

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

July 20, 2020

This meeting is open to the public and will take place using WebEx. Members of the public who wish to participate in the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by videoconference:

<https://applegrovecommunitycomplex.my.webex.com/applegrovecommunitycomplex.my/j.php?MTID=mf1e42bbb6e25a59d76cc80f6a27509c0>

To join by phone:

647-484-1598

Meeting number (access code):

132 346 3156

Meeting password:

AGBoard (2426273 from phones and video systems)

AGENDA

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of June 22 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. Cash Flow and Transfer Update (*sent separately*): for information

7:25

7. Re-Opening

7:30

8. Standing Committees
 - 8.1. Membership, Nominations & Outreach Committee Report – deferred
 - 8.2. Strategic Initiatives Committee Report (*attached*)

7:40

10. Program Update
11. Neighbourhood Food Hub Update
12. Don Summerville Update

7:55

13. Directors' Concerns

8:00

14. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting June 22, 2020 – by Webex conference call

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo, Tim McNab, Jim Valentine, Moneca Yardley
Regrets: Councillor Paula Fletcher
Staff: Susanne Burkhardt, Janina DeGuzman, Mark Kovats, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of May 25 Board of Directors Meeting

MOTION (Miceli/Yardley)

To accept the minutes of May 25, 2020 Board Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab - yes

6. Finance

6.1. Year-to-date Financial Report

Susanne provided an overview. This is a snapshot up until May 31 and reflects the layoffs made in early May. Income is down because of City deferral and loss of user fees in the afterschool programs. The Applegrove Connection income and expenses

Board of Directors Minutes

June 22, 2020

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are increased because of the EarlyON enhancement grant. The balance sheet was also highlighted.

6.2. Program Budget

i. Term Deposit Update

Applegrove reinvested in a one-year redeemable term deposit which will mature in June 2021. The funds are locked in for the first 60 days. Susanne also reported that the 2 remaining term deposits are renewable in November. If funds are pulled out early, the penalty will be a loss of all the interest earned – to date this is approximately \$4068. Staff will look at all options to determine what is best prior to the November renewal for the remaining term deposits.

ii. Cash Flow and Transfer Update

Mark provided an overview of the cash flow statement and reported that the City has agreed to pay the April and May installments. The payment will arrive next week which will improve the situation for Applegrove. Applegrove has not heard about the June payment and has not been asked for a July deferral payment at this point.

MOTION (Miceli/McNab)
To accept the YTD financial report.
Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois - yes

McNab – yes

7. Update on Electronic Board Meetings

Susanne thanked Michael for bringing up this topic for discussion and shared that this is being discussed at the provincial level. When there is more information, Susanne will share but for now we should assume to operate normally once the State of Emergency is over.

8. Standing Committees

8.1. Membership, Nominations & Outreach Committee Report

Pierre provided an update. The committee focused on AGM planning, looked at options (in-person, hybrid, virtual) and proposes an electronic AGM on September 28. This would allow for planning to start and a larger audience. It was also decided that the AGM would be business only, with the celebratory portion done at a later date. Two candidates will stand for election and a third will join a Board committee.

Susanne shared that May is registered for WebEx training for large assemblies and also had a closer look at Applegrove's constitution which states that members must vote in person and cannot do so by proxy. Susanne submitted an inquiry to the City to clarify

“in-person vote”. The website/branding is moving along and it was suggested to try to launch the new website at the AGM or present the new branding as a visual celebration.

8.2. Strategic Initiatives Committee Report

Andre provided an overview. The committee looked at the partnership/grant summary and reviewed the Facility and Program Risk Assessment document which looks at all of the spaces and programs that Applegrove uses. Susanne can circulate the document if any members are interested.

