



AGENDA

Board of Directors Meeting #8 2018
7:00pm

Wednesday, October 10th, 2018

Craig Mather, President

1	MOTION to Approve Agenda	All
2	MOTION to approve Minutes of previous meeting – 7(Thursday, September 13 th , 2018)	All
3	Statements of Conflict of Interest	All
4	Imagine Canada Policy Submission Update	Bonnie Kraft
5	<p>Executive Director Report</p> <p>Presentation of the Monthly Managerial Commentary</p> <p>MOTION: To receive the Monthly Managerial report as information</p>	Suzanne Haines
6	<p>Finance and Audit Committee</p> <p>Initiate 2019 Fiscal Year Budget Discussion Finance Committee update - August Results presentation</p> <p>MOTION To accept the Monthly Interim Financial Statements to August 31, 2018</p> <p>To Receive the Finance and Audit Committee Update</p>	Eric Acker
7	<p>Fund Development Committee</p> <p>Fund Development report 2019 Fund Development Strategy</p> <p>MOTION To Receive the Fund Development Committee Update</p>	Karen Johnston
8	<p>Governance and Nominating Committee</p> <p>Update on new Board Candidate Process Update from the Governance Committee</p>	Mike Kennedy

	MOTION To receive the Governance and Nominating Committee Update	
9	Executive Committee Update from Committee Chair MOTION To receive the Executive Committee Update	Craig Mather
10	Other Business	All
11	Confirmation of next Meeting – November 14 th 2018	All
12	Motion to Adjourn Meeting	All

Board of Directors – October 10, 2018

EXECUTIVE DIRECTOR’S UPDATE September 2018

This ED report has been reformatted to serve reporting needs on the 2018-2021 Strategic Plan.

Goal # 1: Deliver professional performing and visual arts programming while supporting community engagement, education, and community arts practice

OBJECTIVES	STRATEGIES	Jan-Sept 2018	Annual KPIs
a) Establish a recognized professional performing arts presenting program	<ul style="list-style-type: none"> Strategically increase programming in popular music, classical music, family/children’s performances, and theatre Build programming for in school Develop partnerships for offsite and site specific performances 	<ul style="list-style-type: none"> 20 events Addition of a Toddler series First puppetry event Advanced Meridian Magic Carpet Series toddler/very young child programming by one year to launch Q4 of 2018, due to sponsor interest. Three Magic Carpet shows secured for the 2018/19 performing arts season interspersed around the other performing arts bookings 	<ul style="list-style-type: none"> Increase in the number and diversity of performing arts events (2017 = 13 events) Excellent and recurring programming relationships with schools Greater than 90% customer satisfaction ratings of Good, Very Good or Excellent on annual surveys
b) Deliver professional visual arts program in the four galleries where we are recognized as a professional public art gallery	<ul style="list-style-type: none"> Develop relationships with all school boards on Mayor’s Celebration for Youth Arts. Develop guidelines and policy governing how group exhibitions are programmed Develop curated/curator tour program for each exhibit Promote fine art sales in professional gallery shows to the community 	<ul style="list-style-type: none"> Initiated developing guidelines group exhibitions Research on best practices of tours and promoting educational activities YTD: Tours, 297 participants New for 2018 was Gallery tour orientation for the 4 Summer Camp Counsellors. Increased new audience exposure for Rebecca Last's reception held in conjunction with Doors Open (568 visitors). Interaction with visitors from outside local area - Toronto, Brampton, Mississauga 	<ul style="list-style-type: none"> Greater than 90% customer satisfaction ratings of Good, Very Good or Excellent on annual surveys 20% increase in participation in Ways of Seeing lecture series Two formalized curated tours per professional visual art show
c) Be a venue for artistic education that offers unique experiences	<ul style="list-style-type: none"> Program educational classes with artistically trained instructors Offer a diversity of classes that complement and build 	<ul style="list-style-type: none"> In conversation with town about who will program what level to ensure full spectrum is offered Researching PA day programs, all-day summer camps, Adult summer classes 	<ul style="list-style-type: none"> Greater than 90% customer satisfaction rating of instructors of Good, Very Good or Excellent on annual surveys 80% overall enrollment in programs/demand

professional instructors	on Town access programs <ul style="list-style-type: none"> • Build new educational synergies with other ACC programs • Build new educational opportunities during school closures for adults, children and youth 	<ul style="list-style-type: none"> • Developed over the summer "The Art of Japanese Ink Painting (Sumi-E) class to take place in the Fall 2018 season. • Worked with exhibiting artist Janine Wheeler over the summer to develop workshop for Summer campers that took place on August. 	
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Professional Live Performance Series

