aurora cultural centre
CELEBRATING five years

AGENDA #5-2015
Board of Directors Meeting

May 13, 2015 7PM - Library Room Bonnie Kraft, Chair

1	Motion to Approve Agenda	
2	Motion to Approve Minutes from Previous Meeting [April 8, 2015]	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [April 8, 2015]	all
5	Executive Director Presentation of ED's Monthly Report. **MOTION:** To receive the Executive Director's Monthly Report Presentation of Q1 2015 Managerial Commentary. **MOTION:** To approve the Managerial Commentary for Q1, 2015, AND that Q1 Commentary be sent to the Town of Aurora, AND that Q1 Commentary be made available for public release. Quarterly presentation of Compliance Filings. **MOTION:** To receive the Executive Director's Statement indicating that all Compliance Filings on behalf of the organization have been made for Q1. Quarterly presentation Complaints Statement. **MOTION:** To receive the Executive Director's statement that to the best of her knowledge the Centre has not received any complaints from stakeholders or the general public during Q1. Executive Director's disclosure of 2014 expenses **MOTION:** To receive the Executive Director's Report of 2014 expenses.	Laura

6	Executive Committee Update	Bonnie
7	Finance Committee Update **MOTION**: To approve the *2013 Registered Charity Information Return* and the *2013 Ontario Corporations Information Act Annual Return* as prepared by the Auditors in consultation with the Executive Director and Finance Committee as amended at the May 13/15 meeting of the Board of Directors. **MOTION:** To approve the unaudited interim financial statements for the 3 months ended at March 30, 2015 (the Q1 Report) and to approve the filing of the Q1 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.	Levon / Heidi [tabled to June 10/15 meeting]
8	Joint Initiatives Committee Update	Bonnie
9	Governance Committee Update	Eric
10	Nominating Committee Update	Karin/Craig
11	Fund Development Committee Update	Karin
12	Strategic Planning Ad Hoc Committee Update	Bonnie
13	New Business	all
14	Confirmation of Next Regular Board Meeting (June 10, 2015) and date of next public meeting (June 10, 2015) **AGM**	all
15	Motion to Adjourn	All
1	Motion to Move into a **Special Meeting of Members**	All
2	Statements of Conflict of Interest	All
3	Governance Committee	Eric
4	Motion to Adjourn Special Meeting of Members	All

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Minutes of Meeting

May 13, 2015 #5-2015

Aurora Cultural Centre
Board of Directors

Present	Karin Allan	Levon Yazejian
	Laura Schembri	Councillor Sandra Humfryes
	Frank Pulumbarit	Craig Mather
	Bonnie Kraft	Carol Mather
	Eric Acker	

Regrets Gabi Dragomir, Councillor Jeff Thom, Heidi Franken, Mukhlis Mutlag

Opening remarks -
Bonnie Kraft, on behalf of the Board of Directors, welcomed Councillor Sandra Humfryes to our Board family.

Thank you to Lindsay Ablett for her time and contribution to the Board of Directors these last two years.

1. Motion to approve Agenda

Moved: Craig Mather
Seconded: Levon Yazejian
CARRIED

2. Approval of the Minutes from the Previous Meeting (April 8, 2015)

Moved: Eric Acker
Seconded: Carol Mather
CARRIED

3. Statement of Conflict of Interest

No Conflict of Interest was reported.

4. Business arising from Previous Minutes (April 8, 2015)

No business arising from our previous minutes of April 8, 2015

5. Executive Directors Report - Laura Schembri

Highlights –

- We have a great variety and selection of upcoming events and rentals in the Centre.
- Galleries in April - Meridian, Blue Gallery - Déjà vu
- Apple Suites, Great Hall Gallery – In.visble.maps
- Art of Wine Fundraiser for the Centre – May 21
- Gallery Gift Shop Launch May 23
- Third Age Learning Lecture Series May 25
- Ways of Seeing talk – all about interpreting and understand Art June 10 6 – 7PM [Directors encouraged to attend if possible]
- Annual General Meeting – June 10 7 PM
- John Sheard Great Reunion Series -final concert with Dan Hill - June 10 SOLD OUT

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

Motion to approve the Executive Directors Monthly Report.

Moved: Eric Acker
Seconded: Carol Mather
CARRIED

Presentation of Q1 2015 Managerial Commentary.

MOTION:
To approve the Managerial Commentary for Q1, 2015, AND that Q1 Commentary be sent to the Town of Aurora, AND that Q1 Commentary be made available for public release.

