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AGENDA

Public Meeting #4 and Board of Directors' Meeting
Meridian Gallery & Library Room

December 9, 2015 | 7:00 PM | Bonnie Kraft, Chair

	Public Meeting		
1	Welcome to 2015 Public Meeting #4	Bonnie Kraft	2 mins
2	Over view of fall 2015 and upcoming winter 2016 activities	Laura Schembri	15 mins
3	Opportunity for Q & A	All	
4	Directors move to Library Room	All	
5	Opportunity for public to view new gallery exhibitions until gallery closing at 8PM	public	Until 8PM
	Board of Directors' Meeting		
1	**Motion** to Approve Agenda of December 9 2015 Board of Directors' meeting.	All	
2	**Motion** to Approve Minutes of Previous Meeting (November 11, 2015)	All	
3	Statements of Conflict of Interest	All	
4	Executive Director Report Presentation of Monthly Report **MOTION** To receive.	Laura Schembri	15 mins

	Presentation of Q3 2015 Managerial Commentary **MOTION** To approve the Managerial Commentary for Q3 2015, AND that Q3 Commentary be sent to Town of Aurora, AND that Q3 Commentary be made available for public release.		
5	Fund Development Update from Committee Chair. **MOTION** To receive.	Jamie MacDonald	10 mins
6	Governance Committee Update from Committee Chair **MOTION** To receive.	Eric Acker	5 mins
7	Executive Committee Update from Committee Chair **MOTION** To receive.	Bonnie Kraft	10 mins
8	Joint Initiatives Committee Update from Committee Chair **MOTION** To receive.	Bonnie Kraft	
9	Nominating Committee Update from Committee Chair **MOTION** To receive.	Craig Mather	
10	Finance Committee Presentation of Q3 Financial Statements **MOTION** To approve the unaudited interim financial statements for the 3 months ended at September 30, 2015 (the Q3 Report for the Town), and to approve the filing of the Q3 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.	Heidi Franken	20 mins

	Summary of 2016 Operating Grant Budget results		
11	Other Business Schedule of 2016 Board Meetings – discussion	All Laura	10 mins
12	Confirmation of next Meeting – **7PM Jan. 13, 2016**	All	
13	**Motion** to Adjourn Meeting	All	

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MINUTES – Public Meeting No 4 and Board of Directors

DECEMBER 9, 2015

7:00 PM

Library Room

Present

Bonnie Kraft	Carol Mather	Frank Pulumbarit
Eric Acker	Gabi Dragomir	Craig Mather
Jamie MacDonald	John Gallo	Heidi Franken

Laura Schembri Executive Director

Regrets

Councillor Jeff Thom Mukhlis Mutlag

Absent

Councillor Sandra Humfryes

PUBLIC MEETING

1. **Motion** To Approve Public Meeting Agenda
   Moved by: Bonnie Kraft
   Seconded by: John Gallo
   Carried

Since there were no members of the public in attendance, the Board moved on to its normal Agenda.

2. **Motion** To Terminate Public Meeting Number 4
   Moved by: Craig Mather
   Seconded by: Eric Acker
   Carried

BOARD OF DIRECTORS MEETING

1. **Motion** To Approve Agenda of December 9, 2015.
   Moved by: Bonnie Kraft
   Seconded by: John Gallo
   Carried

2. **Minutes**

   Motion To Approve Minutes of Previous Meeting (November 11, 2015)
   Moved by: Gabi Dragomir
   Seconded by: Frank Pulumbarit
   Carried

3. **Statements of Conflict of Interest** No conflicts of interest were identified

4. **Executive Director Report**

   a. **Motion** To Receive Executive Directors Monthly Board Report.
      Moved by: Eric Acker
      Seconded by: Bonnie Kraft
      Carried

   b. **Motion** To approve the Managerial Commentary for Q3, 2015;
      And that the Q3 Commentary be sent to the Town of Aurora;
      And that the Q3 Commentary be made available for public release.

      Moved by: Carol Mather
      Seconded by: Heidi Franken
      Carried

5. **Fund Development Committee**

   Motion to Receive the Fund Development Update Based on Its Meeting Dated December 7, 2015
   Moved by: John Gallo
   Seconded by: Eric Acker
   Carried

6. **Governance Committee**

   Motion to Receive the Governance Committee Update as presented by the Committee Chair
   Moved by: Jamie MacDonald
   Seconded by: Frank Pulumbarit
   Carried

7. **Executive Committee** There were no items for presentation or discussion.

8. **Joint Initiatives Committee** There were no items for discussion.

9. **Nominating Committee** There were no items for discussion.

