



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting AGENDA – Monday, April 27, 2015

If you cannot attend, please call the office with your regrets.

Applegrove's mission is to be a neighbourhood partnership fostering community through social and informative programs for individuals and families.

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions

3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

7. Minutes of the last meetings (*attached*): to be accepted
 - 7.1. Minutes of the February 23 Board of Directors Meeting
 - 7.2. Minutes of the March 23 Special Board Meeting

7:05

8. Finance
 - 8.1. 2015 Audited Financial Statements and Management Letter (*attached*): to be endorsed
 - 8.2. 2015 Year-To-Date Financial Report: (*to be circulated at the meeting; see Executive Director's Report*) for information

7:30

9. Terms of Office, Officers and Committees (*see attached Procedural Bylaw*): for decisions
 - 9.1. Select Officers
 - 9.2. Select Committee Members (Personnel, Revenue Generation, Community Integration)

8:00

10. Directors' Concerns

8:05

11. Adjournment



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Board of Management Meeting AGENDA -- Monday, April 27, 2015

8:10

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the February 23 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee Report (*attached*): for information

8:40

- E. Executive Director's Report (*attached*): to be accepted
- F. Correspondence List (*to be distributed at the meeting*): for information and decisions

8:50

- G. Adjournment

Next Meetings and Events

Next regular Board meeting: May 25 at 7 p.m.



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Minutes of the Board of Directors Meeting February 23, 2015

A neighbourhood partnership fostering community
through social and informative programs for individuals and families.

Present: Lynne Gray, Vai Teng Law, Ann McKechnie (Chair), Councillor McMahon, Chris Sulway, Antoine Tedesco
Regrets: Tolga Ay, Irene Buncel
Absent: Kyle Brown, Neil Sinclair
Staff: Susan Fletcher, Louise Maynard, May Seto (Recorder)
Guests: Ed Birnbaum, Sabrina Dias, Matt Kindbom, Mercedes Lee, Jean Lim

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Ann called the meeting to order. Quorum of 6 Directors (including the Councillor) was achieved. By consensus, the agenda was adopted as amended.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Timekeeper for meeting – Vai Teng

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes

Minutes of the January 26 Board of Directors Meeting

MOTION (Gray/Sulway)
To accept the minutes of January 26.
Carried

8. Finance and Fundraising

8.1. 2014 Draft Financial Report: for information

Susan provided an update and answered any questions that Members had.



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9. Strategic Planning

9.1. Program Development

Louise provided an Edgewood update and informed members of our plans to run program until the end of June at Rebellion Gallery, once specific improvements to the space were completed. The estimated start time will be the week after March Break. Program will continue to run Wednesday evenings in the PC drop-in from 5:30 to 7:30. The hours at Rebellion Gallery will be Tuesday and Wednesdays from 12 noon to 3 p.m. Applegrove will also do some long term planning to identify the best location for Edgewood as a permanent home.

10. Revenue Generation Committee Report

10.1. Discussion and decisions regarding revenues and fees

Susan provided an update from the Revenue Generation Committee and members discussed importance of spending and the Applegrove surplus.

MOTION (McKechnie/Tedesco)

To discuss this item in camera as it deals with identifiable individuals or confidential information.

Carried

MOTION (Sulway/McKechnie)

To return to the public meeting.

Carried

MOTION (Sulway/Gray)

To undertake activities noted below in 2015 with Revenue Generation Committee to identify and evaluate the effectiveness and sustainability for 2016, such activities to include membership, teen program, Program Assistant, and Full Year Child and Youth Worker

Carried

10.2. Decision on Applicable Budget

MOTION (McKechnie/Gray)

To defer consideration of Applicable timing and budget to a special Board meeting on March 23.

Carried

10.3. Discussion of EchoAge and alternatives

Susan is meeting with a local business to discuss how a gift/donation process might work. Revenue projections for this activity were deferred.



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11. Community Integration Committee Report

Vai Teng presented the report. Antoine brought a demo of the proposed website for members to see on his iPad. He will be sending a link to members so they can view and provide feedback.

The proposed award recipients were confirmed.

12. Directors' Discussion

Susan asked guests to pair up with a current Board Member to ask the Board members what they thought they could bring to the Board when they originally joined, how it worked out and report back to the group.