Susanne also provided an update and wanted to highlight 3 things:

- 1) The AOCCs have had more interactions with the City recently due to the pandemic. We have made our presence known to the City and have been included in meetings with the Toronto Office of Re-opening and Rebuild. They asked the AOCCs to fill out a table to identify risks and opportunities. The City is looking where they can support the AOCCs. The second meeting is scheduled for tomorrow.
- 2) Susanne continues to try to get information about access to the school. She emailed the TDSB Director of Facilities and hasn't heard back although he mentioned he would let us know by the end of last week. Jennifer informed Susanne that the childcare is a priority and figuring out other users will be next. Susanne has also reached out to Parks, Forestry and Recreation staff but has not heard back.
- 3) Susanne highlighted the following risks and opportunities
 - a. Risks
 - i. There may be cuts to next year's admin budget and government budgets for programs and we need to be ready for that.
 - ii. Fundraising may be challenging for a time as the economy recovers.
 - iii. If the school needs extra space when it opens, there is a possibility that it may impact Applegrove.
 - b. Opportunities
 - i. Applegrove continues to shine in the work we are doing with Seniors and the Food Hub
 - ii. The City's awareness of and interaction has increased recently
 - iii. Room for program growth and evolution with online opportunities

9. Program Update and Statistics

May provided an update on programs and an overview of statistics/trends to the end of May. Program staff met to do additional planning and will start doing more program outreach.

May also provided a summer camp update. Applegrove is still waiting to hear about our permits and space, but is ready to move forward once it can. The budget has been reviewed, we have enough staff and enough registration. Management is looking for input from the Board on how to proceed. If we do not hear from the TDSB about our space in the next 2 days we may lose some families to CampTO or other programs which will affect our financial model. Iggy suggested an outdoor camp and half day model and Vai suggested a summer activity day program. Susanne shared that staff have considered these scenarios and can re-visit these options. Tim identified that if the business model doesn't work, then perhaps it would be best not to take the risk. Susanne and May will discuss further and take into consideration feedback from the Board and send out an email by Wednesday.

10. Neighbourhood Food Hub – deferred

11. Don Summerville - deferred

12. Directors' Concerns

None

13. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Moneca Yardley.

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois - yes

McNab – yes

Chair

Secretary

Variance Tracking (Favourable vs Unfavourable)

- ↑ Favourable variance of 20% or more (may need additional page)
- ↗ Favourable variance of 1-20% (requires an explanatory note)
- ⇒ Insignificant variance of 1% or less
- ↘ Unfavourable variance of 1-15% (requires an explanatory note)
- ↓ Unfavourable variance of 16% and up (may need additional page)

		YTD Budget	YTD Actual	Variance	Common Issues	Special Notes	
City Funded Administration	Expense	224,209	181,993	-19%	↗	2 weeks salary to be paid in July due to pay period timing, Finance Manager retirement mid-Jun	
	Income	232,557	181,334	-22%	↓	City payment deferred	
Families with Young Children	HOBG	Expense	10,390	7,660	-26%	↑	2 weeks salary to be paid in July due to pay period timing, savings on food and program supplies
		Income	12,539	10,514	-16%	↓	§
	PC	Expense	68,580	62,347	-9%	↗	2 weeks salary to be paid in July due to pay period timing, savings on food and program supplies
		Income	67,425	67,175	0%	⇒	Q
	AC	Expense	16,462	45,298	175%	↓	2 weeks salary to be paid in July due to pay period timing, Enhancement grant spending
		Income	14,831	50,788	242%	↑	Q
Therapeutic	Expense	7,734	2,537	-67%	↓	Program is not running	
	Income	0	0	0%	⇒	₣	
Children and Youth	After School including March Break and Holiday Camp	Expense	128,773	85,224	-34%	↑	Savings on TDSB permit and program supplies due to COVID closure, staff layoffs as of May 4
		Income	151,140	57,243	-62%	↓	Loss of user fee revenues due to COVID closure
	Satellite	Expense	38,975	17,343	-56%	↑	Savings on TDSB permit and program supplies due to COVID closure, staff layoffs as of May 4
		Income	58,368	19,247	-67%	↓	Loss of user fee revenues due to COVID closure
	Teen	Expense	2,637	3,333	26%	↓	Participation levels went up significantly which increased permit, supply and staffing costs
		Income	0	0	0%	⇒	
	Jr Leaders	Expense	0	22		⇒	
		Income	0	0		⇒	Program was not scheduled to run until summer
Seniors	Seniors	Expense	34,316	26,280	-23%	↑	§
		Income	35,573	33,295	-6%	↘	
Fundraising general program	Program General	Expense	16,128	15,480	-4%	↗	2 weeks salary to be paid in July due to pay period timing
	Agency fundraising and donations	Expense	53,833	57,786	7%	↘	Directors and Officers Liability Insurance, permit fees, AGM advertisement, Family Dance Reflects Food Hub CIVID-response expenses
		Revenue	65,772	111,898	70%	↑	Includes fundraising, donations, program account interest Reflects increase in Food Hub donations

