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AGENDA

Board of Directors Meeting **#2- 2014**

February 12, 2014 | 7:00 PM | Frank Pulumbarit, Chair

1	Motion to Approve Agenda	all
2	Welcome to our new Director, Councillor John Abel	Frank Pulumbarit
3	Approval of Minutes from Previous Meeting (Jan. 15, 2014)	all
4	Statements of Conflict of Interest	all
5	Business Arising from the Previous Minutes (Jan. 15, 2014)	all
6	Report of the Executive Director	Laura Schembri
7	Executive Committee Update	Frank Pulumbarit
8	Joint Initiatives Committee Update	Bonnie Kraft
9	Finance Committee Update	Heidi Franken
10	Fund Development Committee Update	Karin Allan
11	Governance Committee Update	Craig Mather
12	New Business	all
13	In Camera	Frank Pulumbarit
14	Confirmation of Next Regular Board Meeting March 19, 2014	all
15	Motion to Adjourn	all

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Minutes of Meeting

February 12, 2014 **#2-2014**

Aurora Cultural Centre
Board of Directors

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

1. Motion to approve Agenda February 12, 2014

   Moved: Craig Mather
   Seconded: Lindsay Ablett
   CARRIED

2. Will postpone welcome to Councilor Abel to next meeting.

3. Approval of Previous Minutes January 15, 2013
   Moved: Craig Mather
   Seconded: Karin Allan
   CARRIED

4. Statement of Conflict of Interest
   No Conflict of Interest was reported.

5. Business arising from Previous Minutes January 15, 2014
   New Board Orientation took place February 4, 2014

6. Receive the Report from the Executive Director – Laura Schembri

   Moved: Karin Allan
   Seconded: Rina D'Angelo
   CARRIED

Update-

- January visitation down from last year due to weather conditions
- Numerous Community Events took place at the Centre
- SOYRA Opening and Guided Tours and Sale
- Nisbet Family designed *Community as Curator* Showcase

Highlights -

- Centre's Budget Presentation to the Town Council January 27
- Strong response to our ad for a Fund Development Officer
- New Board Member orientation took place for new Board Members
- Two major shows in the Galleries – St. Max. Kolbe High Grads' *The Collection* exhibition and Linda Lang: *Journey to Hope* arctic exhibition
- Our first *Ignite Program* taking place on February 17 (Family Day)
- Aurora Chamber of Commerce *After Hours* Event February 26
- Centre was awarded Honorary Mention for *Excellence in Financial Reporting Transparency* at the Voluntary Sector Reporting Awards
- Cultural Master Plan Steering Committee meeting February 21
- Great Artist Piano Series Concert #1 February 28

Motion to Receive the Report
Moved: Mayor Geoff Dawe
Seconded: Bonnie Kraft
CARRIED

7. Executive Committee Update – Frank Pulumbarit
   Budget Presentation was presented to the Town January 27
   All materials are on the website for review
   Pre Budget Report was given to the Town prior to our presentation
   and an amended version (pg. 8) was given to Town the night of the presentation.

8. Joint Initiatives Committee Update - Bonnie Kraft
   No formal meeting took place this month.
   Bonnie Kraft reported-on the ongoing communication between the Centre and Town staff.
   Next formal meeting is April 2014

9. Finance Committee - Heidi Franken

   1. Motion that the Board approve to increase the Centre's internally restricted Classical Music Series Fund as at December 31, 2013 by $13,500 from the unrestricted net assets of the Centre. Disbursements made out of this fund are to be used for the purposes as specified by the donor, unless otherwise approved by the Board the Directors.

   Moved: Craig Mather
   Seconded: Bonnie Kraft
   CARRIED

2. Motion that the Board approve to increase the Centre's internally restricted Contingency Fund as at December 31, 2013 by $20,000 from the unrestricted net assets of the Centre. Disbursements made out of this fund may only be approved by the Board of Directors.

