



**AGENDA**

Board of Directors Meeting #11-2014

November 12, 2014 7:00 PM Bonnie Kraft, Chair

1	Motion to Approve Agenda	all	
2	Statements of Conflict of Interest	all	
3	Business Arising from the Previous Minutes (Oct. 8, 2014)	all	
4	Approval of Minutes from Previous Meeting (Oct. 8, 2014)	all	
5	Report of the Executive Director	Laura Schembri	15 min
6	Finance Committee Update	Levon Yazejian	15 min
7	Executive Committee Update	Bonnie Kraft	10 min
8	Joint Initiatives Committee Update	Bonnie Kraft	10 min
9	Governance Committee Update	Craig Mather	10 min
10	Fund Development Update	Karin Allan	10 min
11	New Business	all	
12	Confirmation of Next Board Meeting - December 10, 2014	all	
13	Motion to Adjourn	all	



## Minutes of Meeting

November 10, 2014 #11-2014

### Aurora Cultural Centre Board of Directors

Present	Bonnie Kraft Levon Yazejian Heidi Franklin Karin Allan Lindsay Ablett	Eric Acker Mayor Dawe Gabi Dragomir Mukhlis Mutlag Frank Pulumbarit	Craig Mather Laura Schembri
Regrets	Carol Mather		
Absent	Councillor Abel		

#### 1. Motion to approve Agenda

Motion to amend the Agenda to move Finance Update (#6) after Fund Development Update (#9)

Moved: Mukhlis Mutlag  
Seconded: Craig Mather

**CARRIED**

#### 2. Statement of Conflict of Interest

No Conflict of Interest was reported

#### 3. Business arising from Previous Minutes (October 8, 2014)

Sign Committee Update - committee presented Lynch and Comisso Architects Inc. pylon sign concept to the Board. Board discussed possible locations, design, and the possibility for 2 signs instead of just the initial one.

#### **MOTION**

Motion to approve the front lawn sign(s) concept in principle and direct the Joint Initiatives Committee to begin the process of approval with the Town of Aurora.

Moved: Karin Allan  
Seconded: Gabi Dragomir

**CARRIED**

4. Approval of the Minutes from the Previous Meeting (October 8, 2014)  
Amended Minutes to say, "We received a follow up letter from our Insurance Broker, Mike King, recommending that the Cultural Centre and the Board of Directors increase their D&O insurance to ensure adequate coverage."

Moved: Eric Acker  
Seconded: Levon Yazejian  
**CARRIED**

5. Report of the Executive Director Laura Schembri

#### Highlights

- Angela Hewitt concert November 13 is completely sold out and we will be unveiling the Piano Key recognition plaque
- Our Lecture Series are being very well received, Heritage Lectures to begin in the New Year
- October Community Rentals included, Third Age Learning Serie; Paskke Quartet community concert; Society of York Region Artists; Lake Simcoe Conservation Authority; Lois Brown, MP Pre-Budget Community consultation evening; Aurora Community Band and Autism Ontario
- November Community Rentals to include, Farmers' Market; ABC African Fundraiser; Youth Informer Coffee House Fundraiser; Special Olympics Market; Aurora Community Band Market
- Upcoming Events at the Centre: December 11 Ensemble Polaris Concert; December 11 - 20, Fundraiser "Whose Art Is It Anyway?"; December 13, Victorian Christmas
- In the Galleries in October – Jane Geard & Christine Kim: Cutting Edge and Will Lottering: Parchment Pieces.

#### Of Interest -

- Thank you to Apple Suites for their Sponsoring "It's A Dance and The Thursday Night Jam Band for waiving their band fees.
- Great Artists Music Series – tickets are now on sale – three performances, January 23, March 6 and May 1.
- Laura Schembri attended a 4 day Queen's University Executive Education Governance Program which she found extremely helpful and will prepare a tutorial to present to the Board
- 88 Keys of Success piano fundraiser recognition plaque will be unveiled at the Angela Hewitt concert.

#### Motion to receive the Executive Director Report

Moved: Mayor Dawe  
Seconded: Karin Allan  
**CARRIED**

6. Executive Committee Update Bonnie Kraft

Executive meeting met after last month's Board meeting. No report or recommendations made. Executive Committee will meet after tonight's Board meeting to continue Budget discussions and Personnel Issues.

7. Joint Initiative Update Bonnie Kraft

No official meeting with the Town of Aurora – a meeting will set up by the end of the November. Discussion topics to include upgrading of the building's security system and the new sign.

8. Governance Committee Update

Governance Committee has had two meetings this past month reviewing Committee Policies and they have made their changes to their policies. Committee has asked to meet with all Committees in future to review their policies. Governance Committee will then present their revised 'Board Policy Manual' to the Board and make a recommendation at that time.

