



AGENDA  
Board of Directors Meeting #3 - 2014

March 19, 2014

6:30 PM

Frank Pulumbarit, Chair

1	Motion to Approve Agenda	all
2	Welcome to Councillor John Abel to the Board of Directors	Frank/all
3	Approval of Minutes from Previous Meeting [February 12, 2014]	all
4	Statements of Conflict of Interest	all
5	Business Arising from the Previous Minutes [February 12, 2014]	all
6	Update from Executive Committee	Frank
7	Finance Committee Update	Heidi
8	Governance Committee Update	Craig/Janet
7pm	BREAK FOR PUBLIC MEETING #1, then re-convene at 8PM	all
9	Nominating Committee Update	Craig/Karin
10	Fund Development Update	Karin
11	Motion to move In Camera	all
12	New Business	all
13	Confirmation of Next Board Meeting - April 9, 2014 7 pm	all
14	Motion to Adjourn	all



## Minutes of Meeting

March 19, 2014 #3-2014

### Aurora Cultural Centre Board of Directors

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

#### 1. Motion to approve Agenda March 19, 2014

Moved: Craig Mather  
Seconded: Janet Thacker  
**CARRIED**

#### 2. Welcome to Councillor Abel.

Frank Pulumbarit welcomed Councillor John Abel as the newest member of the Aurora Cultural Centre Board of Directors.

#### 3. Approval of Previous Amended Minutes February 12, 2013

*itemized*

Moved: Craig Mather  
Seconded: Heidi Franken  
**CARRIED**

#### 4. Statement of Conflict of Interest

No Conflict of Interest was reported.

#### 5. Business arising from Previous Minutes February 12, 2014

No new business reported.

#### 6. Executive Committee Update; Karin Allan

The Executive Committee met on March 4, 2014 to discuss the following:

- Completion of the ED Performance Appraisal
- Recommendations for the ED Compensation Package
- Fund Development Officer Hire
- Nominating Committee timeline for the AGM

7. Finance Committee Update; Heidi Franken  
Our year- end audit underway.

8. Governance Committee Update; Craig Mather

Governance Committee reviewed Imagine Canada Policies and other Center Policies related to Governance to meet the Imagine Canada annual policy review deadlines.

**Motion to approve:**

From the 22 policies under the purview of the Governance Committee, the following policies require some minor changes or review and updating in 2014:

- A7 – Risk Management
- A17 – Governance Committee Terms of Reference
- A22 – Board Succession – Need to include the new role of the nominating committee.

The Committee also identified those policies where confirmation that the action(s) identified in the policy have been met in 2013. These are:

- A6 – Executive Director succession planning
- A9 – Financial Reporting to CRA etc.
- A10 \_ Communication with Stakeholders
- A12 – Annual Conflict of Interest Policy signing by staff and Board on an annual basis. (Suggestion that Directors Contract be signed on an annual basis which would cover this)
- A13 – Privacy Policy
- A14 – Reporting on Complaints

Moved: Craig Mather  
Seconded: Levon Yazejian  
**CARRIED**

Board Members were requested to fill out the Board Survey and Governance. Based on the results, Governance Committee will make recommendations and will present an action plan at the next Board meeting.

The Board then moved to Meridian Gallery to host 2014 Public Meeting #1

## **Public Meeting #1-2014 – Meridian Gallery**

Jane Taylor, Program, Event & Communications Manager presented an update on Centre programs and activities

### Highlights-

- There was a good mixture of free and paid events at the Centre
- Family Day – we hosted our first Ignite Pan Am Games offering programs to celebrate the Americas.
- Busy March Break – registrations and drop in programs throughout the week were well attended – activities included, Inuit Artists, Mix Media Art Workshop, Free Drop in Sewing Activity.
- New Spring Brochure was distributed through the Era Banner
- New Spring programs include 17 Multi week courses and 4 one day workshops
- Upcoming concerts.
- Half day workshops for summer Children Program is underway.
  
- Next AGM June 11, 2014 7 pm
  
- Opportunity for Questions and Answers

### **The Public Meeting was completed and the Board moved back into Session**

#### 9. Nominating Committee Update; Karin Allan

Nominating Committee met February 18, 2014 to discuss succession planning of the Board and to set a timetable for the replacement of Board Members as required.

