



AGENDA
Board of Directors Meeting

February 13, 2013

7:00 PM

Frank Pulumbarit, Chair

1	Motion to Approve Agenda	
2	Approval of Minutes from Previous Meeting [January 9, 2013]	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [January 9, 2013]	all
5	Report of the Executive Director	Laura
6	Executive Committee Update	Frank
7	Ad Hoc Committee Update	Bonnie
8	Finance Committee Update	Heidi
9	Fundraising Committee Update	Bill/Karin
10	Governance Committee Update	Janet
11	Motion to change signatories to include Heidi Franken, Bonnie Kraft and Frank Pulumbarit	all
12	In Camera	all
13	New Business	
14	Confirmation of Next Regular Board Meeting - March 20, 2013	all
15	Motion to Adjourn	



Minutes of Meeting

February 13, 2013

Aurora Cultural Centre

Board of Directors

Present:

Rob Keen	Heidi Franken	
Graham Woodward	Bill Jones	
Levon Yazajian	Bonnie Kraft	
Frank Pulumbarit	Karin Allan	
Craig Mather	Laura Schembri	Mayor Dawe

Absent:

Michelle Carter	Shirley Russell	Janet Thacker
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1. Approval of this Agenda – February 12, 2013
Moved: Graham Woodward
Seconded: Rob Keen
CARRIED
2. Approval of Previous Board Meeting Minutes January 23, 2013
Moved: Craig Mather
Seconded: Graham Woodward
CARRIED
3. Statements of Conflict of Interest
None reported.
4. Business arising from Previous Minutes January 23, 2013
No new business arising from the Previous Minutes
5. Report of the Executive Director – Laura Schembri
Presentation of Director's Report Q4 2012 – Report will be posted on website

Moved: Bonnie Kraft
Seconded: Rob Keen

CARRIED

Discussion Items:

Laura discussed the Fire Prevention Officer's finding on Load Capacity for vendor's fair rental space at the Cultural Centre: If capacity is reduced it may have a negative impact financially on Centre and surrounding events going on in the community. The Centre is working with the Fire Services to implement a solution.

Aurora Room will be provided to the Town June 19 – November 18, 2013 for Town of Aurora 150th Anniversary Display of The Aurora Collection. This display can be launched along with the Centre's Sesquicentennial event on July 13, 2013, if the Town wishes.

A motion was put forward for Laura to look into potential financial impact of the Fire Prevention Officer's ruling and to look into Fire Regulations and prepare and present a Report to the Board.

Moved: Karin Allan
Seconded: Graham Woodward

CARRIED

6. Executive Committee Update

7. Ad Hoc Committee Update

Purchase of Cultural Services Agreement and Lease not yet signed.
We are still operating on the old Service Agreement so if the budget isn't approved by April 1, 2013 we will ask for the next quarter installment.

Moved Karin Allan
Seconded: Frank Pulumbarit

CARRIED

8. Finance Committee Update

Heidi Explained the Pie Document "The Total Financial Picture."

- Fixed Assets – investments made in, furniture, equipment, tables, chairs, etc.
- Contingency - unexpected events that we have not budgeted for. Goal of 6 months operating funds.

- Donor Restricted Assets – restricted to what it was donated for
- 3rd Party – we are managing this money for a third party (Trillium Grant)
- Working Capital - number varies daily, inflow and outflow of money –if the amount consistently averages over 30% we consider that money excess and it goes into another defined reserve, which has terms surrounding how the money is spent.

9. Fundraising Update

Fund Development Strategic Plan Completed and Ian Fraser will present the Strat Plan in March to the Board.

Discussed upcoming Fundraising Events - *Pennies for Piano* – penny drive for piano.

Art of Tea May 4th 1-4 pm \$45.00 a ticket

10. Update on Governance Committee

Discussed standardizing format and procedures for reporting. Committees will start working on reporting procedures.

Key Issues:

Rewriting of the constitution.

Contact a lawyer to help rewrite it.

Board directs the Governance Committee to retain Miller Thompson to re – write constitution at a fee not to exceed \$8,000.00.

Recorded Vote:

All in favor - Rob Keen, Heidi Franken, Graham Woodward, Bill Jones, Levon Yazejian, Bonnie Kraft, Frank Pulumbarit, Karin Allan, Craig Mather

Opposed: Graham Woodward

Quarterly Meetings – discussed format for quarterly meeting and possible dates for the meetings and the AGM

Motion to Receive Update – all in favour

11. Motion to change signing officers to include Heidi Franken (Treasurer), Bonnie Kraft (Vice President) and Frank Pulumbarit (President) in addition to Laura Schembri (Executive Director)

Moved: Levon Yazejian
Seconded: Graham Woodward
CARRIED

12. New Business - Youth Initiative Program York Region

March 27, 28 - 300 High School Students from throughout York Region will be participating in two region wide youth poetry days. The York Region School Board is renting space at the Centre and each day will end with students presenting 'slams' to their peers on stage at the Centre.

13. In Camera

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

March 20, 2013 7 pm

15. Motion was received to adjourn at 11:00 pm

Moved: Karin Allan
Seconded: Bonnie Kraft
CARRIED

Minutes Prepared by: Karin Allan, Secretary

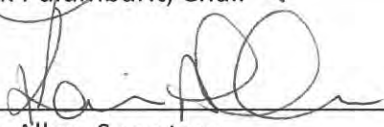
Minutes Approved:



Frank Pulumbarit, Chair



Date



Karin Allan, Secretary



Date

Report of The Executive Director - February 13, 2013

Visitation for January:	2,013
Visitation for 2013 YTD	not yet available

Numbers were down *slightly* at the beginning of the year due to the following influences:

- Aurora High School Art exhibition – visitation down [note school disruption]
- G.W. Williams High School Art exhibition –visitation down [note school disruption]
- Quilters’ Guild meetings moved from Centre due to parking issues – loss of 150/month
- January 2012 had a significant 5 day rental which 2013 did not.
- Farmers’ Market visitors down slightly
- One additional three-day theatre rental in January 2012 which 2013 did not.

Our monthly numbers WILL fluctuate year over year. Just over 2,000 visits in a month is a substantial response from the community. 2013 will be considered a bench mark year for us, as we will lose the Aurora Room and other rentals associated with the upper level as of June 19. This will affect three measures from June forward: visitation numbers, rental revenue, facility booking numbers.

January Hours of Operation 282.5

- 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: as required
- Centre Classes: as required

January Highlights:

- Aurora High School Grade 12 Grads Art exhibition – ENTIRE FACILITY
- G.W. Williams High School Grade 12 Grads Art exhibition – AURORA ROOM
- Society of York Region Artists exhibition – RED, BLUE, RECEPTION & GREAT HALL GALLERIES
- Heritage Lecture with Jacqueline Stuart – BREVIK HALL
- Aurora Farmer's January Indoor Market – ENTIRE UPPER LEVEL
- John Sheard & Wendell Ferguson Concert – ENTIRE UPPER LEVEL
- 13 winter instructional programs began running for approx 8 weeks each, on January 21

Rentals of special interest in October:

• Barbara Nattress	Jan 16	Book Launch in Aurora Room
• Lois Brown MP	Jan 16	Pre-Budget Consultation in Red Gallery
• Aurora Farmers Market	Jan 19	Brevik Hall and Aurora Room
• York Region Environ.Services	Jan 25	Executive Meeting in Aurora Room
• Aurora Community Band	January	<u>4 Sundays</u> in Brevik Hall
• SOYRA	January	<u>4 booking dates</u>
• Spotlight Theatre School	Jan31	Theatre School student "recital"

Laura Schembri
Executive Director