



AGENDA  
Board of Directors Meeting

September 11, 2013

7:00 PM

Frank Pulumbarit, Chair

1	Motion to Approve Agenda	
2	Approval of Minutes from Previous Meeting [August 14, 2013]	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [August 14, 2013]	all
5	Report of the Executive Director	Laura
6	Executive Committee Update	Frank
7	Finance Committee Update	Heidi
8	Joint Initiatives Update	Bonnie
9	Governance Update	Craig
11	Fund Development Committee Update	Bill/Karin
12	Nominating Committee Update	Karin
13	New Business	all
14	Confirmation of Next Regular Board Meeting	all
15	Motion to Adjourn	all



## Minutes of Meeting

September 11, 2013

**Aurora Cultural Centre**  
Board of Directors

Present:

Janet Thacker	
Bill Jones	Heidi Franken
Levon Yazejian	Bonnie Kraft
Frank Pulumbarit	Craig Mather
Laura Schembri	Graham Woodward
Shirley Russell	Rob Keen

Absent:

Karin Allan  
Mayor Dawe

1. Approval of this Agenda – Sept. 11, 2013

Moved: Bonnie Kraft  
Seconded: Craig Mather  
**CARRIED**

2. Approval of Previous Board Meeting Minutes (August 14, 2013) as amended.

Moved: Heidi Franken  
Seconded: Janet Thacker  
**CARRIED**

3. Statements of Conflict of Interest  
None reported.

4. Business arising from Previous Meeting of August 14th, 2013:
5. Report of the Executive Director – Laura Schembri

Highlights:

- visitation: August 2,136 (almost 1000 more than last year)
- year-to-date: 17,136 (511 visits more than last year)
- \*Laura Schembri gave an update on the first fundraising event.
- \*Laura Schembri read to the Board the Q2 statement of Compliance.

**Motion to Accept Executive Director's report**

Moved: Janet Thacker

Seconded: Bonnie Kraft

**CARRIED**

**Motion to approve the Executive Director's Q2 2013 Managerial Commentary and to approve the filing of the Executive Director's Q2 2013 Managerial Commentary with the Town of Aurora.**

Moved: Graham Woodward

Seconded: Bill Jones

**CARRIED**

6. Executive Committee Update – Frank Pulumbarit  
Highlight: Planning for budget presentation

7. Finance Committee Update – Heidi Franken

**"Motion to approve the unaudited interim financial statements for the 6 months ended June 30, 2013 (the Q2 Report) and to approve the filing of the Q2 Report with the Town of Aurora per the Provision of Cultural Services Agreement."**

Moved: Heidi Franken

Seconded: Graham Woodward

**CARRIED**

**Motion to approve the July 31, 2013 monthly financial statements.**

Moved: Heidi Franken

Seconded: Levon Yazejian

**CARRIED**

8. Fund Development Committee Update – Bill Jones

Upcoming Events:

**Scotia Bank Waterfront Marathon:** Team name: Aurora Cultural Centre.

**Fest in October:** Oct. 19<sup>th</sup>: ticket price includes dinner and dancing to live band.

**Wine Tasting Event:** Friday, November 22.

9. Confirmation of next Regular Meeting of the Board of Directors which will be preceded by the public Annual General Meeting:

October 9, 2013

13. Motion was received to adjourn at 9:35pm


Moved: Janet Thacker

Seconded: Graham Woodward


**CARRIED**

Minutes Prepared by: Bonnie Kraft for Karin Allan, Secretary

Minutes Approved:

  
\_\_\_\_\_  
Frank Pulumbarit, Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Karin Allan, Secretary

  
\_\_\_\_\_  
Date

**Report of the Executive Director - September 11, 2013**

Visitation for August	2,136
Visitation for 2013 YTD	17,136

• 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

**August Events & Programs** [R] indicates a rental

Spotlight Theatre Camp performance[R]	Fri Aug 2	
Board of Directors meeting	Wed Aug 14	
Spotlight Theatre Camp performance[R]	Fri Aug 16	
Doors Open Aurora	Sat Aug 17	
Spotlight Theatre Camp performance[R]	Fri Aug 23	
Governance Committee Meeting	Tues Aug 27	
Spotlight Theatre Camp performance[R]	Fri Aug 30	(Their final rental of the summer)

