



**Downtown Simcoe Business Improvement Area
Board of Management Meeting**

DATE: Wed. September 11, 2024 **TIME:** 12:00 PM

LOCATION: Simcoe BIA Office, 26 Peel St., Simcoe

AGENDA

1. **12:00 PM** Welcome and Meeting Called To Order
2. **12:00 PM** Approval of the Agenda
3. **12:05 PM** Pecuniary / Conflict of Interest Declarations
4. **12:10 PM** Acceptance of Board Meeting Minutes – August 14, 2024 (5 min)
5. **12:15 PM** Business Arising From The Minutes (5 min)
6. **12:20 PM** Correspondence (10 min)
 - a) Routes to Roots Film Festival Sponsorship Request (see attached)
 - b)
7. **12:30 PM** Committee Reports for Board Discussion (15 min)
 - a) Executive Committee – Did not meet
 - b) Communications / Special Events – Meeting held on September 9
 - c) Beautification Committee – Meeting held on September 3
8. **12:45 PM** Financial Report (10 min)
 - Cheque Report for the Month of August (see attached)
 - 2024 Budget and Projections to Year End August 31, 2024 (see attached)
9. **12:55 PM** Other Business / Round Table (30 min)
 - a) Update on Board Vacancies (4) and Board Member Recruitment
 - b) The 2025 Proposed “Draft” Operating Budget For Review and Approval
 - c) Update on Part Time Position for Marketing and Digital Services
 - d) Update on the Norfolk Apple Fest
 - e) Update on the “Welcome” Packages for New and Existing Businesses
 - f) Update on Creating An Art Incubator Site in Simcoe
 - g) Simcoe BIA Annual Meeting – Date and Time
10. **1:25 PM** Next Meeting Dates (5 min)
 - Board of Management Meeting – Wednesday October 9, 2024 – 12:00 PM
 - Beautification Committee Meeting – Tuesday October 8, 2024 – 1:30 PM
 - Communications/Events Committee Meeting – Monday October 7, 2024 - 9:00 AM
 - Executive Committee Meeting – At the Call of the Chair
11. **1:30 PM** Adjournment