



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 – December 3, 2018

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. Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of October 29 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. Updated Program Budget (*attached*): to be endorsed
 - 8.4. EarlyON Budget Submission (*circulated in separate email*): to be endorsed

7:30

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

8. TDSB Lease Update

Motion needed to return to the public meeting.

7:40

Motions arising from *in camera* discussion

7:45

9. Strategic Initiatives Committee Report (*Nov 5 notes attached*)
 - 9.1. Board Visioning Session
10. Membership, Nominations and Outreach Committee Report (*Nov 12 notes attached*)
 - 10.1. AGM Planning

8:05

11. New Items
 - 11.1. Holiday and Camp Updates
 - 11.2. Community Food Hub Update

8:30

12. Directors' Concerns
13. Adjournment



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Board of Management Meeting AGENDA – December 3, 2018

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the October 29 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Organizational Credit Card: for discussion

8:45

- E. Personnel Committee Report (*Nov 20 notes attached*)

8:50

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

8:55

- G. Correspondence List (*distributed at meeting*): for information

9:00 Adjournment

Next Meetings and Events

January 8, 2019	Personnel Committee Meeting (TBC)
January 14, 2019	MNO Committee Meeting
January 19, 2019	Board Visioning Session
January 29, 2019	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”

Minutes of the Board of Directors Meeting October 29, 2018

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

Present: Natasha Graham, Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie
(Chair), Tim McNab, Jim Valentine
Regrets: Councillor McMahon, Michael Miceli
Guests: Jennifer Story, Moneca Yardley
Staff: Susanne Burkhardt, Susan Horley, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome

Everyone introduced themselves to Moneca and Jennifer.

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – Andre Riolo

5. Volunteer Hours – hours were recorded.

6. Minutes of the Oct 1 Board of Directors Meeting

MOTION (McNab/Law)

To accept the minutes of October 1, 2018.

Carried

7. Finance

7.1. Year-To-Date Statistics

Susanne provided an overview of participation for 2017 & 2018. Members found the comparison charts very useful.

7.2. YTD Financial Report

Members reviewed the information. Susanne provided an overview of the dashboard-type report. Susan H. highlighted key items from the balance sheet and answered questions. Members find the finance sheet that highlights all the programs useful.

MOTION (Lim-O'Brien/McNab)

To accept the YTD financial report.

Carried

7.3. Updated Program Budgets

Susan H. provided an overview of the updated program budgets and highlighted the changes to the revised program budgets. She answered questions that Members had.

MOTION (Riolo/Lim-O'Brien)
To endorse the updated program budgets.
Carried

MOTION (Law/Graham)
To discuss the next items in camera as they deal with identifiable individuals or confidential information.
Carried

8. 2018 Admin Budget Update

Susanne provided an overview of the confidential items and answered questions.

9. Consultant Update

Work from the consultant will be put on hold until the visioning session is completed. A decision at that time will be made regarding their continued involvement.

MOTION (Riolo/Graham)
To return to the public meeting.
Carried

MOTION (Valentine/Lim-O'Brien)
To direct staff to submit an over-expenditure form for the Admin budget.
Carried

10. Strategic Initiatives Committee

Andre and Susanne provided an overview of the Strategic Initiatives meeting. Susanne also informed the Board that the date all members agreed to for the visioning session was in the evening from 6 – 9 p.m. Susanne felt it would be a long day for all and suggested scheduling the visioning session for January. Members agreed and Susanne will send out another email poll with possible dates.

MOTION (Law/McNab)
To accept the SI Report.
Carried

11. Membership, Nominations and Outreach Committee Report

The Committee was scheduled to meet just before the Board Meeting but was rescheduled to November 12. Susanne provided an update on Kevin Ellis who will be joining this committee. Susanne also met with Pierre to discuss membership.

12. Appointment to fill Board Vacancy

Moneca provided an overview of her work and board experience and why she is interested in being on the Board. Members had an opportunity to ask her questions.

Board of Directors Minutes

October 29, 2018

3

MOTION (Lim-O'Brien/Graham)
To appoint Moneca Yardley to fill the current Board vacancy for the remainder of the one year term.
Carried

13. New Items

- 13.1. Holiday Camp and Afterschool Subsidy Update – deferred
- 13.2. Community Food Hub
Susanne provided additional information on the City's idea of developing a food hub at Glen Rhodes Church in east Toronto and is expecting more information to be available to the board soon.
- 13.3. AGM Date:
The proposed date is March 25 and the location is to be determined. Susanne will circulate information of completed Board terms and ask members who is interested in returning. The MNO Committee will develop a recruitment plan if needed.

14. Directors' Concerns – None

15. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jim Valentine.

