



**Aurora  
Cultural  
Centre**

**Aurora Cultural Centre  
Board of Directors Post AGM meeting #5C**

**JUNE 9, 2021**

**ZOOM Meeting**

<https://us02web.zoom.us/j/82211373274?pwd=aTJPT1lSWnZodmpyTlZ3ZWlJdzBaQT09>

Meeting ID: 822 1137 3274

Passcode: 756899

Find your local number: <https://us02web.zoom.us/j/kdYGSorR2I>

1	<p>Election of Officers Nominations will be called for the positions of:</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Treasurer</li> <li>• Secretary</li> </ul> <p><b>MOTION:</b> To elect [ ] as President, [ ] as Vice President, [ ] as Treasurer and [ ] as Secretary.</p> <p>Elected President will preside over the meeting</p>	Suzanne Haines, ED
2	Welcome and Introductions	President
3	<p>Committee membership Board members will be asked to choose at least one committee to join. Committee Chairs will be chosen at the first meeting of the committee.</p> <p>Finance &amp; Audit Fund Development Governance &amp; Nominating Outreach</p>	President
4	<p>Confirmation of the Signing Authority Current policy states that there is one to sign under \$5,000 and two to sign &gt;\$5,000. Signing authority is assigned to the President, Treasurer and Executive Director</p> <p><b>MOTION:</b> to confirm [President], [Treasurer], and Suzanne Haines as signing authorities for the Aurora Cultural Centre</p>	President
6	<p>Confirmation of next meeting</p> <ul style="list-style-type: none"> <li>• July 14, 2021 at 7pm</li> </ul>	President
7	<p>Adjourn <b>MOTION</b> to adjourn</p>	

**MINUTES**  
**Board of Directors Meeting #5A**  
**6 pm**

**Wednesday June 9<sup>th</sup>, 2021**

**Eric Acker, Chair**

**In Attendance:** Eric Acker (President), Laura Hostick (Treasurer), Sharon Kelly (Secretary), Cllr Rachel Gilliland, Cllr Wendy Gaertner, Nicole Asquith, Nitin Bagga, Christina Kerr, Amy Lane, Parisa Sabat

**Staff:** Suzanne Haines

<b>1 (1 min)</b>	<p>Agenda <b>MOTION</b> to Approve the Agenda Moved by: Nicole Asquith 2<sup>nd</sup>: Laura Hostick <b>CARRIED</b></p>	Eric Acker
<b>2 (1 min)</b>	<p>Previous Minutes <b>MOTION</b> to Approve Minutes of Previous Meeting (May 12<sup>th</sup>, 2021) Moved by: Nitin Bagga 2<sup>nd</sup>: Parisa Sabat <b>CARRIED</b></p>	Eric Acker
<b>3 (1 min)</b>	<b>Statements of Conflict of Interest - NONE</b>	ALL
<b>4 (15 min)</b>	<p><b>Executive Director Report</b></p> <ul style="list-style-type: none"> <li>• Monthly Report</li> <li>• Q1 Managerial Commentary</li> <li>• Q1 Compliance Statement</li> <li>• Q1 Complaints Statement</li> </ul> <p><b>MOTION</b> to Approve the Managerial Commentary for Q1 2021, AND that Q1 Commentary be sent to Town of Aurora, AND that Q1 Commentary be made available for public release. Moved by: Amy Lane 2<sup>nd</sup>: Christina Kerr <b>CARRIED</b></p> <p><b>MOTION</b> to Receive the Q1 Compliance and Complaints Statements Moved by: Parisa Sabat 2<sup>nd</sup>: Laura Hostick <b>CARRIED</b></p> <p><b>MOTION</b> to Receive the Executive Director Report Moved by: Nitin Bagga 2<sup>nd</sup>: Cllr Rachel Gilliland <b>CARRIED</b></p>	Suzanne Haines

