

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.Applegrovecc.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

AGENDA – April 29, 2019

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. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of February 25 Board Meeting (*attached*): to be accepted

7:05

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. Year-to-date Financial Report (*attached*): for information
 - 8.3. 2018 Draft Audited Statements (*Statements and letter sent separately*): to be endorsed
 - 8.4. Credit Card Use Policy (*sent separately*): for approval

7:25

9. Strategic Initiatives Committee Report (*April 1 notes attached*)
 - 9.1. Strategic Update Report (*sent separately*): for approval
 - 9.2. Community Food Hub Update
10. Membership, Nominations & Outreach Committee Report (*March 20 notes attached*)
 - 10.1. 40th Anniversary Celebration Update and draft budget (*sent separately*): for discussion

8:00

11. Board Business
 - 11.1. Directors & Officers Liability Insurance
 - 11.2. Risk Management Workshop

8:10

12. Officers and Committees (*see Procedural By-law*): for discussion and decisions
 - 12.1. Select committee members
 - 12.2. Select officers

8:20

13. TDSB Construction Project

8:25

14. Directors’ Concerns

8:30

15. Adjournment

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting AGENDA – April 29, 2019

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the February 25 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Officers and Committees (*see Procedural By-law*): for discussion and decisions
 - D.1. Select committee members
 - D.2. Select officers

8:40

- E. Personnel Committee Report (*April 17 notes attached*)
 - E.1. Performance Evaluation Report (*confidential - sent separately*): for approval

8:50

- F. Executive Director's Report (*attached*)

8:55

- G. Correspondence List (*attached*): for information

9:00 Adjournment

Next Meetings and Events

| | |
|--------------|--|
| May 27 | Board Meeting |
| June 8 | 40 th Anniversary Celebration |
| September 30 | Board Meeting |
| October 28 | Board Meeting |
| November 25 | Board Meeting |



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting February 25, 2019

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

Present: Natasha Graham, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli (by phone), Andre Riolo

Regrets: Ann McKechnie, Tim McNab, Moneca Yardley, Jim Valentine

Staff: Susanne Burkhardt, May Seto (Recorder)

Guest: Iggy Kosny-Smith

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

3. Welcome

Board members and staff introduced themselves to the guest in attendance.

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Vai Teng

6. Volunteer Hours

7. Minutes of the January 28 Board of Directors Meeting

MOTION (Miceli/Lim-O'Brien)

To accept the minutes of January 28, 2019.

Carried

8. Finance

8.1. Year-To-Date Statistics

Susanne provided an overview of year to date participation. Numbers show further decrease in numbers in January 2019, however it was noted that Applegrove closed for the holiday break and we did not run a Holiday Camp this year.

8.2. Admin Budget Update: for information

Susanne provided an Admin budget update which included the City requesting Applegrove to include a \$3000 insurance deductible. The other AOCCs were given the same request and at the next AOCC ED meeting, there will be a discussion on this issue.

8.3. Audit Process: for information

Susanne informed Members that the auditors have started Applegrove's audit and will be here for most of the week. Susan and Jenef will be available to answer their questions.

9. TDSB Lease Update

Susanne provided a general overview with some background information. Applegrove has been given direction by the City to hold off on signing the lease while they continue discussions at their level. Applegrove's current lease will be in over holding until a new lease is signed.

10. Strategic Initiatives Committee

Andre provided an update and highlighted the Strategic Initiatives report. Next steps for the visioning session will be to hold stakeholder and staff consultations. The results from all these activities will be used to develop a 1 to 2 year implementation strategy that will be approved by the Board.

11. Membership, Nominations and Outreach Committee Report

Susanne provided an overview of the MNO Committee notes.

11.1. Board Recruitment

We have 2 Board vacancies and have identified 2 interested individuals.

11.2. AGM Planning

The AGM is scheduled for Monday, March 25 at the Glen Rhodes Church from 6:30 to 8:30 p.m. The location is new but it was decided to be held there to coincide with the "soft launch" of the Food Hub.

12. New Items

Programming Update – May provided an update

a) Family Dance

The Family Dance was held on Saturday, February 23 from 11 to 1 in the Woodfield gym. There was a mix of paid and free activities for the participants. The highlight was the bouncy castle. There was a "donate what you can" entry and we sold gold coins for activities and food. We received in-kind donations from Hype Food Co. and Davids Tea. We also had an Applegrove outreach table that included program flyers and information about the AGM and Board recruitment. 16 volunteers and 3 staff worked at the event. The event made \$925 before expenses.

b) Income Tax Clinic

Applegrove will offer Income tax clinics once again this year. Sessions will be on Tuesdays from March 5 to April 30, 9:30 a.m. to 4:30 p.m., by appointment only. In addition to offering clinics here, we expect to offer two income tax sessions off site at the TCHC building.

c) March Break

March Break Camp will be held from March 11 – 15. Cost is \$130 for core hours (9 to 5) and additional \$15 for each of before or after care. There are currently 31 children registered and we have 4 staff working.

