aurora cultural centre

AGENDA
Board of Directors Meeting # 9 /2016
Library Room

October 12, 2016 7:00 PM Craig Mather, Chair

	Facilitated Discussion	Aurora Consulting Group	7 pm
1	**MOTION** to Approve Agenda	All	8:30 pm
2	**MOTION** to Approve Minutes of Previous Meeting (September 14, 2016 #8)	All	
3	Statements of Conflict of Interest	All	
4	Executive Director's Update Submission of Executive Director's Update **MOTION** To receive the Executive Director's Update as submitted.	Laura Schembri	
5	Finance and Audit Committee Update from Committee Chair **MOTION** To receive the Finance and Audit Committee Update	Carol Mather	
6	Fund Development Committee Update from Committee Chair **MOTION** To receive the Fund Development Update	Jamie MacDonald	
7	Governance Committee Update from Committee Chair **MOTION** To receive the Governance Committee Update	Eric Acker	

8	Executive Committee Update from Committee Chair **MOTION** To receive the Executive Committee Update	Craig Mather	
9	Joint Initiatives Committee Update from Committee Member **MOTION** To receive Joint Initiatives Committee Update	Laura Schembri	
10	Other Business	All	
11	Confirmation of next Meeting – November 9, 2016 7PM	All	
12	**Motion** to Adjourn Meeting	All	

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MINUTES
Board of Directors Meeting # 9 /2016
Library Room

Present: Craig Mather, Eric Acker, Heidi Franken, Bonnie Kraft, Sandra Humfreys, Karen Johnston, Maureen Campbell, Carol Mather, Mukhlis Mutlag, Jamie MacDonald,
Executive Director: Laura Schembri

Regrets: Councillor Jeff Thom, John Gallo

October 12, 2016 7:00 PM Craig Mather, Chair

Facilitated Discussion Aurora Consulting Group facilitated a discussion on criteria for board effectiveness.
MOTION to Approve Agenda Moved: Mukhlis Mutlag Seconded: Karen Johnston CARRIED
MOTION to Approve Minutes of Previous Meeting (September 14, 2016 #8) Moved: Maureen Campbell Seconded: Karen Johnston CARRIED
Statements of Conflict of Interest None declared
Executive Director's Update: Presentation of Executive Director's Board Update: Laura Schembri, Executive Director **MOTION** To receive the Executive Director's Update Moved: Maureen Campbell Seconded: Jamie MacDonald CARRIED

MOTION to recognize the approval of the following Motion by E-voting on September 21, 2016.

Whereas the Director of Parks, Recreation and Culture for the Town of Aurora has made a proposal for structural and office modifications which would "address the ongoing and growing needs of both the Cultural Centre and the Museum operations"; and,

Whereas the Board of Directors of the Cultural Centre requested a change to the proposal which would further clarify the Museum staff's use and access to the Library room on a much reduced basis and directed the Executive Committee to develop wording which would meet the Cultural Centre's needs and those of the Museum;

Therefore be it Resolved That the proposal from the Director of Parks, Recreation and Culture identified as "22 Church Street Office Relocation" be approved as amended and;

Further That, the Executive Director be directed to formally advise the Director of Parks Recreation and Culture of the Board of Directors approval of the amended Proposal and request a formal confirmation and acceptance by the Director that he agrees to the Proposal as amended.

Moved: Eric Acker
Seconded: Karen Johnston
CARRIED

Finance and Audit Committee
Update from Committee Chair Carol Mather

MOTION To receive the Finance and Audit Committee Update
Moved: Sandra Humfreys
Seconded: Mukhlis Mutlag
CARRIED

Fund Development Committee
Update from Committee Chair Jamie MacDonald

MOTION To receive the Fund Development Update
Moved: Bonnie Kraft
Seconded: Heidi Franken
CARRIED

Governance Committee
Update from Committee Chair Eric Acker

MOTION To receive the Governance Committee Update
Moved: Maureen Campbell
Seconded: Karen Johnston
CARRIED

Executive Committee Update from Committee Chair, Craig Mather **MOTION** To receive the Executive Committee Update Moved: Heidi Franken Seconded: Carol Mather CARRIED
Other Business Finance Committee will research finding auditors for 2017. President Craig Mather presented possible dates for the Strategic Plan planning session.
Confirmation of next Meeting – November 9, 2016 7PM
Motion to Adjourn Meeting Moved: Mukhlis Mutlag Seconded: Bonnie Kraft CARRIED

Minutes prepared by: Bonnie Kraft, Secretary

Craig Mather, President — Date: Nov 9, 2016

Bonnie Kraft, Secretary — Date: Nov. 9, 2016

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E-VOTE to Board of Directors September 21, 2016

Board Colleagues,

Following up on the Board's discussion about the proposal from Al Downey, we have a Motion ready for the Board's consideration and approval.

Please see Craig Mather's note below, and below that, the Motion. Attached is the proposal with the amendments highlighted in red.

Please email me your vote (as I approve, or otherwise) as soon as is possible. If you have any questions, please contact Craig directly.

