Aurora Cultural Centre

AGENDA

Board of Directors Meeting #7 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: 280 620 367 990
Passcode: 5vThxE

Wednesday September 13, 2023 @ 7pm **John De Faveri, Chair**

1 (1 min)	Agenda **MOTION** to Approve the Agenda	John De Faveri
2 (1 min)	Previous Minutes **MOTION** to approve the minutes for the Board meeting on July 12, 2023	John De Faveri
3 (1 min)	**Statements of Conflict of Interest**	ALL
4 (45 min)	**Executive/Facility Task Force Committee** Report from the committee • July 20, 2023 Executive Committee Meeting • August 11, 2023 Executive Committee Meeting • September 8, 2023 Facility Task Force Meeting **MOTION** to Accept the Executive Committee and Facility Task Force Report	John De Faveri
5 (45 min)	**Finance & Audit Committee** Report from the committee • Interim Financial Statement to July 31, 2023 • 2024-2026 DRAFT Budget – for approval **MOTION** to Approve the Interim Financial Statements to July 31, 2023 **MOTION** to Approve the 2024-2026 Budget AND that 2024-2026 Budget Summary be sent to Town of Aurora. **MOTION** to Accept the Finance & Audit Committee Report	Michelle Lockie

6 (5 min)	**Executive Director Report** • Monthly Report – reporting on July and August • Q2 Compliance Report • Q2 Complaints Report **MOTION** to Receive the Q2 Compliance & Complaints Reports **MOTION** to Receive the Executive Director Report	Suzanne Haines
9 (5 min)	**Outreach Committee** Report from the Committee • DIG Survey results **MOTION** to Accept the Outreach Committee Report	Anita Townsend
7 (15 min)	**Governance & Nominating Committee** Report from the Committee • Quarterly Risk Assessment • Governance Policy Review **MOTION** to Accept the Quarterly Risk Assessment as presented. **MOTION** to Acknowledge the review of Governance Policies 1-2, 4–13, 15, 17-18 which were reviewed with no changes. **MOTION** to Approve Governance Policies 3, 13 and 16 as updated. **MOTION** to Accept the Governance & Nominating Committee Report	Parisa Sabet
8 (5 min)	**Development Committee** Report from the Committee • 2023 YTD report **MOTION** to Accept the Development Committee Report	Damien Chan
9	**New Business**	ALL
10	**Next Meeting** October 18, 2023 at 7pm	
11	**MOTION** to Adjourn Meeting	ALL

Aurora Cultural Centre

MINUTES

Board of Directors Meeting #7 2023
HYBRID (in person and virtual)
Tannery Room, Aurora Town Hall
Wednesday September 13, 2023 @ 7pm

Attendance: John De Faveri (Chair), Edlene Antonio, Damien Chan, Mandana Gholami Gholami Mobarakabadi, Michelle Lockie, Parisa Sabat, Councillor Michael Thompson, Anita Townsend
Regrets: Councilor Harold Kim, Morry Patoka
Staff: Suzanne Haines (Executive Director)

1	Agenda **MOTION** to Approve the Agenda MOVED Damien Chan 2nd by: Edlene Antonio CARRIED	John De Faveri
2	Previous Minutes **MOTION** to approve the minutes for the Board meeting on July 12, 2023 MOVED: Anita Townsend 2nd: Damien Chan CARRIED	John De Faveri
3	**Statements of Conflict of Interest** None	ALL
4	**Executive/Facility Task Force Committee** Report from the committee ● July 20, 2023 Executive Committee Meeting ● August 11, 2023 Executive Committee Meeting ● September 8, 2023 Facility Task Force Meeting **MOTION** to Accept the and Facility Task Force Report Moved: Michelle Lockie 2nd: Edlene Antonio CARRIED	John De Faveri

	MOTION: Defer the Executive Reports for July 20 and August 11 to the Executive Committee to review the language of the reports, to be presented at the October meeting. Moved: Edlene Antonio 2nd: Anita Townsend CARRIED	
5	**Finance & Audit Committee** Report from the committee ● Interim Financial Statement to July 31, 2023 ● 2024-2026 DRAFT Budget – for approval ● Q2 2023 Financial Report **MOTION** to Approve the Interim Financial Statements to July 31, 2023 Moved: Parisa Sabat 2nd: Alicia Lauzon CARRIED **MOTION** to Approve the 2024-2026 Budget AND that 2024-2026 Budget Summary be sent to the Town of Aurora. Moved: Anita Townsend 2nd: Edlene Antonio CARRIED **MOTION** to Approve the unaudited interim financial statements for the 3 months ended June 30, 2023 (the Q2 Report) and to approve the filing of the Q2 Report with the Town of Aurora as per the Provision of Cultural Services Agreement. Moved: Parisa Sabat 2nd: Damien Chan CARRIED **MOTION** to Accept the Finance & Audit Committee Report Moved: Parisa Sabat 2nd: Damien Chan CARRIED	Michelle Lockie
6	**Executive Director Report**	Suzanne Haines