**Children’s Summer programs – our first summer of fulsome programming.**

• July 29 – Aug 2 AM	20 of 20	<b>FULL</b>
• July 29 – Aug 2 PM	16 of 20	80% occupancy
• Aug 12 – Aug 16 AM	20 of 20	<b>FULL</b>
• Aug 12 – Aug 16 PM	18 of 20	90% occupancy
• Aug 19 – Aug 23 AM	14 of 20	70 % occupancy
• Aug 19 – Aug 23 PM	20 of 20	<b>FULL</b>

**Young Artist Studio** – 4 to 6 year olds, weeklong morning program had 93% occupancy rate with **74 registrations** over the summer.

**Mixed Media Mash-up** – 7 to 12 year olds, weeklong afternoon program had 89% occupancy rate with **107 registrations** over the summer.

Over all the new children's summer programs received 181 registrations and were very successful on all levels. We determined through this first summer of extensive children's activities that we will be seeking **THREE** summer art student instructors for 2014. While we always met the 10:1 threshold, the program will be more efficient and further improved with three instructors.

We will be exploring to further grow our partnership with Pine Tree Potters for summer programs in 2014.

### **Doors Open**

Another great success! Our 353 visitors were mostly from out of town or new residents of Aurora. We gained a few people interested in volunteering at the Centre. Most people came to see the Town's gorgeous cultural centre that they had heard about. We received one bus tour of 53 people from Toronto.

The "**Toonie School Bell Pull**" was popular and we made \$82. Other activities included a **Heritage Scavenger Hunt** throughout the Centre, three **community exhibitions** to experience, hands-on community **collaborative art project**, behind the scenes **tour of facility**.

We also provided jugs of cold lemonade and fresh water which was appreciated.

### **July Town of Aurora**

Aurora Room

Town's 150<sup>th</sup> display - June 19 to November 8

### **August On Display**

Blue Gallery

*Playing House; Making Home:*  
D'Andrea Bowie, Lizz Aston, Wing Yee Tong

Red Gallery

*A Child's Self Portrait:*  
Centre Saturday art students

Reception Gallery

*Thailand:*  
Jennifer Boksmann photography

Great Hall Gallery

*My Aurora! 150 Youth – 150 Years:*  
Centre's community 150<sup>th</sup>



Community as Curator

*25 Years of Double Blue: Dr. G.W. Williams Secondary School artifacts*

AHS Display Case

*AHS 50 Years of Heritage Artifacts display*

**Upcoming**

- Community as Curator: Caruso & Co - 100 years in the Heart of Aurora – Sept 4 - Dec 15
- Meet the Artist in the Gallery: Miiko – Sept 7
- Artists' Talk: Breaking the Rules: Miiko & Greg Locke – Sept 19
- Meet the Artist in the Gallery: Greg Locke – Sept 21
- Fall Program registrations underway. Classes begin: Mon Sept 23
- Culture Days activities – September 28<sup>th</sup>
- John Sheard Presents Russell deCarle of Prairie Oyster concert – Oct 4
- AGM Aurora Cultural Centre – Oct 9
- Fest in October fundraising dance – October 19
- Scotiabank Toronto Waterfront Marathon fundraiser – October 20
- *AND MORE!*

Laura Schembri  
Executive Director  
August 9, 2013



September 11, 2013

Compliance Certificate for Directors

**To: The Directors of the Church Street School Cultural Centre**

As Executive Director of the Church Street School Cultural Centre, I hereby certify to the members of its Board of Directors that, for the financial quarter ending **June 30, 2012**, payments have been made as they fall due by the Corporation for amounts owed or accrued during the financial quarter related to obligations owed to or for the benefit of employees, the Government of Canada or the Government of Ontario and for which Directors of the Corporation would or could otherwise be liable to make payment.

These amounts include but are not limited to:

1. Employer and employee payments and deductions related to salary, wages and remuneration to employees such as income taxes, EI and CPP payments;
2. wages and other remunerations to employees including vacation pay;
3. HST; and
4. the premiums due on insurances including Directors' and Officers' liability insurance.

Laura Schembri  
Executive Director