



BIA EXECUTIVE COMMITTEE MEETING AGENDA

**Thursday October 19, 2023, 8:00 AM
Insight Advantage
92 Talbot E Leamington**

This meeting will be in-person only. If a person wishes to address an item listed on the agenda, a person may send an electronic submission to the BIA Coordinator at coordinator@leamingtonbia.com) prior to the start of the meeting

- 1. Call to Order** (Chad Robinson)
- 2. Disclosures of Pecuniary Interest**(All)
- 3. Items for Discussion**
 - a. **Employee - Current**
 - i. Job Description
 - ii. Job Hours
 - iii. Contract
 - b. **Employee - Future**
 - i. Job Description
 - ii. Job Hours
 - iii. Contract
 - c. **Office**
 - i. Hours
 - ii. Furnishings
 - iii. Branding/Image
 - d. **Onboarding/Offboarding**
 - i. Training, Contract, Timelines, Assets
- 4. BIA Bucks**
- 5. Board Member Form**
- 6. Adjournment**
- Next meeting - TBD**