<p><b>5 (20 min)</b></p>	<p><b>Finance &amp; Audit</b></p> <p>Report from the committee</p> <ul style="list-style-type: none"> <li>• Interim Financial Statements to April 30, 2021</li> <li>• Q1 2021 Interim Financial Statements</li> <li>• 2020 T3010</li> <li>• Internal Controls Review (Telplay/Electronic Payment)</li> <li>• Board Survey (need for members to better understand financial reports)</li> </ul> <p><b>MOTION</b> to Approve the Interim Financial Statements to April 30, 2021  Moved by: Christina Kerr  2<sup>nd</sup>: Amy Lane  <b>CARRIED</b></p> <p><b>MOTION</b> to Approve the unaudited interim financial statements for the 3 months ended at March 31, 2021 (the Q1 Report) and to approve the filing of the Q1 Report with the Town of Aurora as per the Provision of Cultural Services Agreement.  Moved by: Parisa Sabat  2<sup>nd</sup>: Nicole Asquith</p> <p><b>MOTION</b> to Approve the 2020 T3010 and direct the release to the CRA  Moved by: Parisa Sabat  2<sup>nd</sup>: Christina Kerr  <b>CARRIED</b></p> <p><b>MOTION</b> to Accept the Finance &amp; Audit Committee Report  Moved by: Amy Lane  2<sup>nd</sup>: Nicole Asquith  <b>CARRIED</b></p>	<p>Laura Hostick</p>
<p><b>6 (20 min)</b></p>	<p><b>Governance &amp; Nominating</b></p> <p>Report from the committee</p> <ul style="list-style-type: none"> <li>• Q2 Risk Assessment</li> <li>• Updates TOR for the Governance &amp; Nominating Committee</li> <li>• Orientation of New Board and Committee Members</li> </ul> <p><b>MOTION</b> to accept the Quarterly Risk Assessment as presented  Moved by: Cllr Rachel Gilliland</p>	<p>Parisa Sabat</p>

	<p>2<sup>nd</sup>: Nicole Asquith  <b>CARRIED</b></p> <p><b>MOTION</b> to approve the updated Terms of Reference 3 Governance &amp; Nominating Committee as presented.  Moved by: Laura Hostick  2<sup>nd</sup>: Christina Kerr  <b>CARRIED</b></p> <p><b>MOTION</b> to Receive the Governance &amp; Nominating Committee Report  Moved by: Cllr Wendy Gaertner  2<sup>nd</sup>: Nitin Bagga  <b>CARRIED</b></p>	
7 (10 min)	<p><b>Facility Task Force</b>  Report from the committee</p> <p><b>MOTION</b> to Receive the Facility Task Force Report  Moved by: Cllr Rachel Gilliland  2<sup>nd</sup>: Christina Kerr  <b>CARRIED</b></p>	Nicole Asquith
8	<p><b>Directors Move to Annual General Meeting</b></p> <p><b>MOTION:</b> to Adjourn the Board of Directors 5A meeting at <b>6:55 pm.</b>  Moved by: Nicole Asquith  2<sup>nd</sup>: Damien Chan  <b>CARRIED</b></p>	Eric Acker



**MINUTES # 5B**  
 2021 Annual General Meeting of Members  
 Zoom Webinar

June 9, 2021 at 7:00 PM

Eric Acker, Chair

**In Attendance:** Eric Acker (President), Laura Hostick (Treasurer), Sharon Kelly (Secretary), Cllr Rachel Gilliland, Cllr Wendy Gaertner, Nicole Asquith, Nitin Bagga, Damien Chan, Christina Kerr, Amy Lane, Parisa Sabat

**Staff:** Suzanne Haines, Jennifer Marrocco

**Public Attendees:** 10

	<b>WELCOME</b>	Eric Acker
1	<b>Agenda</b> Motion to Approve Agenda Moved by: Nitin Bagga 2 <sup>nd</sup> : Christina Kerr <b>CARRIED</b>	all
2	<b>Previous Minutes</b> Motion to Approve Minutes from Previous Members Meeting [September 9 <sup>th</sup> 2020) Moved by: Damien Chan 2 <sup>nd</sup> : Nicole Asquith <b>CARRIED</b>	all
3	<b>Statements of Conflict of Interest - NONE</b>	all
4	<b>President's Report</b>	Eric Acker
5	<b>Executive Director's Report</b> 2020 Annual Report	Suzanne Haines
6	<b>Treasurer's Report</b> Presentation of the 2020 Audited Financial Statements  <b>MOTION</b> The Members of the Aurora Cultural Centre receive the Audited Financial Statements for year ended December 31, 2020, which Financial Statements were previously approved by the Board of Directors. Moved by: Amy Lane 2 <sup>nd</sup> : Damien Chan <b>CARRIED</b> Confirmation of Auditor <b>MOTION:</b> To confirm Millard, Foster, Thibault, and Youell as the 2021 Auditors. Moved by: Nicole Asquith 2 <sup>nd</sup> : Damien Chan <b>CARRIED</b>	Laura Hostick