	• Monthly Report – reporting on July and August • Q2 Compliance Report • Q2 Complaints Report • Report on Q2 Managerial Commentary **MOTION** to Receive the Q2 Compliance & Complaints Reports Moved: Michelle Lockie 2nd: Parisa Sabat CARRIED **MOTION** to Approve the Managerial Commentary for Q2 2023, AND that Q2 Commentary be sent to Town of Aurora, AND that Q2 Commentary be made available for public release. Moved: Parisa Sabat 2nd: Anita Townsend CARRIED **MOTION** to Receive the Executive Director Report Moved: Damien Chan 2nd: Edlene Antonio CARRIED	
7	**Outreach Committee** Report from the Committee • DIG Survey results **MOTION** to Accept the Outreach Committee Report Moved: Damien Chan 2nd: Michelle Lockie CARRIED	Anita Townsend
8	**Governance & Nominating Committee** Report from the Committee • Quarterly Risk Assessment • Governance Policy Review **MOTION** to Accept the Quarterly Risk Assessment as presented.	Parisa Sabet

	Moved: Damien Chan 2nd: Edlene Antonio CARRIED **MOTION** to Acknowledge the review of Governance Policies 1-2, 4–13, 15, 17-18 which were reviewed with no changes. Moved: Michelle Lockie 2nd: Edlene Antonio CARRIED **MOTION** to Approve Governance Policies 3, 13 and 16 as updated. Moved: Edlene Antonio 2nd: Anita Townsend CARRIED **MOTION** to Accept the Governance & Nominating Committee Report Moved: Damien Chan 2nd: Edlene Antonio CARRIED	
9	**Development Committee** Report from the Committee ● 2023 YTD report **MOTION to** Acknowledge the review of the development Committee terms of reference and development policy 1 and 2 which was reviewed with no changes. Moved: Damien Chan 2nd: Anita Townsend CARRIED **MOTION** to Accept the Development Committee Report Moved: Edlene Antonio 2nd: Alicia Lauzon CARRIED	Damien Chan

10	**New Business**	ALL
11	**Next Meeting** October 18, 2023 at 7pm	
12	**MOTION** to Adjourn Meeting 8:25 Moved: Edlene Antonio 2nd: Michelle Lockie CARRIED	ALL

Signed,
Parisa Sabat
Secretary of the Board
09/15/2023

Aurora Cultural Centre

Board of Directors –September 2023
EXECUTIVE DIRECTOR'S UPDATE

July/August 2023

Special Events

Canada Day with Town of Aurora
July 1, 2023
Community Zone at Lambert Willson Park

Summer camp staff were on-site at Lambert Willson Park within the Town of Aurora Canada Day festivities. They connected with the community about our summer camp programming while providing fun art activities for the kids, including face painting!

Recognition Event – Ontario Trillium Foundation
July 5, 2023
Park Place Manor Retirement Residence



Pictured left to right: MPP Michael Parsa, Yash Kapur from Ontario Trillium Foundation, Robert Hess, Production and Suzanne Haines, E.D. from Aurora Cultural Centre, Mary Minielli from Chartwell Retirement Residences, York Region

The Aurora Cultural Centre was honoured to recognize funding from the Ontario Trillium Foundation through their Resilient Communities Fund to support livestream access. With these funds, the Centre was able to purchase of a mobile audio/video hub to livestream concerts programmed by the Centre. This has created wider access to live music and events to communities beyond the concert hall, including seniors residences in our community who will receive links to concerts and events.

Aurora Farmers Market

July 1, 8 and 15th, 2023
Aurora Town Park

Our volunteer coordinator, Claire Acott, was representing the Aurora Cultural Centre in our local farmer's market. These community hubs are great opportunities to tell the public about our upcoming concerts, classes and volunteer opportunities in their own backyard.

Market Brewing Bingo

July 6, 13, 20 and 27th, 2023
Market Brewing Company

We teamed up with Market Brewing Company every Thursday in July from 7-9 PM. Each bingo book bought contributes to support the Aurora Cultural Centre. Market Brewing Company collaborates with different organizations each month, offering to host the bingo events with the proceeds going to support that organization. There was fun all around for staff and bingo enthusiasts with the bonus of giving back to a local charities!