9. Fund Development Committee Update Karin Allan

Update:

"It's a Dance" - Board members were thanked for their support it making the Fundraising Event a success.

Direct Mail Campaign will be distributed first week in December.

Donate Now Button is now on the Centre's Website

[www.auroraculturalcentre.com](http://www.auroraculturalcentre.com)

Future Fundraising Events, May 2015 and November 2015

Fund Development Recommendation - further discussion is needed on the revised Terms of Reference. Motion has been deferred to approve the new Terms of Reference to next month Board meeting.

10. Finance Committee Update Levon Yazejian

Approval of Q3 Financial Statements

**MOTION**

To approve the unaudited interim financial statements for the 9 months ended at September 30, 2014 (the Q3 Report) and to approve the filing of the Q3 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.

Moved: Levon Yazejian

Seconded: Eric Acker

**CARRIED**

Laura Schembri – Laura presented 2014 Year to Date Actuals and year-end forecast.

11. New Business

Karin Allan asked if Board was interested in a Holiday Cheer Get Together after Dec. 10<sup>th</sup> meeting. Board declined.

12. Confirmation of Next Regular Board Meeting

December 10, 2014, 6:30 pm Public Meeting and Board Meeting

13. Motion to Adjourn 9:26 pm

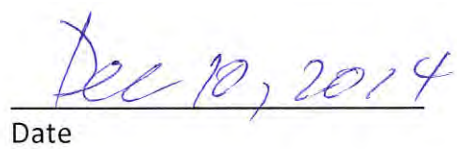
Moved: Karin Allan

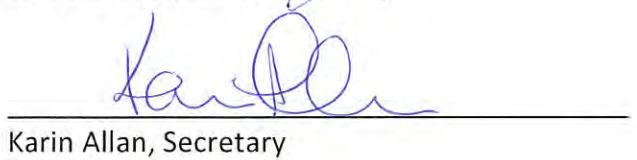
Seconded: Gabi Dragomir

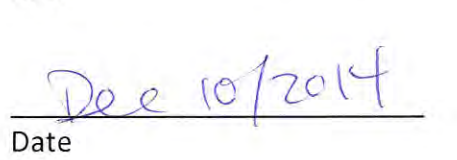
**CARRIED**

Minutes recorded by Secretary Karin Allan

  
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Bonnie Kraft, President

  
\_\_\_\_\_  
Date

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

  
\_\_\_\_\_  
Date



aurora  
cultural  
centre



## Report of the Executive Director – November 12, 2014

KPI	Oct 2013	2013 YTD	Oct 2014	2014 YTD	2014 -/+
<b>Visitation</b>	1663	20,037	2055	22,078	10%
<b>Operational Hours</b>	336.50	2842.5	325	2897.5	1.9%
<b>Program Hours</b>	287.50	2427.5	301.25	2519.75	3.8%
	<b>Q2 2013</b>	<b>Q1 + Q2 2013</b>	<b>Q2 2014</b>	<b>Q1 + Q2 2014</b>	<b>2014 -/+</b>
(recorded <u>quarterly</u> only) <b>Volunteer Hours</b>	1057	2761	1379	2866	3.80

### CENTRE HOURS

Business Hours	Monday to Friday	9:00 AM – 4:00 PM
Staff Base Hours	Monday to Friday	8:30 AM – 4:30 PM
Gallery Hours	Tues, Thurs, Fri & Sat	10:00 AM – 4:00 PM
	Wednesday	10:00 AM – <u>8:00 PM</u> <b>NEW hours!</b>
	- and during special events	
Events	7 days per week	as required
Classes	Mon, Tues, Thurs, Sat	and 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 Manager	Clare Bolton
Community Investment Manager	Anuja Varghese, Contract
Facility Supervisor	Carlo Vinco, Part Time
Facility Supervisor	Laura Beaton, Part Time
Facility Supervisor	Joey Ferguson, Part Time

## OCTOBER INSTRUCTIONAL CLASSES RUNNING

Classes run Monday, Tuesday & Thursday in the evening, as well as in the afternoon on Thursday and in the morning on Saturday from September to end November. Classes may be a one day workshop or may run four to eight weeks in length.

