



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

DATE: Wednesday November 8, 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** Norfolk County Economic Development: Sue Gardner (10 min)
4. **12:20 PM** Acceptance of Board Meeting Minutes – October 13, 2023 (5 min)
5. **12:25 PM** Business Arising From the Minutes (10 min)
6. **12:35 PM** Correspondence (5 min)
 - a) Panorama – Request for 2023 sponsorship
 - b) Canadian Cancer Society – Request for sponsorship for their ABBA Show February 18, 2024
 - c) Letter from the Norfolk County Clerk regarding concern about correspondence received may be in violation of the Norfolk County Code of Conduct
7. **12:45 PM** Financial Report (10 min)
8. **12:55 PM** Committee Reports for Board Discussion (10 min)
 - a) Executive Committee – **Motion to have suggested agenda items for the Board meetings forwarded to the Executive Committee for review**
 - b) Committee of the Whole - Did not meet
9. **1:05 PM** Other Business / Round Table (25 min)
 - a) Update on Q&A Meeting With Norfolk County Treasurer Amy Fanning
 - b) Update On The Plaque For Larry Dawson
 - c) 2023 Budget and Projections to Year End as of October 31, 2023 - attached
 - d) Update On The Candy Cane Crawl November 25, 2023 – 11 am to 2 pm
 - e) Discussion About the RFP Process for Digital Services
 - f) Wayfinding Signage – Establish committee to include reps from Norfolk County Roads Dept. and Planning Dept. to begin in January 2024
 - g) Establish Sub Committees versus Committee of the Whole. Written updates to be provided to Board members at end of the month, between Board meetings.
 - h) Policy For Email Correspondence With Board Members and External Parties
 - i) Proposed Christmas Closing for Discussion – Dec. 22 (close at 1:30)-Jan. 8 (reopen)
 - j) Discussion About Day and Time of Board Meetings
10. **1:30 PM** Adjournment

NEXT MEETING: Wednesday December 13, 2023. LOCATION: To Be Determined