Gallery Visit with Lieutenant Governor Elizabeth Dowdeswell

August 2, 2023
Temporary Gallery Location: Aurora Town Hall, Second Floor



Pictured right to left: Samantha Jones (ACC Gallery Manager), Carmel Brennan, Lieutenant Govenor Elizabeth Dowdeswell, Mayor Tom Mrakas, Jane Taylor (ACC Communications Manager)

It was a wonderful day in the Gallery as we welcomed The Honourable Elizabeth Dowdeswell, Lieutenant Governor of Ontario to view Letters to the Earth! Mayor Tom Mrakas welcomed Her Honour along with Carmel Brennan, exhibition curator, and members of our team, including Jane Taylor and Samantha Jones. This was followed by a curator's tour of the exhibit, and an opportunity for Her Honour to speak with a number of participating artists.

Performing Arts Programming

The 2023-24 Performing Arts Season begins in October; there were no live performances scheduled in July or August.

Upcoming Live Events

Joe Sealy supported by Thompson Egbo-Egbo
October 20, 2023 at 7:30pm
Trinity Anglican Church
https://auroraculturalcentre.ca/event/joe-sealy-thompson-egbo-egbo/

Gallery Programs

Letters to the Earth: Between Despair and Hope
Group exhibition curated by Carmel Brennan
In person: June 3 – August 23, 2023
Virtual: June 3 – September 8
Temporary Gallery Location: Aurora Town Hall, Second Floor
https://auroraculturalcentre.ca/event/letters-to-the-earth/

Letters to the Earth: Between Despair and Hope is a conversation about the environmental crisis happening around the world and affecting Canadians directly. Prompted by curator Carmel Brennan, artists wrote a "letter to the earth" as part of their commitment to this exhibition; one exhibition of several occurring across Canada and abroad throughout 2023-2024.

"Letters to the Earth was a campaign begun in 2019 in the UK with a book of that title, in response to the UN Climate Change Conference (COP26) in Scotland. The campaign called for a response to the awareness of climate change and an ecological emergency. "Letters to the Earth", and a phrase spoken by Australian artist, Janet Laurence about being "between despair and hope', struck me as significant. Letters to the Earth is an ongoing campaign. It is spreading around the world. To take a quote from the book of the same name, 'we need to rethink and re-imagine what was previously deemed impossible. The stakes couldn't be greater the time for action is now.' I am on board with this action: Letters to the Earth – Between Despair and Hope."
– Carmel Brennan, Curator of Letters to the Earth: Between Despair and Hope

Mid-Exhibition Harvest

July 19 at 7pm
Temporary Gallery Location: Aurora Town Hall, Second Floor
https://auroraculturalcentre.ca/event/letters-to-the-earth-harvest/

Visitors came to the gallery to help harvest the produce grown in Phil Fung's vertical garden; an installation exhibited as part of our summer art exhibition *Letters to the Earth: Between Despair and Hope* (June 3 – August 23). Phil Fung's method of vertical gardening includes a combination of aquaponics, hydroponics, and natural soil production. Grown completely indoors, it uses natural solutions to turn waste into useful output that can produce fresh vegetables all year round. In this informative event, Phil Fung led a presentation about his work, followed by an interactive harvest activity.

Art Bytes

Art Bytes are an ongoing online series that accompanies our exhibitions, and give viewers an opportunity to deepen their understanding about the art and artists. Art Bytes are available for viewing through our YouTube channel during and after gallery exhibitions. Art Bytes can be found here: Gallery Art Bytes link

Art Byte #1: Installation of "Letters to the Earth: Between Despair and Hope"
Art Byte #2: Opening Reception of "Letters to the Earth: Between Despair and Hope"

Upcoming Gallery Exhibit

A Path to Totality
Solo Exhibition by Vicky Talwar
In person: September 9 – November 18, 2023
Temporary Gallery Location: Aurora Town Hall, Second Floor
https://auroraculturalcentre.ca/event/a-path-to-totality/

Education Programs

Summer Art Camps

Our popular summer camp programs ran successfully throughout July and August. Staffed with 5 exceptional arts camp counsellors, they ensured each week was filled with a variety of arts projects and fun. Each week had its own theme to set the stage for creativity and exploration of new art topics. These week-long camps ran out of the Aurora Public Library with a capacity of at least 20 campers per class. In July, camps ran as a half-day program with campers aged 4-6 years in the mornings and 7-12 years in the afternoon. August camps were a full-day program for ages 7-12. Here is a listing of the summer art camps for ages 4 – 12. These week-long camps ran out of the Aurora Public Library with a capacity of at least 20 campers per class.
https://auroraculturalcentre.ca/summer-camps/

