



COMMUNITY DEVELOPMENT CORPORATION COMMUNICATION

DATE: July 16, 2025

FROM: Brenda Latham, Vice Chair

AGENDA ITEM: Discuss and consider changing the BCDC Board Meeting Schedule from Monthly to Quarterly.

SUMMARY:

At the June 11, 2025 meeting, Vice Chair Latham requested a future agenda item to discuss the feasibility of changing the BCDC meeting schedule from monthly to quarterly.

According to the BCDC Bylaws:

“Regular Meetings of the Board shall be held at such times and places as shall be designated from time to time by the Board, but not fewer than four (4) per year.”

If the Board chooses to adopt a quarterly meeting schedule, Staff recommends holding meetings on the second Wednesday of the following months:

- October
- January
- April
- July

This schedule satisfies the minimum meeting requirement outlined in the bylaws and aligns with the Town’s budgeting timeline and reporting needs.

The Board may also schedule special meetings as needed to address time-sensitive matters or other priorities that arise between regular meetings.

FISCAL INFORMATION: N/A

RECOMMENDED MOTION OR ACTION:

ATTACHMENTS: N/A