



**London Downtown Business Association Board Meeting Agenda**  
**Zoom – May 19, 2022 at 8:30 am**

| #  | LDBA Agenda   | Lead   | Time    |
|----|---|--------|---------|
| 1  | Welcome, Confirmation of Quorum, Agenda Review, Declaration of Conflict of Interest   | Asaad  | 8:30 am |
|    | Decision Items  |        |         |
| 2  | Approval of the Board minutes of April 21, 2022 (attached)  | Asaad  | 8:31 am |
| 3  | Financial Statements (attached)   | Bonnie | 8:32 am |
|    | Other   |        |         |
| 4  | MainStreet update   | Andrew | 8:35 am |
| 5  | Governance Committee <ul style="list-style-type: none"><li>- bylaws (motion to accept)</li><li>- Board Selection Task Force update</li></ul>                  | Asaad  | 8:45 am |
| 6  | Advocacy Committee <ul style="list-style-type: none"><li>- Terms of Reference and Policy (motion to accept)</li><li>- 2022 strategic advocacy topic</li></ul> | Asaad  | 8:55 am |
| 7  | Board Dashboard   | Barb   | 9:10 am |
| 8  | Finance Committee - require new member  | Asaad  | 9:20 am |
| 9  | Board Poll - in person meetings or virtual meetings   | Asaad  | 9:25 am |
| 10 | In Camera items   | Asaad  | 9:30 am |
|    | NEXT BOARD MEETING TO BE HELD <b>June 16, 2022</b>  |        |         |
|    | LDBA MEETING ADJOURNMENT  |        |         |

**Conflict of Interest Policy**

Service above self, honesty, fairness to all, openness, transparency and accountability are the keystones of ethical behavior. From time to time, conflicts of interest will occur. Current and prospective volunteers, committee members, board members, and staff members are expected to follow this policy to ensure that these ideals are met in letter and in spirit.

**What is a Conflict of Interest?**



Each participant has a positive obligation to disclose any potential conflict of interest. A conflict of interest may arise if a board member, committee member, or staff:

- Has a personal or business “interest” which is in conflict with the best interest of the LDBA’s mandate, goals and strategic planning. A participant is usually considered to have an “interest” in an activity if they, or an immediate family member:
  - has a substantial financial interest in the activity
  - has a substantial financial interest in any organization involved in the activity
  - holds a position as a trustee, director, general manager or principal officer in an organization involved in the activity
- Uses “inside information” for personal benefit. “Inside information” is information which has not become public information and which was obtained through the participant’s work with the LDBA’s mandate, goals and strategic planning. One way to avoid conflicts of interest involving “inside information” is to make the public aware of all such information and make that information available.
- Uses his or her position with the LDBA’s mandate, goals and strategic planning to the detriment of the LDBA’s mandate, goals and strategic planning.
- Uses his or her position with the LDBA’s mandate, goals and strategic planning for personal or business benefit which is in conflict with the best interest of the LDBA’s mandate, goals and strategic planning.