Moved: Karin Allan
Seconded: Mayor Geoff Dawe
CARRIED

3. Motion that the Board approve to internally restrict $20,000 in the Special Project Reserve Fund as at December 31, 2013 from the unrestricted net assets of the Centre for the purchase of capital assets designated by the Board. Disbursements made out of this fund may only be approved by the Board of Directors.

Moved: Rina Ablett
Seconded: Lindsay Ablett
CARRIED

10. Fund Development Committee Update – Karin Allan
    Interviews for FD Officer progressing – second set of interviews to take place February 14, 2014
    All Event planning is on hold until FD Officer is hired
    Reminder that Board Pledge Commitment is due

11. Governance Committee Update – Craig Mather
    Board Evaluations are due – Susan Shaw will compile the information once all forms are in.

12. New Business
    Jane Taylor has given us a pack of materials to distribute for up coming events.
    February 28th is the Opening of our Classical Series

13. Motion to move in Camera to discuss an HR issue.
    Moved: Mayor Geoff Dawe
    Seconded: Craig Mather
    CARRIED

Motion to approve the Minutes of the last In Camera meeting of July 10, 2013.
Moved: Craig Mather
Seconded: Karin Allan
CARRIED

Motion to adjourn and move back to regular Board meeting.

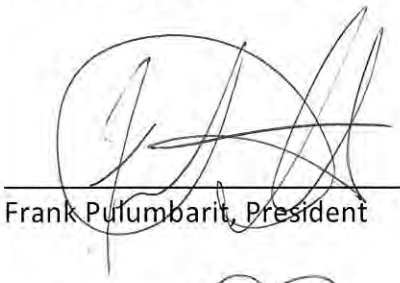
Moved: Heidi Franken
Seconded: Rina D'Angelo
CARRIED

14. Confirmation of Next Public Board Meeting March 19, 2014

15. Motion to Adjourn 9:07 pm

Moved: Heidi Franken
Seconded: Rina D'Angelo
CARRIED

Minutes recorded by Secretary Karin Allan



Frank Pulumbarit, President Date March 19/2014

Karin Allan, Secretary Date March 19/2014

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Report of the Executive Director– February 12, 2014

Visitation for January	1898*
*down by 455 people over January 2013 due to snow & ice storms	

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

January Events & Programs [R] indicates a Community Rental

Aurora High School Grade 12 Grads Art Exhibition	Tues Jan 7 – Thurs Jan 16
Aurora High School Opening Reception	Thurs Jan 9
MPP Lois Brown Public Meeting R]	Tues Jan 14
Watercolours for Beginners 1 day workshop	Wed Jan 15
Aurora Farmers' Indoor Market [R]	Sat Jan 18
Winter Instructional Programs START (Mon, Tues, Thurs & Sat)	Mon Jan 20
Society of York Region Artists (SOYRA) Show & Sale	Tues Jan 21 – Feb 2
SOYRA Guided tours of Show & Sale (seniors & Public)	Wed Jan 22
Partner w Town of Aurora Cultural Master Plan Public Visioning	Wed Jan 22
SOYRA Extended Evening viewing hours 10 – 9PM	Thurs Jan 23
John Sheard & Wendell Ferguson CONCERT	Fri Jan 24
SOYRA Opening Reception	Sat Jan 25
SOYRA Extended Sunday Hours 1 – 4PM	Sun Jan 26
SOYRA extended Monday Hours 10 – 4PM	Mon Jan 27
SOYRA Guided tours of Show & Sale (seniors & Public)	Wed Jan 29
SOYRA Extended Evening Viewing Hours 10 – 9PM	Thurs Jan 30

Other January Community Rental Bookings

Quilters' Guild of York Region	Executive Meeting
SOYRA	Artist Workshop
Aurora Community Band	3 Sunday evening rehearsals

Heritage

Community as Curator	*The Nisbet Family: A History of the Aurora Greenhouse, Highlands Golf Course & Westview Golf Club* artifacts display
Aurora Collection Display Case	*AHS 50 Years of Heritage* artifacts display

In the Galleries - January

Two *large* community art exhibitions displayed in Red, Blue, Reception & Great Hall Galleries:

1. Aurora High School – followed by:
2. Society of York Region Artists

The Aurora Room

Awaiting decision by Town of Aurora as to who will be contracted to manage The Aurora Collection and therefore present displays of artifacts in the Aurora Room and elsewhere.