7	<p><b>Governance &amp; Nominating Report</b> By-Law Change</p> <p>MOTION:</p> <p>WHEREAS the Bylaws of the Aurora Cultural Centre fix the number of Directors at 12; and</p> <p>WHEREAS the Members wish to change the fixed number of Directors from 12 to 13 through a special resolution; and</p> <p>WHEREAS notice of a Meeting of the Members was appropriately given in accordance with the Bylaws,</p> <p>THEREFORE, be it resolved that the number of Directors of the Aurora Cultural Centre be fixed at 13. Moved by: Parisa Sabat 2<sup>nd</sup>: Damien Chan <b>CARRIED</b></p> <p><b>2021-2022 Slate of Directors</b></p> <p><b>MOTION</b> Resolved that:</p> <ol style="list-style-type: none"> <li>1. The following Directors be approved for a 2 year term, expiring in June 2023: Nicole Asquith, Nitin Bagga, Andrea Chan, Damien Chan, John De Faveri, Sharon Kelly, Mandana Gholami Mobarakabadi, Parisa Sabat</li> <li>2. The following current Directors who have 1 year remaining in their current 2 year term that expires June 2022 be confirmed: Eric Acker, Laura Hostick, Christina Kerr</li> </ol> <p>Moved by: Parisa Sabat 2<sup>nd</sup>: Sharon Kelly <b>CARRIED</b></p>	Parisa Sabat
8	Acknowledgement and thank you to the Board and Committee members	Eric Acker
9	Questions - NONE	All
10	<p>Confirmation of next meeting dates</p> <ul style="list-style-type: none"> <li>• Next Public Meeting: <b>Wed September 8, 2021 @ 6:30PM</b></li> <li>• Next AGM: <b>Wed June 8, 2022 @ 7PM</b></li> </ul>	Eric Acker
11	<p>Motion to Terminate Annual General Meeting of Members @ 7:43 pm Moved by Nitin Bagga 2<sup>nd</sup>: Damien Chan <b>Carried</b></p>	All



**MINUTES**  
**Board of Directors Post AGM Meeting #5C**  
**JUNE 9, 2021**  
**ZOOM Meeting**

**In Attendance:** Eric Acker (President), Laura Hostick (Treasurer), Sharon Kelly (Secretary), Nicole Asquith, Nitin Bagga, Andrea Chan, Damien Chan, John De Faveri, Cllr Rachel Gilliland, Mandana Gholami, Christina Kerr, Parisa Sabat

**Regrets:** Cllr Wendy Gaertner

**Staff:** Suzanne Haines

1	<p><b>Election of Officers</b></p> <p>Nominations will be called for the positions of:</p> <ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Treasurer</li> <li>• Secretary</li> </ul> <p><b>MOTION:</b> To elect Eric Acker as President  Moved by: Laura Hostick  2<sup>nd</sup>: Damien Chan  <b>CARRIED</b></p> <p>No Nomination for Vice President</p> <p><b>MOTION:</b> To elect Laura Hostick as Treasurer  Moved by: Sharon Kelly  2<sup>nd</sup>: Nicole Asquith  <b>CARRIED</b></p> <p><b>MOTION:</b> To elect Sharon Kelly as Secretary  Moved by: Laura Hostick  2<sup>nd</sup>: Nitin Bagga  <b>CARRIED</b></p> <p>Elected President will preside over the meeting</p>	Suzanne Haines, ED
2	<p><b>Welcome and Introductions</b></p>	Eric Acker
3	<p><b>Committee membership</b></p> <p>Board members will be asked to choose at least one committee to join. Committee Chairs will be chosen at the first meeting of the committee.</p>	Eric Acker

	<p><b>Finance &amp; Audit</b>  Damien Chan  Laura Hostick  Mandana Gholami</p> <p><b>Fund Development</b>  John De Faveri  Nicole Asquith</p> <p><b>Governance &amp; Nominating</b>  Parisa Sabat  Andrea Chan  Sharon Kelly</p> <p><b>Outreach</b>  Christina Kerr  Rachel Gilliland  Nitin Bagga  Najma Kausar (Community Member)</p>	
4	<p><b>Confirmation of the Signing Authority</b>  Current policy states that there is one to sign under \$5,000 and two to sign &gt;\$5,000. Signing authority is assigned to the President, Treasurer and Executive Director</p> <p><b>MOTION:</b> to confirm Eric Acker, Laura Hostick, and Suzanne Haines as signing authorities for the Aurora Cultural Centre  Moved by: Nicole Asquith  2<sup>nd</sup>: Nitin Bagga  <b>CARRIED</b></p>	Eric Acker
6	<p>Confirmation of next meeting</p> <ul style="list-style-type: none"> <li>• <b>July 14, 2021 at 7pm</b></li> </ul>	Eric Acker
7	<p>Adjourn</p> <p><b>MOTION</b> to adjourn at 8:30 pm  Moved by: Nicole Asquith  2<sup>nd</sup>: Laura Hostick  <b>CARRIED</b></p>	