



# MINUTES

## **SPECIAL MEETING OF KINGSVILLE BIA TUESDAY, JANUARY 23, 2018 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 6:02 pm with the following persons in attendance:

Members of BIA Board: Tony Gaffan, Beth Riddiford, Tim Sala, Brian Sanford, Izabel Muzzin, Gord Queen, Heather Brown, Roberta Weston, Trevor Loop, Mike Lauzon, Jason Martin

Regrets: none

Absent: none

Guests none

Members of Administration: Carolyn McGillivray

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

### **D. NEW AND UNFINISHED BUSINESS**

1. **Benefits for new coordinator** – following discussion, Trevor made a motion for the BIA to pay half of the benefit package offered by the town, and delay giving a raise until one year, but performance review at 3 months and nine months.  
**BIA – 008 – 2018** – motion by Trevor Loop, 2<sup>nd</sup> by Tim Sala that the BIA pay one half of the benefit package offered by the town at a cost of \$143.23 per month – our half being \$71.62 per month. **CARRIED**
2. **Lease** – Gord Queen spoke to the issue of our lease providing the attached page of information and thoughts on the issue. After a thorough

discussion of our options, Gord made a motion and called for a recorded vote.

**BIA-009-2018 – Motion by Gord Queen and 2<sup>nd</sup> by Brian Sanford, for the BIA to continue to operate from the Carnegie Building per our lease for a period of one year from today. Recorded vote as follows:**

Beth Riddiford – Yea  
Gord Queen – yea  
Brian Sanford – yea  
Tim Sala – yea  
Jason Martin – yea  
Izabel Muzzin – yea  
Heather Brown – yea  
Trevor Loop – yea  
Mike Lauzon – yea  
Tony Gaffan – yea  
Roberta Weston – yea  
**CARRIED**

Discussion followed the recorded vote regarding the BIA explore changing our lease in regard to our renting a space to the Folk Festival, then we would be in control.

**BIA-010-2018 – Motion by Trevor and seconded by Tim Sala to explore the idea of our renting some space if the lease can be altered and if so, We could reach out to the Folk Festival, and use the rent money for cleaning services. CARRIED**

3. **BUDGET** – In view of a shortfall in our budget, Carolyn requested transferring money from reserves to cover it for 2018.

**BIA-011-2018 – Motion by Tim Sala and 2<sup>nd</sup> by Heather Brown that Carolyn request Ryan McCloud at the town to transfer \$2762.00 to balance our 2018 budget. CARRIED**

4. **OFFICE EQUIPMENT** – Carolyn advised the board of the cost associated with the leased printer that we currently have, and it was agreed that it was excessive. Carolyn will call the company and see if we can work a better deal.

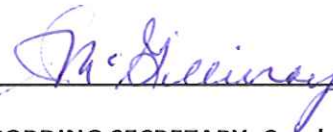
The computer situation for now will depend on the new coordinator's needs. Before replacing the existing one, we will try Roberta's suggestion of attaching a wireless keyboard and mouse to use with the laptop to see if it works out to be more ergonomically comfortable.

**BIA-012-2018 – Motion to adjourn at 7:20 p.m. made by Tim Sala and 2<sup>nd</sup> by Brian Sanford. CARRIED**

K. Adjournment

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

CHAIR, Beth Riddiford

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

RECORDING SECRETARY, Carolyn McGillivray