



aurora
cultural
centre

AGENDA

Board of Directors Meeting #5-2014

May 14, 2014

7:00 PM

Frank Pulumbarit, Chair

1	Motion to Approve Agenda		all
2	Approval of Minutes from Previous Meeting [April 11, 2014]		all
3	Statements of Conflict of Interest		all
4	Business Arising from the Previous Minutes [April 11, 2014]	5 mins	all
5	Report of the Executive Director	5 mins	Laura
6	Update from Executive Committee	5 mins	Frank/Bonnie
7	Presentation on Fund Development	30 min	Ian Fraser
7.1	Discussion/Questions regarding Presentation	10 mins	all
8	Finance Committee Update	10 mins	Heidi
9	Joint Initiative Update	10 mins	Bonnie
10	Nominating Committee Update	5 mins	Craig/Karin
11	Governance Committee Update	5 mins	Craig
11	New Business	5 mins	all
12	Confirmation of Next Board Meeting June 11, 2014 6:30 pm		all
13	Confirmation of Annual General Meeting June 11, 2014 7PM		all
14	Motion to Adjourn		all



Minutes of Meeting

May 14, 2014 #5-2014

Aurora Cultural Centre Board of Directors

Present	John Abel	Craig Mather	Bill Jones
	Heidi Franken	Lindsay Ablett	Frank Pulumbarit
	Karin Allan	Bonnie Kraft	Mayor Geoff Dawe
	Janet Thacker	Levon Yazejian	
	Carol Mather,	Laura Schembri	
Absent	Rina D'Angelo		

1. **MOTION** to approve Agenda

Moved: Craig Mather

Seconded: Karin Allan

CARRIED

2. Approval of Previous Amended Minutes April 11, 2014

Moved: Janet Thacker

Seconded: Levon Yazejian

CARRIED

3. Statement of Conflict of Interest

No Conflict of Interest was reported.

4. Business arising from Previous Minutes April 11, 2014

No business reported.

5. Report of Executive Director - Laura Schembri Highlights -

- Spring Instructional Arts Programs are underway.
- The position for Fund Development Officer was filled and will start June 9, 2014.
- The 2013 Financial Audit is completed and was approved by Board of Directors.
- Young Canada Works Funding obtained for Summer Camp.
- Certificate of Compliance Completed
- Imagine Canada Compliance is complete

MOTION

To receive the report of the Executive Director

Moved: Craig Mather

Seconded: Levon Yazejian

CARRIED

6. Update of Executive Committee – Frank Pulumbarit

MOTION:

To receive 2014 Imagine Canada compliance document for the Board's review.

Moved: Bonnie Kraft

Seconded: Heidi Franklin

CARRIED

MOTION:

To receive the quarterly Reporting & Payment Compliance Certificate from the Executive Director.

Moved: Bonnie Kraft

Seconded: Karin Allan

CARRIED

Update of smoke remediation –

- building was closed April 11-13th for smoke remediation by Master Clean
- Master Clean donated their services
- Laura Schembri wrote a letter to the local papers thanking Master Clean for their generosity to the community.

7. Presentation on Fund Development – Ian Fraser

Update on the Fund Development Results from January 1 to April 30, 2014.

- All goals were met for this period
- Internal Family Appeal is close to 100% participation

8. Finance Committee Update -Heidi Franken

Heidi presented the Statement of Financial Position for Q1, 2014.

MOTION

To approve the unaudited interim financial statements for the 3 months ended at March 31, 2014 (the Q1 Report) and to approve the filing of the Q1 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.

Moved: Heidi Franken

Seconded: Bonnie Kraft

CARRIED

9. Joint Initiative Update – Bonnie Kraft

Next formal JI Committee meeting will be 30th of May.

The agenda will include: installing bike racks, parking situation, fire alarm and future capital requests, including signage.

10. Nominating Committee Update – Craig Mather

MOTION

The Nominating Committee recommends that Mr. Levon Yazejian be appointed Chair of the Finance Committee until the Annual General Meeting in June at which time the appointments of all the Chairs of the Board's various committees will be re-established.

Moved: Craig Mather

Seconded: Janet Thacker

CARRIED

11. Governance Committee Update - Craig Mather

No update

12. New Business

- Chamber of Commerce Event - June 10th 5-7 pm – The Cultural Centre will have a booth.
- Mayors Golf Tournament September 25th
- On behalf of the Board of Directors, thank you to the Staff at the Aurora Cultural Centre for the professionalism they showed during the crisis as a result of the fire at the Aurora United Church.

13. **MOTION**

E-vote taken on April 28, 2014: To approve the Executive Director's 2013 Managerial Commentary and its public release.

Moved: Frank Pulumbarit

Second: Bonnie Kraft

CARRIED

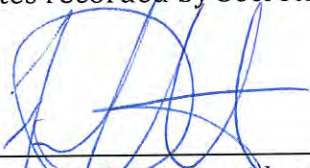
14. Confirmation of next Board Meeting on June 11 at 6:30 pm

15. Confirmation of Annual General Meeting on June 11, 2014 at 7:00 pm
(Public Meeting #2)

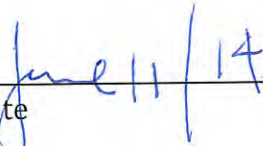
16. MOTION to Adjourn 8:53 pm

Moved: Karin Allan
Seconded: Heidi Franken
CARRIED

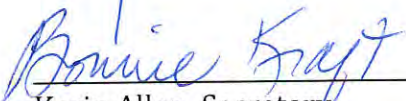
Minutes recorded by Secretary Karin Allan



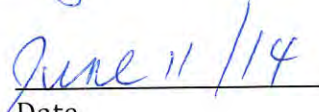
Frank Pulumbarit, President



Date



Karin Allan, Secretary
Vice President



Date



Report of the Executive Director – May 14, 2014

APRIL 2014	
Visitation for April	1614*
Hours of Operation	290 hours
Program hours April	225 hours

*Good Friday was in March in 2013 (rather than in April 2014), we lost 2 programming days and visitors due to April 11 fire. April GAPS concert re-scheduled to May. This resulted in April visitors and program hours numbers to be slightly lower than anticipated.

