Aurora Cultural Centre

AGENDA

Board of Directors Public Meeting #1 2021

6:30 pm

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

https://us02web.zoom.us/j/85990872794?pwd=YVZjUTAyOGthWXN4UEUrTWtlSWZDQT09
Meeting ID: 859 9087 2794
Passcode: 067397

1 (1 min)	Agenda **MOTION** to Approve the Agenda	Eric Acker
2 (1 min)	Welcome to Guests and description of online participation	Eric Acker
3 (15 min)	**Executive Director Report** • Report on Q1 Activity	Suzanne Haines
4 (15 min)	**Question & Answer** Opportunity for members of the public to ask questions of staff or the Board of Directors	ALL
5	**New Business**	ALL
6	**Confirmation of next Public Meeting** June 9th at 7pm Annual General Meeting via ZOOM	ALL
7	**MOTION** to Adjourn Meeting	ALL

Aurora Cultural Centre

MINUTES

Board of Directors Public Meeting #1 2021 via ZOOM

6:30 pm

Wednesday April 14th, 2021

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), Jennifer Marrocco (Assistant to E.D.)

Public Attendees: 10

1 (1 min)	Agenda **MOTION** to Approve the Agenda MOVED by: Parisa Sabat 2nd: Amy Lane **CARRIED**	Eric Acker
2 (1 min)	Welcome to Guests and description of online participation	Eric Acker
3 (15 min)	**Executive Director Report** • Report on Q1 Activity	Suzanne Haines
4 (15 min)	**Question & Answer** Opportunity for members of the public to ask questions of staff or the Board of Directors	ALL
5	**New Business – NONE**	ALL
6	**Confirmation of next Public Meeting** June 9th at 7pm Annual General Meeting via ZOOM	ALL
7	**MOTION** to Adjourn Meeting at 6:55 p.m. MOVED by: Cllr Wendy Gaertner 2nd: Parisa Sabat **CARRIED**	ALL

Aurora Cultural Centre

Managerial Commentary – Q1 2021

Introduction

The first quarter of 2021 was a completely digital program offering as high case counts and schools not returning meant the situation was not likely to improve quickly. This gave staff clear direction on how to plan and execute programming for the quarter. The result was 2 digital gallery exhibits with 21 educational Art Bytes and social media engagements, 13 educational classes with March Break pushed into Q2, 2 digital performing arts events, and the introduction of a new free community engagement launching for the year called Centre-Pieces.

Internal systems continue to be updated with a great connection with the Town on our IT needs, transitioning to a new e-commerce software called AudienceView Professional and launching Volgistics, a volunteer management software.

Staff continue to work from home, accessing program supplies at Town Hall when necessary to deliver our programs. Gallery staff install the artwork on the 2nd floor Town Hall gallery, and education and events staff prepare materials for classes and community engagements. We also watch as the Library Square construction progresses with involvement in the shared governance meetings and tracking updates through Town reports.

Other Town collaborations include being part of the Cultural Leadership Working Group that is helping to define the next Town of Aurora Cultural Master Plan and consultations on the Town Official Plan. We stay connected through monthly meetings with the Town of Aurora Director of Community Services, provincial bi-weekly meetings with Ontario Presents presenting network, and national bi-monthly meetings with CAPACOA presenting network.

THANK YOU TO OUR SUPPORTERS

A SNAPSHOT OF AURORA CULTURAL CENTRE Q1 OPERATIONS
January – March 2021

PERFORMING ARTS EVENTS

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.

New this year, and continuing into future exhibitions, Apple Suites joined as the Art Bytes series program sponsor. 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

March 6 to May 1, 2021
A group exhibit of grade 12 graduating student art.

