Aurora Cultural Centre

# AGENDA

**Board of Directors Meeting #2 2023**
**HYBRID (in person and virtual)**
**Tannery Room, Aurora Town Hall**

**Join on your computer, mobile app or room device**
Click here to join the meeting
Meeting ID: 286 510 588 24
Passcode: 3jxsFM

**Wednesday March 23, 2022 @ 7pm** **Eric Acker, Chair**

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| **1** (1 min) | Agenda<br>**MOTION** to Approve the Agenda | Eric Acker |
| **2** (5 min) | Welcome to Town Council appointed representatives | Eric Acker |
| **3** (1 min) | Previous Minutes<br>**MOTION** to approve the minutes for January 18, 2023 | |
| **4** (1 min) | **Statements of Conflict of Interest** | ALL |
| **5** (10 min) | **Executive Director Report**<br>Monthly Report<br><br>**MOTION** to Receive the Executive Director Report | Suzanne Haines |
| **6** (20 min) | **Finance & Audit Committee**<br>Report from the Committee<br>• Interim Statements to December 31, 2022<br><br>**MOTION** to Approve the Interim Financial Statements to December 31, 2022<br><br>**MOTION** to Accept the Finance & Audit Committee Report | Eric Acker |
| **7** (15 min) | **Development Committee**<br>Report from the Committee<br>• Year-end results<br>• 2023 start of year report (verbal report-no package) | Mandana Gholami Mobarakabadi |
| **8** (15 min) | **Facility Task Force**<br>Report from the Committee | John De Faveri |
| **9** (15 min) | **Governance & Nominating Committee**<br>Report from the committee<br>• Appointment of Michelle Lockie to the Board<br>• Updated Terms of Reference for the Facility Task Force | Edlene Antonio |

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| | • 2023 Planning Calendar – now ready!<br>• Board assessment coming in April<br>• Imagine Canada NEW standards review<br><br>**MOTION** to Appoint Michelle Lockie to the Board of Directors, with a term to end at the June 2023 AGM<br><br>**MOTION** to approve the updated Facility Task Force Terms of Reference as presented<br><br>**MOTION** to Receive the Governance & Nominating Committee Report | |
| **10** (15 min) | **Outreach Committee**<br>Report from the committee<br>• One on one interviews and Survey | Anita Townsend |
| **11** | **New Business** | ALL |
| **12** | **Next Meeting**<br>April 12 at 7pm in Tannery Room/MS Teams | |
| **13** | **MOTION** to Adjourn Meeting | ALL |

Aurora Cultural Centre

**Minutes**
**Board of Directors Meeting #2 2023**
**HYBRID meeting**
**Tannery Room**
**Aurora Town Hall**

**Thursday March 23, 2023 7:00 pm** **Eric Acker, Chair**

Attendees: Eric Acker (virtual), Edlene Antonio, Andrea Chan (virtual), John De Faveri, Sharon Kelly (virtual), Cllr. Harold Kim, Mandana Gholami Mobarakabadi, Parisa Sabet (virtual), Cllr. Michael Thomson, Anita Townsend (virtual)

Regrets: Damien Chan, Laura Hostick

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| **1** (1 min) | Agenda<br>**MOTION** to Approve the Agenda<br>Moved: John De Faveri<br>Seconded: Edlene Antonio<br>CARRIED | Eric Acker |
| **2** (5 min) | Welcome to Town Council appointed representatives | Eric Acker |
| **3** (1 min) | Previous Minutes<br><br>**MOTION** to Approve the minutes for January 18, 2022<br>Moved: Sharon Kelly<br>Seconded: Mandana Gholami Mobarakabadi<br>CARRIED | Eric Acker |
| **4** (1 min) | **Statements of Conflict of Interest**<br>- none | ALL |
| **5** (10 min) | **Executive Director Report**<br>Monthly Report<br><br>**MOTION** to Receive the Executive Director Report<br>Moved: John De Faveri<br>Seconded: Anita Townsend<br>CARRIED | Suzanne Haines |