The 2018-2019 Professional Series Brochure is now available and tickets are on sale for all events. We hosted one community event in September

Date	Artist/Event	Series	Audience
September 29	Culture Days	Free Community Special Events	100 (up from 38 in 2017)

Ticket sales launched on September 4th, 2018 for all ticketed events in the 2018-2019 season.

Gallery & Exhibitions

The 2018-2019 Gallery series began as below:

Date	Artist	Title of Exhibition	Description	Events
August 11 - September 29, 2018	REBECCA LAST	Cassandra's garden; tracing shifted ground	Large scale acrylic paintings of environmental power - speaking to our complex interconnectedness with the natural world.	Art talk with Rebecca Last- Wed Sept 19 – 6:00 pm to 7:30 pm
August 11 - November 24, 2018	JANINE WHEELER	(through)Thick & Thin	Abstracted paintings - glazes of paint and dry media manipulate the eye and mind. A reflection on the creation process relating to physical and imagined spaces.	Art talk and tour with Curator Stephanie Nicolò – Oct 3

Educational Programs

Fall classes started on September 3rd.

Classes for Children & Teens

Abstract Ideas & Mixed Media, Age 4 – 6	Saturdays	9:00 am – 11:00 am	Sept 29 – November 24
Art Through the Ages, Ages 7 – 10	Saturdays	11:30 am -1:30 pm	Sept 29 – November 24
Colour Around Us, Ages 11 – 15	Saturdays	2:00 pm – 4:00 pm	Sept 29 – November 24
After School You Can Uke It!, Ages 8+	Tuesdays	4:30 pm – 5:30 pm	Sept 25 - November 13

Classes for Adults (16+)

Drawing, Sketching, Pen & Ink	Mondays	6:30 pm – 8:30 pm	September 24 - November 19
Wood Carving	Mondays	6:30 pm – 8:30 pm	September 24 - November 19
Ukulele for Beginners	Tuesdays	6:30 pm – 7:30 pm	September 25 - November 13
Beginning Guitar	Tuesdays	7:45 pm - 8:45 pm	September 25 - November 13

Start Painting Now with Acrylics!	Tuesdays	6:30 pm – 9:00 pm	September 25 - November 13
Expand Your Horizons in Acrylics Level 2	Thursdays	6:30 pm – 9:00 pm	Sept 27 - November 15
Exploring Watercolours (Intermediate/Adv)	Thursdays	10:00 am – 12:30 pm	Sept 27 - November 22
Exploring Watercolours (Intermediate/Adv)	Thursdays	1:30 pm – 4:00 pm	Sept 27 - November 22
Watercolours: Basics & Beyond	Thursdays	7:00 pm - 9:00 pm	Sept 27 - November 22
Creative Photography	Thursdays	6:30 pm - 8:30 pm	Sept 27 - November 1
Open Studio	Tuesdays	10:00 am – 3:00 pm	Sept 25 – November 13

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

NEW! The Process of Portraiture	Saturday	10:00 am – 4:00 pm	September 22
Traditional Glaze Oil Painting	Wednesdays	6:30 pm – 9:00 pm	Sept 26 – October 24
The Magic of Pastels	Saturday	10:00 am - 4:00 pm	October 13
NEW! Brilliant Botanicals of Fall	Saturday	9:30 am – 4:30 pm	October 20
NEW! The Art of Japanese Ink Painting	Saturday	10:00 am – 3:00 pm	October 27
NEW! Watercolour Birds	Tuesdays	10:00 am – 3:00 pm	October 30 & November 6

GOAL 2: Increase general brand awareness of the Aurora Cultural Centre and its programming in the community.

