



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

Thursday, October 9, 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 September 25, 2025
 8. Business Arising from the Minutes
 9. Reports
 - 9.1 Treasury Report
 - 9.1.1. Bank Account Activity
- Opening Balance September 1, 2025 \$66,648.32
- Cheques Cleared
\$692.67
\$385.00
\$226.00
- Closing balance September 30, \$65,344.65

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

New Cheques

Cody & Kelsey's Veggy Patch - 01-29-299-29009-6274 \$260.00
Millbrook & District Lions - 01-25-299-29009-6150 \$177.50
Stacey Knight - 01-25-299-29009-6150 \$400.00
RCL Branch 402 - 01-25-299-00000-6131 \$200.00
Kathie Lycett - 01-25-299-29009-6150 & 6274 \$777.17
Ryan Huntley 01-25-299-29009-6150 \$150.00
Susan Rice 01-25-299-00000-6224 \$1315.17
Lori Wilson 01-25-299-00000-6224 \$371.26
Jeanne Shields 01-25-299-00000-6224 \$208.59
Liz Avery 01-25-299-00000-6224 \$12.98
Cheryl Van Schyndel 01-25-299-00000-6224 \$149.59
Nancy Robinson 01-25-299-00000-6224 75.43

9.1.3. 2026 Budget (review of 2025 budget)

10. General Business

- 10.1 Decorating Committee Update
- 10.2 Marketing Committee Update
- 10.3. Events
 - 10.3.1. Fall Festival – Wrap Up
 - 10.3.2. Get Your Spook On
 - 10.3.3 Christmas in the Village
 - 10.3.4 AGM- November 26, 2025

11. Correspondence

12. Adjournment

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



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 Thibaudeau	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 Thibaudeau
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.

X

Kathie Lycett
Chair

X

Sarah Cooling
Co-Chair

Millbrook BIA 2025 Proposed Budget

BIA Administration

Revenue	
Conditional Grant/Associate Membership	600
Unconditional Grant/Film Revenue	0
Donations	0
Misc Revenue	0
AGM/Events Revenue	0
Levy 12% Increase	18000
From Reserve Funds	13390
R/O Prior Yr Transfer	18600
Total Revenue	
Expense	
Seminar/Conferences	1500
Mileage	300
AGM/Events	500
Marketing/Promo	6940
Legion & Community Care	400
Contracted Services	5900
Building Repairs/ Maintenance	0
Summer Planters/ Beautification	2650
Decorating Committee	4250
Memberships	250
BIA Breakfast Expense	300
Total Expense	22990

Events

Car Show	
Revenue	0
Expense	
Advertising	200
Revenue Minus Expense	(200)
Christmas in the Village	
Revenue	
Vendors	600
Expense	
Advertising	0
Contracted Services	2100
Materials and Supplies	900
Revenue Minus Expense	(2400)
Ladies Night	
Revenue	
Vendors	1350
Expense	
Advertising	0
Contracted Services	1500
Materials and Supplies	350
Revenue Minus Expenses	(500)

Fall Festival	
Revenue	
Vendors	600
Expenses	
Contracted Services	6000
Insurance and License	200
Materials and Supplies	300
Revenue Minus Expenses	(5900)

Breakdown

Total Revenue - \$21,150

Total Expenses - \$34,540

Expense over Revenue from reserve funds - \$13,390