



**London Downtown Business Association
Board Meeting Agenda
Downtown London Boardroom, April 27 , 2023 at 8:45 am**

#	LDBA Agenda	Lead	Time
1	Welcome, Confirmation of Quorum, Agenda Review, Declaration of Conflict of Interest	Steve	8:45 am
	Decision Items		
2	Approval of the Board minutes of February 22, 2023 (attached)	Steve	8:46 am
3	Financial Statements (attached)	Bonnie	8:47 am
	Acceptance of Audited Financials	Bonnie	8:50 am
4	Acceptance of the Record Retention Policy	Steve	9:00 am
5	LDBA City Bylaw change - number of meetings from a minimum of 10 to 9 per year. (attached)	Steve	9:07 am
6	MSL matters - funding and staffing	Steve/Andrew	9:14 am
	Other		
8	LDBA Quarterly Report	Barbara	9:25 am
10	In Camera items	Steve	9:32 am
	NEXT BOARD MEETING: May 25, 2023 8:30am		
	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.