OBJECTIVES	STRATEGIES	Jan-Sept 2018	Annual KPIs
a) Build Aurora Cultural Centre brand awareness and brand recognition	<ul style="list-style-type: none"> Advocate for highly visible signage for the venue with Aurora Cultural Centre programming Create corporate partnerships to build brand awareness and recognition Create awareness that culture is an integral part of community life Establish current brand as a highly-regarded destination for professional visual and live performing arts programming Create awareness of community engagement and outreach programming Aurora Cultural Centre is positioned as the heart of the intended new Cultural Precinct 	<ul style="list-style-type: none"> Temporary Outdoor sign approved by Council. Permanent sign will be part of signage strategy for the cultural precinct. We continue to work with Town staff on specifications. Research and quote now in-house for fabric banners to update outdoor standards on front side of building and a selection of the banners fixed to the building on the north side; design and printing to happen in Q4 Planning Family Day 2019 with TOA to create synergistic programming Completed comprehensive audit of professional performing arts/drama/music/gallery venue marketing collateral to gather information on best practices in advance of the creation of our own in-house 2018-19 Professional Arts Season brochure. Distributed to 20K households on September 13 through The Auroran. Will be distributed in Globe & Mail 	<ul style="list-style-type: none"> General community survey in 2021 shows that Aurora residents are aware of the Aurora Cultural Centre and the benefits of arts and culture. (baseline established from 2017 survey in April 2018) Track and report on unique visitors to the Centre Increase visitors to the venue (baseline 30,000 in 2017)

	<ul style="list-style-type: none"> Comprehensive synergistic marketing plan for all programs at the Aurora Cultural Centre. 		
b) Develop a marketing plan to expand reach of Aurora Cultural Centre into underserved /new communities	<ul style="list-style-type: none"> Develop Ambassadors (Board and Staff) to reach out to culturally specific clubs and organizations in Aurora Build relationships with ethnic media Reach out to real estate professionals and housing developers Partner with school boards to create awareness for existing and new programs Document and report on outreach to all culturally specific community associations to invite participation Collect demographic information on patrons to further analyze participation 	<ul style="list-style-type: none"> AHS Newcomer Tour to end with ACC and an outline of our programs Participation in the Multicultural Festival 	<ul style="list-style-type: none"> Increase the diversity of participation from all geographic regions of the community Measure, document and report on level of participation with school boards and youth Report on the benefits of participation in youth programs
c) Conduct awareness campaign for Aurora Cultural Centre Stakeholders and Community	<ul style="list-style-type: none"> Build high performing website Generate visibility and brand recognition through e-marketing and social media Build and leverage relationships with local media Implement more advertising as budgets permit Develop and implement 	<ul style="list-style-type: none"> Website Process started Q2 and continuing through Q3 & Q4 Continued excellent relationship with Auroran enabled the new monthly Speakeasy byline Update Trip Advisor online listing and obtain marketing collateral to post at Centre to encourage more frequent Trip Advisor reviews to keep us as a top destination when searching Aurora, ON New schedule of regular updating of Google listing, with timely posts and new photographs. Taking over Admin of Centre's LinkedIn page from Frank P. Two FB ad campaigns completed in September 	<ul style="list-style-type: none"> Growth in media coverage Increased awareness of the Aurora Cultural Centre and its programs across the Town Increased repeat visitors

	<p>volunteer docent program</p> <ul style="list-style-type: none"> • Invite volunteers from corporate community • Engage in increased government relations with MPs MPPs, Councillors and Mayor • Work with Town to promote success of new Cultural Precinct 	<ul style="list-style-type: none"> ○ “Saturday Art Classes for Children” (Sept 14 – 21); 14 event responses; 1903 impressions, \$2.86/event response ○ “From Drawing & Sketching...” Adult classes; 30 Link Clicks; 1433 impressions, \$0.38/link click • RBC Foundation announcement on September 26; media release to media list, Mayor & Council and key Town of Aurora staff, Centre staff & Board, MP, MPP; e-blast to 1710 on database; 42% open rate • Highly successful Twitter & Instagram campaigns with Ontario Culture Days; Meredith from the organization came to our Global Beats Petting Zoo, participated and Tweeted/’Grammed out. This was captured in a round-up from Ontario Culture Days showcasing highlights from around the province. • 5 targeted Constant Contact campaigns during September, averaging 41% Open Rate and further 14% click rate • . This past month on Google, we increased: <ul style="list-style-type: none"> ○ Direction requests by 180% ○ Website visits by 23% ○ Photo views (3.45K) by 20% • Demographics - Top 5 communities who accessed our website in September: <ul style="list-style-type: none"> ○ Aurora (28%), Toronto (19%), Newmarket (14%), Richmond Hill (5%), Markham (3%) • Device usage <ul style="list-style-type: none"> ○ Desktop (53%), Mobile (35%), Tablet (12%) • Acquisitions <ul style="list-style-type: none"> ○ Organic Search 48% ○ Direct Search 42% ○ Referral 6% ○ Social Media redirect 4% 	
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GOAL 3: Proactively reach out to develop and sustain long-term collaborative partnerships and relationships with our stakeholders, diverse cultural groups and agencies, and other community-based organizations.

