

# 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 – February 25, 2019

**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 January 28 Board Meeting (*attached*): to be accepted

#### **7:05**

8. Finance
  - 8.1. Year-to-date Statistics (*attached*): for information
  - 8.2. Admin Budget Update
  - 8.3. Audit Process Update: for information

#### **7:20**

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

9. TDSB Lease Update

Motion needed to return to the public meeting.

#### **7:30**

10. Strategic Initiatives Committee Report (*Feb 11 notes attached*)
  - 10.1. Visioning: next steps and timeline
11. Membership, Nominations and Outreach Committee Report (*Feb 7 notes attached*)
  - 11.1. Board Recruitment and Nominations
  - 11.2. AGM Planning: for information and endorsement

#### **8:00**

12. Other/New Items
  - 12.1. Programming Update: Family Dance, Tax Clinics, March Break, Summer Camp
  - 12.2. Community Food Hub
  - 12.3. TCHC Partnership

#### **8:30**

13. Directors' Concerns
14. Adjournment

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## **Board of Management Meeting**

### **AGENDA – February 25, 2019**

#### **8:30**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the January 28 Board of Management Meeting (*attached*): to be accepted

#### **8:35**

- D. Personnel Committee Report (*Jan 8 notes attached*)
  - D.1. Performance Evaluation
  - D.2. Expanded Committee Mandate: for discussion:

#### **8:50**

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

#### **8:55**

- F. Correspondence List (*attached*): for information

**9:00** Adjournment

### **Next Meetings and Events**

March 13, 2019	Older Adults Active Living Fair from 10:30 a.m. to 2:30 p.m.
March 25, 2019	AGM at 6:30 p.m.
April 1, 2019	Strategic Initiatives Committee Meeting at 6:00 p.m.
June 8	40 <sup>th</sup> Anniversary Celebration, time TBD



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## **Minutes of the Board of Directors Meeting January 28, 2019**

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

Present: Jean Lim-O'Brien, Ann McKechnie (Chair), Tim McNab, Michael Miceli (by phone),  
Moneca Yardley

Regrets: Natasha Graham, Vai Teng Law, Andre Riolo, Jim Valentine

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. Indigenous Land Acknowledgement**

### **3. Welcome**

### **4. Declaration of Conflicts of Interest**

None were declared.

### **5. Timekeeper**

### **6. Volunteer Hours** – an email will be sent to request volunteer hours.

### **7. Minutes of the December 3 Board of Directors Meeting**

**MOTION** (McNab/Lim-O'Brien)

*To accept the minutes of December 3, 2018.*

**Carried**

### **8. Finance**

#### **8.1. Year-To-Date Statistics**

Susanne provided an overview of year to date participation. Numbers show the same trend of a decrease relative to 2017. Staff has met to discuss outreach strategies to increase participation.

#### **8.2. YTD Financial Report**

Members reviewed the information. Susanne provided a high level overview of the first draft of the year-end financial report. It provides information on Applegrove's overall financial performance last year. Susan H. highlighted key items and answered questions.

Board of Directors Minutes

January 28, 2019

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**MOTION** (McNab/Miceli)

*To transfer After School Program surplus funds to cover deficits in the Parent-Child and Applegrove Connection programs, Teen program and Program General categories.*

**Carried**

8.3. 2018 Draft Admin Finance Report

Susan H. provided an overview of the draft year-end admin finance report and highlighted an outstanding expenditure from 2016. She answered questions that Members had.

**MOTION** (Miceli/Yardley)

*To transfer program funds to cover the outstanding 2016 deficit.*

**Carried**

8.4. 2019 City Budget Update: for information

Susanne provided an overview of the City's budget process and our 2019 budget request. Susanne informed the Board that City staff did not recommend a 0% increase for Applegrove. Final Council approval for the City budget is scheduled for March 7.

8.5. Audit Process: for information

Susanne informed Members that the audit will take place the week of February 25. Susan and Jenef will be preparing information.

8.6. Organizational credit card application

Susanne did research on an organizational credit card by reviewing our bylaws, consulting with other AOCCs and speaking to Alterna Bank. She recommends that the Board approve an application for a no-fee credit card with a credit limit of \$5000 or \$7500, and the development of a credit card use policy and procedure. May suggested the higher limit as a large purchase of gift cards for the HOBG program is done in December each year, which exceeds \$5000.

