



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 – Wednesday, February 17, 2010

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.

Note: There is no committee meeting this month, so the Board meeting starts at 6:30.

6:15 Optional Supper

6:30

1. Welcome/Call to Order/Adoption of Agenda/Introductions
2. Declaration of Conflicts of Interest
3. Volunteer Hours
4. Donation Envelope

6:35

5. Minutes of the February 1 Board of Directors Meeting (*White*)
6. Fundraising Part 1: Theatre Night (see *Green* Fundraising Notes)

7:05

7. Finance and Fundraising
 - 7.1. Operating Budget Update: for information
 - 7.2. Pasta Fest: for information
 - 7.3. YogaThon: results
 - 7.4. SPA Alternative: for information, discussion and decisions

7:30

- 7.5. Donations (See *Pink* Executive Director's Report)

7:40

8. Business Arising from January and February Meetings
 - 8.1. Follow-up on Risk Management (*Grey* in January package) For information.
 - 8.2. Easter Parade: for decision
 - 8.3. Program Issues: Edgewood and HAIG
 - 8.4. AGM

8:15

9. Directors' Concerns

8:20

10. Adjournment



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 Management Meeting AGENDA -- Wednesday, February 17, 2010

8:25

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of January Board of Management Meeting
- D. Executive Director's Report (*Pink*)
 - D.1. Program Presentations
 - D.2. Board training and/or discussion of specific issues

8:50

- E. Correspondence/Information (to be distributed at the meeting)

8:55

- F. Adjournment

Next Meetings

Fundraising: Monday March 1

Board Meeting: Wednesday, March 24

AGM, Wednesday, March 31

Regular Board meeting on new night, Monday, April 26



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 Special Board of Directors Meeting

Monday, February 1, 2010

Location: Diane's Home

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

Present: Diane Ing, Claudia Filici-McMullan, Estelle Halbach, Alana Honsch, Elena Nielsen, Pierre Trudel (Chair), Lynn Wyminga.
Regrets: Sandra Bussin, Tricia Reid, Donald Yuen.
Staff: Susan Fletcher (Recorder).

This was a special short Board meeting.

1. Call to Order/Adoption of Agenda

Pierre called the meeting to order at about 7:40. By consensus, the agenda was adopted as circulated.

2. Declaration of Conflicts of Interest

Claudia declared a conflict of interest as she had applied for a position with the agency. She will leave the room for any discussions involving personnel issues.

3. Minutes of the January Board of Directors Meeting

MOTION (Nielsen/Halbach)

To accept the minutes of the January 20 Board of Directors Meeting with a minor amendment.

Carried.

4. Endorse Applicable Grant

Susan circulated the proposal and event budget.

MOTION (Nielsen/Wyminga)

On behalf of, and with the authority of the organization named above, we hereby declare that the organization has adopted and upholds equal opportunity and non-discrimination policies by which discrimination on the grounds of race, creed, colour, national origin, political or religious affiliation, sex, sexual orientation, age, marital status, family relationship and disability is prohibited by and within the organization.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete and that if funds are awarded, we accept responsibility for the use of the funds in accordance with the Terms and Conditions as set out in the Community Festivals and Special Events Investment Program. We also acknowledge our responsibility to inform the City of Toronto in writing if there are any changes to the project and its finances.

Carried.

Board of Directors Minutes

February 1, 2010

2

5. Raffle at AGM

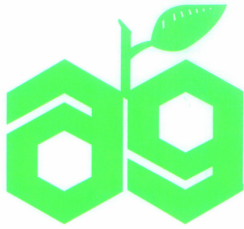
Susan asked whether to go ahead with a 50/50 raffle with the draw at the Annual General Meeting, given that the winner must be present. The Board agreed to proceed and asked that tickets be issues to Board members to sell before the meeting.

6. Adjournment

The meeting was adjourned on a motion by Diane Ing, seconded by Lynn Wyminga.