13. Directors' Concerns

None

14. Adjournment

The meeting was adjourned on a motion by Chris Sulway, seconded by Vai Teng Law.

Chair

Secretary



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Minutes of the Special Board of Directors Meeting March 23, 2015

A neighbourhood partnership fostering community
through social and informative programs for individuals and families.

Present: Kyle Brown, Irene Buncel, Lynne Gray, Vai Teng Law, Ann McKechnie (Chair),
Chris Sulway, Antoine Tedesco
Absent: Tolga Ay, Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)

15. Call to Order/Adoption of Agenda/Introductions

At 7:00, Ann called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as circulated.

16. Welcome

17. Declaration of Conflicts of Interest

None were declared.

18. Applicious

The purpose of this Special Board meeting is to discuss implementation of the upcoming Applicious event. A Board Member brought up a concern regarding its implementation because it involved extensive staff time and commitment and suggested the Board discuss whether the agency should continue the event. After discussing this issue extensively, the Board agreed to pause running the event for this year. This extra time would also allow a newly hired Program Assistant to receive proper orientation, training and time to plan the event if required in the Spring.

MOTION (Buncel/Tedesco)

To pause Applicious for this Fall and assess options in September/October regarding a similar Spring event or another event targeted to families.

Carried

19. Audit Update

Susan provided an overview and informed the Board that the draft form will be ready for the audit.

20. Any other business

None

21. Adjournment

The meeting was adjourned on a motion by Ann McKechnie, seconded by Lynne Gray.

Chair

Secretary

Procedural By-Law for the Board of Directors of Applegrove Community Complex
Adopted April 18, 2007 to take effect May 1, 2007
Amended January 2015

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Procedural Bylaw

April 2007

Amended November 24, 2014 to add a Personnel Committee

The City of Toronto Act requires agencies to have a “procedural bylaw” that regulates how their Board meetings run. In the past, and in most other AOCC’s, the procedural by-law was included in the Constitution. With the drafting of separate constitutions for the Board of Directors and Board of Management, City staff suggested that Applegrove separate out the procedural by-law.

It makes sense to have a similar procedural bylaw for the incorporated body.

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1. Definitions and Interpretation

- 1.1. "Board" means Board of Directors.
- 1.2. "Director(s)" means members of the Board of Directors.
- 1.3. "City" means City of Toronto.
- 1.4. "Council" means the Toronto City Council.
- 1.5. "Chair" or "Chairperson" means Chairperson of the Board of Directors for Applegrove Community Complex.

2. Meetings of the Board

- 2.1. Normally the Board will hold its meetings on the premises of Applegrove at such times as it may determine, at least eight (8) times each year.
- 2.2. The Chairperson will call a special meeting of the Board upon the request of any four (4) Directors.
- 2.3. Every Director will be notified at least seven (7) days prior to the proposed date of the meeting.
- 2.4. The requirement for notification may be waived if a regular Board meeting date is set and a calendar of those dates is distributed to Directors.
- 2.5. Notice of Board meetings will also be posted at Applegrove in a conspicuous place, stating the date, time, and location of the meeting and the general nature of the business to be carried out.
- 2.6. Meetings of the Board will be open except for matters concerning personnel issues about an identifiable individual, real estate, security of property, advice that is subject to solicitor-client privilege or litigation, personnel matters about an identifiable individual, or other matters outlined in the Municipal Freedom of Information and Protection of Privacy Act.
- 2.7. Before holding a meeting or part of a meeting that will be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the business to be considered at the closed meeting.
- 2.8. When the meeting resumes in public, any proposed motions must be moved and voted on in public.
- 2.9. Guests can address a Board meeting only with the permission of the Chairperson. The Board can set time limits for guests to speak at a Board meeting.

3. Quorum

- 3.1. A quorum for Board meetings will be a majority of Directors, notwithstanding any vacant positions, and including the position of the appointed City Councillor, i.e., 6 Board members.

- 3.2. If quorum is not achieved at the starting time for the meeting, the Chair shall wait for 15 minutes. If quorum has not yet been achieved, the Chair should adjourn the meeting and attempt to re-schedule it before the next scheduled date.
- 3.3. It is the duty of the Chair to ensure that quorum is present when a vote is taken.
- 3.4. During the meeting, if a member or staff person draws the attention of the Chair to the fact that a quorum is not present, the Chair shall, upon determining that a quorum is not present, ask the members then present whether they want to continue as a committee of the whole.

