Aurora Cultural Centre

**AGENDA**

**Board of Directors Meeting #3 2021**

**7 pm**

**Wednesday April 14th, 2021** **Eric Acker, Chair**

Join Zoom Meeting
https://us02web.zoom.us/j/88498725359?pwd=K3JvVFdmYXY3WXR3UExHd0UzdStKQT09
Meeting ID: 884 9872 5359
Passcode: 869563

Find your local number: https://us02web.zoom.us/u/ki6nOr5B8

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|---|---|---|
| **1** (1 min) | Agenda<br>**MOTION** to Approve the Agenda | Eric Acker |
| **2** (1 min) | Previous Minutes<br>**MOTION** to Approve Minutes of Previous Meeting (February 10th, 2021) | Eric Acker |
| **3** (1 min) | **Statements of Conflict of Interest** | ALL |
| **4** (20 min) | **Insurance Review** | Michael King, CapriCMW |
| **5** (10 min) | **Executive Director Report**<br>• Monthly Report<br>• Diversity & inclusion work<br><br>**MOTION** to Receive the Executive Director Report | Suzanne Haines |
| **6** (20 min) | **Governance & Nominating**<br>Report from the committee<br>• Review of Fund Development Terms of Reference and Policies<br>• Imagine Canada 2020 Compliance Report<br>• Quarterly Risk Assessment<br>• Board Self-Assessment<br><br>**MOTION** to approve the revised Fund Development Donation Policy # 3 as presented<br><br>**MOTION** to approve the Imagine Canada 2020 Compliance Report and authorize the Executive Director to submit the report on the Board's behalf by April 30, 2021<br><br>**MOTION** to accept the Quarterly Risk Assessment as presented<br><br>**MOTION** to Receive the Governance & Nominating Committee Report | Parisa Sabat |

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| **7** (10 min) | **Finance & Audit**<br>Report from the committee<br>• Interim Financial Statement to February 28, 2021<br><br>**MOTION** to Approve the Interim Financial Statements to February 28, 2021<br><br>**MOTION** to Accept the Finance & Audit Committee Report | Laura Hostick |
| **8** (10 min) | **Outreach**<br>Report from the committee<br><br>**MOTION** to Receive the Outreach Committee Report | Amy Lane |
| **9** (10 min) | **Fund Development**<br>Report from the committee<br>• 2021 YTD numbers<br>• Current campaigns: Letter-writing, prospecting panel discussions, KITS crowdfunding<br><br>**MOTION** to Receive the Fund Development Committee Report | Christina Kerr |
| **10** (10 min) | **Facility Task Force**<br>Report from the committee<br><br>**MOTION** to Receive the Facility Task Force Report | Nicole Asquith |
| **11** (10 min) | **Executive Committee**<br>Report from the committee<br>• Q1 Progress report on strategic goals<br>• Succession Plan for ED<br><br>**MOTION** to Receive the Executive Committee Report | Eric Acker |
| **12** | **New Business** | ALL |
| **13** | **Confirmation of next Meeting**<br>May 12th at 7pm via ZOOM | ALL |
| **14** | **MOTION** to Adjourn Meeting | ALL |

Aurora Cultural Centre

**MINUTES**

**Board of Directors Meeting #3 2021 via ZOOM**

**7 pm**

**Wednesday April 14th, 2021** **Eric Acker, Chair**

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

**Regrets**: Nicole Asquith, Nitin Bagga

**Staff**: Suzanne Haines (Executive Director)

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| **1** (1 min) | Agenda<br>**MOTION** to Approve the Agenda<br>MOVED by: Parisa Sabat<br>2nd: Laura Hostick<br>**CARRIED** | Eric Acker |
| **2** (1 min) | Previous Minutes<br>**MOTION** to Approve Minutes of Previous Meeting<br>(February 10th, 2021)<br>MOVED by: Amy Lane<br>2nd: Parisa Sabat<br>**CARRIED** | Eric Acker |
| **3** (1 min) | **Statements of Conflict of Interest - NONE** | ALL |
| **4** (20 min) | **Insurance Review** | Michael King, CapriCMW |
| **5** (40 min) | **Executive Director Report**<br>• Monthly Report<br>• Diversity & inclusion work<br>• It is the intention of the Board to support advancing the diversity and inclusion strategic objective with up to $20,000 made available for this purpose. The source of funding will be determined at the end of the year, either from operations or made available from the ACC's Special Project Reserve Fund.<br><br>**MOTION** to approve the allocation of up to $20,000 to advance the diversity and inclusion strategic objective, with funding source to be determined<br>MOVED by: Damien Chan<br>2nd: Laura Hostick<br>**CARRIED**<br><br>**MOTION** to Receive the Executive Director Report<br>MOVED by: Christina Kerr | Suzanne Haines |

