



**Voluntary Sector
Reporting Awards 2014**
CPA-QUEEN'S CENTRE FOR GOVERNANCE



Managerial Report – Q2 2015

CENTRE HOURS

Business Hours	Monday to Friday	9:00 AM – 4:00 PM
Staff Base Hours	Monday to Friday	8:30 AM – 4:30 PM
Gallery Hours	Tues, Thurs, Fri & Sat Wednesday	10:00 AM – 4:00 PM 10:00 AM – <u>8:00</u> PM
	- <i>and during special events</i>	
Events	7 days per week	as required
Classes	Mon, Tues, Thurs, Sat	and as required
Community Facility Rentals	7 days per week	as required to 11:00PM

STAFF OF 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 Manager	Clare Bolton
Community Investment Manager	Anuja Varghese, contract
Facility Supervisor	Carlo Vinco, Part Time
Facility Supervisor	Laura Beaton, Part Time
Facility Supervisor	Joey Ferguson, Part Time



Wine Tasting Fundraiser



David Crombie visits



Heritage Lecture

Board of Directors – at end Q2 2015

EXECUTIVE

President	Bonnie Kraft
Vice President	Craig Mather
Treasurer	Heidi Franken

DIRECTORS

Director	Frank Pulumbarit
Director	Carol Mather
Director	Mukhlis Mutlag
Director	Gabriela Dragomir
Director	Eric Acker
Director	John Gallo

EX OFFICIO TOWN OF AURORA DIRECTORS*

Director	Councillor Sandra Humfryes
Director	Councillor Jeff Thom

COMMITTEES OF THE BOARD OF DIRECTORS

- Executive Committee
- Finance & Audit Committee
- Governance Committee
- Nominating Committee
- Fund Development Committee
- Joint Initiatives Committee

MEETINGS

The Board of Directors meet once per month and committees as required.

*Ex-officio Directors have the full rights & fiduciary responsibilities of Directors of a corporation under the Ontario Corporations Act.



Community Iftar Dinner partners

COMPLIANCE & REPORTING CONTROLS

The Centre has strict compliance, oversight and reporting procedures in place; third party bookkeeping, a Finance & Audit Committee, several specialized Board committees, the day to day oversight of the Executive Director and the monthly review by the Board of Directors who each have personal and collective fiduciary responsibilities related to the governance and financial health of the Centre.

MONTHLY

Financial

- Third Party book keeper reconciles financial activity each month and creates financial statements that are reviewed by Treasurer, Finance & Audit Committee and Executive Director (ED).
- Statement of Account for Current Source Deductions (and payment) made to CRA.

Operational

- ED creates monthly operations report and presents to Board of Director; once approved this is posted to the public website.

QUARTERLY

Financial

- Treasurer creates GAAP quarterly financial report based on book keeper's financial statements. This is reviewed by the Finance Committee and presented to the Board. Opportunity for questions from Directors. Once approved, ED provides this report to the Director of Parks & Recreation at the Town of Aurora as per our Agreement (and to the Mayor and CAO as a courtesy).

Operational

- ED creates a Managerial Commentary reporting on activities during the quarter in question.
- This is presented to the Board. Once approved, ED provides this report along with the Quarterly financial Report to the Director of P & R (and Mayor and CAO). This report is posted on public website.

Oversight

- ED provides a compliance statement to the Board stating that all payments have been made and all areas of the Centre's compliance responsibilities have been met.

ANNUALLY

Town of Aurora

- Notice of upcoming meetings of the Board of Directors
- Notice of AGM
- Copy of minutes of AGM
- Names, addresses, contact info of Board of Directors
- Copy of Centre's By Laws, Regulations and policies, including any changes passed by the Board
- Annual Reports
- Certification that the Centre's corporate and charitable status in good standing
- Proof of Insurance
- Proof of WSIB
- Copy of operating budget
- Statement comparing the Centre's current liabilities to its current assets and liquid assets
- Audited Financial Statements and Auditor's Report
- Report on delivery of previous year's KPIs
- Balances and purposes of any reserve or reserve fund accounts on hand
- Meet with Director of Parks & Rec annually to review and discuss outcomes of KPI
- Annual Budget presentation to Town of Aurora

Canada Revenue Agency (Federal Government)

- Registered Charity Information Return
- Ontario Corporations Information Act Annual Return

Imagine Canada

- Annual report on compliance of the 73 Standards identified by IC as a requirement of our accreditation.

