

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

April 30, 2020

This meeting is open to the public and will take place using WebEx. Meeting details are provided below. Members of the public who wish to observe or speak at the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca for the meeting password.

Meeting number (access code): 626 504 846

To join by videoconference:

<https://meetingsamer11.webex.com/webappng/sites/meetingsamer11/meeting/download/1a755cc73b3d45969655de7bc140ab4a?siteurl=meetingsamer11&MTID=ma6fb75c4f6b44223ba0f679a834dff47>

To join by phone: 416-216-5643

AGENDA

4:20

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of February 24 Board Meeting (*attached*): to be accepted

4:30

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. Program Budget
 - i) Financial impact of COVID19 (*attached*)
 - ii) Cash flow transfer of funds: for decision

4:45

7. AGM
8. Standing Committees
 - 8.1. Strategic Initiatives Committee Report – deferred
 - 8.2. Membership, Nominations & Outreach Committee Report – deferred

4:55

10. Program Update (*attached*): Seniors, EarlyON, HOBG, After School
11. Neighbourhood Food Hub
12. Don Summerville Revitalization

5:10

13. Directors' Concerns

5:15

14. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting February 24, 2020

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

Present: Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Tim McNab, Michael Miceli
(by phone), Jim Valentine
Regrets: Pierre Bois, Paula Fletcher, Moneca Yardley
Absent: Andre Riolo

Staff: Susanne Burkhardt, May Seto (recorder)
Guest: Sue Munn

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.

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on recommendation 8 of the Truth and Reconciliation Commission. This recommendation calls upon the Federal Government to eliminate the discrepancy in federal education for First Nations children being educated on reserves and those First Nations children being educated off reserves.

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Tim

6. Volunteer Hours – Hours were recorded by May.

7. Minutes of the January 27 Board of Directors Meeting

MOTION (Kosny/Valentine)

To accept the minutes of January 27, 2020.

Carried

8. Finance

8.1. Year-To-Date Statistics – deferred

8.2. 2020 City Budget Update

Susanne provided an update on the City Budget process outcomes. She provided an overview of the business cases submitted by Applegrove and explained that Council appears to have approved them all but is awaiting confirmation. Applegrove would see a

35.6% increase from the 2019 budget. Members wanted to thank Councillor Fletcher for all her hard work and help with the approval of the 2020 budget.

8.3. Audit Process

Susanne shared with Members that the Auditor spent time looking at Applegrove finances last week.

9. Strategic Initiatives Committee Report – deferred.

10. Membership, Nominations and Outreach Committee Report

Vai Teng provided an overview of the committee notes. May and Louise provided updates on the Family Dance report and upcoming event planning. Jim provided an update on the website and branding information. Promotion of AGM and Seniors Active Living Fair is being done through local community newspapers, Applegrove Facebook and website, and posters. The committee discussed the possibility of hiring a part-time Outreach Coordinator to do more effective and targeted outreach. Jim volunteered to spend time with staff and work out an outreach plan.

10.1. Nominations Update

Three Board members are standing for re-election and there is one vacancy. Recruitment has been done in the community, in programs and via Applegrove Facebook and City website. There are currently two interested candidates, one of which is at our meeting tonight. The other candidate was planning to attend but had to cancel.

10.2. AGM

The AGM is confirmed for Thursday, April 2 at Glen Rhodes Church. Susanne has started preliminary planning and will work on the agenda next week.

11. Programming Update: Family Dance, Tax Clinics, March Break and Summer Camp

Income tax will be offered on Monday mornings and Wednesday all day which is an additional morning of income tax appointments for the community. Jade, our Community Worker placement student, and Jean will be the volunteers working on income tax. Applegrove will also do income tax returns for Don Summerville tenants on two evenings in March and April.

March Break registration has started. With the loss of PSI funding fees for March Break have increased to help cover costs.

Summer Camp registration is scheduled for Wednesday, April 8 in the Applegrove office starting at 6 pm. Registration order is by lottery. Tickets will be handed out at 5:45 pm.

12. TDSB Labour Disruption

May provided an update of the TDSB strike camps. To date, we have offered 5 camp days out of the Toronto Formosan Church. Refunds will be provided to families after the labour action is resolved. Some parents have donated their refunds to Applegrove.