§ = Special April-March financial year

Q = Funding received quarterly

₣

= Funding received twice annually

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

June 30, 2020

ASSETS

Alterna - Admin Account	101,030.36
Alterna - Program Account	133,815.29
Alterna - Trust Account	124.07
Alterna - Member Shares	157.56
Alterna Term Deposits - Program	143,690.18
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,360.00
Loan from Program to Admin	(83,773.48)
Outstanding Transfers Between Accounts	83,773.48
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	25.17
Long-term Receivable - City of Toronto	249,080.85
City of Toronto - Receivable	14,115.61
HST Receivable - Admin & Program	7,268.35
Prepaid Expenses	6,117.95
	<u>656,935.39</u>

LIABILITIES

Accounts Payable	275.00
Long-term Benefits Payable	135,858.00
Unrealized Actuarial Gain	95,744.00
Income Taxes Payable	5,689.89
CPP Payable	3,942.86
EI Payable	1,446.46
OMERS Payable	7,993.12
WSIB Payable	1,206.63
Union & COTAPSAI Dues Payable	492.40
EHT Payable	795.24
Vacations Accrued - Admin	17,478.85
Vacations Accrued - Program	14,903.68
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>296,697.35</u>
Accrued Expenses	7,143.21
Deferred Income	0.00
Retained Surplus (Deficit): Program General	0.00
Parent/Child Drop-in	0.00
Afterschool	216,822.61
Teen Program	0.00
Seniors Programs	15,010.07
Board/Management	42,727.18
Summer Programs	39,392.30
The Applegrove Connection	0.00
HOBG	4,342.90
Over the Rainbow	0.00
Current Program Income	363,244.37
Current Program Expenses	<u>(327,785.13)</u>
	35,459.24
Admin:	
Current Admin Funding - City of Toronto	181,289.56
Sick Pay Gratuity Funding - City of Toronto	0.00
Interest on Admin Account	44.05
Current Admin Expenses	<u>(181,993.08)</u>
Current Admin Surplus/Deficit	(659.47)

656,935.39



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Strategic Initiatives Committee Meeting Notes

July 8, 2020

6:30 pm

Present: Tim McNab, Michael Miceli, Andre Riolo, Jim Valentine

Staff: Susanne Burkhardt, May Seto (recorder)

1. Partnerships and Grants

a. **Grant application updates**

Susanne provided an overview of the grant application summary and highlighted upcoming opportunities. Applegrove will submit a grant to the Seniors Community Grant funding with Ralph Thornton and Eastview which will focus on activities similar to the Food for Thought project. May shared that Applegrove expects to receive Toronto Star Fresh funds however they have not yet been received.

2. Re-Opening

a. **COVID-19 Risk Mitigation Strategies Plan**

Susanne provided an update on the Mitigation Strategies Plan document.

Susanne explained that AOCC connection to the Toronto Office of Recovery & Rebuild (TORR) is a result of AOCCs asking to be engaged in re-opening discussions at the City and requesting to meet with Parks, Forestry and Recreation re. summer camp and re-opening. Should the Board have questions on these issues they can provide them to Susanne, who will submit them to the TORR for inclusion on future agendas. At today's TORR meeting the potential for budget impacts was discussed. Staff has started to discuss potential impacts and will look at an exercise to discuss all scenarios.

b. **Risk Register**

Susanne reviewed the risk register and answered questions. Detailed discussion on some items is highlighted below. Susanne suggested reducing the list to 10 items in order to maintain focus on priority risks, Committee members agreed but requested that all risks be tracked in some way.

Risk #1: Reduced government, funder and/or earned revenues due to impacts of COVID-19

- To date our funders have not requested any funding to be reduced or returned.
- EarlyON has, however, informed agencies of a claw back of funds for staff who were not working on EarlyON programming. Applegrove staff have been working on EarlyOn programming throughout the pandemic.
- Applegrove will continue to pursue grants to help with the financial situation.

