



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting AGENDA – Monday, January 26, 2015

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. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

7. Minutes of the November and December meetings (*Document 7.1 and 7.2*): to be accepted

7:05

8. Finance
 - 8.1. 2014 Statistics (*Document 8.1*): for information
 - 8.2. 2014 Preliminary Financial Report: (*Document 8.2 and Executive Director's Report*) for information and decisions

7:30

9. Edgewood: (See Executive Director's Report)

7:55

10. Strategic Planning
 - 10.1. Program Development (See Revenue Generation Committee Report)
 - 10.2. Committee Terms of Reference (*Documents 10.1, 10.2 and 10.3*: deferred from November): to be endorsed
 - i) Personnel
 - ii) Revenue Generation
 - iii) Community Integration
 - 10.3. Next Steps

8:05

11. Revenue Generation Committee Report (*Documents 11.1 and 11.2*):
 - 11.1. Day Camp
 - 11.2. Investment

8:20

12. Community Integration Committee Report

8:25

13. Directors' Concerns

Applegrove Board Meeting Agenda
November 24, 2014
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8:35

14. Adjournment



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Board of Management Meeting AGENDA -- Monday, January 26, 2015

8:37

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the November 24 Board of Management and December 22 Meetings (*Document C1 and C2*): to be accepted

8:42

- D. Committee Terms of Reference (*see Directors agenda: deferred from November*): to be endorsed
 - i) Personnel
 - ii) Revenue Generation
 - iii) Community Integration

8:45

- E. Personnel Committee Report (*Document*): for information
Note: the 2014 proposal was accepted at the December Board meeting

8:50

- F. Executive Director's Report (*Document F*): for information
 - F.1. Time Served
- G. Correspondence List (*to be distributed at the meeting*): for information and decisions

9:00

- H. Adjournment

Next Meetings and Events

YogaThon Feb. 7

Family Dance Feb 28

Board meeting: February 23 at 7 p.m.



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting November 24, 2014

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

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

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Ann called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as circulated.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Timekeeper for meeting – Alysha

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the October 20 Board of Directors Meeting

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

8. Finance

8.1. Financial Issues Identified and Resolved: For Information

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

8.2. 2014 YTD Statistics

Susan provided an overview of the YTD statistics.

8.3. 2014 YTD Financial Report - deferred

8.4. 2015 Program Budgets

Chris provided an overview.

MOTION (A. Brown/Buncel)

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

Carried

8.5. Applicable Final Report

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

8.6. Pasta Fest Preliminary Report

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

9. Strategic Planning

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

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

9.2. Program Development: PC Proposal

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

9.3. Amend Procedural Bylaw to set up Standing Committees

MOTION (Sinclair/Sulway)

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

Carried

9.4. Committee Terms of Reference – deferred

10. Edgewood

10.1. Short Term programming options/plans

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

10.2. Longer term programming options/plans

Immediately after election, Susan asked for help on an alternative location from Trustee Cary-Meagher and Councillor McMahon. The Trustee did not know of any availability.

Board of Directors Minutes

November 24, 2014

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Councillor McMahon has responded to our request and will see what is available in the community. Staff have a meeting with one possible site to see space and discuss availability and cost for a possible start in 2015.

11. Revenue Generation Committee Report – deferred

12. Community Integration Committee Report – deferred

13. Directors' Concerns

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

14. Adjournment

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

Chair

Secretary



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting December 22, 2014 at the home of a Board member

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

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

1. Call to Order/Adoption of Agenda/Introductions

At 6:30, Ann called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as circulated.

2. Declaration of Conflicts of Interest

None were declared.

3. Appointment to fill Vacancy

Alysha's resignation left a vacancy with a term ending in March 2015. Vai Teng Law attended several meetings over the last 6 months, but had to send regrets for this meeting. She completed the Board nomination form, confirming her interest in and eligibility for the Board.

MOTION (McKechnie/Buncel)

To appoint Vai Teng Law to the Board of Directors to fill the vacancy.

Carried

4. 2015 Day Camp

Members discussed whether to plan the day camp for 8 or 9 weeks. They agreed that staff should identify financial and logistical issues for the January Revenue Generation Committee.

5. Confidential Item

MOTION (Brown/Gray)

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

Carried

The Board discussed a complaint that the Executive Director referred to the Board after the complainant was dissatisfied with the Executive Director's decision.

Board of Directors Minutes

December 22, 2014

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MOTION (Buncel/Ay)
To return to the public meeting.
Carried

MOTION (Buncel/McKechnie)
To uphold the decision of the Executive Director with respect to a complaint.
Carried

6. Adjournment

The meeting was adjourned on a motion by Kyle Brown, seconded by Tolga Ay.

Chair

Secretary

Month	January	February	March	April	May	June	July	August	September	October	November	December	Totals	
Applegrove Parent/Child Drop-in														
Children	799	838	920	1,000	928	795	618	683	669	854	689	484	9,277	
Parents	240	263	234	257	242	198	173	161	277	356	249	175	2,825	
Caregivers	304	324	367	396	355	322	254	263	244	307	265	180	3,581	
Subtotal	1,343	1,425	1,521	1,653	1,525	1,315	1,045	1,107	1,190	1,517	1,203	839	15,683	
The Edgewood Connection														
Children	0	20	174	309	172	133	0		35	0	17	35	895	
Parents	0	3	16	46	23	6	0		8	0	6	16	124	
Caregivers	0	7	84	157	91	77	0		22	0	7	10	455	
Subtotal	0	30	274	512	286	216	0	0	65	0	30	61	1,474	
Helping Our Babies Grow														
and Children	30	23	16	25	49	40	37	29	45	56	57	35	442	
Moms	26	33	37	36	77	61	49	40	68	68	54	40	589	
Subtotal	56	56	53	61	126	101	86	69	113	124	111	75	1,031	
Therapeutic Play														
Children	6	11	10	0	11	14	18	2	3	14	15	0	104	
Adults	6	10	10	0	11	15	18	2	3	14	14	0	103	
Subtotal	12	21	20	0	22	29	36	4	6	28	29	0	207	
Children and Youth														
Summer Car							1,177	437					1,614	
After-School	958	933	860	1,221	1,041	1,044			970	1,210	1,112	768	10,117	
Leadership							222	104					326	
Teen	38	68	72	36	0	0			0	45	0	0	259	
Subtotal	1,322	1,001	932	1,257	1,041	1,044	1,399	541	970	1,255	1,112	768	12,642	
Adult Programs														
Senior	220	263	323	226	273	257	207	117	270	350	265	142	2,913	
Comm	97	30	6	98	64	25	0	0	75	51	0	0	446	
Other*	0	20	60	80	0	25	0	0	1,500	90	0	0	1,775	
Subtotal	317	313	389	404	337	307	207	117	1,845	491	265	142	5,134	
Phone and e-mail	272	342	438	302	356	328	314	229	279	279	806	774	4,719	
Total	3,322	3,188	3,627	4,189	3,693	3,340	3,087	2,067	4,468	3,694	3,556	2,659	40,890	
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,												Board Hours shown in month recorded, not worked		40,890
Cumulative	3,322	6,510	10,137	14,326	18,019	21,359	24,446	26,513	30,981	34,675	38,231	40,890	40,890	
Note: Edgewood was closed for all of January and most of February 2014														
2013 comparison M	3,351	3,184	3,470	3,450	3480	2,914	2,920	2,686	4,673	3,514	3,628	2,470	39,739	
Cumulative	3,351	6,535	10,005	13,455	16935	19,849	22,769	25,455	30,128	33,641	37,269	39,739	39,739	

