

**AGENDA**  
**Board of Directors Meeting #8 2023**  
**HYBRID (in person and virtual)**  
**Tannery Room, Aurora Town Hall**

**Wednesday October 18, 2023 @ 7pm**

**John De Faveri, Chair**

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                      |
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| <b>1 (1 min)</b>  | Agenda<br><b>MOTION</b> to Approve the Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | John De Faveri                                                                       |
| <b>2 (1 min)</b>  | Previous Minutes<br><b>MOTION</b> to approve the minutes for the Board meeting on September 13, 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | John De Faveri                                                                       |
| <b>3 (1 min)</b>  | <b>Statements of Conflict of Interest</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ALL                                                                                  |
| <b>4 (45 min)</b> | <b>Outreach Committee Report</b> <ul style="list-style-type: none"> <li>Presentation from Dig Insights – Community-wide Arts Survey</li> </ul> <b>MOTION</b> to Accept the Outreach Committee Report                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Anita Townsend<br>Guests:<br>Samantha Evans<br>Cheryl Hung<br><br>Staff: Jane Taylor |
| <b>5 (5 min)</b>  | <b>Executive Director Report</b> <ul style="list-style-type: none"> <li>Monthly Report – reporting on September activity</li> </ul> <b>MOTION</b> to Receive the Executive Director Report                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Suzanne Haines                                                                       |
| <b>6 (20 min)</b> | <b>Executive/Facility Task Force Committee</b><br>Report from the committee <ul style="list-style-type: none"> <li>July 20, 2023 Executive Committee Meeting</li> <li>August 11, 2023 Executive Committee Meeting</li> <li>October 13, 2023 Facility Task Force Meeting</li> <li>New HR policies               <ul style="list-style-type: none"> <li>Staff Discounts</li> <li>Staff Expenses and Credit Cards</li> </ul> </li> <li>2024 Board meeting dates</li> </ul> <b>MOTION</b> to approve the 2024 Board meeting dates<br><br><b>MOTION</b> to Accept the Facility Task Force Report<br><br><b>MOTION</b> to Accept the Executive Committee Report | John De Faveri                                                                       |

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| <b>7 (10 min)</b> | <b>Finance &amp; Audit Committee</b><br>Report from the committee <ul style="list-style-type: none"> <li>Interim Financial Statement to August 31, 2023</li> </ul> <b>MOTION</b> to Approve the Interim Financial Statements to August 31, 2023<br><br><b>MOTION</b> to Accept the Finance & Audit Committee Report | Michelle Lockie |
| <b>8 (10 min)</b> | <b>Governance &amp; Nominating Committee</b><br>Report from the Committee <ul style="list-style-type: none"> <li>D3 – Donation Policy</li> </ul> <b>MOTION</b> to Approve Development Policy D3 as updated.<br><br><b>MOTION</b> to Accept the Governance & Nominating Committee Report                             | Edlene Antonio  |
| <b>9 (10 min)</b> | <b>Development Committee</b><br>Report from the Committee <ul style="list-style-type: none"> <li>2023 YTD report</li> <li>Ambassador roles for Committee and Board</li> </ul> <b>MOTION</b> to Accept the Development Committee Report                                                                              | Morry Patoka    |
| <b>10</b>         | <b>New Business</b> <ul style="list-style-type: none"> <li>2024-2026 Strategic Plan (John)</li> </ul>                                                                                                                                                                                                               | ALL             |
| <b>11</b>         | <b>Next Meetings</b><br>November 13, 2023 at 6pm – Budget Presentation at Council Chambers<br>November 15, 2023 at 7pm – Regular Board meeting                                                                                                                                                                      |                 |
| <b>12</b>         | <b>MOTION</b> to Adjourn Meeting                                                                                                                                                                                                                                                                                    | ALL             |

**MINUTES**  
**Board of Directors Meeting #8 2023**  
**HYBRID (in person and virtual)**  
**Tannery Room, Aurora Town Hall**

