

**AGENDA**  
Board of Directors Meeting # 3/2017  
Library Room

Wednesday March 8, 2017

Mukhlis Mutlag, Chair

1	<b>MOTION</b> to Approve Agenda	All	
2	<b>MOTION</b> to Approve Minutes of Previous Meeting (February 8, 2017)	All	
3	Statements of Conflict of Interest	All	
4	Executive Director Update  <b>MOTION</b> To receive	Laura Schembri	
5	Finance Committee  3 Year financial outlook  <b>MOTION</b> To receive	Laura Schembri	
6	Fund Development  Update from Committee  <b>MOTION</b> To receive	Karen Johnston	
7	Governance Committee  Update from Committee Chair  <b>MOTION</b> To receive	Mukhlis Mutlag	
8	Executive Committee  Update from Committee Chair  <b>MOTION</b> To receive	Craig Mather	

9	Joint Initiatives Committee  Update from Committee Chair  <b>MOTION</b> To receive Update from Committee Chair	Bonnie Kraft	
10	Nominating Committee  Update from Committee Chair  <b>MOTION</b> To receive	Craig Mather	
11	Other Business		
12	Confirmation of next Meeting – April 12, 2017	All	
11	<b>Motion</b> to Adjourn Meeting	All	



## MINUTES

Board of Directors Meeting # 3/2017  
Library Room

Wednesday, March 8, 2017, Mukhlis Mutlag, Chair

**Present:** Mukhlis Mutlag, Karen Johnston, Wendy Gaertner, Tom Mrakas, Craig Mather, Bonnie Kraft, Heidi Franken

Executive Director: Laura Schembri

Community Investment Manager: Anuja Varghese (arr. 7:50pm)

**Regrets:** John Gallo, Eric Acker, Maureen Campbell, Carol Mather

**MOTION** to Approve Agenda

Moved by: Karen Johnston

Seconded by: Wendy Gaertner

CARRIED

**MOTION** to Approve Minutes of Previous Meeting (February 8, 2017)

Moved by Tom Mrakas

Seconded by Wendy Gaertner

CARRIED

Statements of Conflict of Interest

None declared

**MOTION** to move In Camera for HR discussion

Moved by Heidi Franken

Seconded by Karen Johnston

CARRIED

**MOTION** to reconvene into the regular Board meeting

Moved by: Karen Johnston

Seconded by: Tom Mrakas

CARRIED

## **EXECUTIVE DIRECTOR UPDATE**

Executive Director Laura Schembri gave the update of Centre activities, highlighting partnerships, rentals, new gallery exhibits, media coverage, classes, concerts, new program initiatives (film showing), Spring brochure.

**MOTION** To receive the Executive Director's update

Moved by: Karen Johnston

Seconded by: Bonnie Kraft

CARRIED

## **FINANCE COMMITTEE**

Executive Director Laura Schembri presented the 3 Year Financial Outlook

**MOTION** To receive the update from the Finance Committee

Moved by: Heidi Franken

Seconded by: Karen Johnston

CARRIED

## **GOVERNANCE COMMITTEE**

Mukhlis Mutlag delivered the update of the Governance committee. The Committee will meet after March 20<sup>th</sup> to review the Board self-assessment survey.

### **MOTION**

To receive the update from the Governance Committee

Moved by: Karen Johnston

Seconded by: Tom Mrakas

CARRIED

## **FUND DEVELOPMENT COMMITTEE**

Karen Johnston delivered the update from the Fund Development committee. The Committee has been in discussion about long term strategies and the goals for 2017. There was an update of corporate commitments, and a discussion with the Board about identifying potential leads from the Board. Community Investment Manager, Anuja Varghese, was present for the discussion.

The need for a sign was also discussed.

**MOTION** To receive the Update from the Fund Development Committee  
Moved by: Bonnie Kraft  
Seconded by: Tom Mrakas  
CARRIED

**OTHER BUSINESS**

Cllr. Tom Mrakas brought forward information about the Town of Aurora's Arts and Culture Award. For volunteers (individual or group) Nominations close April 7, 2017.

Discussion about taking a full page ad in the Town of Aurora's leisure guide, and trying to get advertising space on the community boards.