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| | 2nd: Amy Lane<br>**CARRIED** | |
| 6 (20 min) | **Governance & Nominating**<br>Report from the committee<br>• Review of Fund Development Terms of Reference and Policies<br>• Imagine Canada 2020 Compliance Report<br>• Quarterly Risk Assessment<br>• Board Self-Assessment<br><br>**MOTION** to approve the revised Fund Development Donation Policy # 3 as presented<br>MOVED by: Laura Hostick<br>2nd: Cllr Rachel Gilliland<br>**CARRIED**<br><br>**MOTION** to approve the Imagine Canada 2020 Compliance Report and authorize the Executive Director to submit the report on the Board's behalf by April 30, 2021<br>MOVED by: Damien Chan<br>2nd: Amy Lane<br>**CARRIED**<br><br>**MOTION** to accept the Quarterly Risk Assessment as presented<br>MOVED by: Christina Kerr<br>2nd: Laura Hostick<br>**CARRIED**<br><br>**MOTION** to Receive the Governance & Nominating Committee Report<br>MOVED by: Cllr Wendy Gaertner<br>2nd: Christina Kerr<br>**CARRIED** | Parisa Sabat |
| **7** (10 min) | **Finance & Audit**<br>Report from the committee<br>• Interim Financial Statement to February 28, 2021<br><br>**MOTION** to Approve the Interim Financial Statements to February 28, 2021<br>MOVED by: Damien Chan<br>2nd: Christina Kerr<br>**CARRIED** | Laura Hostick |

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| | **MOTION** to Accept the Finance & Audit Committee Report<br>MOVED by: Parisa Sabat<br>2nd: Amy Lane<br>**CARRIED** | |
| **8** (10 min) | **Outreach**<br>Report from the committee<br><br>**MOTION** to Receive the Outreach Committee Report<br>MOVED by: Christina Kerr<br>2nd: Sharon Kelly<br>**CARRIED** | Amy Lane |
| **9** (10 min) | **Fund Development**<br>Report from the committee<br>• 2021 YTD numbers<br>• Current campaigns: Letter-writing, prospecting panel discussions, KITS crowdfunding<br>**MOTION** to Receive the Fund Development Committee Report<br>MOVED by: Amy Lane<br>2nd: Cllr Rachel Gilliland<br>**CARRIED** | Christina Kerr |
| **10** (10 min) | **Facility Task Force**<br>Report from the committee<br>**MOTION** to Receive the Facility Task Force Report<br>MOVED by: Laura Hostick<br>2nd: Parisa Sabat<br>**CARRIED** | Eric Acker for Nicole Asquith |
| **11** (10 min) | **Executive Committee**<br>Report from the committee<br>• Q1 Progress report on strategic goals<br>• Succession Plan for ED (same procedure)<br>• Board Commitment (June 2021 – June 2022)<br>• Amy Lane will stay on until June 2021 AGM<br>**MOTION** to Receive the Executive Committee Report<br>MOVED by: Damien Chan<br>2nd: Cllr Wendy Gaertner<br>**CARRIED** | Eric Acker |
| **12** | **New Business – Public Art Working Group looking for members** | Rachel Gilliland |
| **13** | **Confirmation of next Meeting**<br>May 12th at 7pm via ZOOM | ALL |
| **14** | **MOTION** to Adjourn Meeting at 9:35 p.m.<br>MOVED by: Laura Hostick<br>2nd: Christina Kerr<br>**CARRIED** | ALL |

Aurora Cultural Centre

# Board of Directors – April 2021
# EXECUTIVE DIRECTOR'S UPDATE February -March 2021

## Live Events Programming

### Africville | A Family Storytime with Shauntay Grant

February 27, 2021

The Aurora Cultural Centre was pleased to offer this event at no charge and compensated the author for their participation.

Author and playwright Shauntay Grant in a livestreamed reading of her children's picture book *Africville*, for children ages 4 and up!