Other January Activities

Board of Directors Meeting	Wed Jan 15
E/D attend Cultural Master Plan Steering Committee	Fri Jan 17
Centre's response to Town of Aurora RFP (Museum Services)	Wed Jan 22
Centre's Budget Presentation to Aurora Town Council	Mon Jan 27

Feb & Upcoming – Highlights

- New Board Members' Orientation Tues Feb 4
- **2013 Voluntary Sector Reporting Awards presentation*** **Fri Feb 7**
- Short list Fund Development Officer candidate interviews Wed Feb 12
- Board of Directors' Meeting Wed Feb 12
- FDO final shortlist extended projects Interviews Fri Feb 14
- Judy Marshak Valentine's Day CONCERT Fri Feb 14
- Opening receptions for *St. Max. Colbe High School* & *Journey to Hope* Exhibitions - Sat Feb 15

- Family Day ***IGNITE*** Activities 1 – 4PM — Mon Feb 17
- Cultural Master Plan Steering Committee meeting — Fri Feb 21
- Aurora Indoor Farmers' Market — Sat Feb 22
- Chamber of Commerce *After Hours* Event — Wed Feb 26
- First Great Artists Piano concert – Moshe Hammer on violin — Fri Feb 28

*Centre awarded FINALIST for *Award of Excellence in Financial Reporting Transparency* by Queen's Centre for Governance

* Centre awarded special HONOURABLE MENTION for *Excellence in Financial Reporting Transparency* by Queen's Centre of Governance with prize of full scholarship to Queen's University Executive Education Governance Program (4 day program) valued at $4,000.

Over 130 charitable organizations across Canada were nominated, 11 were named FINALISTS and five were individual winners of their sector. Centre was one of two organizations recognised in 2013 as a FINALIST *and* for HONOURABLE MENTION awards.

The awards were accepted by Board Members Geoffrey Dawe, John Abel, Heidi Franken and E/D Laura Schembri on behalf of Board of Directors and staff of Centre.

Underway

- Steering Committee for the Town of Aurora Cultural Master Plan.
- RFP for Management of Aurora Collection submitted to Town of Aurora
- Recruiting, hiring and establishing FDO for Ontario Trillium Foundation Grant #2
- Year End and 2013 Audit preparation
- Winter Instructional Programs

Laura Schembri
Executive Director
February 12, 2014

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2014 Budget Report

1. About the Aurora Cultural Centre

The Aurora Cultural Centre is a non-profit corporation and a Registered Charity developed to operate a centre for the provision of Cultural Services on behalf of the Town, in accordance with the Provision of Cultural Services Agreement. This agreement "provides an opportunity to promote, nurture, and expand Cultural Services to the residents of Aurora" (from PCSA). The Town and Centre have developed the following general objectives.

(a) To engage and enrich the community through arts, culture and heritage programming and promotion at the School;

(b) To seek to make the Centre a dynamic hub in the historic heart of the Town of Aurora with an arts, culture and heritage focus; and

(c) To recognize the rich diversity of our community by presenting a broad spectrum of cultural programming.

The Aurora Cultural Centre's *Strategic Plan 2013-15*, developed with community input, has identified 5 Key Goals:

1. Deliver high-quality arts, culture and heritage programs that are diverse, accessible and appealing to multiple audiences

2. Establish and sustain long-term collaborative partnerships and relationships with our stakeholders

3. Secure sufficient resources to achieve the goals defined by our strategic plan, in order to contribute more fully to the well-being of our community

4. Be a respected role model for a well-managed organization demonstrating best practices in transparency, accountability and good governance to our customers, stakeholders, staff and donors

5. Be recognized by Aurora and our neighbouring communities as a vibrant and accessible centre of cultural and social activity.