Current Funders (will change annually)

Ontario Trillium Foundation (Provincial Agency)

- Annual Budget
- Annual Audited Financial Statements
- Annual KPI compliance reporting

Ontario Arts Council (Provincial Agency)

- Annual compliance report and financial statements

Young Canada Works in Heritage Organizations via Canadian Heritage, (Federal Government)

- Annual compliance report after summer program is completed

Third Party Audit undertaken annually (not legally required until budget reaches 1Million\$).

Financial standing publicly posted annually on the websites of the CRA, Imagine Canada, and our website.

ONGOING

Service Ontario (Provincial Government)

- File changes of Directors within 15 days of a change (leaving or joining)

Town of Aurora

- File changes of Directors within 30 days
- 3 times per year (minimum) meet with the Director of Parks & Recreation for Joint Initiatives Committee
- Ensure all terms of the Agreement and our lease are met

Banks

- File change of Directors with Banking partners

Insurance

- File change of Directors with Insurance Broker to keep D & O Insurance current.
- Provide current values of each work of art on display for coverage

Canadian Anti-Spam Legislation (CASL)

- Staff member dedicated to ensuring compliance with CASL

SOCAN

- Ensure filing and compliance with SOCAN



Our gift shop sales are beginning to grow.

The Gallery Gift Shop was just launched in Q2 2015, and presents an opportunity of growth for the Centre.

The shop supports local artisans and fills a niche market for “unique, handcrafted & local” gifts in Aurora.

Shop Hours: Mon, Tues, Thurs & Fri * 9AM - 4PM;
Wed * 9AM – 8PM; Saturday *10AM – 4PM

ACTIVITY STATS

	2015	Q1	Q2	Total
1	Instructional Programs	16	10	26
2	Volunteer hours donated	1192	909	2101
3	Art Exhibitions	6	3	9
4	Art receptions & artist talks	7	6	13
5	Concerts	6	4	10
6	Heritage displays	1	1	2
7	Heritage Community events	1	3	4
8	Family activities	3	2	5
9	Public Meeting	1	1	2
10	Visits	7376	5474	12850
11	Fundraising Events		2	2

Q2 Activity Summary

↑Numbers refer to the left-hand column above

- Instructional programs** are registered programs running from one day workshops to 8 week programs. In Q2 programs ran for children ages 7 to 14 years, and for adults and seniors.
- Volunteer hours** include 570 hours donated by the Centre's Board of Directors and 339 hours donated by the community to events, programs and operations.
- The Centre has four **art galleries** throughout the facility. Q1 always has the largest number of shows because we focus on providing all local High Schools' graduating art classes the opportunity to experience a professional show. In Q2 we had *Contemporary Work from the Uxbridge Collective* filling all four galleries, followed by *Passage Between Two Worlds* in Meridian & Blue Galleries, and *Mino-Miikana Bimaadiziwin* in Apple Suites & Great Hall Galleries.
- Each showing artist or group of artists has an **opening reception** that provides the artists and viewing community to connect. Several engaging **illustrated art talks & demos** are presented to the community throughout the exhibitions at no charge and provide enhanced gallery experiences free to all.
- The Centre presents a varied selection of musical **concerts**. In Q2 the following concerts were presented and all with full houses: John Sheard & Chris Whitely (Jazz, Blues), John Sheard & Dan Hill (Folk), Jue Wang (Classical Piano), and After Hours Big Band (Swing).
- Q2 Community as Curator Heritage Display** was a partnership with the Aurora Lawn Bowling Club. Two cases displayed a collection of photos, posters and artifacts displayed by Club members.
- Heritage Community Events** included; Iftar Ramadan Fast-Breaking Dinner, We'll Meet Again community singalong, and heritage lecture: The Great War, Up Close with a Canadian Soldier.
- Family activities** were taken off-site this quarter when the Centre participated in the Yonge Street Festival and Aurora Farmers' Markets.
- The Centre holds four **public meetings** annually; one each quarter.
- Visits** are recorded manually on a daily basis and will err on the low-side. Q1 numbers reflect increased High School student shows at beginning of each year. Our busiest time annually.
- Our spring **wine-tasting fundraising** event succeeded in raising funds for the Centre and also for friend-raising with several guests being first time visitors to the Centre.
The **Artisan Pop-up Gallery Gift Shop Launch** was a great success with gift shop artist vendors, artisan demos, free workshops, live music, delicious sweets and several sales.