Board of Directors Minutes

February 25, 2019

3

d) Summer Camp

Registration will be held on Wednesday, April 3 at 6 p.m. Numbers will be given out and registration will be done by lottery. The cost will be same as last year, \$100/week (earlybird); \$125 (regular) for core hours and \$15 each of before or after care.

12.1. Community Food Hub: for information

Susanne provided an update and informed Members that the first Partners Table meeting was held earlier in the day. Some of the agencies that attended included TCHC, Eastview, Building Roots, Red Door Shelter, and East End CHC. This was a “get to know you” meeting and brainstorming session. There will be a network table set up as well. Next steps are developing a web page, community consultations, and animating the Glen Rhodes Church space.

12.2. TCHC Partnership Opportunity

Susanne provided information on a TCHC partnership opportunity for Applegrove that involves us hiring TCHC Animators for the revitalization of 2 TCHC buildings near McDonalds. Applegrove would be responsible for supervision and payroll and compensated for our services. We are checking with Labour Relations to see if there would be any issues with this project.

13. Directors’ Concerns – None

14. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Andre Riolo.

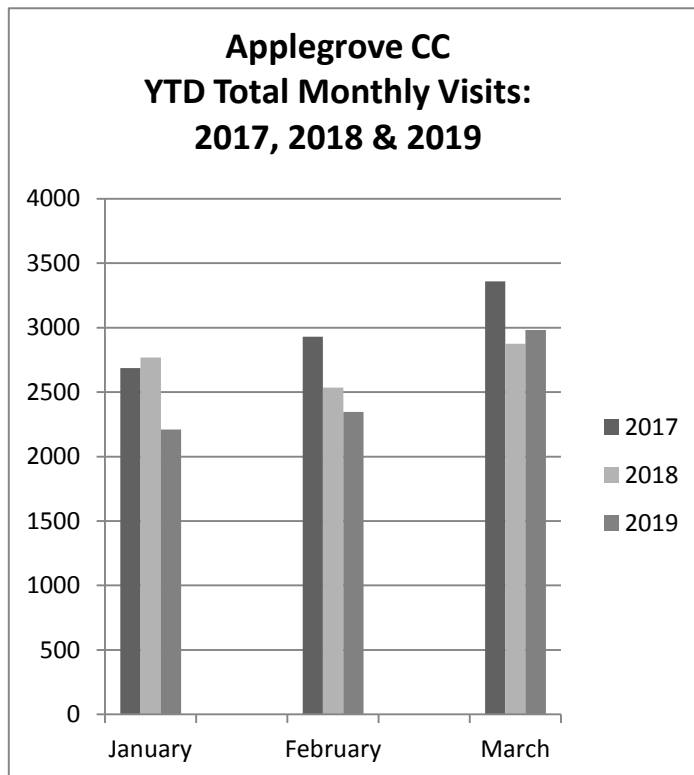
Chair

Secretary

**Applegrove Community Complex
Program Statistics
2017, 2018 & 2019**

The table below reflects the number of total monthly visits for the following program streams:

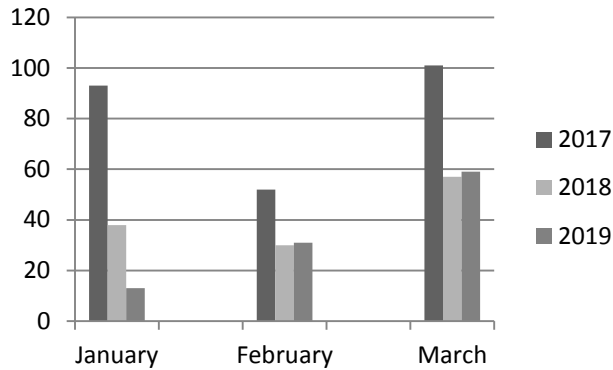
- a) Pre/post natal (Helping Our Babies Grow)
- b) Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play)
- c) Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen)
- d) Adult/Community (User Groups, Other Meetings, Events & Activities)
- e) Seniors
- f) Outreach Event Contacts



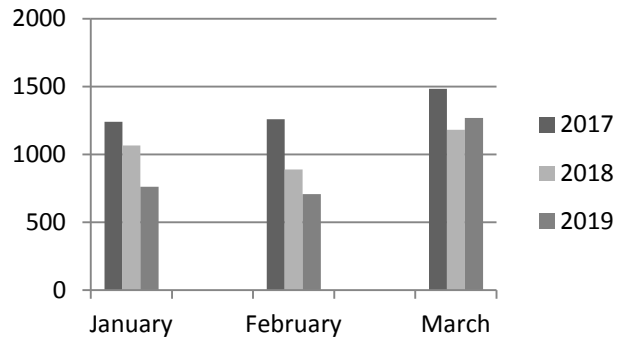
Key Points:

- On average, 2018 monthly overall participation levels are 8% lower than in 2018.
- Programming trending upward relative to 2018 include:
 - PC drop-in
 - Special events
- Programs trending downward relative to 2018 include:
 - Helping our Babies Grow
 - Applegrove Connection
 - Leadership & Teen Programs (for youth)
 - Seniors
 - After 4 (Woodfield site)

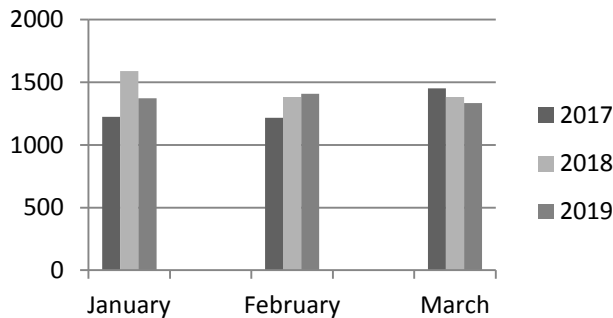
Prenatal Visits (Helping Our Babies Grow)



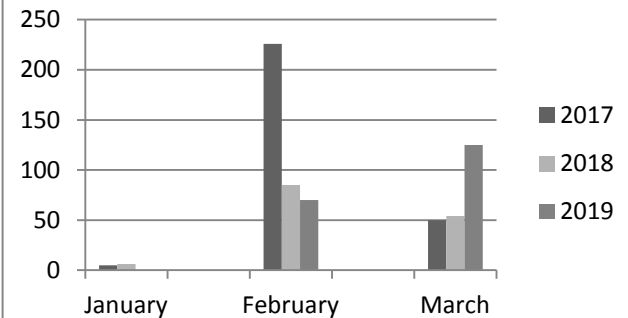
Early Years Visits (PC Drop-In, Applegrove Connection, Therapeutic Play)



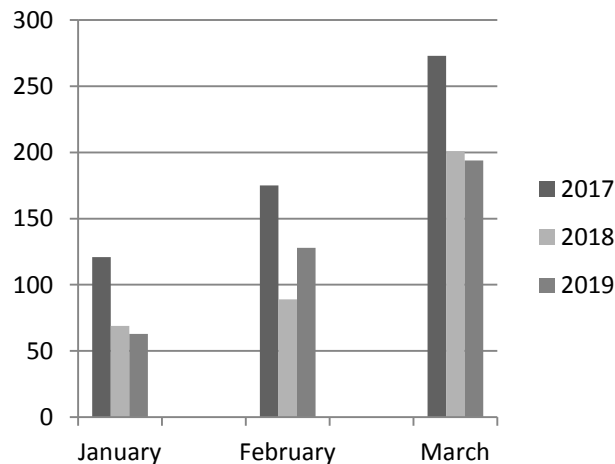
Child & Youth Visits (Camp, After 4/PA, After 4 Satellite, Leadership, Teen)



Adult/Community Visits (User Groups, Other Meetings, Events & Activities)



Seniors Visits



| INDIVIDUAL PROGRAMS – Visits | | January | February | March |
|--|------|---------|----------|-------|
| Helping Our Babies Grow | 2017 | 93 | 52 | 101 |
| | 2018 | 38 | 30 | 57 |
| | 2019 | 13 | 31 | 59 |
| Applegrove PC Drop-in | 2017 | 1033 | 1046 | 1203 |
| | 2018 | 729 | 682 | 958 |
| | 2019 | 585 | 548 | 1110 |
| Applegrove Connection | 2017 | 201 | 191 | 259 |
| | 2018 | 327 | 197 | 212 |
| | 2019 | 177 | 151 | 150 |
| Therapeutic Play | 2017 | 8 | 23 | 22 |
| | 2018 | 10 | 10 | 12 |
| | 2019 | 0 | 10 | 10 |
| Seniors | 2017 | 121 | 175 | 273 |
| | 2018 | 69 | 89 | 201 |
| | 2019 | 63 | 128 | 194 |
| Camp | 2017 | 81 | 0 | 159 |
| | 2018 | 75 | 0 | 142 |
| | 2019 | 0 | 0 | 141 |
| After 4/PA | 2017 | 953 | 923 | 971 |
| | 2018 | 1149 | 1008 | 884 |
| | 2019 | 963 | 940 | 820 |
| After 4 Satellite | 2017 | 135 | 162 | 182 |
| | 2018 | 365 | 303 | 282 |
| | 2019 | 409 | 398 | 302 |
| Leadership | 2017 | 0 | 70 | 73 |
| | 2018 | 0 | 45 | 54 |
| | 2019 | 0 | 63 | 54 |
| Teen | 2017 | 56 | 62 | 67 |
| | 2018 | 0 | 27 | 20 |
| | 2019 | 0 | 7 | 16 |
| User Groups | 2017 | 0 | 13 | 0 |
| | 2018 | 0 | 0 | 0 |
| | 2019 | 0 | 0 | 0 |
| Other | 2017 | 5 | 213 | 50 |
| Book Club, special events, Annual Meeting, Income Tax Clinic | 2018 | 6 | 85 | 54 |
| | 2019 | 0 | 70 | 125 |

