



AGENDA
Board of Directors Meeting #1 / 2014

January 15, 2014

7:00 PM

Bonnie Kraft, Chair

1	Motion to Approve Agenda	all
2	Welcome to new Directors, Mayor Geoffrey Dawe and Rina D'Angelo	all
3	Approval of Minutes from Previous Meeting [Dec. 11, 2013]	all
4	Statements of Conflict of Interest	all
5	Business Arising from the Previous Minutes [Dec. 11, 2013]	all
6	Executive Director Update	Laura
7	Fund Development Committee Update	Karin
8	Executive Committee Update	Bonnie
9	Governance Committee Update	Craig/Janet
10	Finance Committee Update	Heidi
11	Joint Initiatives Update	Bonnie
12	New Business	all
13	Confirmation of Next Regular Board Meeting February 12, 2014	all
14	Motion to Adjourn	all



Minutes of Meeting

January 15, 2014 #1-2014

Aurora Cultural Centre Board of Directors

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

1. Motions to Approval Minutes January 15, 2014

Moved: Karin Allan
Seconded: Levon Yazejian
CARRIED

2. Welcome to two new Directors, Rina D'Angelo and Mayor Geoffrey Dawe.

3. Approval of Previous Minutes December 11, 2013

6.1 Amend previous Minutes to Approve the Financial Committee Update
6.5 Amend previous Minutes to Approve the August 2013 Financial Statements.

Moved: Karin Allan
Seconded: Craig Mather
CARRIED

4. Statement of Conflict of Interest

No Conflict of Interest was reported.

5. Business arising from Previous Minutes

No new business arising from Previous Minutes.

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

Moved: Karin Allan
Seconded: Lindsay Ablett
CARRIED

Update-

- December visitation is up from December last year.
- Numerous Community Events and Rentals took place.
- Victorian Christmas Afternoon was a sold out event and MP Lois Brown sponsored the Tea
- Red and Blue Galleries were closed two weeks for painting.

Highlights -

- Aurora High School Art Exhibit throughout the building until January 16
- Winter Programs have started
- Farmers Market is back - January 18th (Red Gallery and Brevik Hall)
- SOYRA display coming up- will use the whole Centre
- Jan. 22 – partnering with the Town on the Cultural Master Plan
- The hiring for a Fund Development Officer is underway

7. Fund Development Committee Update - Karin Allan

Update – recruitment for our FD Officer is underway. Deadline for applications Jan. 20/14

Discussion of Fund Development Events - May 3 and Oct. 25

Ian Fraser will be presenting a workshop on Fundraising next Board meeting February 12, 2014

8. Joint Initiatives Committee Update

Discussed 2013 Key Performance Indicators and results with Director of Parks and Recreation, Al Downey. Some KPI's were slightly amended for additional clarity with Mr. Downey's input and approval.

Motion: To approve the changes to the KPI's as amended. The amended KPI's will be attached to the Provision of Cultural Services Agreement and will replace the previous ones.

Moved: Bonnie Kraft

Seconded: Levon Yazejian

CARRIED

Our Ontario Trillium Foundation grant was discussed with Al Downey. RFP for Museum Services – January 22, 2014 due. Committee will give an executive summary to the Board before it submits the proposal.

9. Governance Committee Report – Craig Mather

Item 1.

In the Centre's application to Imagine Canada for licensing, the Centre made several commitments with respect to an annual policy and procedures review. The Governance Committee has developed a checklist or compliance-tracking sheet to assist in this annual review. Input from all committees will be required to ensure that each policy or "standard" identified in the tracking sheet is reviewed for accuracy, relevancy and that the "standard" has been met to allow the Executive Director (ED) to report to Imagine Canada on an annual basis.

Moved: Craig Mather

Seconded: Karin Allan

CARRIED

That the attached Imagine Canada Tracking Sheet be adopted as the tool for tracking the Centre's performance related to its Imagine Canada commitments and;

that the Committees identified as having responsibility for reviewing the "standard" and identifying next steps be tasked with carrying this work out for the March 12, 2014 Board Meeting.

Item 2.

The Provision of Cultural Services Agreement sets out the relationship between the Town of Aurora and the Aurora Cultural Centre and identifies the various commitments required of each party. The Agreement identifies several annual reporting requirements by the Centre to the Town. The Governance Committee has identified these requirements and the attached list is provided as a way of keeping track to ensure our annual reporting requirements are met. The Executive Director is the appropriate position to provide the Board with an annual report indicating that the reporting requirements have been completed.

Moved: Craig Mather

Seconded: Bonnie Kraft

CARRIED

That the Annual Reporting Requirements under the Provision of Cultural Services Agreement be received and;

that the Executive Director be directed to report on an annual basis as part of the Annual Reporting package to the Board that these commitments have been met.

Item 3.

As of January 15, 2014 there are three new Board Members. These new Members have not had an opportunity to attend a proper orientation session. The Governance Committee has identified this as an urgent matter and recommends that a date be set between now and the next Board meeting in February for an orientation session. Other Board Members may attend if they wish.

Moved: Craig Mather
Seconded: Karin Allan
CARRIED

That the date for the New Board Member orientation session be set as February 4 at 2pm.

10. Finance Committee Update: Heidi Franken

Motion to Approve the October 31, 2013 Financial Statements.

Moved: Heidi Franken
Seconded: Bonnie Kraft
CARRIED

Motion to Approve Nov. 30, 2013 Financial Statements.