Applegrove Community Complex

Preliminary Year-end Financial Report including actuals, anticipated actuals and known accruals

as at 12/31/2014

	Admin		P/C Drop-in		Edgewood Drop-in		HOBG		Therapeutic Play		Summer Camp		After School		Teens Program		Leadership		Seniors		Other	Applicious	Pasta
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Actual	Actual
EXPENSES																							
Salary	293,223	305,721	98,543	98,125	15,670	15,647	11,554	12,588	22,986	30,722	46,949	49,494	93,357	95,783	5,629	8,080	8,899	8,763	28,034	22,542	823	0	0
Benefits	76,761	84,998	32,047	35,839	7,270	6,669	871	1,574	2,010	4,192	3,990	4,267	7,507	9,933	453	603	866	860	2,291	3,847	125	0	0
Materials & Supplies	12,873	8,900	3,813	8,330	429	7,238	14,022	21,606	337	5,200	9,970	5,150	8,891	28,568	611	5,646	1,117	2,230	8,929	10,261	0	501	119
Furniture & Equipment	3,998	2,370	0	300	(763)	75	1,389	0	0	0	0	0	89	300	0	0	0	0	92	0	0	0	0
Purchased Services	23,499	19,990	1,381	690	2,366	450	4,268	0	1,379	0	3,806	12,488	9,032	0	280	0	149	2,195	3,310	0	696	4,749	125
Total	410,353	421,979	135,784	143,284	24,972	30,079	32,103	35,768	26,713	40,114	64,715	71,399	118,876	134,584	6,972	14,329	11,032	14,048	42,655	36,650	1,645	5,250	244
INCOME																							
Total Government	421,719	421,978	120,764	118,581	21,568	20,143	27,697	28,808	0	0	26,629	22,250	0	0	0	0	0	3,978	29,421	32,312	0	0	0
Total Non-Government	0	0	1,000	0	0	0	350	0	13,375	26,750	5,500	9,413	350	0	5,392	7,713	2,921	2,921	350	0	7,717	0	0
Total Donations/fundraising	0	0	3,320	1,500	297	6,000	48	0	0	0	949	1,000	0	0	50	0	2,500	2,600	1,857	400	6,230	2,839	2,856
Others																							
User Fees	0	0	0	0	0	0	0	0	0	0	36,595	38,736	157,744	153,800	0	0	5,620	4,995	7,925	3,946		2,835	1,235
Misc.	279	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,339	0	0
Total Others	279	0	0	0	0	0	0	0	0	0	36,595	38,736	157,744	153,800	0	0	5,620	4,995	7,925	3,946	1,339	2,835	1,235
TOTAL INCOME	421,997	421,978	125,084	120,081	21,865	26,143	28,095	28,808	13,375	26,750	69,672	71,399	158,094	153,800	5,442	7,713	11,041	14,494	39,552	36,658	15,286	5,674	4,091
SURPLUS(DEFICIT)	11,644	(0)	(10,700)	(23,203)	(3,107)	(3,936)	(4,009)	(6,960)	(13,338)	(13,364)	4,957	(0)	39,218	19,216	(1,530)	(6,616)	9	446	(3,103)	8	13,641	425	3,847
Anticipated Board transfer ¹			10,700		3,107		2,900															(13,600)	(3,107)
Additional expenses/accruals	11,050																						
Additional income/accruals																						300	
OPENING SURPLUS from 2013 audit	0		0		0		23,120		36,041		6,080		19,924		11,280		1,376		19,675		26,656		
FINAL SURPLUS(DEFICIT)	594	(0)	0	(23,203)	(0)	(3,936)	22,011	(6,960)	22,703	(13,364)	11,038	0	59,142	19,216	9,750	(6,616)	1,385	0	16,572	8	26,697	725	740

¹Motion Required: To transfer the required funds for PC, EW and HOBG from charitable donations, fundraising revenues and accumulated After-school surplus as appropriate.

In Other, the 7700 of non-government income includes about \$5,000 of 2013 Applicious revenue plus United Way designated donations
Also, the Other charitable donations include \$5500 in individual donations and \$725 via Canada Helps.

Applegrove Community Complex

Personnel Committee New Terms of Reference – Draft 3

December 18, 2014

1. Composition

- 1.1 The Personnel Committee includes at least 2 Board members (plus the Board Chairperson *ex officio*).
- 1.2 The Executive Director staffs the committee, but is not a voting member
- 1.3 For issues such as the Executive Director's Performance Review, the Executive Director may be excluded from meetings.
- 1.4 A staff representative and/or a management representative may be invited to attend specific meetings.

2. Chairperson

- 2.1 The committee will select a chairperson from among its members.
- 2.2 The chairperson must be a Board member.

3. Responsibilities

- 3.1 To complete the Executive Director's Performance Review in accordance with City policies and procedures.
- 3.2 To identify and make recommendations regarding staffing and Board sustainability and succession planning for staff and Board.
- 3.3 To participate as part of a second interview panel in hiring core administrative staff.
- 3.4 To make recommendations on personnel issues to the Board for approval, specifically revising job descriptions, proposed restructuring or other matters requested by the Executive Director.
- 3.5 To define the skill sets and attributes to recruit leadership volunteers for the Board and its committees and to create guidelines for leadership volunteers on committees.
- 3.6 To identify guidelines for the mentoring process for new Board members.
- 3.7 *To ensure that new Board members receive specific coaching and mentoring on how to follow guidelines and participate fully on each committee using their own individual talents and skills.*

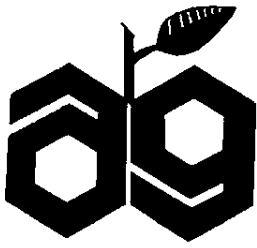
4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.

~~Because issues of a sensitive and/or confidential nature may be discussed, only~~

~~members of the committee should attend meetings. However, other interested parties from the Board, staff or users can to contact the chair of the committee to request permission to attend; such permission is not automatically granted.~~

- 4.2 *Within the framework of the Municipal Freedom of Information and Protection of Privacy Act, any issues of a confidential or sensitive nature will be first discussed within the committee meeting. Anyone outside the Board of Directors must request permission to attend such meetings; permission is not automatically granted.*
- 4.3 Minutes of committee meetings, draft policies and drafts of other organizational documents (such as terms of reference) will be circulated with the monthly Board package.
- 4.4 Information concerning current and potential staff will be considered confidential within the committee.
- 4.5 The staff rep and/or the management staff rep and/or Executive Director may be excluded from discussions on certain issues.
- 4.6 After all staff hiring, the relevant staff will submit hiring reports to the committee for information. These reports will be part of the committee report to the Board.



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Revenue Generation Committee

Terms of Reference

DRAFT -- November 6, 2014

1. Composition

- 1.1 The Revenue Generation Committee consists of the Treasurer and at least 1 other Board member.
- 1.2 The Board Chair is an *ex officio* member.
- 1.3 The Executive Director staffs the committee.
- 1.4 The Office Manager and Program Director may be asked to attend meetings as resource persons.
- 1.5 Additional committee members can include appropriate Community Volunteers who are not Board members.

2. Chairperson

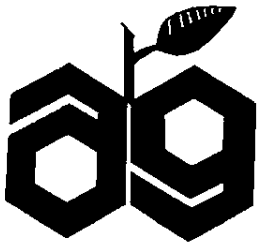
- 2.1 The committee is chaired by a Board member.

