

Agenda

A. **Call to Order** **7:00AM**

B. Roll Call

C. Review of Agenda by the Board and Addition of Items of New Business to the Agenda for Consideration by the Board

D. **Consent Agenda**

1. Approval of Minutes from the Board of Director's Regular Meeting – January 18, 2023
2. Approval of Minutes from the Board of Director's Special Meeting – February 8, 2023

Sample motion: "I move that we approve the consent agenda as presented."

E. Public & Partner Agencies Invited to be Heard (3 Minutes Per Person)

F. **Business/Action Items**

1. Authorization for the Board Chair to Apply for a Credit Card for the Windsor DDA for Use by Executive Director Michelle Vance with up to a \$10,000.00 Limit.

Sample motion: "I move that we authorize the Board Chair to apply for a credit card in the name of, and on behalf of, the Windsor DDA, with a credit limit of up to \$10,000.00, for use by Executive Director Michelle Vance; and further authorize the Board Chair to execute all documents and instruments necessary to obtain such credit card."

Authorization for the Board Chair to Establish a Process with the Town of Windsor for the Periodic Transfer of DDA Funds from the Town to DDA Bank Accounts for the Purpose of, and in an Amount Sufficient to, Meet Monthly DDA Payroll and Credit Card Payment Obligations.

Sample motion: "I move that we authorize the Board Chair to establish a process with the Town of Windsor for the periodic transfer of DDA funds from the Town to DDA bank accounts for the purpose of, and in an amount sufficient to, meet monthly DDA payroll and credit card payment obligations; and further authorize the Board Chair to execute all documents and instruments necessary to establish such process."

2. Creation of Bylaw Committee to Consider Various Changes and Updates to DDA Bylaws.

G. **Executive Director's Report**

H. Communications & News

1. Downtown Snow Removal Update

I. **Adjourn**