Moved: Heidi Franken
Seconded: Craig Mather
CARRIED

11. Joint Initiative Update Bonnie Kraft
No update

12. New Business
No new business was discussed.

13. Confirmation of Next Board meeting - February 12, 2014 7 pm

14. Motion to Adjourn 10:07 pm

Moved: Lindsay Ablett
Seconded: Karin Allan
CARRIED


Minutes recorded by Secretary Karin Allan



~~Bonnie Kraft, Vice President~~

Date

Feb 12/2014



Karin Allan, Secretary

Date

Feb 12/2014

FRANK BULUMBAPIT, PRESIDENT.



aurora
cultural
centre

Report of the Executive Director– January 15, 2014

Visitation for December	2677	
Visitation for 2013	25,324	on par with 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 |

December Events & Programs [R] indicates a Community Rental

- | | |
|---|-----------------------|
| Special Olympics Marketplace Fundraiser [R] | Sun Dec 1 |
| Town of Aurora “Old Aurora” public meeting[R] | Mon Dec 2 |
| Pine Tree Potters Holiday Sale [R] | Wed Dec 4 – Sun Dec 8 |
| Pine Tree Potters Empty Bowls Fundraiser [R] | Thurs Dec 5 |
| Stacey Kuniak Concert [R] | Fri Dec 6 |
| Private Piano recital Holiday Concert[R] | Sat Dec 7 |
| Private Piano recital Holiday Concert[R] | Sun Dec 8 |
| Canadian Mental Health Holiday Party [R] | Tues Dec 10 |
| Aurora Cultural Centre Public Meeting #3 | Wed Dec 11 |
| Roger White Academy Holiday Recital [R] | Wed Dec 11 |
| Victorian Christmas Afternoon | Sat Dec 14 |
| Private Piano recital Holiday Concert [R] | Mon Dec 16 |
| Town of Aurora IES Dept Holiday Party [R] | Tues Dec 17 |
| Kerry’s Place Autism Services Staff Party [R] | Wed Dec 18 |
| Private Piano recital Holiday Concert [R] | Thurs Dec 19 |

Other December Community Rental Bookings

Quilters' Guild of York Region	Executive Meeting
SOYRA	Executive Meeting & General Meeting
Aurora Community Band	1 Sunday evening rehearsal

Heritage

Community as Curator	<i>100 Years in the Heart of Aurora</i> Caruso & Company
AHS Display Case	<i>AHS 50 Years of Heritage</i> Artifacts display

In the Galleries

No art in Red & Blue Galleries *after* Pine Tree Potters sale in order for the Town to patch and paint the accent walls in each gallery

Great Hall Gallery: Somewhere in Time – Olexander Wlasenko -- until December 15

The Aurora Room

The 150th display of artifacts came down in November to allow for the following bookings that had been booked *before* we agreed to host the 150th Display. Most of these bookings were so large they required (and booked) the entire facility, including the Aurora Room. They all used the Aurora Room as part of their fundraising activities.

1. Pine Tree Potters: Empty Bowls Fundraiser
2. Special Olympics Holiday Marketplace Fundraiser
3. Aurora Community Band Holiday Marketplace Fundraiser
4. Aurora Home Show Designers' Showcase – as part of the Aurora Holiday House Tour

And our own very popular (sold out) annual Victorian Christmas Afternoon required use of the Aurora Room for the event as well.

Upcoming – Highlights

- Aurora High School Grade 12 Art Show – entire facility until Jan 16
- Yesterday 3 rentals in: York Region Forestry, Lois Brown Community Meeting, SOYRA General Meeting
- Today; 1 day watercolour class all day in Activity Room (first of Winter 2014 programs)
- Jan 18 - Aurora Farmers' Market (Red Gallery & Brevik Hall)
- Jan 21 - SOYRA display in all galleries
- Jan 22 - partnering with Town of Aurora for Public Visioning Session on Cultural Master Plan – Great Hall and Brevik Hall
- Jan 20 - Winter instructional classes begin
- Jan 24 – John Sheard and Wendell Ferguson concert
- various SOYRA artist talks and tours
- community rentals
- “Community as Curator” case has been changed to feature artifacts from The Nesbitt Family and their local businesses (golf courses etc.)

Underway

- Year End and KPI's
- on Steering Committee for the Town of Aurora Cultural Master Plan and assisted with 1/3rd of the stakeholder interviews along with the facilitators. We meet at least monthly.
- 2014 Budget preparation for Presentation to Town Council January 27
- RFP for Management of Aurora Collection due Jan 21
- Organizing and prepping for Ontario Trillium Foundation Grant #2
- Recruitment of Fund Development Officer
- Audit preparation

Aurora Cultural Centre 2013 Year in Review Snapshot Highlights:

- We negotiated **15 year Agreement** for the Provision of Cultural Services with the Town of Aurora
- Created our first **Annual Report**
- **Finalist** in Queen's Centre for Governance **2103 Voluntary Sector Reporting Awards**. These awards in each sector (we are Revenues Up to \$1 million) are considered to be Canada's most prestigious Charity Awards.

- Accredited by **Imagine Canada Standards Program** and granted use of the coveted “Trustmark” for Governance, Finance and HR operations and policies. Over 75 organizations from across Canada applied this year, and we were one of the 48 who were successful.)
- Executive Director invited to represent our sector and to speak to the Imagine Canada **national Board of Directors** in Toronto.
- Met the rigorous standards to secure **\$179,000 grant from Ontario Trillium Foundation**. This is over 36 months and is our second OTF grant. They will run concurrently in 2014.
- Our overall revenue is *expected* to **surpass our 2013 goals**, and we expect to come in on budget with expenses.
- An excellent year, excellent feedback from the public!

Laura Schembri
Executive Director
December 15, 2014