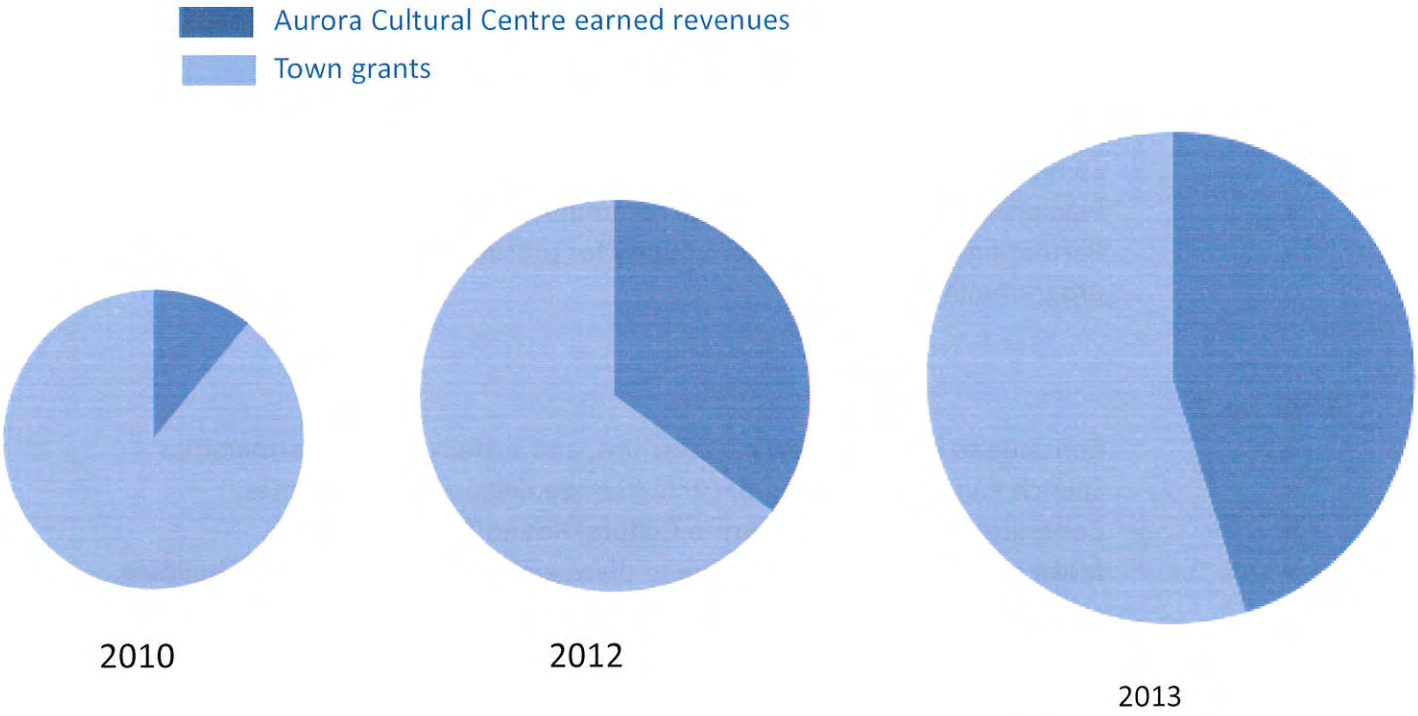
- Reporting to and Meeting with Director of Parks & Recreation
- Documents on Centre's Website
- Councillors on Board of Directors
- Quarterly Public Meetings (3 held in 2013)
- Compliance with PCSA reporting and submissions
- Accountability to our donors and grant providers

