

[Insert BIA Name] Board of Management Meeting Agenda

Date: [Insert Date]

Time: [Insert Meeting start time]

Location: [Insert Location]

Agenda Item	Action(s)
1. Welcome	[Insert Meeting start time]
2. Attendance and Confirmation of Quorum	Quorum met.
3. Declaration of Conflicts <ul style="list-style-type: none">Declare any Conflicts of Interest	
4. Approval of Meeting Agenda - [Insert meeting date] <ul style="list-style-type: none">To be reviewed prior to the meeting.	Motion: Approve [meeting date] agenda.
5. Approval of Meeting Minutes – [Insert meeting minutes date] <ul style="list-style-type: none">To be reviewed prior to the meeting.	Motion: Approve and adopt [meeting minutes date] Minutes.
6. Treasurer’s Report – [Insert Treasurer’s Report date] <ul style="list-style-type: none">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.