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 January 20, 2010

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

Present: Claudia Filici-McMullan, Diane Ing, Elena Nielsen, Tricia Reid, Pierre Trudel (Chair)
Lynn Wyminga
Regrets: Sandra Bussin, Estelle Halbach, Sheila Cary-Meagher, Alana Honsch, Donald Yuen.
Staff: Susan Fletcher, May Seto (Recorder), Barbara Woodhouse.

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

Claudia has applied for the Parent Resource Worker position and will not participate in any discussions that relate to personnel.

C. Minutes of the December 9 Board of Management Meeting

MOTION (Filici-McMullen/Reid)

To accept the minutes of the December 9 Board of Management meeting.

Carried.

D. Personnel Issue

MOTION (Nielsen/Wyminga)

To discuss the next item in camera, as it deals with identifiable individuals or confidential information.

Carried.

Claudia left the room and Susan provided an update on a confidential matter.

MOTION (Wyminga/Reid)

To return to the public meeting.

Carried.

Claudia returned to the meeting.

E. Executive Director's Report

MOTION (Nielsen/Filici-McMullen)

To accept the Executive Director's Report.

Carried.

F. Correspondence/Information

MOTION (Filici-McMullen/Ing)

To accept the suggested actions.

Carried.

Charitable Number: 10671 8943 RR0001

G. Adjournment

The meeting was adjourned on a motion by Lynn Wyminga, seconded by Diane Ing.

Next Meetings:

Monday, February 1 – Special Board Meeting

Monday, February 1 – Fundraising Meeting

Saturday, February 6 – YogaThon

Wednesday, February 17 – Board Meeting

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”



Executive Director's Report February 4, 2010

These Board meetings are so close together – January 20, February 1 and now February 17. I am writing this report before my vacation, before the Yoga-Thon, and before the HAIG Advisory Committee on February 5. It seems as if I just mailed out the package for the February meeting, and I know I just completed its minutes.

As some of you have noticed, I am trying to streamline my work by using a laptop or netbook during meetings. I really like the freedom of the netbook – very small and lightweight – and have easily become accustomed to its slightly smaller keyboard. However, it only has about 3 hours of battery life, and that is if I use a power saving setting that puts the computer to sleep after a very brief period of inactivity.

Applegrove is scheduled for computer replacement in May (subject to amendment depending on when our spring fundraising event is held). The 6 computers in our offices will all be replaced and software will be updated to MS Office 07 (but we will stay with Windows XP, not Vista). As part of this refresh, and to support Applegrove's Continuity of Operations Plan (COOP), one or two of the new computers will be laptops instead of desktops. The laptops will include an external keyboard plus a docking station to secure them to their respective desks. Probably I will have one and Louise the other. Mine will include personnel and other records; Louise's will have a back-up copy of our ACCPAC accounting system, payroll, etc. These 2 laptops will allow off-site operations should the school be closed.

Other pieces of our COOP that we have already implemented include:

- mirroring the Applegrove e-mail and management staff e-mail inboxes to g-mail accounts to allow secure off-site access;
- establishing decision-making and communication protocols for emergency/urgent situations;
- identifying key program areas to maintain (after-school supervision, food coupon distribution for pre- and post-natal participants, and one family support program).

Over the next year, staff will investigate options for emergency access to key information. For example, we might use “Google Docs” or MSN Sky Drive to store and access documents and spreadsheets. However, we need to assess strengths and weaknesses of web-based solutions, particularly around security.

Over the last couple of weeks, May and I reviewed a total of about 225 applications for the Parent Resource and Seniors Program Workers. She did the Parent Resource ones and I did the Seniors. We completed about 10 first interviews, and 5 second interviews. Candidates for the Parent Resource Worker position may also complete an “observation day” within the program. This allows them to observe the program in operation, and allows the program staff to see how they interact with children and adults. Once the hiring processes are complete, May and I will prepare Hiring Reports to the Personnel Committee.

