aurora cultural centre
CELEBRATING five years

AGENDA

Board of Directors Meeting # 11 /2015
Library Room

November 11, 2015 | 7:00 PM | Bonnie Kraft, Chair

1	**MOTION** to Approve Agenda	All	
2	**MOTION** to Approve Minutes of Previous Meeting (October 14, 2015)	All	
3	Statements of Conflict of Interest	All	
4	Executive Director Report Presentation of Monthly Report **MOTION** To receive		
5	Fund Development Update from Committee Chair **MOTION** To receive		
6	Finance Committee Summary of Finance meetings E/D to present Year End Forecast update 2016 Budget Discussions **MOTION** To receive	Bonnie Kraft and Laura Schembri	45 - 60 mins
7	Governance Committee Update from Committee Chair **MOTION** To receive		
8	Executive Committee		
9	Joint Initiatives Committee		
10	Nominating Committee		
11	Other Business	Mukhlis	
12	Confirmation of next Meeting – **6:30 PM Dec 9** **PUBLIC MEETING @ 7pm**	All	
11	**Motion** to Adjourn Meeting	All	

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MINUTES – Board of Directors

November 11, 2015

7:00 PM

Library Room

Present

Bonnie Kraft	Carol Mather	Mukhlis Mutlag
Eric Acker	Gabi Dragomir	Craig Mather
Jamie MacDonald	John Gallo	Heidi Franken
Councillor Sandra Humfryes	Councillor Jeff Thom	

Laura Schembri, Executive Director

Regrets

Frank Pulumbarit, Craig Mather

1. **Motion** To Approve Agenda
   Moved by: Mukhlis Mutlag
   Seconded by: Carol Mather
   Carried

2. **Motion** To Approve Minutes of Previous Meeting (October 14,2015)
   Moved by: John Gallo
   Seconded by: Gabi Dragomir
   Carried

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

4. Executive Director Update
   Update of activities was presented verbally due to 2016 Budget preparation.

5. **Motion** to Receive the Fund Development Committee Update based on its meeting dated October 14, 2015.
   Moved by: Gabi Dragomir
   Seconded by: Carol Mather
   Carried

6. **Motion** to Receive the Finance Committee Update.
   Executive Director presented Yearend Forecast as at end October 2015, and the 2016 Advance Budget Report (attached to these Minutes.)
   Moved by: Heidi Franken
   Seconded by: John Gallo
   Carried

7. Governance Committee — There were no items for discussion.

8. Executive Committee — There were no items for discussion.

9. Join Initiatives Committee — There were no items for discussion.

10. Nominating Committee — There were no items for discussion.

11. Other Business
    The Executive Director reported that the change from our organization's legal name to operating name will be completed soon.

12. Next Meeting of the Board of Directors December 9 2015 **BOARD AND PUBLIC MEETINGS**

    6:30 Board of Directors
    7:00 2016 Public Meeting #4
    7:30 Board of Directors re-convene

13. **Motion** to Adjourn Board of Directors Meeting at 10 PM.
    Moved by: Mukhlis Mutlag
    Seconded by: Eric Acker
    Carried

Minutes recorded by Laura Schembri on behalf of Craig Mather, Secretary

Bonnie Kraft, President — Dec 9, 2015 — Date

Craig Mather, Secretary — Dec 9, 2015 — Date

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2016 Advance Budget Report

The Aurora Cultural Centre gratefully acknowledges funding from

AURORA

November 2015

1. About the Aurora Cultural Centre

The Aurora Cultural Centre is a non-profit corporation and a Registered Charity developed to operate a centre for the provision of Cultural Services on behalf of the Town, in accordance with the Provision of Cultural Services Agreement (PCSA). This agreement "provides an opportunity to promote, nurture, and expand Cultural Services to the residents of Aurora" (from PCSA). The Town and Centre have developed the following general objectives:

(a) to engage and enrich the community through arts, culture and heritage programming and promotion at the School;

(b) to seek to make the Centre a dynamic hub in the historic heart of the Town of Aurora with an arts, culture and heritage focus; and

(c) to recognize the rich diversity of our community by presenting a broad spectrum of cultural programming.