3. Responsibilities

- 3.1 To assess, evaluate and make recommendations to the Board regarding:
 - Funding and revenue sources (potential and current)
 - Funding and revenue policies and strategies
 - Program and organizational budgets
 - Investment strategy
- 3.2 To strategically guide fundraising plans
 - Set achievable annual fundraising targets
 - Develop recommendations for Board with regard to allocation of annual fundraising revenues
 - Identify opportunities and support staff in the generation of income to support programming
- 3.4 Recruit (in partnership with Community Integration Committee) and orient Community Volunteers as members

4. Reporting

- 4.1 The Board agenda will have a standing item on the agenda for committee reports
- 4.2 The committee chair will summarize key agenda items, analysis and recommendations for the Board.
- 4.3 Board approval is required for any committee actions and approval of final financial reports and budgets, including
 - Fundraising targets
 - Annual work plan



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- Fundraising activities and associated budgets

5. Elements of Annual Work plan

Annually the Committee workplan should include:

- Review admin and program budgets to identify revenue needs and sources
- Set realistic agency fundraising targets
 - Establish fundraising timetable and project plan
 - Use Applegrove rating instrument to evaluate funding initiatives
- Work with staff to identify revenue generation opportunities within programs
- Evaluate and prioritize potential funding opportunities (i.e. foundations and grants)

Community Integration Committee

Draft Terms of Reference

1. Composition

- 1.1. The Community Integration Committee consists of at least 2 Board members, plus the Board Chair *ex officio*.
- 1.2. The Executive Director staffs the committee.
- 1.3. Volunteer Leaders may be asked to join the Committee
- 1.4. The Program Director or other staff may be asked to attend meetings as a resource persons.
- 1.5. Regular meetings will take place at the convenience of members

2. Chairperson

- 2.1. The committee will select a chairperson from among its members.
- 2.2. The chairperson must be a Board member.

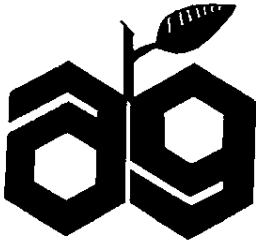
3. Purpose

To strengthen the positive culture of the local community by fostering program participation that reflects the diversity of our community and increasing the awareness of the mission of Applegrove. Elements to include

- a. Communication/PR plan to the community
- b. Increase diversity of participants to reflect the community
- c. Recruit potential volunteer leaders and board members

4. Responsibilities

- 4.1. To identify, assess and recommend communication media, policies and strategies and an annual workplan for public awareness.
- 4.2. To understand the demographics of Applegrove's catchment area, participants, staff and leadership volunteers.
- 4.3. To identify strategies to enhance Applegrove's reflection of the catchment area among participants, staff and leadership volunteers, as well as a process to measure success.



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Revenue Generation Committee Notes

December 9, 2014

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

Staff: May Seto, Susan Fletcher (recorder)

1. Next Meeting

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

2. Program fee review

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

3. Possible fundraising/community engagement activities

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

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

b. New ideas

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

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

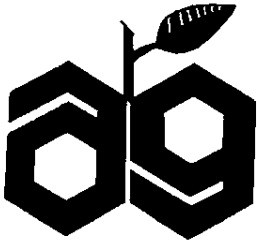
- Sponsorship
 - Neil proposed several different alternatives to event sponsorship including:
 - Advertising on the website
 - Recognition of stakeholders
 - Family membership

4. Next Meeting

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

Agenda to include

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



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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Revenue Generation Committee Notes

January 12, 2015

Present: Chris Sulway (Chair, by phone), Tolga Ay, May Seto (staff), Susan Fletcher (recorder)
Regrets: Mercedes Lee

1. Next Meeting(s)

Monday, February 9, 7:30 p.m.

(to be arranged) Planning Meeting for the family dance

2. Notes from the December meeting

3. 9 Week Day Camp

- 2015 is an unusual year with 10 weeks of the school summer break instead of the usual 9 weeks.
- at the December Board meeting, members asked about running a 9 week camp (June 29 to August 28) instead of the 8 weeks from July 6 to Aug. 28.
- in order to apply for federal funding by the January 30 deadline, this issue requires confirmed direction by Jan 19 in order to send the proposal to the union for consideration on Jan 20 (with a formal decision at the Jan. 26 Board meeting). The union requires a copy of the application; the application can only be completed online in one session. It cannot be saved for later submission. So May must do the application now to send to the union by Jan 20.
- May drafted a budget for a 9 week camp and updated the 8 week camp budget, before summarizing the finances, space, staffing and other issues on the attached table.
- both the 8 and 9 week camp budgets require in-program fundraising (via the weekly hot lunch program) as well as funding from the prior camp surplus.
- for both options, staffing is set up to allow before- and after-care (1 hour each) at an additional cost to parents, thus providing an additional revenue stream.
- both models rely on the same range of external grants and funders (Star Fresh Air for subsidies, Children`s Services for core funding and per diem payments for Ontario Works recipients, etc.) If any of these decline or reduce funding, the camp will need additional funds from the prior surplus.
- both models incorporate an early-bird weekly rate of \$90, rising to \$100 after a date (to be set)
- to allow staff training and in acknowledgement of the pattern of low enrollment for the first week of camp, particularly when it is a 4 day week, the 9 week option would accept only 45 children instead of 60 for the first week.
- the net cost difference is \$1,000 more for the 9 week camp.
- Focus On Youth placements (TDSB students at no cost for 7 weeks) will start on July 6, i.e., 2 staff will not be available until July 6.
- in discussion, members noted the following:
 - we will need to set a minimum enrollment for the first week in order to run the camp.
 - 9 weeks of camp will better meet the needs of families with school age children.

- most of the staff will be our experienced after-school staff who have also worked in our day camp, minimizing needs for training and orientation.

Recommendations:

- A. assuming that the minimum registration level is met, offer a 9 week camp in order to meet parents` needs as a one-time solution to the rare 10-week summer.
- B. use funds from 2014 and prior summer surplus to cover the anticipated deficit.

4. Fee Review Update

- a. Cost for Full Year CY Worker: (Feb. meeting)
- b. Teen Program Budget (Feb. meeting)
- c. Edgewood Update
 - Susan reported that neither the Mennonite church nor Corpus Christi are able to accommodate this program.
 - going forward, if we find alternative space or offer alternative programming at this site, there are likely to be costs that are not in the current budget.

5. Fundraising / Engagement Ideas

- a. YogaThon
Saturday, Feb 7, 1 to 3 p.m., advertising to start shortly, after we get the gym permit
- b. Family Dance Budget and Plans
 - Susan circulated a draft budget, revised after the December Board meeting to show the fee/donation of \$2 per person.
 - budget assumptions include
 - attendance of 40 families or 120 individuals
 - we will charge for optional extras such as refreshments, pictures by our photographer, crafts
 - based on these assumptions and the costs for the space and princesses, the event will lose about \$120.
 - in discussion, members noted
 - the irony of the Revenue Generation committee considering an event that anticipates a net loss
 - in general, we should not plan events that lose money
 - the event is intended as part of an ongoing strategy to engage the community
 - if more people attend, purchase more extras and/or donate more, the event could make money
 - we should plan a significant debrief on the event, issues and finances that will also help us to inform/develop principles for future events.
 - discussion at the December Board meeting meant that staff proceeded to pay the non-refundable deposit of \$100 for the princesses.

Recommendation

Susan and Mercedes should proceed to make firm plans for the event.

- c. Applicable Budget: (Feb. meeting)
- d. Sponsorship / Membership (Feb. meeting)

e. Seminar Series

- o Susan circulated draft budget below for the suggested spring seminar series.
- o May noted a contact who had independently inquired about offering financial seminars.
- o members noted that we will have to consider how we select presenters and that offering a seminar at no charge might be a benefit available for specific sponsorship levels for the website
- o like the dance, we will need to evaluate the event and consider principles.
- o this will be an example of using social entrepreneurial principles to meet our organizational mandate, generate revenue, and enhance our relationships with businesses.

Recommendation

That the Board approve proceeding with the seminar series.

Draft Budget for Seminar Series				Jan 12 2015	
3 sessions (one each in April, May and June) from 6:30 to 8:30					
Assume that 10 people will attend each session					
Expenses					
Classroom					
	Permit @	\$6.42 per hour	3 hours		\$58
Staffing					
	Child care	\$14.60 per hour	3 hours		\$131
	1 volunteer				
Hand-outs, etc in-house					
Total Expense					\$189
Income (from participants or instructors)					
	\$10 per person per session				\$300
Net Income					\$111

6. Investment

Alterna current rates:

- 1 year redeemable 1.05 % (redeemable after 60 days)
- 1 year fixed 1.5 %
- 18 months fixed 1.9 %
- 19 to 23 months fixed 2.1 % (this is their current special promotion rate)
- 2 years fixed 2.1 %

Currently, Applegrove has \$33,355.78 of program funds are in 3 separate 30-day redeemable term deposits, earning only 0.5 %.

