



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, December 22, 2014
Note: special off-site location**

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.

7:00

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Volunteer Hours

7:02

4. Appointment to fill Board Vacancy
5. Personnel Committee Report

7:06

Motion needed to discuss the next item *in camera* (without guests or staff other than the Executive Director and Program Director), as it deals with identifiable individuals or confidential information.

6. Complaint Referred to the Board by the Executive Director: decision needed

Motion needed to return to the public meeting.

7:09

7. Adjournment



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Board of Management Meeting AGENDA -- Monday, December 22, 2014

Note: special off-site location

7:09

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Appointment to fill Board Vacancy
- D. Executive Director's Report: for information

7:10

- E. Adjournment for social

Next Meetings and Events

Board meeting January 26

Committee Meetings

Community Integration January 7 @ 7

Revenue Generation January 12 @ 7:30

Personnel TBD

YogaThon February 7



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Executive Director's Report

December 11, 2014

The winter break is coming up, but first, we have parties and special events in programs. The Seniors Holiday Tea was yesterday. On Friday, the After-school program has a pool party, and the PC party is on December 17.

Although we will have a very short business meeting on December 22, I wanted to update you on several issues, starting with the magic wrapping paper! Please note that the Board package includes minutes of the last Board meetings as well as notes from the Revenue Generation and Committee Integration Committees. These are for information and are not on the agenda.

Wrap and Roll

Once upon a time, also known as 2009 or 2010, one of May's friends donated an industrial size roll of red and silver wrapping paper. Each year, we wrap 60 to 150 gifts with it. Most years, we cover several 6-foot tables with it. There is some wastage each year. As you see, the cardboard roll it is on is much larger than even the mall-size wrapping paper. Maybe that is why the roll never ends. But I suspect Santa is involved in the magic wrapping paper!



New Year, New Day

Applegrove's Helping Our Babies Grow (HOBG) moves from Friday afternoons to Monday mornings in January. We are promoting the change via Facebook, at the program, etc.

New Year, New Hours

The new hours for the Applegrove Parent/Child Drop In start on Tuesday, January 6. The program will continue to operate Tuesday to Friday, but will be open from 9 to 2 each day.

Edgewood Update

May, Louise and I looked at a possible space in the Mennonite Church (1774 Queen Street East, which is the north side of Queen, about a block west of Corpus Christi Church). It is air conditioned, has an elevator, great washrooms, lovely kitchen . . . It also has no storage space, a pillar in the middle of the room, and carpet. We are in discussion about our proposal to use the space 2 mornings per week from January to June, at a rental fee that would be within the budget. The program plan also includes one evening per week at Applegrove. I hope to have an agreement soon, and to be able to publicize the new information before the holidays.

Same Old

The After-school, Teen and Seniors programs will take a break from Dec. 22 to January 2, and resume their usual days and times in the week beginning January 5.

10th Annual YogaThon

On February 7, Applegrove supporters will do up to 108 repetitions of the Salutation to the Sun sequence of yoga postures! If you want to participate, pledge forms will be available in early January. But you might want to start practicing now.

EchoAge

As discussed at an earlier Revenue Generation meeting, I began to register Applegrove for this service. EchoAge is an on-line birthday/donation program. Parents register their children's birthday parties including a big gift that the child wants and a charity. Families attending the parties contribute on-line via credit card. Half the money goes to the family/child for the gift and half goes to the charity. The charity provides a charitable receipt to all donors.

The following information is from EchoAge's FAQs:

There is a 4.9% credit card payment and processing charge to the host of the birthday party. This amount is deducted from the host share and covers all payment processing for the guest contributions.

There is a platform fee of either \$30.00 or \$60.00 per month for charities, depending on the size of the organization, and the volume of transactions. This platform fee is charged to the charity whether or not funds have been raised on ECHOage in any given month.

ECHOage deducts administration fees on funds raised. Fees are kept as low as possible in order to create maximal benefit to the charities and schools that ECHOage supports. The administrative fee ranges depending on whether the ECHOage partner is a charity, school or cultural institution: the range is from 5.9%- 6.9% of funds raised, plus between \$1.50 - \$2.50 per donation.