3. Highlights of 2013 Achievements at a Glance

- Attained 'Imagine Canada' accreditation
- Finalist, Voluntary Sector Reporting Award
- Signed 15 year Cultural Services Agreement with Town of Aurora
- Secured Trillium Grant for a Fund Development Officer
- Sustained over 25,000 visits
- Favourable KPI results
- Increased earned revenues

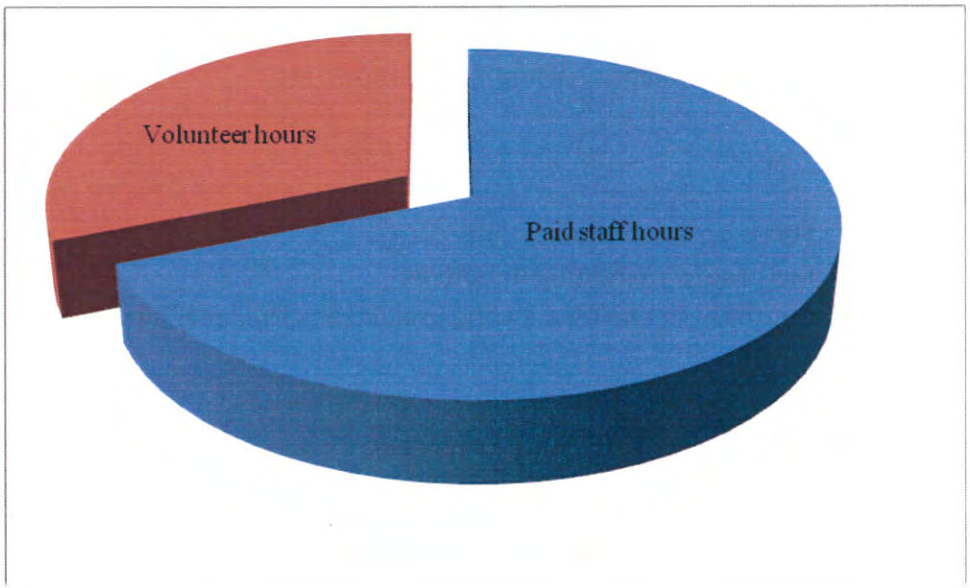
Aurora High School Students preparing their Exhibition