13. AODA Training

Applegrove would like all Board Members to complete online AODA training. May will send Members a link for everyone to complete in the next couple of months. Please inform May when you have completed the training. The goal is for everyone to complete the training by the end of year.

14. Neighbourhood Food Hub

Susanne provided an overview. The Food Hub will be offering a number of new programs that include canning workshops, a cookbook depot for cookbook swapping, and a program on mindfulness and food. A newcomer kitchen program will be offered by Mustard Seed. Applegrove also received a grant from Seniors Horizons that focuses on a Seniors art project at the Food Hub.

15. Glen Rhodes Lease

Susanne provided an overview. The lease preparation and negotiation process is still ongoing. Next steps include meeting with Councillor Fletcher to provide an update. If the Glen Rhodes Lease is signed, Applegrove will need to discuss at the Board level how to manage leases in the future, as we will have two leases with different funding and management models.

16. Don Summerville Revitalization

Susanne continues to attend meetings regularly. City Planning will be providing formal notification and hosting a community meeting at SH Armstrong. With the possible City labour disruption however, they may need to relocate. Applegrove continues to help lead tenant engagement and will play a role in community economic development activities and developing a community action plan.





























17. Directors Concerns – None

18. Adjournment

The meeting was adjourned on a motion by Vai Teng, seconded by Iggy Kosny.

Chair

Secretary

March 31, 2020 YTD Financial Report		Based on approved City Budget and draft program budgets approved at November Board meeting							
		YTD Budget		YTD Actual		Variance	Common Issues	Special Notes	
		Variance Tracking (Favourable vs Unfavourable)  Favourable variance of 20% or more (may need additional page)  Favourable variance of 1-20% (requires an explanatory note)  Insignificant variance of 1% or less  Unfavourable variance of 1-15% (requires an explanatory note)  Unfavourable variance of 16% and up (may need additional page)							
City Funded Administration	Expense	101,576		91,366		10%		1 week salary and benefits went into April pay period	
	Income		97,516		97,552	0%			
Families with Young Children	HOBG	Expense	5,420		6,685		-23%		Includes year end spending (accrued funds)
		Income		6,270		6,905	10%		§ Funds not spent prior to March accrued for 2020
	PC	Expense	34,290		30,945		10%		1 week salary and benefits went into April pay period
		Income		33,713		67,175	99%		Q Quarterly payment (April-July) received in March
	AC	Expense	8,231		37,843		-360%		Enhancement grant spending
		Income		7,415		50,788	585%		Q Enhancement grant funds received Quarterly payment (April-July) received in March
Therapeutic	Expense	7,734		2,093		73%		1 week salary and benefits went into April pay period	
	Income		0		0	0%		₹ After increased outreach the program was not filled and no session has taken place.	
Children and Youth	After School including March Break and Holiday Camp	Expense	67,960		56,387		17%		1 week salary and benefits went into April pay period Reflects savings on TDSB permit and program supplies due
		Income		78,900		55,018	-30%		Reflects loss of user fee revenues in second half of month due to COVID closure.
	Satellite	Expense	19,488		11,648		40%		1 week salary and benefits went into April pay period Reflects savings on TDSB permit and program supplies due
		Income		29,184		20,663	-29%		Reflects loss of user fee revenues in second half of month due to COVID closure.
	Teen	Expense	1,729		2,881		-67%		Participation levels went up significantly in this program which increased permit, supply and staffing costs.
		Income		0		0	0%		
Jr Leaders	Expense	0		22		0%			
	Income		0		0	0%		This program is not scheduled to run until summer	
Seniors	Expense	16,485		18,955		-15%		§ Reflects year end spending	
	Income		24,200		25,145	4%			
Fundraising general program	Program General	Expense	8,064		7,333		9%		1 week salary and benefits went into April pay period (Program Assistant)
	Agency fundraising and donations	Expense	2,783		2,107		24%		Expenses include Directors and Officers Liability Insurance, permit fee, AGM advertisement, Family Dance
		Revenue		3,647		5,432	49%		Revenues includes Family Dance, United Way donation, indiv charitable and Canada Helps donations, program account interest Increase in general donations
§ = Special April-March financial year		Q = Funding received q = Funding received twice annually							