To make any change to the existing term deposits or to transfer any additional funds from the chequing account to term deposits, instructions need to be given in writing & signed by 2 bank signing officers.

Recommendation

Change the 3 current term deposits into one 1-year redeemable term deposit at 1.05% interest.

AND

Move \$50,000 from the program chequing account into either a second 1-year redeemable term deposit or into an investment savings account.

7. Next Meeting(s)

(to be arranged) Planning Meeting for the family dance

Monday, February 9, 7:30 p.m.

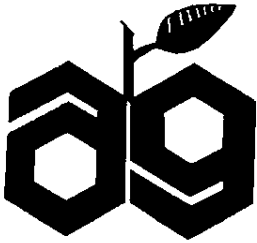
Agenda to include:

- YogaThon initial results
- Cost for Full Year CY Worker
- Teen Program Budget
- Applicious Budget
- Sponsorship / Membership

Summer Camp Comparison Summary – 2015

January 12, 2015

	8 week camp	9 week camp
Operational days	<ul style="list-style-type: none"> July 6 to August 28 (60 spaces) 	<ul style="list-style-type: none"> June 29 – July 3, will register 45 campers due staffing and low historical attendance July 6 - August 28 (60 spaces)
Staff Training	<ul style="list-style-type: none"> 1.5 weeks of training for staff June 24 – July 3 	<ul style="list-style-type: none"> 1.5 weeks of training for staff June 22 to June 26 and some days in the first week of camp when they are not in program Staff will have some time during the camping weeks to review program plans with increased weekly hours
Hours of Work	<ul style="list-style-type: none"> 37.5 hours for regular camp Hire staff for before and after care as needed based on registrations 	<ul style="list-style-type: none"> 40 hours (this would also support before and after care staffing)
Staffing	<ul style="list-style-type: none"> FOYT placements will start week of July 6 and end on August 21 	<ul style="list-style-type: none"> FOYT placements will start week of July 6 and end on August 21 Leadership staff will be required to support camp in first week
	<ul style="list-style-type: none"> Summer staff will be hired for 10 weeks 	
Space	<ul style="list-style-type: none"> PSI will fund for 8 weeks beginning June 29 until August 21 	<ul style="list-style-type: none"> PSI will fund for 8 weeks beginning June 29 until August 21
	<ul style="list-style-type: none"> If we want to permit facilities for week 9 of summer (August 24 – 28), facilities will need to be available and permit fees will apply. 	
Before and After Care	<ul style="list-style-type: none"> \$1001 income generated with 2 staff based on 14 children registered 	<ul style="list-style-type: none"> \$3704 income generated with 2 staff based on 14 children registered
Financial Impact	<ul style="list-style-type: none"> 2014 camp surplus approximately \$4500. 2013 camp surplus approximately \$6000 for anticipated accumulated camp surplus of about \$10,000 	
	<ul style="list-style-type: none"> \$1000 fundraising and \$1007 prior surplus required to balance budget 	<ul style="list-style-type: none"> \$1000 fundraising and \$2077 prior surplus required to balance budget



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Revenue Generation Committee

October 28, 2014 / Updated January 2015

Background Info from Susan Horley

For many years, Applegrove has had 3 program term deposits (currently totalling \$33,415) rolling over every 30 days, and earning only 0.5 % interest. Also, the balance in the program chequing account has been over \$100,000 since Dec. 2012.

At present, Alterna offers a 1-year redeemable term deposit at 1.1 % interest. It is redeemable after 60 days, i.e. can be cashed, in case of cash-flow emergency. This product would give all the liquidity (after 60 days) we currently have, & earn more than twice the interest we now receive (0.001 %).

Alterna has many other investment products, but generally, none are redeemable before maturity. They currently have a promotional 19-month non-redeemable term deposit earning 2.3 %, which is their best rate right now.

Another option would be to move some program funds into an investment savings account, which is fully liquid but pays a slightly higher interest rate than an Alterna chequing account.

There are no fees for either a term deposit or a savings account with Alterna. However, any changes to Applegrove's investments/accounts would need to be issued via letter, signed by 2 Alterna signing officers, & given to branch staff.

Updated Rates, January 2015

1 year redeemable	1.05 % (redeemable after 60 days)
1 year fixed	1.5 %
18 months fixed	1.9 %
19 to 23 months fixed	2.1 % (this is their current special promotion rate)
2 years fixed	2.1 %

Notes from Susan Fletcher

Any changes to Applegrove's investments must be in accordance with the City's investment policy. (excerpt attached)

The budget program expenses for 2015 total about \$515,000. If these expenses occurred evenly across the year, that would mean about \$50,000 in expenses per month.

Recommendation assuming that these are both in compliance with the investment policy

Change the 3 current term deposits into one 1-year redeemable term deposit at 1.1-1.05% interest.

AND

Move \$50,000 from the program chequing account into either a second 1-year redeemable term deposit or into an investment savings account.

Excerpts from City Investment Policy

1.1. Policy

It is the policy of the City to invest the City's funds in a manner which will provide the highest investment return consistent with the maximum security of principal, while meeting the cash requirements of the City and conforming to all legislation governing the investment of the City's monies.

1.2. Purpose of the Investment Policy

The purpose of this policy is to guide the management of the investment assets toward the desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical. The investment policy is developed by the Deputy City Manager and Chief Financial Officer, reviewed by the Investment Advisory and Sinking Fund Committees of the City of Toronto and approved by the Toronto City Council in order to:

Define and assign responsibilities

Establish a clear understanding of the investment goals and objectives of the City of Toronto funds assets

Offer guidance and limitations regarding the investment of funds assets

Establish a basis of evaluating investment results

Manage the funds assets according to industry best practices and applicable regulations.

The investment policy will be reviewed annually by the Investment Advisory and Sinking Fund Committees and investment staff.

1.3. Scope

This investment policy applies to all investments made on behalf of the City and its agencies, boards and commissions including, but not limited to, operating funds, reserves, reserve funds, sinking funds, trust funds, pension funds (internally managed component) and any new fund created by the City unless specifically exempted. It has been prepared with the objective of ensuring continued prudent and effective management of the City's investment activities.

1.7 Authorized and Suitable Investments

The City may invest in certain securities as set out by Ontario Regulation 438/97 to the City of Toronto Act 2006, as amended from time to time. A copy of this regulation, which prescribes the securities in which a municipality may invest, is attached to this policy. Investment of trust funds is regulated by The Trustee Act. However, in keeping with the primary objective of the City's investment policy, namely the preservation of capital, permissible investments have been restricted to those of high credit quality and reasonable liquidity. Consequently, investment officers are permitted to invest only in fixed income instruments of the following issuers:

(i) Government of Canada and its guarantees.

(ii) Short term (less than one year) obligations of Provinces of Canada and their guarantees that have a minimum credit rating of A-1(-) by Standard and Poor's (S&P), R-1(low) by Dominion Bond Rating Service (DBRS) and P-1 by Moody's.

(iii) Long-term (greater than one year) obligations of Provinces of Canada and their guarantees which have a minimum credit rating of A- by S&P, A(low) by DBRS and A3 by Moody's.

(iv) Canadian municipalities or collective Canadian municipalities which have a minimum credit rating of A- by S&P, A (low) by DBRS and A3 by Moody's.

(v) Municipal investment pools, that being, the public sector group of funds of the Local Authority Services Limited and the CHUMS Financing Corporation.

(vi) Canadian School Boards or Separate School Boards which have a minimum rating of AA - by S&P, AA (low) by DBRS and Aa3 by Moody's.

