aurora cultural centre

AGENDA
Board of Directors Meeting

October 9, 2013 | 6:30 PM - Library Room | Bonnie Kraft, Chair

1	Motion to Approve Agenda	
2	Motion to Approve Minutes from Previous Meeting [Sept11/13]	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [Sept 11, 2013]	all
5	Executive Director Update	Laura
6	Executive Committee Update	Bonnie
7	Finance Committee Update	Heidi
8	Joint Initiatives Update	Bonnie
9	Governance Committee Report and motion to approve By-Law # 2013-1 and Board Regulations documents. **Motion: RESOLVED THAT:** **1. The Governance Committee of the Board of Directors of the Aurora Cultural Centre recommends that By-Law No. 2013-1, dated October 4, 2013, being a By-Law relating generally to the conduct of the business and affairs of the Corporation, be approved as a By-Law of the Corporation.** **2. By the confirmation of By-Law No. 2013-1, all prior By-Laws of the Corporation are hereby repealed, subject to any exceptions relative to the repeal of the By-Laws as are contained in the said By-Law.** **3. Further that the Governance Committee of the Aurora Cultural Centre recommends to the Board of Directors that the Church Street School Cultural Centre Board Regulations dated Sept. 27, 2013 be approved and that all prior Board Regulations be repealed.**	Craig

10	Fund Development Committee Update	Bill/Karin
11	Nominating Committee Update	Karin
12	New Business	all
13	Confirmation of Next Regular Board Meeting and discussion of date of next public meeting – Dec 11/13	all
14	Motion to Adjourn	all

The Board of Directors will move from the Library Room to Red Gallery in order to convene the 2013 **Annual General Meeting** of Members.

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Minutes of Meeting

October 9, 2013 6:30 pm.
Aurora Cultural Centre
Board of Directors

Present:

Heidi Franken	Frank Pulumbarit	
Bill Jones	Shirley Russell	
Bonnie Kraft	Laura Schembri	
Karin Allan	Craig Mather	Mayor Dawe

Absent:

Levon Yazejian
Graham Woodward
Rob Keen

1. Approval of this Agenda – October 9, 2013
   Moved: Janet Thacker
   Seconded: Karin Allan
   CARRIED

2. Approval of Previous Board Meeting Minutes September 11, 2013
   Moved: Shirley Russell
   Seconded: Craig Mather
   CARRIED

3. Statements of Conflict of Interest
   None reported.

4. Business arising from Previous Minutes September 11, 2013
   No new business arising from the Previous Minutes

5. Update of the Executive Director – Laura Schembri

Highlights-

- September visitation on par with Sept. 2012, but up dramatically YOY for this period.
- Sept. 24, 2013 Jane Taylor and Laura Schembri spoke at Open Forum at the Town of Aurora Council Meeting - an update of Imagine Canada, Pan Am Games Ignite Partner, invitation to attend the Centre's AGM, and upcoming events.
- Oct. 1, 2013 Laura Schembri filed a formal Expression of Interest in the form of a pre-qualification to Provide Curatorial Services for Aurora Collection on behalf of the Centre, with the Town Of Aurora.
- Oct. 4, 2013 John Sheard concert was fully sponsored by Diesel Consulting - a huge success.
- Laura Schembri has hired a third part time Facility Supervisor due to increasing usage of the Centre.
- The Centre welcomes 2 student co ops from two high school in Aurora

6. Executive Committee Update - Bonnie Kraft
No update

7. Finance Committee Update – Heidi Franken reported that our revenue is up and are expenses are down.

8. Joint Initiatives Update - Bonnie Kraft
No update

9. Governance Committee Report and motion to approve By-Law # 2013-1 and Board Regulations documents.

Motion to receive the report.
Move: Heidi Franken
Seconded: Karin Allan
CARRIED

Motion: RESOLVED THAT:

1. The Governance Committee of the Board of Directors of the Aurora Cultural Centre recommends that By-Law No. 2013 1, dated October 4, 2013, being a By Law relating generally to the conduct of the business and affairs of the Corporation be approved as a By-Law of the Corporation.

2. By the confirmation of By-Law No. 2013-1, all prior By-Laws of the Corporation are hereby repealed, subject to any exceptions relative to the repeal of the By-Laws as are contained in the said By-Law.

3. Further that the Governance Committee of the Aurora Cultural Centre recommendsto the Board of Directors that the Church Street School Cultural Centre Board Regulations dated Sept 27, 2013 be approved and that all prior Board Regulations be repealed.

Moved: Craig Mather
Seconded: Shirley Russell
CARRIED

10. Fund Development Update - Karin Allan

Karin Allan reported that ticket sales are going well for Fest in Oktober and encouraged Board to continue promoting the event. The Era Banner and Auroran photo op took place on October 8, 2013 on the lawn promote the event.