Thanks.

Bonnie
Secretary

Directors

At our Board meeting last Wednesday, September 14, 2016, Mr. Al Downey the Director of Parks Recreation and Culture of the Town of Aurora attended our meeting to present his proposal for Museum and Cultural Centre staff relocations, the construction of a new door to allow access by the Museum staff to their Archives in a more convenient manner and to informally change the Museum staff access and use of the Library. These changes as outlined in his proposal would not require a formal amendment to the Provisions of Cultural Services Agreement which is the formal document that defines our relationship with the Town of Aurora.

After Mr. Downey's presentation and the opportunity for questions of Mr. Downey, the Board thanked Mr. Downey for attending and a full discussion took place as to whether the proposal as presented was in fact beneficial to the Centre in terms of staff office space, additional opportunities to generate revenue from the Library room due to a much reduced requirement by the Museum for Library use and a more efficient operation for both organizations. The Board in the end agreed that the proposed changes would indeed be beneficial and supportable with the proviso that the Executive Committee propose some wording changes which would provide a good level of comfort that the Museum staff would honour this new arrangement and not invoke the one day a week use requirement as stated in the Agreement.

The Executive Committee met on Friday September 16 to discuss possible wording changes that would achieve the Board's intent and would hopefully meet with Mr. Downey's approval as well. The result of these discussions was the addition of three words to Mr. Downey's proposal and I have attached the proposal showing the additional three words in the second paragraph under Step 2.

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The Executive feels that by distinguishing the "use of" and "access to" the library covers the Board's concern about the Museum staff still requiring the "one day a week" for **use** of the library and not just the occasional access to the library for reference material as outlined in Mr. Downey's proposal. The President and the Executive Director met with Mr. Downey on Monday September 19 to outline the proposed amendment to his proposal and I am pleased to advise that he accepted our proposed change.

In order to formalize the new arrangement, Mr. Downey was advised that the Board would need to approve the Proposal as amended and the commitment was made to do this via an E-vote to expedite our approval and allow him to proceed to carry out the agreed to building modifications and office reorganization. In this regard the Motion being put forward for your approval is provided below:

MOTION:

Whereas the Director of Parks, Recreation and Culture for the Town of Aurora has made a proposal for structural and office modifications which would "address the ongoing and growing needs of both the Cultural Centre and the Museum operations"; and,

Whereas the Board of Directors of the Cultural Centre requested a change to the proposal which would further clarify the Museum staff's use and access to the Library room on a much reduced basis and directed the Executive Committee to develop wording which would meet the Cultural Centre's needs and those of the Museum;

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Further That, the Executive Director be directed to formally advise the Director of Parks Recreation and Culture of the Board of Directors approval of the amended Proposal and request a formal confirmation and acceptance by the Director that he agrees to the Proposal as amended.

MOVED: Eric Acker
SECONDED: Bonnie Kraft
CARRIED

11 IN FAVOUR / 1 OPPOSED / 1 DID NOT PARTICIPATE

aurora cultural centre

Executive Director's Update to Board of Directors - Oct 12, 2016

In the Galleries

Red & Blue Galleries — *Agapé Me*: A Contemporary Lens on Love & Marriage
Apple Suites & Great Hall Galleries — *Agapé Me*: A Contemporary Lens on Love & Marriage

September & October Activities

Fri	Sept 1	Alabrar Muslim Association	Brevik
Fri	Sept 1	YRDSB Director of Education	Library Room
Sat	Sept 2	Gallery / Gift Shop hours	All galleries
Mon	Sept 5	Labour Day	
Tues	Sept 6	SOYRA – Executive	Library
Wed	Sept 7	Evening Gallery/Gift Shop hours	
Thurs	Sept 8	TOA CAO's Office	Library
Thurs	Sept 8	Community as Curator (AHS) install	Reception
Sat	Sept 10	Gallery/Gift Shop hours	
Sun	Sept 11	Aurora Community Band	Brevik Hall
Mon	Sept 12	Third Age Learning	Upper Level
Mon	Sept 12	TOA Museum	Library
Tues	Sept 13	SOYRA General meeting	Brevik Hall
Tues	Sept 13	Kerry's Place Autism Services	Brevik Hall
Wed	Sept 14	Kerry's Place Autism Services	Brevik Hall
Wed	Sept 14	Evening Gallery/Gift Shop hours	
Wed	Sept 14	Board of Directors & Public Meeting	Red Gallery/Library
Sat	Sept 17	Eating Disorders	Brevik Hall
Sat	Sept 17	Gallery/Gift Shop hours	
Sun	Sept 18	Aurora Community Band	Brevik Hall
Mon	Sept 19	Third Age Learned	Brevik Hall
Mon	Sept 19	Town of Aurora – Cultural Precinct	Brevik Hall
Mon	Sept 19	TOA Museum	Library
Wed	Sept 21	Evening Gallery/Gift Shop hours	
Wed	Sept 21	Family Services York Region	Brevik Hall
Thurs	Sept 21	Family Services York Region	Brevik Hall
Thurs	Sept 21	Ont. Water Centre	Library
Sat	Sept 24	Etsy Hand Crafted Market	Brevik, Red & Blue Galleries
Sat	Sept 24	Private Rental –birthday	PTP Activity Room
Sun	Sept 25	Aurora Community Band	Brevik Hall
Mon	Sept 26	Third Age Learning	Brevik Hall
Mon	Sept 26	TOA Museum	Library
Mon	Sept 26	Fall instructional Programs	
Tues	Sept 27	Fall Instructional Programs	

