aurora cultural centre

AGENDA #6a-2014
Board of Directors Meeting

June 11, 2014 6:30 PM - Library Room Frank Pulumbarit, Chair

1	Motion to Approve Agenda	
2	Motion to Approve Minutes from Previous Meeting [May 7, 2014)	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [May 7, 2014]	all
5	Executive Director Update and approval of Q1 2014 Managerial Commentary. **MOTION:** To approve the Managerial Commentary for Q1, 2014, AND that Q1 Commentary be sent to the Town of Aurora, AND that Q1 Commentary be made available for public release.	Laura
6	Executive Committee Update	Frank
7	Finance Committee Update **MOTION**: To approve the *2013 Registered Charity Information Return* and the *2013 Ontario Corporations Information Act Annual Return* as prepared by the Auditors in consultation with the Executive Director and Finance Committee.	Levon
8	Joint Initiatives Update	Bonnie
9	Governance Committee Update – formal acknowledgement that the Board of Directors have reviewed the *2014 Imagine Canada Compliance Report* that was provided to members at the May 14th meeting.	Janet
10	Nominating Committee Update	Bonnie
11	New Business	all
12	Confirmation of Next Regular Board Meeting (July 9) and date of next public meeting (Sept 10)	all
13	Motion to Adjourn	all

The Board of Directors will move from the Library Room to Meridian Gallery in order to convene the 2014 **Annual General Meeting** of Members.

aurora cultural centre

Minutes of Meeting

June 11, 2014 #6a-2014 6:30 PM

Aurora Cultural Centre
Board of Directors

Present	Bonnie Kraft	Frank Pulumbarit	Bill Jones
	Heidi Franken	Councillor John Abel	Carol Mather
	Janet Thacker	Levon Yazejian	Laura Schembri

Absent Rina D'Angelo, Karin Allan, Craig Mather, Lindsay Ablett, Mayor Geoff Dawe

1. **MOTION** to approve Agenda

   Moved: Janet Thacker
   Seconded: Levon Yazejian
   CARRIED

2. Approval of Minutes of May 7, 2014

   Moved: Heidi Franken
   Seconded: John Abel
   CARRIED

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

4. Business arising from Previous Minutes May 7, 2014
   No business reported.

5. Executive Director Update & Approval of Q1 2014 Managerial Commentary - L. Schembri

   MOTION
   To approve the Managerial Commentary for Q1, 2014, AND that the Q1 Commentary be sent to the Town of Aurora along with the financial statement, AND that the Q1 Commentary be made available for public release.

   Moved: Bonnie Kraft
   Seconded: Levon Yazejian
   CARRIED

6. Update of Executive Committee – Frank Pulumbarit

There was no Executive Committee meeting held in the past month.

7. Finance Committee Update - Levon Yazejian

Levon updated the Board on the Finance Committee's priorities for the coming term, including: staff salary structure, simplification of financial statements to be more understandable to Board members and the public, review of internal controls, assist Laura with 2013 Annual Report, monitor Imagine Canada program, assist Laura with formal financial reports, monitor budget process and its performance.

MOTION

To approve the 2013 Registered Charity Information Return and the 2013 Ontario Corporations Information Act Annual Return as prepared by the Auditors in consultation with the Executive Director and Finance Committee.

Moved: Levon Yazejian
Seconded: Carol Mather
CARRIED

8. Joint Initiative Update – Bonnie Kraft

Bonnie Kraft, Laura Schembri and Al Downey (Director of Parks & Recreation Services, Town of Aurora) met on May 28, 2014. Some items discussed were: installation of bike racks, way-finding signs directing people to the Cultural Centre, the process for getting a front lawn sign, parking issues, and the upcoming partnership with the Town for the Aurora United Church tribute heritage display to be held in The Aurora Room.

9. Governance Committee Update – Janet Thacker

Deferred to 8PM meeting to follow AGM.

10. Nominating Committee Update – Bonnie Kraft for Craig Mather & Karin Allan

Bonnie updated the Board on the process of advertising, interviewing and recommending new Directors. Directors will be confirmed at the AGM following this 6:30 PM meeting.

11. New Business

None

12. Confirmation of next Board Meeting on July 9 and date of next Public Meeting (#3) on September 10.

13. MOTION to Adjourn 7:00 pm

Moved: John Abel
Seconded: Janet Thacker
CARRIED

Minutes recorded by Vice President Bonnie Kraft for Secretary Karin Allan.

