Aurora Cultural Centre

AGENDA

Board of Directors Meeting #10 2023
HYBRID (in person and virtual)
Tannery Room, Aurora Town Hall
Wednesday December 13, 2023 @ 7pm

Join on your computer, mobile app or room device
Click here to join the meeting
Meeting ID: 285 909 610 18
Passcode: AAJRh9
Download Teams | Join on the web

John De Faveri, Chair

1 (1 min)	Agenda **MOTION** to Approve the Agenda	John De Faveri
2 (2 min)	Previous Minutes **MOTION** to approve the minutes for the Board meeting on October 18, 2023 and November 15, 2023 as presented	John De Faveri
2 (1 min)	**Statements of Conflict of Interest**	ALL
3 (45 min)	**2024-2025 Strategic Plan** • Idea Prioritization • Next Steps	Morry Patoka
3 (5 min)	**Executive Director Report** • Monthly Report – reporting on November activity **MOTION** to Receive the Executive Director Report	Suzanne Haines
4 (30 min)	**Finance & Audit Committee** Report from the committee • Update on Budget Presentation to Town Council on November 30, 2023 • Review of F5 Working Capital & Reserves Policy **MOTION** to Acknowledge the review of F5: Working Capital & Reserves Policy with no changes. • Interim Financial Statement to October 31, 2023	Michelle Lockie

	MOTION to Approve the Interim Financial Statements to September 30, 2023 • Revised 2024 Budget for approval **MOTION** to Approve the Revised 2024 Budget **MOTION** to Accept the Finance & Audit Committee Report	
5 (15 min)	**Development Committee** Report from the Committee • 2023 YTD report and new projections • 2024 Revised Budget • Ambassador roles for Committee and Board **MOTION** to Accept the Development Committee Report	Morry Patoka
6 (10 min)	**Outreach Committee Report** Report from the committee **MOTION** to Accept the Outreach Committee Report	Anita Townsend
7 (15 min)	**Governance & Nominating Committee** Report from the Committee • Quarterly Risk Assessment • F6 Procurement Policy - updated **MOTION** to Accept the Quarterly Risk Assessment as presented. **MOTION** to Approve F6 Procurement Policy update as presented. **MOTION** to Accept the Governance & Nominating Committee Report	Parisa Sabat
8 (10 min)	**Facility Task Force** Report from the Committee • Agreements next steps **MOTION** to Accept the Facility Task Force Report	John De Faveri
9 (5 min)	**Executive Committee** Report from the Committee • Terms of Reference 4: Executive Committee • Terms of Reference 5: Board of Directors • ED Performance Review and 2024 Goals	John De Faveri

	MOTION to Acknowledge the review of Terms of Reference 4 and 5 with no changes. **MOTION** to Accept the Executive Committee Report	
8	**New Business**	ALL
9	**Next Meeting** • January 17, 2024 at 7pm	
10	**MOTION** to Adjourn Meeting	ALL

Aurora Cultural Centre

Minutes

Board of Directors Meeting #10 2023
HYBRID (in person and virtual)
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John De Faveri, Chair

Attendance: Parisa Sabet, John De Faveri (Chair), Edlene Antonio, Michelle Lockie, Anita Townsend, Morry Patoka

Regrets: Damien Chan, Mandana Gholami Gholami Mobarakabadi, Sharon Kelly, Alicia Lauzon

Staff: Suzanne Haines (Executive Director)

1 (1 min)	Agenda **MOTION** to Approve the Agenda MOVED: Michelle Lockie 2nd by: Morry Patoka CARRIED	John De Faveri
2 (2 min)	Previous Minutes **MOTION** to approve the minutes for the Board meeting on October 18, 2023 and November 15, 2023 as presented MOVED: Edlene Antonio 2nd by: Anita Townsend CARRIED	John De Faveri
2 (1 min)	**Statements of Conflict of Interest**	ALL
3 (45 min)	**2024-2025 Strategic Plan** ● Idea Prioritization ● Next Steps	Morry Patoka
3 (5 min)	**Executive Director Report** ● Monthly Report – reporting on November activity **MOTION** to Receive the Executive Director Report MOVED: Morry Patoka 2nd by: Edlene Antonio CARRIED	Suzanne Haines