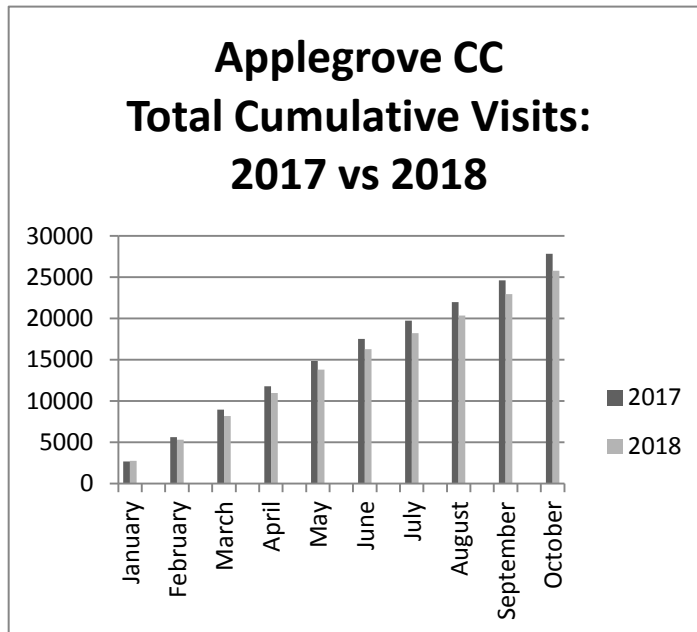
Chair

Secretary

Applegrove Community Complex Program Statistics 2017 vs 2018

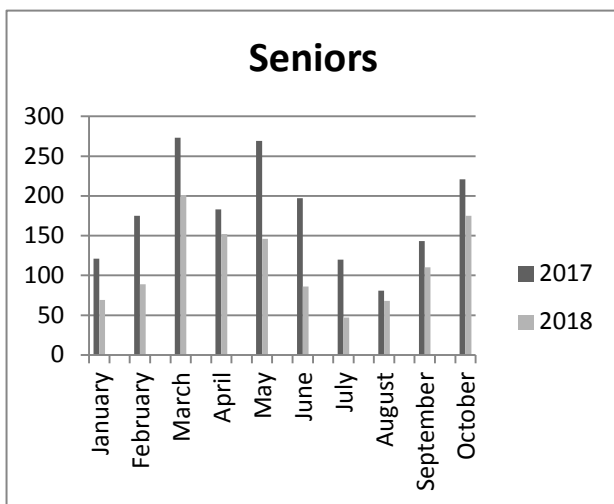
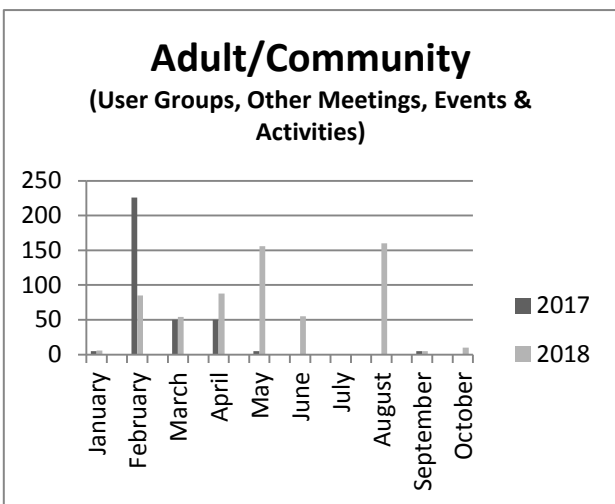
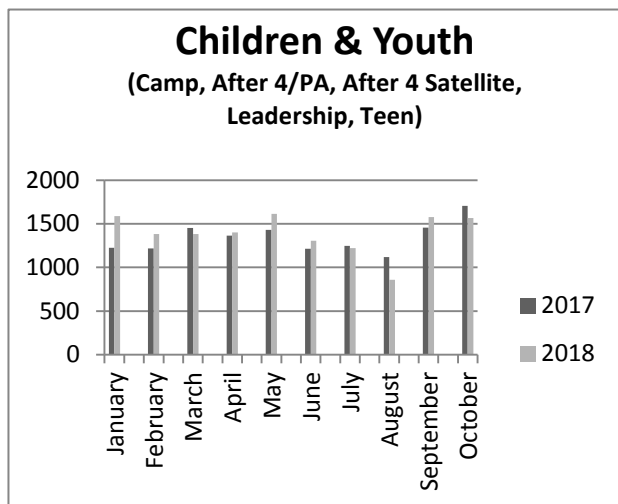
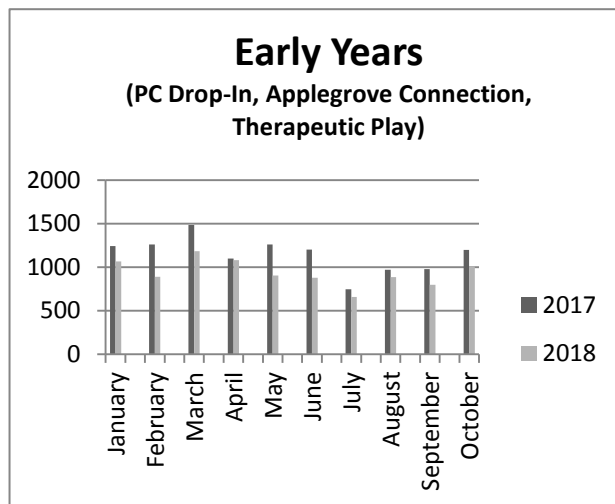
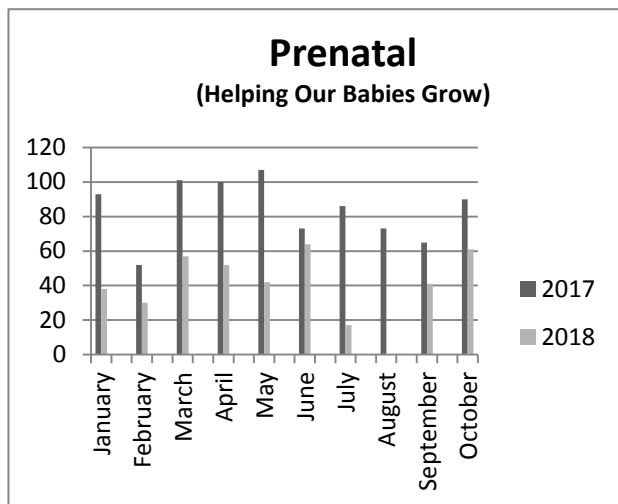
The table below reflects the number of total cumulative visits for the following programming streams:

- 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:

- Overall, 2018 month by month participation levels show the same trends as 2017.
- On average, 2018 monthly overall participation levels remain 7% lower than in 2017.
- Programs that are trending upward relative to 2017 include:
 - After 4 (both locations)
 - Adult/Community activities and events
- Programs trending downward relative to 2017 include:
 - PC Drop-in and Applegrove Connection
 - Leadership & Teen Programs (for youth)
 - Helping our Babies Grow
 - Seniors



INDIVIDUAL PROGRAMS		January	February	March	April	May	June	July	August	September	October
Helping Our Babies Grow	2017	93	52	101	100	107	73	86	73	65	90
	2018	38	30	57	52	42	64	17	0	41	61
Applegrove PC Drop-in	2017	1033	1046	1203	837	906	952	745	969	752	960
	2018	729	682	958	846	745	697	647	888	649	794
Applegrove Connection	2017	201	191	259	255	325	229	0	0	227	235
	2018	327	197	212	220	135	160	0	0	149	191
Therapeutic Play	2017	8	23	22	6	28	22	0	0	0	5
	2018	10	10	12	13	24	23	13	0	0	26
Seniors	2017	121	175	273	183	269	197	120	81	143	221
	2018	69	89	201	152	146	86	47	68	110	175
Camp	2017	81	0	159	0	0	0	1086	1010	0	0
	2018	75	0	142	0	0	0	1096	677	0	0
After 4/PA	2017	953	923	971	1032	1178	1089	0	0	1090	1225
	2018	1149	1008	884	1025	1200	1016	0	0	1145	1073
After 4 Satellite	2017	135	162	182	176	189	125	0	0	367	379
	2018	365	303	282	298	377	289	0	0	434	452
Leadership	2017	0	70	73	80	0	0	162	110	0	55
	2018	0	45	54	38	0	0	127	180	0	21
Teen	2017	56	62	67	76	62	0	0	0	0	48
	2018	0	27	20	42	37	0	0	0	0	21
User Groups	2017	0	13	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0	0
Other	2017	5	213	50	50	5	0	0	0	5	0
	2018	6	85	54	88	156	55	0	160	5	10
Outreach contacts	2017	0	0	0	0	200	230	75	0	200	0
	2018	0	60	0	0	0	60	0	150	80	0

October 31,2018

YTD Financial Report

Variance highlighting

Unfavourable variance of 5-15% = yellow, requires explanatory note

Unfavourable variance of 16% and up = pink, may need additional page

Favourable variance of 20% or more = blue and may need additional page.



