



AGENDA

Board of Directors Meeting #4 2018

7:00pm

Wednesday May 9th, 2018

Craig Mather, Chair

1	MOTION to Approve Agenda	All
2	MOTION to approve Minutes of previous meeting (April 11 th , 2017)	All
3	Statements of Conflict of Interest	All
4	Executive Director Report Presentation of Executive Director's Monthly Managerial Report MOTION To Receive the Executive Director's Report	Suzanne Haines
5	Finance Committee <ul style="list-style-type: none"> • Statements to March 31, 2018 MOTION To accept the monthly interim statements to March 31, 2018. <ul style="list-style-type: none"> • Auditor report • Classical Fund Discussion MOTION To approve transfer \$2398.69 from the Classical Music Fund Reserve to cover the deficit in that program for 2017 MOTION To approve transfer \$5000 to the Contingency Reserve Fund MOTION To Receive the Finance Committee Update	Eric Acker
7	Fund Development Committee <ul style="list-style-type: none"> • Fund Development report • June 2018-2019 Kickoff Event MOTION To Receive the Fund Development Committee Update	Karen Johnston
8	Governance and Nominating Committee <ul style="list-style-type: none"> • Update from the Governance Committee • Notice of Meeting of the Members 	Bonnie Kraft Eric Acker Eric Acker

	<ul style="list-style-type: none"> Board Candidates <p>MOTION To receive the Governance and Nominating Committee Update</p>	
9	<p>Executive Committee Update from Committee Chair</p> <p>MOTION To receive the Executive Committee Update</p>	Craig Mather
10	<p>Confirmation of next Meetings</p> <p>BOARD Meeting June 13, 2018 @ 6pm (existing Board) Annual General Meeting June 13, 2018 @ 7pm BOARD Meeting June 13, 2018 after AGM (new Board)</p>	All
11	Motion to Adjourn Meeting	All



Board of Directors – May 9, 2018

EXECUTIVE DIRECTOR’S UPDATE April 2018

Programs

Professional Live Performance Series

The performing arts series continues as follows:

Vladimir Soloviev, piano	April 13, 2018	Great Artist Music Series	Classical	
The Ennis Sisters	April 20, 2018	Popular Music	Celtic	SOLD OUT
James Campbell ensemble	May 4, 2018 (cancelled) May 5, 2018 @ 2pm	Great Artist Music Series	Classical	111 seats
The Pick Brothers Band	May 11, 2018	Popular Music	Indie	
John Sheard Presents the British Invasion	June 8, 2018	Popular Music	Folk/Roots	SOLD OUT

PLEASE NOTE WE WILL BE LAUNCHING OUR 2018-2019 PERFORMING AND VISUAL ART SEASON ON JUNE 8, 2018 FROM 6PM-8PM AT A PRESHOW RECEPTION FOR DONORS AND SPONSORS. PLEASE ATTEND AND INVITE PROSPECTS TO THAT EVENT.

As we will be launching the 2018-2019 season on June 8th, I will be revealing the **CONFIDENTIAL** preview to the 2018-2019 season at the Board meeting on May 9th

Gallery & Exhibitions

Hooked on Tradition

Exhibition of works by the Newmarket Rug Hooking Guild

Red & Blue Galleries

March 10-April 28, 2018

Hands-on guided experience of traditional rug hooking with the artists from the Newmarket Guild on Wed April 18, 6 – 7:30 pm.

Botanica

Exhibition of new works by Julia Hacker

Apple Suites & Great Hall Galleries

March 10 – May 5, 2018

As we will be launching the 2018-2019 season on June 8th, I will be revealing the CONFIDENTIAL preview to the 2018-2019 season at the Board meeting on May 9th

Educational Programs

Classes and workshops continued for winter season.

Classes for Children and Teens (8 weeks)

Famous Artists and Their Styles	Ages 4 – 6	Saturdays	9:30 am – 11:00 am	Apr 7 - Jun 2
Art in Stories and Pictures	Ages 7 – 10	Saturdays	11:15 am – 1:15 pm	Apr 7 - Jun 2
Abstract Ideas and Mixed Media	Ages 11 - 15	Saturdays	1:30 pm – 3:30 pm	Apr 7 - Jun 2

Classes for Adults (16+) (8 weeks)

Beginning Guitar	Tuesdays	6:30 pm – 7:30 pm	Apr 3 – May 22
Beyond Beginning Guitar	Tuesdays	7:45 pm - 8:45 pm	Apr 3 – May 22
Start Painting Now with Acrylics!	Tuesdays	6:30 pm – 9:00 pm	Apr 3 – May 22
Expand Your Horizons in Acrylics Level 2	Thursdays	6:30 pm – 9:00 pm	Apr 5 – May 22
Exploring Watercolours	Thursdays	10:00 am – 12:30	Mar 22 – May 17
Exploring Watercolours	Thursdays	1:30 pm – 4:00 pm	Mar 22 – May 17
Watercolours: Basics & Beyond	Thursday	7:00 pm - 9:00 pm	Mar 29 – May 24
Open Studio	Tuesdays	10:00 am – 3:00 pm	Apr 3 – May 22

Short Courses/One-Day Workshops for Adults (16+)

NEW! Introduction to Glaze Oil Painting	March 21 – April 11	Wednesdays	6:30 pm – 9:00 pm
NEW! Florals Up Close – Watercolours	April 17 & April 24	Tuesdays	10:00 am – 3:00 pm
NEW! The Art of Botanical Drawing	April 21	Saturday	10:00 am – 4:30 pm
NEW! Crepe Paper Garden Roses	April 28	Saturday	10:00 am – 3:00 pm

Leanne, Jane and I met with Town of Aurora recreation programming staff to discuss synergies and competition in both current and future educational offerings.