4 (30 min)	**Finance & Audit Committee** Report from the committee ● Update on Budget Presentation to Town Council on November 30, 2023 ● Review of F5 Working Capital & Reserves Policy **MOTION** to Acknowledge the review of F5: Working Capital & Reserves Policy with no changes. ● Interim Financial Statement to October 31, 2023 MOVED: Morry Patoka 2nd by: Anita Townsend CARRIED	Michelle Lockie

	MOTION to Approve the Interim Financial Statements to October 31, 2023 ● Revised 2024 Budget for approval MOVED: Morry Patoka 2nd by: Edlene Antonio CARRIED **MOTION** to Approve the Revised 2024 Budget MOVED: Anita Townsend 2nd by: Edlene Antonio CARRIED **MOTION** to Accept the Finance & Audit Committee Report MOVED: Edlene Antonio 2nd: Morry Patoka	
5 (15 min)	**Development Committee** Report from the Committee ● 2023 YTD report and new projections ● 2024 Revised Budget ● Ambassador roles for Committee and Board **MOTION** to Accept the Development Committee Report MOVED: Michelle Lockie 2nd by: Anita Townsend CARRIED	Morry Patoka

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8 (10 min)	**Facility Task Force** Report from the Committee ● Agreements next steps **MOTION** to Accept the Facility Task Force Report MOVED: Morry Patoka 2nd by: Anita Townsend CARRIED	John De Faveri
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	MOTION to Acknowledge the review of Terms of Reference 4 and 5 with no changes. MOVED: Michelle Lockie 2nd by: Edlene Antonio CARRIED **MOTION** to Accept the Executive Committee Report MOVED: Morry Patoka 2nd by: Anita Townsend CARRIED	
8	**New Business**	ALL
9	**Next Meeting** ● January 17, 2024 at 7pm	
10	**MOTION** to Adjourn Meeting MOVED: Morry Patoka 2nd by: Michelle Lockie CARRIED Meeting adjourn at: 8:32	ALL

Signed

Parisa Sabet
Secretary, Executive Committee

Aurora Cultural Centre

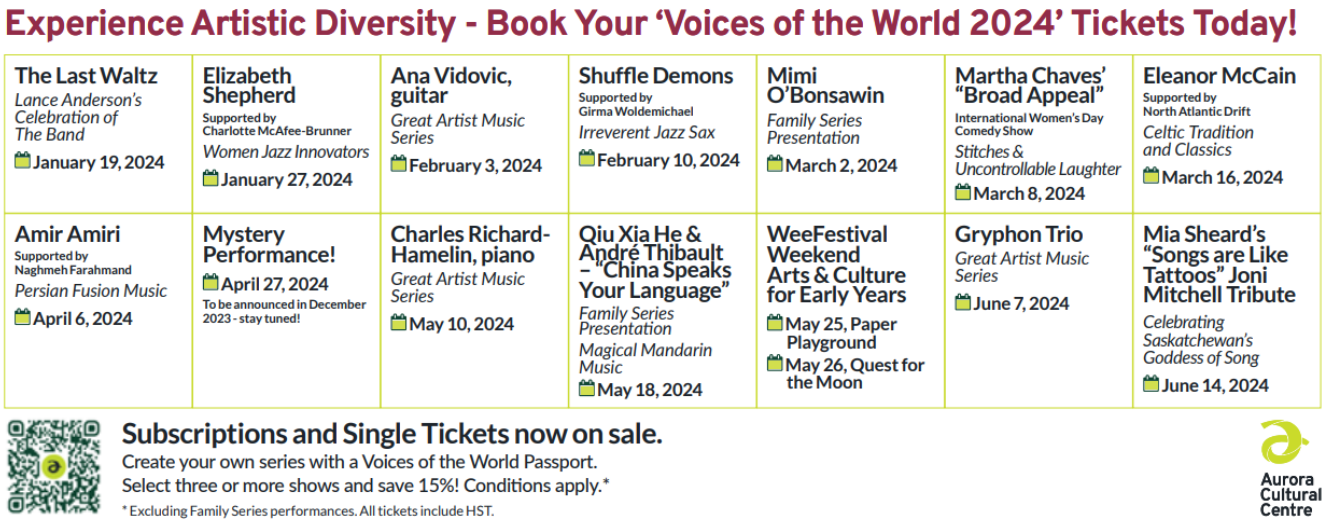
Board of Directors –December 2023
EXECUTIVE DIRECTOR'S UPDATE