Bonnie Kraft — July 9, 2014.
Frank Pulumbarit, President — Date

Karin Allan — July 9, 2014
Karin Allan, Secretary — Date

The Board of Directors then moved to Meridian Gallery in order to convene the **2014 Annual General Meeting of Members** and **2014 Public Meeting #2**.

aurora cultural centre

Report of the Executive Director – June 11, 2014

May 2014

Visitation for May	3011
Hours of Operation	373 hours
Program hours May	345 hours

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

Staff of the Aurora Cultural Centre

Executive Director	Laura Schembri
Program, Event & Communications Manager	Jane Taylor
Administration & Operational Services Manager	Carol Sharp
Program, Gallery &Volunteer Services Coordinator	Stephanie Nicolo
Gallery Coordinator	Clare Bolton
Community Investment Manager	Anuja Varghese
Facility Supervisor	Carlo Vinco, PT
Facility Supervisor	Shirly Girot, PT
Facility Supervisor	Laura Beaton, PT

May Events & Programs [R] indicates a Community Rental

Le Vent du Nord concert
Great Artist Piano Series - Fung-Chiu piano duo – rescheduled concert
Pine Tree Potters annual Spring sale [R] (4 days)
Theatre Starts dramatic playwright readings [R]
Indiginesse- opening reception with poetry, drumming, song and dance
Great Artist Piano Series - Jane Coop concert
UCW Aurora United Church "Seekers" group gathering
Indiginesse: Metis Beading workshop

Spring Instructional Arts Programs that Ran

Beginning Small Group Guitar
Drawing, Sketching & More
Ukulele for Beginners
Ukulele Level 2 – Songwriter Series
Acrylics Level 1
Acrylics Level 2
Pen & Ink Techniques: An Intro
Spring Photography
Watercolours – afternoons
Watercolours – evenings
Wire Garden Sculptures
Bark Carving
Mixed Media Fun – child
Cartooning & Anime – child/youth

Selection of May Community Rental Bookings

SOYRA - Executive Meeting
Quilters of York Region - Executive Meeting
Women's Centre of York Region - Fundraising Tea
Third Age Learning - lecture
Kerry's Place Autism Services
Kinark Triple P - appreciation event
Aurora Community Band - rehearsals May 4, 11, 25
Markham Stouffville Hospital - mindfulness workshops for staff
Private piano recital
Yellow Brick House Women's Shelter

Heritage

The Aurora Collection	*Railways of Aurora* artifacts display
Indiginesse	First Nations, Metis and Inuit artists, traditions, learnings, music

In the Galleries - May

Meridian, Blue, Reception & Great Hall Galleries	*Indiginesse*: An Exhibition of Works by Contemporary Native Women

Other May Activities

Attended Town of Aurora Tourism Stakeholder workshop at Town Hall (with Karin Allan)

Ontario Heritage Trust exterior Heritage Site inspection and meeting

2013 Audited Financial statements presented and approved at April 9 Board of Directors Meeting

Completed extensive recruitment and hired Anuja Varghese, Community Investment Manager, via Ontario Trillium Foundation grant

May 23 applications for Directors closed with 6 applications received for 3 available positions.

Our Insurance package – including Directors and Officers insurance – has been renewed

Program staff interviewed several students for summer art leadership positions. Three students hired. Two supported by Young Canada Works in Heritage Institutions (Federal) at 75% of salary and the third student 100% supported through corporate sponsorship by Machi Badminton.

Summer registration just underway with as of June 4th, 25% occupancy filled. Brochure to be distributed throughout local papers by weekend.

Ongoing

- Spring Instructional Programs
- 2013 Annual Report
- Introducing new hire to Centre team

Laura Schembri
Executive Director
June 6, 2014

Church Street School Cultural Centre – operating as the Aurora Cultural Centre

Executive Director's Q1 2014 Managerial Commentary

Intended to accompany the Centre's Jan to March 2014 First Quarter financial statements.

Highlights – 2014 First Quarter

- 18 Instructional Programs Running during Q1
- 5 Musical Concerts Presented
- 4 free Community Events Presented
- 4 Heritage Events (including 1 Display of Artifacts)
- 6,396 Visits
- 800.5 Programming Hours
- 87% of time Centre was staffed, we were programming
- 1,487 Volunteer Hours Donated in Q1
- Growth in Facility Rentals

June 13, 2014

PROGRAMMING Q1 2014

Our programs are enjoying the support of a large number of participants. We are committed to presenting top quality cultural programming for our community. The Centre provides a mix of free, by donation and registered/ticketed events.