Moved: Craig Mather
Seconded: Carol Mather
CARRIED

Quarterly presentation of Compliance Filings.

MOTION:
To receive the Executive Director's Statement indicating that all Compliance Filings on behalf of the organization have been made for Q1.

Moved: Craig Mather
Seconded: Carol Mather
CARRIED

Quarterly presentation Complaints Statement.

MOTION:
To receive the Executive Director's statement that to the best of her knowledge the Centre has not received any complaints from stakeholders or the general public during Q1.

Moved: Eric Acker
Seconded: Levon Yazejian
CARRIED

Executive Director's disclosure of 2014 expenses.

MOTION:
To receive the Executive Director's Report of 2014 expenses.

Moved: Councillor Sandra Humfryes
Seconded: Karin Allan
CARRIED

6. Executive Committee Update - Bonnie Kraft

Our operating grant from the Town will stay the same as last year, which is 10k less than we had requested. This poses a challenge with our staff hire for front desk. Laura Schembri has been asked to review our budget and indicate the impact.

Executive Committee will meet after Board Meeting this evening.

7. Finance Committee Update – Laura Schembri

MOTION:

Amended motion to read:

To approve the *2013 Registered Charity Information Return* and the *2013 Ontario Corporations Information Act Annual Return* as prepared by the Auditors in consultation with the Executive Director and Finance Committee and as amended at the May 13/15 meeting of the Board of Directors.

Moved: Levon Yazejian
Seconded: Craig Mather
CARRIED

Second motion from the Finance Committee [recorded below], has been tabled to next month's Board meeting.

MOTION:
To approve the unaudited interim financial statements for the 3 months ended at March 30, 2015 (the Q1 Report) and to approve the filing of the Q1 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.

Finance committee reported that revenues are up eight percent from last year, we are on par with fundraising from last year, and expenditures are slightly higher due to addition of full time staff.

8. Joint Initiatives Committee Update – Bonnie Kraft

Very pleased to announce that we now have a bicycle rack to lock up bicycles at the Centre and we thank the Town of Aurora for providing it for our use.

9. Governance Committee Update – Eric Acker

Governance committee met on April 23 and discussed several key items-

1. Training session has been scheduled for the Fall 2015; next Board Orientation scheduled for July 23 6:30 pm
2. Terms of Reference and Policy Updates for Committee will be discussed at next month's Board Meeting.
3. Discussion of Board Evaluation process and the revision of it.

Committee recommendation:

The Governance Committee recommends that the Director Self- Assessment Form be discontinued effective immediately. In its place the committee recommends that a meeting be arranged with each individual to discuss the Director's assessment of his/her individual contribution over the past year and her/his assessment of the overall effectiveness of the Board together with suggestions for improvement. Each Director to meet with two Board members (the two to be determined by the Executive) and the meetings to be arranged as soon as practical. A template will be prepared by the Governance Committee to be used as a standard guide for the meetings.

MOTION:
To approve the above recommendation to modify the Board Self Evaluation Process.

Moved: Eric Acker
Seconded: Craig Mather
CARRIED

10. Nominating Committee Update – Karin Allan/Craig Mather

Committee is in the process of interviewing perspective Board Members and will provide the Slate of New Directors at the AGM June 10, 2015.

11. Fund Development Update – Karin Allan

We are at 43% of our total goal midway through the second quarter.

Other points:
- We are carrying out the Friends of the Centre promotion strategies.
- No confirmed new sponsorships to report, but we have several prospects at various stages of the sponsorship proposal process.

12. Strategic Planning and Ad Hoc Committee – Bonnie Kraft

Committee met on several occasions to determine timeframes and goals for the completion of our Strategic Plan. We have engaged Aurora Consulting Group to assist. The Strategic Plan should be formally approved by end of 2015.

Board will be sent Doodle Polls for the next three planning sessions to take place during July and August 2015, and will be interviewed individually by either Jennifer Steele or Frank Viti of Aurora Consulting.

13. New Business

On June 10, 2015 from 6:00 pm to 7 p.m. Board and Public are welcomed to participate in *Ways of Seeing talk* – all about interpreting and understanding art.

14. Confirmation of Next Regular Board Meeting and next Public Meeting (AGM) 7 p.m. – June 10 6:30 p.m.

15. Motion to Adjourn Board of Directors meeting 9:36 pm

Moved: Karin Allan
Seconded: Levon Yazejian
CARRIED

16. **MOTION**

To move into a Special Meeting of Members.

