[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.** |