When a young girl visits the site of Africville, in Halifax, Nova Scotia, the stories she's heard from her family come to mind. She imagines what the community was once like —the brightly painted houses nestled into the hillside, the field where boys played football, the pond where all the kids went rafting, the bountiful fishing, the huge bonfires. Africville was a vibrant Black community for more than 150 years. But even though its residents paid municipal taxes, they lived without running water, sewers, paved roads and police, fire-truck and ambulance services. In the 1960s, city officials decided to demolish the community, moving people out in city dump trucks and relocating them in public housing. Today, Africville has been replaced by a park, where former residents and their families gather each summer to remember their community.

This livestream children's book reading was followed by a Q&A with the author

### The Ennis Sisters | A Concert From Home

March 17, 2021

The Ennis Sisters presented a pre-recorded concert made especially for the Aurora Cultural Centre, from their home community of St. John's, Newfoundland.

Sisters Maureen, Karen and Teresa have made 2 previous sold-out appearances at the Centre, becoming fan favourites in the process. They've won a JUNO Award, SOCAN Award, multiple East Coast Music Awards, and Music Newfoundland and Labrador Awards. Their extensive discography spans multiple musical explorations, from their most recent album Keeping Time, through to Stages, Christmas On Ennis Road, and Red Is The Rose. Their moving original composition and video Sing You Home was featured for The Rooms' 100th Anniversary of WW1 Battle of Beaumont Hamel Campaign won provincial, national, and international awards. The sisters performed the song at the 50th anniversary of D-Day commemoration ceremonies at Juno Beach in 2019.

## Gallery program

### *flight²*

Oct 17, 2020 to Feb 27, 2021
An exhibition of drawings by Grazyna Tonkiel and sculpture by Gordon Becker
Curated by Clare Bolton

King artist Grazyna Tonkiel has been celebrating butterflies or the "mystic creatures" as she refers to them with vibrant art pencil and gold leaf drawings for more than two decades. Gordon Becker's life in art began in earnest when at the age of 11 he was captivated by a film of an Inuit carver creating an image full of magic and power from a raw lump of stone. He decided right then to become a carver.

Together flight² will showcase the exceptional butterfly drawings and wood carvings of these award-winning artists. This is an extraordinary, not to be missed, exhibition that is perfect for the whole family. There is a virtual tour through the exhibition and enhance the gallery experience with our Art Bytes series.

Art Bytes include a behind the scenes video, an In Conversation with each artist and one conversation with the artists together. There are two interactive family activities related to the exhibition, a craft demo video and a Name that Butterfly quiz distributed via survey Monkey.

Gallery Admission and Art Events offered at no charge
Artwork installed at the Aurora Town Hall – 2nd Floor, and available for viewing online.

### *MAYOR'S CELEBRATION OF YOUTH ARTS (MCOYA)*

March 6, 2021 to May 1, 2021

The Mayor's Celebration of Youth Arts (MCOYA 21) student art exhibition continues to be one of our most popular annual exhibitions! This year's exhibition features exceptional artwork from the grade 12 students of Aurora. This year MCOYA21 is installed in the newly renovated gallery space on Aurora Town Hall's second floor at 100 John West Way. While Town Hall is closed to the public due to pandemic safety measures, we are excited to showcase the outstanding student artwork online. This digitally accessible exhibition format allows everyone from near and far to celebrate the creativity of Aurora's senior visual arts students safely and from anywhere.

Patrons are able to enjoy our accompanying virtual content. These engagement pieces, **Art Bytes**, include a 360 virtual tour of the gallery, a behind-the-scene video, a limited run art performance video, an 'Ask an Artist' video and the stories behind the artworks.

## Education Programs

**Child/Youth Multi-Week VIRTUAL Classes**

1. Around the World with Art (Ages 7-10), March 6 – April 10
2. Famous Artists & Their Styles (Ages 11-15), March 6 – April 10
3. You Can Uke It! 8+, March 10 – April 14

**Adult - Multi-Week VIRTUAL Classes**

8. Ukulele for Beginners, March 1 - March 29
9. Beginning Guitar, March 1 - March 29
10. Start Painting Now with Acrylics, March 2 - March 30
11. Expand Your Horizons in Acrylics Level 1, March 4 - April 1
12. Watercolours: Basics & Beyond, March 3 - March 31
13. Exploring Watercolours, March 3 - March 31

**Adult - One-Day VIRTUAL Classes**

14. Spring Time Paint-Along - March 13
15. The Art of Calligraphy - March 27

Spring Classes and Workshops

We had hoped to offer in-person classes starting in late April. With the lockdown, we have paused our launch and will reconsider in-person classes and workshops for late May-June. There was a small uptake of virtual multi-week classes and we are limited in capacity to offer these classes with staff turnover. We will offer virtual one-day workshops and cancel in-person if there is an extension of the lockdown.

