



# COMMITTEE MINUTES

**KINGSVILLE BIA**  
**NOVEMBER 10, 2020 @ 6:16 P.M.**  
**Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville**

## **A. CALL TO ORDER**

Beth Riddiford called the Meeting to order at 6:16 p.m. with the following Members in attendance:

### **MEMBERS OF BIA BOARD:**

Beth Riddiford  
Councilor Tony Gaffan  
Councilor Laura Lucier  
Heather Brown  
Roberta Weston  
Trevor Loop  
Amanda Everaert  
Dave Debergh  
Maria Edwards  
Izabel Muzzin

### **MEMBERS OF ADMINISTRATION:**

Christina Bedal

Absent: Jason Martin

Guests: NONE

## **B. DISCLOSURE OF PECUNIARY INTEREST**

Beth Riddiford reminded the Committee that any declaration is to be made prior to each items being discussed and to identify the nature of the conflict, if any, as the agenda items come forward.

## **C. PRESENTATIONS/DELEGATIONS**

NONE

## **D. AMENDMENTS TO THE AGENDA**

NONE

## **E. ADOPTION OF ACCOUNTS**

1. **BIA Accounts** – RE: Budget actuals ending OCTOBER 2020



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**BIA-199-2020** Moved by Tony Gaffan, seconded by Izabela Muzzin to receive the accounts ending OCTOBER 2020

**CARRIED**

## **F. STAFF REPORTS**

1. BIA COORDINATOR PRESENTED HER REPORT- Communities in Bloom Meeting update, administrative duties updates, membership support and communications updates, BIA Dollar contest and upcoming program, brick orders, holiday preparations discussed.
2. TONY GAFFAN PRESENTED HIS REPORT – Updated pickle ball courts, nuisance by law and new deputy fire chief.
3. EDDK REPORT – Updated gift card promotion starting, burger month is in place, looking for new marketing ideas and they are working with TWEPI.

## **G. BUSINESS/CORRESPONDENCE – ACTION REQUIRED**

1. ASSOCIATE MEMBER APPLICATION COMMUNICATION from Pretzel Central request date November 2020 RE: Seeking Approval

**BIA-200-2020** Moved by Roberta Weston, seconded by Roberta Weston to approve Tier 2 Membership.

## **H. MINUTES OF THE PREVIOUS MEETING**

1. Kingsville BIA Committee Meeting Minutes—October 14, 2020

**BIA-201-2020** Moved by Laura Lucier, seconded by Maria Edwards to receive the minutes of the Kingsville BIA Meeting dated October 14, 2020

**CARRIED**



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## I. NEW AND UNFINISHED BUSINESS

1. ERIE SHORES GALA – a request for donations may be sent to the coordinator which will be forwarded to the membership.
2. BIA DOLLAR PROGRAM PLANNING – November 14<sup>th</sup> will be the sell date and preparations are in place.
3. ANNUAL HOLIDAY GIVEAWAY CONTEST- This is going to 12 Days of Christmas giveaway this year.

**BIA-202-2020** Moved by Roberta Weston, seconded by Izabela Muzzin to use \$600 to fund prizes for 12 Days of Christmas contest.

**CARRIED**

4. VIRTUAL GIFT CARD CAMPAIGN-

**BIA-203-2020** Moved by Heather Brown, seconded by Tony Gaffan to move forward with Virtual Gift Card Campaign.

**CARRIED**

5. VIRTUAL GIFT GUIDE CAMPAIGN-

**BIA-204-2020** Moved by Roberta Weston, seconded by Laura Lucier to move forward with Virtual Gift Guide Campaign.

**CARRIED**

6. COMPLIMENTARY GIFT WRAPPING CAMPAIGN-

**BIA-205-2020** Moved by Roberta Weston, seconded by Tony Gaffan to move to allocate up to \$500 for the gift wrapping campaign.

**CARRIED**

7. CO-OP STUDENT AND VOLUNTEER – a volunteer has begun helping the coordinator once a week.



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8. HOLIDAY CHEER PROGRAM – discussed the need to plan for more holiday décor in 2021.
9. BIA EMAIL ALTERNATIVE – coordinator to look for options for new email address due to mail delivery issues with current provider.

## **ADDITIONAL ITEMS:**

None.

## **J. NEXT MEETING DATE**

The next meeting of the Committee will be held on Tuesday, December 8<sup>th</sup>, 2020 at 6:15 PM via zoom.

## **K. ADJOURNMENT**

The meeting adjourned 7:38 pm.

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**CHAIR, Beth Riddiford**

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**RECORDING SECRETARY,  
Christina Bedal**