Once EchoAge decides whether we are eligible and we get clear answers about the cost, the Board should decide whether to proceed.

Summer 2015

Yes, it is time to start planning for the summer! The application for federal summer students is due in January. With September 1 on a Tuesday, and the last day of school on June 25, this is an unusual 10-week summer. Our day camp usually runs for 8 weeks, so we need to decide whether to run an 8 or 9 week camp.

The day camp usually is not full for the first week when it is just 4 days. Plus our TDSB and Tropicana students usually cannot participate in our training for the other summer staff. If we use the week of June 29 to July 3 for training and set-up, they can probably attend some of our training.

Consequently, May and I proposing that day camp operate for the usual 8 weeks, starting July 6.

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 in my June report, a received a grievance in June regarding a request for an alternate rate. It is still at Step 3, review by the City's Labour Relations staff.

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

Respectfully submitted,

Susan Fletcher.



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Minutes of the Board of Directors Meeting November 24, 2014

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

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

1. 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.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Timekeeper for meeting – Alysha

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the October 20 Board of Directors Meeting

MOTION (Sinclair/McKechnie)
To accept the minutes of October 20
Carried

8. Finance

8.1. Financial Issues Identified and Resolved: For Information

Susan H. provided an overview of her findings and steps for resolution. The Board thanks Susan H. for her hard work and bringing issues to the Board. Neil and Chris will follow-up on information needed for regular reports to the Board and Treasurer.

8.2. 2014 YTD Statistics

Susan provided an overview of the YTD statistics.

8.3. 2014 YTD Financial Report - deferred

8.4. 2015 Program Budgets

Chris provided an overview.

MOTION (A. Brown/Buncel)

To endorse the provisional budgets as proposed and for staff to use these for relevant funding submissions.

Carried

8.5. Applicable Final Report

Susan provided an overview. The Board agreed with the suggestions made by the Committee's recommendations.

8.6. Pasta Fest Preliminary Report

Louise provided an overview. The complete report will go to the Revenue Generation Committee.

9. Strategic Planning

9.1. City of Toronto Strategic Directions, Strong Neighbourhoods Strategy, and Strategic Outcomes.

Ann and Chris provided an overview of the City of Toronto meeting they attended on behalf of Applegrove. Chris led a discussion on how our strategic plan coordinates with the City's.

9.2. Program Development: PC Proposal

May presented participant survey results and partner availability. PC staff discussed results and other information and developed a suggestion for new program hours and days for the PC drop-in and Helping our Babies Grow. PC staff will take suggested directions to the Nov. 27 PC Advisory Committee for implementation in January.

9.3. Amend Procedural Bylaw to set up Standing Committees

MOTION (Sinclair/Sulway)

To amend the Procedural Bylaw for the Board of Directors to set up the following standing committees, Personnel, Revenue Generation and Community Integration.

Carried

9.4. Committee Terms of Reference – deferred

10. Edgewood

10.1. Short Term programming options/plans

Louise provided an overview of the EW situation and what the program plans are in the short term. Currently, EW is operating on Mondays at SH Armstrong from 11:30 a.m. – 1:30 p.m. and Wednesday evenings in the PC drop-in from 6 – 8 p.m.

10.2. Longer term programming options/plans

Immediately after election, Susan asked for help on an alternative location from Trustee Cary-Meagher and Councillor McMahon. The Trustee did not know of any availability. Councillor McMahon has responded to our request and will see what is available in the community. Staff have a meeting with one possible site to see space and discuss availability and cost for a possible start in 2015.

11. Revenue Generation Committee Report – deferred

12. Community Integration Committee Report – deferred

13. Directors' Concerns

A concern was brought up that there was not enough time to discuss issues at board meetings. It was suggested to lower the number of agenda items and that Committees have a standard template for committee notes or reports, with an expectation that the Board would not need to discuss in detail. Other suggestions included: a open call for agenda items for committees and the Board, up to 15 minutes at the beginning of Board agendas for open discussion, and an ad hoc work group or scheduled conference call to identify issues. There was also a concern that the Executive Director would be overwhelmed with attending all committee meetings. More discussion will take place at the December Board Meeting.

14. Adjournment

The meeting was adjourned on a motion by Neil Sinclair, seconded by Chris Sulway.