**MOTION** (Miceli/Lim-O'Brien)

*To authorize the Executive Director to obtain a business credit card with a credit limit of \$7500, and to identify up to three users authorized to use the credit card on behalf of Applegrove Community Complex.*

**Carried**

**MOTION** (Yardley/McNab)

*To direct the Executive Director to work with the Finance Manager to develop an organizational credit card use policy and procedures.*

**MOTION** (Lim-O'Brien/McNab)

*To discuss the next items in camera.*

**Carried**

**9. TDSB Lease Update**

Susanne provided an overview of the current status of the lease negotiations and answered questions.

**MOTION** (Lim-O'Brien/McNab)

*To return to the public meeting.*

**Carried**

## **10. Strategic Initiatives Committee - Deferred**

## **11. Membership, Nominations and Outreach Committee Report**

The committee did not meet in December and has its next meeting on February 7.

### 11.1. AGM Planning

Applegrove's AGM is scheduled for Monday, March 25. We will have 2-3 Board vacancies and have identified 2 interested individuals to date. Members reviewed and approved of the recruitment flyer and suggested that it be sent to Paula Fletcher and Jennifer Story so they can put it on their websites to help with promotion.

## **12. New Items**

### 12.1. Community Food Hub: for information

Susanne provided an update and informed Members that a core team meeting took place last week. An Urban Planning student is supporting the project and working at Applegrove on Thursdays. At the last Food Hub meeting Susanne suggested holding our AGM at Glen Rhodes Church to coincide with the Food Hub soft launch, pending availability of the space. Members agreed with this approach.

### 12.2. Provincial cuts to education

Susanne reported that Community Use of Schools funding is being cut, specifically Priority School Initiative funding. This may impact our summer camp space and costs. Susanne contacted MPP Peter Tabuns and School Trustee Jennifer Story to let them know that these funding cuts will impact our programs.

## **13. Directors' Concerns – None**

## **14. Adjournment**

The meeting was adjourned on a motion by Tim McNab, seconded by Moneca Yardley.

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Chair

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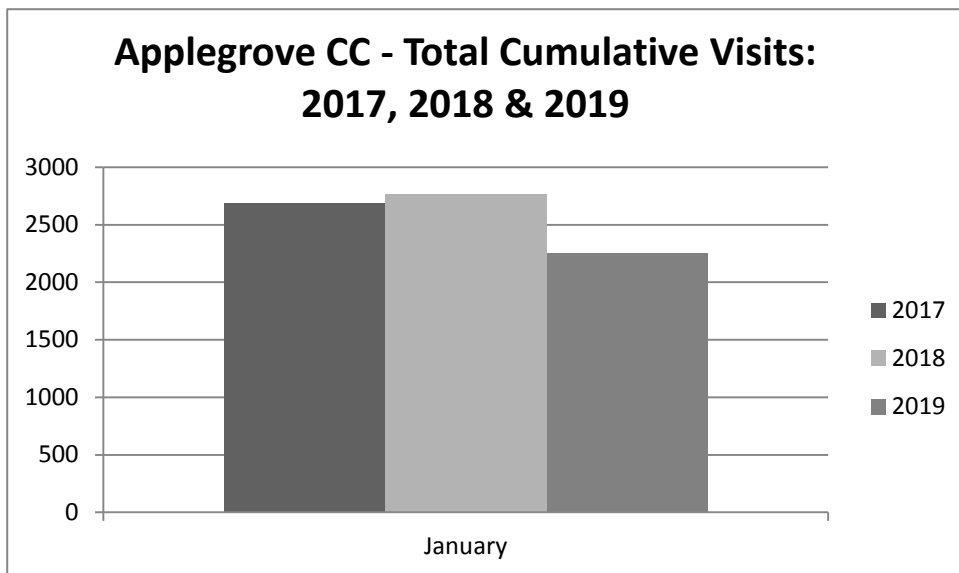
Secretary

