



AGENDA

Board of Directors Meeting #9-2014

September 10, 2014

6:30 PM

Bonnie Kraft, Chair

1	Motion to Approve Agenda	all	
2	Statements of Conflict of Interest	all	
3	Business Arising from the Previous Minutes (Aug. 13, 2014)	all	
4	Approval of Minutes from Previous Meeting (Aug. 13, 2014)	all	
5	Mike King of Intercity Insurance re: D and O Insurance and Risk Management Review	Mike King	20 min
6	7:00PM -- BREAK FOR PUBLIC MEETING #3, 7:30PM -- Re-convene Board Meeting	all	30 min
7	Report of the Executive Director – approval of Q2 Managerial Commentary	Laura Schembri	10 min
8	Fund Development Update	Anuja Varghese	20 min
9	Report Finance Committee – approval of Q2 Financial Statements	Levon Yazejian	10 min
10	Executive Committee Update	Bonnie Kraft	5 min
11	Governance Committee Update		10 min
12	Joint Initiatives Committee Update		10 min
13	New Business	all	5 min
14	In Camera	all	20 min
15	Confirmation of Next Board Meeting - October 7, 2014	all	
15	Motion to Adjourn		



Minutes of Meeting

September 10, 2014 #9-2014

Aurora Cultural Centre Board of Directors

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

Absent	Janet Thacker	Councillor Abel
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1. Motion to approve Agenda

Moved: Gabi Dragomir
Seconded: Mukhlis Mutlag
CARRIED

2. Statement of Conflict of Interest

No Conflict of Interest was reported

3. Business arising from Previous Minutes August 13, 2014

Board members now have easy access to add documents to the Board Member Web Site

4. Approval of the Minutes from the Previous Meeting (August 13, 2014)

Moved: Levon Yazejian
Seconded: Frank Pulumbarit
CARRIED

5. Presentation by Mike King of Intercity Insurance

Review of Directors and Officers Insurance and Risk Management

Mike King reviewed and explained our Insurance policies and discussed general risk management with Board of Directors.

6. 7:00PM -- BREAK FOR PUBLIC MEETING (2014 #3)

Motion to adjourn Board Meeting to convene Public Meeting

Moved Karin Allan

Seconded: Eric Acker

CARRIED

Motion to reconvene the Board Meeting

Moved: Karin Allan

Seconded: Lindsay Ablett

CARRIED

7. Report of the Executive Director Laura Schembri

Highlights

- Noted increases in visitation numbers, operational and program hours
- Events have done very well, exhibits have been well received
- Considering expanding the Children's Activities next summer due to this past summer's popularity.
- We have more docents in the Galleries
- Doors Open - very good turnout despite the weather
- Two new Exhibitions will open September 27
 - Cutting Edge - Collaborative Exhibition and Sales of Paper Works
 - William Lottering – Parchment Pieces
- Aurora Room – AUC Live! Exhibit has been well received. (Aurora United Church - surviving artifacts and photography by Clare D'Aurore)

- 2013 Annual Report – completed

Motion to receive the Executive Director Report

Moved: Carol Mather

Seconded: Craig Mather

CARRIED

MOTION:

To approve the Managerial Commentary for Q2, 2014, AND that Q2 Commentary be sent to the Town of Aurora, AND that Q2 Commentary be made available for public release.

Copies have been received and are being filed.

Moved: Heidi Franklin

Seconded: Gabi Dragomir

CARRIED

Motion to receive the Executive Director Certificate Compliance for Q1 and Q2

Moved: Carol Mather
Seconded: Mukhlis Mutlag
CARRIED

Motion to receive the Executive Director report stating that to the best of her knowledge that the Centre has not received any complaints from stakeholders or the general public during the Q1 and Q2 of 2014.

Moved: Lindsay Ablett
Seconded: Craig Mather
CARRIED

8. Fund Development Committee Update: Anuja Varghese

- Individual Giving – Friends of the Centre Program has been updated.
- Corporate Giving/Business Partners -ongoing research into potential funding opportunities
- Grants and Foundations – several grants being pursued
- Fundraising Events –
 - “It’s a Dance” Oct. 18 7 pm
 - Who’s Art is It Anyway? Dec. 11
- Online Presence –
 - website updated with Donate Now, Friends of the Centre and Supporter Recognition Page
 - On-line giving has been set up and is integrated with eTapestry
- Centre is now on Twitter – please follow us!

9. Report from the Finance Committee: Levon Yazejian

Approval of Q2 Financial Statements

MOTION

To approve the unaudited interim financial statements for the 6 months ended at June 30, 2014 (the Q2 Report) and to approve the filing of the Q2 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.

Moved: Heidi Franklin
Seconded: Levon Yazejian
CARRIED

10. Executive Committee Update: Bonnie Kraft
No update

11. Governance Committee: Craig Mather
No update

12. Joint Committee Update: Bonnie Kraft

13. New Business
No new business to report

14. Motion to move into In Camera Session to discuss a Personnel matter

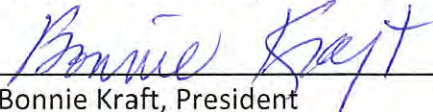
Moved: Karin Allan
Seconded: Gabi Dragomir
CARRIED