Program	Dates	Age	Enrolled	Capacity	Percentage
The Wonderful World of Nature and Animals	July 3 - 7	4 - 6	18	20	90%
The Wonderful World of Nature and Animals	July 3 - 7	7 - 12	19	20	95%
Artistic Imaginations	July 10 - 14	4 - 6	19	20	95%
Artistic Imaginations	July 10 - 14	7 - 12	19	20	95%
Colour Around Us	July 17 - 21	4 - 6	16	20	80%
Colour Around Us	July 17 - 21	7 - 12	20	20	100%
Sculpt It!	July 24 - 28	4 - 6	20	20	100%
Sculpt It!	July 24 - 28	7 - 12	20	20	100%
Art Around the Globe	July 31 – August 4	7 - 12	18	20	90%
Faces & Places	August 8 - 11	7 - 12	12	20	60%
Art Through the Ages	August 14 - 18	7 - 12	18	20	90%
Famous Artists and Their Styles	August 21 - 25	7 - 12	19	20	95%
Now Streaming: Future Artists!	August 28 – September 1	7 - 12	18	20	90%

Kaleidoscope in the Schools (KITS)

Our KITS 2023-2024 program was launched to the schools at beginning of July 2023. The KITS 2023-2024 season will be available to 52 elementary schools including all Aurora schools, low-capacity schools across York Region, and the reserve school on Georgina Island. Each production has its own voice and vision for performing arts excellence with young audiences within the overall programming ethos of voices from Black, Indigenous, and racialized communities, with French and English offerings across several performing arts disciplines.

School principals can make their selections through our website:
https://auroraculturalcentre.ca/kaleidoscope-in-the-schools/

KITS 2023-24 Season Productions

Artists / Production Company	Production Title	Language	Arts Discipline	Theme/Voice
Trevor Copp of Tottering Biped Theatre	Carnival of Animals/ Le Carnaval des Animaux	E/F	Theatre/Mime with Music	Classical music/storytelling
Little Pear Garden Dance	Tales of Goddesses and a Painter	E	Dance Theatre	Asian Heritage
Carousel Players	Lig & Bittle	E	Theatre	Storytelling
Chris McKoohl	Earth, Seas and Air	E	Music	Armenian
Lua Sheyenne Dance Company	Yassama and the Beaded Calabash	E/F	Dance Theatre	African Storytelling
Qiu Xia He and Andre Thibault	China Speaks Your Language/ JouTou	E/F	Music	Asian Heritage
Mimi O'Bonsawin	(title TBD)	E/F	Music	Indigenous
Kesha Christie	Talkin' Tales	E	Theatre	Black History

Administration

- We hosted a shared vision brainstorming session on August 22, 2023 with Town staff who will be involved in Aurora Town Square. The session resulted in a robust vision, mission and core values outlining how we will work together. The final version is found in the Facility Task Force report.
- Town IT are no longer supporting Town profiles on personal phones. W preferable purchase of a Town IT cell phone will be provided for those staff who need access to Town systems on their cell phones.

Human Resources

- Our staff team grows during the summer and then returns to the regular team in September. Thank you to our summer team for another great summer of camps!
- Roxana Farell's contract as Performing Arts Associate Programmer has concluded at the end of August. We thank Roxana for all of her work.
- Adora Lau started on August 21, 2023 as our new full-time Gallery Assistant. Welcome Adora!
- As of September 1, 2023, Derek Andrews has accepted a full-time role as the Performing Arts Manager. Robert Hess, Production Coordinator, and Claire Acott, Volunteer & FOH Coordinator now report to Derek. This newly formed Performing Arts department creates stronger lines of communication and efficiencies.
- Jordana Polito shifted into a temporary full-time role on September 5, 2023 as our Program & Administrative Assistant until January 2024. Thank you for taking on this new role.
- Skikha Chowhan started on September 7, 2023 as our new Marketing Assistant. Welcome Shikha!

Facilities

- Gallery in person visits continue Monday – Saturday from 8:30 – 4:30pm. Monday – Friday patrons enter through the main front door. Patrons are welcomed through the 3rd floor entrance on Saturdays and for after hours special events.
- **Update**: Health & safety information for the Aurora Public Library from Town – we have received documentation outlining procedures for power failure and fire alarms at Town Hall and have been asked to use these documents for the rooms at Aurora Town Square. We await a guide being completed by Town staff for the program rooms we are operating in for the summer and Town Hall. The guide will provide instruction for the following items: Fire Safety, Persons Requiring Assistance, Medical Emergencies. Elevator Entrapment, Power Failure, Threatening Calls/ Bomb Threats, and Building Evacuations.

Board Activities

Executive Committee Meeting: July 20, August 11
Development Committee Meeting: September 6
Facility Task Force Meeting: September 8
Finance & Audit Committee Meeting: August 24, September 8
Governance & Nominating Committee Meeting: September 5
Board Orientation: August 21
Outreach Committee Meeting: August 22, September 11

Community Connections/Artistic Events

- Monthly meeting with Director of Community Services
- Ontario Presents bi-monthly provincial calls
- ArtsBuild Mentorship – April 2023 – January 2024
- ArtsVest Ontario Mentor and Training Resource April – December 2023
- Cultural Partners monthly meeting; planning for Culture Days

Respectfully Submitted by
Suzanne Haines
Executive Director