4. Voting

- 4.1. At all meetings of the Board, only the Directors present in person will have the right to vote.
- 4.2. Upon the seconding of a proposed motion, Directors may cast one vote each.
- 4.3. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may table it until the next meeting.

5. Officers of the Board

- 5.1. The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.
- 5.2. The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.
- 5.3. The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.
- 5.4. The term for every officer will be no more than two years.
- 5.5. No member of the Board may hold more than one office at any time.
- 5.6. A Director may progress through the various offices.
- 5.7. Vacancy in an office position will be declared upon:
 - i) the death of an officer;
 - ii) the resignation of an officer;
 - iii) the removal of an officer; or
 - iv) an officer ceasing to be a Director.
- 5.8. The Board may appoint any other Director, except as provided for above, to fill a vacant office, and the Director so appointed will hold office for the balance of the term of the previous officer.
- 5.9. In the event of the absence of an officer, the Board may delegate the powers and duties of such officer to any other member of the Board until the return to duty of the incumbent officer.

Procedural By-Law for the Board of Directors of Applegrove Community Complex
Adopted April 18, 2007 to take effect May 1, 2007
Amended January 2015

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- 5.10. The Board may remove any person from an office at any time by a motion passed by a majority vote of the Board. Appeal may be made to the membership as a whole.
- 5.11. Duties of Officers
- i) The Chairperson will:
 - preside, when present, at all Annual, Special and Board Meetings;
 - perform all the duties accompanying the office and any other duties assigned by the Board;
 - rule on procedural matters and ensure motions and minutes are clearly expressed;
 - be an ex-officio member of all committees; and
 - serve as a signing officer.
 - ii) The Vice-Chairperson will:
 - assist the Chairperson;
 - have such other powers as are assigned to the Vice-Chairperson from time to time by the Board;
 - if the Chairperson is absent, act as Chairperson until the Chairperson returns to duty; and
 - if there is a vacancy in the office of Chairperson, serve as Chairperson for the balance of the term of person whose departure created the vacancy.
 - iii) While acting as chair, the Vice-Chairperson will have all the powers and perform all the duties of the Chairperson except being a signing officer.
 - iv) The Treasurer will:
 - have such powers and perform such duties as are usually vested in the office of Treasurer;
 - receive, examine and present to the Board, Applegrove's financial statements and budgets;
 - make recommendations to the Board concerning all aspects of Applegrove's financing and administration;
 - have such other powers as are assigned to the Treasurer from time to time by the Board; and
 - serve as a signing officer.
 - v) The Secretary will:
 - issue or cause to be issued notices for all meetings of the membership and the Board when directed or required to do so;
 - ensure that the minutes of all meetings of the membership and the Board are kept;
 - ensure minutes are provided at subsequent meetings of the board for review and adoption;
 - have such other powers as are assigned to the Secretary from time to time by the Board;
 - have responsibility for the membership records; and

- serve as a signing officer.

vi) All officers, at the time they leave office, will turn all the papers and documents of the office over to the incoming officer.

6. Minutes

6.1. The minutes of each Board meeting will be submitted to the Board for confirmation or amendment at its next meeting or as soon afterwards as is reasonable.

6.2. After the Board has confirmed or amended the minutes, the Board Chair and Secretary will sign them.

7. Committees

7.1. The Board will determine any committees needed and will prescribe the powers and duties of such committees.

7.2. The Board of Management

- i) Usually the Board of Management will meet immediately before or after the Board of Directors.
- ii) The Chairperson of the Board of Directors will also be the Chairperson of the Board of Management.
- iii) Quorum for the Board of Management will be a majority of the Community Directors, notwithstanding any vacant positions, i.e., five (5) members of the Board of Management.
- iv) If the Councillor or TDSB appointee is present, s/he will be counted towards quorum.