Mixed Media	Child
Cartooning & Anime	Child
Beginning Group Guitar	Adult
Beyond Beginning Group Guitar	Adult
Drawing, Sketching & More	Adult
Start Writing Now	Adult
Creating Impact with Photography	Adult
Acrylics Level 1	Adult
Acrylics Level 2	Adult
Sterling Silver Wire Jewellery	Adult
Fall Watercolours – afternoon class	Adult
Fall Watercolours – evening class	Adult
Wood Carving	Adult

## OCTOBER EVENTS & ACTIVITIES

- *Ways of Seeing* afternoon Art Demo Printmaking with Jane Geard – well attended
- Will Lottering: *Postmodernism: The Impact of Society on Contemporary Art* – evening illustrated art lecture – well attended
- *It's a Dance!* Fundraising dance at the Centre – full house

## OCTOBER - SELECTION OF COMMUNITY RENTALS

- Third Age Learning lecture Series – three Mondays in October
- Paskke Quartet community concert – Saturday afternoon
- Private Rental – Wildlife Park Community Information Session
- Lake Simcoe Conservation Authority – with us for three meeting rentals in October
- Private rental – Celebration of Life – Sunday afternoon
- Private rental – 80<sup>th</sup> Birthday celebration – Sunday afternoon
- Society of York Region Artists – two rentals; Executive & General meeting
- Lois Brown, MP Pre-Budget Community Consultation evening
- Aurora Community Band – three Sunday night rehearsals
- Autism Ontario – York Region – October is Autism Awareness month

## OCTOBER HERITAGE

Community as Curator in The Aurora Room	<i>AUC Alive! Aurora United Church... Continuing on the Journey – Surviving artifacts and photography by Claire D’Aurore</i>  A partnership with Aurora United Church, Claire D’Aurore, Town of Aurora and Aurora Cultural Centre.
The Aurora Collection in the front reception cases	<i>Railways of Aurora</i> artifacts display
The Aurora Collection In the Library Room cases	<i>Aurora Public School</i> Artifacts

## OCTOBER IN THE GALLERIES

Meridian, Blue & Reception Galleries	<i>Cutting Edge</i> Jane Geard, OSA, SCA and Christine Kim - printmaking, calligraphs, paper cutting & installations (exhibition & sale)
Great Hall Gallery	<i>Parchment Pieces</i> William Lottering – large mixed media works (exhibition & sale)

## NOVEMBER AND/OR UPCOMING

Nov 1	<i>Art of Karuna</i> exhibition opening	1PM	Great Hall Gallery
Nov 7	<i>Rhinestone Cowgirl</i> concert	8PM	Brevik Hall
Nov 13	<i>Angela Hewitt</i> concert SOLD OUT	8PM	Brevik Hall
Nov 13	Unveiling of Piano Key recognition plaque	10:15PM approx	Brevik Hall
Nov 14	ABC Africa Fundraiser (Community Rental)		Brevik Hall
Nov 15	<i>Youth Informer</i> coffee house fundraiser (Community Rental)		Brevik Hall
Nov 22	Aurora Indoor Farmers’ Market (Community Rental)		Brevik/Meridian
Nov 29	Aurora Community Band Market (Community Rental)		Brevik/Meridian
Nov 30	Special Olympics Market (Community Rental)		Brevik/Meridian
Dec 4-7	Pine Tree Potters Holiday Sale (Community Rental)		Meridian/Blue
Dec 4	Pine Tree Potters’ <i>Empty Bowls</i> Fundraiser (Community Rental)		Brevik/Great Hall
Dec 11-20	<i>Who’s Art is It?</i> fundraiser	7PM	Meridian/Blue
Dec 11	<i>Ensemble Polaris</i> concert	8PM	Brevik Hall
Dec 13	Victorian Christmas	1PM	Brevik Hall



## OF INTEREST

Three of our staff attended the one day conference presented by York Region Arts Council:  
4<sup>th</sup> Annual Arts Exposed Conference.

I participated in a tourism video recording by York Scene promoting attractions in York Region. Producer and camera operator recorded me as I talked about the Centre and our activities. They also recorded images of the Centre's galleries and spaces. Editing is not yet completed.

Thank you to **Apple Suites** for once again generously sponsoring our October Dance fundraiser, and **the Thursday Night Jam Band** for performing at no charge. Thank you Directors who assisted with this event and for volunteering at the event. It was a wonderful evening and the Fund Development Committee will give a results update.

The long-awaited *88 Keys of Success* piano fundraiser recognition plaque will be unveiled at the Angela Hewitt concert. I will require Town assistance to have it permanently mounted in Brevik Hall.

I attended 4 full days at Queen's University *Executive Education Governance Program* last week. It was intense and very helpful. The Centre won a full sponsorship valued at approx. \$5000 to attend as our Honourable Mention Award for the Voluntary Sector Reporting Awards last year. I was one of 20 attendees from across Canada – most from non-profit Government Agencies and also one other charity (also a sponsored award), Covenant House Toronto. I will prepare a tutorial to present to the Board once we finish the budget process, in order to share the best practices knowledge I gained.

*Laura Schembri,  
Executive Director, November 10, 2014*

Thank you to our Major Sponsors:



Bonnie & Norbert Kraft