November 2023

Special Events

Voices of the World 2024 Digital Season Launch

November 21, 2023 – Digital Presentation is Now Available Online
https://auroraculturalcentre.ca/performing-arts/



Discover the new season of Aurora Cultural Centre performing arts events from February - June 2024. An exciting and diverse collection that represents voices from around the globe! From classic rock, virtuosic funk and luminous jazz, to Celtic folk, a comedy show for International Women's Day - and so much more. Presented by Derek Andrews, Performing Arts Manager and Bonnie Kraft, Co-Artistic Director of the Great Artist Music Series, with the participation of Suzanne Haines, Executive Director, Glenn Coulson, Development Officer, and John De Faveri, President of the Aurora Cultural Centre Board of Directors. Tickets and subscription packages were on sale starting November 21, 2023 at 1 pm.

Video of Feb-June 2024 Launch

Performing Arts Programs

Basia Bulat

November 4, 2023 at 7:30pm
NC Aurora Armoury
Attendance: 132 (160 capacity)
https://auroraculturalcentre.ca/event/basia-bulat/

In addition to her powerhouse voice, Bulat is an accomplished multi-instrumentalist, recording and performing on electric guitar, piano, autoharp, ukulele, bass and charango.

Bulat is a three-time Polaris Music Prize finalist and has been nominated for three Juno Awards. Over the course of five albums, she has brought together an intrinsic contemporary sound with a love of classic folk, country and R&B songwriting.

Philip Chiu
November 16, 2023 at 7:30pm
Trinity Anglican Church
Attendance: 112 (257 capacity) plus 64 livestream views
https://auroraculturalcentre.ca/event/philip-chiu/

Winner of the 2023 JUNO award for Solo Classical Album of the Year, Canadian pianist Philip Chiu captivates listeners with pianistic brilliance, engaging storytelling, and a welcoming stage presence that favours openness, authenticity, and connection with audiences.

David Francey
November 24, 2023 at 7:30pm
NC Aurora Armoury
Attendance: 164 (183 Capacity)
https://auroraculturalcentre.ca/event/david-francey/

Scottish born folk poet and singer abandoned a carpentry career for music. This turned out handy for the shelf full of JUNO Awards and numerous accolades acquired over the eleven record releases spanning his career. David chronicles the lives of the working Canadian with humour, and "open hearted" singing style and acute observations in his storytelling. David hails from Lanark County on the edge of the Ottawa Valley.

Upcoming Performing Arts Events

Windborne supported by FreePlay Duo
December 2, 2023 at 7:30pm
NC Aurora Armoury
https://auroraculturalcentre.ca/event/windborne-freeplay/

Ariko – Family Holiday Show
December 16, 2023 at 11am
NC Aurora Armoury
https://auroraculturalcentre.ca/event/ariko/

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/

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.

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
Found Object Mandala Workshop	A Path to Totality	November 2, 2023

Upcoming Gallery Exhibit

Perennial Darkness
Open Call Group Exhibition
In person: December 2 – January 27, 2024
Temporary Gallery Location: Aurora Town Hall, Second Floor
https://auroraculturalcentre.ca/event/perennial-darkness/

Education Programs

Term Classes, Workshops and Short Courses

The Fall term education programs began in September and run into mid-December, including workshops and PA Day programs. In November, we additionally offered two workshops for adults and a PA Day program for youth 4 – 12 years. Our commitment to providing a vibrant and inclusive learning environment is evident in the range of classes offered and the positive feedback received from participants. Below is a listing of the programs running through November, their target age group and enrollment. To see current educational offerings please visit: https://auroraculturalcentre.ca/adult-classes/ or https://auroraculturalcentre.ca/childrens-classes/

