



AGENDA

Board of Directors Meeting #5 2020

7 pm

Wednesday July 8, 2020

Eric Acker, Chair

Join Zoom Meeting

<https://us02web.zoom.us/j/87028834946?pwd=anFWeGdyVFJwbGJuMTNxS215bXdMQT09>

Meeting ID: 870 2883 4946

Password: 624614

Find your local number: <https://us02web.zoom.us/j/87028834946>

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|------------|--|----------------|
| 1 (1 min) | Agenda MOTION to Approve the Agenda | Eric Acker |
| 2 (1 min) | Previous Minutes MOTION to Approve Minutes of Previous Meeting (4A and 4C June 10, 2020) | Eric Acker |
| 3 (1 min) | Statements of Conflict of Interest | ALL |
| 4 (10 min) | Executive Director Report <ul style="list-style-type: none"> • Monthly Report MOTION to Receive the Executive Director Report | Suzanne Haines |
| 5 (15 min) | Finance & Audit Committee Report Report from the committee <ul style="list-style-type: none"> • Interim Financial Statement to May 31, 2020 MOTION to Approve the Interim Financial Statements to May 31, 2020. <ul style="list-style-type: none"> • Review of Budget Impact Spreadsheet MOTION to Accept the Finance & Audit Committee Report | Laura Hostick |
| 6 (30 min) | Governance & Nominating Report from the committee <ul style="list-style-type: none"> • Q2 Risk Assessment Review | Sharon Kelly |

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| | <p>MOTION to Accept the Q2 Risk Assessment</p> <ul style="list-style-type: none"> • Board Recruitment Timeline • Board Self- Evaluation • Library Square Governance/Facility Task Force <p>MOTION to Receive the Governance & Nominating Committee Report</p> | |
| 7 (15 min) | <p>Fund Development Report from the committee</p> <ul style="list-style-type: none"> • 2020 YTD Results and Projection • Top Prospect List <p>MOTION to Receive the Fund Development Committee Report</p> | Chris Mercer |
| 8 (10 min) | <p>Outreach Report from the committee</p> <ul style="list-style-type: none"> • Terms of Reference <p>MOTION to Accept the revised Terms of Reference</p> <ul style="list-style-type: none"> • 2020 Action Plan <p>MOTION to Accept the Outreach Committee Report</p> | Nitin Bagga |
| 9 | New Business | ALL |
| 10 | <p>Confirmation of next Meeting September 9th at 6:30pm</p> <ul style="list-style-type: none"> • Public Meeting via ZOOM • Meeting of the Members | ALL |
| 11 | MOTION to Adjourn Meeting | ALL |

Board of Directors – July 2020

EXECUTIVE DIRECTOR'S UPDATE June 2020

The Aurora Cultural Centre closed its doors on March 13, 2020 due to the Coronavirus Pandemic. Staff continue to offer cultural programming on our social media channels and plan upcoming exhibitions, education and events. There has been no onsite programming since March 13, 2020.

Programming

All cultural activities have been moved to online connections through Facebook, Instagram, Twitter and our Website. In May, staff support the following initiatives:

- #ArtsAtHomeAurora; and
- Where are they now? Gallery retrospective
- *Beyond the Walls* – an online gallery exhibition with Uxbridge Collective
The exhibition runs from June 15th – September 26th. Artist Launch was very successful on June 25th and is still available to view on our Facebook site. Weekly 'Arts Bytes' start Thursday July 9th at 2pm and will be every Thursday at 2pm throughout the exhibition. Arts Bytes are posted and interactive events with artists. Artwork will be available for sale through Vendini.
- *Home is Where the Art Is* – our online summer arts experiences for kids started this week (July 6th) with camps for 4-6 year olds and 7-12 year olds. Camps continue to sell. Parents come to pick up their art kids at the SARC from 3:30-6:30 the Thursday before the camp starts. Last minute art kit drop offs happen Monday morning.
- Participated in Town of Aurora Canada Day celebrations with an activity for family/kids to do at home.

