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**PRESCOTT BIA BOARD OF MANAGEMENT**

**AGENDA**

**September 9th, 2025 | 5:30 p.m.**

**Katarina’s Coffee Shop, 513 King Street West, Prescott, ON**

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1. **Call to Order**
2. **Approval of the Agenda**

Recommendation: "*That the agenda be accepted as presented*"

1. **Declarations of Interest**
2. **Delegations/Presentations**
3. **Minutes of the Previous Meeting**

Recommendation: “*That the minutes dated August 12th, 2025, be accepted as presented.*"

1. **Financial Report**

Recommendation: “*That the Financial Report be accepted as presented.*”

1. **Chair Updates**
2. **Working Group Update**
   1. **Working Group – August 19th**
      1. **Halloween Activities**

Recommendation: *“That the BIA Board of Management allocate $1000 to Halloween Activities, and direct the Working Group to finalize plans for Downtown Activations associated with Halloweentown 2025, scheduled for October 25th, 2025.”*

* + 1. **Small Business Week Discussion**

1. **Staff Updates**
   1. ***Staff Updates***
      1. *Downtown Rewards Wrap-up*
      2. *New Member Recruitment Update*
      3. *Downtown CIP Projects*
      4. *Downtown Beautification Update*
      5. *Business Milestones & Upcoming Events*
2. **Agenda Items**
   1. ***Strategic Planning***

Recommendation*: “That the BIA Board of Management approve the initiation of a strategic planning process, form a Strategic Planning Steering Group, and direct staff to prepare options and cost estimates and to report back to the Board for approval.”*

1. **Committee Roundtable** 
   1. *New Business from Members*
   2. *Upcoming Working Group Meetings*
      1. *Proposed – September 16th at 5:00 pm*
         1. *Halloween Planning*
         2. *Small Business Week Planning*
2. **Adjournment**

Recommendation: “*That the meeting be adjourned to October 14th, 2025 at 5:30 p.m.*”