Moved: Carol Mather
Seconded: Levon Yazejian
CARRIED

Minutes recorded by Secretary Karin Allan

_____ _____

Bonnie Kraft, President Date

_____ _____

Karin Allan, Secretary 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 – May 13, 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

Kids discover art

Heritage Lecture with artifact display

Statistics Dashboard

KPI				KPI				KPI			
VISITS	**2014**	**2015**	**2015 +/- %**	**Program HOURS**	**2014**	**2015**	**2015 +/-%**	**Operations HOURS**	**2014**	**2015**	**2015 +/-%**
Jan	1898	2243	18.18%	**Jan**	249.25	247	-0.90%	**Jan**	288.3	299	3.73%
Feb	2032	2563	26.13%	**Feb**	274.75	225.25	-18.02%	**Feb**	311.3	291.75	-6.27%
March	2466	2570	4.22%	**March**	276.5	253.75	-8.23%	**March**	324	303.75	-6.25%
Q1 TOTAL	**6396**	**7376**	15.32%	**Q1 TOTAL**	**800.5**	**726**	-9.31%	**Q1 TOTAL**	**923.5**	**894.5**	-3.14%
April	1614	1603	-0.68%	**April**	225	n/a		**April**	290	n/a	

Note:
Negative numbers relating to programming & operational hours above, are a result of gaining efficiencies through running programs, rentals and events simultaneously when possible.

April - INSTRUCTIONAL CLASSES

Spring instructional programs began to get underway mid-April, and the Centre is now accepting registrations for our enhanced kids' summer programs.

Instructional programs run Monday, Tuesday and Thursday evenings, Tuesday & Thursday 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.

We have created an OPEN STUDIO for the first time. This is where on Tuesdays from 10AM to 2PM artists are invited to use the Pine Tree Activity Room to create art together. There is no facilitator and no cost. Just space and like-minded people coming together to make art.

April – *Selection* of COMMUNITY RENTALS

Society of York Region Artists	General & Executive Meetings
Aurora Community Band	Rehearsals
York Region Dist. School Board	Staff retirement party
Chris Ballard MPP	Volunteer recognition awards
Third Age Learning	Illustrated lecture series every Monday
Children's' Treatment Network	Stakeholders' meeting

Private Rental	Violin "play day"
Ontario Water Centre	Stakeholders' meeting
York Region Community Health Services	Staff training
York Region Strategic Planning	Staff Training
Global Union	Staff Training
Private Rental	Recital
Pine Tree Potters' Guild	Spring sale

April - 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
Heritage Lecture	*The Great War: Up Close with a Canadian Soldier.* A display of WW1 artifacts with an illustrated talk by Kevin Hebib of Fort York National Historic Site.

April - 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

April – *Selection* of EVENTS

Board of Directors' Meeting
"Ways of Seeing" – A conversation with intuitive, abstract artist Jeanette Luchese
After Hours Big Band concert & dance
Spring instructional programs beginning
Open Studio Tuesdays beginning

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

Ap 29 – May 3	Pine Tree Potters' Spring Sale & Juried exhibition
May 1	Great Artist Music Series – Jue Wang on piano
May 2	John Sheard Presents – concert with Chris Whiteley
May 4	Third Age Learning Lecture Series (#4)
May 5	PlaYR Film Festival – Aurora screenings
May 5 -	*Community As Curator* – display of artifacts from the Aurora Lawn Bowling Club mounted.
May 9	Exhibition Opening: Contemporary works from Uxbridge Artist Collective
May 11	Third Age Learning Lecture Series (#5)
May 13	Board of Directors Meeting
May 13	Ceramic sculptor Gretal Boose – in galleries 1 – 3PM
May 20	Yellow Brick House – volunteer Appreciation
May 21	Wine Tasting Fundraiser – 7:30
May 23	Glass artist Francis Muscat & photographer Gordon Ross in galleries
May 23	GALLERY GIFT SHOP LAUNCH – artists, demos, music 10 – 4PM
May 25	Third Age Learning Lecture Series (#6)
May 26	Ontario Trillium Foundation – information session
May 27	*Ways of Seeing* talk with metal sculptor Fly Freeman & artist blacksmith, Mark Puigmartini – 6 – 7:30PM
May Sunday evenings	Various Aurora Community Band rehearsals

