



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

September 25, 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 Thibaudreau	Treasurer
Kim Blackwell	Regrets
Stacey Knight	Regrets
Ryan Huntley:	Council Representative

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

The Chair called the meeting to order at 9:02 a.m.

- 3. Approval of the Agenda:**

Motion to approve the Agenda

Moved by: Zack Thibaudreau

Seconded by: Ryan Huntley

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

Wendy Bannerman had intended to present on Christmas in the Village, but will instead speak with the Marketing Committee. Kathie Lycett did indicate that Wendy was interested in organizing a Festival of Trees event. The Township was asked if they would consider allowing the BIA to do this at the Old School. Brigid will check to see if this is a possibility but she would need to know the space requirements. The marketing committee would be pleased to meet with Wendy Bannerman to discuss Budget and Logistics.

7. Minutes

7.1. Minutes of the Meeting held Thursday July 10, 2025

Motion to Approve the Minutes.

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

8. Business arising from the Minutes

None.

9. Reports

1. Treasury Report (Zack)

1.1. Bank Account Activity as of August 1, 2025

Opening Balance August 1, 2025: \$66,848.32

Cheques Cleared. \$200

Closing Balance as of August 31, 2025 \$66,648.32

9.1.2. Cheque Requisitions

Just in Time Sanitation (porta potties for Fall Festival) GL01-25-299-29009-6150
\$542.40

Ryan Huntley (reimbursement for Fall Festival Insurance) GL01-25-299-29009-6150
\$692.67

Lindsay Hovermale (Fall Festival Entertainer) GL01-25-299-29009-6150 \$850.00

Motion to approve Treasury Report

Moved by: Sarah Cooling
Seconded by: Kathie Lycett

Carried

10. General Business

10.1 Decorating Committee Update (Ryan)

The Decorating Committee has submitted their budget for 2026. The BIA members will review the proposed budget at the upcoming Budget Meeting.

Zack to ask the Decorating Committee if they would be interested in decorating the stage for the fall festival, with a proposed budget of \$200.00.

We will be asking the Decorating Committee to provide us with a budget for 2026.

10.2 Marketing Committee Update

The Marketing Committee met regarding the Fall Festival. Zack spoke with respect to the budget. Thanks go out to Amy LeClaire re: planning the Chaulk Obstacle and the Creating and posting Marketing materials.

10.3.Events (All)

10.3.1.Fall Festival – October 4, 2025

The Fall Festival is currently being worked on by the Marketing Committee:

- Volunteers are needed on the day of the event and Ryan Huntley has agreed to manage this.
- We have an opening where no music is planned during the event and Zack will reach out to Riley to see if we can get anyone.
- Kathie has spoken with Children's Entertainers
- Zack has booked Riley Farmer at a cost of approx. \$1600
- Porta Potties are booked
- SOP has been obtained
- Musicians are booked
- Road will be closed 12-8
- Insurance has been secured
- The Town will provide the flatbed truck for a stage, as well, as the generators.
- The Lions food Truck will be in attendance and Pies by Zach will also be there.
- Non-Profits have been invited to set up booths at the event free of charge

10.3.2.Get Your Spook On

Local businesses have indicated that this is a very well attended event and that the cost of candy has gotten expensive. Businesses have asked for support from the BIA with this cost.

Zack and Ryan to co-ordinate buying candy to supply to local businesses.

10.3.3.Annual General Meeting

A Budget meeting will be held after Fall Festival but before our November 2025 meeting to prepare next year's budget. The AGM will tentatively be held at Millbrook Valley Funeral Home on November 26, 2025 between 6 p.m. and 8 p.m.

Motion to receive all reports

Moved by: Ryan Huntley

Seconded by: Zack Thibaudeau

Carried

11. Correspondence

None.

12. Adjournment

Motion to adjourn at 9:58 a.m. by: Zack Thibaudeau

Seconded by: Sarah Cooling

Carried

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

   SSzEYQ4biNO5SNEI2W0W0Ct+ Oct 10, 2025, 08:08 AM EDT

Kathie Lycett
Chair

   Zrd9uX5xSWSJ/fiB59PTyww Oct 09, 2025, 03:22 PM EDT

Sarah Cooling
Co-Chair