

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 – January 28, 2019

If you cannot attend, please call the office with your regrets.

Applegrove's mission is to be a neighbourhood partnership fostering community through social and informative programs for individuals and families.

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of December 3 Board Meeting (*attached*): to be accepted

7:05

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. 2018 Draft Financial Report (*confidential memo sent separately*): for decision
 - 8.3. 2018 Draft Admin Finance Report (*confidential memo set separately*): for decision
 - 8.4. 2019 City Budget Update: for information
 - 8.5. Audit Process: for information
 - 8.6. Organizational credit card application: for approval

7:35

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

9. TDSB Lease Update

Motion needed to return to the public meeting.

7:50

10. Strategic Initiatives Committee Report
 - 10.1. Board Visioning Session: debrief & next steps
11. Membership, Nominations and Outreach Committee Report
 - 11.1. AGM Planning

8:05

12. Other/New Items
 - 12.1. Community Food Hub Update
 - 12.2. Provincial cuts to education

8:30

13. Directors' Concerns
14. Adjournment

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Board of Management Meeting

AGENDA – January 28, 2019

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the December 3 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee Report (*Jan 8 notes attached*)
Motion needed to discuss the next items *in camera* (without guests or staff), as they deal with identifiable individuals or confidential information.

- D.1. Performance Evaluation (*confidential report for Board members only – to come*):
for decision

Motion needed to return to the public meeting.

7:45

Motions arising from *in camera* discussion

8:50

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

8:55

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

9:00 Adjournment

Next Meetings and Events

February 7, 2019	MNO Committee Meeting
February 23, 2019	Family Dance
February 25, 2019	Board Meeting
Date TBD	Strategic Initiatives Committee Meeting
March 25	Annual General Meeting



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting December 3, 2018

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

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

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Tim McNab

6. Volunteer Hours – hours were recorded.

7. Minutes of the Oct 29 Board of Directors Meeting

MOTION (Lim-O'Brien/Riolo)
To accept the minutes of October 29, 2018.
Carried

8. Finance

8.1. Year-To-Date Statistics

Susanne provided an overview of participation for 2017 & up to October 2018. Staff will be discussing outreach strategies to increase participation.

8.2. YTD Financial Report

Members reviewed the information. Susanne provided an overview of the dashboard-type report and large finance sheet. Susanne mentioned there will be some format changes to the reports to meet AODA requirements. Susan H. highlighted key items from the balance sheet and answered questions.

MOTION (Lim-O'Brien/McNab)
To accept the YTD financial report.
Carried

Board of Directors Minutes

December 3, 2018

2

8.3. Updated Program Budgets

Susan H. provided an overview of the preliminary program budgets and highlighted revenues and expenditures. She answered questions that Members had.

MOTION (Riolo/Valentine)

To accept the preliminary 2019 Program Budget.

Carried

8.4. EarlyON Budget Submission

The EarlyON budget was circulated to the Board on November 28 for electronic via an email poll. Approval was granted by a majority.

MOTION (Riolo/Law)

To ratify the email poll results, with 7 Board members having voted in favour of endorsing the 2019 EarlyON Child and Family Centre budget package.

Carried

8.5. Admin Budget Update

Susan H. provided information which will contribute to a year end cashflow shortfall for the Admin budget and suggested recommendations for Members to consider.

MOTION (Graham/Lim-O'Brien)

To authorize a loan of up to \$40,000 from the program budget to admin in order to cover year end cashflow shortfall, to be reimbursed when the outstanding funds are received from the City..

Carried

MOTION (McNab/Riolo)

To discuss the next items in camera.

Carried

9. TDSB Lease Update

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

MOTION (McNab/Law)

To return to the public meeting.

Carried

10. Strategic Initiatives Committee

Andre provided an overview of the Strategic Initiatives meeting and details for the Board visioning session scheduled on the afternoon of January 19. Location to be confirmed.

MOTION (Law/McNab)

To accept the SI Report.

Carried

11. Membership, Nominations and Outreach Committee Report

Natasha provided an overview of the MNO meeting and highlighted that the committee will be working on a plan to celebrate Applegrove's 40th Anniversary in June.

