



MINUTES

REGULAR MEETING OF KINGSVILLE BIA TUESDAY, NOVEMBER 15TH, 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 6:07pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Trevor Loop, Gord Queen
Heather Brown, Roberta Weston, Jason Martin,

Members of Administration: Carolyn McGillivray

Guests: CAO Peggy Van Mierlo, CAO

Absent: Brian Sanford, Izabel

Regrets – Gord Queen

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. None was declared

C. DELEGATIONS – NO DELEGATIONS

D. AMENDMENTS TO THE AGENDA

E. ADOPTION OF ACCOUNTS-

BIA COORDINATOR provided print outs of the accounts for the month of Oct.
BIA – 092-2017 -Motion to approve made by Tim Sala and seconded by Tony Gaffan
CARRIED

F. STAFF REPORTS

1. BIA Coordinator Carolyn McGillivray presented her Monthly Activity report
As attached

2. **Council Representative**

Gord Queen sent a written report that was read by Tony Gaffan.

3. **EDDK Representative**

Heather Brown reported that The EDDK are on track for doing the Santa Dinner at the pavilion and continuing with the gift cards.

G. Business / correspondence – action required

Lee & Marias application, that was not previously on, was approved and because of the delay, they will be allowed to participate in the bia dollars promotion.

Bia-093-2017 – motion by tim sala, 2nd by heather brown, to accept the associate member lee & maria's market

H. Minutes of the previous meetings

Regular Meeting – October 17, 2017

BIA -094-2017 Motion to approve by Jason Martin & 2nd by Roberta **CARRIED**

BIA-095-2017 Moved by Jason Martin, seconded by T. Sala, to approve the minutes of the closed meeting October 17th 2017. **CARRIED**

I. BUSINESS/ CORRESPONDENCE - INFORMATIONAL

Coordinator was asked to now remove the ribbons on the light standards at the four corners.

J. NEW AND UNFINISHED BUSINESS

"Customer Service Hero" campaign was discussed and the decision to continue was reached. With advertising we may be able to revive it sufficiently.

FACELIFT APPLICATION – The Strand applied for a grant but the board was not sure it falls within our guidelines. Carolyn will review and report at the next meeting.

The New Website creator sent 4 mock-ups for the board to review and choose one. Carolyn will contact Tina and let her know.

BIA-096-2017 Motion to approve contract with Tina Naugler to create our new website by Heather Brown, 2nd by Tim Sala

Lease Review - Our lease was reviewed to determine whose responsibility it is to:

- a) clean the washrooms
- b) the outdoor windows
- c) repair the hand dryer

In that the washrooms are public washrooms, the BIA does not feel that cleaning them should be our responsibility. Peggy will present us with some options for getting a cleaning service.

Discovery Facelift Application – at the moment we are not sure if they are in the BIA area, so Carolyn will find out and report at the next meeting.

Peggy advised that the tourism position is under review and may go to full time.

The job description for the coordinator position was discussed. If we were to offer benefits, our share would cost about \$600.00 per month for a family. There is also a possibility of a more limited plan for just dental and drugs. Peggy will provide more information. The BIA position will be 35 hours a week, Monday to Friday and may require occasional weekend work. The position will be posted immediately on Facebook, the town website and other free sites.

Naples pizza has requested a planter at their location. The planters and hanging baskets need to be rearranged this year.

The budget discussion was deferred until the next meeting as we will invite Sandra to attend.

K. Adjournment

BIA-096-2017 Motion by Tim Sala and seconded by Tony Gaffan to adjourn the meeting at 8:00 p.m. **CARRIED**

A handwritten signature in black ink, reading "Beth Riddiford", written over a horizontal line.

CHAIR, Beth Riddiford

A handwritten signature in black ink, reading "C. McGillivray", written over a horizontal line.

RECORDING SECRETARY, Carolyn McGillivray