**Motion:** To approve the following timetable to be used for the acquisition of new Board Members should they be required in preparation for the June 2014 Annual Board Meeting.

Step 1 April 1, 2014 Current Board Members must declare as to whether they are willing to let their names stand as Directors for the coming year.

Step 2 April 14, 2014 Advertise in various locations and publications for new Board Members as required paying particular attention to the skill sets required as determined by the Nominating Committee and Board.

Step 3 May 26 to June 2, 2014 Nominating Committee to meet with prospective Board Members for interviews.

Step 4 June 11, 2014 Nominating Committee recommendations presented to the Board at the AGM.

Moved: Craig Mather  
Seconded Janet Thacker  
**CARRIED**

10. Fund Development Committee Update; Karin Allan

Committee reviewed Imagine Canada Policies on March 14, 2014 and other Center Policies related to Fund Development to meet the Imagine Canada annual policy review deadlines.

**Motion** To approve the following from the 15 policies under the purview of the Fund Development Committee, the following policy requires review and updating in 2014:

B9 - On Line Sales and Donations

Fund Development also identified those policies where confirmation that the action(s) identified in the policy has been met in 2013. These are:

C1-4, C6-8, C10, C12	Consolidated Fund Raising Policy
C5	Receipts
C9	Fund Raising Material
C11	Behaviour of Fund Raisers
C13	Face- to -Face Solicitations
C14	Cause Related Marketing/Third Party

Moved: Karin Allan  
Seconded: Bonnie Kraft  
**CARRIED**

Highlights

- Machi Training Centre generously sponsored our Summer Student for our upcoming Summer Camps.
- New FDO Hire – reposting ads for the position of Fund Development Officer for the Centre.

11. Motion to Move In Camera

Moved: Mayor Dawe  
Seconded: John Abel  
**CARRIED**

The Board then returned to regular session.

12. New Business

Bonnie Kraft informed the Board that the Aurora Cultural Centre was the recipient of \$2000.00 Ontario Arts Council grant.

Aurora Collection Update -Bonnie Kraft and Laura Schembri have been requested to meet with Town staff April 11, 2014 to discuss the submitted proposal for the Aurora Collection.

13. Confirmation of Next Public Board Meeting - April 9, 2014 7 pm


14. Motion to Adjourn 9:07 pm

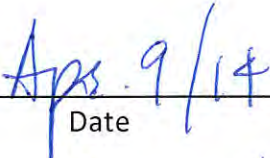
Moved: John Abel

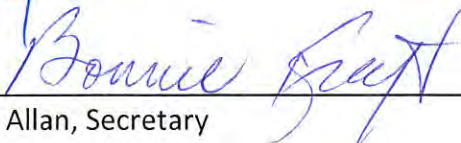
Seconded: Mayor Dawe

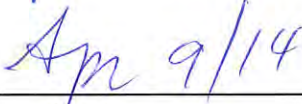
**CARRIED**

Minutes recorded by Secretary Karin Allan

  
\_\_\_\_\_  
Frank Pulumbarit, President

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date



**Report of the Executive Director – March 19, 2014**

<b>Visitation for February</b>	2032 *up 7.6% over February 2013
<b>Visits total for Jan &amp; Feb</b>	3,930
<b>Hours of Operation Jan &amp; Feb</b>	599.5 hours *up 1.96% over J & F 2013
<b>Program hours Jan &amp; Feb</b>	524 hours *up 13% over J & F 2013
87% of the time the Centre was occupied in January and February we were programming .	

