



London Downtown Business Association Board Meeting Agenda
Zoom – April 21, 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	MainStreet Board members from LDBA	Asaad/Don	8:31 am
3	Approval of the Board minutes of February 17, 2022 (attached)	Asaad	8:38 am
4	Presentation of 2021 Audited Financials	Bonnie	8:39 am
5	Financial Statements (attached)	Bonnie	8:49 am
	Other		
6	Governance Committee <ul style="list-style-type: none"> - Draft bylaws discussion <ul style="list-style-type: none"> - Is the Chair to break a tie, or if it's a tie is it a failed vote (decision) - How to handle recruitment of board members as can not have terms as per City bylaw (decision) - Non-levy paying vs levy paying restrictions not allowed - Request for City bylaw changes (decision) <ul style="list-style-type: none"> - Prepaid post mail changed to email to members for AGM - Term limits for board directors - 60 day between meetings - Clarification on reimbursement of board BIA business related expenses - Board manual (motion to accept) - Conflict of Interest Policy (motion to accept) - BIA Granting letter - Board Selection Task Force update 	Asaad	8:53 am
7	Advocacy Committee <ul style="list-style-type: none"> - Terms of Reference and Policy discussion 	Asaad	9:15 am
8	Staff Key Updates	Barb	9:25 am
9	In Camera items	Asaad	9:30 am
	NEXT BOARD MEETING TO BE HELD MAY 19, 2022		
	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.