OBJECTIVES	STRATEGIES	Jan-Sept 2018	Annual KPIs
<p>a) Develop strong and relevant partnerships for the Aurora Cultural Centre</p>	<ul style="list-style-type: none"> • Define and document criteria for managing partnerships, minimizing reputational risks and ensuring positive outcomes • Clearly define roles and responsibilities of partners involved in ACC relationships • Proactively maintain solid relationships with partners 	<ul style="list-style-type: none"> • Reworked partnerships with Pine Tree Potters and SOYRA • Met with YRDSB on creating partnerships for Kaleidoscope in our Schools, Workshops, and Tours. 	<ul style="list-style-type: none"> • Document how partnerships add value to Aurora Cultural Centre • Partnerships assist in creating awareness, gaining more access to funding and/or revenue generation

			<ul style="list-style-type: none"> Measure partnership agreements to maximize ACC control of intellectual property, protect reputation and alignment with mission
b) Support building a Cultural Leadership Team	<ul style="list-style-type: none"> Identify and engage with professional arts, cultural and heritage institutions in Aurora Support the Town's need for a Cultural Leadership Team that will discuss policy, collaboration, and achieving the goals of the Cultural Master Plan 	<ul style="list-style-type: none"> Participated in Cultural Partners review to understand cultural players and discuss activating the cultural master plan 	<ul style="list-style-type: none"> Collaborative relationship is formed Action Plan on deliverables in the Cultural Master Plan is in place and being implemented
c) Develop clear programming objectives for relationships with community arts delivery organizations	<ul style="list-style-type: none"> Identify community arts providers Identify criteria for involvement with the ACC Articulate opportunities for community arts providers to deliver on Town of Aurora Cultural Master Plan 	<ul style="list-style-type: none"> List of community arts providers assembled 	<ul style="list-style-type: none"> Community arts providers feel connected to the ACC Community arts providers and professional arts organizations are connected
d) Be responsive to changing needs in the community.	<ul style="list-style-type: none"> Create an inviting, inclusive and participatory gathering place where community meets culture Conduct a community-wide needs analysis to build relevant programs Determine which existing communities need to be reviewed for changing demographics and program relevance Explore new opportunities to engage new residents, new cultural groups and youth Create an inviting atmosphere for all to participate, especially new participants based on outreach activities 	<ul style="list-style-type: none"> Developed new performing arts programs to meet additional community needs with an objective to include a diversity of artist representation Extended customer survey to outside current market to gain broader feedback 	<ul style="list-style-type: none"> Community programming needs analysis completed in 2019 New programs in place by 2021 Stakeholder and donor survey shows a high level of satisfaction with results ACC is rated highly accessible and welcoming in annual survey

The following rental clients joined us in September:

Private booking	Brevik Hall	Sun, September 16	Celebration of Life
SOYRA	Brevik & LR	September Schedule	Executive Mtg cancelled but paid for, plus General Meeting
CIBC	Red Gallery	Mon, September 17	Evening "High Value Event" for clients, with artist Rebecca Last
York Region Corporate Services	Brevik Hall	Fri, September 14	Daytime Department Meeting.
Sandgate Womens Shelter	Brevik Hall	Tues, September 18	Evening AGM. We continue to be the venue for their AGM. They are going elsewhere for "regular" meetings citing our rate increase and budgetary constraints.

Soroptimist Intl York Region	Brevik Hall	Sat, September 22	"Lunafest Films By, For, About Women screening. Non-profit fundraiser. First time booking
Children's Aid Society York Region	Brevik Hall	Wed, September 12	Facilitated stakeholder engagement sessions in the evening.
Children's Aid Society York Region	Red Gallery	Sun, September 24	Special Sunday workshop for 20 senior managers.
Aurora Community Band	Brevik	September Rehearsal Schedule	Four Sunday rehearsals

GOAL 4: Maintain a solid financial foundation and sufficient human capital to achieve the goals defined by our Strategic Plan.

