



**Downtown Simcoe Business Improvement Area (BIA)
Board of Management Meeting**

DATE: Wed. December 13, 2023 **TIME:** 12:00 PM

LOCATION: JK's Restaurant, 9 Norfolk Street South, Simcoe

AGENDA

1. **12:00 PM** Welcome / Review of Agenda / Declaration of Pecuniary Interest (5 min)
2. **12:05 PM** OPP Report – Shauna Poulton (5 min)
3. **12:10 PM** Sue Gardner, Norfolk County Economic Development (10 min)
4. **12:20 PM** Q&A With Norfolk County Treasurer Amy Fanning and Rob Fleming (15 min)
5. **12:35 PM** Acceptance of Board Meeting Minutes – November 8, 2023 (5 min)
6. **12:40 PM** Business Arising From the Minutes (10 min)
7. **12:50 PM** Correspondence (5 min)
8. **12:55 PM** Financial Report (10 min)
10. **1:05 PM** Committee Reports for Board Discussion (10 min)
 - a) Executive Committee
 - b) Communications/Special Events
11. **1:15 PM** Other Business / Round Table (25 min)
 - a) Attendance Policy For Board Members
 - b) Purchasing Policy – **DRAFT Policy** attached – Sent to Treasurer Nov. 17, 2023
 - c) Update on Draft RFP for Digital Services
 - d) 2023 Budget and Projections to Year End as of November 30, 2023 - attached
 - e) Wayfinding Signage – Establish committee to include reps from Norfolk County Roads Dept. and Planning Dept. to begin in January 2024 – **2 volunteers from the Board to sit on the committee**
 - g) Schedule of Board Meetings for 2024 – see attached
12. **1:30 PM** Adjournment

NEXT MEETING: Wednesday January 10, 2024, at 12:00 pm

LOCATION: To Be Determined