Art Exhibitions Q1 = **5**

The Art Gallery program forms a major part of our operational plan to make the Cultural Centre accessible to everyone. All galleries are open free to the public to explore, be inspired and learn from. The exhibitions are changed regularly with great variety.

Jan 6 - 17 Aurora High School Grade 12 Art Students: *Grads 2014!*	Meridian/Blue/Great Hall & Reception Galleries
Jan 19 – Feb 2 Society of York Region Artists: *Showcase 2014*	Meridian/Blue/Great Hall & Reception Galleries
Feb 3 – March 15 Linda Dawn Lang: *Journey of Hope – A Decade of the Arctic*	Meridian & Blue Galleries
Feb - March 15 St. Maximillian Kolbe Catholic High School: *GRADS 2014!*	Meridian/Blue/Great Hall & Reception Galleries
March 17 – April 28 Toronto Watercolour Society: *Aquavision 2014* *- 29th Annual Spring Juried Show*	Meridian/Blue/Great Hall & Reception Galleries

Heritage Displays of Artifacts Q1 = **3**

There is always a display of artifacts from The Aurora Collection exhibited in the main reception area of the Centre. As well, the Centre has developed our *"Community as Curator"* program where Aurora citizens, organizations and businesses are invited to display their artifacts and collections throughout the year, also at the front reception area.

The Nesbitt Family in Aurora - Artifact Display	Community as Curator: Reception Display Case
Railways of Aurora	Aurora Historical Society: Reception Display Case
Church Street School Artifacts	Aurora Historical Society: Library Room Display

Concerts Q1 = **5**

Concert season began again in January with all concerts either completely selling out or experiencing a full house.

John Sheard & Wendall Ferguson
Judy Marshak Quartet, Valentine's Concert
Great Artist Piano Series: Moshe Hammer (violin) & Angela Park (piano)
SchoolHOUSE Song Circle
John Sheard & Tarra Hazelton

Special Community Events Q1 = **12**

Community events are initiated by the Centre, partnered by the Centre with other groups, or the Centre provides the location for a community event facility rental. However it comes about, a community event always welcomes the community into the facility for a special activity; often at no charge.

Aurora High School GRADS Reception
SOYRA Adult & Seniors walk and talks (2)
SOYRA Artists' Reception
Journey of Hope Artist's Reception with walk & talk
St. Maximilian Kolbe C High School GRADS Reception
Family Day Fiesta! – Ignite! PAN AM event – Brazilian Capoeira, music, art
Bark Carving Demonstration
March Break – 2 Inuit Stencil Painting workshops - child & youth
March Break – Sew Much Fun for Spring – Family Drop in Activity
March Break – Out of this World Creative Writing Workshop - youth

Instructional Arts Programs Q1 = **18**

Our professional artists share their expertise and teach a vast array of creative classes. Winter Session:

Drawing & Painting	youth
Mixed Media Fun	child
March Break Mixed Media Madness	child
Beginning Small Group Guitar	Adult
Songwriting	Adult
Drawing, Sketching & More	Adult
Pen & Ink Techniques: An Into	Adult
Ukulele for Beginners	Adult
Printmaking for the First Time	Adult
Acrylics Level 1	Adult
Acrylics Level 2	Adult
Watercolours – afternoons	Adult
Watercolours – evenings	Adult
Wood Carving	Adult
Creative Writing for Beginners	Adult
Watercolours for Beginners Workshop	Adult
Negative Painting	Adult
Watercolour Travel Sketchbook	Adult

[Our *Spring* session of instructional programs began again in April.]

COMMUNITY PARTICIPATION Q1 2014

Community participation flows through everything that happens at the Centre and is evident in all we do. January and February were slower than anticipated due to the heavy winter we endured, and people stayed home. We also had to close the Centre to the public for maintenance for a few days and of course there were times when the parking lot and sidewalks could not be cleared as often as usual, making access difficult.

Despite this 6,396 visits were received in the First Quarter.

Here is just a taste of some activities at the Centre in Q1 2014!