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

March 31, 2020

ASSETS

Alterna - Admin Account	33,228.94
Alterna - Program Account	355,328.56
Alterna - Trust Account	124.03
Alterna - Member Shares	156.36
Alterna Term Deposits - Program	140,408.11
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,360.00
Loan from Program to Admin	0.00
Outstanding Transfers Between Accounts	(1,081.24)
Accounts Receivable - Admin	1,461.24
Accounts Receivable - Program	1,923.04
Long-term Receivable - City of Toronto	249,080.85
City of Toronto - Receivable	14,115.61
HST Receivable - Admin & Program	5,501.33
Prepaid Expenses	6,117.95
	<u>807,874.78</u>

LIABILITIES

Accounts Payable	27,944.25
Long-term Benefits Payable	135,858.00
Unrealized Actuarial Gain	95,744.00
Income Taxes Payable	7,362.31
CPP Payable	5,582.88
EI Payable	2,240.54
OMERS Payable	8,785.08
WSIB Payable	1,398.76
Union & COTAPSAI Dues Payable	788.88
EHT Payable	1,095.37
Vacations Accrued - Admin	17,478.85
Vacations Accrued - Program	14,903.68
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>330,053.82</u>
Accrued Expenses	23,880.70
Deferred Income	0.00
Retained Surplus (Deficit): Program General	0.00
Parent/Child Drop-in	0.00
Afterschool	216,822.61
Teen Program	0.00
Seniors Programs	15,010.07
Board/Management	42,727.18
Summer Programs	39,392.30
The Applegrove Connection	0.00
HOBG	4,342.90
Over the Rainbow	0.00
Current Program Income	325,242.42
Current Program Expenses	(195,783.03)
	<u>129,459.39</u>
Admin:	
Current Admin Funding - City of Toronto	97,516.44
Sick Pay Gratuity Funding - City of Toronto	0.00
Interest on Admin Account	35.10
Current Admin Expenses	(91,365.73)
Current Admin Surplus/Deficit	6,185.81
	<u><u>807,874.78</u></u>

**Financial Impact of COVID-19
Applegrove Community Complex**

Admin Budget

- Applegrove’s Admin Budget has been affected by COVID-19 as follows:
 - New, incremental COVID-related costs e.g. mail forwarding, PPE, postage
 - Savings on March Break and Teen permit fees
 - Deferred need to purchase some office supplies
- At this point in time, the Admin Budget is not expected to be significantly impacted.
- To support City cash flow, monthly City payments for April (\$32,505) and May (\$51,268) have been deferred to later in the year. The City may request additional deferrals.

Program Budget

- As a result of COVID-19, Applegrove’s Program Budget has been affected as follows:
 - Loss of program revenue, with continued regular monthly expenses (cell phones, copier, etc) and staffing expenditures
 - Savings on program costs e.g. permit fees, rent, food, supplies, travel
 - COVID-related expenses e.g. video-conferencing, USB keys, software
 - Expedited timing for seniors project grant expenditures
 - New revenue and associated expenditures via the Food Hub
- For programs funded by ongoing grants (Seniors, EarlyON, Helping our Babies Grow), the financial impact has not been significant.
- Programs funded by After School revenues (After School, Teen, Over the Rainbow) show a significant impact. The list below provides a high level overview of this impact to date:

	Weekly average	Monthly average	7 Week Total Mar 16 - May 1
Revenue loss	\$8,250	\$33,000	\$52,500
Savings	\$2,250	\$9,000	\$14,600
Ongoing regular expenses	\$250	\$1,000	\$1,750
Staffing costs	\$5,750	\$23,000	\$37,600

- To date the closure has impacted the Program Budget by approximately \$40,000 (see bolded items above)

April 24, 2020

- Following staffing reductions taking effect as of May 1 and increased Seniors Worker hours through grant funding, average weekly costs for positions funded by After School revenues have been reduced to approximately \$1,000 per week or \$4,000 per month, with additional review taking place.
- Continued reductions in revenues and expenditures within the Program Budget are expected to continue throughout May, and may continue into the summer.
- The 2020 Program Budget was, as in previous years, structured to run a surplus. Much of this surplus is the result After School Program revenue, which is intended to generate revenues to support other programs.
- Whether or not COVID will result in a net loss cannot yet be determined as it depends many factors including on how long the closure continues, what re-opening looks like, whether or not we can offer summer programming, the ongoing availability of EarlyOn and other program funding, participant retention, etc.
- The Program Budget is generally revised and brought to the Board in September, however given these unprecedented and significant changes it will be revised earlier

