



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

**DATE:** Wed. November 13, 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 – October 9, 2024 (5 min)
5. **12:15 PM** Business Arising From The Minutes (5 min)
6. **12:20 PM** Correspondence (10 min)
  - a) Letter from T. Rodrigues, Deputy County Clerk, regarding location of board meetings
  - b) Letter From Kathy-Ann Fearon re Resignation From the Simcoe BIA Board of Mgmt
7. **12:30 PM** Election of Officers for the Simcoe BIA Board of Management (see attached notes)
  - a) Chair
  - b) Vice Chair
  - c) Treasurer
8. **1:00 PM** Committee Reports for Board Discussion (15 min)
  - a) Executive Committee – Did not meet
  - b) Beautification Committee – Meeting held on October 1, 2024
  - c) Communications/Events Committee – Meeting held on October 9, 2024
9. **1:00 PM** Financial Report (10 min)
  - Cheque Report for the Month of October (see attached)
  - 2024 Budget and Projections to Year End October 31, 2024 (see attached)
10. **1:10 PM** Other Business / Round Table (30 min)
  - a) Responsibilities of the Board and Board Members and Job Descriptions (see attached)
  - b) DRAFT Policy For Diversity, Equity and Inclusion (see attached)
  - c) Location For The Board of Management Meetings
  - d) Canada Summer Jobs Program – Information will be provided at the meeting
  - e) Update on the 2023 Audit
  - f) Christmas Closure for the BIA Office – December 23 to January 5, Open January 6
11. **1:25 PM** Next Meeting Dates (5 min)
  - Board of Management Meeting – Wednesday December 11, 2024 – 12:00 PM
  - Beautification Committee Meeting – Tuesday December 3, 2024 – 1:30 PM
  - Communications/Events Committee Meeting – Wed. December 11, 2024 – 11:30 AM
  - Executive Committee Meeting – At the Call of the Chair
12. **1:30 PM** Adjournment