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| **6** (20 min) | **Finance & Audit Committee**<br>• Interim Statements to December 31, 2022<br>• Budget Presentation<br>.<br>**MOTION** to Approve the Interim Financial Statements to December 31, 2022<br>Moved: Mandana Gholami Mobarakabadi<br>Seconded: John De Faveri<br>CARRIED<br><br>**MOTION** to Accept the Finance & Audit Committee Report<br>Moved: Sharon Kelly<br>Seconded: Edlene Antonio<br>CARRIED | Eric Acker<br>Suzanne Haines |
| **7** (15 min) | **Development Committee**<br>Report from the Committee<br>• Year-end results<br>• 2023 start of year report (verbal report; no package)<br><br>Moved: Anita Townsend<br>Seconded: John De Faveri<br>CARRIED | Mandana Gholami Mobarakabadi |
| **8** (15 min) | **Facility Task Force**<br>Report from the Committee<br><br>Moved: Sharon Kelly<br>Seconded: Mandana Gholami Mobarakabadi<br>CARRIED | John De Faveri |
| **9** (15 min) | **Governance & Nominating Committee**<br>Report from the Committee<br>• Appointment of Michelle Lockie to the Board<br>• Updated Terms of Reference for the Facility Task Force<br>• 2023 Planning Calendar – now ready<br>• Board assessment coming in April<br>• Imagine Canada NEW standards review<br><br>**MOTION** to Appoint Michelle Lockie to the Board of Directors, with a term to end at the June 2023 AGM<br>Moved: Mandana Gholami Mobarakabadi<br>Seconded: John De Faveri<br>CARRIED | Edlene Antonio |

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| | **MOTION** to Approve the updated Facility Task Force Terms of Reference as presented<br>Moved: Edlene Antonio<br>Seconded: Sharon Kelly<br>CARRIED<br><br>**MOTION** to Receive the Governance & Nominating Committee Report<br>Moved: John De Faveri<br>Seconded: Anita Townsend<br>CARRIED | |
| **10** (15 min) | **Outreach Committee**<br>Report from the committee<br>• One on one interviews and Survey<br><br>Moved: Edlene Antonio<br>Seconded: Parisa Sabet<br>CARRIED | Anita Townsend |
| **9** | **New Business** – none | ALL |
| **10** | **Next Meeting**<br>April 12 at 6:30pm (Public Meeting) 7:00pm (ACC Board of Directors Meeting) in Tannery Room/Teams | |
| **11** | **MOTION** to Adjourn Meeting<br><br>Moved: John De Faveri<br>Seconded: Sharon Kelly<br>CARRIED<br>Meeting Adjourned: 8:51pm EST | ALL |

Signed,

Andrea Chan, Secretary

Aurora Cultural Centre

# Board of Directors –February 2023
# EXECUTIVE DIRECTOR'S UPDATE

## January 2023

## Performing Arts Programming

**John Sheard Presents Tribute to the Beatles Part 2**
**January 10, 2023 at St. Andrew's College**
Attendance: 175 tickets sold; no Livestream
Probably best known as music director for Stuart Mclean's Vinyl Café from 1997-2016, Toronto's John Sheard has released 8 solo piano recordings and continues to work with artists of all styles and mentor many young musicians. Since 1975, he has appeared on hundreds of recordings with artists such as Rita MacNeil, Olivia Newton-John, Ian and Sylvia Tyson, Dan Hill, Rita Coolidge, Mary-Margaret O'Hara, Celine Dion, Matt Anderson, Danny Michel, and many, many more. He has performed live with too many artists to count, including Rough Trade, Jackie Richardson, John McDermott, Owen Pallett, Suzie Vinnick, Dala, Jill Barber and Art Garfunkel. As a producer and arranger, he has worked with The Guess Who, Buster Poindexter, Russell de Carle, Dan Hill, Shirley Eikhard and The Good Brothers. John has also produced and written music for television shows such as A+E.'s Biography, Sesame Street, So You Think You Can Dance, Dancing with the Stars, and David Letterman's Hollywood Film Festival.
https://auroraculturalcentre.ca/event/john-sheard-presents-tribute-to-the-beatles-pt-2/

**Payadora Tango Ensemble**
**January 27, 2023 at Trinity United Church**
Attendance: 148 tickets sold; 95 views of the livestream
Payadora is a contemporary chamber music ensemble that performs Argentinian/Uruguayan tango and folk music and original compositions inspired by that tradition. Payadora has self produced two albums and has developed a loyal following across Canada over the past six years. The ensemble balances a combination of virtuosity and creativity, with stylistic accuracy.

The ensemble features a collection of some of the most respected chamber musicians in Canada. Founded in 2013, Payadora has become one of Toronto's most vibrant and sought-after acts. Their broad scope in tango draws from the height of Buenos Aires' Tango tradition, including compositions by De Caro, Pugliese, Troilo, and Salgan, to the masterful, contemporary sounds of Astor Piazzolla and beyond. Drawing from eclectic backgrounds in Classical, Jazz, Latin, Eastern European folk music, and improvisation, Payadora's performances exude technical virtuosity, playful spontaneity, and rhythmic vitality.