March 31, 2019 – YTD Financial Report
 (based on approved City Budget and draft program budgets
 approved at November Board meeting)

| | | YTD Budget | | YTD Actual | | Difference from budget | | Common Issues | Special Notes | |
|--|---|---|--------|------------|--------|-------------------------------------|--------|---------------|--|--|
| | | <ul style="list-style-type: none"> • Variance highlighting <ul style="list-style-type: none"> ○ Unfavourable variance of 5-15% = highlight in yellow and this requires an explanatory note ○ Unfavourable variance of 16% and up = highlight in pink and may need additional page ○ Favourable variance of 20% or more = highlight in blue and may need additional page. | | | | | | | | |
| City Funded Administration | | Expense | 89,664 | | 91,182 | | 1,518 | 2% | | |
| | | Income | | 96,121 | | 96,130 | | 9 | 0% | |
| Families with Young Children | HOBG | Expense | 7,519 | | 7,742 | | 223 | 3% | | |
| | | Income | | 6,896 | | 927 | -5,969 | -87% | § | |
| | | | | | | | | | Quarterly payment not yet received (program runs on April-March fiscal year) | |
| | PC | Expense | 34,046 | | 32,173 | | -1,874 | -6% | | |
| | | Income | | 33,712 | | 33,623 | | -90 | 0% | Q |
| | | | | | | | | | | |
| AC (formerly EW) | Expense | 8,057 | | 7,292 | | -765 | -9% | | | |
| | Income | | 7,415 | | 6,601 | | -815 | -11% | Q | |
| | | | | | | | | | No fundraising done yet this year | |
| Therapeutic | Expense | 6,429 | | 5,311 | | -1,119 | -17% | | Program is being maintained through surplus funding. | |
| | Income | | 0 | | 0 | | 0 | #DIV/0! | ? | |
| Children and Youth | After School including March Break and Holiday Camp | Expense | 62,445 | | 56,566 | | -5,879 | -9% | | |
| | | Income | | 75,438 | | 66,796 | | -8,642 | -11% | Program is not full due to departures and people cancelling spots in September |
| | Satellite | Expense | 20,488 | | 14,134 | | -6,354 | -31% | | Conservative spending early in the year |
| | | Income | | 26,741 | | 26,496 | | -245 | -1% | |
| | Teen | Expense | 3,497 | | 1,323 | | -2,174 | -62% | | The program did not resume until February, only 1 day per week until numbers went up |
| | | Income | | 0 | | 0 | | 0 | | |
| Jr Leaders | Expense | 1,968 | | 666 | | -1,301 | -66% | | Fewer participants registered than budgeted Funds not yet transferred from AS to Jr Leaders for participants doing both programs | |
| | Income | | 2,010 | | 1,275 | | -735 | -37% | | |
| Seniors | Expense | 10,044 | | 25,119 | | 15,075 | 150% | § | Year end spending | |
| | Income | | 10,876 | | 22,554 | | 11,678 | 107% | Includes special grant, health fair funding, fundraising, registration fees and deferred funds from 2018 | |
| Fundraising general program | Program General | Expense | 7,288 | | 6,544 | | -744 | -10% | | |
| | Agency fundraising and donations | Expense | 1,025 | | 1,973 | | 948 | 92% | | Expenses include Directors and Officers Liability Insurance, permit fee, AGM advertisement, Family Dance Revenues includes Family Dance, United Way donation, indiv charitable and Canada Help donations, program account interest |
| | | Revenue | | 3,975 | | 2,940 | | -1,035 | -26% | |
| § = Special April-March financial year | | Q = Funding received quarterly | | | | ? = Funding received twice annually | | | | |

**APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
March 31, 2019**

ASSETS

| | |
|--|-------------------|
| Alterna - Admin Account | 23,216.92 |
| Alterna - Program Account | 166,942.24 |
| Alterna - Trust Account | 194.05 |
| Alterna - Member Shares | 154.96 |
| Alterna Term Deposits - Program | 140,105.08 |
| Petty Cash Float - Admin | 150.00 |
| Petty Cash Floats - Program | 1,360.00 |
| Loan from Program to Admin | 34,071.05 |
| Outstanding Transfers Between Accounts | (31,954.71) |
| Accounts Receivable - Admin | 35,173.46 |
| Accounts Receivable - Program | 0.00 |
| Long-term Receivable - City of Toronto | 261,534.73 |
| City of Toronto - Receivable | 22,601.31 |
| HST Receivable - Admin & Program | 2,681.07 |
| Prepaid Expenses | 2,000.00 |
| | <u>658,230.16</u> |