		YTD Budget		YTD Actual		Difference from budget		Common Issues	Special Notes
City Funded Administration		Expense	310,116	327,996		17,880	6%		
		Income	334,630	322,465		-12,165	-4%		
Families with Young Children	HOBG	Expense	23,403	24,379		976	4%		Funding received at unpredictable intervals, funding year runs Apr-Mar Year end spending
		Income	21,438	12,693		-8,745	-41%	§	
	PC	Expense	117,649	113,822		-3,827	-3%	Q	
		Income	136,067	137,245		1,179	1%		
	AC (formerly EW)	Expense	26,599	24,582		-2,018	-8%	Q	
		Income	29,809	27,986		-1,823	-6%		
Therapeutic	Expense	28,505	19,577		-8,928	-31%	T	Adapted summer program reduced costs. Funding ended after budget was approved. Have surplus to maintain to end Mar 2019.	
	Income	0	0		0				
Children and Youth	After School incl March Break and Holiday Camp	Expense	159,954	147,834		-12,120	-8%		
		Income	188,728	193,185		4,457	2%		
	Satellite	Expense	39,784	36,043		-3,741	-9%		
		Income	59,328	61,988		2,660	4%		
	Teen	Expense	5,396	4,530		-866	-16%		With little income, we trimmed staff hours. The program did not resume until February and did not run June - September.
	Jr Leaders	Income	1,000	0		-1,000			Fewer participants registered than budgeted
Expense		3,056	1,434		-1,622	-53%			
	Income	4,020	2,985		-1,035	-26%			
Seniors	Seniors	Expense	35,022	33,406		-1,616	-5%	§	Received \$5000 Special Grant to be spent in 2019
		Income	36,444	44,254		7,809	21%		
Fundraising general program	Program General	Expense	25,544	24,966		-578	-2%		Program Assistant and relevant expenses.
	Agency fundraising & donations	Expense	14,864	14,265		-599	-4%		Reflects consultant fees
		Revenue	10,075	7,670		-2,405	-24%		Pasta Fest ticket sales funds anticipated in Oct but received in Nov

§ = Special April-March financial year

Q = Funding received quarterly

T = Funding received twice annually

APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
September 30, 2018

ASSETS	
A/terna - Admin Account	8,058.98
A/terna - Program Account	145,711.94
A/terna - Trust Account	284.16
A/terna - Member Shares	154.86
A/terna Term Deposits - Program	137,181.66
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	2,502.20
Outstanding Transfers Between Accounts	(2,263.13)
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	270,503.57
City of Toronto - Receivable	11,519.84
HST Receivable - Admin & Program	5,938.74
Prepaid Expenses	11,018.13
	<u>590,751.06</u>
LIABILITIES	
Accounts Payable	0.00
Long-term Benefits Payable	133,431.00
Unrealized Actuarial Gain	76,882.00
Income Taxes Payable	6,820.53
CPP Payable	3,384.20
EI Payable	1,659.24
OMERS Payable	7,446.18
WSIB Payable	512.26
Union & COTAPSAI Ducs Payable	779.73
EHT Payable	1,119.44
Vacations Accrued - Admin	25,190.57
Vacations Accrued - Program	10,478.18
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>313,551.55</u>
Accrued Expenses	0.00
Deferred Income	39,880.00
Retained Surplus (Deficit): P/C	0.00
After-school	125,868.29
Teen Program	0.00
Seniors Programs	17,251.69
Board/Management	27,981.33
Summer Programs	31,625.77
The Applegrove Connection	0.00
HOBG	2,750.86
Over the Rainbow	44,564.13
Current Program Income	480,374.60
Current Program Expenses	(501,483.26)
	<u>(11,108.66)</u>
Admin:	
Current Admin Funding - City of Toronto	289,455.58
Interest on Admin Account	35.54
Current Admin Expenses	(290,911.82)
Current Admin Surplus/Deficit	(1,420.70)
	<u>590,751.06</u>

2019 Program Budget - Summary

REVENUE	PC	AGC	HOBG	OTR	AS	AS - SAT	PD Days	Jr Leaders	Holiday Bk	March Bk	Teen	Camp	Leadership	SR	PA	Special Projects	Board	PG TOTALS
City grants, Children's Services	132,349	29,181										7,000						168,530
Children's Services, additional	0											9,000						9,000
Provincial grants														37,100				37,100
Federal grants			27,584									22,780	7,594					57,958
Charitable donations	1,000	200	0										0	1,750			4,500	7,450
Program fundraising projects	1,500	350										1,000	0	200				3,050
United Way grant				0														0
Fees from users					229,520	89,136	5,490	6,030	3,000	4,752		52,250	7,215	3,200		2,000		402,593
Membership fees																	1,000	1,000
Corporate donations											2,500		0					2,500
Foundation grants												5,500						5,500
Net proceeds from Wellness Fair														500				500
Net proceeds from PastaFest																	3,500	3,500
Net proceeds from Family Dance																	0	0
Interest on Pg acc'ts & investments																	3,500	3,500
	134,849	29,731	27,584	0	229,520	89,136	5,490	6,030	3,000	4,752	2,500	97,530	14,809	42,750	0	2,000	12,500	702,181
EXPENSES																		
Salaries & Benefits	138,699	24,870	9,228	25,240	155,116	56,140	3,390	2,936	2,094	3,963	8,543	78,521	12,982	34,192	31,583	751	1,000	589,250
Program Expenses	6,580	7,520	19,590	3,600	39,254	14,800	1,752	3,094	600	620	1,015	18,625	2,265	8,645	1,200	1,230	3,775	134,165
	145,279	32,390	28,818	28,840	194,370	70,940	5,142	6,030	2,694	4,583	9,558	97,146	15,247	42,837	32,783	1,981	4,775	723,415
NET SURPLUS/DEFICIT	-10,430	-2,659	-1,234	-28,840	35,150	18,196	348	0	306	169	-7,058	384	-438	-87	-32,783	19	7,725	-21,233