## Applegrove Community Complex Program Statistics

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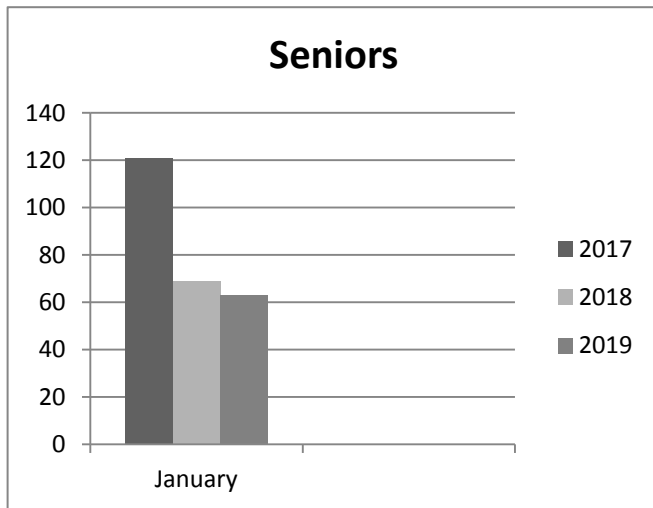
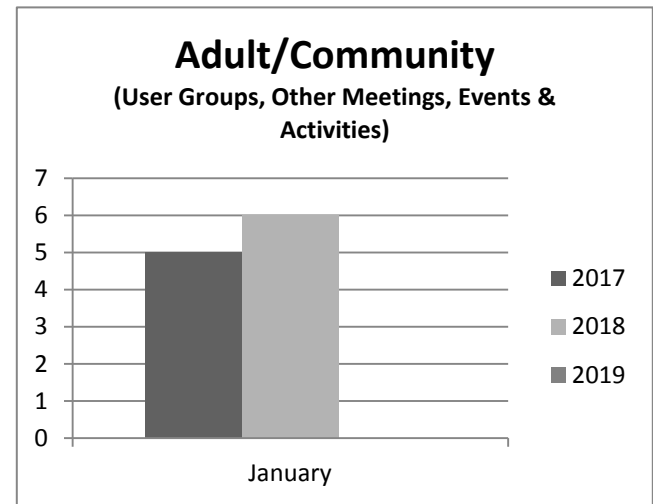
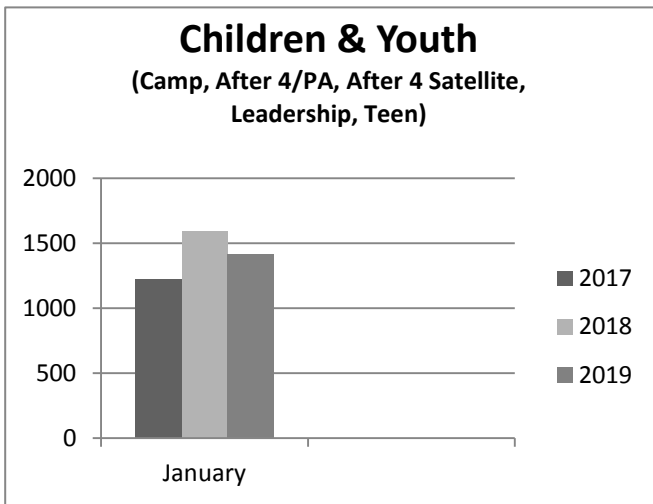
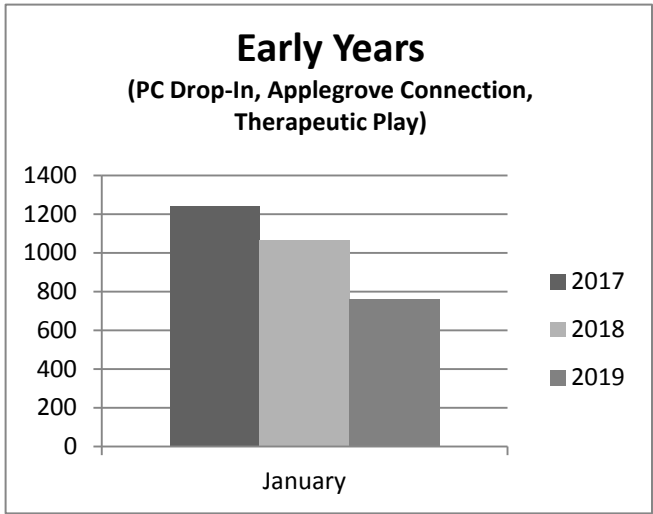
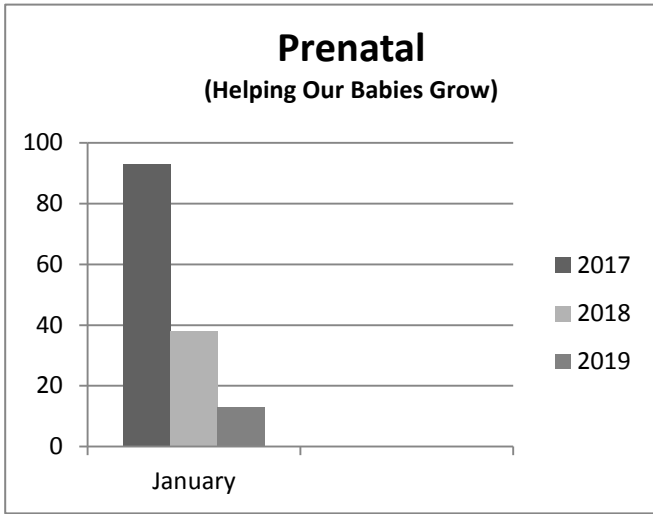
The tables below reflect total cumulative visits for the following program streams for the year to date:

- 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:

- The total number of visits was 19% lower in January 2019 vs January 2018.
- Due to the timing of the holidays, Applegrove did not resume programming until almost one week later than in 2018. This impacted on participation numbers.
- Some programming does not resume until February (e.g. Therapeutic Play)



<b>INDIVIDUAL PROGRAMS</b>		January
Helping Our Babies Grow	2017	93
	2018	38
	2019	13
Applegrove PC Drop-in	2017	1033
	2018	729
	2019	585
Applegrove Connection	2017	201
	2018	327
	2019	177
Therapeutic Play	2017	8
	2018	10
	2019	0
Seniors	2017	121
	2018	69
	2019	63
Camp	2017	81
	2018	75
	2019	0
After 4/PA	2017	953
	2018	1149
	2019	1014
After 4 Satellite	2017	135
	2018	365
	2019	399
Leadership	2017	0
	2018	0
	2019	0
Teen	2017	56
	2018	0
	2019	0
User Groups	2017	0
	2018	0
	2019	0
Other	2017	5
Book Club, special events, Annual Meeting, Income Tax	2018	6
	2019	0
Outreach - contacts	2017	0
	2018	0
	2019	0

## Strategic Initiatives Committee

February 11, 2019

**Present:** Andre Riolo (Chair), Ann McKechnie, Jim Valentine, Michael Miceli (telephone), Tim McNabb, Susanne Burkhardt (staff), May Seto (recorder)

**Regrets:** Anne McKechnie

### 1. Visioning Session

- Committee members felt that venue was great, and that the session was well structured, productive and lasted the right amount of time. For more substantive planning sessions it is recommended that a third party facilitator be used.
- Susanne will create a user-friendly version of the session notes as a report to use for consultation purposes.
- Next steps are an interactive consultation session with staff on March 7 and stakeholder interviews. Suggested stakeholders include community (non-Board) Committee members, program participants (consider population groups), a volunteer, SDFA, and possibly a partner. Stakeholders will need to have a good understanding of Applegrove to be able to give meaningful feedback.
- Once consultations are complete, a final report and implementation strategy will be developed and come to the board for approval in April.

### 2. Lease Update

- Following a January 7 meeting with the TDSB we were preparing to sign the lease and looking at options to build flexibility into the agreement that Applegrove would have with the City (Real Estate Services) for payment of the proposed evening permit fees.
- Subsequently, we were informed by the City that the lease would remain in over holding in an effort to resolve issues that affect Applegrove operations.
- At the January 7 meeting we learned of additional requirements for all TDSB tenants relating to the provision of police reference check documentation to the TDSB and submission of allocations for photo ID badges to be worn by core staff while at work. We are working toward fulfilling these requirements.
- Next steps are to wait for lease updates from the City. Susanne will check in on the status of this process as appropriate.