7.3. Standing Committees other than the Board of Management

- i) Composition and Membership
 - a) All Committees will be headed by a Chairperson chosen from among Directors and appointed by the Board.
 - b) All Committees should be composed of at least two Directors and other Applegrove members and staff who are appointed by the Board.
 - c) Both the Executive Director and the Chairperson are *ex officio*¹ members of all committees except as otherwise specified in the Committee's Terms of Reference.
 - d) All Committees will:
 - operate within the terms of reference laid down by the Board;
 - provide an open forum for discussion by all interested parties;
 - report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - continue to operate for such length of time as will be determined by the Board.

¹ *Ex officio* means "by virtue of the office". Consequently, although the Board Chair is a member of all committees, the individual may choose which meetings to attend.

Procedural By-Law for the Board of Directors of Applegrove Community Complex
Adopted April 18, 2007 to take effect May 1, 2007
Amended January 2015

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- ii) Meetings of Committees
 - a) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Committee Chairperson may determine.
 - b) Notice of every Committee meeting will be provided to members of the Committee prior to the date. This notice may be either oral or written, and is not necessary when that Committee sets a regular meeting date.
 - c) Meetings of every Committee will be open to all Directors, except where confidential business is being conducted.
 - d) No quorum is usually required for a Committee to meet. However, minutes of Committee meetings must specify who was in attendance so that the Board may know to what degree the Committee's recommendations reflect the will of the Committee's membership.

- iii) Voting

At all Committee meetings, only the members of the committee present will have a right to vote.

- iv) Executive Committee

There will be no Executive Committee.

- v) Standing Committees (added November 2015)
 - a) Personnel Committee
 - The Personnel Committee will be a standing committee of the Board of Management.
 - The Terms of Reference for the Personnel Committee are attached as an appendix.

 - b) Community Integration Committee
 - The Community Integration Committee will be a standing committee of the Board of Directors.
 - The Terms of Reference for the Community Integration Committee are attached as an appendix.
 - The Community Integration will serve as the Nominations Committee.

 - c) Revenue Generation Committee
 - The Revenue Generation Committee will be a standing committee of the Board of Directors.
 - The Terms of Reference for the Revenue Generation Committee are attached as an appendix.

April 2014 – Excerpt from Constitution for Information

Process

At the Annual Meeting, adult Community Members will elect Community Directors to the Board of Directors.

Procedures of the Nominations Committee

- 1) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- 2) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
- 3) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- 4) Nominations for the position of Director will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting.
- 5) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
- 6) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
- 7) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
- 8) The eligible nominees with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.
- 9) If nominees are not already members of Applegrove, they should complete a membership form within 10 days of election.

Appendix A: Personnel Committee Terms of Reference Endorsed by the Board, January 26, 2015

1. Composition

- 1.1 The Personnel Committee includes at least 2 Board members (plus the Board Chairperson *ex officio*).
- 1.2 The Executive Director staffs the committee, but is not a voting member.
- 1.3 For issues such as the Executive Director's Performance Review, the Executive Director may be excluded from meetings.
- 1.4 A staff representative and/or a management representative may be invited to attend specific meetings.



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2. Chairperson

- 2.1 The committee will select a chairperson from among its members.
- 2.2 The chairperson must be a Board member.

3. Responsibilities

- 3.1 To complete the Executive Director's Performance Review in accordance with City policies and procedures.
- 3.2 To identify and make recommendations regarding staffing and Board sustainability and succession planning for staff and Board.
- 3.3 To participate as part of a second interview panel in hiring core administrative staff.
- 3.4 To make recommendations on personnel issues to the Board for approval, specifically revising job descriptions, proposed restructuring or other matters requested by the Executive Director.
- 3.5 To define the skill sets and attributes to recruit leadership volunteers for the Board and its committees and to create guidelines for leadership volunteers on committees.
- 3.6 To identify guidelines for the mentoring process for new Board members.
- 3.7 To ensure that new Board members receive specific coaching and mentoring on how to follow guidelines and participate fully on each committee using their own individual talents and skills.

4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.
- 4.2 Within the framework of the Municipal Freedom of Information and Protection of Privacy Act, any issues of a confidential or sensitive nature will be first discussed within the committee meeting. Anyone outside the Board of Directors must request permission to attend such meetings; permission is not automatically granted.
- 4.3 Minutes of committee meetings, draft policies and drafts of other organizational documents (such as terms of reference) will be circulated with the monthly Board package.
- 4.4 Information concerning current and potential staff will be considered confidential within the committee.
- 4.5 The staff rep and/or the management staff rep and/or Executive Director may be excluded from discussions on certain issues.



