



aurora
cultural
centre

AGENDA
Board of Directors Meeting

March 20, 2013

7:00 PM

Frank Pulumbarit, Chair

1	Motion to Approve Agenda	all
2	Approval of Minutes from Previous Meeting [Feb. 13, 2013]	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [Feb. 13, 2013]	all
5	Fund Development Presentation – Ian Fraser	Ian Fraser
6	Report of the Executive Director	Laura
7	Executive Committee Update	Frank
8	Ad Hoc Committee Update	Bonnie
9	Finance Committee Update	Heidi
10	Fund Development Update	Bill/Karin
11	Governance Committee Update	Craig
12	New Business	all
13	Confirmation of Next Regular Board Meeting - April 10, 2013	all
14	Motion to Adjourn	All



Minutes of Meeting

March 20, 2013
Aurora Cultural Centre
Board of Directors

Present:

Shirley Russell Janet Thacker
Heidi Franken Karin Allan
Graham Woodward Bill Jones
Levon Yazejian Bonnie Kraft
Frank Pulumbarit
 Laura Schembri

Absent:

Michelle Carter
Craig Mather
Rob Keen

1. Approval of this Agenda – March 20, 2013
 Moved: Karin Allan
 Seconded: Levon Yazejian
 CARRIED

2. Approval of Previous Board Meeting Minutes February 13, 2013
 Moved: Shirley Russell
 Seconded: Graham Woodward
 CARRIED

3. Statements of Conflict of Interest
 None reported.

4. Business arising from Previous Minutes February 13, 2013
 No new business arising from the Previous Minutes

5. Fund Development Workshop – Ian Fraser

Workshop Presentation outlining our new Strategic Plan for the next three years.

Board discussed a membership strategy and directed Fund Development Team to continue working towards a Membership Proposal for the next Board meeting.

6. Report of the Executive Director – Laura Schembri

Presentation of Director's Report, March 20, 2013 – Report will be posted on website

February Highlights, Major March Events that took place and Upcoming Events were discussed.

New Spring Brochure are out and Programming and Events are filling up.

Laura advised the board of the New Fire Occupancy Load and thanked Mayor Geoffrey Dawe for his help and advice. Load Occupancy s now increased to 100 people and is still under review and maybe increased further.

Laura asked Heidi Franken to make a motion to increase the internal restricted reserve of \$10,378.00 to reflect a restricted donation.

Moved: Heidi Franken
Seconded: Graham Woodward
CARRIED

Motion was made to direct Staff to work with Finance Committee to report on earned revenue on a monthly basis.

Moved: Janet Thacker
Seconded: Bill Woodward
CARRIED

Motion to receive the Report by next board meeting from program in aggregate. (Fundraising from individuals, corporate and visitations.)

Moved: Frank Pulumbarit
Seconded: Levon Yazejian

CARRIED

7. Executive Committee Update

No update

8. Ad Hoc Committee Update

Bonnie reported that Provisional Cultural Service Agreement was signed March 8, 2013

One outstanding item before Lease Agreement can be signed is the list of assets. Auditors are looking at it now as to what belongs to the Town of Aurora and what belongs to the Aurora Cultural Centre.

9. Finance Committee Update

Heidi reported that our Audit is ongoing.

Motion that Board direct Staff to work with Finance Committee develop a bookkeeping information strategy to be presented to the Board by May Board Meeting

Moved: Frank Pulumbarit

Seconded: Shirley Russell

CARRIED

10. Fund Development Committee Update

Discussed upcoming Fundraising Events - Pennies for Piano – Poster Available for distribution.

Taste of Tea May 4th 1-4 pm \$45.00 a ticket -Silent Auction Items required.

11. Governance Committee Update

Janet Thacker presented the committees proposed Agenda for the AGM June 2013 date still to be determined.

12. New Business

No new business to report

14. Confirmation of next Regular Meeting of the Board of Directors:

April 10, 2013 7:00 p.m.

15. Motion was received to adjourn at 11 pm.

Moved: Shirley Russell

Seconded: Graham Woodward

CARRIED

Minutes Prepared by: Karin Allan, Secretary

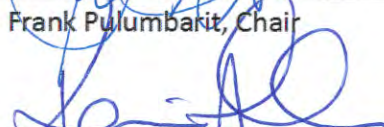
Minutes Approved:



Frank Pulumbarit, Chair



Date



Karin Allan, Secretary



Date

Bill presented the Strat plan

Asked board to familiarize themselves with Programs Descriptions and the the terms.

Discussion on the fundraising – it is a board driven event

membership



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Report of The Executive Director - March 20, 2013

February Visitation

Visitation for February:	1878
Visitation for 2013 YTD	4,164

February Hours of Operation 303.5

- Centre business hours: Monday to Friday 9:00 AM– 4:00 PM
- Centre Gallery hours: Tuesday to Saturday 10:00 AM – 4:00 PM
- Centre Events: 7 days per week as required
- Centre Classes: 7 days per week as required

We are gaining efficiencies as we succeed in piggybacking bookings and events to occur simultaneously which creates savings in operational expenses. Therefore a decrease in the number of operational hours does not necessarily reflect fewer events or programs – more often it reflects efficiencies in operations.

February Highlights

Events & Programs:

Classical Piano Concert #1	Fri Feb 1
SchoolHOUSE Concert	Sat Feb 2
<i>Passage</i> exhibition open	Wed Feb 6
<i>Fireworks!</i> exhibition open	Fri Feb 8 *
Beginners Acrylics workshop	Sat Feb 9
New Board Orientation	Mon Feb 11
Town of Aurora Planning meeting	Thurs Feb 14
<i>Fireworks</i> 'Art Talk' event	Wed Feb 20 (sponsored by Pine Tree Potters**)
Town of Aurora Ops Centre meeting	Fri Feb 22
Spring programs brochure in Auroran	Tues Feb 26
<i>Speak & Impress</i> workshop	Thurs Feb 28 (partnership with YRAC)

- Frank Klees rental (a frequent user of the Centre)

UPCOMING:

- Awaiting word back from Imagine Canada application
- Work is taking place on website to allow posting of documents etc... as per agreement
- SchoolHOUSE concert March 23
- Student *Poetry Slam* days - 300 students from York Region in for 2 days - rental
- Continuation of Great Artist Classical Piano series (April & May)
- Spring programming to begin April 11
- Bluegrass/roots concert with **sponsorship** from Rickard Banjos, Aurora (April 19)
- Spring Heritage Lectures
- Spring Artist talks and film
- Spring art exhibitions
- Taste of Tea Fundraising event (May 4)
- first public meeting (June 12 TBC)
- Summer program planning (application to Young Canada Works filed)

Laura Schembri
Executive Director