I was excited by our volunteers' experiences in YogaThon postering. Both Pierre and another volunteer found businesses were very welcoming and enthusiastic. Last year, the Board discussed event postering as a way of developing relationships with local businesses. This year's reactions

indicate a successful start to these relationships. Nurturing these relationships will be important – one method can be more postering, but the Board may want to think of additional ways over the next year.

We also need to nurture our current donors. I recently saw an article that suggested Board members write personal thank you's to donors. Accordingly, I have assigned time on the agenda for this activity and will bring cards, envelopes and stamps so each Board member can do one thank you to a 2009 donor.

Below my signature, I have included a Board Workplan. We addressed the HAIG program plan in January, so it will not be the main issue or program presentation in February. The workplan includes a decision on HAIG in May. Other than that, the workplan does not have any major issues on it. This does not mean there is no reason to meet! Our fundraising plans plus the HAIG and Edgewood issues will be on every agenda.

However, we will probably need a Board meeting on March 24. The auditor is coming at the beginning of March. The plan is to get the draft statements to us in time for the Board to approve them on March 24, so we can have an audited statement in the Annual Report on March 31. At the February meeting, the Board can decide what program presentations you would like at which meetings. For example, you might want to meet the new Seniors Worker in March or April.

As requested, I have attached a summary of the November Board meeting evaluations. Looking at the results, and thinking of new Board members' orientation, the February meeting might also schedule Board training or discussion of particular issues for the coming year.

Respectfully submitted,

Susan Fletcher.

Revised Board Workplan for 2010

Meeting	Main Issue	Additional Issues	Program Presentation
January 20	HAIG Program plan		HAIG
February 17	HAIG program plan		HAIG
March 24?			
April 21		Select Officers and committees	
May 19	HAIG Program decision		
June 16		Review SPA Night depends on event and date.	
Summer meeting/social?			
September 27		Admin Budget	
October 25		Program Budgets	
November 29			
December 20?			

Board Meeting Evaluation – November 2009






Number of completed forms = 5

1. The best thing about Board meetings is
 - Well organized agenda and discussion
 - Working with people that want to help Applegrove grow and prosper
 - We have a good, committed and involved team
 - Getting things done, discussions.
 - Making new changes as discussed

2. Board meetings would be better if
 - Time lines were followed, less “overtalking” of issues
 - We had input from Toronto Council and School Board
 - Financial information was updated and representing situation two months earlier






AND, to make that happen, this needs to happen: *(in the same order as above)*

 - Chair needs to reign speakers in and adhere to timeline
 - Councilor and Trustee need to attend meetings
 - Month needs to be cleared by 10th of next month so that Board makes decisions on latest information

3. Overall, how do you feel about the agendas?     
1 3 1

Why?

 - Clear, colour coded, easy to follow
 - Too many issues, not enough time or rather time is not prioritized to important issues leaving them pending/deferred or left to guide decisions. On some occasions important information is left out and that complicates further action/involvement.
 - Very informative and well guided

4. How do you feel about the meeting time?     
1 4

 - Good to meet half hour earlier when no committee meeting prior to board meeting.
 - Fair

5. Would you prefer a different meeting date? No. 5 Yes.
What night?

6. What else should the Board discuss (regularly or occasionally)?
 - How to improve our Public Profile.
 - How to better let the public who we are and what we do.
 - Volunteer recruitment, increased member involvement

7. What training or information would help you be a better Board member?
 - Training on how to read/understand budget charts
 - Fundraising workshops?
 - P.R. Workshops
 - Fundraising strategies
 - Understanding terminology

8. Does anything interfere with either effective overall Board functioning or you being an effective Board member?
 - Members who monopolize meetings and new members not utilized right away.
 - When not all information is available or communicated at the time of decision.
 - When new projects are decided upon but no one “owns” the project.

9. Other comments or concerns about the Board or the organization
 - I'd love to see an action list with due dates at end of meetings.



