[Insert BIA Name] Board of Management Meeting Minutes

**Date:** [Insert Date]

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

**Location:** [Insert Location]

|  |  |
| --- | --- |
| 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] |

|  |  |
| --- | --- |
| **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.* |