OBJECTIVES	STRATEGIES	Jan-Sept 2018	Annual KPIs
a) Increase corporate partnerships/grants and sponsorships with Aurora Cultural Centre	<ul style="list-style-type: none"> • Create opportunities for corporate co-branding • Launch an updated corporate sponsorship program • Research and apply for Corporate Foundation grants 	<ul style="list-style-type: none"> • 2 new corporate sponsors in place • 1 new corporate donor with 2-yr commitment 	<ul style="list-style-type: none"> • Co-branding partnerships established with companies • Increase corporate sponsorship programs to meet annual organizational needs
b) Implement individual philanthropic gift fund raising program	<ul style="list-style-type: none"> • Gather and analyze information on current patrons • Revitalize individual gift program • Create a base of supporters that make an annual gift • Stewardship of every level of gift • Develop & Implement legacy/planned giving program 	<ul style="list-style-type: none"> • Analysis of current patrons complete • Major gift received • New campaign for classical music launched for annual donors 	<ul style="list-style-type: none"> • Audience database in place • Increase individual gifts to meet annual organizational needs
c) Increase government funding	<ul style="list-style-type: none"> • Proactively seek funding from all levels of government <ul style="list-style-type: none"> o Federal: Canadian Heritage, Canada Council for the Arts o Provincial: Trillium Foundation, Ontario Arts Council o Municipal: Town of Aurora 	<ul style="list-style-type: none"> • Canadian Heritage funding secured 	<ul style="list-style-type: none"> • Secure federal and provincial grants related to arts and cultural programming • Secure funding to adequately support annual operational needs
d) Grow operational reserves	<ul style="list-style-type: none"> • Budget conservatively to allow windfalls to build reserve • Marketing strategies to generate additional revenues through participation 	<ul style="list-style-type: none"> • \$5000 transferred to contingency reserve in 2017 	<ul style="list-style-type: none"> • Operational reserves in place • Strategically/conservatively invest reserves for growth • Financial success enables annual transfers to contingency reserves

GOAL 5: Remain a well-managed organization that is governed by a volunteer Board of Directors, demonstrating best practices in transparency, accountability and collaboration to our customers, stakeholders, staff and donors.

OBJECTIVES	STRATEGIES	Jan-Sept 2018	Annual KPIs
a) Continuously review progress of Strategic Plan implementation	<ul style="list-style-type: none"> • Cascade deliverables of Strategic Plan throughout Aurora Cultural Centre organization and link to performance management system • Conduct regular updates for the Board on progress of strategic plan implementation 	<ul style="list-style-type: none"> • Staff outlined work plans in all areas of operations for the four years of the strategic plan • Staff report to the Board includes strategies initiated and KPIs achieved 	<ul style="list-style-type: none"> • Strategic and operational plans implemented as agreed
b) Implement Organizational Development changes to best implement Strategic Plan	<ul style="list-style-type: none"> • Review organizational effectiveness and structure to deliver new strategic plan • Foster a culture that embraces change and opportunity • Develop a succession plan for the Executive Director for emergency and long term • Develop and implement compensation system 	<ul style="list-style-type: none"> • Human Resource plan developed to support the strategic plan • Board developed ED succession plan • First phase of compensation program developed • Review all Board and operational policy 	<ul style="list-style-type: none"> • Administrative structure in place to support 2018-2021 Strategic Plan • Volunteer program has levels of participation for varying skill levels • Strategic plan success and milestones documented and celebrated • Succession Plan in place for Executive Director
c) Continue visible leadership from the Board to enable successful implementation of the Strategic Plan	<ul style="list-style-type: none"> • Create and implement a Board succession plan for key Board functions to support the Strategic Plan • Create annual goals and work plan for the Board and Committees • Implement Board Self Evaluation and take action on areas needing development • Conduct governance training as required • Recruit highly talented Committee members to support the strategic plan implementation • Conduct risk assessment • Recruit diversity in Board membership • Build Board visibility at Aurora Cultural Centre and community events 	<ul style="list-style-type: none"> • 2018 Board self-evaluation complete • Risk assessment initiated and report to the Board quarterly • Board members commit having at least one Board member as ACC events and community events as requested (Chamber events, Leona Alleslev BBQ etc) 	<ul style="list-style-type: none"> • Board Self-evaluation completed annually • Committees defined and in place • Board orientation and governance manual implemented and effective • By-laws and governance model mapped and published on the web • Board well governed • Risk analysis completed and monitored quarterly
d) Maintain Aurora Cultural Centre Accreditation and Transparency Reporting	<ul style="list-style-type: none"> • Maintain status with Imagine Canada • Maintain excellent donor dollar ratios (80% programming expenditures to 20% finance, administration and fund raising expense) 	<ul style="list-style-type: none"> • In progress on re-accreditation of Imagine Canada • August TYD reporting 84% programming to 16% administrative costs 	<ul style="list-style-type: none"> • Attain reaccreditation of Imagine Canada in 2019 • Excellent fundraising/expense ratios published on CRA website • Maintain charitable status