### 3. Community Food Hub

- Multiple meetings have taken place in recent weeks to get this project rolling. Activities include establishing a Partners Table of local providers to help inform and guide the project and starting to animate the church with activities. To date Susanne is the lead on this. Applegrove is looking at ways to play a role in this animation.
- Applegrove is the Community Lead on the project, and the intention is that we continue to play a leadership role once model is developed. This will require additional resources/staff, however the nature or scope of what may be required is not yet known and will be determined over the next year.
- The AGM will take place at the church. Committee members discussed the concept of churches transitioning into more publicly available community spaces, as this is what is taking place at Glen Rhodes.

#### **4. Partnerships & Grants**

- This is a new standing agenda item to providing regular updates on the number, type and outcome of funding applications submitted by Applegrove and on progress, issues and outcomes related to partnership development and management.

##### Partnerships

- The new partnership with TCHC is evolving. We will offer one or more tax clinics at their site, are collaborating on a food workshop series for seniors, and have the opportunity to act as the administrator for their community animator positions. This would mean hiring them as short-term agency employees for administrative purposes, and receiving a fee for providing this service.
- The programming partnership at the 67 Curzon Seniors Residence is going well. After the current 6 week workshop series we will debrief with Curzon to check in and discuss any issues and opportunities.

##### Grant Applications

- Applegrove has submitted 5 grant applications to date in 2019 to support and enhance existing programs. No funding decisions have yet been received.
- We research and learn about funding opportunities through its networks, funder mailing lists and by using Grant Connect - a funder database for which Applegrove has a paid membership.

#### **5. Next Meeting:** April 1 @ 6:00 p.m.



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## Membership, Nominations and Outreach Committee Notes

February 7, 2019

**Present:** Pierre Bois, Janina de Guzman (staff), Susanne Burkhardt (staff, recorder), May Seto (staff)

**Regrets:** Natasha Graham, Ann McKechnie, Kevin Ellis, Louise Maynard (staff)

### 1. Notes from November meeting

- The notes were reviewed by the Committee. The action item on membership has not yet been addressed and is on Susanne's workplan. No other action items are outstanding.

### 2. Outreach/Events

#### Event Reports

- **Pasta Fest (November 25)** was a great community event and raised approximately \$3,500 which is comparable to last year. The committee agreed on changing the location next year. The Woodfield gym is a good option but we need to look into the feasibility/requirements for offering liquor. To reduce the activities, focus on the ticket prize draws vs silent auction as people of all ages can and did participate. The mittens were a hit.

#### Upcoming Events

- **40<sup>th</sup> Anniversary** is officially on June 5. It was suggested that a formal, small scale event could be held with dignitaries on that date, along with a public celebration on June 8 at the Ashbridge Estate. Red rubies are traditional gifts for 40<sup>th</sup> anniversaries – the colour red ties in with apples. Ideas include a ceremonial apple tree planting, an Indigenous element (June is National Indigenous History Month). Staff will confirm the availability of the Ashbridge Estate and start developing a workplan for the event.
- **Family Dance** planning is well underway. The bouncy castle is being sponsored with last year's funding from Matt & Ben, cupcakes and tea are being donated, the Junior Leaders will prepare games, and some Board members are volunteering. There will not be a DJ but Pierre will share his playlist with Janina.

### 3. Communications

#### Communications Plan

- Susanne and Kevin Ellis (MNO Committee) are drafting a communications plan for Applegrove. It was requested that they make it available as a Google doc so that other can provide feedback, as Pierre is interested to do so.

#### Newsletter

- Our next E-newsletter will go out this week. It will feature a save the date for the AGM information for membership renewal, as well as a listing of upcoming events. The newsletter gets sent out using our Sumac database, with a limited number of hard copies to be produced, primarily for seniors.

## Website

- Susanne and May are doing a review of the “new” website, which is a Wordpress site. Once staff roles are clarified 1-2 staff will be trained in Wordpress and updates will begin. Marina (web volunteer) remains available to support this work also. If possible the new site could be launched at the AGM, and if not then at the 40<sup>th</sup> anniversary.