The Aurora Cultural Centre's Strategic Plan 2013-15, developed with community input, has identified 5 key goals:

1	Deliver high-quality arts, culture and heritage programs that are diverse, accessible and appealing to multiple audiences
2	Establish and sustain long-term collaborative partnerships and relationships with our stakeholders
3	Secure sufficient resources to achieve the goals defined by our strategic plan, in order to contribute more fully to the well-being of our community
4	Be a respected role model for a well-managed organization demonstrating best practices in transparency, accountability and good governance to our customers, stakeholders, staff and donors
5	Be recognized by Aurora and our neighbouring communities as a vibrant and accessible centre of cultural and social activity.

Our Vision

The vision of the Aurora Cultural Centre is to be a vibrant centre of cultural and social activity in the heart of Aurora, celebrating the value of creative arts, culture and heritage, and enriching the quality of life of our community.

Our Mission

We deliver a diverse range of inspiring artistic, music and heritage programs, and promote Aurora as a dynamic community that values the creative contributions of its citizens. We proudly showcase local, emerging and established talent for our community to enjoy.

2. Highlights of Services Provided - at a Glance

Programs

- Concerts
- Special community events
- Free all-ages community programs
- Instructional arts and culture programs
- Multi-cultural events and showcases
- Host and facilitate heritage programs, displays and lectures
- Host and facilitate programs with community partners
- Art exhibitions, talks and demos
- "Community as Curator" artifact displays
- Community facility rentals

Administration

- Management of all Centre activities
- Bookkeeping, accounting, auditing
- Marketing and communications
- Website and Social Media presence

Governance

- Provide broad oversight of the Centre's operations
- Create, review and administer policies and procedures
- Oversee compliance and reporting protocols
- Ensure compliance with Canada Revenue Agency, Imagine Canada Standards, Provision of Cultural Services Agreement (PCSA), Strategic Plan, Ontario Corporations Act and other applicable Provincial statutes

3. Accountability and Transparency

As a Registered Charity and a party to the Provision for Cultural Services Agreement (PCSA), the Centre maintains high standards of accountability and transparency as follows:

- Reporting to Federal and Provincial governments (e.g. Canada Revenue Agency, Ontario Charities Directorate)
- External third party audit of annual financial statements
- Maintain Imagine Canada Standards and accreditation
- Documents widely available to public on Centre's website
- Accountability and reporting to our donors and grant providers
- Up to 12 residents of Aurora volunteer on Centre's Board of Directors
- Two Town of Aurora Councillors on Centre's Board of Directors
- Reporting to Town of Aurora (quarterly reports, annual budget presentation)

4. Highlights of 2015

Achievements at a Glance

In 2015, the Centre had another successful year. Below are some highlights of the Centre's achievements in 2015:

- Maintained 'Imagine Canada' accreditation
- Winner, Voluntary Sector Reporting Award (VSRA) for Transparency in Financial Reporting
- Trending over 25,000 visits to Centre in 2015
- Trending favourable KPI results for 2015
- Trending on budget for programming revenues
- Succeeded in hitting all our 2015 "new initiative" goals