**OTR surplus was \$44,564 @ Dec. 31/17; 2018 deficit estimated @ \$24,500, leaving an estimated remaining surplus of \$20,064 at end of 2018*

Notes:
 staffing complement & benefit options maintained, unless indicated otherwise
 2019 wage rates
 2018 benefit rates
 2018 grant amounts unless otherwise specified

REVENUE - 2019 Program Budget

REVENUE	2019	2018 revised	Change	Comments
EarlyON - Parent/Child Drop-in	134,849	122,279	12,570	1 Note 1 - P/C Drop-in & Applegrove Connection 2 % increase in base grant for 2019. Decrease in
Parent/Child Special Needs & EYET	0	15,050	-15,050	2 Applegrove Connection fundraising.
EarlyON - Applegrove Connection	29,731	30,109	-378	1 Note 2 - P/C Special Needs & EYET
HOBG (funded program & AG share)	27,584	28,584	-1,000	3 With EarlyON consolidation, this income now reported under EarlyON - Parent/Child Drop-in.
Over the Rainbow	0	0	0	
Afterschool	229,520	224,200	5,320	4 Note 3 - HOBG \$1000 fundraising target eliminated - not feasible for
Afterschool Satellite	89,136	71,568	17,568	4 this program.
PD Days	5,490	4,680	810	4 Note 4 - Afterschool, AS Satellite, PD Days
Junior Leaders	6,030	6,030	0	We project a \$5/week (AS & SAT) or \$5/day (PD Days) fee increase for September 2019.
Holiday Break Camp	3,000	2,830	170	
March Break Camp	4,752	4,558	194	Note 5 - Summer Camp
Teen Program	2,500	2,150	350	Increased participant subsidies & fundraising.
Summer Camp	97,530	95,182	2,348	5 Note 6 - Seniors Program
Summer Leadership	14,809	14,809	0	Increase in provincial funding for 2018/19.
Seniors Program	42,750	41,604	1,146	6 Note 7 - Special Projects & Board
Program Assistant	0	0	0	Special Projects (e.g. babysitting classes) were previously reported under the Board tab - now shown separately.
Special Projects	2,000	0	2,000	7
Board	12,500	14,075	-1,575	7
Total	702,181	677,708	24,473	

EXPENDITURES - 2019 Program Budget

EXPENDITURES	2019	2018 Revised	Change	Comments
EarlyON Parent/Child Drop-in	145,279	129,997	15,282	1 Note 1 - EarlyON Parent/Child Drop-in & Special Needs
Parent/Child Special Needs	0	14,811	-14,811	1 Consolidation of EarlyON expenses within P/C program, to correspond with income.
EarlyON - Applegrove Connection	32,390	32,873	-483	Note 2 - HOBG
HOBG (funded & AG share)	28,818	30,065	-1,247	2 Expenses trimmed to compensate for \$1000 decrease in projected income.
Over the Rainbow	28,840	35,521	-6,681	3 Note 3 - Over the Rainbow
Afterschool	194,370	189,347	5,023	4 Program projected to run over 40 weeks only in 2019.
Afterschool Satellite	70,940	50,891	20,049	5 Note 4 - Afterschool
PD Days	5,142	4,628	514	Increases in salaries, benefits & permit fees anticipated in 2019.
Junior Leadership	6,030	4,582	1,448	Note 5 - Afterschool Satellite
Holiday Break Camp	2,694	2,516	178	Increase reflects full year of increased enrollment, based on 2018 experience.
March Break Camp	4,583	4,804	-221	Note 6 - Teen Program
Teen Program	9,558	8,233	1,325	6 Revised to reflect 5 hrs/evening staffing for 2 nights/week for 30 weeks in 2019.
Summer Camp	97,146	97,509	-363	Note 7 - Special Projects & Board
Summer Leadership	15,247	15,525	-278	Special Projects (e.g. babysitting courses) previously shown under Board tab.
Seniors Program	42,837	42,458	379	
Program Assistant	32,783	31,230	1,553	
Special Projects	1,981	0	1,981	7 Note 8 - Board
Board	4,775	14,993	-10,218	8 2018 budget included significant consultant fees - amount reduced for 2019.
Total	723,415	709,983	13,432	

Strategic Initiatives Committee

November 5, 2018

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

Regrets: Michael Miceli

1. Next Meeting

- To be determined

2. Lease Update

- Last week May and Susanne met with Jennifer Story, the newly elected school trustee. Jennifer was briefed on the status of the lease and agrees that the proposed approach of providing Applegrove with access until 6pm and then requiring permits from 6-9pm is unusual and will create difficulties for Applegrove. She will follow up with the TDSB to get additional information on the rationale for this approach and to investigate possibilities for improvement.
- A briefing was provided on Applegrove's re-categorization for its After School program permits, and Jennifer will follow up on that also.
- Based on Jennifer's recommendation, Susanne has reached out to Jennifer, the principal and the superintendent in order to request a meeting so that everyone can get to know one another and be oriented to Applegrove. This will also facilitate future facility-related discussions.

