

AGENDA

Board of Directors Meeting #3 2020

7 pm

Wednesday May 13, 2020

Eric Acker, Chair

- 1 (1 min) MOTION to Approve Minutes of Previous Meeting (March 11, 2020)** Eric Acker
- 2 (1 min) Statements of Conflict of Interest** ALL
- 3 (30 min) Finance & Audit Committee** Laura Hostick
- Audit Presentation** Linda Thibault
- MOTION to Move \$5,724 of the 2019 surplus to the Contingency Reserve Fund**
- MOTION to Move In Camera with the Auditor**
- MOTION to Approve the Aurora Cultural Centre's 2019 Audited Financial Statements with changes above**
- Report from the committee
- 2020 Interim Financial Statements to March 31, 2020
- MOTION to Approve YTD Interim Financial Statement to March 31, 2020 as presented**
- MOTION to Receive the Finance & Audit Committee Report**
- 4 (5 min) Executive Director Report** Suzanne Haines
- MOTION to Receive the Executive Director Report**
- 5 (20 min) Fund Development** Damien Chan
- Report from the committee
- 2020 status YTD and new Projection
 - Kaleidoscope in the Schools
- MOTION to Receive the Fund Development Committee Report**



Board of Directors – May 2020

EXECUTIVE DIRECTOR'S UPDATE March/April 2020

The Aurora Cultural Centre closed its doors on March 13, 2020 due to the Coronavirus Pandemic. Staff submitted a report by email to the Board on April 24, 2020 (attached). This report includes updates from April 27 to May 8, 2020 and regular reporting. There has been no onsite programming since March 13, 2020.

Programming

There has been no onsite programming since March 13, 2020. All cultural activities have been moved to online connections through Facebook, Instagram, Twitter and our Website. Online programming is outlined in the operational update attached. The shift to online resulted in the need for website upgrades and for staff to learn new technology.

Staff have been connecting with individuals our community by contacting:

- ticket buyers and class registrants to offer ticket refunds, transfer to donations or gift cards;
- donors to check in on health and wellbeing; and
- volunteers to check in on health and wellbeing, and talk about their roles with the organization.

Staff also have been in touch with:

- partner organizations to continue planning collaborations;
- cultural partners to support their activities through #ArtsAtHomeAurora; and
- sponsors to discuss deferral of sponsorship for events cancelled or postponed.

Administration

- The 2019 audit was completed in early April with no recommendations to management.
- Submitted RBC final report for 2019 and submission for 2020-2021 support.
- We received a New Horizons grant for Seniors to support our volunteer program over the next year. Given the coronavirus pandemic, the grant outcomes can be adapted to support any programming that supports senior activities.
- We received an Ontario Trillium Grant three year Grow grant to deliver Kaleidoscope in the Schools. (see Fund Development package for summary of KITS program and accountabilities)
- We received funding from Young Canada Works for summer positions. We are still waiting to hear from Canada Summer Jobs and Ontario Summer Experience Program
- We applied for the Federal government Temporary 10% wage subsidy for Not-For-Profit organizations
- We applied for the Federal government Canada Emergency Wage Subsidy program covering the period of March 15 – April 11, 2020.
- Installed Telpay to process accounts payable that were unable to be paid by bank vendor

or credit card

- Subscribed to iWave to enable stewardship of existing donors and prospecting new donors and foundations
- Subscribed and installed Volgistics to create and manage volunteer data online
- Town staff initiated discussions with ACC staff to inform the Library Square Governance report.

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.
- Recruitment efforts are complete for summer students. We are waiting on grant approvals before issuing offers

Facilities

- The move to Town Hall has been delayed as trades have halted their work at Town Hall. Town staff will advise when it is possible to move.
- Museum staff continue to pack up artifacts and archives at 22 Church Street. There is no janitorial service. ACC staff can work from the venue. Individuals are responsible for garbage and workstation cleanup.

Board Activities

Board Finance & Audit Committee Meeting: March 24, April 28

Board Fund Development Committee Meeting: April 22, April 29

Board Outreach Committee Meeting: May 7

Board Executive Committee Meeting: May 13

Community Connections/Artistic Events

- CAPACOA national presenting network weekly meetings
- Ontario Presents provincial presenting network weekly meetings
- LEAN Advisory bi-monthly meetings
- LEAN Subgroup bi-monthly meetings
- Aurora Arts & Culture Forum bi-monthly meeting
- Minister Lisa McLeod tele-town hall

Respectfully Submitted by

Suzanne Haines, Executive Director

Report to the Board of Directors

April 24, 2020

Prepared by Suzanne Haines, Executive Director

Re: Organizational update

Staffing Status

As of March 16, 2020 all full time staff were set up to work from home. Part time staff were informed they would be paid for hours booked to March 31, 2020 and then there would be no further hours at this time. Part time staff have the ability to request an ROE should that be necessary to access emergency benefits. One part time program staff member has been retained to facilitate online gallery programs. Staff are encouraged to take vacation already booked.

We are continuing our recruitment for summer staff positions. Federal granting programs cover part of the salaries for these students and we hope to be able to still offer students a valuable summer experience. There is a lot of curriculum planning to facilitate classes starting. We are assessing what kind of programming we might be able to offer with three possible plans:

- Run camps as usual. Number of students in each class will be based on public health recommendations for physical distancing measures.
- Run camps with older students (7-12) only as physical distancing and handwashing protocols may be difficult to implement with children aged 4-6 years. Number of students in each class will be based on public health recommendations for physical distancing measures.
- Start with virtual classroom options for camps and migrate to live classes if possible later in the summer. We have not yet determined if this will be paid by parents or free outreach for the community. If paid online option, the Centre is looking at creating packages of supplies to students for their weekly activities.