Summer Plans

We are currently planning for two options:

1. Virtual camps and small in-person camps – in this scenario, two instructors would be facilitating online classes and two instructors would be in-person at the Armoury with a small group of students. Virtual classes would be half day sessions. In-person would be all day for the older students (7-12) only to limit the crossover of supplies.
2. All virtual camps – all 4 instructors would be in online classes. We would be able to offer a variety of classes for 4-6, 7-12 year olds, both half day and full day options.

In both scenarios the Supervisor is responsible for the instructors, curriculum, technical issues, communication with parents, promotion of the program and backing up any instructor off due to illness.

Kaleidoscope in the Schools (KITS)

Virtual Professional Development Course
February 24, 2021

In a two-hour virtual workshop, created in partnership with MonAvenir, York Catholic District School Board, and York Region District School Board, teachers were invited to engage in arts-based activities that can be replicated with students online or in class – we will learn through play! Designed to support educators during this unique time, we considered accessibility adaptations and accommodations, apply curriculum connections, explore practical ways to implement and integrate the arts into non-arts curriculum, discuss assessment in the arts, address concerns and questions, and inspire joy for the arts. Handouts were provided with lesson plans, sample activities, and other arts resources for their classroom. There were 15 teachers enrolled in the course.

Based on the success of the above professional development, virtual PD courses will continue in April, May and June with two courses; one for teachers teaching in the classroom and one for teachers that are teaching virtually. Our arts facilitator has created both curricula and so can

switch any session to suit the participants. These courses will be offered all JK – Grade 4 teachers in York Region. There will also be one offering of PD in each of July and August.

Spring performances of KITS have been cancelled.

## Community Programs

**Centre-Pieces: Tote-ally Creative Activities for Home**
*Launched via eblast on Friday February 29, 2021*

The program's general information is located on its own page accessible via the Event drop-down menu:
https://auroraculturalcentre.ca/centre-pieces/

Springing to Art: Equinox Edition
Associated event date: Vernal Equinox > March 20, 2021
Curbside Pick-up: It was the first-time curbside pick-up was facilitated at our temporary office location: Aurora Town Hall, North Entrance - Upper Level Parking Lot. Two days were provided as options at time of check-out: Thursday March 18, 2021; 3:30 – 6:30 pm or Friday March 19, 2021; 3:30 – 6:30 pm.
Creation completion is at the pace of the participant. Online pre-registration was required.

# of totes registered for: **293**
# of totes picked-up directly through curbside-pickup program: **249**
# of families engaged: **137** (not including the families engaged through BB/BS)
# of totes brought to Big Brothers/Big Sisters for their families to activated: **50**

Imagining the colourful displays soon to bloom, this inaugural *Centre-Piece* tote is set with four activities embracing visual art with etching, craft, paper and watercolour painting. A season of hope and renewal, Spring 2021 will officially begin on Saturday March 20th with the vernal equinox. It marks the rebirth of the natural world and is celebrated as Nowruz, the Persian New Year. Using iconic symbols marking the optimism of the season as a guide, design a magical garden (or other fantastic space) with a crayon etching, create a mini pompom rainbow, fold an origami bunny and paint with watercolours.

Specially recorded talk & demo was emailed to registrants: 1 pm. With tote supplies in hand, participants joined local artist Mahtab Abdollahi and Events Coordinator Stephanie Nicolo, as they discuss the customs and traditions of Nowruz, the Persian New Year. Mahtab guided participants through the steps of painting a watercolour of symbols used on this special day.

Volunteer Program
Monday March 1, 2021
The Volgistics program launched with accompanying "The Basics" tutorial video released to active volunteers. Volunteers individually activated their accounts within the new online system. The ACC's website header, footer and volunteer info page are updated with new direct connection buttons for active volunteers to login into their accounts and prospective volunteers to sign-up directly.

Monday March 15, 2021

Let's Be Social - Volunteer Virtual Hang-Out
Active and new volunteers attended to connect, update one another, and ask questions about the Volgistics program. A special mention to new volunteer Grace who excitingly presented her art portfolio of pencil crayon drawing and watercolour portraits. Grace joined our Volunteer Program at the start of the pandemic to strengthen her English-speaking skills; she has yet to volunteer in-person.

