



MINUTES

**REGULAR MEETING OF KINGSVILLE BIA
TUESDAY, FEBRUARY 7TH, 2017 AT 6:00 P.M.
Carnegie Arts & Visitor Centre, 28 Division St. S, Kingsville, Ontario**

A. CALL TO ORDER

Beth Riddiford called the Meeting to order at 6:00pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Roberta Weston (arrived at 6:07pm), Mike Lauzon, Tim Sala, Izabela Muzzin, Trevor Loop, Heather Brown and Gord Queen

Members of Administration: Karen Wettlaufer

Regrets: Jason Martin

B. DISCLOSURE OF PECUNIARY INTEREST

Beth Riddiford reminded members that any declaration and its general nature is to be made prior to each item being discussed.

C. DELEGATIONS

D. AMENDMENTS TO THE AGENDA

E. ADOPTION OF ACCOUNTS

1. **BIA Coordinator/Karen Wettlaufer – Re: BIA Accounts for the monthly period ending January 31st, 2017**

BIA-006-2017 Moved T. Loop, seconded by G. Queen, to approve the accounts.

CARRIED

F. STAFF REPORTS

1. **BIA Coordinator/Karen Wettlaufer – Re: Monthly Activity**

BIA-007-2017 Moved by H. Brown, seconded by T. Gaffan, to move \$3,000 from General Reserve to the Facelift Grant Program.

CARRIED

Roberta Weston arrived at 6:07pm.

The coordinator was also directed to include the 2017 Customer Service Hero Program on the next agenda.

BIA-008-2017 Moved by M. Lauzon, seconded by T. Gaffan, to hold the AGM on Feb 21, 2017 at Pelee Island Winery.

CARRIED

2. Council Representative

Gord Queen presented his written report to the Board.

3. EDDK Representative

Nothing to report.

Heather Brown departed at 6:41pm.

G. BUSINESS / CORRESPONDENCE – ACTION REQUIRED

1. The Verdin Company/Lance Fisher – Re: Winter 2017 letter regarding annual clock maintenance agreement

BIA-009-2017 Moved by T. Loop, seconded by T. Sala, to purchase a Planned Maintenance Agreement for 2017 in the amount of \$580 US.

CARRIED

The Coordinator was directed to investigate servicing the clock through other vendors beyond 2017.

2. TWEPI – Re: Windsor Essex Pelee Island Official Visitors Guide

BIA-010-2017 Moved by T. Loop, seconded by T. Gaffan, to approve \$3,000 for partnering with the Town for a whole page ad or for a ½ page ad as the BIA alone.

CARRIED

H. MINUTES OF THE PREVIOUS MEETINGS

Regular Meeting – January 10th, 2017

BIA-011-2017 Moved by T. Gaffan, seconded by T. Sala, to approve the minutes.

CARRIED

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

J. NEW AND UNFINISHED BUSINESS

1. **Manager of Facilities and Property/Tim Del Greco** – Re: Dec 15 email update – regarding Snowflake Cost Sharing Proposal

BIA-012-2017 Moved by T. Gaffan, seconded by G. Queen to defer to our next meeting.

CARRIED

2. **Facelift Grant Application** – Re: Lakeside Animal Hospital

BIA-013-2017 Moved by T. Salsa, seconded by I. Muzzin to approve the grant application.

CARRIED

3. **Exhibition Application** – Candace Anderson/ Emily Carruthers, October 2017.

BIA-014-2017 Moved by R. Weston, seconded by T. Sala to approve both exhibition applications.

CARRIED

4. **Kingsville Summer Street Party/Jason Martin** – Re: Feb 3 email regarding a new festival.

BIA-015-2017 Moved by M. Lauzon, seconded by T. Sala to form a committee to research a unique event for 2018, such as buskers.

CARRIED

5. **Kingsville Apparel for Coordinator** – The Coordinator has been directed to obtain 2 Kingsville logo shirts to wear out in the community.

J. ADJOURNMENT

BIA-016-2017 Moved by B. Sanford, seconded by T. Sala to adjourn this meeting at 7:14 p.m.

CARRIED



CHAIR, Beth Riddiford


RECORDING SECRETARY, Karen Wettlaufer