LIABILITIES

| | |
|--|-------------------|
| Accounts Payable | 1,805.06 |
| Long-term Benefits Payable | 126,906.00 |
| Unrealized Actuarial Gain | 118,885.00 |
| Income Taxes Payable | 8,720.78 |
| CPP Payable | 7,073.48 |
| EI Payable | 3,055.47 |
| OMERS Payable | 12,320.70 |
| WSIB Payable | 1,423.39 |
| Union & COTAPSAI Dues Payable | 1,210.78 |
| EHT Payable | 1,588.60 |
| Vacations Accrued - Admin | 15,743.73 |
| Vacations Accrued - Program | 12,363.51 |
| City of Toronto - Payable | 0.00 |
| Advance Repayable to City of Toronto | 10,871.22 |
| | <u>321,967.72</u> |
| Accrued Expenses | 9,866.31 |
| Deferred Income | 41,321.00 |
| Retained Surplus (Deficit): Program General | 0.00 |
| Parent/Child Drop-in | 0.00 |
| Afterschool | 169,062.26 |
| Teen Program | 0.00 |
| Seniors Programs | 16,574.21 |
| Board/Management | 30,548.94 |
| Summer Programs | 37,656.67 |
| The Applegrove Connection | 0.00 |
| HOBG | 3,415.76 |
| Over the Rainbow | 20,499.27 |
| Current Program Income | 161,211.12 |
| Current Program Expenses | (158,841.61) |
| | <u>2,369.51</u> |
| Admin: | |
| Current Admin Funding - City of Toronto | 96,121.11 |
| Sick Pay Gratuity - due from City of Toronto | 0.00 |
| Interest on Admin Account | 9.04 |
| Current Admin Expenses | (91,181.64) |
| Current Admin Surplus/Deficit | <u>4,948.51</u> |
| | <u>658,230.16</u> |



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Strategic Initiatives Committee

April 1, 2019

Present: Andre Riolo (Chair), Jim Valentine, Michael Miceli, Tim McNab, Susanne Burkhardt (recorder), May Seto (staff)

1. Visioning Session

Staff feedback

- A 45 minute session was held on March 7 with about 15 staff from various programs. After a quick review of the Applegrove Strategic Plan, staff were engaged in a short format SOAR (strengths, opportunities, aspirations, results) exercise, and provided feedback on the draft strategic priorities identified by the Board at the January visioning session.

Stakeholder interviews

- Interviews have been booked with two new Board members and requests submitted to three additional Applegrove stakeholders. The purpose of the interviews is to get a bit of high level external feedback on the draft updated strategic directions.
- Additional suggestions for stakeholders were identified if those already contacted are not available.

Next steps

- Once consultations are complete, a final report and implementation strategy will be developed and come to the board for approval in April.

2. Facility Update

Lease

- Since having been informed by the City that the lease would remain in over holding in order to resolve issues that affect Applegrove operations, there have been no updates.
- The Executive Director of the S DFA division at the City is retiring. We hope that this will not impact the process, as he was involved in extending the over-holding period.

Archive room

- Staff are in the process of revitalizing the archive room in the basement. This is a large space that can serve as a multi-purpose programming room, which is also conveniently located near the entry doors so that people do not have to find their way through the building as they do when going to the upstairs lounge. New cabinets and couches have been ordered, and clean-up is underway.

3. Community Food Hub

Update

- The one year lease with the church is almost finalized. This means that the church's operating costs are being supported for a 1 year period, during which the space is available for food hub activities.
- The funded food hub project will run until the end of the year – after that the intention is to have a model in place that can continue.
- Susanne has been flagging the importance of addressing sustainability throughout the process, both to ensure that the food hub can continue and that Applegrove is not at risk of expectations for support that cannot be met. The Committee discussed one emerging sustainability strategy.
- It was noted that the food hub is in need of a visual identity.

4. Partnerships & Grants

Partnerships

- Based on advice from the City's Labour Relations and Legal departments, the decision was made not to pursue the community animator administration contract with TCHC. However our partnership continues to evolve, with tax clinics to be offered at their site in the coming weeks and recent discussion about their community garden.
- Other small-scale gardening-related inquiries have come to Applegrove recently, which are being explored for their relevance and feasibility.

Grant Applications

- Since the previous report, one additional grant application has been submitted for a partnership project at the Ashbridge Estate with Building Roots, with Applegrove as trustee. In addition, Building Roots has secured \$5,000 for the project through a family foundation, which Applegrove will trustee.
- May and Susanne are working on a Canada Post application for the Over the Rainbow program.