15. Confirmation of Next Regular Board Meeting
October 8, 2014, 7:00 pm

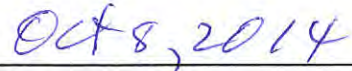
16. Motion to Adjourn 9:40 pm

Moved: Gabi Dragomir
Seconded: Karin Allan
CARRIED


Minutes recorded by Secretary Karin Allan



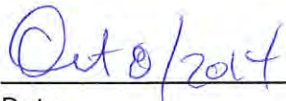
Bonnie Kraft, President



Date



Karin Allan, Secretary



Date



aurora
cultural
centre



Report of the Executive Director – September 10, 2014

KPI	Aug 2013	2013 YTD	Aug 2014	2014 YTD	2014 -/+
Visitation	2136	17,263	2405 tbc	15,860 + 2405 = 18,265 tbc	5.80% tbc
Operational Hours	210	2258.25	204	2307.50	2.20%
Program Hours	190	1949.75	179	1986.50	2%
	Q2 2013	Q1 + Q2 2013	Q2 2014	Q1 + Q2 2014	2014 -/+
Volunteer Hours	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 Wednesday	10:00 AM – 4:00 PM 10:00 AM – 8:00 PM <i>NEW hours!</i>
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

AUGUST EVENTS & ACTIVITIES

- Three weeks of children’s half day summer programs at 100% capacity
- Two shows of “*Love You Forever & More Munsch*”
– sponsored by **Meridian** and presented to the community at no charge.
300 tickets snapped up.
- Pine Tree Potters: Docents in the galleries weekly
- Pine Tree Potters: Hand Building demo by Jennie Creaggan
- Doors Open – 315 visitors - despite heavy rain
- Krista Arnold: Artist in the gallery

AUGUST - SELECTION OF COMMUNITY RENTALS

- Spotlight Theatre - 4 Friday afternoon recitals from summer camps
- Addiction Services of York Region – Client Case Reviews

AUGUST 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

AUGUST IN THE GALLERIES

Meridian & Blue Galleries	<i>earth to fire</i> Pine Tree Potters Exhibition & Sale of fine creative craft.
Reception & Great Hall Galleries	SHIFT Krista Arnold – Exhibition & Sale of large oils of human figures

UPCOMING IN SEPTEMBER

- Sept 13 – Nov 29 Meridian, Blue & Reception Galleries:
Cutting Edge: Jane Geard & Christine Kim
Printmaking, calligraphs and paper cutting – Exhibition & Sale
- Sept 10 – Oct 25 Reception & Great Hall Galleries:
Parchment Pieces: Will Lottering
Mixed media large works – Exhibition & Sale
- Sept 22 – Nov 17 Fall Instructional Programs: Mon, Tues, Thurs & Saturdays
One day workshops to eight week programs - six years to seniors.
- Sept 24 7PM Art Lecture: *What IS Art?* - Will Lottering
- Sept 27 12 – 4PM CULTURE DAYS at the Centre
Free events as part of the Aurora Cultural Roundtable Celebration
of this vibrant and growing Pan-Canadian initiative. Culture Days passport
generously printed by **Prime Data Inc**, and **The Auroran** has generously
agreed to insert them into an upcoming issue at no charge.
- 12 – 2 pm; a celebration of **Persian Culture**. Enjoy a free presentation
of music and dance, with complimentary refreshments from the samovar.
- 1 – 4 pm; **Opening Receptions** of two fall gallery shows:
1. *Cutting Edge*: A Collaborative Exhibition & Sale by Jane Geard (OSA, SCA)
and Christine Kim in Meridian and Blue Galleries;
2. *Parchment Pieces* Exhibition & Sale by William Lottering
in Reception & Great Hall Galleries.

OF INTEREST

2014 summer programs were a great success with Centre increasing our delivery by offering an additional 40 spots over 2013. 101.25% fill rate over 6 weeks. Encouraging growth over 2013 (our first true summer programming) where we filled 181 spots and which resulted in a 91% fill rate.

2013 Annual Report is now on our Directors' and public website and has been submitted to the *Voluntary Sector Reporting Awards* for adjudication. At time of writing, the report is at the printers with hardcopies anticipated in time for September Board Meeting. Hardcopies will be made available to Directors, Town Council, Senior Town Staff, MP, MPP, various funding bodies. Because of the expense of this large report, the general public will have (does have) full access to the report online, which is becoming a best practice.

Executive Director's **Q2 Managerial Commentary and Q2 Financials** will be provided to Town of Aurora on September 15th as per our agreement, once approved at the Sept 10 Board Meeting.

The new **Fall 2014 brochure** was tipped into *The Auroran* on Sept 4, as well as in various deliveries in the *Newmarket Era*, and the *Richmond Hill Liberal*. Brochures also available in-house - and of course, all information also available at www.auroraculturalcentre.ca .

The recruitment of the **Facility Supervisor position** has gone well. We advertised in *The Auroran* and on our website and Facebook. At the time of writing we have conducted several interviews and are preparing next steps.

Q3 concerts & events are lined up. You can order tickets now by phone and credit card. **Apple Suites** is again generously sponsoring our October Dance fundraiser, and **the Thursday Night Jam Band** is performing at no charge. Thank you for this great community support!

We have made various changes to our public website – most significant is the addition of the **SUPPORT US** button. At the time of writing this is still under construction, and this is setting us up for our first venture into e-commerce. Anuja, Stephanie and Jane have been collaborating on the changes and Anuja has worked hard at the backend to coordinate with e-Tapestry and Canada Helps.

We have also included the **Friends of the Centre** in our fall brochure for the first time, which effectively launches the initiative to 1,000's of people.

Anuja will be presenting her first **Fund Development Quarterly Update** to the Board at this September 10, 2014 meeting.

Laura Schembri
Executive Director
September 5, 2014

Thank you to our Major Sponsors:



Bonnie & Norbert Kraft



THE AURORAN