**CONFIRMATION OF NEXT MEETING – April 12, 2017**

**Motion** to Adjourn Meeting  
Moved by: Heidi Franken  
Seconded by Tom Mrakas  
CARRIED

Meeting adjourned at 9:50pm

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Craig Mather, President

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Bonnie Kraft, Secretary

## 2017 DEVELOPMENT PLAN

MARCH 2017

2017 Development Streams	2017 Approved Budget	Applied For	Committed	Received	% Achieved (committed against budget)	Notes And/Or YE Forecast	% YE Forecast (against budget)
1. INDIVIDUAL	\$17,000	\$10,000	\$8,180	\$3,480	48%		
2. CORPORATE	\$33,500	\$26,000	\$10,100	\$6,600	29%		
3. GRANTS	\$10,500	\$53,500	\$5,000	\$5,000	47%		
4. OTHER	\$2,372	n/a	\$2,372	\$0	100%		
<b>TOTAL</b>	<b>\$63,372</b>	<b>\$89,500</b>	<b>\$25,652</b>	<b>\$15,080</b>	<b>40%</b>		
<b>1. INDIVIDUAL</b>							
Individual Donations	\$4,000	n/a	\$50	\$50	1%		
Classical Fund Donation	\$5,000	\$5,000	\$5,000	\$1,250	100%	5,000	100%
Friends of the Centre	\$8,000	\$5,000	\$3,130	\$2,180	30%		
<b>INDIVIDUAL TOTAL</b>	<b>\$17,000</b>	<b>\$10,000</b>	<b>\$8,180</b>	<b>\$3,480</b>	<b>48%</b>		
<b>2. CORPORATE</b>							
Corporate Sponsorships	\$28,500	\$26,000	\$10,000	\$6,500	35%		
Corporate Donations	\$5,000	\$0	\$100	\$100	2%		
<b>CORPORATE TOTAL</b>	<b>\$33,500</b>	<b>\$26,000</b>	<b>\$10,100</b>	<b>\$6,600</b>	<b>29%</b>		
<b>3. GRANTS</b>							
Federal Grants	\$7,000	\$48,500	\$0	\$0	0%		
Provincial Grants	\$3,500	\$5,000	\$5,000	\$5,000	100%		
<b>GRANTS TOTAL</b>	<b>\$10,500</b>	<b>\$53,500</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>47%</b>		
<b>4. OTHER</b>							
Fundraising Events	\$0	n/a	\$0	\$0	0%		
Piano Key Depreciation	\$2,372	n/a	\$2,372	\$0	100%	2,372	100%
<b>OTHER TOTAL</b>	<b>\$2,372</b>	<b>n/a</b>	<b>\$2,372</b>	<b>\$0</b>	<b>100%</b>		
<b>TOTAL</b>	<b>\$63,372</b>	<b>\$89,500</b>	<b>\$25,652</b>	<b>\$15,080</b>	<b>40%</b>		

**Corporate Sponsorships**

<b>SPONSOR</b>	<b>PROGRAM/GALLERY</b>	<b>APPLIED/TO APPLY</b>	<b>COMMITTED</b>	<b>RECEIVED</b>	<b>NOTES</b>
Meridian	Concerts	\$6,000	\$0	\$0	2017 proposal sent
Apple Suites	Apple Suites Gallery	\$2,000	\$0	\$0	2017 proposal sent
Pine Tree Potters	Activity Room	\$1,000	\$1,000	\$0	Verbal commitment received, invoice sent
MAGNA	Concert	\$3,000	\$0	\$0	2017 proposal sent
Rickard Banjos	Concert	\$1,500	\$1,500	\$1,500	
State Farm	Christmas Afternoon & Holiday Pop Up Market	\$1,500	\$2,500	\$0	Verbal commitment received
Fieldgate	Gallery Program	\$5,000	\$5,000	\$5,000	
Dentistry on Church	Spring Pop Up Market	\$1,000	\$0	\$0	Declined
Scotiabank	Concert	\$3,000	\$0	\$0	2017 proposal to be sent after their first sponsored event in May
Mercedes-Benz	GAMS Concert	\$2,000	\$0	\$0	2017 proposal sent
<b>TOTAL</b>		<b>\$26,000</b>	<b>\$10,000</b>	<b>\$6,500</b>	

**Corporate Donations**

<b>COMPANY NAME</b>	<b>PROGRAM</b>	<b>APPLIED/TO APPLY</b>	<b>COMMITTED</b>	<b>RECEIVED</b>	<b>NOTES</b>
Financial Executives International Canada	NA		\$100	\$100	In recognition of Heidi Franken
PROSPECT	TBD				
PROSPECT	TBD				
PROSPECT	TBD				
PROSPECT	TBD				
<b>TOTAL</b>			<b>\$100</b>	<b>\$100</b>	

**Grants**

GRANT/FOUNDATION	PROGRAM	APPLIED/TO APPLY	COMMITTED	RECEIVED	NOTES
Canada 150	Canada150 Mural Project	\$29,000	\$0	\$0	Applied in 2016, results expected in May 2017
Canada Summer Jobs	Summer Art Camp Animator	\$5,000	\$0	\$0	Applied in January, results expected by April/May
Young Canada Works	Summer Art Camp Staff	\$14,500	\$0	\$0	Applied in January, results expected by April/May
OAC Presenter/Producer	2017 Music Program	\$5,000	\$5,000	\$5,000	
OAC Multi/Inter-Arts Projects	Fall 2017 Art & Music	TBD	\$0	\$0	Application due March 21
<b>TOTAL</b>		<b>\$53,500</b>	<b>\$5,000</b>	<b>\$5,000</b>	

**In-Kind Contributions**

CONTRIBUTOR	CONTRIBUTION	APPLIED/TO APPLY (\$ VALUE)	COMMITTED (\$ VALUE)	RECEIVED (\$ VALUE)	NOTES
Hurst Bakery	Cake for Seniors Sing-Along Event	\$150	\$0	\$0	Ask not yet made for 2017
Hockley Valley Brewery	50% reimbursement for beer at events	TBD	TBD	\$0	Must submit invoice quarterly
Prime Data	Printing – Culture Days	\$1,000	\$0	\$0	Ask not yet made for 2017
The Auroran	Insertion – Culture Days	\$900	\$0	\$0	Ask not yet made for 2017
Andrew Novosky	Piano Tuning	\$600	\$600	\$240	
<b>TOTAL In-kind value</b>		<b>\$2,650</b>	<b>\$600</b>	<b>\$240</b>	