



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 – Thursday, August 23, 2012 Special Location

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

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

6:30 Brief Business Meeting

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest

6:35

4. Finance and Fundraising
 - 4.1. Year-To-Date Financial Report (*to be circulated by e-mail or distributed at the meeting*)

Motion needed to discuss the next 2 items *in camera* (without guests or staff other than agency management), as they deal with identifiable individuals or confidential information.

- 4.2. Admin Budget 2012
 - i) Request for Overtime Payout (*Confidential report on bright blue*): for decision
 - ii) Revised 2012 Budget: (*Confidential report to be circulated by e-mail or distributed at the meeting*): for information
- 4.3. Admin Budget 2013 (*Confidential Green report*): for information and decisions
- 4.4. On-line Access to Applegrove Bank Accounts
- 4.5. Revenue Canada Tax Receipts

Motion needed to return to the public meeting.

5. Planning
 - 5.1. The HAIG: for information, decisions and action
 - 5.2. Update on Strategic Planning (see Executive Director's Report)
6. Update on After-school 2012/13: for information
7. Executive Director's Report (*pink*): for information

7:15

8. Adjournment for Dinner

Next Meetings

September 15, 11 to 4 Applicious @ Ashbridge Estate!
Monday, September 24 Board meeting



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”



Executive Director's Report

August 15, 2012

Please note that the June Board minutes are in this package for information. However, to streamline the brief August business meeting, these minutes will actually go to the September meeting.

At the June Board meeting, I reported on a revised 2012 Admin budget (the Board deferred endorsing it) as well as a revised 2013 Admin budget which included separation costs. Since then, I have submitted a second revised 2013 budget. It included COLA¹ increases for union staff as required by the Collective Agreement ratified by City Council in early July. Applegrove's Budget Analyst is doing a line-by-line review with Ken and me on August 15, and the City's Director of Financial Planning has requested that we meet with her on August 22.

We are making progress on strategic planning. The survey of our members went on-line in late June (with thanks to the Board members who reviewed drafts). I will report on it at the August meeting. I have conducted interviews with key informants and have more scheduled. The Board meeting will allow time for reports from Board members on their key informant interviews.

In late July, Toronto Employment and Social Services confirmed Applegrove's ongoing eligibility for Investing In Neighbourhoods, the funding program that provides our 2 Outreach and Involvement Workers and the Child/Youth Lead. This confirmation will allow us to end the gap since Gulmira and Aida completed their contract in early May. May and I expect the new Out/In staff to be hired by the end of August.

However, between Applegrove's restructuring and this staffing gap, work on Applicious has been delayed. Nonetheless, I am happy to report that we have \$850 in sponsorship cash plus additional in-kind sponsored advertising. I hope for additional in-kind printing and more cash to cover equipment rentals, supplies, etc.

Between now and the September 15 event, there will be a great deal of preparation – compiling craft items, preparing decor and signage, recruiting and training volunteers, planning the food, ordering the equipment, and much more. Plus, to publicize Applicious, we will send out a newsletter to Applegrove's 1000 member households at the end of August (target mailing date is Friday, August 31). I want to delegate much of the detailed work so please let May or me know:

- if you have some day or evening time to help prepare Applicious or the mailing.
- what you would like to do at Applicious
- if you have contacts to obtain a truck, 10x10 pop-up sun shelters, or other equipment, or
- if you can help source donations of small / medium items for prizes and a small silent auction
- contacts for sponsorship: opportunities from \$25 to \$2500.

Regarding Applicious, we have casually discussed the possibility of cider or wine sales. Although it would be useful to have additional event revenue this year from alcohol sales, the following LLBO regulations essentially prevent our being able to do so:

¹ COLA = Cost Of Living Allowance

- Permit applications must be submitted to an LCBO SOP service store at least 30 days before the event takes place, except for Private Events which require a minimum of 10 days notice.
- For outdoor events, the permit holder must write to the local municipality, police, and fire and health departments notifying them of the event.
- The permit area must be clearly defined and separated from the area(s) where the SOP does not apply by a minimum 36" (0.9 metres) high partition.