Applegrove Events and Board / Committee Meetings –February 26, 2010
Office Phone 416-461-8143

www.ApplegroveCC.ca

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

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15 Applegrove Closed for Family Day	16	17 Board	18	19	20
21 28	22	23 [Duke of Connaught School Council]	24	25	26	27 (Yoga snow date)

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Fundraising Meeting Time and location TBA	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 March Break	18	19	20
21	22	23	24 Board?	25	26	27
28	29	30 [Duke of Connaught School Council]	31 Annual General Meeting			

April Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Applegrove Closed for Good Friday	3
4 Happy Easter	5 Applegrove Closed for Easter Monday	6	7	8 Theatre Night	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Board	27 [Duke of Connaught School Council]	28	29	30	

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 –February 26, 2010
Office Phone 416-461-8143

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2		3	4	5	6	7	8
9	Mothers Day	10	11	12	13	14	15
16		17	18	19	20	21	22
23		24 Applegrove Closed for Victoria Day	25 [Duke of Connaught School Council]	26	27	28	29
30		31 Board					

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
6		7	8	9	10	11	12
13	Toronto Challenge walk/fun	14	15	16	17	18	19
20	Fathers Day	21	22 [Duke of Connaught School Council]	23	24	25	26
27		28 Board?	29	30			

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Applegrove Closed for Canada Day	2	3
4		5 First Day of Camp	6	7	8	9	10
11		12	13	14	15	16	17
18		19	20	21	22	23	24
25		26	27	28	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.

Applegrove Events and Board / Committee Meetings –February 26, 2010
Office Phone 416-461-8143

August Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove Closed for Simcoe Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Last Day of Camp	28
29	30	31				

September Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Applegrove Closed for Labour Day	7	8	9	10	11
12	13	14	15	16	17	18 Applicious?
19	20	21	22	23	24	25
26	27 Board	28 [Duke of Connaught School Council]	29	30		

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

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

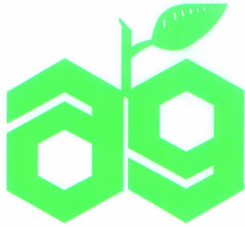
Applegrove Events and Board / Committee Meetings –February 26, 2010
Office Phone 416-461-8143

		School Council]				
31 Happy Halloween						

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11 Applegrove Closed for Remembrance Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27 Pasta Fest
28	29 Board	30 [Duke of Connaught School Council]				

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 Board?	21	22	23	24	25
26	27	28	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.



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”



Notes of “SPA Alternative” Planning Committee (Fundraising Committee)

February 1, 2010 – at Diane’s home

Present: Diane Ing, Claudia Filici-McMullan, Estelle Halbach, Alana Honsch, Elena Nielsen, Pierre Trudel (Chair), Lynn Wyminga.
Regrets: Sandra Bussin, Tricia Reid, Donald Yuen.
Staff: Susan Fletcher (Recorder).

1. YogaThon

- only 2 registered through office
- so far, 3 on-line pledges totalling \$200. Board members identified a number of people who are sponsoring them
- although there are 3 child-minder volunteers, we have no children registered yet.
- Susan will make signs for building, washrooms, child care, etc. and will make child care sign-in and release forms (including photo permission).
- Estelle will bring oranges. Susan/May will follow up on energy bars.
- jobs at event
 - Claudia will put up signs about 12:30.
 - Elena will help Susan with registration only until event starts.
 - Pierre will give welcome, describe Applegrove, etc. (5 min)
 - Estelle for “media liaison” and to take pictures.
 - one person to ensure that instructors and musician have everything.
 - Estelle will thank participants and instructors and award prizes
 - Susan will staff the registration desk, ensure refreshments are ready, etc.

2. Theatre Night Update

- play is targeted at age 4 and up, “circle of life story”
- our goals are
 - would love to make \$1,000
 - minimum 20 families/\$500
 - expose children and families to real theatre.
- Principal okayed use of gym on April 8.
- discussed ticket prices
 - a suggestion of advance prices of \$25 family, \$10 adult, \$5 to \$7 for ages 4 to 12, under 4 is free
 - \$7/\$12/\$30 at the door
 - all tickets would include one free popcorn
 - will postpone decision until discussion with Jim
 - plan to begin ticket sales after March Break.
- committee recommended selling pizza, popcorn and pop: Claudia will check prices, whether Jim is okay with people eating during play, and how much school used at recent movie night.
- set-up at 5:30, food starts at 6:15, doors open at 6:30, play starts 6:45, ends 7:45, clean-up by 9
- Susan will check with school for maximum number of people/tickets
- Claudia said Jim will provide list of volunteer jobs. Pierre will be MC
- Jim has posters, etc.