- In January and February our 2 **ex officio Directors** were declared and Mayor Geoffrey Dawe and Councillor John Abel officially joined the Centre's Board of Directors.
- January is always a big **community art show month** at the Centre with the Grade 12 students from Aurora High presenting their annual show, followed by the Society of York Region Artists' group show and St. Maximillian Kolbe Catholic High School.
- January 27th we presented our **Budget** to Aurora Town Council and were pleased with the positive response received from around the table. We thank the Town of Aurora for its generous and continued support of the Centre.
- On February 7th Mayor Dawe and Councillor Abel joined our Treasurer Heidi Franken and myself for the 6th Annual ***Voluntary Sector Reporting Awards*** in Toronto. More than 140 charities were nominated and the Centre was one of 16 finalists named. We were pleased to be recognized with an *Honourable Mention for Excellence in Financial Reporting Transparency* award.
- For **Family Day** we presented our first Pan Am Games *Ignite* event with a full house of families participating in Brazilian Capoeira drumming and dancing activities filling Brevik Hall.
- The first **Public Meeting** of 2014 was held at the Centre on March 19.
- The first quarter saw several **well received** art exhibition openings, artists' walk & talks, musical concerts and workshops, and interesting and popular March Break activities. As well, the winter instructional programs rolled out seamlessly.
- The Centre's third-party 2013 **audit** was underway during this quarter.
- I continued to participate on the Town of Aurora's **Cultural Master Plan** steering committee.
- At the request of Council the Centre prepared and submitted a response to the **Request for Proposal** for the Management of The Aurora Collection.

OUR VOLUNTEERS Q1

Volunteers are another important measure of community participation at the Centre. Our volunteers donate thousands of hours of their time. All ages offer to volunteer at the Centre in operations; including couples and families volunteering together. We are always happy to welcome more people to our volunteer team. We offer a thorough orientation and interesting volunteer opportunities. Our Board of Directors and citizens sitting on occasional ad hoc committees are all volunteers and donate a huge number of hours to the governance of the Centre. We simply could not operate the Centre without our dedicated volunteer force.

VOLUNTEERS donated a total of 1,511 hours January to end March 2013

Operational Volunteers TOTAL hours donated Q1	**582.5 hours** (not including Board Of Directors)

Governance Volunteers Board of Directors & committee work TOTAL hours donated Q1	**928.5 hours**

FACILITY RENTALS – AN INDICATOR OF COMMUNITY PARTICIPATION Q1

Facility Rentals bring diverse community groups and organizations to the Centre where we are then able to further engage them with culture. We are seeing more and more return bookings who are now asking ...*"What will be showing in the galleries this time when we come?"*

In Q1 2014 we facilitated long-term, standing rental relationships with the following organizations:

- Quilters of York Region
- Society of York Region Artists (SOYRA)
- York Region Arts Council (YRAC)
- Aurora Community Band
- Pine Tree Potters
- Theatre Starts
- Aurora Farmers' Market
- Spotlight Theatre
- Aurora Performing Arts (Wave Theatre)
- York Region Children's Chorus

Some interesting bookings of note in Q1 were:

- Sandgate Women's' Shelter - Seminar
- Lois Brown, MP - Pre budget community consultation
- York Region Public Health - Training
- York Region Strategic Policy - Training
- Holy 40 Martyrs Romanian Orthodox Church -5th Anniversary Celebration
- Aurora Winter Blues Fest -Kick off concert and workshops
- Aurora Public Library - Training
- S-Trip - Seminars
- Across Boundaries - Seminars
- COMPASS - Seminars
- Private Rental - Surprise 50th Birthday Party
- Private Rental - Piano recital

SUMMATION

Despite the challenges of a big "old fashioned" winter of snow blocked driveways, sidewalks and stairs, we were impressed with the numbers who persevered and made their way here to support artists showing at the Centre, take creative classes and workshops and enjoy a variety of first class musical concerts.

It is preferable to read this report in conjunction with our Q1 financial statements (unaudited- GAAPS) in order to more fully understand the activity that drives our financial standing. In this case Q1 2014 shows an increase in revenue and decrease in expenses over the same period in 2013.

We continued to enjoy and appreciate the support of volunteers at the Centre; both our Board of Directors, and our operational volunteers. We welcome volunteers to join us and become involved in the many interesting activities happening at the Centre.

Thank you to community and corporate sponsors who supported the Centre in Q1:

AURORA

THE ONTARIO TRILLIUM FOUNDATION
LA FONDATION TRILLIUM DE L'ONTARIO

Bonnie & Norbert Kraft

Meridian

ONTARIO ARTS COUNCIL
CONSEIL DES ARTS DE L'ONTARIO
50 YEARS OF ONTARIO GOVERNMENT SUPPORT OF THE ARTS
50 ANS DE SOUTIEN DU GOUVERNEMENT DE L'ONTARIO AUX ARTS

Laura Schembri
Executive Director
Aurora Cultural Centre

June 13, 2014