**Wednesday October 18, 2023 @ 7pm**

**John De Faveri, Chair**

**In attendance:** John De Faveri (Chair), Morry Patoka, Michelle Lockie, Alicia Lauzon, Parisa Sabat, Edlene Antonio, Mandana Gholami Mobarakabadi, Anita Townsend, Michael Thompson

**Regrets:** Sharon Kelly, Damien Chan, Harold Kim

**Guests:** Samantha Evans and Cheryl Hung from Dig Insights

**Staff:** Suzanne Haines, Jane Taylor

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>1 (1 min)</b>  | <p>Agenda<br/> <b>MOTION</b> to Approve the Agenda<br/> Moved: Morry Patoka<br/> 2<sup>nd</sup>: Anita Townsend<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                                                      | John De Faveri                                                                                    |
| <b>2 (1 min)</b>  | <p>Previous Minutes<br/> <b>MOTION</b> to approve the minutes for the Board meeting on September 13, 2023<br/> Moved: Edlene Antonio<br/> 2<sup>nd</sup>: Michelle Lockie<br/> CARRIED</p>                                                                                                                                                                                                                                                                                            | John De Faveri                                                                                    |
| <b>3 (1 min)</b>  | <p><b>Statements of Conflict of Interest</b><br/> none</p>                                                                                                                                                                                                                                                                                                                                                                                                                            | ALL                                                                                               |
| <b>4 (45 min)</b> | <p><b>Outreach Committee Report</b></p> <ul style="list-style-type: none"> <li>Presentation from Dig Insights – Community-wide Arts Survey</li> </ul> <p>Report distributed to the Board to review in whole.<br/> <b>ACTION:</b> Dig to pull statistics from data of those who do not attend events to outline what they are looking for</p> <p><b>MOTION</b> to Accept the Outreach Committee Report<br/> Moved: Michelle Lockie<br/> 2<sup>nd</sup>: Alicia Lauzon<br/> CARRIED</p> | <p>Anita Townsend<br/> Guests:<br/> Samantha Evans<br/> Cheryl Hung</p> <p>Staff: Jane Taylor</p> |
| <b>5 (5 min)</b>  | <p><b>Executive Director Report</b></p> <ul style="list-style-type: none"> <li>Monthly Report – reporting on September activity</li> </ul>                                                                                                                                                                                                                                                                                                                                            | Suzanne Haines                                                                                    |