Chair

Secretary



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Present: Irene Buncel, Alysha Brown, Lynne Gray, Ann McKechnie (Chair), Neil Sinclair, Chris Sulway
Regrets: Tolga Ay, Kyle Brown, Antoine Tedesco
Absent: Councillor McMahon, Trustee Cary-Meagher.
Staff: Susan Fletcher, May Seto (Recorder)

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 of the October 20 Board of Management Meeting

MOTION (Sinclair/Sulway)

To accept the minutes of October 20.

Carried

D. Amend Procedural Bylaw to set up Standing Committee

MOTION (Sulway/Sinclair)

To amend the Procedural Bylaw of the Board of Management to set up the Personnel Committee as a standing committee.

Carried

E. Personnel Committee Report

MOTION (Sulway/McKechnie)

To accept the report.

Carried

F. Executive Director's Report

F.1. Time served

Susan provided an overview of time served and asked Board Members to indicate their plans to leave or continue.

Alysha presented a letter indicating she was stepping down immediately. Ann and Lynne will not continue on the Board after their term.

MOTION (Sulway/McKechnie)

To accept the Executive Director's report.

Carried

G. Correspondence/Information

MOTION (Sulway/McKechnie)

To accept the suggested actions.

Carried

H. Adjournment

The meeting was adjourned on a motion by Alysha Brown, seconded by Ann McKechnie.

Chair

Secretary

Next Meetings

Off site board social with short business agenda: Monday, Dec. 22 at 7 p.m. at Irene's home.

Board Meeting – January 26 at 7 p.m.

YogaThon – February 7 (snow date – Feb. 28)



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Community Integration Committee Notes

December 3, 2014

Present: Vai Teng Law, Ann McKechnie, Antoine Tedesco, Susan Fletcher (recorder)
Regrets: Neil Sinclair

1. Next Meeting

Wednesday, January 7 at 7 p.m.

2. Notes from November Meeting

- accepted by consensus

3. Board Nominations

a. Process

- reviewed the prior process and materials which included a letter, questionnaire/membership form, and the City's diversity questionnaire, plus
 - a fact sheet and a newsletter;
 - Board member job description;
 - the Annual Report and latest audited financial statements;
 - organizational diagram; and
 - the constitutions, procedural by-laws and (old) City by-law.
- Susan also tried to meet with prospective nominees who had no prior involvement with the center
- while the package includes a lot of dry reading material, some Board packages do also.
- a challenge is that this process excludes potential Board members with English literacy problems, whether these are from a learning disability or second language.
- members agreed that this process made sense and tweaked the letter and form.
- members agreed that prospective Board members should attend a Board meeting, then submit the form to confirm their interest.
- after the February Board meeting, the CI committee, acting as the Nomination Committee, will
 - review the forms,
 - respond noting the process by mid-March
 - prepare brief bios about each candidate for the AGM
- at the AGM, nominees will be asked to stand but will not be asked to speak.

b. Number of vacancies

- assuming that Alysha's resignation will be filled at the December or January Board meeting, we currently expect 2 vacancies from Lynne and Ann's resignations.
- Susan will check with the other Board members.

- c. Advertising (starting in early January)
 - o a general notice that Applegrove is looking for Board members and noting the benefits
 - o in the centre
 - o on the City website, Applegrove's
 - o Facebook and FB groups
 - o "save the date" and notice mailed in mid-January (as part of the membership update needed for the AGM)
 - o ad in Beach Metro, possible calendar or media release for other publications
 - o hand-out for programs, e-mail to After-4 parents
 - o school newsletter in January
 - o Charity Village
 - o Susan noted that Applegrove had not had much success with Altruvest or Maytree in recent years. Note: Dec. 4 notice from Maytree changing the "Diversity on Board" program and bringing in a fee of \$150.