## **4. AGM Planning and Board Recruitment**

### AGM

- This year’s AGM will take place at Glen Rhodes Church. The Committee agreed that while the church location could seem unusual to some, churches are home to diverse events and our presence can signal that it is a community space. Messaging to address this should be factored into the event and communications.
- The FoodShare ED is not available to speak so Susanne will look into other speakers.

### Board Recruitment

- This year we need 2-3 new Board members, of which 2 live in the Applegrove catchment. The recruitment flyer has gone out to elected reps and the City to date, with additional information to be posted on the website and Facebook in the coming week.

### Awards

- The Committee agreed not to establish a new “Community Builder” award at this time.
- A request has gone out to staff to identify Nelly award recipients with limited response to date. May will follow up/ The Committee discussed potential nominees for the Dot and Golden Apple awards. Final nominations will be endorsed at the February 25 Board meeting.

## **5. Other Business**

- The Committee discussed the idea of creating electronic forms. This will be added to Applegrove’s workplan later in the year.

## **6. Next Meeting: TBD**



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## **Minutes of the Board of Management Meeting January 28, 2019**

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

Present: Jean Lim-O'Brien, Ann McKechnie (Chair), Michael Miceli (by phone), Tim McNab,  
Moneca Yardley  
Regrets: Natasha Graham, Vai Teng Law, Andre Riolo, Jim Valentine,  
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 December 3 Board of Management Meeting**

**MOTION** (Lim-O'Brien/McNab)  
*To accept the minutes of December 3, 2018.*  
**Carried**

### **D. Personnel Committee Report - Deferred**

### **E. Executive Director's Report: for information**

Susanne provided an overview of grant submissions to date and is committed to submitting one a month. Susanne is working with Kevin Ellis to develop a communications plan which includes management of our new website, accessible templates and language.

**MOTION** (McNab/Lim-O'Brien)  
*To accept the Executive Director's Report.*  
**Carried**

### **F. Correspondence/Information**

Susanne highlighted Correspondence notes and provided more information in detail.

**G. Adjournment**

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

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Chair

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Secretary

**Next Meetings and Events:**

February 7, 2019	MNO Committee Meeting at 7 p.m.
February 11, 2019	Strategic Initiatives Committee Meeting at 6:30 p.m.
February 23, 2019	Family Dance Community Event from 11:00 a.m. - 1:00 p.m.
February 25, 2019	Board Meeting at 7 p.m.
March 13, 2019	Older Adults Active Living Fair from 10:30 a.m. to 2:30 p.m.
March 25, 2019	AGM at 6:30 p.m. Location TBC



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## Personnel Committee Meeting Notes

6:30 p.m., January 8, 2019

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

### 1. Notes from November 20, 2018 meeting

- The notes were reviewed and no items are outstanding.

### 2. Staff Updates

- a. *Child & Youth* – The Coordinator's parental leave period began earlier than anticipated. May and Susanne are working to have the position posted soon. For parents taking 35 or 37 weeks leave, EI benefits are paid at 55%; for 61 or 63 weeks leave, EI benefits are paid at 33%. As per City policy Applegrove is required to top-up from either rate to 75% when an employee is in receipt of these EI benefits.
- b. *Seniors* - A staff update was provided, with discussion on program planning and needs.
- c. *U of T Placement Student* – As of next week Applegrove will host a 4<sup>th</sup> year Urban Planning student for three months. She will support the Community Food Hub initiative as well as development of a community profile to inform Applegrove service planning.

### 3. Standing Item: Overtime and Workload

- There is nothing new to report on this issue.

### 4. Review of Executive Director Performance Planner

- The Committee reviewed the Executive Director's final performance planner for 2018, with discussion. The Committee will meet to do the final evaluation on January 19 and will provide the evaluation to Susanne before January 24.
- Susanne will complete final performance evaluations with the Finance Manager and Program Director during the week of January 21.
- These timelines will allow a report with Pay for Performance recommendations to go to the January 28 Board meeting for discussion and decision.