Although some events allow patrons to move about with their drinks, the LLBO says the following:²

To be eligible, the event must meet the following criteria:

- the event must be an outdoor event (e.g. street festival);
- the event must be designated "municipally significant" and the applicant must submit a resolution of municipal council or a letter from a delegated municipal official designating the event as "municipally significant"; and
- the licence holder and the permit holder must have entered into an agreement to ensure that there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of noncompliance with the LLA and Regulations by either of the parties.

Consequently, either our event would have to be "municipally significant" or we would have to have a separate licensed area. And we must apply for the special occasion permit 30 days in advance. So I recommend that Applicious 2013 apply to be municipally significant and, as a back-up plan, design a separate licensed area.

Meanwhile, the ongoing administrative work continues. To streamline financial reporting, I would like the Finance Manager and Bookkeeper/Information Clerk to be able to see Applegrove's bank accounts on-line. They should not be able to transfer funds between accounts, withdraw funds, or take other actions. Currently, we have to wait until the bank statement arrives about the middle of the following month to see electronic fund transfers into our accounts, whether payments went through, etc. There is a motion to this effect on the agenda.

In addition, the Restructuring requires a Board motion changing the signing authority for charitable receipts from the Office Manager to the Finance Manager.

Complaints and Grievances

As agreed at the October and November 2011 Board meetings, the Executive Director's Report now includes "Complaints".

There were no additional complaints or concerns since the June Board meeting. May and I have taken action on the concern reported at the June Board meeting.

Following up on Step 2 Group Grievance that I reported in February, the union submitted a Step 3 Group Grievance to the City in late February. Although a grievance meeting has not yet been scheduled, I expect it to take place shortly.

Other Information

At the Board meeting, I will update Board members on restructuring. Looking ahead, please note that I plan to take at least 2 weeks of vacation in November.

Respectfully submitted,

Susan Fletcher.

² http://www.agco.on.ca/forms/en/1575_a.pdf



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”

Minutes of the Board of Directors Meeting June 18, 2012

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

Present: Ben Chong, Natalie Coulter, Ann McKechnie, Carmita Magnaye, Neil Sinclair,
Sydney Schultz (Chair), Chris Sulway
Regrets: AHM Mustain Billah, Alana Honsch, Mary-Margaret McMahon,
Staff: Susan Fletcher, May Seto (Recorder), Ken West

Next Meeting

Thursday, August 23 – Board Meeting at Susan’s at 6:30 p.m.

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome and Introductions

Ken West, the new Finance Manager attended the meeting and met Board members.

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Assigned timekeeper for meeting – Neil

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the May 28 Board of Directors Meeting.

MOTION (Sinclair/Magnaye)
To accept the minutes of May 28.
Carried.

8. Finance and Fundraising

8.1. Financial Report

Ken will produce a report and bring to next meeting.

MOTION (McKechnie/Chong)

To discuss the next 2 items in camera, as they deal with identifiable individuals or confidential information.

Carried.

8.2. Admin Budget 2012

Susan provided an update and is still awaiting information on 2012 budget impact. Motion to endorse expected revision to the 2012 Admin budget deferred to next meeting.

8.3. Admin Budget 2013

The Personnel Committee discussed the proposed settlement and its impact on the 2013 budget.

MOTION (McKechnie/Magnaye)

To return to the public meeting.

Carried.

MOTION (Sinclair/Chong)

To endorse the proposed 2013 budgets.

9. Planning

9.1. The HAIG

Natalie provided an update and steps the HAIG committee will be taking to secure funding and a new location for September. Natalie also passed around a scrapbook of pictures and comments from HAIG participants to show possible funders how important the program is in their neighbourhood.

9.2. Strategic Planning

Susan provided overview and asked for Board members to help ask key community stakeholders questions about Applegrove.