- d. Skills and Connections Needed
 - o marketing/sales
 - o help to find/promote corporate involvement
 - o event planning
 - o promotion
 - o fundraising
 - o strategic development
 - o writing
 - o connected to AG programs

4. Website

- everyone agreed on the importance of making the site fresh and modern.
- Antoine presented his work to date and identified some decisions for the organization.
- the next CI meeting will discuss and recommend on elements.
- members also discussed other social media, especially Twitter, and the need to be relevant and impactful

5. Next Meeting

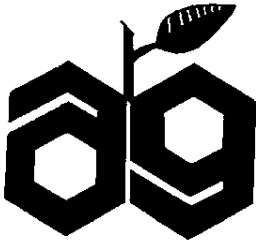
Wednesday, January 7 at 7 p.m.

Agenda to include website discussion as above plus thinking about how to measure diversity on the board and across the organization. A starting point might be using the City diversity survey at the April Board meeting, as well as a skills and interests inventory.

Excerpt from Constitution

8.4 Procedures of the Nominations Committee

- i) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- ii) 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.
- iii) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- iv) 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.
- v) 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.
- vi) 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.
- vii) 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.
- viii) 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.



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Revenue Generation Committee Notes

December 9, 2014

Present: Chris Sulway (chair), Tolga Ay, Mercedes Lee, Neil Sinclair.

Staff: May Seto, Susan Fletcher (recorder)

1. Next Meeting

Monday, January 12 at 7:30 p.m.

2. Program fee review

- a. After-school
 - as follow up from last meeting, May circulated info about other local after-4 programs
 - she described the revenue impact of various fee increases in line with the community rate, i.e., \$5 or \$10 per week
 - May reported on the current subsidy amount and utilization.
 - members asked staff to track the number of subsidies as well as the amount per child and overall.
 - in discussion, members discussed possible uses for increased revenue including
 - funding the Edgewood program's potential location
 - re-establishing a full year Child and Youth Worker
 - funding the teen program
 - before the next meeting, May and Susan will circulate information about these options.
 - members agreed that if there is an increase, it should start in September 2015.
- b. Day Camp
 - May also circulated information about camp fees.
 - Applegrove's 2014 camp fee was \$90 per child per week, with subsidy available.
 - if the camp fee remains at \$90, the budget may show a deficit of about \$1,000 but our thrifty camp staff save money so the program usually has a surplus of \$1,000 to \$3,000.
 - members agreed to a suggestion that \$90 be the “early bird” fee, with a higher fee for later registration.
 - the committee briefly discussed the deposit.

3. Possible fundraising/community engagement activities

While Applegrove does not need to generate revenue to meet the 2015 budget, this committee's mandate includes planning community engagement activities that further the mission and raise money.

- a. Existing events
 - YogaThon in early February
 - Applicious: committee confirmed September 19
 - Pasta Fest: November

b. New ideas

- Irene had suggested a seminar series with topics such as
 - So you want to make a will?
 - So you want to buy a house?
 - So you want to save some money?
 - So you want renovate/improve your home/condo/apartment?
 - members agreed with the concept and suggested that a bank or insurance company could sponsor the series and that speakers might pay for the opportunity to access individuals ready to make these kinds of decisions
 - we can permit a classroom with a low stage, and borrow chairs from S.H. Armstrong as needed.
 - we can offer child care in the PC room
 - participants will be invited to “pay what feels good”
 - Tolga offered to pitch the concept to local banks
 - the committee agree to propose this for April, May and June.

- Mercedes’s ideas
 - family dance party
 - “Frozen” themed party
 - members were enthusiastic about a late February Saturday afternoon dance party in the gym, possibly with a Frozen theme.
 - Applegrove already has a permit request in for the gym for Feb. 28 as the “snow date” for the YogaThon. If the YogaThon happens as planned on Feb. 7, the Feb. 28 permit can be shifted later to allow for the dance party. However, if the Feb. 7 weather requires postponing the YogaThon, it can be in the early afternoon, and the dance party in the later afternoon.
 - Applegrove’s good relationship with the school means we can probably use their sound system.
 - Mercedes will look into character/costume availability

- Sponsorship
 - Neil proposed several different alternatives to event sponsorship including:
 - Advertising on the website
 - Recognition of stakeholders
 - Family membership

4. Next Meeting

Monday, January 12 at 7:30 p.m.

Agenda to include

- Proposal for use of additional revenue
- Event budgets for
 - Dance
 - Seminars
 - Applicable
- Membership fees of other AOCCs