(vii) Short term obligations of Schedule I Canadian chartered banks which have a minimum short term credit rating of A-1(-) by S&P, R-1(low) by DBRS and P-1 by Moody's and long term obligations of such banks which have a minimum long term credit rating of AA- by S&P, AA (low) by DBRS and Aa3 by Moody's.

(viii) Short term obligations of Canadian trust companies which have a minimum short term credit rating of A-1 by S&P, R-1(mid) by DBRS and P-1 by Moody's and long term obligations of such trust companies which have a minimum long term credit rating of AA- by S&P, AA (low) by DBRS and Aa3 by Moody's.

(ix) Short-term obligations of Schedule II Canadian chartered banks that have a minimum credit rating of A-1 by S&P, R-1(mid) by DBRS and P-1 by Moody's.

(x) Asset-backed securities (ABS) which have a minimum short term credit rating of A-1(+) by S&P, R-1 (high) DBRS and P-1 by Moody's and long term obligations of such asset-backed securities which have a minimum long term credit rating of AAA by S&P, AAA (mid) by DBRS and Aaa by Moody's. Typically, the City prefers ABS issued by Schedule-1 chartered banks. ABS issued by Schedule-2 banks, retailers and auto loans should be evaluated on an individual basis with research indicating very strong collateral level (documentation required), along with written signoff (e.g. email) by both the Capital Markets Manager and Senior Investment Advisor prior to the transaction.

(xi) Negotiable promissory notes or commercial paper of eligible issuers, other than asset-backed securities, maturing one year or less from the date of issue having a minimum credit rating of A-1 by S&P, R- 1(mid) by DBRS and P-1 by Moody's.

The lowest rating shall govern in the case of split rated bonds.



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Community Integration Committee Notes

December 3, 2014

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

1. Next Meeting

Wednesday, January 7 at 7 p.m.

2. Notes from November Meeting

- accepted by consensus

3. Board Nominations

a. Process

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

b. Number of vacancies

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

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

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

4. Website

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

5. Next Meeting

Wednesday, January 7 at 7 p.m.

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

Excerpt from Constitution

8.4 Procedures of the Nominations Committee

- i) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- ii) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
- iii) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- iv) Nominations for the position of Director will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting.
- v) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
- vi) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
- vii) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
- viii) The eligible nominees with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.



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Community Integration Committee Notes

January 7, 2015

Present: Vai Teng Law (Chair), Ann McKechnie, Susan Fletcher (recorder)

Regrets: Neil Sinclair, Antoine Tedesco

1. Next Meeting

Wednesday, February 4 at 7 p.m.

2. Notes from December Meeting

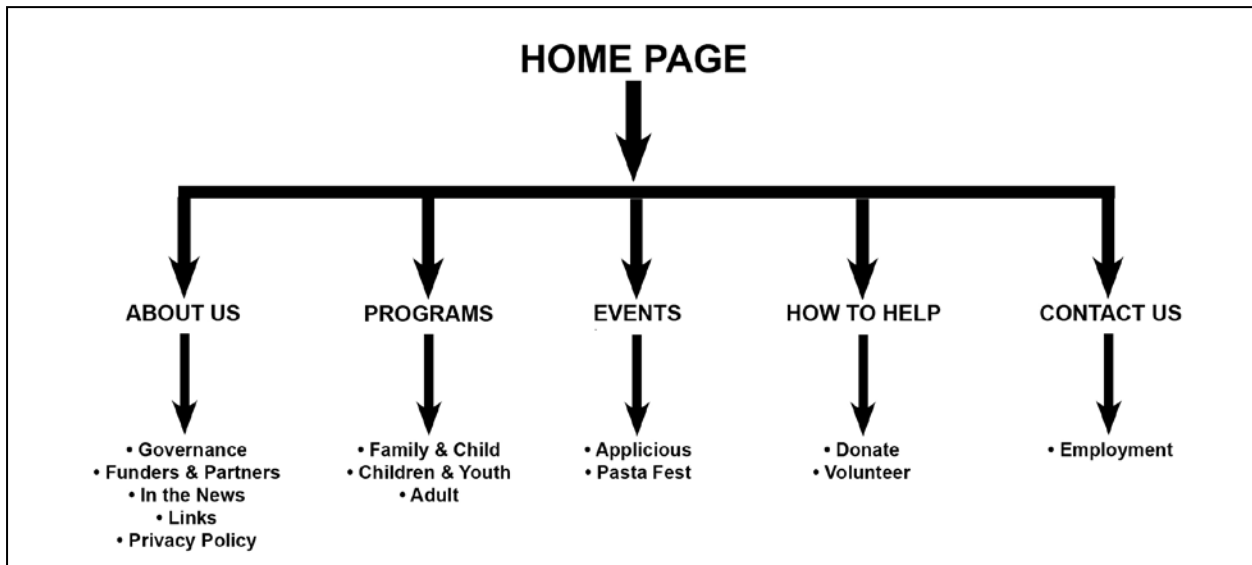
- accepted by consensus

3. Committee Chair

Vai was appointment to the Board at the December Board meeting. Consequently, this meeting confirmed her as the committee chair.

4. Website

- focussed on reviewing the proposed site map and elements
- Antoine forwarded the diagram below for the site map



- members reviewed the current pages in view of the site map and noted the following:
 - a slide show can be distracting; one good photo is better
 - include the PC video, but set so it does not play automatically
 - overall, the theme should echo the tagline, Together, Building Our Community, with diversity, inclusive, feeling welcome
 - revamp the “About Us” page to be the home/first page. Something like A neighbourhood place where people across the age range are welcome to visit, make new friends, and feel part of our community. Check out programs under [link]

- add a section on Information for Funders that would include what is on the current “About Us” page.
 - can there be a contact form?
 - can it include a site search function? Translate function?
 - should we have FAQs?
 - would there still be a menu on the left (or right) to be smart phone friendly? Can we confirm that Wordpress will be mobile friendly?
 - the current site map omits program for older adults under the Adult Programs category.
 - change “In the News” to “In the Media”
 - include a link to our Facebook page
 - add a new section for “Strong Neighbourhood / Community” with
 - a description of the catchment area
 - a link to the City’s Strong Neighbourhoods Strategy
 - how Applegrove helps to build a strong neighbourhood
 - programs
 - events
 - all candidates meetings
 - civic engagement
 - in How to Help
 - re-vamp the “volunteer” wording to include
 - build a strong neighbourhood
 - be involved in your community
 - gain experience
 - develop your skills
 - are there particular SEO (Search Engine Optimization) words that should be included? And how does this happen?
- Susan will check the archived “in the news” items, many of which are no longer active.
 - Some other AOCC websites:
 - <http://www.scaddingcourt.org/>
 - <http://www.centre55.com/>
 - <http://eastviewcentre.com/>
 - <http://www.ralphthornton.org/>
 - <http://www.centraleglinton.com/>
 - <http://www.the519.org/>

5. Board Nominations

- Susan reported on the City’s new appointment process and circulated the revised Board Nomination/Membership form with the new diversity survey.
- to avoid the postage increase, Applegrove will mail the AGM “save the date”, membership update and nomination information by January 11.
- members revised the nomination poster.

6. Diversity

- this committee’s work includes thinking about how to measure diversity on the board and across the organization.
- a starting point might be using the City diversity survey (attached for reference) at the April Board meeting, as well as a skills and interests inventory.

Community Integration Committee Notes

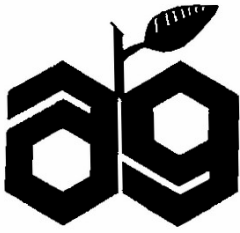
January 7, 2015

3

- members considered whether we could use the diversity survey to measure participant diversity.
 - it is too complex for people with low literacy, so would need to be administered instead of completed by individuals
 - we would want to add questions on income, family structure, length of time at Applegrove, and how they heard about the agency.
 - if we draft the questions, perhaps students could administer the survey as a snapshot of participation in a given week.