10. Program/Policy Issues

10.1. Summer Camp and Leadership Update: For Information

May updated the Board members on enrollment and funding for the summer programs.

10.2. Anaphylaxis Policy

May drafted an Anaphylaxis policy to comply with Children's Services funding requirements for review. May answered questions about the policy.

10.3. Proposal for Afterschool 2012-2013

There have been a large number of requests for additional afterschool programming with several families indicating they are prepared to pay "full fee". May provided an outline of a budget and presented it to the Board. The Board suggested that the program transition towards one fee in the next few years rather than keep two separate fees.

Board of Directors Minutes

June 18, 2012

3

11. Directors' Concerns

Natalie brought up a concern that a staff member in the Parent-Child Drop-In is being treated poorly by fellow co-workers. Susan and May will follow-up and meet with all staff from the program to investigate the situation.

12. Adjournment

The meeting was adjourned on a motion by Chris Sulway, seconded by Ann McKechnie.

Chair

Secretary



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”



Minutes of the Board of Management Meeting June 18, 2012

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

Present: Ben Chong, Natalie Coulter, Ann McKechnie, Carmita Magnaye, Neil Sinclair, Sydney Schultz (Chair), Chris Sulway
Regrets: AHM Mustain Billah, Sheila Cary-Meagher, Alana Honsch, Mary-Margaret McMahon,
Staff: Susan Fletcher, May Seto (Recorder), Ken West

A. Call to Order/Adoption of Agenda

Sydney called the meeting to order. Quorum of 5 members was achieved. The agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the May Board of Management Meeting

MOTION (Sulway/Magnaye)

To accept the minutes of May 28.

Carried

MOTION (McKechnie/Chong)

To discuss the next 2 items in camera, as they deal with identifiable individuals or confidential information.

Carried.

D. Labour Relations Update

Susan updated Board members on bargaining with CUPE 2998.

E. Restructuring Update

Susan provided an update and reported that the new bookkeeper has been hired and will be starting soon.

MOTION (Sulway/Coulter)

To return to the public meeting.

Carried.

F. Personnel Committee Report

Ann provided an overview and answered any questions members had.

MOTION (McKechnie/Sinclair)

To accept the Personnel Committee Report.

Carried.

Board of Management Minutes

June 18, 2012

2

G. Finance Manager Hiring Report

For information.

H. Executive Director's Report

MOTION (Sulway/Magnaye)

To accept the Executive Director's Report.

Carried.

I. Correspondence List

None

J. Adjournment

The meeting was adjourned on a motion by Natalie Coulter seconded by Chris Sulway.

Chair

Secretary

Next Meeting:

August 23 at 6:30 p.m. at Susan's home – next Board Meeting.



Applegrove Events and Board / Committee Meetings – August 20, 2012
Office Phone 416-461-8143
“Together, Building Our Community”

www.ApplegroveCC.ca

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

August Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14	15	16	17	18
19	20	21	22	23 6:30 Special Board meeting	24 Last day of camp	25
26	27	28	29	30	31	

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

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Applegrove Closed for Thanksgiving	9	10	11	12	13
14	15	16	17	18	19	20 Duke of Connaught 100th Anniversary
21	22	23	24	25	26	27
28	29 Board	30	31 Happy Halloween!			

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

Applegrove Events and Board / Committee Meetings – August 20, 2012
Office Phone 416-461-8143

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 <i>Pasta Fest</i>
4	5	6	7	8	9	10
11	12	13	14	15	16 [PA Day]	17
18	19	20	21	22	23	24
25	26 Board	27	28	29	30	

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 [PA Day]	8
9	10	11	12	13	14	15
16	17 Board Meeting?	18	19	20	21	22
23	24	25	26	27	28	29
Applegrove closed for the holidays, December 24 to January 1 inclusive						
30	31	Happy New Year	Applegrove re-opens			

January Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Applegrove closed for New Year's Day	2 Office and PC re-open	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 [PA Day]	26
27	28 Board	29	30	31		

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