Administration

- Website update to new theme is completed. Research into database and e-commerce solution in progress.
- Project to transition to the Town IT infrastructure continues.
- Megan Thompson was chosen and has been trained as the staff Health & Safety representative. A program is being developed to support staff and facility needs.
- OAC Music Presenters project grant submitted September 28th
- Canadian Heritage Canada Arts Presentation Grant for 2019-2020 submitted October 1
- Bartender services will now be provided by Facility Supervisors during events.
- Patron visits:

Why they visited us in September 2018:

Galleries:	Rentals:	Programs/Events:	Visitors:	Other:	Total
104	1055	454	8	107	1730

Why they visited us in September 2017:

Galleries:	Rentals:	Programs/Events:	Visitors:	Other:	Total
151	1848	302	30	72	2403

We did see growth in numbers for our programs and events, Culture Days specifically did see a growth in attendance from last year (152). We had a slight dip in our gallery visitors, but the most significant difference is the number of individuals who came here for a rental (difference of 793).

Facilities

- Town bringing in consultant to assess repair and regular maintenance needs of the heritage floors. This will dictate immediate repairs requires and future maintenance.
- Health & Safety tour being conducted by the Town JHSC to assess the workplace for their staff.
- Brevik lightbulb replacements to LED bulbs started in September, and will finish in October. This should improve the lifespan and reduce their costs.
- The Town included the cleaning of the Centre's benches and scooter chairs as part of their upholstery cleaning project
- Semi-annual window cleaning done.

Board Activities

- Finance Committee Meeting: September 27
- Fund Development Committee Meeting: September 18
- Governance Committee Meeting: October 9

Community Connections/Artistic Events

- Met monthly with Robin McDougall, Director Community Services
- Town asked for a formal consultation on the extension to 22 Church Street. Eric Acker and I met with Shawna White on September 14th to discuss current iteration of the plans

and give feedback. An organizational profile will be included as one of the cultural partners in the business plan for the extension.

- Participated in a meeting on backstage requirements for the new performance hall with Town staff and consultants.
- Attended October 18th Town Council meeting to support Staff recommendation for signage for the facility. Council accepted the motion to remove the condition on the funding for the signage project for the venue and added a temporary sign to be installed until the signage project for Library Square is in place.
- Visit to Niagara College in Niagara-on-the-Lake to meet staff and discuss future collaboration.
- Met Gord Shephard, Conductor for the Aurora Community Band and Borealis Jazz Band.
- RBC Cheque presentation and announcement of support on September 26th

Respectfully Submitted by
Suzanne Haines, Executive Director
Aurora Cultural Centre



MINUTES

Board of Directors Meeting #7 2018
7:00pm

Attendees: Eric Acker, Damien Chan, Cllr Wendy Gaertner, Laura Hostick , Sharon Kelly, Karen Johnston