Their recordings are played regularly on Jazz FM's Cafe Latino and Classical 96.3. The Argentinean consulate recently made a video in support of Payadora showcasing interviews and live videos from Payadora's concerts. In addition, Payadora is the featured ensemble in the 2019 documentary "The Sounds of Canada: Argentina."

Highlights from Payadora's past performances include sold-out shows at the Ottawa Chamberfest, Indian River Music Festival in PEI, St. Lawrence Centre for the Arts, Harbourfront Centre, Toronto Music Festival, the Lula Lounge, the Jazz Bistro, the TD Toronto Jazz Festival, and for the Canadian Opera Company's World Music Series at the Four Seasons Centre. Payadora has been featured with the London Symphonia, Cathedral Bluffs Symphony and the Hannaford Street Silver Band, Festival of the Sound in Parry Sound, Stratford Summer Music Festival, Leith Festival in Owen Sound, Music in the Morning in Vancouver and Vancouver Island Music Festival.
https://auroraculturalcentre.ca/event/payadora-tango-ensemble-2023/

## Upcoming Live Events

February 3: Ammoye on stage at Aurora Black Community Gala
February 11: The Sandbox https://auroraculturalcentre.ca/event/the-sandbox/
February 20: Aurora Pops Up – A Magical Family Day @ The Armoury and Trinity Anglican Church https://auroraculturalcentre.ca/event/a-magical-family-day-armoury/

## Gallery Program

### Mayor's Celebration of Youth Arts (MCOYA)

**February 11, 2023 – March 18, 2023**
***Virtual Gallery available until April 1, 2023***

The Mayor's Celebration of Youth Arts (MCOYA) student art exhibition continues now into its twelfth year! We are elated for this year's exhibition featuring artwork from the grade 12 students from across Aurora and runs in person from Saturday, February 11th – Saturday, March 18th, 2023 and online from Saturday, February 11th to Saturday, April 1st, 2023 on this webpage.

MCOYA23 will showcase the student artwork in a professional exhibition installed in the gallery space at Aurora Town Hall. To best celebrate the work of these creative senior students, this exhibition will feature accompanying engaging virtual content.

Students will get the opportunity to participate in curating, installing, and being critically engaged throughout each stage of the exhibition and meet new and fellow like-minded artists in each other.

Opening Reception at Town Hall
Wednesday February 15, 2023 from 6:00 to 9:00 pm

https://auroraculturalcentre.ca/mcoya2023/

## Education Programs

We continue to offer programming primarily out of Aurora Town Hall, with the exception of child/youth weekday daytime programming at Aurora Public Library. These programs are on average 82.5% full, which is great as were emerge from COVID and are still offsite.

January launched our Winter Season of classes. Our one-day workshops were all sold out with waitlists. The 8-week courses are at least 75% full, with many sold out. The virtual offerings continue to be appreciated by our students with students from Florida, Alberta, and Nova Scotia.

We had two successful sold-out PA days within 3 weeks. To honour Lunar New Year, our instructor created a whole day of art dedicated to learning about the traditions, celebrations, and imagery of the Year of the Rabbit. The second PA Day was all about animals. We've received positive feedback from parents about the class itself, but they do find the library location challenging. They are looking forward to the completion of the construction and for us to have our home again.

**Kaleidoscope in the Schools**
It has been a good organizational month for Kaleidoscope in the Schools. We met with the new YRDSB Principal of Curriculum & Instructional Services to introduce the program to her. We have been finalizing the first leg of the winter tour with Hogtown Brass, with us from February 21 – March 2nd. We have successfully reached our goal of booking 36 schools in the 2022/2023 School year to receive this program.

See more information about the program here: https://auroraculturalcentre.ca/kaleidoscope-in-the-schools/

## Administration

- Budget presentation was well received on January 16, 2023. No motions were passed so we attended once again on January 23rd, 2023 budget meeting to be on hand for any follow up questions. There were none. The Town Budget, including our increase for 2023, was passed by Council on January 31, 2023. Special thanks to the Town of Aurora Council and senior staff for their continued support.
- Significant audit preparation started in mid-January and continued to this week. Our auditors have our audit package and will define their timelines for field work and preparation of statements in the coming weeks. Special thanks to our bookkeepers and accountants at Heming & Heming for their support in this work.
- Received a Canadian Heritage Recovery grant for 2023.
- Applied for Canada Summer Jobs and Young Canada Works programs for summer student employment. Summer students support our summer camps program. This year we have also applied for a summer student to support the outreach objectives of the organization in the summer.
- Applied for an Ontario Trillium Foundation Resilience Grant on February 1, 2023 for the next two years of rebuilding for the organization.