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|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|            | <p><b>MOTION</b> to Receive the Executive Director Report<br/> Moved: Morry Patoka<br/> 2<sup>nd</sup>: Anita Townsend<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |
| 6 (20 min) | <p><b>Executive/Facility Task Force Committee</b><br/> Report from the committee</p> <ul style="list-style-type: none"> <li>• July 20, 2023 Executive Committee Meeting</li> <li>• August 11, 2023 Executive Committee Meeting</li> <li>• October 13, 2023 Facility Task Force Meeting</li> <li>• New HR policies <ul style="list-style-type: none"> <li>○ Staff Discounts</li> <li>○ Staff Expenses and Credit Cards</li> </ul> </li> <li>• 2024 Board meeting dates</li> </ul> <p><b>MOTION</b> to approve the 2024 Board meeting dates<br/> Moved: Anita Townsend<br/> 2<sup>nd</sup>: Michelle Lockie<br/> CARRIED</p> <p><b>MOTION</b> to Accept the Facility Task Force Report<br/> Moved: Mandana Gholami Mobarakabadi<br/> 2<sup>nd</sup>: Morry Patoka<br/> CARRIED</p> <p><b>MOTION</b> to Accept the Executive Committee Report<br/> Moved: Morry Patoka<br/> 2<sup>nd</sup>: Anita Townsend<br/> CARRIED</p> | John De Faveri  |
| 7 (10 min) | <p><b>Finance &amp; Audit Committee</b><br/> Report from the committee</p> <ul style="list-style-type: none"> <li>• Interim Financial Statement to August 31, 2023</li> <li>• Review of Finance Policies</li> <li>• Budget presentation, to be tabled in November</li> </ul> <p>The committee reviewed Finance policies F1, F2, F3 and F4 with no changes.</p> <p><b>MOTION</b> to Approve the Interim Financial Statements to August 31, 2023<br/> Moved: Mandana Gholami Mobarakabadi<br/> 2<sup>nd</sup>: Anita Townsend<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                             | Michelle Lockie |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
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|            | <p><b>MOTION</b> to Accept the Finance &amp; Audit Committee Report<br/> Moved: Mandana Gholami Mobarakabadi<br/> 2<sup>nd</sup>: Edlene Antonio<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |
| 8 (10 min) | <p><b>Governance &amp; Nominating Committee</b><br/> Report from the Committee</p> <ul style="list-style-type: none"> <li>D3 – Donation Policy</li> </ul> <p><b>MOTION</b> to Approve Development Policy D3 as updated.<br/> Moved: Morry Patoka<br/> 2<sup>nd</sup>: Michelle Lockie<br/> CARRIED</p> <p><b>MOTION</b> to Accept the Governance &amp; Nominating Committee Report<br/> Moved: Mandana Gholami Mobarakabadi<br/> 2<sup>nd</sup>: Morry Patoka<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                       | Edlene Antonio |
| 9 (10 min) | <p><b>Development Committee</b><br/> Report from the Committee</p> <ul style="list-style-type: none"> <li>2023 YTD report</li> <li>Ambassador roles for Committee and Board</li> </ul> <p><b>MOTION</b> to Accept the Development Committee Report<br/> Moved: Mandana Gholami Mobarakabadi<br/> 2<sup>nd</sup>: Anita Townsend<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Morry Patoka   |
| 10         | <p><b>New Business</b></p> <ul style="list-style-type: none"> <li>2024-2025 Strategic Plan (John)</li> </ul> <p>The Board will be hosting a 4-hour strategic planning session at a time when we hope most can attend. Staff to send out doodle poll to find an appropriate time in the next month.<br/> Morry has offered to facilitate the strategic planning sessions and Anita has agreed to create the copy for the document.<br/> The first session will be a working session followed by a concentrated session with the Board to complete the work. The plan is to have a 2024-2025 strategic plan document completed by the end of 2023.</p> <ul style="list-style-type: none"> <li>Economic Impact Report</li> </ul> <p>Staff created a new relationship with the University Consulting</p> | ALL            |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
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|           | <p>Group (UCG). UCG is made up of graduate students who offer their services to not-for-profit charities to complete a task. Projects are chosen based on the needs of the organization, the availability of academic advisors to support the team of graduate students, and the timelines for the project. Our study and report will be completed from October – December 2023.</p> <p>An economic impact report allows the ACC to have definitive information about what investment means (funding by all levels of government, sponsors, and donors) leverages in the local economy. The economic impact study process includes a survey of our patrons and a survey of our artists/creatives to understand behaviour when they are engaged with us. UCG also reviews our financial statements, investment in the community, and salaries for induced impact. The report will be helpful to understand what we generate today as a baseline to be compared to future economic impact once Aurora Town Square is fully operational.</p> |     |
| <b>11</b> | <p><b>Next Meetings</b><br/> November 13, 2023 at 6pm – Budget Presentation at Council Chambers<br/> November 15, 2023 at 7pm – Regular Board meeting</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| <b>12</b> | <p><b>MOTION</b> to Adjourn Meeting</p> <p>Meeting adjourned at 8:59pm</p> <p>Moved: Morry Patoka<br/> 2<sup>nd</sup>: Michelle Lockie<br/> CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ALL |

Signed,

Parisa Sabet  
Secretary of the Board

September 2023

## Special Events

### Aurora Multicultural Festival

September 23, 2023

Aurora Town Park

<https://auroraculturalcentre.ca/event/multicultural-festival-2023/>



*Artist Andrew Cheddie Sookrah with participants at Multicultural Festival*



*Family partaking in the gold-sheet calligraphy workshop.*

As part of Culture Days 2023, we were back at the Aurora Multicultural Festival for another year of fun and immersive programming, for all ages! Visitors joined us in our booth in the Community Zone for a variety of drop-in activities led by a curated selection of arts professionals.