Staff: Suzanne Haines

Regrets: Craig Mather, Heidi Franken, Michael Kennedy, Cllr Tom Mrakas,

Thursday September 13th, 2018

Eric Acker, Vice President

1	<p>MOTION to Approve Agenda</p> <p>Moved by: Sharon Kelly Seconded by: Wendy Gaertner CARRIED</p>	All
2	<p>MOTION to approve Minutes of previous meeting – 6 (July 11th , 2018)</p> <p>Moved by: Karen Johnston Seconded by: Damien Chan CARRIED</p>	All
3	Statements of Conflict of Interest	All
4	<p>Executive Director Report</p> <p>Q2 2018 Managerial Commentary</p> <p>MOTION: To approve the Managerial Commentary for Q2 2018, AND that Q2 Commentary be sent to Town of Aurora, AND that Q2 Commentary be made available for public release.</p> <p>Moved by: Karen Johnston Seconded by: Sharon Kelly CARRIED</p> <p>Presentation of Compliance Certificate and Complaints Statement.</p>	Suzanne Haines

	<p>Presentation of September ED Report (July-August 2018 Activity)</p> <p>MOTION: To receive the September 2018 ED report as information Moved by: Laura Hostick Seconded by: Damien Chan CARRIED</p>	
5	<p>Finance Committee</p> <p>Q2 2018 Unaudited Interim Financial Statements</p> <p>MOTION: To approve the unaudited interim financial statements for the 6 months ended at June 30, 2018 (the Q2 Report) and to approve the filing of the Q2 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.</p> <p>Moved by: Sharon Kelly Seconded by: Damien Chan CARRIED</p> <p>Finance Committee update</p> <p>MOTION To Receive the Finance Committee Update Moved by: Karen Johnston Seconded by: Damien Chan CARRIED</p>	Eric Acker
6	<p>Fund Development Committee</p> <p>Imagine Canada Policy Review</p> <p>MOTION To approve the updated FD1 – Fundraising Policy as presented Moved by: Sharon Kelly Seconded by: Damien Chan CARRIED</p> <p>To approve the updated FD2 – Donor Policy as presented Moved by: Karen Johnston Seconded by: Damien Chan CARRIED</p> <p>To approve the updated FD3 – Gift Policy as presented Moved by: Laura Hostick Seconded by: Sharon Kelly CARRIED</p> <p>To confirm these are all of the policies in place for fund development.</p>	Damien Chan

	<p>Fund Development report</p> <p>MOTION</p> <p>To Receive the Fund Development Committee Update</p> <p>Moved by: Damien Chan</p> <p>Seconded by: Wendy Gaertner</p> <p>CARRIED</p> <p>Addendum: Please find the Fund Development Declarations attached</p>	
7	<p>Governance and Nominating Committee</p> <p>Imagine Canada Policy Review</p> <p>MOTION:</p> <p>To approve the updated G5– Complaints Policy and Procedure</p> <p>Moved by: Karen Johnston</p> <p>Seconded by: Damien Chan</p> <p>CARRIED</p> <p>To approve the updated G9 – Confidentiality Policy as reviewed by the Governance Committee</p> <p>Moved by: Damien Chan</p> <p>Seconded by: Karen Johnston</p> <p>CARRIED</p> <p>To approve the updated G10 – Privacy Policy</p> <p>Moved by: Laura Hostick</p> <p>Seconded by: Sharon Kelly</p> <p>CARRIED</p> <p>To approve the G17 – Executive Director Relationship Policy as presented</p> <p>Moved by: Karen Johnston</p> <p>Seconded by: Damien Chan</p> <p>CARRIED</p> <p>To approve the G18 – Code of Ethics as presented</p> <p>Moved by: Wendy Gaertner</p> <p>Seconded by: Sharon Kelly</p> <p>CARRIED</p> <p>Update from the Governance Committee</p> <p>MOTION</p> <p>To receive the Governance and Nominating Committee Update</p> <p>Moved by: Laura Hostick</p> <p>Seconded by: Wendy Gaertner</p> <p>CARRIED</p> <p>Addendums: Please find the Human Resources Declaration attached</p>	Eric Acker
8	<p>Executive Committee</p>	Eric Acker

	<p>Update from Committee Chair</p> <p>MOTION</p> <p>To receive the Executive Committee Update</p> <p>Moved by: Karen Johnston</p> <p>Seconded by: Wendy Gaertner</p> <p>CARRIED</p>	
9	Other Business	All
10	Confirmation of next Meeting – October 10 th 2018	All
11	<p>Motion to Adjourn Meeting</p> <p>Moved by: Sharon Kelly</p> <p>Seconded by: Karen Johnston</p> <p>CARRIED</p> <p>Meeting End: 8:50pm</p>	All