

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 24, 2020

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. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of January 27 Board Meeting (*attached*): to be accepted

7:20

8. Finance
 - 8.1. Year-to-date Statistics - deferred
 - 8.2. 2020 City Budget Update: for information
 - 8.3. Audit Process: for information

7:30

10. Strategic Initiatives Committee Report – deferred
11. Membership, Nominations & Outreach Committee Report (*distributed at meeting*)
 - 11.1. Nominations Update
 - 11.2. AGM

7:45

10. Programming Update: Family Dance, Tax Clinics, March Break, Summer Camp
11. TDSB Labour Disruption
12. AODA Training
13. Neighbourhood Food Hub
14. Glen Rhodes Lease
15. Don Summerville Revitalization

8:20

16. Directors' Concerns

8:30

17. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting January 27, 2020

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean, Lim-O'Brien (Chair), Tim McNab,
Andre Riolo, Jim Valentine, Moneca Yardley

Regrets: Paula Fletcher, Michael Miceli

Staff: Susanne Burkhardt, Susan Horley, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on recommendation 7 of the Truth and Reconciliation Commission. This recommendation addresses the elimination of education and employment gaps between Aboriginal and non-Aboriginal Canadians.

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Andre

6. Volunteer Hours – Hours were recorded by May.

7. Minutes of the November 25 Board of Directors Meeting

MOTION (Riolo/Yardley)

To accept the minutes of November 25, 2019.

Carried

8. Amended Minutes of the November 4 Board of Directors Meeting

MOTION (Yardley/Riolo)

To amend and accept the minutes of November 4, 2019.

Carried

9. Finance

9.1. Year-To-Date Statistics

Susanne provided an overview of the 2019 Statistics. All programs were steady or showed an upward trend, contributing to an overall increase for 2019. For 2020, YTD statistics will provide a 3 year comparison from 2018-2020 and the 2017 YTD total will also be included for reference purposes.

9.2. 2019 Draft Financial Report

Susan provided an overview of the draft financial report and overall financial performance. Applegrove had a good operating result this year and kept within the admin budget. Members referred discussion of management of surplus funds to the Strategic Initiatives Committee, which will report back to the Board on this at a later date. Susan and Susanne answered questions.

MOTION (Riolo/Bois)

Based on the year-end preliminary financial report, to transfer Afterschool Program surplus funds to cover deficits in the Parent-Child and Applegrove Connection programs, Teen Program, Over the Rainbow program and Program General Categories.

Carried

9.3. Audit Process

The audit is scheduled for the third week of February. Work is going smoothly and Applegrove will be prepared for the audit.

10. Strategic Initiatives Committee Report

Susanne provided an overview of the committee notes. Susanne is meeting regularly with City Real Estate, Legal and SDFSA on the church lease. Applegrove will move forward with updating its website and branding, including a new logo. Jim highlighted the work the branding design firm will do. A Board-Staff working group has been created to work on this. When appropriate, the committee will ask for feedback from Board, staff and members. The timeline for completion is before the Annual General Meeting.

11. Membership, Nominations and Outreach Committee Report

Vai Teng provided an overview of the committee notes. Committee members felt that the holiday dinner was well received and agreed another gathering should happen in summer. The Family Dance will take place Saturday, Feb. 1 from 11 to 1 in the Duke gym. Planning has been completed and the event is ready to go. Members also discussed waste reduction at Applegrove. Staff and committee members will look into grants and develop staff guidelines or projects that help reduce waste at Applegrove.

11.1. Board Recruitment

Three Board members are standing for re-election and there is one vacancy. Recruitment will be done in the community, in programs and postings on the Applegrove and City website. The committee identified law and real estate as skill sets that would be useful. Additional useful skills may be experience with non-profit programming, facilities and operations. Iggy connected with an afterschool parent who is interested to learn more and will pass their contact information to Susanne.

11.2. AGM

The AGM is confirmed for Thursday, April 2 at Glen Rhodes Church. Instead of a speaker it was suggested to run a "food hall" with food related stations in the basement starting at 5:30 p.m. Dinner would be served at 6:15 and the meeting held afterwards. The afterschool children will run a cooking activity and make dessert for the AGM. Parents will pick up their children at the church and encouraged to stay for the AGM. Pierre asked that Applegrove integrate the land acknowledgement in the food hall.

