



aurora  
cultural  
centre

AGENDA  
Board of Directors Meeting

December 11, 2013

6:30PM

Frank Pulumbarit, Chair

**PLEASE NOTE:**

December 11<sup>th</sup> is the last public meeting of the year. There has been an ad in the Auroran, Mayor, Councillors & staff have been invited, it is on the front page of our website and we sent an e-blast to our 1,700 people mailing list on Saturday. Therefore this Board meeting begins at 6:30 and will break from 7:00 – 8:00 PM. The order of the meeting has been altered to have the Q3 Report and Financials approved by the Board before they are discussed at the ensuing Public Meeting.

1	Motion to Approve Agenda	all
2	Approval of Minutes from Previous Meeting [Nov. 13, 2013]	all
3	Statements of Conflict of Interest	all
4	Business Arising from the Previous Minutes [Nov. 13, 2013]	all
5	Report of the Executive Director – approval of Q3 Report, Presentation of first draft of 2014 budget.	Laura
6	Finance Committee Update – approval of Q3 financials	Heidi
7pm	<b>BREAK FOR PUBLIC MEETING #3, then re-convene at 8PM</b>	<b>all</b>
7	Executive Committee Update	Frank
8	Joint Initiatives Update	Bonnie
9	Governance Committee Update	Craig/Janet
10	Fund Development Update	Laura
11	Nominating Committee Update	Craig
12	New Business	all
13	Confirmation of Next Regular Board Meeting Jan. 8, 2014	all
14	Motion to Adjourn	All



## Minutes of Meeting

December 11, 2013 #3 - 2013

**Aurora Cultural Centre**  
Board of Directors

Present:

Janet Thacker	Craig Mather
Heidi Franken	Karin Allan
Bill Jones	Carol Mather
Bonnie Kraft	Frank Pulumbarit
Laura Schembri	

Absent:

Levon Yazejian  
Mayor Dawe

1. Motion: To approve Minutes November 13/13

Moved: Janet Thacker

Seconded: Bill Jones

**CARRIED**

2. Motion: To approve Previous Minutes of November 13/13

Moved: Bonnie Kraft

Seconded: Karin Allan

**CARRIED**

3. Statement of Conflict of Interest

No conflict of Interest was reported.

4. Business arising from Previous Minutes

No business arising from Previous Minutes.

5. Motion: To receive the report from the Executive Director – Laura Schembri

Moved: Janet Thacker

Seconded: Bill Jones

**CARRIED**

Laura's Compliance Certificate for Directors, the quarterly statement on stakeholders' complaints, (reporting that there were no complaints received), and the Fundraising Reconciliation for Directors, have been received and filed, and are current.

Highlights for Q3-

- Visits to Centre are strong
- 11 Instructional Programs ran during the third quarter
- Facility rentals doing very well
- Fund Development Programs are in compliance with Imagine Canada

6. Finance Committee Update Heidi Franken

6.1 Motion: to approve Finance & Audit Committee Update.

Moved: Janet Thacker

Seconded: Carol Mather

**CARRIED**

6.2 Motion: To approve releasing the ED's 2013 Q3 Managerial Commentary to the Town.

Moved: Janet Thacker

Seconded: Bill Jones

**CARRIED**

6.3 Motion: To approve the 2013 Q3 Financial Statement.

Moved: Heidi Franken

Seconded: Carol Mather

**CARRIED**

6.4 Motion: To approve releasing the 2013 Q3 Financial Statements to the Town.

Moved: Heidi Franken

Seconded: Lindsay Ablett

**CARRIED**

6.5 Motion: To approve August 2013 Financial Statements.

Moved: Heidi Franken

Seconded: Lindsay Ablett

**CARRIED**

2014 Budget Update: Laura Schembri/Heidi Franken

2014 Budget – presented followed by discussion and explanation. Will be presented to the Board for approval at next meeting.

The Board will present our approved Budget to the Town on January 27, 2014.

7. Executive Committee Update Frank Pulumbarit

Highlights:

- 2014 Draft Budget Review
- January 27<sup>th</sup> Board presentation of 2014 Budget to Council
- ED Performance Review – as soon as schedule permits
- Board's *In Camera* Policy – Governance Committee to establish a policy

8. Joint Initiatives Update Bonnie Kraft

Highlights:

- A meeting was held with Town staff to discuss Appendix C of the Lease (Town-owned equipment and supplies for use by the Centre).
- Productive Joint Initiatives meeting with Al Downey, discussions included:
  - Signage for the building
  - Cultural Master Plan
  - Leisure Guide Listing
  - Trillium Grant

9. Governance Update Craig Mather

Motion: In order to give the Board an update on Governance Committee activities, this update reflects the items discussed and agreed to actions of the Committee at its meeting held on Dec. 3, 2013 at the Centre. The items identified here will form the work plan of the Committee for the next six months.

Moved: Craig

Seconded: Bonnie

**CARRIED**

10. Fund Development Update Karin Allan

Brainstorm session for formation of New Events for 2014

11. Nominating Committee Update

RECOMMENDATION

The Nominating Committee Recommends to the Board that *Rina D'Angelo* be approved as a Member of the Aurora Cultural Centre in accordance with the Aurora Cultural Centre's Board Regulation Section 3.04 (b) which states:

The Nominating Committee shall:

- (a) consider all applications and prepare a slate of one (1) or more candidates for each office which will be vacant and for which an election will be held at or after the Annual Meeting; and
- (b) make recommendations to the Board of names of persons to fill vacancies in offices of the Directors and vacant and for which an election will be held at or after the Annual Meeting; and Officers that occur throughout the year.

Moved: Karin Allan

Seconded: Craig Mather

**CARRIED**

12. New Business - none

13. Confirmation of Next Regular Board Meeting - January 8, 2014

14. Motion to Adjourn 11:00 pm  
Moved: Frank Pulumbarit  
Seconded: Craig Mather  
**CARRIED**

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Bonnie Kraft, Vice President

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Date

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Karin Allan, Secretary

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Date