3. Visioning Session

- Board poll results indicate that the best dates for the visioning session are Saturday January 12 or Saturday January 19, however one or two members have yet to complete the poll. The date will be finalized based on these results.
- Possible locations for the session include: Vandenburg House, Maple Leaf Cottage, S.H. Armstrong, Black Lab meeting room, Gio Rana's, and Ralph Thornton. Once the date and time are confirmed staff will identify the most suitable location based on availability, space attributes (e.g. room size and whether there is a blank wall or screen), accessibility and cost.
- The Committee reviewed the draft session outline and agenda (attached), and made the following recommendations:
 - Designate a timekeeper for the session
 - Add a column to the draft agenda to specify who will lead and support individual activities
 - Use techniques that enable people and ideas to move around e.g. sticky notes
 - Look for opportunities to bring in a strategic financial perspective
 - Ensure that activities are able to capture both short-term (1 year) and longer term (5 years) thinking
 - Ensure that the Board receives materials in advance and is encouraged to be well prepared so that the session can be as productive as possible

Next steps

- May and Susanne will:
 - finalize the date and time of the visioning session
 - book a location, and
 - plan for staff consultation and key stakeholder interviews

- The revised session outline and draft agenda will be provided to the Board for its information at the December 3 Board meeting

4. Other Business

- With respect to the Community Food Hub, the Committee discussed the concept and the fact that the intention behind the City's proposed initiative extends beyond food distribution. Susanne shared in-progress discussion document on community food hubs with the Committee.
- Susanne and May briefed the Committee on a new funding. The Public Health Agency of Canada has issued a call for projects that promote mental health among children and youth. The idea is to identify partners who could work with Applegrove to grow and enhance its Over the Rainbow Program for children aged 3-5. Susanne and May are meeting with the school and will be contacting other potential partners to assess the viability of developing a project model that would meet the funding requirements. This represents an opportunity for Applegrove to establish itself as a leader in a unique area of healthy child development, and is aligned with the agency's traditional focus on programming for children and families.



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”

Membership, Nominations and Outreach Committee Notes

November 12, 2018

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

1. Introductions and Welcome

2. Notes from September meeting

- Reviewed by the Committee and no action items are outstanding.

3. Outreach/Events

Event Reports

- ***Outreach at the Leslieville Flea (October 6)*** - This was a successful outreach event. Applegrove hosted children's activities that were a good addition to the event, and Janina and her volunteers spoke to 50-60 families. We plan to build on this in 2019.
- ***All-Candidates Meeting (October 17)*** – Applegrove was a partner in this event at the Ralph Thornton Community Centre and promoted it to our participants and networks. We organized a bus for residents from this area to attend, however will not do this again in future due to low interest. The meeting was well-organized and attended, with a unique format of candidates available at stations around the room.
- ***Punkin Grove (November 1)*** - Due to rainy weather this event had to be cancelled, as was the case for many pumpkin parades across the city.
- It was suggested that Applegrove connect with local residents associations, which may become more important due to the new ward structure, within which councillors will be serving a larger number of constituents.

Event Updates

- ***Pasta Fest (November 25)*** preparations are well underway. Tickets are sold out and auction items are coming in. Committee members were encouraged to follow up and identify additional donations, particularly for the live auction.

Event Planning

- The Committee discussed the ***Family Dance***, an annual mid-winter event for families with children. Last year's participation was low due to weather, however it is generally a popular event and we will host it again on Saturday February 9. May will book the permit and it was suggested that we use the gym speakers if possible for better sound.
- Applegrove's turns 40 on June 5, 2019, and planning for a ***40th Anniversary Celebration*** will begin soon. It was suggested that an outdoor event at the Ashbridge Estate that builds on a 'local' theme (e.g. local food) and that is open to the public would work well. In setting a date we need to consider the timing of the school fun fair and other local events.

4. E-Newsletter

- Applegrove is transitioning to an e-newsletter format with a limited number of hard copies to be produced, primarily for seniors.
- We had challenges sending out our last newsletter through our Sumac software program. If we are unable to resolve these for the next edition we may do something else.
- The Committee recommended that Applegrove increase the frequency of its newsletters, from 2 per year to a quarterly/seasonal cycle. A winter newsletter will go out in December, to follow Pasta Fest and provide information on what is coming up in the New Year.
- Kevin and Susanne will draft a communications plan for Applegrove. This may include an emergency communications component, which was helpful in last year's lockdown.

