

**Town of Tecumseh Business Improvement Area (TOTBIA)
Board of Management Regular Meeting
Agenda**

Date: Wednesday, January 22, 2025, 6:00 pm
Location: Tecumseh BIA Office
12122 Tecumseh Rd. E. Unit 2
Tecumseh, ON

	Pages
A. Call to Order	
B. Roll Call	
C. Disclosure of Pecuniary Interest	
D. Delegations	
E. Communications	
1. TOTBIA Board of Management Meeting Minutes	3 - 7
F. Reports	
1. Chair Report	8 - 9
Executive election	
2. Treasurer Report	
December 2024 financials	
3. Coordinator Report	10 - 10
Administrator job posting	
4. Council Report	
5. Committee Reports	
a. Marketing (including Events) & Beautification Committee	11 - 22
Social media and digital marketing plan.	
b. Membership & Governance Committee	23 - 38
New Board member package, Volunteer application & agreement, Associate Membership form & invoice template, new business member resources.	
Microsoft 365 setup	

G. Unfinished Business

39 - 41

Bookkeeping plan

H. New Business

I. Next Meeting

J. Adjournment