### 5. Other Business

- Postings for core positions will be circulated to the Committee in future for informational purposes.
- The Committee will schedule an exit interview with the former Executive Director.
- It was recommended that the Board do exit interviews with outgoing Board members.
- The province has cut funding for school board Focus on Youth programming, through which Applegrove has employed students in our summer camp. Susanne and May will research what impact this may have on Applegrove.
- Given the pressures on the admin staffing budget, the Committee requested clarification on whether there are restrictions on using program budget funds to cover admin position shortfalls.

### 6. Next Meeting Date(s): TBD

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## Executive Director's Report

February 20, 2019

### Communications

MNO Committee member Kevin Ellis and I continue to work on an agency communications plan, and will be consulting with staff and the Board once the framework is in place.

A group of staff and Board committee members are in the process of doing a review of the 'new' website developed a few years ago to assess whether the site includes the right tabs and pages, is easy to navigate, has the right content and reflects Applegrove's character and mandate. Based on the results of this review we will start to work on the site itself.

### Grants and Fundraising

**Jan 15** – Submission to TD Friends of the Environment with Building Roots for funds to support the integration of gardening into our summer camp and seniors programming. Applegrove to act as trustee and also receive funds.

**Jan 24** – Submission to Canada Summer Jobs Grant for summer camp staff staffing support.

**Feb 4** – Submission to Toronto Star Fresh Air fund to support summer camp program.

**Feb 7** – Submission to Manulife with Building Roots for funds to support the integration of gardening into our summer camp and seniors programming. Applegrove to act as trustee and also receive funds.

**Feb 15** – Submission to Student Nutrition Program for After School snack program funds.

### In the Office

The successful candidate for the maternity leave position of Child and Youth Program Worker was Janina de Guzman. She began in the position on February 5 and is doing a great job. As much of Applegrove's work is focused on children and youth, this part-time position is in many ways complementary with her other position as our Program Assistant.

Applegrove's has a decentralized facility and not everyone works at the same time or has an Applegrove email. This creates challenges with respect to connecting with staff regularly and sharing information. In February I launched the "Applegrove Insider", a short monthly staff newsletter to keep everyone up to date on what's happening in the agency overall.

Due to an extended staff absence we have been short-staffed since early January. As we are a small team, having one less person has a big impact. To date we have been managing thanks to everyone's willingness to be flexible and provide support as is needed. Should the absence extend longer than currently expected however, we may need to consider other options for additional support.

### Local Issues

After a hiatus, the S.H. Armstrong Pool Working Group is coming together again for a check-in on February 21, and to develop a strategic workplan for 2019 that addresses continuous improvement and participation sustainability at the pool. I will be representing Applegrove on this group.

### Grievances, Complaints and Compliments

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

Respectfully submitted,

Susanne Burkhardt

**Applegrove Community Complex  
Correspondence / Information Received  
February 21, 2019**

<b>From (Date Received)</b>	<b>Regarding</b>	<b>Action(s)</b>
City Clerk (February 13)	<p>Notice of Application(s) under the Planning Act, including two applications in the Toronto and East York Community Council Area:</p> <ol style="list-style-type: none"> <li>1. Application to amend the Zoning By-law to permit a 10 story mixed use building at 968 O-Connor Drive (Ward 19).</li> <li>2. Application to amend the Official Plan and Zoning By-law to permit a 9 story residential building at 316-320 Dupont Street (Ward 11).</li> </ol>	R&F
City Planning (February 20)	<p>Community consultation to learn more about the Main Street Planning Study. Meeting #2 to be held Monday March 4 from 7-9 p.m. at Hope United Church, 2550 Danforth Ave.</p>	R&F
City Clerk (February 20)	<p>Notice of Passing of Zoning By-law 251-2019 on January 31, 2019 with respect to 14 Dewhurst Blvd. Notices of appeals can be filed with the City Clerk no later than March 5, 2019.</p>	R&F
Manager, Board Services, TDSB (February 20)	<p>Confirmation of TDSB nomination of Trustee Jennifer Story as its representative on the Applegrove Board of Management for the term February 6, 2019 to November 14, 2022.</p>	Add Trustee Story to Board list.

*\*R&F = Receive and File*