Programming Achievements at a Glance

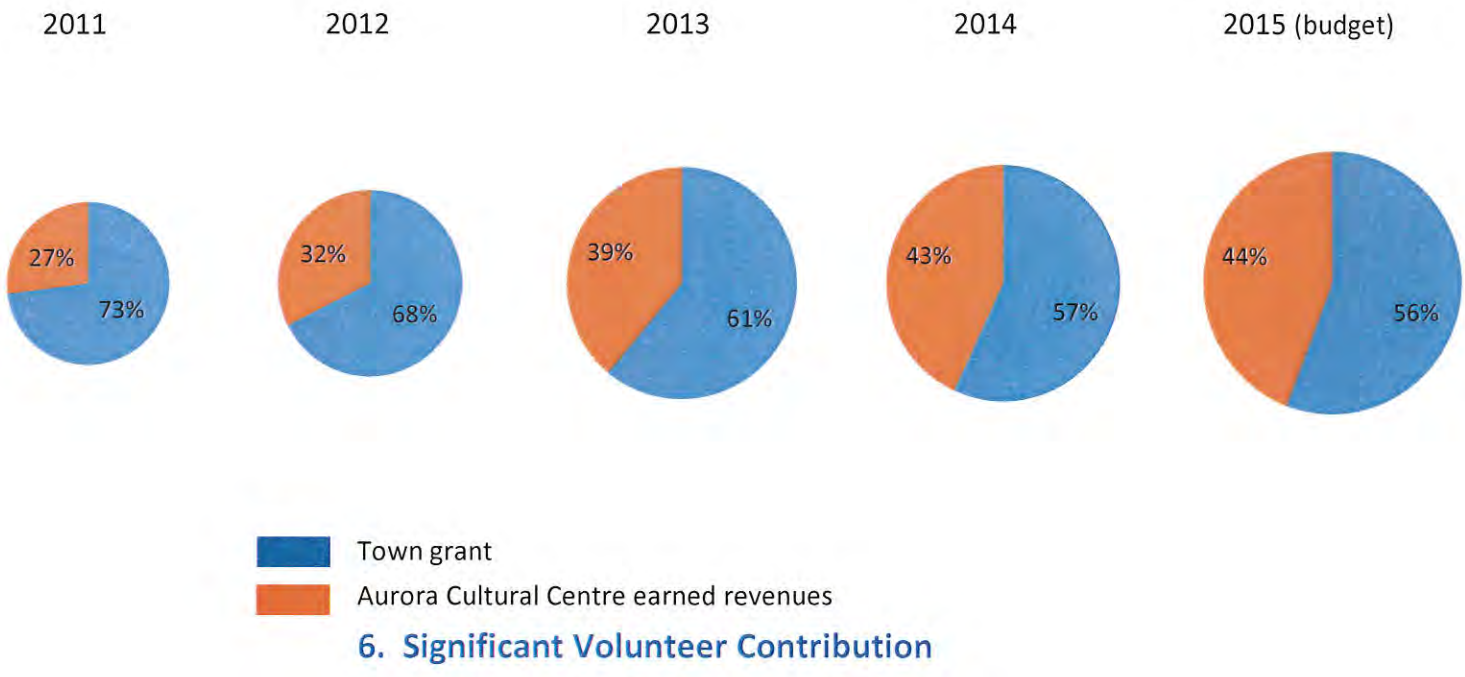
Below are some of the programming highlights for 2015:

- 23 Free all-ages community events
- 19 Concerts
- 25 Adult and child instructional classes
- 172 Artists given the opportunity to exhibit their work in the Centre's galleries
- "Community as Curator" heritage displays such as: Aurora Lawn Bowling Club, Aurora Winter Blues Fest, Monarchist League of Canada
- Heritage Lecture Series
- Multi-cultural programming such as:
    - Steel Drums Celebration of Caribbean Culture for Family Day
    - Celebration of Persian Culture as part of Culture Days
    - Community IFTAR dinner for Ramadan
    - St. Jean Baptiste Quebecois celebration
    - Ojibwa Woodlands art exhibition

5. Growing Earned Revenues

The Town of Aurora's operating grant percentage of the Centre's overall revenue has decreased over time as the Centre's total revenues have grown. The Centre has grown its total earned revenues by approximately 73% since 2010, leveraging off of the Town operating grant to provide increased services to the community.

Town Grant Contribution as a percentage of Total Centre Revenue



6. Significant Volunteer Contribution

Volunteers are an important indicator of community participation with the Centre and represent a significant portion of the hours contributed to the Centre.

Our volunteers range in age from 15 into their 70's; some volunteer as husband and wife couples, some as families, many as individuals – all of whom are dedicated to the Centre and are excited to be involved.

For example, 2014 total volunteer hours were 4,750 and we expect this year to be similar.
This is the equivalent of adding 2.6 full time employees to our complement.

7. An Engaged Partner with the Town of Aurora
Our Commitment; Revenue

The Centre is grateful for and proud of the financial support from the Town of Aurora.

Without the Town's core operational funding, we would be unable to deliver to our community. We have a dedicated, enthusiastic and skilled staff and Board of Directors, and loyal volunteers helping us to fulfill our mission.

The Town's financial support is crucial. However, it is also important that the Centre takes every opportunity to raise funds and create earned revenue. In a very short time we have set the Aurora Cultural Centre in motion to be a fully participating and valuable partner to the Town.