MOTION (Riolo/Lim-O'Brien)

To accept the SI Report.

Carried

12. New Items

12.1. Holiday Camp and Afterschool Subsidy Update: for information and discussion
May informed Members that Applegrove will not be running a Holiday Camp due to low interest. Not holding the camp will also allow staff to take some time off and re-energize for the new year.

12.2. Community Food Hub: for information
Susanne provided an overview of the confidential memo sent separately.

13. Directors' Concerns – Andre commented on the tight quarters of the Pasta Fest venue and inquired if a different location could be considered next year to allow for more space.

14. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jean Lim-O'Brien.

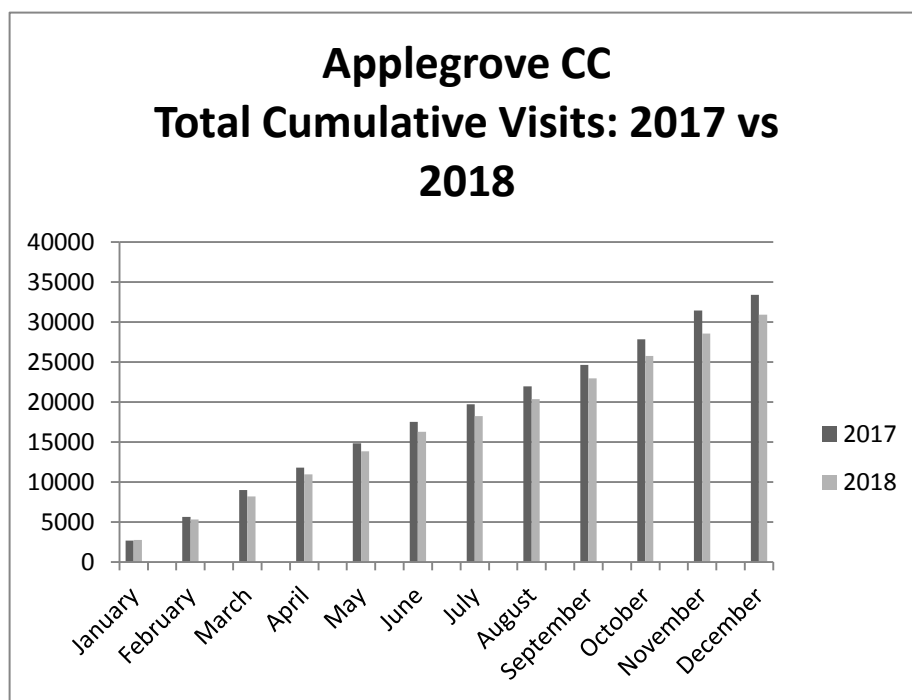
Chair

Secretary

Applegrove Community Complex Program Statistics 2017 vs 2018

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

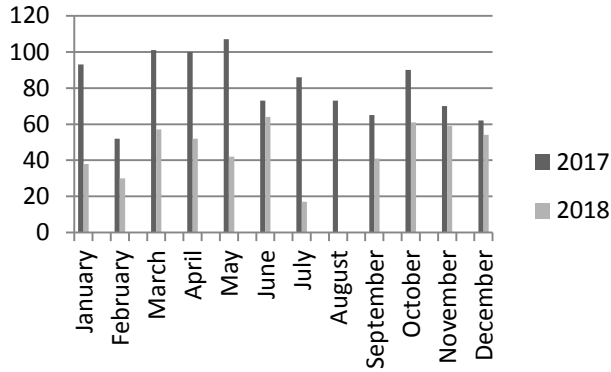
- a) Pre/post natal (Helping Our Babies Grow)
- b) Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play)
- c) Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen)
- d) Adult/Community (User Groups, Other Meetings, Events & Activities)
- e) Seniors
- f) Outreach Event Contacts



