



AGENDA
Public Meeting # 4, 2014

December 10, 2014

7:00 PM

Bonnie Kraft, Chair

1	Welcome	Bonnie Kraft
2	Introduction of Board of Directors	All
3	Q3 Managerial Report of the Executive Director	Laura Schembri
4	Dec 10, 2014 November Highlights Report	Laura Schembri
5	Upcoming Events at the Centre	Laura Schembri
6	Opportunity for Q & A	All
7	Confirmation of Next Public Meeting: March 11, 2015 7:00 PM	All
8	<i>Board of Directors will now reconvene in Library and guests are welcome to visit the Gallery Gift Shop at reception and view The Art of Karuna textile exhibition upstairs in Great Hall Gallery.</i>	



AGENDA
Board of Directors Meeting #12-2014

December 10, 2014

6:30 PM

Bonnie Kraft, Chair

1	Motion to Approve Agenda	all	
2	Statements of Conflict of Interest	all	
3	Business Arising from the Previous Minutes (Nov. 12, 2014)	all	
4	Approval of Minutes from Previous Meeting (Nov. 12, 2014)	all	
5	Executive Committee - update	Bonnie Kraft	15 min
6	Report of the Executive Director <i>and</i> , Approval of Q3 Managerial Commentary for distribution to Town of Aurora and Public ED's Statement of (NO) Complaints Received ED's Reporting Compliance Certificate Received	Laura Schembri	10 min
	BREAK FOR PUBLIC MEETING 7 PM RECONVENE BOARD MEETING 7:30 – 8 PM		30 – 60 minutes
7	Finance Committee Presentation & Approval of 2015 Budget	Laura Schembri, Levon Yazijian, Heidi Franken, Carol Mather	30 min
8	Fund Development Committee - Update	Karin Allan	
9	Governance Committee - Update	Eric Acker	10 min
10	Joint Initiatives Committee - Update	Bonnie Kraft	15 min
11	New Business	all	
12	Confirmation of Next Regular Board Meeting January 14, 2014 pm	all	
13	Motion to Adjourn	all	



Minutes of Meeting

December 10, 2014 #12-2014

Aurora Cultural Centre Board of Directors

Present	Bonnie Kraft Levon Yazejian Heidi Franklin Karin Allan	Eric Acker Mayor Dawe Gabi Dragomir Mukhlis Mutlag	Craig Mather Laura Schembri Carol Mather John Abel
Regrets	Lindsay Ablett	Frank Pulumbarit	

Congratulations were given to John Abel on his re-election to Council.

1. Motion to approve Agenda

Moved: Craig Mather
Seconded: Levon Yazejian

CARRIED

2. Statement of Conflict of Interest
No Conflict of Interest was reported.

3. Business arising from Previous Minutes (November 12, 2014)
No new business arising from Previous Minutes.

4. Approval of the Minutes from the Previous Meeting (November 12, 2014)

Moved: Eric Acker
Seconded: John Abel

CARRIED

5. Executive Committee Update - Bonnie Kraft
Highlights –

Executive Committee met on Nov. 12th and had follow up phone meetings throughout the month.

Key issues discussed -

Budget – Executive Committee continued input into the Budget preparation

Set up a time line to make sure all Board members had the Budget in a timely manner and had an info session for anyone who had any questions or concerns.

Discussed preparation to present Budget to council.

Succession Planning and Performance Review will be discussed at next Executive Meeting

6. Report of Executive Director Laura Schembri
Highlights -

Visitation continues be strong and our program hours have increased

Please see the attached Report of the Executive Director for full details

Aurora High School, St. Max. Kolbe CHS, Dr. G.W. Williams will all have Art Exhibits throughout January 2015

Angela Hewitt piano concert was sold out. After the Concert the Recognition Plaque for the *88 Keys of Success* piano fundraiser was unveiled by Bonnie & Norbert Kraft.

The Artsy Baker of Aurora donated the beautiful piano cake which was shared by our guests after the performance.

Aurora Cultural Centre has been named a finalist in the Voluntary Sector Reporting Awards for 2014, one of 15 Finalists from a field of over 140 applicants.

Received ED's Statement of (NO) Complaints Received Report.

Received ED's Reporting Compliance Report.

Motion

To receive the Executive Director's Report

Moved: John Abel

Seconded: Karin Allan

CARRIED

and,

Motion

To approve the Q3 Managerial Commentary for distribution to Town of Aurora and Public

Moved: Mayor Dawe
Seconded: Gabi Dragomir

CARRIED

BREAK FOR PUBLIC MEETING 7 PM

RECONVENE BOARD MEETING 7:30

7. Finance Committee Update - Levon Yazejian

Presentation & Approval of 2015 Budget

Motion

To approve the 2015 Aurora Cultural Centre budget as recommended by the Finance Committee

and

The Centre's Executive Committee present the appropriate grant request as noted in the approved 2015 Budget at an upcoming Council meeting in accordance with the Town's budget process.

Moved: Carol Mather
Seconded: Levon Yazejian

CARRIED

8. Fund Development Committee Update Karin Allan
Two Fundraising Events for 2015 -

May 21, 2015 Wine Tasting Fundraiser

Nov. 14, 2015 Fall Dance Fundraiser

Approval of the Fund Development Committee Terms of Reference has been postponed until the January 14th Board Meeting.

9. Governance Committee Update - Eric Acker

Eric Acker is the new Chair of the Governance Committee

Governance Committee has been working through the Board of Directors' Policy Manual and has made a recommendation to re write the Policy Statement for each committee's Terms of Reference.

Motion

That the Policy Statement for all Committees' Terms of Reference be rewritten as follows:

The Board of Directors is the legally constituted authority responsible directly to the funders and the community for prudent oversight of the Centre's operations. One key mechanism the Board uses to ensure the Centre's operational effectiveness is the establishment of committees as well as other ad hoc or short-term task forces. Each such group must have Terms of Reference proposed and approved by the Board in advance of any work being done. These Terms of Reference must be reviewed from time to time to ensure that the committees or task forces continue to meet the needs of the Centre.

Moved: Erik Acker

Seconded: Levon Yazejian

CARRIED

10. Joint Initiatives Committee Update - Bonnie Kraft

Committee met on November 26th with Al Downey and discusses a variety of issues -

Curator has been hired by the Town and they discussed practical logistics and Liability Insurance.

Discussed Capital Projects -

Sign Proposal - next steps are to get an estimate for fabrication & installation of sign to provide to Al Downey.

Fiber optics will be installed at the Centre by the Town of Aurora for their new Curator and it requires full use of the telephone room. As such, staff are working to find a new location within the Centre for the shelving previously located in that room.

Parking Lot – discussion that a sign to be posted saying that the parking lot is to be only used by patrons of the Centre

A new three-way partnership which includes the Centre, the Town of Aurora and one other organization was discussed.

Motion

To approve that Laura Schembri enter into discussions to explore and develop a Business Plan that will be brought back to the Board of Directors for approval before moving forward.

Moved: Bonnie Kraft

Seconded: Karin Allan

CARRIED

11. New Business

Our second annual customer satisfaction survey will be completed by end of 2014.

12. Confirmation of Next Regular Board Meeting

January 14, 2015 7pm

13. Motion to Adjourn 9:46 pm

Moved: Karin Allan

Seconded: Heidi Franklin

CARRIED

Minutes recorded by Secretary Karin Allan

Bonnie Kraft, President

Date

Karin Allan, Secretary

Date