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- 4.6 After all staff hiring, the relevant staff will submit hiring reports to the committee for information. These reports will be part of the committee report to the Board of Management.



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Appendix B: Community Integration Committee Terms of Reference Endorsed by the Board, January 26, 2015

1. Composition

- 1.1. The Community Integration Committee consists of at least 2 Board members, plus the Board Chair *ex officio*.
- 1.2. The Executive Director staffs the committee.
- 1.3. Volunteer Leaders may be asked to join the Committee
- 1.4. The Program Director or other staff may be asked to attend meetings as resource persons.
- 1.5. Regular meetings will take place at the convenience of members.

2. Chairperson

- 2.1. The committee will select a chairperson from among its members.
- 2.2. The chairperson must be a Board member.

3. Purpose

To strengthen the positive culture of the local community by fostering program participation that reflects the diversity of our community and increasing the awareness of the mission of Applegrove. Elements to include

- a. Communication/PR plan to the community
- b. Increase diversity of participants to reflect the community
- c. Recruit potential volunteer leaders and board members

4. Responsibilities

- 4.1. To identify, assess and recommend communication media, policies and strategies and an annual workplan for public awareness.
- 4.2. To understand the demographics of Applegrove's catchment area, participants, staff and leadership volunteers.
- 4.3. To identify strategies to enhance Applegrove's reflection of the catchment area among participants, staff and leadership volunteers, as well as a process to measure success.



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Appendix C: Revenue Generation Committee Terms of Reference Endorsed by the Board January 26, 2015

1. Composition

- 1.1 The Revenue Generation Committee consists of the Treasurer and at least 1 other Board member.
- 1.2 The Board Chair is an *ex officio* member.
- 1.3 The Executive Director staffs the committee.
- 1.4 The Office Manager / Finance Manager and Program Director may be asked to attend meetings as resource persons.
- 1.5 Additional committee members can include appropriate Community Volunteers who are not Board members.

2. Chairperson

- 2.1 The committee is chaired by a Board member.

3. Responsibilities

- 3.1 To assess, evaluate and make recommendations to the Board regarding:
 - Funding and revenue sources (potential and current)
 - Funding and revenue policies and strategies
 - Program and organizational budgets
 - Investment strategy
- 3.2 To strategically guide fundraising plans
 - Set achievable annual fundraising targets
 - Develop recommendations for Board with regard to allocation of annual fundraising revenues
 - Identify opportunities and support staff in the generation of income to support programming
- 3.4 Recruit (in partnership with Community Integration Committee) and orient Community Volunteers as members

4. Reporting

- 4.1 The Board agenda will have a standing item on the agenda for committee reports
- 4.2 The committee chair will summarize key agenda items, analysis and recommendations for the Board.
- 4.3 Board approval is required for any committee actions and approval of final financial reports and budgets, including
 - Fundraising targets
 - Annual work plan
 - Fundraising activities and associated budgets



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5. Elements of Annual Work plan

Annually the Committee workplan should include:

- Review admin and program budgets to identify revenue needs and sources
- Set realistic agency fundraising targets
 - Establish fundraising timetable and project plan
 - Use Applegrove rating instrument to evaluate funding initiatives
- Work with staff to identify revenue generation opportunities within programs
- Evaluate and prioritize potential funding opportunities (i.e. foundations and grants)



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Minutes of the Board of Management Meeting February 23, 2015

A neighbourhood partnership fostering community through social and informative programs for individuals and families.

Present: Lynne Gray, Vai Teng Law, Ann McKechnie (Chair), Chris Sulway, Antoine Tedesco
Regrets: Tolga Ay, Irene Buncel
Absent: Kyle Brown, Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)
Guests: Sabrina Dias, Matt Kindbom, Mercedes Lee, Jean Lim

A. Call to Order/Adoption of Agenda

Ann called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes

Minutes of the January 26 Board of Management Meeting

MOTION (Sulway/Tedesco)

To accept the minutes of January 26.

Carried

D. Personnel Committee Report

Ann and Lynne attended training on the City's Performance Management system and will pass on info to other members. They are also completing the Executive Director's Performance Review.