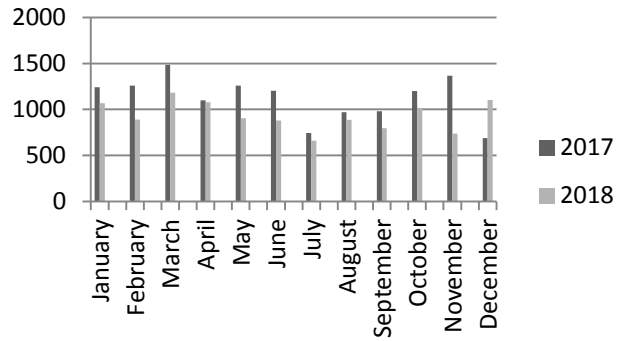
Key Points:

- Overall, 2018 month by month participation levels show the same trends as 2017.
- On average, 2018 monthly overall participation levels is 6% lower than in 2017.
- Programs that are trending upward relative to 2017 include:
 - After 4 (both locations)
- Programs trending downward relative to 2017 include:
 - PC Drop-in and Applegrove Connection
 - Leadership & Teen Programs (for youth)
 - Helping our Babies Grow
 - Seniors

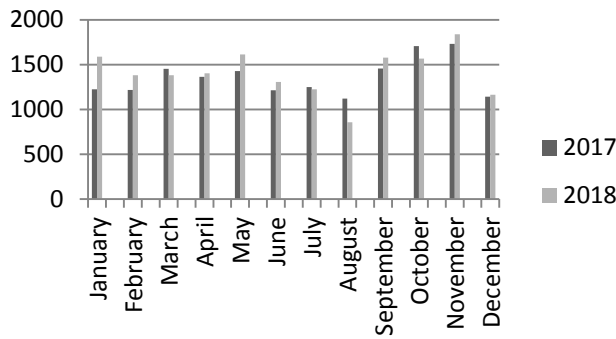
Prenatal (Helping Our Babies Grow)



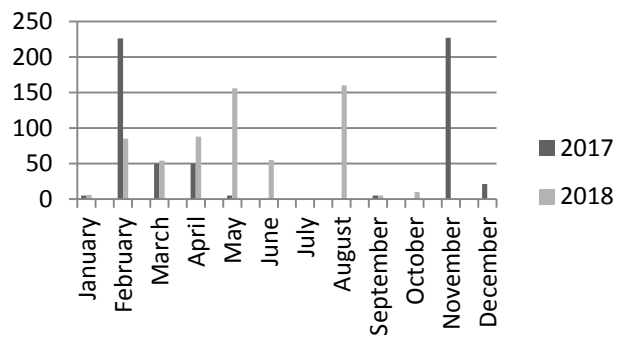
Early Years (PC Drop-In, Applegrove Connection, Therapeutic Play)



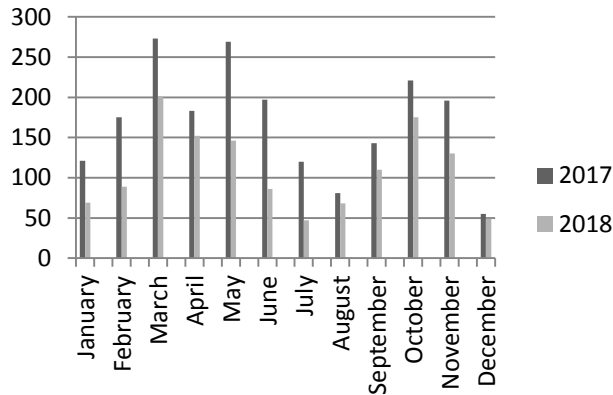
Children & Youth (Camp, After 4/PA, After 4 Satellite, Leadership, Teen)



Adult/Community (User Groups, Other Meetings, Events & Activities)