11. Nominating Committee Update - Karin Allan

Karin Allan reported that 13 individuals responded to the various ads, Laura Schembri corresponded with all of them and provided more in depth details. Two were chosen to become Directors.

12. New Business

13. Confirmation of next Regular Meeting of the Board of Directors and discussion of date of next public meeting.

Board Meeting November 13, 2013	7 pm
Board Meeting December 11, 2013	6:30 PM
Public Meeting December 11, 2013	7 pm

14. Motion was received to adjourn at 6:59 pm

Moved: Karin Allan
Seconded: Craig Mather
CARRIED

The Board of Directors will move from the Library Room to the Red Gallery in order to convene the 2013 Annual General Meeting of Members. Public is welcome.

Minutes Prepared by: Karin Allan, Secretary

Minutes Approved:

Frank Pulumbarit, Chair — Date: Nov 13/13.

Karin Allan, Secretary — Date: Nov 13/13

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Brief UPDATE from the Executive Director – October 9, 2013

Visitation for September	**1,111**	on par with Sept 2012
Visitation for Q3	**5,349**	42% increase over Q3 2012
Visitation Year to end Sept	**18,307**	3% increase over YTD 2012

• 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

Brief Updates:

1. **Third Quarter package** hand delivered to Town of Aurora on Friday September 13 on deadline.

2. Tues September 24, Jane Taylor and I spoke at **Open Forum** at Town of Aurora Council meeting as a "newsy" update of Imagine Canada, Pan AM Games Ignite Partner and upcoming events.

3. Oct 1 filed our formal ***Expression of Interest to Provide Curatorial Services for the Aurora Collection*** with the Town of Aurora on deadline. No commitment yet, merely a pre-qualification process for the upcoming formal RFP which we may consider responding to.

4. I attended the **Arts Exposed Conference** at Seneca College on October 4 and 5.

5. John Sheard concert on Oct 4 was **fully sponsored** by Diesel Consulting and was a big success.

6. **Parking issues** at the Centre are heating up with up to 10 additional Town of Aurora employees now working out of the Old Library next door, and the large numbers attending Library Square. I know of one person attending our daytime classes who parked on road due to full lot, and was ticketed. Staff must park in lot because it is only 2 hour parking roadside. Some Library staff are parking in our lot in order to leave theirs available for their own visitors. Neil Garbe is working on resolving the issue of ticketing in some manner. Parking is a *big* problem for us and affects our events and rentals.

7. For the second quarter in a row our **quarterly grant from the Town of Aurora is late**. It was due Oct 1 and has not been received. Same thing last quarter. On September 12 I wrote to Al Downey advising him it was 2 ½ weeks late last quarter and inquiring if there was any action I needed to take in order for the funds to be in our account on time this quarter. No response received to that email. I wrote 2 days ago – and copied Neil Garbe - to advise no payment was received and asking what I needed to do to make it happen. No response and so far no money.

8. Have **hired a 3rd part time facility supervisor** due to increasing evening and weekend activity at the Centre. Will send out a formal introduction soon.

9. We have **2 student co-op students** working at the Centre providing significant time and help. They are here until the end of the year. Beneficial to all parties.

10. **Busy fall** with several events, classes, concerts, recitals and rentals.

11. Will get the **Third Quarter financials** by end of next week. General trend at end August is: Revenue up, expenses down.

Laura Schembri
Executive Director
October 9, 2013

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UPCOMING EVENTS & ACTIVITIES AT THE CENTRE

Fall arts classes underway --- watch for winter classes beginning January 20, 2014

Music

- **John Sheard** (of CBC's Vinyl Cafe) series of 3 concerts (just had Russel deCarle)
  - next one Jan 24th with **Wendell Fergusion**
  - third and final March 21 with jazz singer, **Tara Hazelton**

- **Classical piano** series will begin again winter 2014

- November 1 Sweet Dreams: **A Tribute to Patsy Cline** with Leisa Way singing with her 4 piece band

- Nov 28 singer songwriter, **Reid Jamieson Trio**

- on Friday Eating Disorders of York Region is bringing **Justin Hines** and his band to the Centre

- In December **Stacy Kuniak** will be here

Also, various holiday concerts and recitals

Fun Events:

- Oct 19 - *Fest in October*, with the Thursday Night Jam Dance Band, great food from Gabriel's and a chance to try a new local kraft beer, along with favourites – sponsored by Apple Suites $35
- Nov 22 - *Wine Tasting* fundraiser – great wines, appetizers and a great night $69
- Nov 30 – Free family holiday arts & crafts activity
- Dec 14 – Victoria Christmas Afternoon – sweets, refreshments and a 1 hour version of A Christmas Carol by Humber River Shakespeare Company $15 or family rate
- Pine Tree Potters sale early December,
- Empty Bowls community fundraiser

- the Aurora Farmers' Market will be coming indoors at the Centre again,
- Aurora House Tour will be here,
- Special Olympics will be having a big fundraising event – there are lots of activities

Displays

- Our **Community as Curator** display of community artifacts in the case by reception is always well received. Currently you will see artifacts from the Town's oldest family business – Caruso's. More are lined up.