E. Executive Director's Report

E.1. Volunteers for Dance

Susan asked for additional volunteers for Saturday's Family Dance. Chris, Jean and Vai Teng will be there.

E.2. Volunteers for AGM

Susan asked for additional volunteers for the AGM. Jean, Chris and Lynn will be available to help.

MOTION (Sulway/Law)

To accept the Executive Director's report.

Carried



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F. Correspondence/Information

MOTION (Tedesco/McKechnie)

To accept the suggested actions.

Carried

G. Adjournment

The meeting was adjourned on a motion by Chris Sulway, seconded by Vai Teng Law.

Chair

Secretary

Next Meetings

Special Board Meeting – March 23, time TBD.

Annual General Meeting – March 30 at 6:15 p.m. in the S. H. Armstrong multi-purpose room.



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Personnel Committee Notes

March 23, 2015

Present: Ann McKechnie (chair), Kyle Brown, Irene Buncel, Lynne Gray

Staff: Susan Fletcher (recorder)

1. Next Meeting

To be determined.

2. Staffing Proposal for Finance

Members discussed the 2015 proposal that had come to the December Personnel meeting. The committee supported the transition proposal.

3. Management Job Descriptions

Last year's Personnel Committee asked that management job descriptions be updated from the job profiles currently serving as job descriptions. Susan completed first drafts over the summer for review by this committee. With the issues in the Finance Manager position, the committee considered only the Executive Director and Program Director job descriptions at this meeting.

The job descriptions were based on the AOCC Job Profiles. These documents were developed by City staff based on questionnaires completed by AOCC staff and were used for job evaluation to set compensation levels when AOCC senior staff were recognized as managers in the mid-2000's. The job descriptions will be Applegrove-specific, but the job profiles will remain as official City documents.

Members agreed that the ED job description

- did not reflect the quality of leadership required
- did not sufficiently distinguish competencies from the PD
- should emphasize that the work is driven by the organization's priorities and needs.
- should break the content into areas such as Leader/Manager, Technical Skills, Project Management.
- appeared bureaucratic instead of inspirational
- needs to indicate "significant" evening and weekend work.
- should include strategic work outside the office

Susan will prepare different versions for the next meeting.

4. New Job Descriptions

Proposals for a Program Assistant and a full year Child/Youth Worker position came from discussions during strategic planning and within this committee. Susan circulated job descriptions to this committee for information before the meeting. The City's Job Evaluation unit will now determine the wage grades for the positions after which Susan will post the jobs.



APPLEGROVE COMMUNITY COMPLEX

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5. Vacation Accumulation

The committee discussed the issue of staff vacation accumulation noted in the 2013 management letter from the auditor. Members agreed that it would be useful to have information on this issue from other centers with long-serving senior management. Susan reported that she understood overtime for City managers was paid out annually up to the City's limit of 105 hours.

6. Next Meeting

Date to be determined after April Board meeting

Agenda will include

- hiring reports for the above jobs
- management job descriptions



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Executive Director's Report

April 20, 2015

This is a short report this month, due to my illness.

However, before I got sick, on April 2, I chaired a sold-out Policy Forum at Metro Hall as part of my work with the SPACE Coalition (Saving Public Access to Community space Everywhere). A room full of community representatives; provincial, school board and City staff; and elected representatives learned about the Municipal Perspective on provincial policies of community hubs and closing schools. I was happy to work with Chris Brillinger for the second time that week.

I have also been working with City staff on issues that impact Applegrove more directly.

First, a working group is addressing AOCC² telephone needs. Most centres received new phone systems as part of the Y2K upgrades, and some have updated their systems since then. Applegrove is still working with a 1992 system. Last summer, our phones went down; although Bell was able to replace the operating system, we lost significant functionality. For example, we cannot "pick up" an intercom call from another phone. Instead, we have to hunt through the office to find which one is ringing. We have never had voice mail (just an answering machine), much less individual mail boxes. Updating our phone system is a priority and I hope AOCC can get it into the 2016 budget.

Second, the City arranged for an external company to do building assessments on the 10 AOCC's. This is in addition to a security assessment that the City recently completed. The building assessments are intended to assess the state of good repair for City-owned facilities (all except Applegrove and Central Eglinton) as well as the condition of and issues with leased facilities. I met with the consultants for about 90 minutes on April 7 but have not heard any results.