Program	Dates	Age	Enrolled	Capacity	Percentage
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%
Drawing & Sketching	November 13 – December 11	16+	14	14	100%
PA Day Program	November 17	4 - 12	15	17	88%
Pointed Pen Calligraphy	November 19	16+	6	10	60%
Crepe Paper Flowers	November 26	16+	11	14	79%

Kaleidoscope in the Schools (KITS)

The KITS 2023-2024 season is available to 52 elementary schools. 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 make their show selections through our website: https://auroraculturalcentre.ca/kaleidoscope-in-the-schools/

The 2023-24 KITS season tour began in November 2023 with *Carnival of Animals* by Tottering Biped Theatre and *Tales of Goddesses and A Painter* by Little Pear Garden Dance. In November alone we have reached approximately 2,466 students (JK – Grade 4) and their teachers with live arts performances and additional artist workshops with grade 4 classes.

KITS 2023-24 November Tour Schedule

Date	Performance	School	Community	Students
November 7, 2023	Carnival of Animals	Unionville Meadows Public School	Markham	500
November 20, 2023	Tales of Goddesses and A Painter	Maple Leaf Public School	Newmarket	430
November 21, 2023	Tales of Goddesses and A Painter	Aurora Grove Public School	Aurora	430
November 22, 2023	Tales of Goddesses and A Painter	Wilclay Public School	Markham	430
November 23, 2023	Tales of Goddesses and A Painter	Light of Christ Catholic Elementary School	Aurora	239
November 28, 2023	Carnival of Animals	Canadian Martyrs Catholic Elementary School	Newmarket	320

Administration

- Met with Deanna Fry, consultant recommended by Indigenous Elders to support creation of land acknowledgements for staff and Board. A 3-hour in person session will be announced for late January to support greater understanding, learning, and ease of application of land

acknowledgement throughout our programs. Board and staff are welcome.
- Economic Impact Study results will be presented to staff on December 9, 2023
- The RFP for a new graphic design firm is available. Please share with your networks: https://auroraculturalcentre.ca/work-with-us/
- Completing Canada Summer Jobs, Young Canada Works and Ontario Summer Employment Opportunities in December to meet early deadlines in January.
- A staff strategic planning session is scheduled for December 15 to activate the plan recommendations from the December Board meeting.
- Cybersecurity is a priority for the ACC and the Town of Aurora. We are invited to training and supports offered by the Town and will be migrated to improved systems that both enable better staff access and improve security. We are grateful for the work of the IT team.

Human Resources
- The Aurora Cultural Centre will be closed from December 23 – January 1, 2024 inclusive.
- I will be away from December 18 – January 7 inclusive. Jane Taylor, Communications Manager, will be Manager on Duty while I am away.

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.
- Health & safety information for the Aurora Town Square Program Rooms and Aurora Town Hall from Town – we continue to wait for policies from Town staff.
- Our program room at Town Hall is leaking again. Facilities have been advised. There is no indication of when it will be repaired. We have two more weeks of classes and if not repaired, this will affect our ability to use the Program Room January – March 2024.

Aurora Town Square
- ACC educational program registrations will be active with Town CSR as of March 15, 2023 in ActiveNet. Our education programs will be in the Program guide sorted by type and available to the public through e-Play starting with the spring/summer guide.
- The performance hall fit-up is expected to start in January. We will be consulting on the installation. Performance Hall equipment has been procured without review of the final orders. We are awaiting PO's to enable an appropriate review and preparation for our technical consultation.
- The RFP for a Lighting Designer for the Brevik Hall lighting as part of the larger upgrade of Brevik Hall technology.

Board Activities
Executive Committee Meeting: via email
Development Committee Meeting: December 5
Facility Task Force Meeting: none – November 30
Finance & Audit Committee Meeting: December 5
Governance & Nominating Committee Meeting: December 7
Outreach Committee Meeting: December 11

Community Connections/Artistic Events

- CAPACOA National Presenting Conference, Ottawa Nov 4 – 8, 2023
- Monthly meeting with Director of Community Services
- Cultural Partners monthly meetings
- Culture Days, October 14, 2023
- Informal mentorship with Phiona Durrant, Aurora Black Community Gala
- Informal mentorship with Niell Kernohan, Theatre Aurora

Respectfully Submitted by

Suzanne Haines
Executive Director