9:30 am – 12:00 pm

**Bead Art Painting: Exploring Métis Floral Traditions** - Artist Marissa Magneson introduced traditional Métis floral beadwork characteristics and then invited people to create their own painting where each dot represents a bead. Bead Art Painting is a contemporary Métis artform founded by Christi Belcourt in the 1990's. The style pulls from Traditional Métis Floral beadwork.

12:30 pm – 2:30 pm

**Gold-Sheet Calligraphy and Contemporary Expression Workshop** - Artist Elsa Hashemi familiarized people with 'Gold-sheet Calligraphy Writing' and how to use gold adhesives

and gold sheets to create a beautifully designed calligraphy-painting art inspired by Iranian calligraphy (Khoshnevisi). She motivated them to create their own background on cardboard and design an abstract use of alphabets and poems in a contemporary way. Students created what they really feel about written words, literature and the alphabet; not technically, but emotionally.

9:30 am – 2:30 pm

**Artist-in-booth: Andrew Cheddie Sookrah** - A raw colourist with bright and confident brushwork, Sookrah's compositions express his adoration for the Canadian landscape and the natural, unified elements within. He has travelled as far North as the Arctic / Yukon, as West as Haida Gwaii, and East as Newfoundland. Too the booth, Sookrah brought creations from his latest Canadian backcountry excursions to Nahanni National Park Reserve and Gros Morne National Park and demonstrated on some works in-progress throughout the day.

## **Camp Retrospective: A Journey Through Young Artistry**

September 25 – October 14, 2023

Temporary Gallery Location: Aurora Town Hall, Third Floor

<https://auroraculturalcentre.ca/event/camp-retrospective/>

Now announcing *Camp Retrospective: A Journey Through Young Artistry* – a pop-up exhibition as part of Culture Days 2023! This exhibition features artwork by the talented young artists of our 2023 Summer Camps. It is located on the 3rd floor of Aurora Town Hall (our temporary home) and runs from September 25 – October 14.

## **Newcomer Community Event**

September 28, 2023

Dr. G. W. Williams Secondary School

Our communications and education staff took part in a community event based at Dr. G. W. Williams Secondary School. The Aurora Cultural Centre was one of several community organizations providing outreach and programming information on free services and resources for newcomer families looking for support, strengthening our community together.

## **ATS Outreach at Metrolinx GO Transit**

September 27, 2023

Aurora GO Transit Station



*Jane Taylor and Jessica Falcioni at Newcomer Community Event.*

In partnership with Aurora Town Square's (ATS) marketing team, communications manager Jane Taylor provided outreach to the morning commuters about the ACC in town square and our current programming. With giveaways and event flyers, we informed commuters that we have quality events and activities at their doorstep.

## Performing Arts Programs

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

### Upcoming Performing Arts Events

#### **Joe Sealy & Paul Novotny supported by Thompson Egbo-Egbo**

October 20, 2023 at 7:30pm

Trinity Anglican Church

<https://auroraculturalcentre.ca/event/joe-sealy-thompson-egbo-egbo/>

#### **Basia Bulat**

November 4, 2023 at 7:30pm

NC Aurora Armoury

<https://auroraculturalcentre.ca/event/basia-bulat/>

## Gallery Programs

#### **A Path to Totality**

Solo Exhibition by Vicky Talwar

Opening Reception: September 14, 2023 at 7pm

In person: September 9 – November 18, 2023

Online: September 11 – December 1, 2023

Temporary Gallery Location: Aurora Town Hall, Second Floor

<https://auroraculturalcentre.ca/event/a-path-to-totality/>



*Transcendence (2023). Vicky Talwar. Acrylic and mixed media on canvas. 30 x 70 in (triptych).*

*A Path to Totality* seeks to bring together the multi-media manifestations of Talwar's research to form an immersive space for meditation and self-reflection, while encouraging others to contemplate on their own journey through life.

