

DOWNTOWN CARLETON
PLACE BIA BOARD
MEETING MINUTES



Thursday, January 16, 2025

5:45 p.m.

Attendance: Sarah Cavanaugh (Chair), Mark Lovell (Vice-Chair), Paisley Woods (BIA Coordinator), Madison Barr (Director), Chanel Murray (Director), Dena Comley (Member), Petra Graber (Member), Christa Lee (Member), Linda Seccaspina (Member), Andrew Valley (BIA Office Assistant/Recording Secretary).

Regrets: Robert Probert, Mark Hinton.

MINUTES

1. **Call to Order** – Sarah Cavanaugh called the meeting to order at 5:49 p.m.
2. **Declaration of Pecuniary Interest/Conflict of Interest and General Nature Thereof** – None.
3. **Business Arising from Previous Minutes :**
Reserves Policy Meeting
Date of meeting still to be determined.
4. **Minutes from the November 28, 2024 Meeting** – No changes.
Motion:
To approve the draft minutes of the November 28, 2024 meeting.
Mover: Mark Lovell
Second: Chanel Murray
Carried.
5. **Budget Presentation** – Presentation of the proposed 2025 BIA Budget was led by Paisley Woods. The presentation highlighted key financial priorities, including proposed expenditures on marketing, events, beautification, and operational costs. Detailed line items were shared, and members had the opportunity to ask questions and provide feedback.

6. **Budget Discussion** - The discussion was marked by a high level of engagement and constructive dialogue among attendees. Questions were insightful and focused on ensuring the budget aligned with the association's strategic goals, while suggestions reflected a strong commitment to the betterment of the downtown area. This collaborative approach fostered consensus-building and reinforced the shared vision of the members.

7. **Motion to Approve 2025 Draft Budget**

Motion:

To approve the proposed draft budget as the Downtown Carleton Place BIA's official budget for 2025.

Mover: Mark Lovell

Second: Madison Barr

Carried.

8. **Adjournment** - 7:25 p.m.

Mover: Chanel Murray

Second: Mark Lovell

Carried.