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, PT
Facility Supervisor	Carlo Vinco, PT
Facility Supervisor	Shirly Girot, PT
Facility Supervisor	Laura Beaton ,PT

**February Events & Programs** [R] indicates a Community Rental

Tues Feb 4	New Board Members orientation
Wed Feb 5	Negative Painting w Watercolours – 1 day workshop
Feb 6 – 9	Theatre Starts Playwright Readings [R]
Wed Feb 12	Board of Directors Meeting
Fri Feb 14	Judy Marshak Valentine’s Day Concert
Sat Feb 15	Opening Receptions: 1. Linda Lang: Journey to Hope 2. St. Max. Kolbe Catholic High School: The Collection
Mon Feb 17	Family Day Fiesta!
Wed Feb 19	Multi Media Film Festival of York Region – Media Launch
Sat Feb 22	Aurora Farmers’ Market [R]
Wed Feb 26	Travel Sketchbook - 1 day workshop
Wed Feb 26	Chamber of Commerce After Hours
Fri Feb 28	Great Artist Piano Series #1 – Moshe Hammer (violin)

**Other February Community Rental Bookings**

Sat Feb 8	Corporate brainstorming workshop
Sat Feb 22	Private 50 <sup>th</sup> Birthday
Feb 2, 9, 23	Aurora Community Band rehearsals Sunday evenings
Tues Feb 25	York Region Community Strategic Planning
Feb 19, 26	SOYRA Members’ Workshops
Feb 4, 11	SOYRA Executive & Members Meetings

**Heritage**

Community as Curator	<i>The Nisbet Family: A History of the Aurora Greenhouse, Highlands Golf Course &amp; Westview Golf Club</i> artifacts display
The Aurora Collection	<i>AHS 50 Years of Heritage</i> artifacts display
Family Day Fiesta!	Celebration of Brazilian capoeira and drumming



### In the Galleries - February

Meridian & Blue Galleries Feb 5 – March 15	Linda Lang: Journey to Hope ( high Arctic)
Blue, Reception & Great Hall Galleries Feb 5 – March 15	St. Maximillian Kolbe Catholic High School: The Collection (Gr 12 grads)

### The Aurora Room

Awaiting decision by Town of Aurora as to who will be contracted to manage The Aurora Collection and therefore be responsible for presenting displays of artifacts.

### Other February Activities

Centre succeeded in securing naming sponsorship for Red Gallery; now known as **Meridian Gallery**. 1 year, with option to renew for additional 2 years. This will assist the Centre in working towards achieving our 2014 fundraising goals and is a wonderful partnership with a respected Aurora cooperative bank.

Meridian also stepped up and agreed to sponsor 4 musical concerts in 2014 and 1 in 2015.

Centre's Winter Instructional Classes running Monday, Tuesday, Thursday evenings and Thursday afternoon and Saturday mornings throughout February

Executive Director and Directors Heidi Franken, Mayor Geoffrey Dawe, Councillor John Abel attended the Voluntary Sector Reporting Awards in Toronto where the Centre was named a Finalist in our division and received a special award of Honourable Mention for Financial Reporting Transparency. Over 130 submissions from across Canada; 16 Finalists; 5 Winners and 2 Honourable Mentions. [Centre both a Finalist and Honourable Mention]

Centre entered into short list interviews for the upcoming position of Fund Development/Social Media Officer (Laura with Karin, Bonnie and consultant Ian Fraser)

Executive Director attended Open Forum at Town of Aurora General Committee to inform council about our recent VSRA awards.

### Ongoing

- 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
- 2013 Audit underway
- Winter Instructional Programs
- Imagine Canada 2014 Compliance
- 2013 Annual Report

### Some Early March Highlights

- Our first successful grant received from Ontario Arts Council – to support Classical Music
- Successful March SchoolHOUSE concert
- March Break activities very well received
- Aurora Blues Festival – a growing partnership with the Festival, Theatre Aurora and The Arts
- Partnership with Aurora Public Library's One Book/One Aurora program
- Working with Fund Development Committee and gaining sponsorship successes

Laura Schembri  
Executive Director  
March 13, 2014



AGENDA  
Public Meeting #1 - 2014

March 19, 2014

7:00 PM

Frank Pulumbarit, Chair

1	Welcome	Frank
2	Presentation of the 2014 Budget PowerPoint	Frank
3	Discussion of 2014 Budget	Heidi
4	Opportunity for questions regarding the Budget presentation	All
5	Update on current and future programs	Jane Taylor
5	Opportunity for questions	All
6	Confirmation of next Public Meeting - ANNUAL GENERAL MEETING Wednesday June 11, 2014	All