Talwar's paintings are recognizable by their vibrant, evocative colours and dream-like, tactile surfaces. Layers of translucent media atop each canvas brings forth an illusory visual effect, with painted mala, abstract shapes, flowers, and other elements of nature dancing to the surface. Himalayan pink salt is utilized in the process for textural effects and symbolic meanings. Bordering somewhere between imagination and reality, works are unplanned and painted directly from the artist's intuition. Accompanying Talwar's paintings are three immersive installations, which each use Himalayan pink salt rocks as one of their main mediums. Mandalas, depicted in *Opening into Transcendence*, and *A Return to Wholeness*, are an essential symbol in Talwar's practice. The bright colours of the salt within each mandala obtain their hue from dyes within her paintings.

Vicky Talwar is an interdisciplinary artist who draws upon her personal experience as a Hindu Canadian to produce painting, mixed media, performance, and installation artworks. Talwar holds a BFA and MFA in Art, Media, & design from the Ontario College of Art and Design (OCADU), as well as a Bachelor of Education from York University. She has exhibited her work nationally and internationally, including Toronto, Canmore, Los Angeles, New York, the United Kingdom, and more. In completing MFA at OCADU, Talwar exhibited her solo thesis exhibition, *Inward Identities*, at Latcham Arts Centre. Recently, she exhibited her solo exhibition, *Enlightened Mind* at Station Gallery. She has also participated in multiple group and solo exhibitions, including Hashtag Gallery (Toronto), Elevation Gallery (Canmore, AB), and The Elaine Fleck Gallery (Toronto). In 2017, she was awarded the Juror's Award for the Annual Juried Exhibition by Latcham Art Centre. Her work has been acquired in a permanent collection for international display by the Global Affairs Canada Visual Art Collection.

## 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 Topic         | Related Exhibition                             | Date Posted        |
|------------------------|------------------------------------------------|--------------------|
| Mid-Exhibition Harvest | Letters to the Earth: Between Despair and Hope | September 2, 2023  |
| Installation Part 1    | A Path to Totality                             | September 15, 2023 |
| Installation Part 2    | A Path to Totality                             | September 19, 2023 |
| Opening Reception      | A Path to Totality                             | September 19, 2023 |

## Upcoming Gallery Exhibit

### Perennial Darkness

Open Call Group Exhibition

In person: December 2 – January 27, 2024

## **Education Programs**

### **Term Classes, Workshops and Short Courses**

The Fall term education programs begin in September and run into mid-December, including workshops and PA Day programs. For classes started in September, we offered seven programs for adults and four programs for youth (4 – 15 years). Our commitment to providing a vibrant and inclusive learning environment was evident in the range of classes offered and the positive feedback received from participants. Below is a listing of those programs and their target age group. To see current educational offerings please visit: <https://auroraculturalcentre.ca/adult-classes/> or <https://auroraculturalcentre.ca/childrens-classes/>

| <b>Program</b>                                  | <b>Dates</b>               | <b>Age</b> | <b>Enrolled</b> | <b>Capacity</b> | <b>Percentage</b> |
|-------------------------------------------------|----------------------------|------------|-----------------|-----------------|-------------------|
| PA Day                                          | September 22               | 4 - 12     | 18              | 18              | 100%              |
| Wood Carving                                    | September 25 – November 6  | 16+        | 7               | 10              | 70%               |
| Expand Your Horizons in Acrylics Level 2        | September 26 – November 14 | 16+        | 12              | 12              | 100%              |
| Start Painting Now with Acrylics                | September 26 – November 14 | 16+        | 4               | 12              | 33%               |
| Exploring Watercolours (Intermediate/ Advanced) | September 27 – November 15 | 16+        | 12              | 12              | 100%              |
| Ukulele for Beginners                           | September 27 – November 15 | 16+        | 9               | 12              | 75%               |
| Beginning Guitar                                | September 27 – November 15 | 16+        | 11              | 12              | 92%               |
| Watercolours: Basics and Beyond                 | September 28 – November 16 | 16+        | 11              | 12              | 92%               |
| [After School] Comic Drawing                    | September 25 – November 20 | 7 - 10     | 12              | 12              | 100%              |
| Around the World with Art                       | September 30 – November 25 | 7 - 10     | 11              | 12              | 92%               |
| Famous Artists & Their Styles                   | September 30 – November 25 | 11 - 15    | 6               | 12              | 50%               |

### **Kaleidoscope in the Schools (KITS)**

The KITS 2023-2024 season is 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.

