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AGENDA

Board of Directors Meeting

April 8, 2015 | 7:00 PM | Bonnie Kraft, Chair

1	Motion to Approve Agenda	all	
2	Approval of Minutes from Previous Meeting [March 4, 2015]	all	
3	Statements of Conflict of Interest	all	
4	Business Arising from the Previous Minutes [March 4, 2015]	all	5 min
5	Executive Director Update/Report	Laura Schembri	10 min
6	Executive Committee Update	Bonnie Kraft	10 min
7	Finance Committee Update	Levon Yazejian	5 min
8	Nominating Committee Update	Craig Mather Karin Allan	10 min
9	Joint Initiatives Committee Update	Bonnie Kraft	5 min
10	Governance Committee Update	Craig Mather	5 min
11	Fund Development Update	Karin Allan	10 min
12	Update from the Finance & Audit Committee	Heidi	15 min
13	Introduction of Linda Thibeault, Partner, Millard Foster Thibeault Youell; auditors	Heidi	5 min
14	Presentation & Discussion of 2014 Audited Financial Statements	Linda Thibeault Auditor	30 min
15	Motion to approve the Aurora Cultural Centre's 2014 Audited Financial Statements as presented.	all	5 min
16	Motion to Approve Release of approved 2014 Audited Financial Statements to the Town of Aurora by April 30, 2015 deadline as set out in the Provision for Cultural Services Agreement AND to approve the public release of the same, prior to the AGM.	all	5 min

Con't...

17	Motion to move In Camera – Board and Auditor		20 min
18	Resume Board Meeting	all	
19	New Business	all	5 min
20	Confirmation of Next Board Meeting May 13, 2015	all	
21	Motion to Adjourn		

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Minutes of Meeting

April 8, 2015 #4-2015

Aurora Cultural Centre
Board of Directors

Present	Karin Allan	Eric Acker
	Laura Schembri	Carol Mather
	Heidi Franken	Gabi Dragomir
	Mukhlis Mutlag	Craig Mather
	Bonnie Kraft (Chair)	Levon Yazejian

Regrets	Frank Pulumbarit, Lindsay Ablett, Councillor Sandra Humfryes
Absent	Councillor Jeff Thom

1. **Motion** to approve Agenda

   Minutes were amended for item #7 to go In Camera

   Moved: Gabi Dragomir
   Seconded: Craig Mather
   CARRIED

2. **Motion** to approve the Minutes from the Previous Meeting (March 4, 2015)

   Moved: Gabi Dragomir
   Seconded: Mukhlis Mutlag
   CARRIED

3. Statement of Conflicts of Interest

   None reported.

4. Business arising from Previous Minutes (March 4, 2015)

None

5. Executive Director Report - Laura Schembri

Motion to receive the Report of the Executive Director.

Moved: Eric Acker
Seconded: Mukhlis Mutlag
CARRIED

Highlights -

- Heritage lecture (life of a WW1 soldier with artifacts) was well attended
- Number of visitations is up this month compared to last year.
- Flyer is out for Spring Programming
- In the Galleries, shows featuring beautiful big canvases are well received.
- **Events** - March break: was fully booked with free and paid programming, our one day workshops were well received.

Future events to note:

- Swing Time for Spring Time April 24 – come out to dance
- Classical Piano Series May 1, 2015 pm
- John Sheard Reunion presents Chris Whiteley May 2, 2015 8 pm
- John Sheard with Dan Hill Concert SOLD OUT
- Gift Shop will launch – May 23, 2015 artists, crafts, music – please come out to support

For detailed report of Executive Director's Report please visit our website www.auroraculturalcentre.ca under About Us tab / Documents

6. Executive Committee Update - Bonnie Kraft

Discussion of the time line and renewal of our Strategic Plan – Chair asked Board members who would be interested in sitting on the Organizing Committee to email her. Aurora Consulting Group to help facilitate and implement our Strategic Plan.

7. **Motion** to move In Camera

Moved: Craig Mather
Seconded: Karin Allan
CARRIED

8. **Motion** to move out of In Camera and resume Board of Directors meeting

   Moved: Gabi Dragomir
   Seconded: Carol Mather
   CARRIED

9. Nominating Committee Update -Craig Mather

   We have two Board vacancies and one Board member renewal.
   Time line for new recommended Board of Directors:

   - April 6th - advertise for potential Board members and we will advertise in newspapers and websites (if Board members have anyone to recommend please do so by Friday April 27th)
   - May 8-25 – meeting and interviewing potential new Board of Directors
   - June 10 - Slate to be recommended and approved at the AGM

10. Joint Initiatives Committee Update -Bonnie Kraft

    Nothing at this time.

11. Governance Committee Update - Craig Mather

    This committee has completed their review of Board of Directors' Policies. Have asked each committee to review their own policies and Terms of Reference. Each to bring the for approval at the next Board meeting.