Summary of Program & Activity Responses due to COVID-19 Closure

EarlyON Programs (Parent/Child Centre & Applegrove Connection)

- Phone check-in calls made to all current families each week starting April 7 for both programs. A total of 113 calls made to date. Staff have reached 62 families.
- Digital programming began April 14 and currently scheduled from 10 -11 am (Tues – Fri); 2 – 3 pm (Tues/Thurs); 33 different adults and 39 different children have attended; Total participants to date: 171
- Instagram account started on April 20 to highlight activities.
- Staff finishing previous assigned training.
- Ongoing communication with funder

Helping our Babies Grow

- Phone and check-in calls made to 15 different women. Emails started March 13. Calls started April 6 and staff will check in with women weekly by phone. Total contact to date: 90 calls.
- \$150 in grocery gift cards dropped off to each participant on April 9.
- Zoom sessions started April 20 and will continue weekly with either a social format or with a workshop speaker
- Staff finishing previous assigned work.
- Ongoing communication with funder

After School Program

- Program refunds issued for TDSB Labour Action and COVID closures.
- Staff finishing previously assigned work by their last day of work (May 1)
- Negotiated with Toronto Formosan Presbyterian Church not to pay rent during the closure.
- With the few remaining staff working some afterschool hours, Applegrove will hold a trial digital check-in with participants on April 30 and May 1 to determine interest for programming. Plan to offer a digital program every day for participants once we gauge interest.

Applegrove CC

April 27, 2020

Seniors Program

- Staff continuing to call participants directly to check in 1-2x per week.
 - Over 100 people on call list and staff have made approximately 600 calls to date
 - 25 are high needs seniors who require additional support
 - 27 are receiving good food boxes
- Staff finishing previous assigned work (training, policy review).
- Digital programming:
 - currently offering 2 classes per week of Spanish classes through Zoom
 - Speaker series using Seniors Centre without Walls (SCWW) platform started yesterday and will be offered each week
 - 2 afternoon tea socials per week using SCWW
- Ongoing communication with funder
- We have received approval from New Horizons to use existing (Connecting in the Kitchen) funds and new (arts, Food & Community) program funds for COVID work.

Income Tax Clinics

- Appointments scheduled have been postponed – to be rescheduled if we are able to return to operations before June 1.
- Been in contact with Community Volunteer Income Tax Program and they have informed us that benefits will not be affected up until September 2020, if income tax returns are filed late.

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Board of Management Meeting

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To join by phone: 416-216-5643

AGENDA

5:15

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the February 24 Board of Management Meeting (*attached*): to be accepted

5:20

- D. Personnel
 - D.1. Personnel Committee – deferred
 - D.2. Personnel Update
 - i) Staffing Update
 - ii) Finance Manager Transition
 - iii) Hiring

5:30

- E. Adjournment



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Minutes of the Board of Management Meeting February 24, 2020

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

- A.** Present: Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Tim McNab, Jim Valentine
Regrets: Pierre Bois, Paula Fletcher, Jennifer Story
Absent: Andre Riolo, Moneca Yardley
- Staff: Susanne Burkhardt, May Seto (recorder)
Guest: Sue Munn
- B. 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.
- C. Declaration of Conflicts of Interest**
None were declared.
- D. Minutes of the January 27 Board of Management Meeting**
MOTION (McNab/Law)
To accept the minutes of January 27, 2020.
Carried
- E. Personnel Committee Report**
Susanne highlighted the bridging solution for the Finance Manager position. After a review of the candidate's resume and positive reference feedback, Susanne and Susan met with the candidate on Friday and the meeting was positive. He will be hired on a fee for service basis until Applegrove is ready to hire a new finance Manager.
- F. Executive Director's Report:** for information
Susanne provided a verbal report. Susanne shared that this month was very busy as two office staff were on vacation. The school invited Applegrove to attend Thursday's School Council meeting. Due a conflict with the SI Committee meeting that evening, Louise will attend and report back. When it makes sense, either Susanne or May can attend. Iggy offered to represent Applegrove on occasion and report back if needed.
- G. Correspondence/Information:** For information
- H. Adjournment**
The meeting was adjourned on a motion by Vai Teng Law, seconded by Jim Valentine.

Chair

Secretary