Centre business hours	Monday to Friday	9:00 AM– 4:00 PM
Centre “staff base” hours	Monday to Friday	8:30 AM – 4:30 PM
Centre Gallery hours	Tuesday to Saturday	10:00 AM – 4:00 PM
Centre Events	7 days per week	as required
Centre Classes	Mon, Tues, Thurs, Sat	as required
Community Facility Rentals	7 days per week	as required to 11:00PM

Staff of the Aurora Cultural Centre

Executive Director	Laura Schembri
Program, Event & Communications Manager	Jane Taylor
Administration & Operational Services Manager	Carol Sharp
Program, Gallery & Volunteer Services Coordinator	Stephanie Nicolo
Gallery Coordinator	Clare Bolton
Facility Supervisor	Carlo Vinco, PT
Facility Supervisor	Shirly Girot, PT
Facility Supervisor	Laura Beaton, PT

April Events & Programs [R] indicates a Community Rental

Toronto Watercolour Talk & Demonstration
Optimists Club Beer Tasting Event [R]
G.W. Williams High School Grade 12 Art GRADS exhibition night
Great Artist Piano Series - Fung-Chiu piano duo – concert CANCELLED
<i>My Pop Choir</i> recital [R]
<i>The Gaze Arline Malakian</i> – Meet the Artist Walk & Talk
Canadian Anti-Spam Legislation Workshop, partnership with YRAC
The Banjo Show concert

Spring Instructional Arts Programs Running to date (registration still underway in April)

Beginning Small Group Guitar
Drawing, Sketching & More
Ukulele for Beginners
Acrylics Level 1
Acrylics Level 2
Spring Photography
Watercolours – afternoons
Watercolours – evenings
Wire Garden Sculptures
Mixed Media Fun – child
Cartooning & Anime – child/youth

Selection of April Community Rental Bookings

In April there were 16 facility bookings of which 9 were NP Cultural groups, 5 were NP Community Groups and 2 were Corporate/Private rentals.

SOYRA Executive Meeting
Quilters of York Region Executive Meeting
Sandgate Women's Shelter
3 York Region Departmental Meetings
Private Corporate Meeting
Women's Support Network of York Region Meeting
Aurora Community Band rehearsals Ap 6, 13, 27

Heritage

Community as Curator	<i>The Nisbet Family: A History of the Aurora Greenhouse, Highlands Golf Course & Westview Golf Club</i> artifacts display
The Aurora Collection	<i>Railways of Aurora</i> artifacts display
Family Day Fiesta!	Celebration of Brazilian capoeira and drumming

In the Galleries - April

Meridian, Blue & Reception Galleries	Toronto Watercolour Society: Juried Show & Sale
Great Hall Gallery	Arline Malakian: The Gaze Fine Art Photography

The Aurora Room

Final outcome of REF for Management of The Aurora Collection was determined to be the Town of Aurora Parks & Recreation Services Department. The Centre is permitted to use the Room until such a time as the Town is ready to use it.

Other April Activities

April 11 – devastating fire to Aurora United Church forced the closing of the Centre, cancellation and rescheduling of the evening's full house classical concert and professional air scrubbing of the 2 top floors of the Centre. We have since reached out to the church's women's groups offering space for their meetings until other arrangements can be made. Special thanks to Jane Taylor for being on the ground during these decisions, and Bonnie Kraft for assisting with the re-scheduling, notification and decision assistance with air quality options.

Laura on vacation the first week in April.

2013 Audited Financial statements presented and approved at April 9 Board of Directors Meeting

Provided annual yearly reporting package as per our Agreement to Director Al Downey, Mayor Dawe and CAO Neil Garbe on schedule. Posted to public website. Contacted all Councillors and provided direct link to the package and offered invitation to meet with me to discuss or ask questions.

Our tenants *York Region Arts Council* vacated the upper office space in preparation of the Centre expanding staff for the hiring of the new Fund Development Officer. We purchased the custom-designed furniture at half price via Trillium Grant and just await staff hiring and placement.

Re-opened recruitment of Fund Development Officer after consultation with Ontario Trillium Foundation.

Compliance filing with Imagine Canada completed on schedule. We have since been advised that we continue to meet the standard and have approval to continue to use the Trustmark. Thanks to all who assisted with this.

Ongoing

- Steering Committee for the Town of Aurora Cultural Master Plan.
- Recruiting, hiring and establishing FDO for Ontario Trillium Foundation Grant #2
- Spring Instructional Programs beginning
- 2013 Annual Report

As of May 12, 2014 Clare Bolton will be transferred from part time contract work to a full time employee as per our 2014 budget plans. Clare has worked part time with the Centre since 2010 and I am very pleased to formalize her position in the role of the management of the gallery and gift shop programs (title still to be confirmed) in the full time capacity we require.

Laura Schembri
Executive Director
May 9, 2014