12. Fund Development Committee Update – Karin Allan

    Review of Fund Development Forecast
    Art of Wine – May 21, 2015 – tickets are now on sale

13. Update from the Finance & Audit Committee - Heidi Franken

There is a slight increase in revenue from last year this time
We will soon have the March statement for the first quarterly report due June (Friday after Board meeting). So far based on numbers there is nothing unexpected to happen.

14. Introduction of Linda Thibeault; Partner, Millard Foster Thibeault Youell; Auditors

Presentation & Discussion of 2014 Audited Financial Statements:

Audit will be provided to Town of Aurora and will be posted on our website www.auroraculturalcentre.ca

Linda highlighted what she felt was the most significant. Auditor said the Audited Report is fine and the report is Qualified because of our cash donation boxes.

Motion to approve the Aurora Cultural Centre's 2014 Audited Financial Statements as presented.

Moved: Levon Yazejian
Seconded: Carol Mathers
CARRIED

15. **Motion** to Approve Release of approved 2014 Audited Financial Statements the Town of Aurora by April 30, 2015 deadline as set out in the Provision for Cultural Services Agreement.

AND, to approve the public release of the 2014 Audited Financial Statements, prior to the AGM.

Moved: Craig Mather
Seconded: Gabi Dragomir
CARRIED

16. **Motion** to move In Camera – Board and Auditor

Moved: Heidi Franken
Seconded: Eric Acker
CARRIED

17. **Motion** to move out of In Camera and Resume Board Meeting

Moved: Craig Mather
Seconded: Levon Yazejian
CARRIED

18. New Business

Q1 Volunteer hours need to be submitted to Laura by some Board members.

19. Confirmation of Next Board Meeting: May 13, 2015 7 pm

20. **Motion** to Adjourn

Moved: Karin Allan
Seconded: Heidi Franken
CARRIED

Minutes recorded by Secretary Karin Allan

Bonnie Kraft, President — Date: May 13, 2015

Karin Allan, Secretary — Date: May 13/2015

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Voluntary Sector Reporting Awards 2014
CPA-QUEEN'S CENTRE FOR GOVERNANCE

ACCREDITED Imagine Canada Standards Normes AGRÉÉ

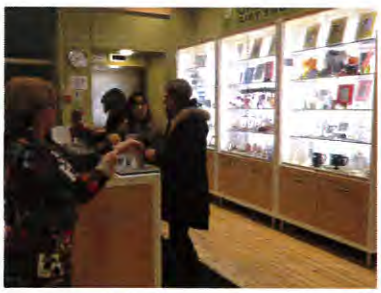
Report of the Executive Director – April 8, 2015

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 – 8:00 PM
	- *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



www.auroraculturalcentre.ca

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Stats Dashboard

KPI				KPI				KPI			
VISITS	**2014**	**2015**	**2015 +/- %**	**Program HOURS**	**2014**	**2015**	**2015 +/-%**	**Operation HOURS**	**2014**	**2015**	**2015 +/-%**
Jan	1898	2243	18.18 %	**Jan**	249.25	247	- 0.90 %	**Jan**	288.25	299	3.73 %
Feb	2032	2563	26.13 %	**Feb**	274.75	225.25	- 18.0 2%	**Feb**	311.25	291. 75	- 6.27 %
Mar	2466	2570		**Mar**	276.5	253.75		**Mar**	324	303. 75	
Q1 TOTAL	**6396**	**7376**	15.32 %	**Q1 TOTAL**	**800.5**	**726**	- 9.31 %	**Q1 TOTAL**	**923.5**	**894. 5**	- 3.14 %

MARCH - INSTRUCTIONAL CLASSES

Our Winter instructional classes have just ended; and we are currently accepting registrations for Spring programs, and our summer children's programs.

Instructional programs run Monday, Tuesday and Thursday evenings and Wednesday afternoons and Saturday morning and afternoons. Following our multi-purpose use of space, they take place throughout the Centre in the following spaces: Meridian Gallery, Library Room, Brevik Hall and Pine Tree Potters' Activity Room.

MARCH – *Selection* of COMMUNITY RENTALS

Society of York Region Artists	General & Executive Meetings
Aurora Community Band	Rehearsals
York Region Dist. School Board	300 students – Spoken Word event
Ont Registered Music Teachers Assoc	Fundraiser
Canadian Mental Health	Management Team
McGill University	Student recruitment opportunity
Private Rentals	Piano recitals
Eating Disorders of York Region	Recovery Concert
Region of York	Long Range Planning
Blakeley & Associates	Staff Training

MARCH - HERITAGE

The Aurora Collection in the front reception cases	*Railways of Aurora* artifacts display by Aurora Historical Society
The Aurora Collection In the Library Room cases	*Aurora Public School* Artifacts display by Aurora Historical Society