## Administration

- Staff have been working on progressing the Diversity and Inclusion work to help us start on our goals for upcoming programming. The strategy is to support this work with relevant voices from those with lived experience or who are social advocates for the underserved communities we wish to serve. We have defined a framework and terms of reference for a resource group to staff currently named 'Diversity & Inclusion Collaborative Working Group'. This group will come together to view ACC initiatives through the lens of diversity and inclusion so that we can listen, learn, decolonize language, remove barriers etc in our community delivery. We also realize that we need financial investment to achieve these goals, without which we will not have the ability to progress beyond conversation. I have prepared a report on this work to date for discussion. *DISCUSSION*
- We continue to be eligible for the Canada Emergency Wage Subsidy (CEWS). The CEWS is meant to support keeping staff on payroll through this pandemic.
- Applied for the Community Foundations of Canada Healthy Communities Fund on March 9th, 2021 to support new project, Aurora Pops Up!
- Applied for Canadian Heritage Support for Workers in Live Arts and Music Sectors Fund on March 19, 2021 for new project, Aurora Pops Up!
- We are ineligible for Canada Council Digital Now program
- Audit fieldwork started in March and continues into April.
- Town IT has transitioned the team to Microsoft 365, a cloud-based software solution. We continue to experience email delays. The Town are looking for new solutions.
- The Library Square Programming Working Group met on February 11, 2021 to deliver programming ideas to use the new spaces from each stakeholder. There was a wonderful collaborative conversation on how we might operate in parallel and join forces on specific events. We shared workplan documents for gallery, performing arts and educational programming.
- Met with Town IT on March 9th to receive an overview of their strategic direction, their team structure and new members of the team and to discuss issues and strategies to move forward.
- We migrated to our new e-commerce and ticketing software, AudienceView on February 2-3rd. Historical data from Vendini will be migrated over as well. We continue to learn about the system as we host events and educational classes.
- Volgistics was launched to volunteers on March 1, 2021. This program allows us to better track volunteer participation, the volunteer can create their own profile and accept shifts through the software. We are looking to this software for ways to also track Board and committee meetings to help in tracking hours donated to the Centre.

## 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.
- Part-time operations staff are asked to participate in supporting digital classes as part of their duties. There is a hope that we can open to in-person classes in late May.
- Katie Epp, Box Office and Digital Services Coordinator has tendered her resignation. Her last day will be April 16, 2021. Job posting closed on April 9th and interviews will take place April 12th.
- A new posting for a Production Coordinator will be posted for our new Aurora Pops Up! summer initiative. This position is contingent on funding for the program.
- Summer staff job postings will be released this week. There are five potential positions, subject to funding for one Summer Camp Supervisor and four Senior Summer Camp Counsellors. Positions are open to post-secondary students returning to school in the fall.

**Facilities**

- We continue to have access to Town Hall for installation of the Gallery Program on the 2nd floor, and the program room to build our totes and build packages for online learning.
- Prepared a ballpark budget for digital capture in the Church Street School and Addition for consideration of COVID funding as it is a direct response to needs now identified in the pandemic. The request is being considered by Town Staff.
- Prepared a document for Town senior staff outlining our desired residency plans for being in Town Hall. This document is meant to inform the Town of what we would ideally have in place at Town Hall post-pandemic as we know there will be adjustments to our residency until Town Hall is fully reopened and occupied. This document assists both partners in planning for that return.
- Town Hall is currently still closed until the end of June. We would not deliver live educational programming out of the program room until the fall at the earliest. We will only deliver in-person gallery programs if health protocols allow Town Hall to reopen.

**Board Activities**

Board Executive Committee Meeting: April 13
Board Finance & Audit Committee Meetings: February 26, March 26
Board Fund Development Committee Meeting: March 3, March 31
Board Governance & Nominating Committee Meeting: March 29, April 9
Board Outreach Committee Meeting: March 4, April 8
Facility Task Force Meeting: February 22, March 22

**Community Connections/Artistic Events**

- Ontario Presents provincial presenting network bi-weekly meetings
- Monthly meeting with Director of Community Services
- CAPACOA Town Halls
- MPP Lisa MacLeod Town Halls
- Mayor's annual address with the Aurora Chamber of Commerce (Feb 17, 2021)
- Town Official Plan Review Focus Group for Cultural Partners (Feb 18, 2021)
- Meeting with MP Leona Alleslev (Mar 4, 2021)
- CFUW International Women's Day event (Mar 8, 2021)
- Meeting of the Cultural Collaborative Leadership Team on the next Cultural Master Plan (Mar 11, 2021)

Respectfully Submitted by

*Suzanne*

Suzanne Haines
Executive Director