Through September we have been receiving booking forms and contacting schools about available shows. School principals make their show selections through our website:

<https://auroraculturalcentre.ca/kaleidoscope-in-the-schools/>

## KITS 2023-24 Season Productions

| Artists / Production Company           | Production Title                             | Language English (E) and/or French (F) | 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                         | Anasi and the Turtle Go To Dinner            | E                                      | Theatre                  | Black History                 |

### Administration

- We hosted a team day at Cedar Glen YMCA on September 21 for the team to hear the results of the community survey, brainstorm inspiration for our next marketing design firm, discuss strategic objectives moving into the 2024-2026 plan, and engage in team building activities.
- Communication on transitioning Town visual arts programs to ACC has started with instructors. This will begin in Aurora Town Square during the Spring session.
- We have been accepted as a partner in the University Consulting Group (UCG) projects for the fall. We are paired with 6 graduate students who are preparing an economic impact report for the Aurora Cultural Centre based on direct, indirect, and induced impacts. We expect to have the final report by early December.
- Submitted OAC grant for Music presenting in 2024.
- Planning for Season Launch of Phase 2 of Voices of the World performing arts programs to take place on **November 21, 2023 at 7:30pm at the Aurora Armoury.**

### Human Resources

- Melanie Ryan joined us as our new part-time Finance Associate on September 20, 2023. Welcome Melanie!
- We are currently hiring for a Customer Service Representative to backfill a vacancy for a temporary assignment.

### 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 3<sup>rd</sup> floor entrance on Saturdays and for after hours special events.

- **Update:** Health & safety information for the Aurora Town Square Program Rooms and Aurora Town Hall 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.
- Fall educational programs have returned to Aurora Town Hall, except the children's programs that run during the day. Daytime children's programs are offered in the Program Room at Aurora Town Square.
- We share our office space with the Town Engineering department. Engineering requires public access effective immediately, so our offices are now publicly accessible. Public access our offices through the main doors of Aurora Town Hall and come to the 3<sup>rd</sup> floor. We are responding with signage and staffing solutions for our office during Town Hall business hours.

### **Aurora Town Square**

- Presented to Aurora Town Council on September 25, 2023 on ACC programs to be in Aurora Town Square. ACC Aurora Town Square staffing report was also tabled and received as information.
- Prepared a staffing report to show the allocation from the 2019 Business Plan to the 2024-2026 staffing plan as information for Aurora Town Council
- Attended October 3, 2023 General Committee Meeting to support the 2024-2026 Aurora Town Square Business Plan to be approved by Aurora Town Council.
- ACC staff received an in service from Town staff on ActiveNet, the Town booking system for rooms and the system that will be processing our education registrations. We are required to submit our information to Town staff who input information into the system. We have access to viewing and reporting.
- ACC Staff completed first draft of Technical and Front of House questionnaires for clients booking Aurora Town Square. Final will need to be inclusive of actual equipment installed. Awaiting final lists from the contractors.
- ACC Staff building preliminary policy for operating production and front of house elements at Aurora Town Square. In conversation with Town staff to receive customer service policies already in place.

### **Board Activities**

Executive Committee Meeting: none

Development Committee Meeting: October 16

Facility Task Force Meeting: October 13

Finance & Audit Committee Meeting: October 12

Governance & Nominating Committee Meeting: October 13

Outreach Committee Meeting: October 16

Meetings with Town Councillors: September 14 - 23

**Community Connections/Artistic Events**

- Monthly meeting with Director of Community Services
- Cultural Partners monthly meeting; planning for Culture Days
- Multicultural Festival: September 23
- Town of Aurora Economic Development Strategy sessions

Respectfully Submitted by

Suzanne Haines  
Executive Director