Charitable Number: 10671 8943 RR0001

- Jim asked whether someone could video it? Elena will check with her contacts and Claudia a school contact. If not, Board members have video camera and tripod. Also, can we sell the video on DVD? Claudia will check with him.
- Claudia will invite Jim to Feb. 17 Board meeting. Discussion of prices, volunteer jobs, etc. Also include seating e.g. mats for kids, chairs for adults.
- difference between movie and play: during a movie, children are very noisy but it doesn't matter. Maybe need parents to stay near children.
- Susan to confirm that vols can set up the gym.
- posterings?
 - send posters home with students at Duke of Connaught.
 - posterings in stores helps them get to know Applegrove and our services.
- will give Jim a gift at end to thank him.
- if this is a success, Pierre offered to donate a performance of a play he does and Alana offered a one-woman show
- suggested a couple of sponsored tickets/ offer sponsorship on website

3. SPA Alternative

- Marca College: Estelle reported on her attempts to speak with the director of Marca College. Their board met Jan 26. She will continue to follow up.
- 10 Spot is an alternative

=> on Feb. 2, Estelle reported that Marca only has 10 students and cannot allow other practitioners, so they are probably too small.

4. FundScrip

- Lynn placed order last week – broke even
- for end of March order, need much more publicity.
- what about buying cards in advance and sell on the spot. maybe make an order of \$10 Loblaws and Esso cards to sell at AGM, and accept orders until the Thursday 2 p.m. Maybe include Starbucks cards
- Applegrove will buy FundScrip cards to pay for pizza at theatre night

5. Children's Art Cards

Claudia reported they would make cards for Easter. She will offer the opportunity to HAIG. Susan asked that copying/printing be completed by March 24.

6. Other Business

- Elena reported on a Haiti relief fundraiser near Bowmore school that raised nearly \$10,000 selling cupcakes. Now doing a cookbook.
- Glitter Pie connection: Pierre will follow up.

7. Next Meeting Date

Monday, March 1. Time and location TBA

Beach Metro Publication Schedule

Publication Date	Deadline
March 9	March 1
March 23	March 15
April 6	March 29

SNAP Deadlines: about Feb. 23 for March edition and about March 25 for April edition

Yoga-Thon 2010

1. Format/Agenda

- A. 12 to 12:30 Set up gym, volunteers arrive
Susan and child-minders take photos of childcare room.
Put up posters and signs
- B. 12:30 to 1:15 Arrival, registration
- C. 1:15 Welcome and demonstration of Sun Salutation
- D. 1:25 to 3:00 108 Sun Salutations: break about 2:30 (Charlene, Jenn, Lynn, Heather)
- E. 3:00 Refreshments and Prizes

2. How to register

- A. Pre-registered
 - Check the registration list.
 - The first 3 paid registrations who come to the event will get a prize at the end.
- B. With pledge form
 - Have the participant complete the release form.
 - Add up the amount pledged (if not already added) and put it in verification
 - Add up the amount collected (if not already added), count up the money and cheques, and put it in verification
 - Thank the participant
 - Send the participant into the room to complete the release, etc.
- C. Without pledge form
 - 1. Option 1: pay for self
 - If the person arrives alone, offer option 2 which gives them a charitable receipt.
 - If the person declines option 2, accept the amount they wish to give.
 - If they give more than \$30, they can get a charitable receipt for the amount over \$20 (the value of the yoga session)*. Have them complete a pledge line.
 - Thank the participant.
 - Send the participant into the room to complete the release, etc.
 - 2. Option 2: pay for buddy
 - If the person arrives with someone else, or alone and accepts option 2, then person 1 pledges for person 2, and person 2 pledges for person 1.
 - Each completes the participant information at the top of a pledge form.
 - Each completes a pledge line of the OTHER person's pledge form. They can pay cash, cheque or credit card.
 - Continue as item A above.
- D. Cheques
 - Payable to "Applegrove Community Complex" or just "Applegrove"

