; \$185.34**

**Deposits April: None**

**Closing Balance April 29, 2025: \$74,518.41**

**Opening Balance as of May 1, 2025: \$74, 518.41**

**Cheques Cleared in 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

Motion to approve Treasury Report and pay cheque requisition

Moved by: Sarah Cooling  
Seconded by: Ryan Huntley

**Carried**

## **10. General Business**

### **10.1 Decorating Committee Update (Ryan)**

The Decorating Committee installed the planters on June 2, 2025 and the hanging baskets are up and it all looks wonderful.

## **10.2 Marketing Committee Update**

The Social event we well and had a fairly good turnout.

## **10.3.Events (All)**

### **10.3.1.Ladies Night**

Ladies Night has been cancelled due to a lack of volunteers. A Facebook Notification needs to go out on Facebook and the website regarding the cancellation of the event.

The Marketing Committee may want to look at hiring an event co-ordinator to put on a Fall Event. The Marketing Committee will meet to discuss the feasibility issue.

## **10.4.Associate Membership**

None.

## **11. Correspondence**

The BIA received a letter from Community Care regarding their upcoming Golf Tournament. We have been asked for hole sponsorship.

Motion to accept reports and sponsor \$200.00 for the Community Care Golf

Tournament moved by: Sarah Cooling

Seconded by: Ryan Huntley

**Carried**

## 12. Adjournment

Motion to adjourn at 9:34 a.m. by: Ryan Huntley  
Seconded by: Zack Thibaudeau

**Carried**

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

X

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Kathie Lycett  
Chair

X

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Sarah Cooling  
Co-Chair