



1. PURPOSE

This policy establishes a consistent framework for subcommittees of the Downtown Development Authority (DDA) to report their activities, financials, and initiatives to the DDA board on a quarterly basis. The goal is to ensure open communication across all subcommittees so that events, marketing, and strategic efforts remain cohesive, well-coordinated, and efficient.

This reporting structure is designed to facilitate effective communication across the DDA, ensuring that no subcommittee operates in isolation. It acknowledges that subcommittee members already dedicate considerable time and effort to the community.

By maintaining communication across boards, the DDA can:

- Avoid duplication of efforts between subcommittees
- Identify opportunities for collaboration on events, marketing, and strategy
- Ensure that all initiatives support the DDA's broader strategic goals
- Maintain responsible stewardship of public resources

2. SCOPE

This policy applies to all standing and ad hoc subcommittees operating under the DDA, including but not limited to:

- Common Committee
- Buchanan Farmer's Market Board
- Buchanan Fine Arts Council

3. REPORTING POLICY

- a. Subcommittee Chair (or designee) will present a financial and general update report to the DDA quarterly, at the regularly scheduled January, March, August, and November meetings.
- b. The financial report can be an overview of revenue and expenses.
- c. The general update report should include committee activities and votes/positions taken.
- d. The January report should include a proposed yearly budget.
- e. The November report should include an annual report of the years activities, as well as priorities for goal setting in the upcoming year.
- f. Report materials should be provided to the DDA no later than one week prior to the scheduled DDA meeting.