- This beautiful show is changing over next week. And *Borderlines* exhibition moves in – painting, sculpture and poetry.

- The exhibition upstairs is changing at the end of the month and large scale drawings in *Somewhere in Time* exhibition loads in.

- Town of Aurora *150th celebration* of the Aurora Collection is in the Aurora Room until November 8th.

- Nov 20 – for 10 days only- a very special exhibition and sale of works of the late *Dorothy Clark McClure,* curated by her family.

- Each exhibition of art offers a no charge reception and opportunity to meet the showing artists!

- Visit our website for up to the minute information on events and activities at the Centre.
- Would love for you to volunteer with us
- Fill out pink sheet for feedback

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AGENDA

Board of Directors Meeting # 1/2013

Library Room

October 9, 2013 | 8:00 PM | Frank Pulumbarit, Chair

	WELCOME NEW DIRECTORS	Frank
1	Motion to Approve Agenda	all
2	Statements of Conflict of Interest	all
3	Nominating Committee presentation of slate of Officers	Karin
4	Election of Officers **Motion:** **Move that the slate, as presented by the Nominating Committee, be elected as Officers of the Board of Directors for a one year term.**	Karin
	Nominating Committee presentation of slate of Committee Chairs	Karin
5	Election of Committee Chairs **Motion:** **Move that the slate as amended, and presented by the Nominating Committee, be elected as Committee Chairs and Co-Chairs of the Standing Committees of the Board of Directors for a one year term.**	Karin
6	Other Business	all
7	Confirmation of next Meeting Date – November 13, 2013	all
8	Motion to Terminate Meeting	all

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Minutes #1/2013

October 9, 2013 8:00 pm, Library Room
Aurora Cultural Centre
Board of Directors

Present:

Heidi Franken	Carol Mather
Bill Jones	Bonnie Kraft
Lindsay Ablett	Karin Allan
Frank Pulumbarit	Laura Schembri
Craig Mather	Mayor Dawe

Absent: Levon Yazejian

Welcome New Directors! Lindsay Ablett, Carol Mather

1. Motion to Approve Agenda
   Moved: Bonnie Kraft
   Seconded: Craig Mather
   Carried

2. Statement of Conflict of Interest
   No statements of conflict interest reported.

3. Nominating Committee presentation of slate of Directors as elected at earlier Annual General Meeting of Members, 2013:

   Lindsay Ablett, Carol Mather and Bonnie Kraft

4. Election of Officers:

President	Frank Pulumbarit
Vice President	Bonnie Kraft
Secretary	Karin Allan
Treasurer	Heidi Franken

   Motion:
   Move that the slate, as presented by the Nominating Committee, be elected as Officers of the Board of Directors for a one year term.
   Moved: Karin Allan
   Seconded: Bonnie Kraft
   Carried

Nominating Committee presentation of slate of Committee Chairs

Executive Committee	Frank Pulumbarit
Governance Committee	Craig Mather, Janet Thacker
Fund Development Committee	Karin Allan, Bill Jones
Finance and Audit Committee	Heidi Franken
Joint Initiatives Committee	Bonnie Kraft

5. Election of Committee Chairs

   Motion:
   Move that the slate as amended and as presented by the Nominating Committee, be elected as Committee Chairs and Co Chairs of the Standing Committees of the Board of Directors for a one year term.

   Moved: Karin Allan
   Seconded: Janet Thacker
   Carried

6. Other Business
   Janet Thacker suggested taking Centre material to neighbours.
   Karin Allan encouraged Board Members to attend Chamber of commerce events and a list of dates will be circulated by Karin Allan.

7. Confirmation of next Board Meeting Date – November 13, 2013

8. Motion to Terminate Meeting 8:50 pm
   Moved: Craig Mather
   Seconded: Karin Allan
   Carried

Minutes Prepared by: Karin Allan, Secretary

Minutes Approved:

Frank Pulumbarit, Chair — Date: Nov 13/13

Karin Allan, Secretary — Date: Nov 13/13

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Election of Officers 2013 – 2014 Term

The Nominating Committee recommends the following slate of Officers be elected:

1	President	**Frank Pulumbarit**
2	Vice President	**Bonnie Kraft**
3	Secretary	**Karin Allan**
4	Treasurer	**Heidi Franken**

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Election of Committee Chairs 2013 – 2014 Term

The following stand for election to Chairs & Co-chairs of the following **Board Committees:**

1	**Executive Committee**	Frank Pulumbarit
2	**Governance Committee**	Craig Mather & Janet Thacker
3	**Fund Development Committee**	Karin Allan & Bill Jones
4	**Finance & Audit Committee**	Heidi Franken
5	**Joint Initiatives Committee**	Bonnie Kraft