As a fully committed partner, we are constantly seeking innovative approaches to enhance revenue generation, including in the following ways:

Fundraising **Raised Over $230,000 - 2010 to 2015**

- Grant & Foundation Funding
- Corporate Sponsorship Funding

- Dedicated Fundraising Committee
  Committee is comprised of staff, Board members and community members.
- Community Investment Manager
  Full time contract position funded by three year Ontario Trillium Foundation grant.
- Special Campaigns
- Friends of the Centre
  A long term development program with a year over year renewal strategy for continual financial support, formally launched in 2015.

Earned Revenue Generated Over $1.2 Million since inception

In total, over the past five years the Centre has raised and earned approximately $1,250,000 through our activities. The stable funding from the Town of Aurora has enabled our charity to direct these funds into diverse cultural programming for our community.

Five over-arching strategies to grow Earned Revenue in 2016:

1. Increases in price of tickets & instructional programs
2. Increasing the Fees for Community Rentals
3. Gallery Gift shop
   The Centre formally launched its new Gallery Gift Shop in May 2015.
4. Growth of Fine Art Sales
5. Boards of Education
   Reach out to York District School Board and the York District Catholic School Board requesting discussions regarding how they can help support student art shows

Building Awareness

We know that greater awareness will result in greater revenue growth opportunities for the Centre.

We have invested extra energy and time to carve out a place in the community to grow our presence.

Here are some of the ways the Centre works to drive greater awareness:

- Prominent 400/404 Highways Signage
- Town of Aurora Leisure Guide
  We have purchased significant space in every guide since 2010.
- Brochures
  We create information-filled brochures four times per year that are distributed throughout the town and inserted into newspapers (approx. 38,000 each time).

- Marketing Plans
  We create a thorough marketing plan for each activity we present. We have been successful in developing strong relationships with the media, and they find us to be a valuable source of content.
- Social Media
  Have established a multi-platform Social Media presence (facebook, Twitter, Instagram).
- Email Database
  We have an active and ongoing e-newsletter communications to our growing database, at current CASL standard.
- Website
  The Centre has created an attractive, user-friendly and information-filled website. We make changes quickly and the website is always current and fresh.

8. An Engaged Partner with the Town of Aurora
Our Commitment; Free and Revenue-neutral Community Programming

We are mindful and sensitive to the balance that exists between creating revenue, and offering the community free access to culture. This is a dynamic and flowing relationship: each feeds the other.

There are costs associated with these activities and little or no revenue recovery.

The following are free activities provided to the community in 2015:

1. Entrance to facility.
2. High School Art Programs: Off-site visits to four Aurora High Schools to mentor art projects for annual exhibitions at Centre; meet with teachers and students; advise on the details of creating and displaying for a professional art gallery; opening receptions; media pitches; curatorial roles for students, and exhibition design.
3. Cooperative Education Program: Community participant in the Cooperative Education Program with local high schools. We welcome six annual co-op students each with 120 hours of supervised placement. We develop individual goals and work plans designed for their specific needs, with cross-department mentoring, onsite teacher meetings, and final evaluation.
4. Family Day.
5. March Break.
6. Heritage Lectures.
7. Doors Open Aurora; fully programmed with heritage displays, community art projects and live music.
8. Culture Days; national initiative to celebrate culture across Canada (partnership).
9. Community as Curator heritage exhibitions to celebrate local heritage.
10. D-Day community singalong with Seniors' Centre & the Royal Canadian Legion (partnership).
11. Gallery receptions, talks, demos, gatherings and conversations.

12. St. Jean Baptist Day event (partnership).
13. Ramadan IFTAR fast-breaking community dinner (partnership).
14. Artist Open Studio.
15. Live music enhancing various activities at the Centre.
16. Light refreshments for community events, openings, AGM, public meetings.
17. Yonge Street Festival participation.
18. Artists provided the opportunity to exhibit their work in professional galleries in Aurora.
19. Staff to Aurora Farmers' Markets.
20. Staff and info booth at *End of Summer Blues* concert in the park.
21. Extended gallery hours on Wednesday ... 10AM to 8PM.
22. Artist docents for gallery exhibitions to enhance visitor gallery experience.
23. Music and artist demos during "Pop Up" Gallery Gift Shop launch.

9. An Engaged Partner with the Town of Aurora
Our Commitment; Supporting the local Economy

The Centre proudly contributes to the economy of the town through multiple channels.