The Mayor's Celebration of Youth Arts 2021 (MCOYA21) program looked very different this year from that of the previous 10 years. The MCOYA21 student art exhibition showcased the

creative senior students from Aurora High School and Maximilian Kolbe CHS from March 06 to May 01, 2021. The online group exhibition included 41 artworks done by 29 students working in all different mediums and styles. Similar to last year, The Gallery Team coordinated the program with support from the rest of the staff. The exhibition was installed in the renovated gallery space on Aurora Town Hall's second floor, which was closed to the public due to pandemic safety measures. The Aurora Cultural Centre's website featured hi-resolution photographs of all the artwork as installed in the gallery space, a virtual click-able 360 gallery tour, the continuing Art Bytes series, and other online content pieces. The exhibition webpage had approximately 250 hits during the eight weeks. In addition to all the continued support from The Town of Aurora, for the fourth year in a row Geranium Homes joined as the show's corporate sponsor. Due to the lack of performance space at Town Hall, the Performing Arts Evening of last year was assumed from the beginning of 2021 planning to be too difficult to coordinate in the new space. While the lack of any in person participation was an expected disappointment for all, the participating students and their teachers all expressed strong gratitude that we were still able to have this exhibition despite the challenging circumstances of this year.

Art Bytes

The continuing digital enhancement Art Bytes series had new exhibition related content released every Thursday for the 8 weeks and collectively had over 700 views on YouTube. The Welcome to MCOYA21 video was created to provide The Centre's staff and sponsors with a way to say what they normally would have said during the artist reception. The three-part video series Student Stories was a staff and teacher favourite. In these videos three students from both participating schools were interviewed about their artwork. An upbeat and snappy Behind the Scenes video was produced using only short clips and photographs with an emphasis on showing faces. The last two videos were made in collaboration with emerging artist Ronnie Clarke. Clarke spoke at the MCOYA reception last year as an Aurora High School graduate who participated in MCOYA years earlier. The Centre presented one of her performing art videos through the platform Vimeo as a limited run digital performance which was then removed by the end of the exhibition. An Ask an Artist question and answer video was made with Clarke using questions that participating MCOYA21 students had sent in.

Student Engagement

Another way that students could engage with the exhibition was through the software Discord, a popular software amongst youth. A Discord Server was set up to host a digital guestbook and was used as a communication tool for the students. The server had over 20 accounts join and 10 individual comments in the digital guestbook. This is a newer software and the Centre's first time exploring it, which may account of the smaller engagement rate. The communication tool was useful as new updates would come out every week and this was far less intrusive than emailing all the students for each one. It was an important goal of the Gallery Team to try and create multiple opportunities for the exhibiting students to participate in the exhibition in different ways. This was accomplished through the Student Stories videos, the Discord Server, and the option to send questions for the Ask an Artist video.

EDUCATIONAL PROGRAM

CLASSES, WORKSHOPS AND SHORT COURSES

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

Child/Youth One-Day VIRTUAL Classes

4. PA Day (Ages 4-12), January 15
5. PA Day (Ages 4-12), February 1

Adult - Multi-Week VIRTUAL Classes

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

Adult - One-Day VIRTUAL Classes

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

KALEIDOSCOPE IN THE SCHOOLS

In partnership with our local school boards, we have continued to develop teacher professional development workshop sessions with our contracted arts facilitator, Marjie Chud as part of the Kaleidoscope in the Schools program. These sessions will be focus on Arts Integration in the classroom, as we are not yet able to facilitate performance-specific PD.

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 - August. These courses will be offered all JK – Grade 4 teachers in York Region.

Community Programs

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

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: **187**
# 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.

ACTIVITY STATS YTD Q1 2021

	2021	Q1
1	Educational Programs	13
2	Volunteer hours donated	272
3	Art Exhibitions	2
4	Art Bytes and Social Media Engagements	21
5	Artists Exhibited	31
6	Gallery Tours	virtual
7	Performing Arts Events	2
8	Free Community Events	1
9	Public Meeting	0
10	Visitors	3681

FINANCIAL STATEMENTS

Please see Q1 Financial Report attached.

Organizational Information

CENTRE HOURS

Business Hours	Temporarily closed	
Staff Office Hours	Monday to Friday	8:30 AM – 4:30 PM plus in-person programming needs
Gallery Hours	Online 24/7	
Events	Temporarily closed, digital programming only	
Classes	Virtual for Q1	
Community Facility Rentals	Rental program now closed due to Library Square project	

AURORA CULTURAL CENTRE STAFF

Executive Director	Suzanne Haines
Administration & Operational Services Manager	Carol Sharp
Communications & Events Manager	Jane Taylor
Gallery Manager	Clare Bolton
Education & Outreach Manager	Leanne DiMonte
Box office & Digital Services Coordinator	Katie Epp
Administrative Assistant	Jennifer Marrocco
Gallery Assistant	Christina DiPaola
Volunteer Manager & Events Coordinator	Stephanie Nicolò
Facility Supervisor (part time)	Laura Beaton, Christina DiPaola, Emma Kakush