Wed	Sept 28	Evening Gallery/Gift Shop hours	
Wed	Sept 28	Y.R. LIF	Brevik
Thurs	Sept 29	Y.R. LIF	Brevik
Thurs	Sept 29	Fall Instructional Programs	
Sat	Oct 1	Fall Instructional Programs	
Sat	Oct 1	Culture Days with AHS & Theatre Aurora	Entire facility
Sun	Oct 2	Aurora Community Band	Brevik Hall
Mon	Oct 3	Fall Instructional Programs	
Mon	Oct 3	TOA Museum	Library
Tues	Oct 4	York Region	Brevik Hall
Tues	Oct 4	SOYRA Executive	Library
Tues	Oct 4	Fall Instructional Programs	
Wed	Oct 5	CMHA	Brevik
Wed	Oct 5	Evening Gallery/Gift Shop hours	
Thurs	Oct 6	Kerry's Place Autism Services	Brevik
Thurs	Oct 6	Fall Instructional Programs	
Sat	Oct 8	Fall Instructional Programs	
Sat	Oct 8	Private Rental – Birthday	Brevik
Mon	Oct 10	Thanksgiving	
Tues	Oct 11	SOYRA General Meeting	Brevik
Tues	Oct 11	Fall Instructional Programs	
Wed	Oct 12	Lake Simcoe R. Cons. Authority	Brevik
Wed	Oct 12	Evening Gallery/Gift Shop hours	
Wed	Oct 12	Board of Directors	Library
Thurs	Oct 13	Fall Instructional Programs	
Sat	Oct 15	Fall Instructional Programs	
Sat	Oct 15	Fall 1 day Workshop	Library
Sun	Oct 16	Aurora Community Band	Brevik Hall
Mon	Oct 17	Third Age Learning	Brevik Hall
Mon	Oct 17	TOA Museum	Library
Tues	Oct 18	Fall Instructional Programs	
Wed	Oct 19	Evening Gallery/Gift Shop hours	
Thurs	Oct 20	Fall Instructional Programs	
Fri	Oct 21	B. Lica Jazz Concert	Entire facility
Sat	Oct 22	Fall 1 day Workshop	Library
Sat	Oct 22	Fall Instructional Programs	
Sun	Oct 23	Aurora Community Band	Brevik Hall
Mon	Oct 24	Third Age Learning	Brevik Hall
Mon	Oct 24	TOA Museum	Library
Mon	Oct 24	Fall Instructional Programs	
Tues	Oct 25	Fall Instructional Programs	
Wed	Oct 26	Evening Gallery/Gift Shop hours	
Wed	Oct 26	Blue Hills	Brevik Hall
Thurs	Oct 27	Blue Hills	Brevik Hall
Thurs	Oct 27	Fall Instructional Programs	

Fri	Oct 28	YRDSB	Brevik Hall
Sat	Oct 29	Fall Instructional Programs	
Sun	Oct 30	Aurora Community Band	Brevik Hall

Art Galleries Open:

- Tues 10 – 4PM
- Wed 10 – 8PM
- Thurs, Fri, Sat 10 – 4PM

**and for all events & activities*

Visitation

	2015	2016	# +/-	% of diff. (15/16)
Jan	2243	2306	63	2.7%
Feb	2563	2185	-378	-17.3%
Mar	2570	1900	-670	-35.3%
Q1	**7376**	**6391**	**-985**	**-15.4%**
Ap	1603	3158	1555	49.2%
May	2002	2656	654	32.7%
June	1869	2016	147	7.9%
Q2	**5474**	**7830**	**2356**	**43.0%**
July	3805	3281	-524	-13.8%
Aug	3119	3543	424	13.6%
Sept	1663	2646	983	55.9%
Q3	**8587**	**9470**	**903**	**10.3%**
Oct	1898			
Nov	5420			
Dec	1604			
Q4	**8922**			
TOTAL	**30359**			

YTD 2015 21,437
YTD 2016 23,691

Other

- Jamie will report on Fund Development Initiatives underway.
- Laura & Finance be presenting draft 2017 Budget to Board next meeting
- Laura, Craig, Eric participated in a Cultural Precinct public meeting at Town Hall.
- We successfully recruited two new part time staff members to replace the loss of Joey and Carlo as they begin their new lives. Tazra & Christina began work September 26.
- New section added to Directors' Site for training resources.
- Directors should also check the calendar on Directors' Site on a regular basis.

Laura Schembri
Executive Director