Employment

- All staff live in York Region, with six living in Aurora
- Hired all three of the 2015 summer students from Aurora

Purchase Locally

- Office furniture, Office supplies
- Restaurants, Catering, Hospitality
- Printing
- Advertising, Insertion of brochures into newspapers
- Insurance
- Legal, Auditors
- Computer sales and repair
- Audio Visual technology
- Leasehold Improvement construction
- Dry Cleaning
- Incidentals & hardware
- Wall signage, plaques & framing

10. An Engaged Partner with the Town of Aurora
Our Commitment; Promoting Recognition of the Town of Aurora

There are numerous occasions when staff and Board act as ambassadors for, and promote the Town of Aurora; such as:

- Through recognition for achievements and awards,
- When speaking at, or attending regional, provincial and national conferences
- Participating in planning sessions,
- When Aurora Cultural Centre is the subject of an article or editorial
- When the Centre is recognized for best practices on other organizations' websites,
- Public acknowledgement of Town of Aurora support at Centre events, on posters, documents and website.

11. An Engaged Partner with the Town of Aurora
Our Commitment; Driving the Cultural Master Plan Forward

We actively support the Town of Aurora Cultural Master Plan. Please see examples below.

Page 9 1.2 Culture & Economic Development
"...Communities that can identify and support elements of their creative economies – starting with cultural resources – will be well-positioned to capitalize on the opportunities a changing economy produces."
"...The result is that they offer a source of employment for young individuals and entrepreneurs in communities."
We currently employ six staff from Aurora and during this past summer, employed an additional three students from Aurora. All staff are living within York Region.

Page 21 3.2 Community Survey Findings
See Word Cloud on following page.

Question in CMP community survey:
"When you think of the word "culture" in Aurora, what immediately comes to mind?"

Front cover of Aurora Cultural Master Plan

The five most popular responses were Aurora Cultural Centre, music, community, arts, heritage; services that we provide exceptionally well for the Town.

1. **AURORA CULTURAL CENTRE;** we are your cultural community hub.
2. **MUSIC;** concerts, music instruction, live music at our community events, high school music exams, end of season recitals, band rehearsals, singalongs, etc.
3. **COMMUNITY**; we are the home of a variety of community groups and partners. Community participation demonstrated through 25,000+ visits annually. Large local volunteer force.
4. **ARTS;** encompasses all we do. Not just fine art, but also literary, performing, theatrical and liberal arts.
5. **HERITAGE;** heritage lectures, *Community As Curator* displays, multi-cultural heritage art exhibitions, concerts and events.

Page 23 Increasing Awareness of Cultural Resources and Activities
"...Communications efforts must reach out to all residents, new and old, with many [survey] participants pointing to the need for targeted efforts to engage many new residents drawn from diverse communities."

Page 27 Accessibility & Inclusion
"...The most frequently raised issue was that of the growing cultural diversity of the community. Individuals and families are arriving in Aurora with cultural traditions drawn from around the world. As in other communities, there is also recognition of the importance of recognizing First Nations and Métis communities. This growth in diversity was felt to be raising important issues related to Aurora's identity."

We have recognized and embraced the growth of a diverse Aurora as demonstrated in the following presentations:

- *St. Jean Baptiste* Québécois celebration and two French language music concerts
- Ramadan *Iftar* Community Fast-Breaking Dinner
- *Day of the Dead* Mexican Cultural photo exhibition and talk

- Steel Drums celebration of Caribbean Culture
- Persian Cultural Celebration for Culture Days
- South Asian food, art & dance event
- Celebrations of *National Aboriginal Day*; facilitated First Nations dance circles and ceremonial smudgings; First Nations, Métis and Inuit female artists' exhibition and public facilitated conversations
- Lorraine Klaasen South African Township Music
- Soul Influence African Gospel
- Celtic & East Coast music
- *Oktoberfest*
- Brazilian Capoeira for Family Day
- Brazil Classical Guitar Duo
- Chinese New Year Art and activities

and,

- many culturally diverse exhibitions of art supported by various talks and conversations such as; Passage; Nepali Photo Essay; Passage Between Two Worlds; Faces of War; Who Am I? In search of an Answer, and A Lens on Africa.
- Our summer children's programs always offer a theme of "discovering new cultures through art".
- World Music for families; "Fiddlefire" concert.

<u>Diversity and Inclusion Charter for York Region</u>
We are actively participating in the York Region initiative "Let's Talk Inclusion" focusing on immigration, cultural and religious diversity.