BOARD OF DIRECTORS – Q1 at end of March 2021

EXECUTIVE		**DIRECTORS**
President	Eric Acker	Nicole Asquith
Treasurer	Laura Hostick	Nitin Bagga
Secretary	Sharon Kelly	Damien Chan
		Christina Kerr
		Amy Lane
		Parisa Sabet
		Councillor Wendy Gaertner*
		Councillor Rachel Gilliland*

*Ex officio Town of Aurora Directors

COMMITTEES OF THE BOARD OF DIRECTORS

Executive Committee
Finance & Audit Committee
Fund Development Committee
Governance & Nominating Committee
Outreach Committee

MEETINGS

The Board of Directors meet approximately 8 times per year and committees meet monthly as required.

**Ex-officio Directors have the full rights & responsibilities of Directors of a corporation under the Ontario Corporations Act.*

COMPLIANCE & REPORTING CONTROLS

The Centre has strict compliance, oversight, and reporting procedures in place; third party bookkeeping, a Finance & Audit Committee, several specialized Board committees, the day-to-day oversight of the Executive Director and the monthly review by the Board of Directors who each have personal and collective fiduciary responsibilities related to the governance and financial health of the Centre.

MONTHLY

Financial

- Third Party bookkeeper reconciles financial activity each month and creates financial statements that are reviewed by Treasurer, Finance & Audit Committee and Executive Director (ED).
- Statement of Account for Current Source Deductions (and payment) made to CRA.

Operational

- ED creates monthly activity report and presents to Board of Directors; once approved this is posted to the public website.

QUARTERLY

Financial

- Treasurer creates GAAP quarterly financial report based on bookkeeper's financial statements. This is reviewed by the Finance Committee and presented to the Board. Opportunity for questions from Directors. Once approved, ED provides this report to the Director of Community Services at the Town of Aurora as per our Agreement (and to the Mayor, Town Council, and Town CAO as a courtesy).

Operational

- ED creates a Managerial Commentary reporting on activities during the quarter in question.
- This is presented to the Board. Once approved, ED provides this report along with the Quarterly financial Report to the Director of Community Services (and Mayor, Council, and CAO). This report is posted on public website.

Oversight

- ED provides a compliance statement to the Board stating that all payments have been made and all areas of the Centre's compliance responsibilities have been met.

ANNUALLY

Town of Aurora

- As per Agreement

Canada Revenue Agency (Federal Government)

- Registered Charity Information Return
- Ontario Corporations Information Act Annual Return

Imagine Canada

- Annual report on compliance of the Standards identified by IC as a requirement of our accreditation.
- Board reviews Compliance report and IC comments

Current Funders (this is variable)
Young Canada Works in Museum Organizations via Canadian Heritage, (Federal Government)
Canada Summer Jobs via Employment and Social Development Canada (ESDC), (Federal Government)
Canada Arts Presentation Fund, Canadian Heritage
New Horizons, Canadian Heritage
Ontario Arts Council
Ontario Trillium Foundation

Financial Review
Third Party Audit undertaken annually (not legally required until budget reaches $1 Million).
Financial standing publicly posted annually on the websites of the CRA, Imagine Canada, and our website.

ONGOING COMPLIANCE

- Town of Aurora
- Banks
- Insurance
- Canadian Anti-Spam Legislation (CASL)
- Service Ontario (Provincial Government)
- Canadian Code of Practice for Consumer Protection in Electronic Commerce
- SOCAN

IN SUMMARY

The first quarter of 2021 moved slowly consistent programming in all areas as we found it possible to incorporate. The team continues to learn, strengthen the organization, connect with Board and listen to the needs of the community. We also find we are building new connections in as we move through the uncertainty of this time. The arts have been recognized as the connector and the outlet for people living in extreme isolation. The Aurora Cultural Centre is at the heart of delivering joy, kindness, connection and inspiration during these difficult times.

Respectfully Submitted,

Suzanne Haines
Executive Director

*www.auroraculturalcentre.*ca
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