We will be purchasing 3 additional laptops to facilitate students working together virtually.

Staff working from home are reporting on their work in three areas and here is what has been noted to date:

- **Regular work** they would be doing at their desk at this time including wrap up of Q1 and winter season; sourcing artists for 2020-2021 performing arts, gallery and educational programs; 2020-2021 season venue booking and logistics; accounts payables; accounts receivables; summer recruiting and planning; KITS wrap up of spring and logistics planning for the fall; grant submissions and reporting; Board and Committee meetings and reporting; donor research and prospecting; move management; move communications; fall marketing collateral; 2019 audit; annual report; Town community awards, National volunteer week celebrations, file cleanup.
- Work necessary **due to the closure** including a significant transition with IT and learning curve to working remotely; communication on facility with Town Staff; wrap up of Q2 programming and reporting; contacting artists, booking clients, partners, stakeholders and patrons about closures and cancellations; rescheduled artists where possible; database reprogramming; refunds and conversion to gift cards or donations for patrons who did/will not receive programming; website updates; cross country and province town halls; webinars and training on topics related to closure and pandemic including virtual work situations, donor relations, communication in crisis,

etc; research and communication on federal and provincial emergency supports; communication with funders about program deferrals and grant parameters; setup ability to pay payables electronically; contingency planning.

- **New work** to accommodate immediate programming needs and planning shifts during the pandemic which is outlined in the listing below under 'current' and 'future' programming.

Programming Status

Cancellations

We have cancelled all programming from March 13 – May 31, 2020. This includes:

- Winter classes last 1-2 classes
- Spring classes, short courses, and workshops
- Free community March break events
- March, April and May live performing arts events

We continue to have one concert June 19, 2020 that has not currently been cancelled publicly. The Town of Aurora has cancelled recreation events to mid-May. Our next communication will include the cancellation of the June event as the artist has cancelled the contract. We plan to stay in lockstep with the Town on their communications. If there are no further notices of cancellation from the Town, we will issue a cancellation notice in May.

Current programming

Staff are delivering a number of online initiatives over the several weeks we have been closed. They include:

- 'Into the Vaults' collection of images we have gathered over the last 10 years to celebrate our 10th anniversary
- 10th anniversary 'Where are They Now' in the gallery featuring one artist in each of our last 10 years of programs and highlighting where they are now
- Instructor tutorials on skills our students would be learning in our adult classes
- Instructor live painting classes (1-1.5 hours) for children
- #ArtsAtHomeAurora to document artistic creations by the community during the pandemic. Staff are collecting and reposting during the closure. Staff are considering potential use post-pandemic
- Shout outs to essential workers
- Shout outs to volunteer groups during National Volunteer Week
- Images of staff meetings and activities being done by staff at home

We continue to plan out with relevant content as the pandemic evolves. We are connected to cultural partners and hope to include content they are presenting as well.

Future programming

Staff continue to work on the 2020-2021 season. There is still a lot of uncertainty around when we would open and what post-pandemic measures will be required. As we will not be in our home space, there are a lot of considerations to be handled during this time for performing arts, gallery and educational programs including:

Performing Arts:

- When can we feasibly start opening?
- Use of venues – which venues do we have confidence will be able to meet the needs of the public health measures that are being considered at this time (cleaning, physical distancing needs, etc)?
- What is the cost of adapting venues if they are not the ideal performing space?
- What kind of equipment might we need to provide to help people feel confident?
- How early do we sign contracts that have not yet been signed?
- Will the school boards be able to partner on Kaleidoscope in the Schools to deliver Professional Development and programming? (we are looking at digital delivery of both)

Gallery:

- When will Town Hall be open for installation?
- When will the community feel comfortable gathering?
- We have adjusted our dates to accommodate the rescheduling of SOYRA's annual exhibition and sale at Town Hall (scheduled for April 30-May 2) to early October.

The first exhibit in Town Hall is with Uxbridge Collective, a group of artists 50+ in age. The group has agreed to move the exhibit online. An online exhibit requires a massive learning curve for gallery staff (1.5 staff) and for our marketing staff supported by our visitor services staff (2 staff). The online format will allow outdoor and makers of large art pieces that could not be installed at Town Hall to participate. The exhibit will be juried digitally in late May by our curator and one other professional visual artist. The online exhibit will open June 15 and run until September 26th. There are weekly 'Artist Bites' planned for the interactive component of the online exhibit. If there is the opportunity to move the exhibit into Town Hall at some point within the run of the exhibit, we will ask the artists to come and install with us. We expect this will be an easy transition given that all of the jurying, information gathering for signage and artist profiles will be completed for the online exhibit. Educational 'Arts Bytes' may continue online and live artist interactions would commence upon installation. If there is no live component, we will be inviting Uxbridge Collective to show with us at a future time as a live exhibit is their ideal.

Educational programming

We are currently contingency planning our summer camps work plans and planning the fall curriculum of classes, workshops and short courses. We are also working with the instructors to build online classes and tutorials during the closure.

Facility Status

The Aurora Cultural Centre offices and programming areas closed on March 13th at 5pm. We were informed the janitorial service would be cancelled on March 23, 2020 and asked to encourage staff to retrieve any outstanding items from the venue before that time. Town of Aurora Museum staff continue to occupy the building to pack up artifacts and archives for the move. Our staff continue to work with the Town move management committee to facilitate our move to Town Hall and other spaces. The move has been pushed to June 30th, 2020.