Staff continue to work on:

- *Volunteer Program enhancement* – We are hoping to build a new program with the Aurora Senior's Centre to create and have their creations connect with our summer camp participants. A focus group of seniors from the Senior's Centre are giving feedback on the interest of two ideas being put forward.
- Prospecting donors and foundations through iWave. We plan to start conversations with potential donors in the coming months once we have some understanding of programming options for the fall (KITS, Gallery, Concerts, Education)
- Strategy for reopening events in the fall
Reopening will be based on the advice of public health at time of our season. We will not be producing a fall professional art season brochure as there is too much uncertainty. Programmed concerts will be announced online. We hope to be able to live stream the concerts from the venue to ticket holders at home, should they choose to participate.

Online virtual programming has required staff to step beyond their existing roles and shift their time to learn new software, learn and develop new processes and procedures, and understand deeper impacts of copyright in a virtual world. Staff continue to be nimble in their flexibility and delivery of excellence in artistic product for the community.

Administration

- Aurora Cultural Centre has been offered a weekly radio show with 102.7 CHOP-FM to promote Aurora Cultural Centre programming. Content will be organized and facilitated by our Communications Manager.
- We continue to calculate eligibility and receive the Canada Emergency Wage Subsidy (CEWS) which covers 75% of salaries paid up to a maximum, and the Temporary Wage Subsidy which covers 10% of wages paid up to a maximum for each period it has been offered to date. The CEWS is meant to support keeping staff on payroll through this pandemic.
- Given the ability to bring some groups together, we surveyed our registered parents to ask if they would like to have an in person in the park session. 65% were not in favour so we will not be offering this in our summer camps. We will survey again to the August parents in case attitudes have shifted at that time.
- We are researching online adult class initiatives for the fall should in person classes not be possible. This will require training and support of our instructors who currently feel less able to deliver virtual programming.
- Town IT staff are testing our email/connectivity on their new cloud platform. It is hoped this new system will eliminate our email issues. The cloud app also allows for greater ease in connecting on smart phones. As the ACC does not provide corporate phones for staff, staff will not be expected to have this connectivity on their personal devices. They are given the option of opting into access to corporate email on their personal phones. As it is a cloud based app, it is completely secure if staff opt in.

Human Resources

- Staff meet weekly via Zoom to check in, build future ACC programming and support online initiatives
- Staff continue to work from home during the closure due to the Coronavirus Pandemic.

Facilities

- The move to Town Hall has been delayed to July 9th. Bell Telephone will be moved July 10th. Production elements and large furniture will be moved July 22nd. The Town will be renting storage for large items not required by us during construction. There will be a fee to retrieve items. Production elements will be stored with our technician for activation when there are concerts in a non-traditional venue. Packing of offices is complete and all items to be moved have been tagged. All facility keys have been gathered and held by the Operations Manager during construction, or returned to the Town on demand. The Executive Director has the only remaining key.
- The piano has been moved to Town Hall Skylight Gallery.

Board Activities

Board Finance & Audit Committee Meeting: June 30

Board Outreach Committee: June 30

Board Facility Task Force/Governance & Nominating Committee joint meeting: July 1
Board Governance & Nominating Committee: June 24, July 1

Community Connections/Artistic Events

- CAPACOA national presenting network bi-weekly meetings
- Ontario Presents provincial presenting network bi-weekly meetings
- LEAN Advisory bi-weekly meetings
- Aurora Arts & Culture Forum bi-weekly meeting
- Minister Lisa McLeod tele-town hall
- Monthly meeting with Director of Community Services
- Town of Aurora Economic Development business visitation program
- Provided images to the Janet March/Chris Rolko Aurora arts video to be launched in the coming week
- Leadership in Aurora banner program promoting the arts across all disciplines
- Town Council meetings on Library Square Governance and Impact of COVID on operations

Respectfully Submitted by
Suzanne Haines, Executive Director