5. Growing Earned Revenues

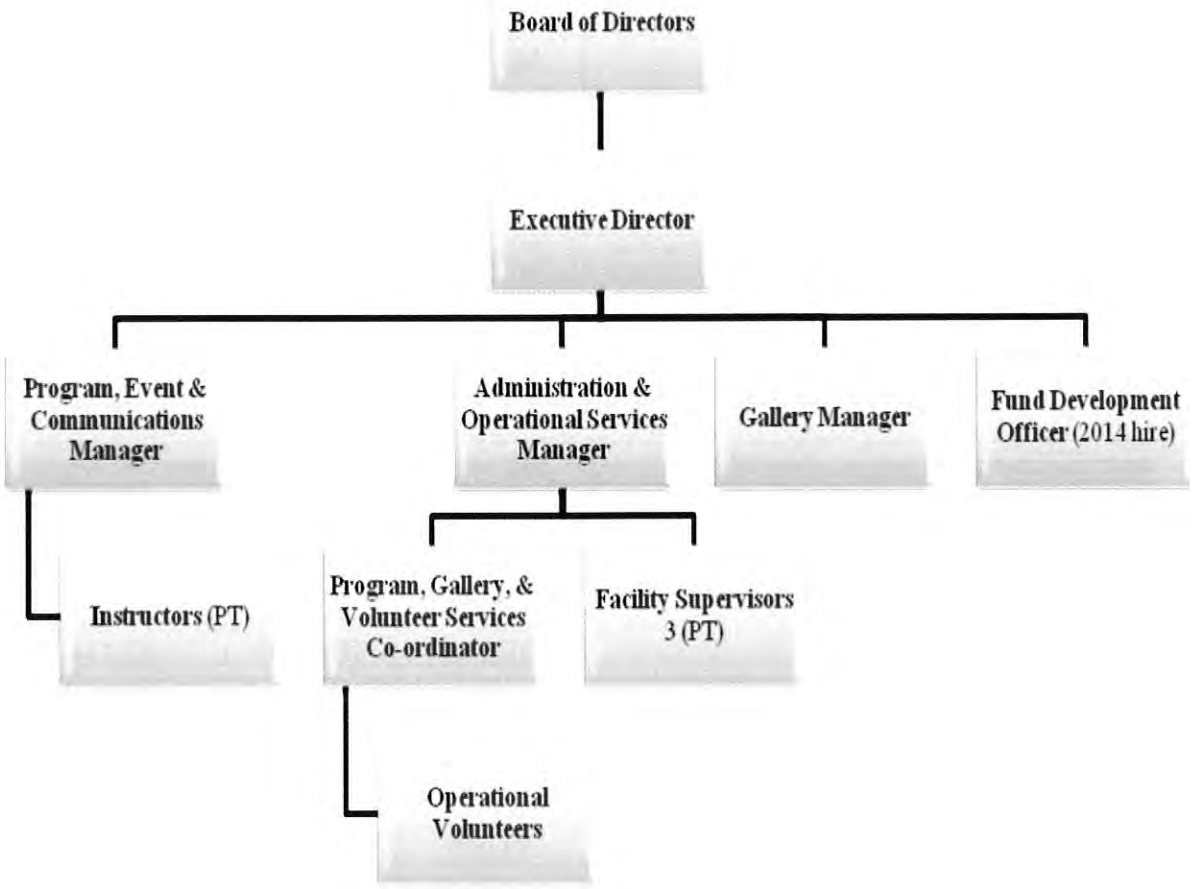


Earned revenues growing as overall revenue pie grows

6. Significant Volunteer Contribution



8. Organizational Structure & Leadership



9. Staff Complement

Positions	2013 Base Complement	2014 Base Complement
Full-time	4	5
Part-time	3	3
Contract	1	
TOTAL	8	8

Revenues:

Earned revenues include programming revenue, grants, and fundraising revenues.
The 2014 budget has earned revenues increasing by 8.6% from the 2013 budget.

The 2014 budget reflects a strong increase in program revenue. As well as revenue-generating programs, the Centre is committed to the continued delivery of various free community programs and events. Examples of some free events are Family Day, March Break, Culture Days, and Gallery openings, etc.

The increase in fundraising revenue will be realized with the addition of a new Fund Development Officer, funded by the Ontario Trillium Foundation.

'Grants – other' contains anticipated funding for summer students, and also includes the final year of a Trillium grant which the Cultural Centre administers in partnership with 'Theatre Starts'.

Expenditures:

The Cultural Centre's 2014 expenses (excluding Trillium grant expenses which are revenue neutral) are 8.6% higher than in 2013. The reasons for this increase are as follows: the Centre continues to experience growth in operations and expanded programs. Increases in salaries and benefits reflect an increase in FTE's from 4 in 2013 to 5 in 2014. This increase of the staff complement reflects the growth in our activities and supports the demand for programs and services from our residents. As well, contract staff have been changed to Part time, a new requirement from the CRA, which has associated extra costs.

Other expenditures, including program expenses, have increased to accommodate business increases in materials and services. To respond to community surveys, in which respondents have indicated they would like to see more music programming, more music programs are planned, with extra associated costs. As the Centre grows its programming, it follows that programming expenses will increase.

Insurance costs have increased due to WSIB costs associated with staffing increases, the addition of bar service at some events, Directors and Officers insurance increase to include two new board members, adjusting insurance coverage to cover valuable displays.

The Centre's 2014 request to the Town of 1.89% ($7,000) over last year's amount reflects only the cost of living and will allow the Centre to generate $33,747 additional earned revenue over 2013, which directly translates into increased programming.