7. Next Meeting

Wednesday, February 4 at 7 p.m.



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Involvement Opportunity

As Applegrove Community Complex proceeds to implement its strategic directions, the agency is looking for individuals who are

- ✓ engaged in their community,
- ✓ skilled in one or more of event planning, promotion, fundraising, strategic development or writing,
- ✓ able to promote involvement from individuals and businesses,
- ✓ and interested in becoming Board members for this dynamic multi-service, neighbourhood-based organization.

Board members are responsible for governing the agency, setting policy, identifying needs and setting strategic directions, managing the finances, and generating revenue to support programs.

To help reflect the diverse neighbourhood, Applegrove particularly welcomes those who identify as LGBTTT, older adults and people from the East Asian or South Asian community. Applegrove expects at least 2 vacancies at the Annual Meeting on March 30, 2015.

The Board invites people interested in joining the Board to attend a meeting as a guest. The next Board meetings are on Monday January 26 and Monday, February 23, from 7 to 9 p.m. The agenda will be posted on the website about 1 week before the meetings. Please contact Susan Fletcher, Applegrove's Executive Director, to confirm your attendance.

As a neighbourhood partnership fostering community through social and informative programs for individuals and families, Applegrove is both an agency of the City of Toronto and incorporated as a non-profit organization. Therefore, Applegrove has both a Board of Management and a Board of Directors. The 10-member Board of Directors is responsible for the whole organization and the 11-member “Board of Management” is a standing committee of the Board, responsible for the City agency.

The same 9 community members and the City Councillor serve on both boards, and the TDSB Trustee also serves on the Board of Management. And one meeting follows the other although there are 2 agendas. For simplicity, “Board” refers to both the Board of Management and Board of Directors.

The Board usually meets on the last Monday of the month. Most Board meetings start with an optional light supper at 6:45 and the Directors' meeting at 7:00, immediately followed by the Board of Management. The average time commitment for a Board member is 8-10 hours per month, including participating on at least one committee and attending occasional special events, all to help build the community.

Many of the Board members are parents so the centre tries to support their child care needs through child-minding during meetings or reimbursement of childcare expenses.

To learn more or to apply, please contact Susan Fletcher, Applegrove's Executive Director before February 25.

VOLUNTARY AND CONFIDENTIAL DIVERSITY INFORMATION

Applegrove and City Council recognize that the City of Toronto is best served by boards which generally reflect the diversity of our community.

You are encouraged to complete this confidential diversity questionnaire. The information gathered is used by Applegrove's Nomination Committee to help the agency achieve its objectives for access, equity and diversity. The information provided will not be released for any other purpose without your permission.

The Nomination Committee will report to the Board on the self-identified diversity data in summary form, but will keep the identities of specific candidates confidential. This is done to assess how well diversity objectives have been met, and decide what improvements can be made, such as targeted outreach or removing barriers to participation.

Applegrove collects this information in compliance with provisions of the Municipal Freedom of Information and Protection of Privacy Act , the Ontario Human Rights Code, and City Council's Public Appointments Policy confirmed under By-law 1076-2006.

1. Gender:

Female Male Transgender Other

1a. If other, please specify.

2. Age:

18- 24 25-34 35-44 45-54 55-64 65 and over

3. Aboriginal Peoples

A person is an Aboriginal if he or she is a member of the First Nations, Inuit or Métis peoples of Canada.

Based on this description, do you consider yourself to be an Aboriginal person?

Yes No

4. Ethnicity/Race

Racial groups are defined by race or colour only, not by country of birth, citizenship or religious affiliation.

Please identify which of the following best describes your ethnicity or race:

- Black (e.g., origins include Canadian, American, Caribbean, African)
- Central and South American (e.g., origins include Canadian, Mexican, Brazilian, Cuban, Chilean, El Salvadorean)
- East Asian (e.g., origins include Canadian, Japanese, Korean, Chinese)
- Pacific Islands (e.g., origins include Canadian, Fijian, Hawaiian, Polynesian, Samoan)

- South Asian (e.g., origins include Canadian, Indian, Pakistani, Bangladeshi, Sri-Lankan, Caribbean, African)
- South-East Asian (e.g., origins include Canadian, Vietnamese, Filipino, Malaysian, Indonesian, Cambodian, Thai)
- West Asian or Arab (e.g., origins include Canadian, North African, Armenian, Egyptian, Iranian)
- White or Caucasian (e.g., origins include Canadian, American, Western, Eastern European)
- Any other non-white racial group not identified above (e.g., multiple racial origins, Aboriginal Peoples of the Pacific Islands, South or Central America)

5. Disability

A person with a disability has an ongoing physical, mental, sensory or learning impairment which may result in experiencing disadvantage or barriers to full participation in society.

Based on this description, do you consider yourself to be a person with a disability?

- Yes No

6. Sexual Orientation

LGBTTIQQ2S is an abbreviation used to represent a broad array of identities such as, but not limited to, lesbian, gay, bisexual, transexual, transgender, intersex, queer, questioning, and two-spirited.

Based on this description, do you consider yourself LGBTTIQQ2S?

- Yes No

7. Additional diversity information

You are welcome to provide any additional diversity information not captured by the questions above (e.g., ethno-cultural, faith, linguistic)



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416 461-8143 Fax: 416 461-5513

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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting December 22, 2014 at the home of a Board member

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

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

A. Call to Order/Adoption of Agenda/Introductions

At 6:30, Ann called the meeting to order. Quorum of 5 Board members was achieved. By consensus, the agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Appointment to fill Vacancy

Alysha's resignation left a vacancy with a term ending in March 2015. Vai Teng Law attended several meetings over the last 6 months, but had to send regrets for this meeting. She completed the Board nomination form, confirming her interest in and eligibility for the Board.

MOTION (McKechnie/Buncel)

To nominate Vai Teng Law to the Board of Management to fill the vacancy and to request the City to appoint her.

Carried

D. Personnel Committee Report

MOTION (Gray/Ay)

To pay an Acting Rate to the Bookkeeper/Information Clerk for 8 hours per week for 8 weeks in 2014.

Carried

E. Executive Director's Report

MOTION (Brown/Ay)

To accept the Executive Director's report.

Carried

F. Adjournment

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

Chair

Secretary

Next Meetings

Board Meeting – January 26 at 7 p.m.

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



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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting November 24, 2014

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

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

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the October 20 Board of Management Meeting

MOTION (Sinclair/Sulway)

To accept the minutes of October 20.

Carried

D. Amend Procedural Bylaw to set up Standing Committee

MOTION (Sulway/Sinclair)

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

Carried

E. Personnel Committee Report

MOTION (Sulway/McKechnie)

To accept the report.

Carried

F. Executive Director's Report

F.1. Time served

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

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

MOTION (Sulway/McKechnie)

To accept the Executive Director's report.

Carried

G. Correspondence/Information

MOTION (Sulway/McKechnie)

To accept the suggested actions.

Carried

H. Adjournment

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

Chair

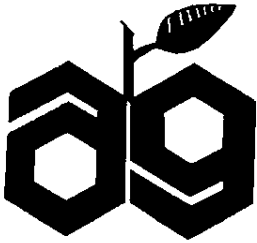
Secretary

Next Meetings

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

Board Meeting – January 26 at 7 p.m.

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



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Personnel Committee Notes

December 17, 2014

Present: Ann McKechnie (chair), Irene Buncel, Lynne Gray
Regrets: Kyle Brown
Staff: May Seto, Susan Fletcher (recorder)

1. Next Meeting

To be determined. Board members to meet week of January 12

2. Minutes of the November Meeting

The minutes were accepted by consensus. Lynne proposed the following amendments to the Terms of Reference; the other committee members agreed.

- Add “To ensure that new Board members receive specific coaching and mentoring on how to follow guidelines and participate fully on each committee using their own individual talents and skills”.
- Revise item 4.2 regarding issues of a sensitive and/or confidential nature to say “Any issues of a confidential or sensitive nature will be first discussed within the committee meeting. Anyone outside the Board of Directors must request permission to attend such meetings; permission is not automatically granted”.

