[Insert BIA Name] Board of Management Meeting Minutes

**Date:** [Insert Date]

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

**Location:** [Insert Location]

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| --- | --- |
| Attendance | [Insert Board Member Names and Title] |
| Regrets | If any [Insert Board Member Names and Title] |
| Absent | If any [Insert Board Member Names and Title] |
| Staff | [Insert Staff Name] |
| Guests | If any [Insert Guest names and business] |

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| **Agenda Item** | **Action(s)** |
| **1. Welcome**  Chair welcomed the Board and guests. Chair went through meeting protocols.  Chair recited the [City of Toronto Land Acknowledgement](https://www.toronto.ca/city-government/accessibility-human-rights/indigenous-affairs-office/land-acknowledgement/) | [Insert Meeting start time] |
| **2. Attendance and Confirmation of Quorum** | Quorum met. |
| **3. Declaration of Conflicts**   * Include details of any Conflicts of Interest (if any) | No conflicts were declared. Meeting was called to order. |
| **4. Approval of Meeting Agenda - [Insert meeting date]** | **Motion: Approve [meeting date] agenda.**  Moved: [Insert Director Name and Title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **5. Approval of Meeting Minutes – [Insert meeting minutes date]**     * Include any comments and/or amendments | **Motion: Approve and adopt [meeting minutes date] Minutes.**  Moved: [Insert Director Name and Title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **6. Treasurer’s Report – [Insert Treasurer’s Report date]**   * Include any comments and/or amendments | **Motion: Approve and adopt [Treasurer’s Report date] Treasurer's Report.**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **7. Streetscape Committee Report**   * Include Committee report details, comments and/or Board direction | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **8. Marketing Committee Report**   * Include Committee report details, comments and/or Board direction | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **9.**  **[Committee Name] Committee Report**   * Include Committee report details, comments and/or Board direction | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **10. New Business**   * Section is for open discussion of any topics not included within the Meeting Agenda * Include relevant details and/or comments | **Motion: If any**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |
| **11. Adjournment**  Meeting adjourned at [Insert meeting end time] | **Motion: Adjourn Meeting.**  Moved: [Insert Director Name and title]  Seconded: [Insert Director Name and Title]  *Carried.* |