12. March Break and Summer Camp

May shared that the March Break Camp permit has been submitted. With the loss of PSI funding the cost for space for 2.5 days of the gym and a classroom is approximately \$500. Fees have been adjusted to cover the cost of the increased facility cost. May also highlighted that Labour Day is late this year, resulting in a 10 week summer. This means summer camp will be 9 weeks in length unless we offer 8 weeks due to low enrollment in the first week. Board members felt it would be important to offer the extra week of camp. Susanne shared that she heard this school year may start earlier – staff will confirm.

13. Bargaining Update

Susanne provided an update. Labour Management has asked AOCCs for some information in preparation for bargaining, which Susanne provided. The City will complete bargaining with Local CUPE 79 and 416 first before starting bargaining with Local CUPE 2998. Three Executive Directors will represent the AOCCs on the Management side.

14. TDSB Permit Fees

Susanne referred to the Permit Briefing Note sent with the Board package and highlighted key points. The notes show various reasons for increased fees from year to year. Applegrove submitted a request for funds in our 2020 admin budget to cover approximately \$11,000 of permit fees for future years due to the cancellation of the PSI program.

15. Don Summerville Revitalization

Susanne has been attending meetings regularly and Applegrove will host a relocation meeting in February. The Developer will compensate for Susanne's extra time worked from January to June for hours that the City does not cover.

16. Directors Concerns – None

17. Adjournment

The meeting was adjourned on a motion by Pierre Bois, seconded by Vai Teng Law.

Chair

Secretary

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Board of Management Meeting

AGENDA – February 24, 2019

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the January 27 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee Update
 - D.1. Finance Manager Retirement and Recruitment

8:50

- E. Executive Director's Report

8:55

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

9:00 Adjournment

Next Meetings and Events

2020 Board meetings

Thursday April 2 – AGM	5:30 p.m.
Monday April 27	7 p.m.
Monday May 25	7 p.m.
Monday June 22	7 p.m. (1 week early because of school year end)
Monday September 28	7 p.m.
Monday October 26	7 p.m.
Monday November 30	7 p.m.



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Minutes of the Board of Management Meeting January 27, 2020

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean, Lim-O'Brien (Chair), Tim McNab, Andre Riolo, Jim Valentine, Moneca Yardley

Regrets: Paula Fletcher, Michael Miceli, Jennifer Story

Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

Jean 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 November 25 Board of Management Meeting

MOTION (Yardley/Kosny)

To accept the minutes of November 25, 2019.

Carried

D. Personnel Committee Report

Susanne provided an overview of the notes and a staffing update. With the Seniors Active Living Fair scheduled for mid-March, the Seniors Worker position will be posted in late March. Susanne hopes to meet with the City Councillor to discuss Applegrove's relationship with the Food Hub. Susanne reported that a staff dynamic issue in the afterschool program is being addressed through individual and all-staff meetings and additional action as required. Susan H. will retire after the AGM and Applegrove may not know City funding in time to hire for the position effectively. Susanne shared a bridging solution which requires further exploration and will update the Board at the next meeting. Applegrove will organize a celebration for Susan and recognize her service at the AGM.

E. Executive Director's Report: for information

Susanne provided an overview of the Executive Director's report. For future reports, verbal details will be provided at Board meetings unless documentation is needed.

MOTION (Valentine/McNab)

To accept the Executive Director's Report.

Carried

F. Correspondence/Information

Susanne highlighted relevant information to Applegrove.

MOTION (Bois/McNab)

To accept the follow-up actions identified in the correspondence/information report.

Carried

G. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Iggy Kosny.

Chair

Secretary

Applegrove Community Complex
Correspondence / Information Received
February 18, 2020

From (Date Received)	Regarding	Action(s)
Licensing and Regulatory Services (Jan 23)	Notice re. Patio Application at 1276 Danforth Ave.	R&F
City Clerk (Feb 11)	Notice of Adoption of an Official Plan Amendment Pursuant to Subsection 17(23) and 26(1) of the Planning Act. The purpose of this amendment is to adopt new and amended policies to strengthen and clarify existing policy framework on location, organization, scale and massing of buildings that define and support the public realm.	R&F
City Planning (Feb 14)	Notice of Community Consultation meeting on Planning Application for 1555-1575 Queen Street East at S.H. Armstrong Community Centre (Gym) on March 3, Open house at 6:30 pm. & presentations at 7:00 p.m.	Post notice at Applegrove, Susanne to attend meeting

**R&F = Receive and File*