<u>Cultural Access Pass</u>
In partnership with the *Institute for Canadian Citizenship* to introduce new Canadian citizens to cultural offerings here, and across the Country. We are the only location in central and northern York Region.

Page 28 Respond to Needs of Youth

- We have invited four Aurora high school Grade 12 art classes to have the unique opportunity to prepare their art for exhibition in our galleries with the same care as working professional artists.
- The annual Grade 12 exhibition has now become enshrined in the curriculum for Aurora High School and St Maximillian Kolbe Catholic High School Grade 12 art classes. Centre staff spend a significant amount of time in the classroom, and outside of it, assisting with this program.
- We mentor six local high school students each with 120 hours of individual onsite co-op programming annually. This includes developing a unique program to support student goals, provide engaged daily supervision with teaching and final evaluations.

Page 28 Addressing the Needs and Interests of Seniors

The Centre is a "senior-friendly", fully accessible environment with supportive and knowledgeable staff.

- We are the home of *Third Age Learning York Region,* a fall and spring lecture series specifically for seniors.
- We offer daytime art classes and Open Studio which by virtue of timing is comprised primarily of seniors.
- Moderately priced, world-class concerts are a draw to seniors who consistently rave about having the opportunity to enjoy music in their own town.
- We partner annually with the Aurora Seniors' Centre for a free singalong, where we welcome a large number of seniors to sing the songs of their youth. Planned to occur on, or close to, the anniversary of "D Day", we also include an Honour Guard from the Royal Canadian Legion and recognize the Canadian & British war effort.
- We create enhanced visitor experiences with tours and art talks designed for seniors

12. Voluntary Sector Reporting Award (VSRA)

The awards, created by the Chartered Accountants of Ontario and the Queen's School of Business, are Canada's most prestigious awards where charities that have excelled at transparency and accountability in financial reporting in the not-for-profit sector are recognized. In February 2015 the Centre received the *Award of Excellence in Financial Reporting Transparency* for charities with up to $1 million revenue.

13. Imagine Canada Accreditation

Imagine Canada's Standards Program for Canadian non-profit organizations and charities awards accreditation to organizations that excel in several areas of operations. Accreditation is achieved through demonstrated compliance with a rigorous set of best practice standards in:

- Board Governance
- Financial Accountability and Transparency
- Fundraising
- Staff Management
- Volunteer Involvement

The Aurora Cultural Centre is honoured to have achieved accreditation with this prestigious national organization.

14. New Initiatives

In 2016, the Centre will continue to:

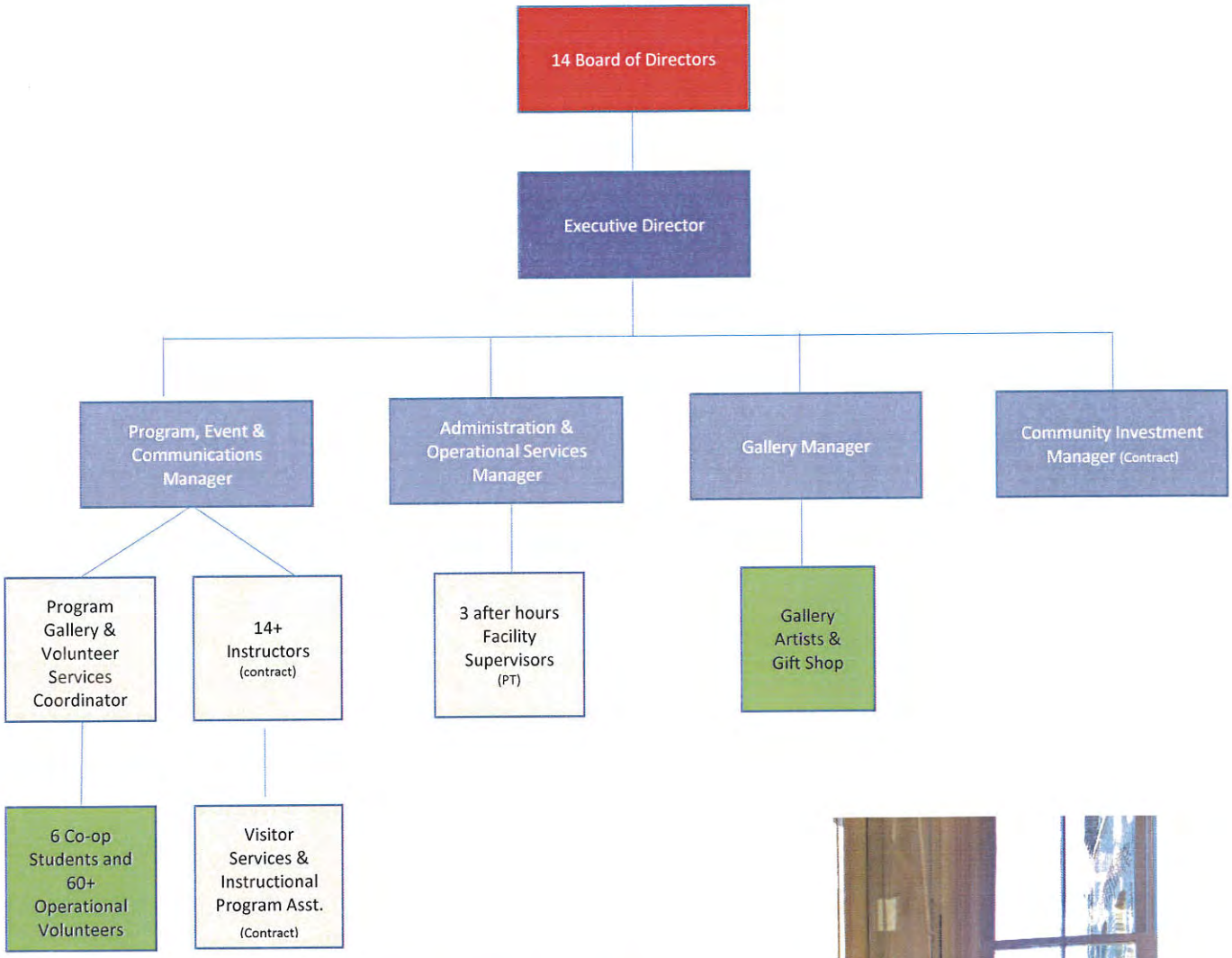
- Deliver high-quality arts, cultural and heritage programs that are diverse, accessible and appealing to multiple audiences;
- Deliver a mix of free community events, ticketed events, registered programs, and by donation events;
- Engage and welcome community organizations, including local high schools and businesses; and
- Maintain the highest level of governance, accountability and transparency.

New for 2016

In addition to regular operations, the Centre will introduce the following new initiatives dependent on funding:

- Develop a program for Canada's Sesquicentennial
- Develop an additional summer youth program
- Partner with Aurora Historical Society during Culture Days
- Expand artisan "pop up" marketplaces
- Addition of architecturally designed front lawn sign and refreshed banners
- Complete Strategic Plan 2016 -2018
- Explore new collaborations through outreach

15. Organizational Structure & Leadership



Some of our smiling Board of Directors

Ringing the schoolhouse bell!

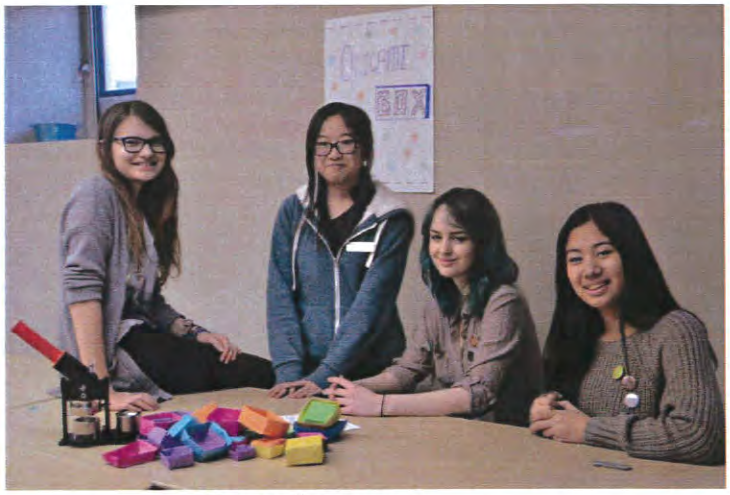
16. Pressures facing the Centre

1. The loss of significant programming space at the Cultural Centre as a result of the Town's museum utilizing a revenue generating space previously available to the Centre. This has impacted the Centre in lost revenue and lost future earning potential by approximately $40 - $50K annually.
2. The cost of maintaining the core staff complement necessary to provide current programming levels, the cost of which is no longer covered by the Town of Aurora operating grant.
3. Cost of delivery of community programs which are non-revenue generating. Understanding that culture enhances the quality of life, the Centre is committed to include numerous events and programs that are offered free to the public or at minimal cost.
4. Lack of Cost of Living Allowance on 2015 annual operating grant - pressure of $7163.