HERITAGE – Q2

The Centre is not a museum and as such, does not have collections of artifacts or archival records. What we do have though, is the creativity to respond to heritage through an arts and culture lens; such as, concerts that may feature heritage instruments or repertoire; art exhibitions that reflect a certain culture or a heritage theme or that feature techniques associated with a particular heritage; family art activities teaching heritage crafts; and we host & deliver events that focus on a multi-cultural heritage.

To continue to engage the community with heritage and history we have also created two major programs; *Community as Curator* where we invite local people, businesses and organizations to display their own artifacts and memorabilia, and a vibrant *Heritage Lecture* series where we bring in notable speakers addressing a variety of heritage/history subjects and topics (some of whom bring their own artifacts with them for the lecture).

Heritage activities taking place in Q2 were:

1. Heritage Lecture: *The Great War – Up Close with a Canadian Soldier*; illustrated talk and artifact display – presented by Kevin Hebib; Fort York National Historic Site.
2. *We'll Meet Again* community singalong - songs of the War years with Aurora Seniors' Centre, the Canadian Legion Honour Guard and a history talk.
3. *Community Iftar Dinner* – Ramadan fast-breaking dinner, speakers and music; in partnership with the Intercultural Dialogue Institute GTA and York Region Children's Aid Society.
4. *Community as Curator* artifact display – The Aurora Lawn Bowling Club; over 100 years in Aurora and still going strong!

COMMUNITY RENTALS – Q2

Making the beautiful spaces within the Centre available to community groups, individuals and businesses, is an important aspect of the services the Centre provides to the community. The Centre is used by a diverse group that rents space.

A selection of community rentals during Q2:

Office of the MPP, Chris Ballard	Community volunteer awards
Aurora Community Band	Rehearsals
Third Age Learning York Region	Lecture series
Children's Treatment Centre	Stakeholder's meeting
York Region District School Board	Retirement Party
Ontario Water Centre	Stakeholder's meeting
Private Rentals	Piano & violin recitals
Yellow Brick House	Volunteer Appreciation
York Region	Strategic Planning
Girl Guides of Canada	Volunteer Appreciation
York Region	Public Consultation - Transportation
York Region	Office of the Budget
Roger White Academy	School recital
Aurora High School	End of year music testing & recital

The Aurora Cultural Centre is the home of:

- SOYRA – Society of York Region Artists
- Third Age Learning York Region
- Aurora Community Band
- Pine Tree Potters bi-annual sales & Empty Bowls community fundraiser

IN THE GALLERIES – Q2

The centre’s galleries have gained the reputation of being the finest exhibition space in York Region – by artists and visitors alike, and the galleries have the greatest impact of the Centre’s programs – because they are so obvious to the eyes as one explores the Centre while visiting for any number of reasons or occasions.

Entrance to the Centre and the galleries is free to all who wish to be inspired – or challenged - by the ever changing “landscape” of art. The gallery staff present a diverse program of local, regional and national artists, mediums, themes and emerging, early career and established showing artists.

We pleased to have two of our four galleries sponsored for naming rights; Meridian Gallery and Apple Suites Gallery.

The art exhibitions are enhanced by “meet the artists receptions”, artists’ walk & talks, lectures, demos and docents – all provided at no charge to the community.

We are reminded that as a cultural charity, we are here to engage and inspire not just consumers of culture – but also makers; makers of art, music, spoken word, literature, cultural preservation etc. ---- as well as the visitors who come to our Centre to experience it.

EVENTS – Q2

Our events include all-ages activities, concerts and fundraisers.

As well as the Heritage activities presented earlier in this report, Q2 events included:

- The Art of Wine – Wine Tasting Fundraiser
- Four diverse musical concerts
- Three new exhibitions of art supported by seven “meet the artist and learn” opportunities
- 10 spring instructional art programs
and,
- Artisan Pop-up Market & Gallery Gift Shop Launch

All were well attended and supported by the community.



Dan Hill in Concert



Gallery Gift Shop “Pop Up” Market



Child exploring in the Gallery

IN SUMMARY

To the end of Q2 we succeeded in increasing revenues gained from programs by 6% over the same period in 2014. At the same time staff worked diligently to not just hold programming expenses, but to *decrease* the expense of delivering programs by a further 6% compared to 2014. Up to end Q2 78% of our operating dollars were directed toward programming and only 22% to administration.

We also experienced a strong July and August due to summer programming and the presence of the Gallery Gift Shop and the opportunity of sales of art from the summer exhibitions in the galleries, all of which will be reflected in the Third Quarter.

Laura Schembri,
Executive Director
September 11, 2015

THANK YOU TO OUR MAJOR 2015 SPONSORS



Bonnie & Norbert Kraft