Seniors



INDIVIDUAL PROGRAMS		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Helping Our Babies Grow	2017	93	52	101	100	107	73	86	73	65	90	70	62	972
	2018	38	30	57	52	42	64	17	0	41	61	59	54	515
Applegrove PC Drop-in	2017	1033	1046	1203	837	906	952	745	969	752	960	1025	451	10,879
	2018	729	682	958	846	745	697	647	888	649	794	512	894	9041
Applegrove Connection	2017	201	191	259	255	325	229	0	0	227	235	326	230	2478
	2018	327	197	212	220	135	160	0	0	149	191	200	192	1983
Therapeutic Play	2017	8	23	22	6	28	22	0	0	0	5	16	8	138
	2018	10	10	12	13	24	23	13	0	0	26	26	16	173
Seniors	2017	121	175	273	183	269	197	120	81	143	221	196	55	2034
	2018	69	89	201	152	146	86	47	68	110	175	130	49	1322
Camp	2017	81	0	159	0	0	0	1086	1010	0	0	32	0	2368
	2018	75	0	142	0	0	0	1096	677	0	0	0	0	1990
After 4/PA	2017	953	923	971	1032	1178	1089	0	0	1090	1225	1254	898	10613
	2018	1149	1008	884	1025	1200	1016	0	0	1145	1073	1270	844	10614
After 4 Satellite	2017	135	162	182	176	189	125	0	0	367	379	394	234	2343
	2018	365	303	282	298	377	289	0	0	434	452	490	308	3598
Leadership	2017	0	70	73	80	0	0	162	110	0	55	51	11	612
	2018	0	45	54	38	0	0	127	180	0	21	31	11	507
Teen	2017	56	62	67	76	62	0	0	0	0	48	0	0	371
	2018	0	27	20	42	37	0	0	0	0	21	49	0	196
User Groups	2017	0	13	0	0	0	0	0	0	0	0	47	21	81
	2018	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	2017	5	213	50	50	5	0	0	0	5	0	180	0	508
Book Club, special events, AGM, Tax Clinic	2018	6	85	54	88	156	55	0	160	5	10	0	0	619
Outreach - contacts	2017	0	0	0	0	200	230	75	0	200	0	0	20	725
	2018	0	60	0	0	0	60	0	150	80	0	0	0	350



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“TOGETHER, BUILDING OUR COMMUNITY”



WE WANT YOU TO JOIN OUR BOARD

Applegrove is a multi-service community centre. For 40 years we've run programs, hosted meetings and events, mobilized and supported action on local issues, partnered with others, provided employment and consistently worked to make this community a great place to be.

We are looking for energetic and engaged people who want to:

- ✓ Learn about and contribute to their community
- ✓ Share their knowledge and expertise
- ✓ Build community networks
- ✓ Be part of a team that guides a local agency serving children, youth, adults and seniors
- ✓ Help make the Leslieville and Greenwood-Coxwell community the best it can be

Being on a board is a great way to be involved in your community in a meaningful way. Board members are responsible for governing the agency, setting policy, identifying needs and setting strategic directions, managing finances, and generating revenue to support programs.

We are both an agency of the City of Toronto and an incorporated non-profit organization. Board members therefore sit on two boards: 1) a Board of Directors responsible for the whole organization, and 2) a Board of Management 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. Both meetings take place on the same day.

The Board meets on the last Monday evening of the month. Members attend these meetings, join at least one committee and attend occasional special events, for an average time commitment of 8-10 hours per month.

Applegrove welcomes people who reflect this diverse community, particularly those who are:

- ✓ engaged in our community
- ✓ skilled in government relations, marketing, revenue generation, human resources, public relations, or work in the legal profession
- ✓ able to promote involvement from individuals and businesses

To learn more or apply contact Susanne Burkhardt, Executive Director before February 21

sburkhardt@applegrovecc.ca / 416-461-8143 ext. 4

*If you want to get involved but are not ready to become a Board member,
Please ask about working with a committee or organizing events.*

Applegrove AGM – List of Awards

Nellie Snow Volunteer Awards (5 awards)

- To recognize outstanding volunteers in the Applegrove Parent/Child and Applegrove Connection programs, an Older Adult and a youth volunteer, and one for the agency as a whole.
- A memorial to Nellie Snow who died in September 1991. Nellie's efforts as a volunteer resulted in Applegrove's creation and she was a leader in the organization's early years.

DOT Award (1 award)

- To recognize an exceptional partner in building community. The partner may be an individual or an organization.
- In honour of Dorothy Lowe, known as Dot, the long time Euchre Club organizer. The dot and star represent both Dorothy's nickname and an apple cut horizontally.