Community Outreach

Family Day Brazilian Capoeira

March Break kids in the galleries


Youthful Artists

17. 2016 Operating Budget

REVENUE	2012 Actual	2013 Actual	2014 Actual	2015 BUDGET	2015 Forecast	2016 BUDGET
Grants – Town of Aurora Operating Grant	356,852	370,000	377,000	387,000	377,000	433,786
Grants – other	59,712	39,883	70,656	62,500	67,300	55,800
Programs	125,538	149,616	163,520	174,400	168,300	173,800
Fundraising, donations and sponsorships	34,510	47,419	46,601	70,100	66,202	93,800
TOTAL Income	**576,612**	**606,918**	**657,777**	**694,000**	**678,834**	**757,186**
EXPENSES*						
Salaries and benefits	310,312	323,061	353,819	429,842	409,871	462,244**
Grants - other	24,914	29,925	60,713	55,300	55,300	43,800
Programs	95,548	106,176	139,490	139,700	139,720	155,642
Professional fees	57,935	32,259	18,481	34,000	35,600	37,000
Fundraising	13,771	21,055	10,749	11,800	7,500	10,500
Other	95,309	67,023	59,457	50,244	43,117	48,000
TOTAL Expense	**597,789**	**579,499**	**642,709**	**720,886**	**691,108**	**757,186**
Excess/(Deficiency) of Revenues over Expenditures	(21,177)	27,419	15,068	(26,886)	(12,274)	0
Centre Contribution from Operating Reserves	21,177			26,886	12,274	
	0			0	0	

*Increase comprised of remainder of 2015 contract hire; 25% of summer student salaries; assumption of growing percentage of Centre support of Ontario Trillium Foundation grant position; COL and increase cost of benefits

In Conclusion

The Centre is grateful for, and proud of the financial support received from the Town of Aurora.

Without the Town's core operational funding, we would be unable to deliver to our community.

We have a dedicated, enthusiastic and skilled staff and Board of Directors, and loyal volunteers helping us to fulfill our mission.

As partners, the Aurora Cultural Centre and the Town of Aurora together, *"support an exceptional quality of life for all"*[1] through the delivery of inspired cultural services to our community.

Together we *"expand opportunities and partnerships that contribute to the celebration of culture in the community"*[2].

Thank you.

Respectfully submitted,

Laura Schembri
Executive Director
Aurora Cultural Centre
November, 2015

[1] Community Goal No. 2, Town of Aurora Strategic Plan

[2] Objective No. 3, Town of Aurora Strategic Plan

aurora cultural centre
CELEBRATING five years

The Aurora Cultural Centre
Connecting Community & Culture

Board of Directors

President	Bonnie Kraft
Vice President	Craig Mather
Secretary	Craig Mather
Treasurer	Heidi Franken
Director	Frank Pulumbarit
Director	Carol Mather
Director	Mukhlis Mutlag
Director	Gabriela Dragomir
Director	Eric Acker
Director	John Gallo
Director	Jamie MacDonald
Ex-officio Director	Councillor Sandra Humfryes
Ex-officio Director	Councillor Jeff Thom

Staff

Executive Director	Laura Schembri
Program, Event & Communications Manager	Jane Taylor
Administration & Operational Services Manager	Carol Sharp
Gallery Manager	Clare Bolton
Program, Gallery & Volunteer Services Coordinator	Stephanie Nicolo
Community Investment Manager	Anuja Varghese (contract - funded by OTF)
Visitor Services & Instructional Program Assistant	Mathew MacDonald (contract)
Facility Supervisor	Carlo Vinco (part time)
Facility Supervisor	Laura Beaton (part time)
Facility Supervisor	Joey Ferguson (part time)