UPCOMING MAJOR EVENTS

May 21	Wine Tasting Fundraising event
June 7	Centre goes out to the Yonge Street Festival
June 9	*We'll Meet Again* Community Sing-along – partnership with Aurora Seniors' Centre
June 10	AGM
June 10	*Ways of Seeing* talk- All About Interpreting & Understanding Art 6 – 7PM
June 12	John Sheard concert with Dan Hill SOLD OUT
June 18	*Community IFTAR Dinner* –partnership with Intercultural Dialogue Institute GTA & York Region CAS
June 24	*St. Jean de Baptiste* Francophone Celebration – partnership with Association of Francophones of York Region

OF INTEREST

Annual compliance filing with Town of Aurora completed on schedule.

Imagine Canada annual compliance completed on schedule.

Annual Insurance renewal application has been submitted to broker.

Laura Schembri

Laura Schembri,
Executive Director
May 8, 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

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Managerial Report – Q1 2015

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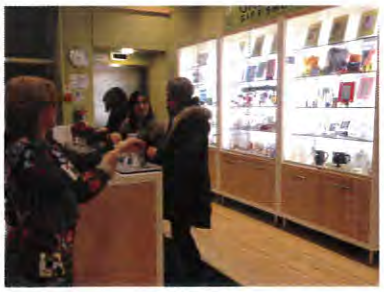

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Board of Directors - Q1 2015 [Directors have 2 year terms with exception of Ex Officio Directors]

EXECUTIVE

President	Bonnie Kraft
Vice President	Craig Mather
Treasurer	Heidi Franken
Secretary	Karin Allan

DIRECTORS

Director	Frank Pulumbarit
Director	Levon Yazejian
Director	Lindsay Ablett
Director	Carol Mather
Director	Mukhlis Mutlag
Director	Gabriela Dragomir
Director	Eric Acker

EX OFFICIO TOWN OF AURORA DIRECTORS

Director	Councillor Sandra Humfryes
Director	Councillor Jeff Thom

Visitation / Program hours / Operational Hours - Q1

Note: decreases in Program and Operational Hours are a reflection of efficiencies gained by directing activities to occur simultaneously – when possible.

KPI				KPI				KPI			
VISITS	**2014**	**2015**	**2015 +/- %**	**Program HOURS**	**2014**	**2015**	**2015 +/-%**	**Operation HOURS**	**2014**	**2015**	**2015 +/-%**
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ACTIVITY STATS - Q1

	2015	Q1
1	Instructional Programs	16
2	Volunteer hours donated	1192
3	Art Exhibitions mounted	6
4	Art receptions & artist talks	7
5	Concerts presented	6
6	Heritage display	1
7	Heritage Community event	1
8	Family activities	3
9	Public Meeting	1

Summary (Numbers refer to the left-hand column above)

1. Instructional programs are registered programs running from one day workshops to 8 week programs. In Q1 programs ran for children ages 7 to 14 years, and for adults and seniors.
2. Volunteer hours include 711 hours donated by the Centre's Board of Directors and 481 hours donated by the community to events, programs and operations.
3. The Centre has four art galleries throughout the facility. The seven exhibitions presented in Q1 included four from local High Schools' graduating art classes, a community exhibition by the Society of York Region Artists, and two exhibitions by established artists.
4. Each showing artist or group of artists has an opening reception that provides the artists and viewing community to connect. Art talks and demos are presented to the community throughout the exhibitions' show at no charge and provides an enhanced gallery experience.
5. The Centre presents a varied selection of musical concerts. In Q1 the following concerts were presented and all with full houses: John Sheard & Sylvia Tyson (Folk); Henderson – Kolk (classical guitar); Judy Marshak Trio (jazz), Moshe Hammer (classical violin), Dala (folk) and the Cousins Gang (Blues).
6. Q1 *Community as Curator Heritage Display* was a partnership with the Aurora Winter Blues Festival and was entitled Rooted in the Blues. Three cases displayed a collection of photos posters, albums, musical instruments and historical facts about the Blues over time.
7. The Heritage Community Event was held during Family Day and was an interactive family-friendly event celebrating the cultures of the Caribbean as a Pan Am Games Ignite event. Brevik Hall was full with steel drums and dancing.
8. Family activities were held during March Break for all ages; Make Your Own Origami Boxes and Create your own Button Pins workshops. Both of these were free activities. The Centre also presented a wonderful children's play: A Long, Long Journey into Spring which was ticketed and received a full house.
9. The Centre holds four public meetings annually; one each quarter.