Lucy Award (# TBD)

- To recognize a Board member who has completed 6 years on the Board.
- In honour of Lucille Dobbins, a former Board member who completed what was then the maximum term on the Board - 6 years.

Golden Apple Award (1 award)

- To acknowledge outstanding contributions to Applegrove.
- Can be awarded to a staff person, volunteer, donor or friend of the organization.
- Volunteers cannot receive both a Golden Apple and another award.

10 and 20 Year Awards for Staff and Volunteers (# TBD)

- To recognize service to Applegrove.
- Based on the number of calendar years worked for Applegrove, not the number of hours.
- Note: 1 and 5 year certificates are presented at staff meetings.

NEW IDEA: Community Builder Award?



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

Present: Natasha Graham, Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab,

Regrets: Michael Miceli, Jim Valentine, Moneca Yardley

Staff: Susanne Burkhardt, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the October 29 Board of Management Meeting

MOTION (Lim-O'Brien/Riolo)

To accept the minutes of October 29, 2018.

Carried

D. Organization Credit Card

Susanne provided information and some of the challenges not having an organization credit card. Some other AOCCs are also considering getting one. Susanne will do further research.

E. Personnel Committee Report

Ann provided an overview of the Personnel Committee meeting.

MOTION (Law/Lim-O'Brien)

To accept the Personnel Committee Report.

Carried

F. Executive Director's Report: for information

Susanne provided an overview and informed the Board that although the submission with Building Roots was not successful, Applegrove will continue to work with them on other community initiatives. Susanne also reported that Applegrove will be expanding its relationship with TCHC and have plans to use some of the special funding from the Seniors grant. Susanne will work with Kevin Ellis to develop a communication plan for Applegrove. Finally, staff are developing AODA templates as we work towards AODA compliance for the website.

MOTION (McNab/Lim-O'Brien)

Charitable Number: 10671 8943 RR0001

To accept the Executive Director's Report.

Carried

G. Correspondence/Information

MOTION (Lim-O'Brien/Law)

To accept any suggested actions.

Carried

H. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Tim McNab.

Chair

Secretary

Next Meetings and Events:

January 8, 2019	Personnel Committee Meeting (TBC)
January 14, 2019	MNO Committee Meeting at 7 p.m.
January 19, 2019	Board Visioning Session from 1- 5 p.m., location TBD
January 28, 2019	Board Meeting at 7 p.m.
February 9, 2019	Family Dance Community Event from 11:30 a.m. - 1:30 p.m.



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“TOGETHER, BUILDING OUR COMMUNITY”

Personnel Committee Meeting Notes

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

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

1. Notes from November 20, 2018 meeting

- The notes were reviewed and no items are outstanding.

2. Staff Updates

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

3. Standing Item: Overtime and Workload

- There is nothing new to report on this issue.

4. Review of Executive Director Performance Planner

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

5. Other Business

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

6. Next Meeting Date(s): TBD

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“TOGETHER, BUILDING OUR COMMUNITY”

Executive Director's Report

January 21, 2019

Communications

I am working with MNO Committee member Kevin Ellis to develop an agency communications plan. Work on the development of accessible templates for our public documents is ongoing – so far we have transitioned the after school calendar and part of the board package to accessible templates. We are also developing standardized language on accommodations to add to all job postings and event posters. We have secured administrator status for the ‘new’ website developed a few years ago and started a content review to assess whether the site includes the right tabs and pages, is easy to navigate and has the right content. Based on the results of this review we will start to work on the site itself.

Education Funding Cuts

In mid January, Ontario’s school boards were notified of a change in funding for its Community Use of School – Priority Schools Initiative (PSI), with funding reduced from \$2.6 to \$1.6 million retroactively for the 2018-2019 school year. The TDSB now needs to consider whether it will proceed with no-cost permits for PSI school locations. Applegrove’s summer camp runs under the PSI program and without it our costs would substantially increase, resulting in a significant negative impact for us and the families we serve. The province has also not yet made a decision about funding for the summer Focus on Youth program, through which we typically hire 2-4 camp staff. I have asked both Trustee Story and MPP Peter Tabuns to keep me up to date on this issue and on any related advocacy activities.