5. Membership

- Susanne and Pierre met to discuss the proposed membership model. As the agency is currently working on building up its profile in the broader community i.e. not just among participants, Susanne will adapt the current model and brochure to simplify it and include language that broadens the membership message.
- In practical terms this means communicating that by becoming a member you can save on programs, get involved in your community (e.g. Board, Committees..), support the community (e.g. contribute to program subsidies for people who need them), learn about what's happening in your community (e.g. get our newsletter, attend meetings), etc...
- The Committee discussed ways to get demographic and other data to inform programming and planning. Top Door Creative is a marketing company in the Beaches where Kevin has a contact – one option is to inquire whether they do pro bono work. It was noted that an Environics executive also lives in the neighbourhood.

6. AGM Planning and Board Recruitment

AGM

- The AGM is typically held in the SH Armstrong meeting room, which works well through there is little time for set up. May will book the permit.
- This year we could look at having 1 or a series of 2-3 speakers that address a theme. Possible themes are "Community Future", "From Past to Future", "Connecting the Past to the Future" or something related to the Ashbridge Estate. Possible speakers include: Joanna Lavoie, Gene Domaglia, TCHC (Don Summerville Revitalization), Portlands (City Planning, Waterfront Toronto?), Building Roots.
- The Committee suggested establishing a new "Community Builder" award, which would let us recognize community contributions that need not directly relate to Applegrove.
- Susanne to send out the list of awards so the Committee can prepare for nominations.

Board Recruitment

- This year we will need 2-3 new Board members, of which 2 live in the Applegrove catchment. Both Pierre and Kevin are interested in standing for election.
- Susanne will draft a Board and Committee volunteer recruitment flyer that communicates that we are looking for people interested in learning about, getting involved in, and serving their community ("what's in it for me") to be distributed online and elsewhere.

7. Next Meeting: January 14 at 6:30 p.m.



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 October 29, 2018

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

Present: Natasha Graham, Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab, Jim Valentine
Regrets: Councillor McMahon, Michael Miceli, Trustee Cary-Meagher
Guest: Moneca Yardley
Staff: Susanne Burkhardt, 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 1 Board of Management Meeting

MOTION (Lim-O'Brien/McNab)
To accept the minutes of October 1, 2018.
Carried

D. Appointment to fill Board Vacancy

MOTION (Law/McNab)
To recommend to City Council that Moneca Yardley be appointed to serve the remainder of the one year term.
Carried

Ann informed Moneca that she could then stand for election at the AGM in March 2019.

E. Personnel Committee Report

The next Personnel Committee is scheduled for November 20.

F. Executive Director's Report: for information

Susanne provided an overview and informed the Board that a letter of intent was submitted to the City's Community Events grant program by Building Roots, developed in collaboration with Applegrove as a grant trustee and partner.

MOTION (McNab/Law)
To accept the Executive Director's Report.
Carried

G. Correspondence

No correspondence has been received since the last meeting.

H. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Andre Riolo.

Chair

Secretary

Next Meetings and Events:

Punkin Grove	Thursday, November 1 at 5:30 p.m.
Strategic Initiatives Meeting	Monday, November 5 at 6:30 p.m.
MNO Committee Meeting	Monday, November 12 at 7 p.m.
Personnel Committee Meeting	Tuesday, November 20 at 6:30 p.m.
Pasta Fest	Sunday, November 25 3:30 p.m.
Board meeting	Monday, December 3 at 7 p.m.



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”

Personnel Committee Meeting Notes

6:30 p.m., November 20, 2018

Present: Ann McKechnie, Jean Lim-O'Brien, Vai Teng Law, May Seto, Susanne Burkhardt (recorder)

1. Introductions

2. Notes from September 18 meeting

- The notes were reviewed and no items are outstanding.

3. Staff Updates

- a. Hiring Report – 21 staff were hired for the After School and Teen programs, including many returning staff and a few new people. These jobs are seasonal and posted annually, requiring staff to reapply on an annual basis.
 - b. Parent Child – Changes to the programming staffing model through a reallocation of hours have been approved by EarlyON and the union, and will be implemented as of January. This will improve consistency and increase the number of RECE staff hours, which will benefit the program overall.
 - c. Seniors – A staff update was provided, with discussion on program needs.
- In the past co-op students have provided valuable support to the tax clinics. This year, a program staff member has expressed interest in participating and will get the training and shadow May and Jean.
 - May and Susanne are researching what the 18 month option for parental leave means for the agency.

4. Standing Item: Overtime and Workload

- There is nothing new to report on this issue.