INSTRUCTIONAL CLASSES – Q1

Our Winter instructional classes ran January to end March. Spring programs beginning in April (Q2) are now underway.

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.

A Small *Selection* of COMMUNITY RENTALS – Q1

Making the beautiful spaces within the Centre available to community groups, individuals and businesses, is an important aspect of the services the Centre provides to the community. The Centre is used by a diverse group that rents space.

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 case studies
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
United Way of York Region	Seminar
Aurora Winter Blues Fest	Gala Concert
Aurora Farmers' Market	marketplace

HERITAGE – Q1

Community as Curator	*Rooted in the Blues* – Artifacts & archival materials on display in partnership with the Aurora Winter Blues Festival. With pop up blues concert in Blue Gallery during Indoor Winter Farmers' Market.
Family Day Caribbean celebration	*Pan Fantasy* – PAN AM Games Ignite! celebration of Caribbean music, song, information and dancing. 150 people + participated
March Break Japanese cultural art	*Make Origami Boxes* family activity – full studio of participants

IN THE GALLERIES – Q1

The Centre's four art galleries have the greatest impact of the Centre's programs – this because they are so obvious to the eyes as one explores the Centre. Entrance to the Centre and the galleries is free to all who wish to be inspired – or challenged - by the ever changing "landscape" of art. The gallery staff present a diverse program of local, regional and national artists, mediums, themes and emerging, early career and established showing artists.

The art exhibitions are enhanced by "meet the artists receptions", artists' walk & talks, lectures, demos and docents – all provided at no charge to the community.

Meridian Gallery, Blue Gallery and Apple Suites Gallery	GRADS 2015! - St. Maximillian CHS High School - Grade 12 Art Program
Meridian Gallery, Blue Gallery and Apple Suites Gallery	*GRADS 2015!* – Aurora High School Grade 12 Art Program
Great Hall Gallery	*GRADS 2015!* – Cardinal Carter CHS Grade 12 Art Program
Great Hall Gallery	*GRADS 2015!* – Dr. G.W. Williams High School Grade 12 Art Program
Great Hall Gallery & Apple Suites Gallery	*In.visible.maps* – Alex Curci and John Kokkinsos Large, multi-media & abstract works
Meridian Gallery, Blue Gallery and Apple Suites Gallery	*SOYRA Showcase 2015* – Society of York Region Artists community Show
Meridian & Blue Gallery	*Déjà vu- Reconstructing the Perception* – Jeanette Luchese – painting, sculpture, sound art

***A Small Selection* of EVENTS – Q1**

YRD School Board – all spaces in Centre; 300 students: Spoken Word
Public Meeting #1
Town of Aurora's *Tourism Plan Committee* meeting at Centre
March Break – *A Long Journey into Spring* - play for kids & families
"Ways of Seeing" – A conversation with artists Alex Curci & John Kokkinos
SOYRA – Artist demo
Workshop: Moving from Realism to Semi-Abstract
Workshop: How to Carve a Love Spoon
Opening Receptions – for all exhibitions in Q1

CONCERTS – Q1

Great Artist Classical Music Series: Henderson-Kolk – classical guitar duo
John Sheard The Great Reunion Series: with Sylvia Tyson
Judy Marshak Trio: Chicago jazz, Valentines' Concert
Dala in Concert: Folk duo
Great Artist Classical Music Series: Moshe Hammer & Angela Park, violin & piano

OF INTEREST – Q1

Meridian Aurora, renewed their naming rights for the red gallery and also for several musical concerts. This popular gallery space continues to be known as MERIDIAN GALLERY.

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.

Bonnie & Norbert Kraft generously continue in 2015 to be the sponsors of THE GREAT ARTIST CLASSICAL MUSIC SERIES.

The Centre was awarded First Place in our section of the Voluntary Sector Reporting Awards – for Excellence and Transparency in Financial Reporting. We received a lovely plaque and an award of $5000. This is the most prestigious on Canada's charity awards.

I was honoured to be asked to participate on the Imagine Canada panel at the CPA *Not for Profit Executive Forum* in Toronto.

The York Region District School Board two-day youth *Spoken Word* event 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.

The Centre is accredited with SOCAN. (Society of Composers, Authors and Music Publishers of Canada)

Laura Schembri,
Executive Director
May 13, 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

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