Next Meeting: TBD after the next Board meeting, as committee memberships may change



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Membership, Nominations and Outreach Committee Notes

March 20, 2019

Present: Pierre Bois, Natasha Graham, Ann McKechnie, Susanne Burkhardt (staff, recorder), Janina de Guzman (staff), Louise Maynard (staff), May Seto (staff)

1. Annual General Meeting

- The committee reviewed the AGM agenda (attached). It was recommended that the Traditional Lands Acknowledgement be made more personal by speaking to the connection between land and food, given that the AGM is also serving as the soft launch for the Community Food Hub.
- It was suggested that Applegrove research American Sign Language (ASL) provision options and costs, as this may be something to include in future events in order to make them more inclusive. Susanne noted that language about accommodations is being developed and will be included in all future event and activity outreach materials.
- A detailed agenda has been created for Ann, as she will be presiding over the meeting.

2. 40th Anniversary

- The Committee reviewed the 40th Anniversary event discussion document and draft budget, which is still under development (attached).
- Members agreed with the event objectives and audience listed.
- The Woodfield Gym has been booked as an alternate location in case of rain.
- The Ashbridge Estate is in agreement with planting an apple tree to honour Applegrove's 40th anniversary. We will likely have to purchase the tree, which must be a specific heritage species – they will provide details.
- Staff has contacted local pizza restaurants to inquire about the possibility of having a variety of pizza stations – pizza would be donated or purchased at a reduced rate. This is in part to avoid food preparation onsite, and to provide food that is easy to eat. In the event that this approach does not work staff will look at alternative options.
- A budget will be needed for this event. Projected costs are being gathered to get a sense of what will be required – this will come to the board at its next meeting (see attached). To offset costs, sponsorship for specific items/costs is being considered e.g. tree sponsor, music sponsor, etc...
- Pierre generously offered to cover the cost or (sponsor) the sound system.
- It was agreed that a social media campaign leading up to the event and that incorporates throw back photos would be a good promotional tool.

3. Next Meeting: TBD

Agenda for Annual Meeting(s) for Applegrove Community Complex

6:30 p.m. March 25, 2019

Glen Rhodes United Church, 1470 Gerrard Street East

| | | |
|------|---|---|
| 6:15 | Doors Open and Registration | |
| 6:30 | Dinner is served | |
| 7:00 | Call to Order | Ann McKechnie, Board Chair |
| | Traditional Land Acknowledgement | |
| | Welcome | |
| 7:10 | Approval of AGM Minutes - March 26, 2018 | Ann McKechnie |
| | Financial Report for 2018 | |
| | Annual Report for 2018 | |
| 7:25 | Board Recognition | Susanne Burkhardt, Executive Director |
| | Board Nominations | Ann McKechnie |
| 7:35 | Introduction to the Community Food Hub | Paula Fletcher, Ward 14 City Councillor |
| 7:40 | Speaker: "Bringing Communities and Food Together" | Laëtitia Eyssartel, FoodShare |
| 7:55 | The Community Food Hub Project | Daniel Taylor, Food Hub Feasibility Project |
| 8:00 | Awards and Prizes | Ann McKechnie with Special Guests |
| 8:15 | Adjournment and Dessert | Ann McKechnie |

Door prizes include four (4) pairs of tickets to the One of a Kind Show and Sale, one (1) \$25 grocery gift card, and two (2) \$25 Market Buck vouchers for the Leslieville Farmers Market! Thanks to all donors.

Special thanks to Glen Rhodes United Church for providing the facilities.

Applegrove 40th Anniversary - Event Discussion Document

Date & location

Saturday June 8, 11 a.m. – 2 p.m.

Ashbridge Estate (in case of rain, move to Woodfield Gym)

Objectives

- Engage the community
- Connect with current and past Applegrove supporters
- Highlight our history, past accomplishments and raise awareness of new initiatives
- Raise Applegrove's profile in the broader community
- Solidify existing and build new support

Audience

- Participants - current & past
- Staff - current & past
- Volunteers – current & past
- Board – current & past
- Funders, donors & sponsors
- City of Toronto
- Elected representatives
- Partners
- AOCC EDs
- Community leaders?
- Community at large

Agenda Items

- Welcome
- Apple tree ribbon cutting
- Lunch
- Cake
- Music performance #1 (for kids)
- Music performance #2 (for all)

Interactive / Displays

- After school program story boards (site & organization history)
- Apple garlands
- Community food hub table/area?
- Program area?
- Membership drive?
- Giveaways?

Promotion

- Flyers & posters
- Web & social media (slide show? Instagram account with throwbacks? Event hashtag?)
- Local media

Sponsors / Services

- Photographer
- Waste bin

Staffing & Volunteers

- ½ day staff shifts for comp time
-

Other

- New logo?
- New website launch?