The attached draft Terms of Reference include these amendments.

3. Committee chair

By consensus, the members agreed that Ann should chair the committee.

4. Timeline for the Executive Director’s Performance Review

Susan noted that it is useful for the merit level recommendation to be completed in time for her to complete the other managers’ merit recommendations, so that the accrual can be included in the year-end financial reports.

Dec 18 / 22	360’s due
Jan. 8	Performance Planner and narrative report due
Week of Jan 12	committee members review reports and determine merit level
Week of Jan 19	committee chair meets with ED to discuss 2014
Subsequently	Draft of 2015 Performance Planner due
	committee chair meets with ED to discuss 2015

5. Timeline for Revising Management Job Descriptions

Early in 2014, the Personnel Committee identified updating the job descriptions of the management staff as a priority for the Executive Director. Although these were drafted by mid-summer, the committee has not had a chance to review them. Members agreed to defer this work until February.

6. Staffing Proposals

a. Finance Staff

Susan discussed a proposal that she had circulated to members by e-mail. The committee unanimously recommended the 2014 proposal to the Board. Members agreed to look further at the 2015 proposal at the next committee meeting.

b. Admin Staffing

Irene presented a proposal to restore admin staffing to the pre-2012-reduction levels. Because the proposal was not in accordance with the AOCC model, it could not be accepted.

c. Program Staffing

Susan reported on a discussion at the Revenue Generation Committee and noted that a staffing proposal related to it would come to the January Personnel meeting. During discussion, members identified an additional need for staffing and asked that a proposal be developed in 2015.

7. Hiring Report: PC Program Worker

(attached)

8. Review of Procedures and Documents to Support Front Line Staff

The October Board meeting referred this issue to the committee to discuss with the Program Director. Related background info circulated to committee members included:

- Roles and Expectations of PC Participants
- Roles and Expectations of PC Staff
- Conflict Mediation Policy
- Code of Staff Behaviour

Susan reported that, as requested at the Board meeting, staff are revising the PC welcome booklet to include some information on complaints.

During discussion, Lynne and May agreed to review and update both Roles and Expectations documents, including, for example, changing "Children must sit . . ." to "Please have your child sit . . ." and "Applegrove has a zero tolerance policy . . ." Irene suggested that the Complaints Procedure has replaced the conflict mediation document. She also agree to draft a revision to the Complaints Procedure. Susan will ensure that the Staff Behaviour document is revised in 2015, in consultation with the Personnel Committee.

9. Next Meetings

Board members to meet week of January 12

Agenda for next regular meeting to include:

- 2015 finance staffing proposal
- Program staffing proposal

Personnel Committee
New Terms of Reference – Draft 3
December 18, 2014

1. Composition

- 1.1 The Personnel Committee includes at least 2 Board members (plus the Board Chairperson *ex officio*).
- 1.2 The Executive Director staffs the committee, but is not a voting member
- 1.3 For issues such as the Executive Director's Performance Review, the Executive Director may be excluded from meetings.
- 1.4 A staff representative and/or a management representative may be invited to attend specific meetings.

2. Chairperson

- 2.1 The committee will select a chairperson from among its members.
- 2.2 The chairperson must be a Board member.

3. Responsibilities

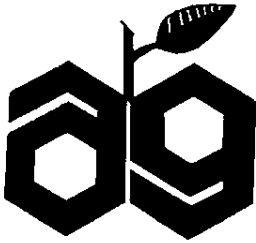
- 3.1 To complete the Executive Director's Performance Review in accordance with City policies and procedures.
- 3.2 To identify and make recommendations regarding staffing and Board sustainability and succession planning for staff and Board.
- 3.3 To participate as part of a second interview panel in hiring core administrative staff.
- 3.4 To make recommendations on personnel issues to the Board for approval, specifically revising job descriptions, proposed restructuring or other matters requested by the Executive Director.
- 3.5 To define the skill sets and attributes to recruit leadership volunteers for the Board and its committees and to create guidelines for leadership volunteers on committees.
- 3.6 To identify guidelines for the mentoring process for new Board members.
- 3.7 *To ensure that new Board members receive specific coaching and mentoring on how to follow guidelines and participate fully on each committee using their own individual talents and skills.*

4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.
- 4.2 ~~Because issues of a sensitive and/or confidential nature may be discussed, only members of the committee should attend meetings. However, other interested~~

~~parties from the Board, staff or users can to contact the chair of the committee to request permission to attend; such permission is not automatically granted.~~
Within the framework of the Municipal Freedom of Information and Protection of Privacy Act, any issues of a confidential or sensitive nature will be first discussed within the committee meeting. Anyone outside the Board of Directors must request permission to attend such meetings; permission is not automatically granted.

- 4.3 Minutes of committee meetings, draft policies and drafts of other organizational documents (such as terms of reference) will be circulated with the monthly Board package.
- 4.4 Information concerning current and potential staff will be considered confidential within the committee.
- 4.5 The staff rep and/or the management staff rep and/or Executive Director may be excluded from discussions on certain issues.
- 4.6 After all staff hiring, the relevant staff will submit hiring reports to the committee for information. These reports will be part of the committee report to the Board.



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Hiring Report
December 2014

Submitted by May Seto – Program Director

Background Information:

Applicants from within the issuing Community Centre will be given first consideration and, if no selection is made, consideration will be given to applicants from other Community Centres and finally, if no selection is made, the Community Centre may then consider external applicants.

1. Goal

- To fill a part-time Program Worker position at our Parent Child Drop-in.

2. Advertising

- Job posting for PC Program Worker advertised to all AOCCs, Charity Village and posted on our office bulletin board and in the PC Drop-in. Current staff were also informed of this job opportunity
- The posting was advertised for one week with a submission due date of October 8, 2014

3. Resumes

- PC Program Worker position – received 170 resumes, which included 5 internal candidates and 165 external candidates. Also received 2 late external resumes.
- A review of resumes started with only internal Applegrove candidates.

4. Interviews

- Interviews were granted to 3 of the internal candidates that had both the educational and work experience required for the position. The 2 internal candidates that were not granted an interview did not possess the educational requirements or work experience for the position.
- The interview process included a written assignment as well as a set of interview questions. The interview panel included Susan Fletcher, May Seto and Louise Maynard.
- 2 of the 3 candidates who were granted an interview did not possess enough English written skills for the position.

5. Selection

- PC Program Worker – position was awarded to Hayley Fisher, who also works in the Over the Rainbow Program as a Child Therapist.



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Executive Director's Report

January 16, 2015

It seems like the City ends or announces an extreme cold alert every day. Our plans for the YogaThon (Salutations to the Sun) and Family Dance offer 2 options – warm up winter or embrace the chill!

10th Annual YogaThon

On February 7, Applegrove supporters will do up to 108 repetitions of the Salutation to the Sun sequence of yoga postures! If you want to participate, pledge forms are available on the website.

Family Dance

Our plans for the Feb. 28 afternoon event are proceeding and I am working with volunteer Mercedes Lee on this. We will need volunteers (photographer, refreshments, crafts, etc.) so please let me know if you can help.

Edgewood Update

Unfortunately, neither Corpus Christi Church nor the Mennonite Church will be possible for Edgewood for the foreseeable future. Over the next week, staff will be looking for other possible space. There is time on the Board agenda to discuss what we find and the next steps.

EchoAge

As discussed at an earlier Revenue Generation meeting, I began to register Applegrove for this service. I hoped to include additional information in this report, but their staff person did not call me as planned. When I have more details, I will take the information to the Revenue Generation Committee.

Summer 2015

As noted in the Revenue Generation notes and via e-mail this week, we are proceeding to plan a 9-week summer camp.