Edgewood Applegrove Connection

Applegrove's satellite family resource program has been operating for about a month in Rebellion Gallery on Gerrard Street on Tuesday and Wednesday afternoons, as well as continuing Wednesday evenings at Applegrove. Louise reports new families participating.

Before confirming with Rebellion, we had explored several other alternatives. One of these followed up recently; Louise and May looked at the space and were impressed with its possibilities. There will be more information over the coming months.

² AOCC = Association Of Community Centres. There are 10 City-funded, Board managed centres like Applegrove across Toronto; while we work together on certain issues and the City refers to AOCC, there is no coordinating structure.



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Financial Reports

Please note that Applegrove's Bookkeeper, Susan Horley, will attend the Board meeting regarding the items below.

- a) the draft 2014 Audited Financial Statements are on the Board agenda, together with a Management Letter. This is our second year with the current auditing company (Welch) which was selected by the City.
- b) the agenda also includes 2015 Year-To-Date financial reports which I will e-mail later this week. Because I was away, I may not have time to do the analysis that the Board had previously requested. This is our first YTD statement for 2015 -- we do not have an YTD statement in February due to the amount of audit prep as well as the limited useful information after one month of operation.

Board Package

Please note that I usually use Adobe Professional to create one PDF of the complete Board package (excluding any confidential items). Because I am working from home, I was unable to do this. However, I did combine several items into one document including the agenda, prior Board minutes, and my report.

If you would like a hard copy of the Board package, or of specific items, please let me know. We switched to the all-electronic package about a year ago while recognizing that some reports are just easier to read on paper. Applegrove did not intend to off-load printing costs to volunteers, so if you want hard copies, we will definitely provide them!

Complaints and Grievances

As agreed in 2011, the Executive Director's Report includes "Complaints". There have been no additional complaints since my September report. I referred a complaint to the Board.

As advised previously, there was a grievance in June regarding a request for an alternate rate. After the "Step 3" meeting for the union, Labour Relations and myself on Feb. 12, the City confirmed the decision denying the alternate rate.

As previously reported, the union suspended discussions on job evaluation pending resolution of applications to the Pay Equity Commission.

In addition, there are 2 group or policy grievances from another center in 2013 proceeding to arbitration. An arbitration decision might apply to all centres.

Respectfully submitted,

Susan Fletcher.

Applegrove Events and Board / Committee Meetings – April 20, 2015
Office Phone 416-461-8143

Please note that Board meetings are on Monday evenings, usually the last Monday of the month.

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26		27 Board	28 [Duke School Council]	29	30		

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
3		4	5	6 Community Integration?	7	8	9
10 Mother's Day		11 Revenue Generation?	12	13	14	15	16
17		18 Applegrove Closed for Victoria Day	19	20	21	22	23
24		25 Board	26 [Duke School Council]	27	28	29 [Duke Family Night]	30
31							

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 PA day	6
7		8	9	10	11	12	13 Leslieville Tree Festival School Maker Faire
14 Toronto Challenge Run/Walk		15	16	17	18	19	20
21 Father's Day		22 Board	23	24	25 Last day of School	26	27
28		29 First Day of Camp	30	Applegrove closed for Canada Day			

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

Applegrove Events and Board / Committee Meetings – April 20, 2015
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July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Applegrove closed for Canada Day	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2	3 Applegrove Closed for Simcoe Day	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28 Last Day of Camp	29	
30	31						

September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
6	7 Applegrove Closed for Labour Day	8 After-school Program starts	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

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Applegrove Events and Board / Committee Meetings – April 20, 2015
Office Phone 416-461-8143

	Board					
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October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Applegrove Closed for Thanksgiving	13	14	15	16	17
18	19 Federal Election	20	21	22	23	24
25	26 Board	27	28	29	30	31

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Applegrove Closed for Remembrance Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Board?					

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

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Applegrove Events and Board / Committee Meetings – April 20, 2015
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20	21	22	23	24	25 Applegrove Closed for Christmas	26
School Break						
27	28 Applegrove Closed for Boxing Day	29	30	31	January 1 Applegrove Closed for New Year's Day	
School Break						

January 2016 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Applegrove Closed for New Year's Day	2
3	4 School resumes	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Board	26	27	28	29	30
31						

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