* If the person gives \$30, they will receive a charitable receipt for \$10. If they give \$100, the charitable receipt will be for \$80. If they give \$25, they will not get a charitable receipt because the donation amount is less than \$10.

E. Credit Card Processing

- Put the person's card on the machine above the Applegrove imprint and the slip on top of it.
- Push the imprinter across and back.
- take the slip off the machine and give the person back their card.
- Put Yoga-Thon and the amount on the slip.
- Put the date on the slip.
- Have the person sign the slip and give them the top copy.

F. Charitable Receipts

- Receipts to sponsors and for individuals' amounts over \$30 will be mailed out by Feb. 18.

3. Release

- Note that this is what we will use for the draw for the general prize.
- The "Release" side includes photo and media permission.
- The reverse give the opportunity to go on Applegrove's mail list (e-mail or conventional) and helps us understand how well our publicity worked.
- Everyone must sign the "Release" side. If the participant is under 18, their parent or guardian must also sign.

4. Child Care

- \$5
- # registered = 0 as of Feb. 1.
- have parent complete form (one per family) and note time in
- collect \$5 per child
- use masking tape to identify child's snack, bottle, toy, etc. as needed.
- If a parent leaves early, note time out.
- If a child is very upset or you are uncomfortable diapering or taking child to washroom, phone Susan (416) 524-8055 to bring the parent.
- At the end of the yoga, bring children to main room for refreshments

5. Prizes

- The first 3 paid registrations who attend will receive a prize.
- The registrant with the most money in pledges receives a prize (at the end of the event)
- The registrant with the highest number of pledges receives a prize (at the end of the event)
- One registrant, drawn from the remainder of the participants, receives a prize. The fundraising winners are not eligible.

6. Welcome — 5 minutes – Pierre

- welcome participants and describe Applegrove (newsletters available)
- Introduce instructors
- Introduce Jacob King
- Tell them where water fountain is

7. During Yoga

- Susan and any other volunteers prepare refreshments.
- Susan confirms most money and most pledges
- Estelle does media liaison and takes photos on Applegrove digital camera

8. End of Yoga – bring children and child-minders to gym for refreshments

9. Closing – Estelle

A. Thanks

- Thank all participants
- thank instructors } sling bag with water bottle
- thank Jacob King }
- Thank Applegrove volunteers for organizing and publicizing the event
- Thank Juanita, Maggie and Hayley for child care.
- How much made?

B. Prizes

- The first 3 paid registrations who attend will receive a prize (gift bag).
- The registrant with the most money in pledges receives a prize (gift bag with cards)
- The registrant with the highest number of pledges receives a prize (gift bag with cards)
- One registrant, drawn from the remainder of the participants' release forms, receives a prize (SPA gift bag). The fundraising winners are not eligible. Note that this was the gift bag from last year's SPA night fundraiser. This year, we are planning a different kind of SPA Night, as we cannot use the former location.

10. Clean-up

- Use pix to ensure room is put away correctly.
- Crayons/markers must return to Applegrove

11. What to bring

- AG yoga mats
- Prizes
- Child care registration form
- Masking Tape
- Release forms
- Pledge Forms
- Pens
- Tape
- Scissors
- Registration list
- Refreshments
- filled and empty water bottles
- Camera
- Name tags?
- Posters and signs
- First Aid kit
- Children's activities and supplies
- Colouring sheets and crayons/markers

12. Follow-up

- Susan will drop-off money and yoga mats to Louise who will bring them to Applegrove on Mon or Tues.
- when Susan gets back on Feb. 16, she will ensure thank-you's and receipts are sent out.