40th Anniversary Budget (draft - under development)

| Budget item | Details | Cost | |
|-----------------------------------|---|-------------|--------|
| Entertainment | Kids Entertainment - Tim/Pacifiers Adult Entertainment - | | |
| Sound System | Long & McQuade | | |
| Food | | | |
| General supplies | | | |
| Porto potty | | | |
| Paper plates/plastic cutlery/cups | | | |
| Promotion/Advertisement costs | | | |
| Bouncy Castle | | 300 | |
| Tables and Chairs | GNS - price should be less as we usually get a 10% discount and they waive the damage fee | 287.17 | |
| 40th Anniversary Swag | red apple pen (250) | | 477.42 |
| (includes HST) | red apple keychain (500) | | 389.85 |
| | red magnet clip (250) | | 392.68 |
| | White coffee mug (288) | | 322.18 |
| Storyboard cost - chloroplast | Club Ink - Warden/Danforth Road | 800 | |
| Storyboard cost - banner | Club Ink - Warden/Danforth Road | | |
| Tent costs | 10x 10 canopy tent (includes HST) | 303.97 | |
| Tent rentals - GNS | Canopy Tent 10x10 | | 125 |
| | Canopy Tent 10x20 | | 225 |
| | Peak Marquee Tent 10x10 | | 225 |
| | Peak Marquee Tent 10x20 | | 400 |
| BBQ rentals - GNS | 72x 21 with wind guard | | 250 |
| | 48x 21 with wind guard | | 200 |
| | propane - 30 lbs | | 40 |
| In-kind staffing | Staffing & volunteer costs | | |
| Indoor Permit | Duke - Woodfield gym for 5 hours (event plus set up and clean up). Includes application fee and HST | 214.30 | |
| Food Permit | Public Health | | |
| Garbage bin | Big Ben | sponsorship | |

1905.44



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416 461-8143 www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting February 25, 2019

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

Present: Natasha Graham, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli (by phone), Andre Riolo
Regrets: Ann McKechnie, Tim McNab, Jim Valentine, Moneca Yardley
Staff: Susanne Burkhardt, May Seto (Recorder)
Guest: Iggy Kosny-Smith

A. Call to Order/Adoption of Agenda

Jean 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 of the January 28 Board of Management Meeting

MOTION (Lim-O'Brien/Miceli)
To accept the minutes of January 28, 2019.
Carried

D. Personnel Committee Report

D.1. Performance Evaluation Update: for information
Jean provided an update. The committee met with Susanne and then as a committee to assess the Executive Director's performance. Susanne has met with May but has been unable to meet with Susan. It is expected that a report on performance evaluation will come to the Board in April.

D.2. Expanded Committee Mandate: for discussion
Following up from the Visioning Session, Susanne highlighted two areas (Finance and Policy) that the Board may consider as additional focus in our existing committees. Susanne recommended that policy lands within the Personnel Committee. Susanne has been working with 2 East End AOCCs on policies and hopes to develop a policy manual for Applegrove. Susanne informed the Board that Applegrove will need to develop an Inclement Weather Policy.

Board members felt that the area of policies can be combined with the Personnel Committee and staff can move forward with changes, updates on a trial basis and the Board can re-visit at a later date.

Jean shared that finance has been presented comprehensively at the Board meetings and is happy with how much detail is provided. She felt that there may not be enough work for a separate committee and suggested discussion at the Board level and any extensive work can be assigned to a committee to work on and report back. It was also suggested to add Revenue Generation to the Board Agenda as a standing item.

E. Executive Director's Report: for information

Susanne provided an overview of the Executive Director's report and highlighted grant submissions to date. Susanne also shared that she is attaching a one page newsletter each month to keep staff informed of what is happening at Applegrove. Susanne continues to work with Kevin Ellis to develop a communications plan which includes content review of our new website, accessible templates and language.

MOTION (Miceli/Law)

To accept the Executive Director's Report.

Carried

F. Correspondence/Information

Susanne highlighted that we received confirmation that Trustee Jennifer Story will be on Applegrove's Board of Management for the term February 6, 2019 to November 14, 2022.

G. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Vai Teng Law.

Chair

Secretary

Next Meetings and Events:

| | |
|----------------|--|
| March 13, 2019 | Older Adults Active Living Fair from 10:30 a.m. to 2:30 p.m. |
| March 25, 2019 | AGM at 6:30 p.m. Glen Rhodes Church |
| April 1, 2019 | Strategic Initiatives Committee Meeting at 6:00 p.m. |
| June 8, 2019 | 40 th Anniversary Celebration, time TBD |



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Personnel Committee Meeting Notes

6:00 p.m., April 17, 2019

Present: Ann McKechnie, Vai Teng Law, Susanne Burkhardt (recorder)

1. Notes from January 8, 2019 meeting

- The notes were reviewed. An outstanding item is for Susanne to follow up on whether there are any restrictions on using program budget funds to cover admin budget shortfalls.
- It was noted that as of next year, funding for the TDSB's priority school initiative (PSI) will be reduced, which will likely impact on the cost of permits for summer camp in 2020.

2. Staff Updates

- a. *Summer Camp* – Interviews for summer camp positions have been taking place in recent weeks. Eleven staff members are required in total, of which nine have been hired. As there were not enough qualified candidates for two senior counsellor positions, these will be reposted with a deadline to apply of April 27.
- b. *Seniors* - A staff update was provided.

