[Insert BIA Name] Board of Management Meeting Agenda

**Date:** [Insert Date]

**Time:** [Insert Meeting start time]

**Location:** [Insert Location]

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| **Agenda Item** | **Action(s)** |
| **1. Welcome** | [Insert Meeting start time] |
| **2. Attendance and Confirmation of Quorum**  | Quorum met.  |
| **3. Declaration of Conflicts** * Declare any Conflicts of Interest
 |  |
| **4. Approval of Meeting Agenda - [Insert meeting date]*** To be reviewed prior to the meeting.
 | **Motion: Approve [meeting date] agenda.**  |
| **5. Approval of Meeting Minutes – [Insert meeting minutes date]*** To be reviewed prior to the meeting.
 | **Motion: Approve and adopt [meeting minutes date] Minutes.**  |
| **6. Treasurer’s Report – [Insert Treasurer’s Report date]** * To be reviewed prior to the meeting.
 | **Motion: Approve and adopt [Treasurer’s Report date] Treasurer's Report.** |
| **7. Streetscape Committee Report** | **Motion: If any** |
| **8. Marketing Committee Report**   | **Motion: If any** |
| **9.**  **[Committee Name] Committee Report**   | **Motion: If any** |
| **10. New Business** | **Motion: If any** |
| **11. Adjournment**  | **Motion: Adjourn Meeting.**  |