MARCH - IN THE GALLERIES

Meridian Gallery & Blue Gallery	*Déjà vu – Reconstructing the Perception* Large abstracts & Sculpture by Jeanette Luchese
Great Hall Gallery & Apple Suites Gallery	*In.visble.maps* Large abstracts by Alex Curci & John Kokkinos

MARCH – *Selection* of EVENTS

Mar 2	Presentation to Town of Aurora Budget Meeting
Mar 2, 3	YRD School Board – all spaces in Centre; 300 students: Spoken Word
Mar 4	Board of Directors' Meeting
Mar 4	Public Meeting #1
Mar 5	Town of Aurora's *Tourism Plan Committee* meeting at Centre
Mar 6	Great Artist Music Concert #2 – Moshe Hammer & Angel Park
Mar 7	Opening receptions for *Déjà vu* and *in.visible.maps* exhibitions
Mar 17	March Break Free Family Activity – full house
Mar 19	March Break – *A Long Journey into Spring* play for kids
Mar 23	Last of Winter instructional classes
Mar 25	"Ways of Seeing" – A conversation with artists Alex Curci & John Kokkinos
Mar 28	Last Indoor Aurora Farmers' Market
Mar 28	Workshop: Moving from Realism to Semi-Abstract
Mar 31	Workshop: Watercolours for Absolute Beginners

APRIL – A selection of *Upcoming Events* and Community Rentals

Ap 8	Board of Directors' meeting
Ap 8	Heritage Lecture: The Great War - Up Close with a Canadian Soldier
Ap 9	Chris Ballard MPP, Volunteer Appreciation night
Ap 12	Aurora Community Band rehearsal
Ap 13	Third Age Learning Lecture Series (#1)
Ap 13-17	National Volunteer Week
Ap 14	Open Studio – Painting & Drawing
Ap 14	SOYRA – General Meeting
Ap 15	York Region Community Health Services – staff training
Ap 15	Ways of Seeing – A Conversation with artist Jeanette Luchese
Ap 16	Spring Instructional Programs begin
Ap 18	Private Rental – Children's Violin recital
Ap 19	Aurora Community Band rehearsal
Ap 20	Third Age Learning Lecture Series (#2)
Ap 21	Open Studio – Painting & Drawing
Ap 22	York Region Community Health Services – staff training
Ap 22	Workshop: Collagraph Printmaking – part 1
Ap 24	After Hours Big Band dance & concert
Ap 26	Private rental – birthday party
Ap 27	Third Age Learning Lecture Series (#3)
Ap 28	Open Studio – Painting & Drawing
Ap 29	Workshop: Collagraph Printmaking – part 2
Ap 29	York Region District Schoolboard – retirement party
Ap 29	SOYRA workshop
Ap 29	Pine Tree Potter's spring sale & exhibition load in
Ap 30 – May 3	Pine Tree Potters' spring sale & exhibition
Ap 30	York Region Strategic Planning – staff training

OF INTEREST

Local business, Apples Suites, has secured naming rights to our Reception Gallery for three years. It will now be known as APPLE SUITES GALLERY.

Pine Tree Potters Guild has secured naming rights to our Activity Room downstairs for three years. It will now be known as PINE TREE POTTERS' ACTIVITY ROOM.

Thanks to the Fund Development Team and Anuja – and of course our sponsors!

After participating on the Imagine Canada panel at the CPA *Not for Profit Executive Forum* last month, several people approached me and congratulated us on our Voluntary Sector Reporting Award and the quality of our Annual Report. The audience, being primarily accountants, were well aware of our achievement - and very impressed with us, especially as a small and young charity.

Our Summer kids' arts programs flyer was out the earliest yet, and as a result we are busy taking registrations for summer already.

The York Region District School Board two-day youth *Spoken Word* event last month was a HUGE success with over 300 students filling the Centre and performing the pieces they created, from our stage to their peers. This is the second event of this nature that has taken place at the Centre.

A reminder to check out our *Galley Gift Shop* – there are new items – all from local artisans.
We will be publicly launching it next month with the participating artists in attendance.

The After Hours Big Band spring dance is going to be a great event on April 24th with a 23 piece band – a bar, great dancing and time to meet with friends.
Tickets available by calling the Centre at 905 713 1818.

The Great Artist Music Series concert on Friday May 1 presents *Jue Wang* on piano in his Canadian debut. Tickets available by calling the Centre at 905 713 1818.

Still a few tickets available for *John Sheard with Chris Whiteley* concert on Sat May 2.
Tickets available by calling the Centre at 905 713 1818.

Laura Schembri,
Executive Director
April 1, 2015

Thank you to our 2015 Major Sponsors:

AURORA

Ontario Trillium Foundation / Fondation Trillium de l'Ontario

Bonnie & Norbert Kraft

Meridian

AppleSuites FLEXIBLE OFFICE SPACE

Pine Tree Potters Guild