



**DRAFT MEETING AGENDA  
REGULAR MEETING OF THE UXBRIDGE BIA BOARD OF MANAGEMENT  
THURSDAY, MAY 2nd 7:00 p.m.  
LOCATION: SCRIBES' ROOM (UXBRIDGE MUNICIPAL OFFICES)  
UXBRIDGE, ONTARIO**

**1.0 CALL TO ORDER**

**2.0 APPROVAL OF DRAFT AGENDA**

**3.0 DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**4.0 ADOPTION OF MINUTES**

4.1 Review and approval of minutes from April 2<sup>nd</sup>, 2019

**5.0 GOAL PLANNING**

5.1 Discussion: Goals for 2019, what do we want to accomplish by December 31<sup>st</sup>?

5.2 BIA Mission Statement

**6.0 PORTFOLIO UPDATES**

6.1 Beautification

6.2 Events Christmas Market – update from Committee

**7.0 FINANCE/BUDGET**

**8.0 OTHER BUSINESS**

9.1 Communication:

- Internal Communication
- Email Newsletter (update on master list revisions)
- Communication with other groups (i.e. Chamber, Council, Tourism)

9.2 Culvert Concerns

- What are businesses concerned about? What can we do to assist?
- Schedule – what do we know?
- Review – [www.idigelgin.com](http://www.idigelgin.com) (ideas to promote shopping during construction)

9.3 Business Event Submission

- Process for businesses to submit their events to us for sharing/promotion (online submission form?)
- Guidelines to ensure that all get fair chance to get promoted
- How many times will it be shared? Can we commit to having at least one BIA person at each event?

9.4 Social Media

- Tagging BIA in posts for sharing
- Follow all business Instagram accounts – add form to website for people to submit their social channels?

9.5 Business to Business Discounts

**10.0 NEW BUSINESS**

**ADJOURNMENT**

Next BIA Board Meeting: Tuesday, June 4<sup>th</sup> 2019