## Human Resources

- Staff meet bi-weekly via Zoom to check in. Last meeting of the month will be held in person.
- Preparation of T4A and T4 reports is completed. T4s have been issued. T4As continue to be manual for the bulk of our contractors as the online process is refined. With many artists having multiple payments, Telpay may continue to be the best methodology to prepare these payments, leaving T4As as a manual process.
- The month was busy onboarding new team members with training, IT support and

connections to their positions. We are slowing catching up on outstanding work left from the vacancies.

- We reorganized a few positions to better support our performing arts team.
  - Robert Hess is now our Production Coordinator, refocusing his efforts on the logistics and production needs for our shows. Robert also took a lead on building the artistic plan for our Family Day event in two venues on February 20th.
  - With his role shifting, we are recruiting for a new Volunteer & Front of House Coordinator who can manage our volunteer program and look after all the audience services when at events. We had an interim solution for our FOH area which is sunsetting as soon as we have a new person in the role. Please see the posting on our website here: https://auroraculturalcentre.ca/work-with-us/
  - Matthew Knox's title shifted to Audience & Digital Services Supervisor to better reflect his supervision of Facility Supervisors and the new Volunteer & Front of House Coordinator.
- Please welcome
  - Glenn Coulson, Development Officer, who started on January 24, 2023
  - Derek Andrews, Performing Arts Programmer, who started on January 23, 2023 and Performing Arts Associate Programmer TIKA who started on February 1, 2023. We will be announcing our new programming team in the coming week.
- We will be posting summer positions in the coming weeks with a deadline of March 31, 2023. Summer camp staff report to the Education & Outreach Manager. The Outreach Coordinator position will report to Jane Taylor, Communications Manager.
- We are in the final stages of recruitment for a new Education & Outreach Manager.
- We updated our Human Resources Policy regarding Vaccination and Masking. The policy was reviewed by the Board Executive before it was implemented. The new policy is attached.

**Facilities**

- Gallery in person visits are now available Monday – Saturday from 8:30 – 4:30pm. Monday – Friday patrons enter through the main front door. Saturdays, patrons are welcomed through the 3rd floor entrance.
- Our program room at Town Hall is currently unusable as there is a major leak in the roof that has damaged the space and water continues to be a threat to health & safety at every rain storm. Town facilities are aware of the issue. Our programs have been moved to the Aurora Public Library program rooms to give Town Facilities time to repair the space.
- Attended a tour of Aurora Town Square on February 9th for our new staff and to see progress on the building.

**Board Activities**

Executive Committee Meeting: no meeting
Development Committee Meeting: February 7, 2023
Facility Task Force Meeting: February 6, 2023
Facility Task Force sub-committee meeting: February 6, 2023
Finance & Audit Committee Meeting: February 13, 2023
Governance & Nominating Committee Meeting: February 6, 2023
Outreach Committee Meeting: February 14, 2023
Board Orientation: February 9, 2023

**Community Connections/Artistic Events**

- Monthly meeting with Director of Community Services
- Ontario Presents bi-monthly provincial calls
- Attended Town of Aurora and Aurora Black Community Black History Month Flag raising on February 1, 2023
- Attended Aurora Black Community Gala opening for Black History Month on February 3, 2023. We also sponsored the key artist for the evening.

Respectfully Submitted by
Suzanne Haines
Executive Director

# HR 22 Vaccination & Masking Policy

AURORA CULTURAL CENTRE

**Policy Statement**

The COVID-19 pandemic continues to threaten the health of our staff, volunteers, contractors and our audience.

This policy is for staff, volunteers and contractors engaged by the Aurora Cultural Centre. Keeping staff and the public safe is our key priority and having a high rate of vaccination remains one of the most effective ways we can do this. Fully vaccinated people have greater protection against COVID-19 than unvaccinated people and can also protect against variants. Staff, volunteers and contractors are encouraged to continue to receive booster vaccinations to support their health.

Masking is an additional way to control the spread of COVID-19, regardless of vaccination status. Masking is no longer mandatory. However, in the course of in-person work duties, staff, volunteers and contractors are:

- ***encouraged*** to wear masks when performing office tasks near in proximity to others,
- ***strongly recommended*** to wear masks in all customer facing tasks,
- ***required*** to wear a mask when asked to wear one by patrons.

Masks are made available to the team at no cost at our temporary offices at Aurora Town Hall.

Created: September 17, 2021 by Executive Director
Reviewed: September 20, 2021 by Executive Committee
Updated: August 3, 2022 by Executive Director
Reviewed: August 4, 2022 by Executive Committee
Updated January 31, 2023 by Executive Director
Reviewed: February 3, 2023 by Executive Committee