10. **Finance Committee**

a. **Motion** To approve the unaudited interim financial statements for the 3 months ended at September 30, 2015;
And to approve the filing of the Q3 Report with the Town of Aurora as per the Provision of the Cultural Services Agreement.

b. **Motion** To receive the update by the Board Chair and Executive Director on the status of budget discussions with the Town of Aurora.

Moved by: Heidi Franken
Seconded by: Carol Mather
Carried

11. **Other Business**
    a. **Motion** To approve the 2016 Schedule of Board Meetings as Amended.
    Moved by: Heidi Franken
    Seconded by: Eric Acker
    Carried

    b. **Motion** To provide Notice to the Board of Directors of a Special Meeting to be held electronically immediately following the ten day notice period, to approve the changing of the Centre's legal name to the Aurora Cultural Centre.

    Moved by: Heidi Franken
    Seconded by: Eric Acker
    Carried

12. **Next Meeting** of the Board of Directors January 13, 2016 at 7pm.

13. **Motion** to Adjourn
    Moved by: Bonnie Kraft
    Seconded by: Eric Acker
    Carried

Minutes recorded by Craig Mather, Secretary

Bonnie Kraft, President — Jan 13, 2016 — Date

Craig Mather, Secretary — Jan 13 2016 — Date

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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 – December 9, 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
Community Facility Rentals	7 days per week	as required to 11:00PM
Classes	Mon, Tues, Thurs, Sat	and as required

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
Visitor Services & Instructional Program Assistant	Mat MacDonald, contract
Facility Supervisor	Carlo Vinco, part time
Facility Supervisor	Laura Beaton, part time
Facility Supervisor	Joey Ferguson, part time

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

Bruce Spragg, FRI Broker RE/MAX Hallmark York Group Realty Ltd., Brokerage 416.565.8889 "Raising the Bar"

Jeunesse Canada au travail / YOUNG CANADA WORKS

October & November - BUDGET UPDATE

Having received notification from the Town of Aurora on September 15 that our budget presentation was to take place November 16; the 2016 Budget became the focus of Management from thereon.

An *Advance Budget Report* was created, approved by the Board and distributed to Council and CAO, CFO and Director of Parks & Rec. for background before our actual presentation.

There were two Board meetings prior to the presentation to Council where we discussed several scenarios. We agreed to make a request higher than the $377K we had been told to expect to receive (same amount in 2014, 2015 and 2016). The operating grant request was $433,800 due to four pressures the Centre is experiencing, the most difficult being the loss of earned revenue and earned revenue *potential* from loss of the Aurora Room. Our higher request was the result of this pressure in particular.

Meetings were convened with our Finance & Executive Committees, Town staff and Councillors.

Bonnie, Frank and I worked up the PowerPoint slide presentation for Council. 20 hardcopies were made and delivered to the Town.

Thank you to Board, Staff and volunteers who attended Council Chambers Monday November 16th as Bonnie & I presented the 2016 Budget Request.

Presentation was well received by Council, who asked several thoughtful questions and seemed to genuinely understand the position of the Centre. For those Directors who were unable to attend Council, it can be viewed online at: (We follow the Library's presentation).

Because Council's desire was to consider our request further, the final recommendation was tabled until Mon Nov 23 at another special Budget Meeting.

Thank you to Board, Staff and volunteers who attended the Chambers once again on Monday November 23rd. At this meeting Council put forth a recommendation that our 2016 Operating Grant would be $393,900 – and included an additional $10K to come from the 2015 Council Contingency Fund which still had $35,000 remaining for 2015 and would not affect 2016 budgeting.

The additional $10K was to be confirmed at Council under New Business the *following* evening on Tuesday November 24th. Unfortunately, it was not addressed on the 24th, but we understand it is still being considered and will be raised at Council under New Business on Tuesday December 8.

Stay tuned.

I will be building a new budget based on $403K Operating Grant from Town Aurora.

FALL 2015 - ACTIVITIES UPDATE

Centre remained busy throughout the fall:

- Adult & Child Fall Instructional Programs underway
- John Sheard and Ron Hynes concert – full house
- Culture Days
- Magna Carta Heritage Lecture
- Two large exhibitions of art & photography (*Aurora Paints the Town* & *A Lens on Africa*)
- Lorraine Klaasen concert – full house
- Great Artist Music Series: Jonathan Crow & Philip Chui concert – full house
- Paul Neufeld jazz concert – full house
- Aurora Community Band Marketplace fundraiser (annual rental)
- Special Olympics Marketplace fundraiser (annual rental)
- Several other rentals

FALL 2015 - CONNECTIONS UPDATE

Lots going on throughout the fall:

- Interviewed candidates and hired for *Visitor Services & Instructional Programs Assistant*
- Met with Interim CAO, Patrick Moyle on two occasions
- Attended two Cultural Precinct meetings
- Met with Town of Aurora Museum Curator
- Outreach for 5/50/ 500 by all members of staff

Up Coming – DECEMBER 2015

Community As Curator	*"Whether it be Long or Short" –The Reign of the Queen of Canada* Partnership with the Monarchist League of Canada (GTA branch)
Concert	Rant, Maggie, Rant **SOLD OUT**
Galleries	Three new exhibitions openings: *Meridian & Blue Galleries*: Enchanted Realms: A Journey of Magic & Wonder (Contemporary paintings) *Apple Suites Gallery:* Threads of Tradition (Heritage Quilts) *Great Hall Gallery:* Snow Days: Reflections on Winters Past (Heritage paintings)

Events	Holiday Wreath Workshop Carve your own Holiday Ornaments Holiday POP UP Artisans' Marketplace Victorian Christmas with Humber River Shakespeare Co and live music
Instructional Programs	Begin in January for Winter 2016

Please also see *A Week In November* handout.

Laura Schembri,
Executive Director
December 4, 2015

aurora cultural centre

A week at the Centre – A "Snap Shot" of November 23 – 29th, 2015

Monday

1. Tear down Ron Goodlin photo show, *A Lens on Africa,* in Great Hall Gallery
2. Begin install, *Snow Days: A Reflection on Winters Past,* paintings by Dave & Ross Rheaume
3. Town Museum staff scheduled in Library Room
4. 2 co-op students
5. Communications meeting with SNAP'd regarding their online ticket portal
6. Last fall class for *Pen & Ink*, *Guitar* (2 levels) and *Wood Carving* instructional programs
7. Marketing staff meeting for upcoming events
8. Budget Meeting at Council

Tuesday

1. *Open Studio* artists in Pine Tree Potters' Activity Room downstairs
2. Holiday décor mounted by volunteers from the Aurora Garden & Horticultural Society
3. Install continued in Great Hall Gallery
4. 2 Co-op students
5. Toured *Pastel Assoc. of Canada* re: 2016 week-long conference rental in conjunction with gallery show
6. Toured private rental (Jan 2016) with Doris Videan (99 years old & went to school here) baby shower
7. Toured *Optimist Club* re: Feb 2016 Wine-tasting Fundraiser rental (organizing committee consisted of reps from Farmers' Market & Aurora Community Band as well as Optimists)
8. Outreach to *Ontario Trillium Foundation* re 2015 results
9. Regular volunteer, Diane, on reception desk 1 – 4 PM

Wednesday

1. *Society of York Region Artists* workshop in Pine Tree Potters' Activity Room
2. Installed Angela Krotowski's *Threads of Tradition: Handmade Quilts* in Apple Suites Gallery
3. 1 Co-op student
4. Meeting with new business neighbour, *Dentistry on Church.*
5. Toured *Dragonfly Wellness* (cancer patients)re: potential fundraising tea rental with local hospice May/16
6. Confirmed first two 2016 *Community as Curator* heritage Displays
7. Finalized CORE winter instructional programs
8. Phone meeting with professional children's performing arts agency re 2016 planning
9. Finalized new music promotional card for late 2015 to Spring 2016

Thursday

1. *Ontario Water Centre* rental (Annabelle Slaight's charity) meeting in Library Room
2. *York Region Planning Department* rental - Day 1 of 3 full days in Brevik Hall
3. *See What She Can Do!* rental – (new local business) meeting in Library Room
4. Laura meet with *Sports Hall of Fame* (at their request)
5. Watercolour classes (afternoon & evening) rescheduled due to instructor unavailability

6. 2 Co-op students
7. Toured *Dentistry on Church* re: future initiatives
8. Regular volunteer, Dee, on reception desk 10AM – 4PM

Friday

1. York Region Planning Department Day 2 rental in Brevik Hall
2. Laura to Town Hall for *Cultural Precinct* stakeholder meeting
3. Museum staff scheduled for Library Room; special request

Saturday

1. New Gallery shows open to public
2. *Aurora Community Band* Marketplace & Concert Fundraiser (rental) – throughout Centre

(Saturday kids classes finished previous Saturday for this session)

Sunday

1. *Special Olympics* Marketplace Fundraiser (rental) - throughout Centre
2. Evening rehearsal for *Aurora Community Band* (rental)

Hanging new heritage winter show: Snow Days

Hanging new heritage exhibition of quilts

Last Saturday of kids' Fall art classes