Meanwhile, the TDSB is planning construction work at the Woodfield entrance over the summer. For many years, we have permitted the rooms along the Woodfield wing for the camp. In addition, the Woodfield entrance is the only reasonable way to access the Parent/Child room.

I met yesterday with the TDSB structural engineer in charge of the project to consider alternatives. He suggested that the TDSB could change one of the windows in the Woodfield stairwell to a door on the east side of the building (just north of the shed by the Woodfield door). This would allow access to the PC room as well as 2 exits from the camp rooms. At this time, this seems like the most reasonable approach.

We did consider using the “makerspace” room (across from the caretakers’ office) for the PC. However, examination of the space and discussion with the teacher revealed:

- there are multiple machines with sharp corners. While none of them are in use, and most have been disconnected from electricity, they would be hazardous to small children.

- the room gets very hot in the summer. If the exterior door is left open, bees and wasps come into the room.
- it could only function as the required second fire exit for the camp rooms if the corridor door were unlocked throughout the camp day, i.e., after the PC program ends at 2 p.m.

Annual Meeting Preparation

As reported in prior Board Correspondence/Information, the Public Appointments Secretariat within the City Clerk's office has taken over responsibility for appointments to Boards. I have been working with a staff person to:

- ensure that the current Board members are officially appointed to the Board of Management.
- revise the process to inform the City of Board members' contact information.
- update Applegrove's diversity survey in accordance with the City.
- update the agency description on the City website.
- prepare the vacancy notice for positing on the City website.

Our notice is now live on the City website at <http://www.toronto.ca/legdocs/pais/pa-application-deadlines.htm>. However, the City's process includes completion of a form that is submitted to the City; since we do our own review, our notice does not come up on the usual Current Opportunities tab. The City has Twitter, Facebook and email lists and will use these to notify potentially interested individuals.

A Board recruitment notice was also included in the early January mailing to all members. Since then, the Community Integration Committee helped to tune up the notice, so the one on our website will be somewhat different from what we could do before postage increased.

I will also post on Facebook.

While Trustee Sheila Cary-Meagher has been on Applegrove's Board of Management for many years, the change to the Public Appointments Secretariat also meant that the City needs the TDSB to nominate its representative to the Board of Management. Which actually meant that I had to write to the TDSB on Applegrove's behalf.

I have included an updated "Time Served" table with this report. Please confirm your plans either at the meeting or by e-mail before the meeting. As interested candidates contact Applegrove, I will need to know how many vacancies there will be, as well as the in-catchment/out of catchment balance.

Board Agenda

The November Board meeting deferred a number of items to this month. Plus, I had included Board and committee minutes in the December package for information but not discussion. Consequently, this package contains several items that you have seen previously, but that the Board has not addressed.

Preliminary Year-end Financial Report

Susan H.'s work on the accounting system has resulted in the preliminary year-end report in this package. I have taken the actual amounts that she provided, and added in additional expense accruals that we know about, income accruals, and relevant surplus from the 2013 audit.

Please note that these are preliminary figures. There will be adjustments due to late expenses, etc. However, these figures should indicate the scale of the surplus/deficits expected.

I was gratified to see that Applegrove received \$5500 in individual donations and \$725 via CanadaHelps. These are just the undesignated donations. There were additional charitable and CanadaHelps donations designated for particular programs.

For PC, EW and HOBG, I also included the anticipated Board transfers as well as suggested wording for a motion. We have learned that the motion should not specify the amounts of the transfers since these may change with the adjustments. The motion must be made at the January Board meeting; the auditor's field work begins in the first week of March, so the February Board meeting would be too late.

I know the giant ledger page full of numbers is not easy to read. However, I think that the detail and the comparison across programs are important to the Board's understanding of the financial position.

Complaints and Grievances

As agreed in 2011, the Executive Director's Report includes "Complaints". There have been no additional complaints since my September report. I referred a complaint to the Board.

As advised in my June report, I received a grievance in June regarding a request for an alternate rate. City's Labour Relations staff are scheduling a "Step 3" meeting for the union, Labour Relations and myself.

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

In addition, there are 2 group or policy grievances from another center in 2013 proceeding to arbitration. An arbitration decision might apply to all centres.

Respectfully submitted,

Susan Fletcher.

Executive Director's Report
May 2014

Applegrove Board Members – Time Served
January 2015

Name and position on the Board	Date came on board (D/M/Y)	Time completed (at the AGM in 2015)	Term	Renew?	In catchment?
Mary-Margaret McMahon (City Council Rep)	1/12/10	N/A 4 years		N/A	
Sheila Cary-Meagher (TDSB Rep on Board of Management)	27/03/02	N/A 13 years		N/A	
Tolga Ay	28/10/13	1.5 years	1 st year of 2-year term ending March 2016	✓	✓
Kyle Brown	31/03/14	1 year	1 st year of 2-year term ending March 2016	?	✗
Irene Buncel	25/03/13	2 years	1 st year of 2-year term ending March 2016	✓	✓
Lynne Gray	25/03/13	2 years	2 nd year of 2-year term ending March 2015	✗	✓
Vai Teng Law	22/12/14	4 months	1 st year of term ending March 2015	✓	✗
Ann McKechnie	31/03/10	5 years	2 nd year of 2-year term ending March 2015	✗	✓
Neil Sinclair	30/03/11	4 years	2 nd year of 2-year term ending March 2015	?	✓
Chris Sulway	26/03/12	3 years	1 st year of 1-year term ending March 2015	✓	✓
Antoine Tedesco	31/03/14	1 year	1 st year of 2-year term ending March 2016	✓	✗

Terms exist independently of the person filling them and are staggered so that about half expire each year.

A majority of community Board members must live within the catchment area.



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Applegrove Events and Board / Committee Meetings – January 16, 2015

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.

January 2015 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
18	19	20	21	22	23 PA Day	24
25	26 Board	27 [Duke School Council]	28	29	30 [Duke Family Night]	31

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 7:00 Community Integration Committee	5	6	7 <u>Yoga-Thon</u>
8	9 7:30 Revenue Generation	10	11	12	13 PA Day	14
15	16 Applegrove closed for Family Day	17	18	19	20	21
22	23 Board	24 [Duke School Council]	25	26	27	28 Yoga-Thon snow date Family Dance afternoon

March 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 Seniors Wellness Fair (daytime)	19	20	21
March Break						
22	23 Board?	24	25	26	27 [Duke Family Night]	28
29	30 AGM	31 [Duke School Council]				

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

Applegrove Events and Board / Committee Meetings – January 16, 2015
Office Phone 416-461-8143

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

May	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 Applegrove Closed for Victoria Day
19	20	21	22	23	24	25 Board	26 [Duke School Council]
27	28	29 [Duke Family Night]	30	31			

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 PA day	6	7
8	9	10	11	12	13	14 Toronto Challenge Run/Walk	15
16	17	18	19	20	21 Board	22	23
24	25 Last day of School	26	27	28	29 First Day of Camp	30	Applegrove closed for Canada Day

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

Applegrove Events and Board / Committee Meetings – January 16, 2015
Office Phone 416-461-8143

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Applegrove closed for Canada Day	2	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	28	29	30	31		

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

September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
6	7 Applegrove Closed for Labour Day	8 After-school Program starts	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28 Board	29	30				

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

Applegrove Events and Board / Committee Meetings – January 16, 2015
Office Phone 416-461-8143

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Applegrove Closed for Thanksgiving	13	14	15	16	17
18	19 Federal Election	20	21	22	23	24
25	26 Board	27	28	29	30	31

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	28
29	30 Board?					

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	21	22	23	24	25 Applegrove Closed for Christmas	26
			School Break			
27	28	29	30	31	January 1	

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

Applegrove Events and Board / Committee Meetings – January 16, 2015
Office Phone 416-461-8143

	Applegrove Closed for Boxing Day				Applegrove Closed for New Year's Day	
School Break						

January 2016 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Applegrove Closed for New Year's Day	2
3	4 School resumes	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Board	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