5. Review of Executive Director Performance Planner

- The Committee reviewed the Executive Directors draft performance planner for 2018. There was agreement that the operational/business focussed performance objectives and leadership objectives reflect the organizations current situation and needs.
- Performance evaluation for Management will take place by mid-January and the Board will discuss Pay for Performance at its January 28, 2019 Board meeting.

6. Other Business

- The committee discussed communications and the Applegrove website.

7. Next Meeting Date(s): Tuesday, January 8 @ 6:30 p.m.



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

November 26, 2018

Communications

I will be working together with our new MNO Committee member Kevin Ellis to develop a communications plan so that we can be sure that we reach the people we want to reach with the information we want to share. We are also developing accessible templates for our public documents so that we can transition to the new website, which had been on hold due to accessibility challenges. As requested by the Board, letters of congratulation were sent to all successful ward candidates in the municipal election as well as letters of thanks to outgoing elected representatives.

Fundraising and Development

A grants calendar has been developed and we plan to submit a number of funding applications in the coming months, with a focus on seeking funding for the Over the Rainbow program, youth and senior programming, and to enhance existing programs with food-related learning and activities.

Partnerships / Projects

Applegrove was included as a partner and trustee organization on a letter of intent submitted to the City's Community Events Funding program on October 26 by Building Roots. The project will engage our participants and the community in food and urban agriculture-related activities. In late November we will hear back on whether we are invited to submit a full application.

On November 26 we submitted a letter of intent to the Public Health Agency of Canada's Mental Health Promotion Innovation Fund for funding to support, enhance and scale up the Over the Rainbow program. Partners include Duke of Connaught School, Ralph Thornton Community Centre, and Eastview Neighbourhood Community Centre.

We are expanding our working relationship with TCHC at Coxwell and Queen. Along with offering Older Adult Bingo we hope to host some income tax clinics there. Together with Building Roots we develop and deliver a series of food workshops for seniors, some of which will be hosted with and at TCHC.

Prior to coming to Applegrove I was part of a team at the University of Toronto's Centre for Community Partnerships for a research study on community impacts of university-community partnerships, which is now moving forward to the ethics review stage. My continued involvement as Applegrove ED is not time intensive and presents an opportunity to build our relationship with UofT and link Applegrove to interesting research being done on community partnerships.

Space Review

Staff in the office met about making the space more efficient and inviting. Plans include a vertical Applegrove banner for a greater presence in the hallway, removing the textiles from the windows to open them up (with frosted film at eye level for privacy), replacing some desks for a more uniform look, improving functionality of the finance staff space, and reorganizing storage to make it more efficient. The office is looking a bit messy at the moment but we hope to be done by mid-December.

Grievances, Complaints and Compliments

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

Respectfully submitted,

Susanne Burkhardt



Applegrove Events and Board / Committee Meetings – November 27, 2018
Office Phone 416-461-8143
“Together, Building Our Community”

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

November 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 6-8 Pinkingrove	2	3
4	5 6:30 SI Meeting	6	7	8	9	10
11 Remembrance Day	12 6:30 MNO Meeting	13	14	15	16 PA Day	17
18	19	20 6:30 Personnel Committee	21	22 [Duke School Council]	23	24
25 3:30-6:30 Pasta Fest	26	27	28	29	30	

December 2018						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 7:00 Board	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 CLOSED	25 Christmas CLOSED	26 Boxing Day CLOSED	27 CLOSED	28 CLOSED	29
30	31 CLOSED					

[Brackets] = another group's meeting or event
MNO = Membership, Nominations and Outreach Committee, SI = Strategic Initiatives Committee

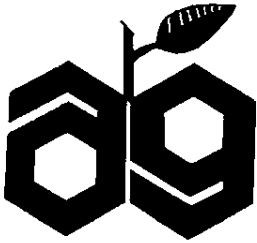
Applegrove Events and Board / Committee Meetings – November 27, 2018

Office Phone 416-461-8143

<https://www.wincalendar.com/2018-Calendar-with-Canada-Holidays>

January 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 New Year's Day CLOSED	2 CLOSED	3 CLOSED	4 CLOSED	5
6	7	8 6:30 Personnel Committee	9	10	11	12
13	14 6:30 MNO Committee	15	16	17	18 PA Day	19 Board Visioning Session
20	21	22 [Duke School Council]	23	24	25	26
27	28 7:00 Board	29	30	31		

February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Chinese New Year	6	7	8	9
10	11	12	13	14 Valentine's Day	15 PA Day	16
17	18 Family Day	19	20	21	22	23
24	25 7:00 Board	26	27	28		



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: (416) 461-8143

www.applegrovecc.ca

"TOGETHER, BUILDING OUR COMMUNITY"



Correspondence / Information

November 26, 2018

From (Date Received)	Regarding	Action
1. Environment and Lands Tribunal (Nov. 23)	Notice of Prehearing Conference on March 5, 2019 re. Proposed Community Improvement Plan Amendment (CIP) by By-Law No. 1207-2018.	R&F