Community Partners / Rental events

The following rental clients joined us in April:

- Aurora Community Band – four Sunday rehearsals
- Third Age Learning York Region – four Monday seminars in Brevik
- SOYRA – April: 1 Executive meeting Library Room; 1 General Meeting in Brevik; Workshop evening in Activity Room
- Addiction Services of YR – one Monday afternoon training in Brevik
- York Region Community & Health – Monday evening April 16 through to 10:00 pm Thursday, April 19 – 50 hours
- Town of Aurora Museum – one Saturday all day rehearsal in Brevik, rental
- Town of Aurora Museum – one Wednesday evening partnership comp booking
- Scotiabank – one Wednesday morning training in Brevik Hall
- 50th wedding anniversary private booking - Saturday April 14 – cancelled due to ice storm.

Administration

- The office was closed April 2, 2018.
- Received Canada Summer Jobs funding for Summer Junior Camp Counsellor
- We are going to market for General Liability and D & O Insurance coverage. We have not gone to market for three years.
- Attended a Programming update for Library Square with The Planning Partnership, Raw Design and stakeholders (Town Staff, Library, Aurora Chamber of Commerce)
- Special thanks to the staff and volunteers who helped communicate the closure of our building and cancellation of the May 4th concert due to the power outage caused by the wind storm. Thank you to all who rescheduled their lives to make it possible to present the concert and preshow talk the following day.

Facilities

- We continue to experience WIFI instability and issues within the network. Town IT are creating a solution to propose for implementation in 2018.
- Mark McKay, full time town operational support staff, was moved to Town Hall as of April 2, 2018. We are in discussion to find a solution for continued operational support.
- Exterior signage is on a conditional approval in the capital program. A further report to Town Council is required to move the project to the next phase.
- We lost power on May 4th at 5:30pm. Town staff went off shift at 10pm and the power was still not back on. Town staff found the power back on at 8am on Saturday morning. We thank them for adjusting their timetable to meet setup needs that could not be accomplished on Friday night.

Human Resources

- Megan Thompson started as the Centre's new Administrative Assistant on April 16th. She is engaged for 25 hours per week.
- We are recruiting for summer positions. All will be hired to start at the Farmer's Market on May 12th
- Reviewed opportunity to enroll in OMERS as an associated employer. We are eligible but enrollment is cost prohibitive without additional operating funding.
- It was hoped that I would have time to complete a compensation review and build a compensation program for the Centre in the first quarter. This project has been pushed to the summer.

Board Activities

- Finance Committee Meeting: April 6, April 23
- Fund Development Meeting: April 24
- Executive Meeting: May 7

Community Connections/Artistic Events

- Met with Town Senior staff
- Nominated for 100 Women Who Care fundraising – attended; was not selected
- Attended Aurora Chamber of Commerce WIN Luncheon
- Contributed to library CEO recruitment through their consultant
- Attended Temple of Fame Opening Night Reception; technical rehearsal
- Attended Cameron Carpenter (classical music concert – digital organ)
- Attended Branford Marsalis (Jazz music concert)
- Existing and Prospect Sponsor meetings

Respectfully Submitted by
Suzanne Haines, Executive Director
Aurora Cultural Centre



May 9, 2018

Compliance Certificate for Directors

To: The Directors of the Church Street School Cultural Centre

As Executive Director of the Church Street School Cultural Centre, I hereby certify to the members of its Board of Directors that, for the financial quarter ending **March 31, 2018**, payments have been made as they fall due by the Corporation for amounts owed or accrued during the financial quarter related to obligations owed to or for the benefit of employees, the Government of Canada or the Government of Ontario and for which Directors of the Corporation would or could otherwise be liable to make payment.

These amounts include but are not limited to:

1. Employer and employee payments and deductions related to salary, wages and remuneration to employees such as income taxes, EI and CPP payments;
2. wages and other remunerations to employees including vacation pay;
3. HST; and
4. the premiums due on insurances including Directors' and Officers' liability insurance.

Suzanne Haines
Executive Director



May 9, 2018

To: The Directors of the Church Street School Cultural Centre

This is to advise the Board of Directors that to the best of my knowledge I can state to you that we did not receive any material complaints from stakeholders or the general public during Q1 of 2018.

Suzanne Haines
Executive Director

*Engaging and enriching the community
through arts, culture and heritage.*

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