Grants and Fundraising

Oct 26 - Applegrove included as partner and trustee on a letter of intent submitted to the City’s Community Events Funding program by Building Roots but not invited to submit a full application.

Nov 26 - submitted a letter of intent to the Public Health Agency of Canada’s Mental Health Promotion Innovation Fund to enhance and scale up Over the Rainbow but have not yet heard back.

Jan 15 - reworked the application and submitted it to TD Friends of the Environment.

Partnerships / Projects

We continue to expand our working relationship with TCHC. Along with Adult Bingo we will host two income tax clinics on site at Coxwell and Queen. In partnership with TCHC, East End Community Health Centre and Building Roots we will also deliver a food workshop series for seniors in Feb/Mar.

We are in the pilot stage of collaboration with St. Josephs Seniors Housing to offer some seniors programming at their location (67 Curzon St). In Feb/Mar we will be hosting a series of chronic disease workshops at this location in partnership with South Riverdale Community Health Centre. Activities will be promoted and open to housing residents as well as other seniors in the community.

As ED of Applegrove, I am a co-Principal Investigator with U of T’s Centre for Community Partnerships on a research study looking at the community impacts of university-community partnerships. The study is underway and we have submitted an abstract for an article on the project to the “Michigan Community Service Learning Journal”. Applegrove is also hosting a U of T Urban Studies placement student one day per week from January to April, who is primarily supporting the Community Food Hub initiative.

Grievances, Complaints and Compliments

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

Respectfully submitted,

Susanne Burkhardt

**Applegrove Community Complex
Correspondence / Information Received**
January 14, 2019

From (Date Received)	Regarding	Action(s)
Michael Wiseman, Director Employee & Labour Relations (December 21)	<p>Making Ontario Open for Business Act (“Bill 47”) changes are in effect as of January 1, 2019.</p> <ul style="list-style-type: none"> • Employees who do not have access to paid sick, ill dependent or bereavement leave, will no longer be entitled to 2 days paid leave for these reasons. The terms and conditions of the Collective Agreement and/or Policy will apply. Where no benefit is available under the Collective Agreement or City policy, employees may request unpaid leave for these issues (3 sick leave days, 3 family responsibility days, 2 bereavement days). • Minimum wage will not increase to \$15, instead will be adjusted as of Oct 2020 based on the consumer price index. 	Adjust payroll systems and processes (completed)
City Clerk (January 7)	<p>City Council has amended the composition of the Community Centre Boards of Management to provide that:</p> <ol style="list-style-type: none"> a) The Councillor in the ward in which a centre is located shall be a member by right of office; b) Ward Councillor positions shall be excluded from the calculation to achieve quorum; and c) Despite b) a Councillor attending a meeting may be counted to achieve quorum. <p>Paula Fletcher is a member of the Applegrove Board of Management by right-of-office for the 2018-2022 term.</p>	Add Paula Fletcher to Applegrove Board of Management list (completed)
City Clerk (January 11)	<p>City Council has approved the 2019 schedule of meetings for Council and its Committees. City agencies, corporations and special purpose bodies are asked, where possible, to avoid scheduling meetings that conflict with the approved schedule, and on days of cultural or religious significance noted in the schedule.</p>	<p>Consider schedule when booking meetings and events</p> <p>Reschedule Sept 30 Board meeting?</p>

**R&F = Receive and File*



Applegrove Events and Board / Committee Meetings – January 21, 2019

Office Phone 416-461-8143

“Together, Building Our Community”

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

February 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 Chinese New Year	6	7 6:30 MNO Cttee	8	9
10	11	12	13	14 Valentine's Day	15 PA Day	16
17	18 Family Day	19	20	21	22	23 11-1 Family Dance
24	25 7:00 Board	26	27	28		

March 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 March Break	12 March Break	13 March Break Seniors Health Fair	14 March Break	15 March Break	16
17	18	19	20	21	22	23
24	25 7:00 AGM	26	27	28	29	30
31						

[Brackets] = another group's meeting or event

April 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	26	27
28	29 7:00 Board	30				

May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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
26	27 7:00 Board	28	29	30	31	

June 2019

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