

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

Date: Wednesday, April 17, 2024, 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.	Supplementary Agenda	
G.	Reports	
	1. Chair Report	8 - 10
	2024 Operating Budget	
	2. Treasurer Report	
	Overview of February and March 2024 financials	
	3. Coordinator Report	
	Updates: Tecumseh Lakeshore branding, Toto Cafe grand opening, My Main Street grants, BIAs meeting, 2023 Year-End Financials, Chopstix grand opening, spaces for lease.	
	Opportunities: Tourism Windsor Essex Pelee Island, Small Business & Entrepreneurship Centre, TownePlace Suites (Marriott).	
	4. Council Report	
	5. Committee Reports	
	a. Marketing Committee	11 - 15
	Social media results & plan, new Facebook page, Google Ads campaign.	

- b. Membership Committee
Membership packages, associate members.
- c. Beautification Committee 16 - 16
Town collaboration, main street light post banners, Christmas tree light displays, new town storage facility.
- d. Events Committee
Mixers, new Tecumseh Dollars gift card launch, night market, Taste of Tecumseh (Optimist collaboration), Wings for Life (sponsorship opportunity).
- e. Governance Committee
Update re: reserve, direct deposit, meal & travel allowance, password management.

Regular meeting schedule, Annual General Meeting, constitution, live-stream board meetings, electronic signatures for bills, cashless office, board recruitment, committees, communication, data, electronic maintenance & clean-up, shredding (MOU).
- f. Tecumseh Dollars Committee
Registration, budget, discount, online system, sales frequency, exchange incentive, WFCU, onboarding, learnings & education, spreadsheet clean-up.

H. Unfinished Business

Windsor Rock Gym, murals, Tecumseh Dollars donation budget.

I. New Business

17 - 19

Way Finding signage, BIAs gift basket, cleaning service, Green Valley Plaza night market, area car share.

J. Next Meeting

K. Adjournment