Risk #3: Assuming responsibility for the operation of the Glen Rhodes Church

Risk #4: Integration with Neighbourhood Food Hub

- The Food Hub presents both positive and negative risks for Applegrove. Overall the programming is running well. More discussion on governance will be needed once the lease is signed.
- The Food Hub continues to do food delivery and should have enough funds to continue to the end of summer. A food delivery needs re-assessment will take place, and it is expected that not all recipients will continue to require delivery. Community Care Packages are being supported by Applegrove and were well received in the community.
- Progress on the lease has stalled due to COVID. The conditions of the previous lease (expired April 30) remain in place until a new lease is signed.
- The Food Hub has been added to Applegrove's general liability insurance as a programming location.

Risk #5 Outdated IT systems

- Applegrove will be getting 6 new City computers with upgraded software next week.
- Susanne would like to hire an IT consultant to help identify and address our IT system needs in the fall.

Risk #6 Staffing model and capacity

- Staffing is complex with people in multiple positions and Susanne wants to put some thought into this.
- Management will revisit staff recognition. Pizza lunch will be bought on Friday for all summer camp and office staff. City's recognition is when staff have worked 25 years.
- We are encouraging people to do staff development to improve their skills.
- Susanne remains interested in creating a special projects position, however this will have to wait until the financial impacts of COVID are clear.

Risk #7 Facility security and sustainability

- We hope facility won't be an issue with COVID needs

Risk #9 Loss of qualified management staff

- Susan H. has retired but Mark has been brought in
- This risk item should also include "core staff" as there would substantial impacts if some core staff were absent.

c. Summer Camp Update

May provided an update on summer camp and shared that camp training was being done this week. Camp will start on July 13 and staff will be in later this week to set up and organize the spaces. All protocols such as sanitation, physical distancing, screening, cohort ratios, mandatory masks, etc. will be done in accordance to the Toronto Public Health and Ministry of Health guidelines.

3. Strategic Update Reporting - deferred

4. **Special Projects** - deferred
5. **Organizational Surplus & Reserves** - deferred
6. **Other Business**
None

Next Meeting: To be determined.

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To join by phone: 647-484-1598
Meeting number (access code): 132 346 3156
Meeting password: AGBoard (2426273 from phones and video systems)

AGENDA

8:00

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of June 22 Board of Management Meeting (*attached*): to be accepted

8:05

- E. Personnel Committee – deferred

8:10

- F. Executive Director’s Report

8:15

- G. Adjournment

Next Meetings and Events

September 21	AGM (tentative)
September 28	Board Meeting, 7 p.m.
October 26	Board Meeting, 7 p.m.
November 30	Board Meeting, 7 p.m.



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Minutes of the Board of Management Meeting June 22, 2020 – by Webex conference call

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo, Tim McNab, Jim Valentine, Moneca Yardley
Regrets: Councillor Paula Fletcher, Trustee Jennifer Story
Staff: Susanne Burkhardt, Janina DeGuzman, May Seto (recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the May 25 Board of Management Meeting

MOTION (Miceli/Law)

To accept the minutes of May 25 Board of Management Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

Law – yes

McNab – yes

D. Personnel

The Personnel Committee met with Susanne in January to finalize her mid-year review and more recently reviewed, provided feedback on and finalized her end of year review. Susanne assessed May and Susan's as well.

MOTION (Yardley/Miceli)

To discuss this item in camera without staff, as it deals with personnel issues about identifiable individuals.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

Law – yes

McNab – yes

MOTION (Miceli/Law)

To return to the public meeting and record the vote.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

Law – yes

McNab – yes

MOTION (Miceli/Bois)

To accept the manager's pay for performance as recommended.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

Law – yes

McNab – yes

E. Executive Director's Report

Susanne shared with all that has been happening in the world, Applegrove should consider how to address Anti-Black Racism at all levels of the organization. At our last staff meeting discussion was initiated and we are looking at measures that include training and reviewing programs and operations. Susanne recommended that the agency look inward and see how we can do better in this area. Board members felt it would be appropriate to start by having the MNO Committee discuss this important issue and bring it back to the Board as needed. Any members who would like to attend could join.

F. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Moneca Yardley.

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

McNab – yes

Law – yes

Bois – yes

Chair

Secretary

Next Meeting:

Monday, July 20, 2020 7 – 9 pm