3. Standing Item: Overtime and Workload

- There is nothing new to report on this issue. Staff are being encouraged not to build up excess lieu time and to use up any hours quickly.

4. Performance Evaluation

- Susanne reported on the performance evaluation meetings held with the Program Director and the Finance Manager.
- The Committee met in camera to discuss the Executive Director performance evaluation, and reported the outcome to Susanne.
- Susanne will prepare a report on Pay for Performance recommendations to go to the April 29 Board meeting for discussion and decision.

5. Policy

- Susanne reported that she is developing a policy manual in which all Applegrove policies will be compiled and categorized. She will also establish a process for regular policy review. She will consult and report to the Personnel Committee on this project in the upcoming year.
- The Committee reviewed the draft Credit Card Use policy, which will go to the Board for approval at its April 29 meeting.

6. Other Business

- Susanne recommended that succession planning be added as a standing agenda item for this Committee. Committee members agreed with this suggestion, as succession planning is ongoing.

Next Meeting Date(s) to be determined when a new Committee is established at the April 29 Board meeting.

Charitable Number: 10671 8943 RR0001

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“TOGETHER, BUILDING OUR COMMUNITY”

Executive Director's Report

April 18, 2019

Applegrove Spaces

We continue to improve the office space by reorganizing, eliminating items that are not needed, and repurposing and getting new furniture to improve our use and look of the space. Collectively we identified that the Archive Room (which has been used primarily as a storage space), is underutilized and could be reconfigured and cleaned up to create a usable program space. To that end we have been clearing out unnecessary items, organizing supplies and have secured new cabinets and couches. It's a big job, however we are making good progress and I hope to host the next Board meeting there.

Grants and Fundraising

We continue to submit grant applications regularly, with a focus on enhancing existing programs. The following grants have been submitted since the February Board meeting:

March 25 - Scotiabank with Building Roots for the Urban Farm to support the integration of gardening into our summer camp and seniors programming (Applegrove to act as trustee and also receive funds).

April 2 – Home Depot with Building Roots for the Urban Farm (as above).

April 5 - Canada Post for the Over the Rainbow Program.

We are also starting to hear back about applications that have been submitted in recent months:

- ✗ Public Health Agency of Canada for the Over the Rainbow Program
- ✓ Canada Summer Jobs Grant for summer camp staff staffing support (8 positions).
- ✓ TD Friends of the Environment with Building Roots to support the integration of gardening into our summer camp and seniors programming (Applegrove to trustee and receive funds).

The Woodfield Hub

Applegrove takes the lead on coordinating meetings of onsite hub partners every 6-8 weeks. The Ashbridge Estate has joined this group, which is becoming more cohesive. We have made progress on cross-promoting our programs and services, and have initiated discussion of perhaps jointly hosting a movie night at the Ashbridge Estate this summer.

Staying on Top of Things

The past few months have been VERY busy. On top of our day to day work we have been holding income tax clinics (including some onsite at TCHC as a pilot program), organizing summer program registrations, running special workshop series for seniors, hosting my first AGM in a new location, working on the Community Food Hub, hosting multiple community events and planning the 40th anniversary. We are all looking forward to having things quiet down so that we can take some time to catch up on things. The staff has been excellent at supporting all that has been going on and I very much appreciate that!

Grievances, Complaints and Compliments

There have been no grievances, formal or informal complaints reported since the January ED report.

Respectfully submitted,

Susanne Burkhardt

Applegrove Community Complex
Correspondence / Information Received
 April 18, 2019

| From (Date Received) | Regarding | Action(s) |
|-------------------------|--|-----------|
| City Clerk (March 5) | Notice of Public Meeting to be held by the Planning and Housing Committee on March 20, 2019 re. enactment of amendments to the City of Toronto Zoning Bylaw 569-2013 to simplify the rules around secondary suites. | R&F |
| City Planning (March 5) | Notice of Public Meeting to be held by the Planning and Housing Committee on March 20, 2019 re. enactment of a zoning by-law to increase as-of-right zoning permissions for municipal shelters. | R&F |
| City Clerk (March 5) | Notice of Public Meeting to be held by the Planning and Housing Committee on March 20, 2019 re. a proposed increased eligibility for office and industrial condominiums to receive Development Grants through the Imagination, Innovation and Technology (IMIT) Program. | R&F |
| City Clerk (March 5) | Notice that City Council plans to designate the lands and buildings at 721 Eastern Ave. under Part IV, Section 29 of the Ontario Heritage Act (The Canada Metal Company Ltd.). | R&F |
| City Clerk (April 11) | Notice of passing of Zoning Bylaw 545-2019 on March 28, 2019 following a statutory public meeting held on March 20. Information on how to file and appeal with the Local Planning Appeal Tribunal. | R&F |
| City Clerk (April 12) | City Council adoption of 2018 Annual Report – Demonstrating the Value of the Auditor General’s Office | R&F |

**R&F = Receive and File*