



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, June 18, 2012

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

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

7:15

7. Minutes of the May 28, 2012 Board of Directors Meeting (*White*)

7:25

8. Finance and Fundraising
 - 8.1. Financial Report (*to be distributed at the meeting*)

Motion needed to discuss the next 2 items *in camera* (without guests or staff other than the Executive Director and Program Director), as they deal with identifiable individuals or confidential information.

- 8.2. Admin Budget 2012 (*Confidential report to be circulated by e-mail or distributed at the meeting*): for information

- 8.3. Admin Budget 2013 (*Confidential Green report*): for information and decisions

Motion needed to return to the public meeting.

7:50

9. Planning
 - 9.1. The HAIG (*see Executive Director's Report*): for information, decisions and action
10. Program/Policy Issues
 - 10.1. Summer Camp and Leadership Update: for information
 - 10.2. Anaphylaxis Policy for Summer Camp (and other registered programs(*Yellow*)): for information and endorsement

- 10.3. Proposal for After-school 2012/13 (*to be distributed at the meeting*): for decision
11. Directors' Concerns (see Executive Director's Report for Complaints report)
12. Adjournment



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Board of Management Meeting AGENDA -- Monday, June 18, 2012

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of May 28 Board of Management Meeting (*White*)

8:35

Motion needed to discuss the next 2 items *in camera* (without guests or staff other than the Executive Director and Program Director), as they deal with identifiable individuals or confidential information.

- D. Labour Relations Update: for information
- E. Restructuring Update: for information

Motion needed to return to the public meeting.

- F. Personnel Committee Report (*Pale Blue*)
- G. Finance Manager Hiring Report (*Peacock Blue*): for information

8:55

- H. Executive Director's Report (*Pink*): for information and decision on August Board meeting

8:58

- I. Correspondence List (*Cream*): for information and decisions.

8:59

- J. Adjournment

Next Meetings

June 23/24 Loving it Local Street Festival

August Board meeting: to be determined



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Minutes of the Board of Directors Meeting May 28, 2012

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

Present: Ben Chong, AHM Mustain Billah, Carmita Magnaye, Neil Sinclair (Chair), Chris Sulway
Regrets: Natalie Coulter, Alana Honsch, Ann McKechnie, Mary-Margaret McMahan, Sydney Schultz
Staff: Susan Fletcher (Recorder)
Guest: Jane Farrow representing Councillor McMahan.

Next Meeting

Monday, June 18, 2012 – Board Meeting

1. Call to Order/Adoption of Agenda/Introductions

Due to a water shut-off at Applegrove, the meeting was held at Neil's home.

In the absence of the Board Chairperson, as Vice-Chair, Neil chaired the meeting. At 7:18, he called the meeting to order with quorum of 5 Directors reached. By consensus, the agenda was adopted as amended.

2. Welcome and Introductions

Members particularly welcomed Jane.

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Assigned timekeeper for meeting – Billah

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the April 30 Board of Directors Meeting.

MOTION (Sulway/Mustain)
To accept the minutes of April 30.
Carried.

8. Finance and Fundraising

8.1. SPA Update

Susan reported that the event netted about \$2,000 and received the highest ratings ever from clients and practitioners. Because it was not a sell-out, it was not as successful as it could have been with more clients.

MOTION (Mustain/Sulway)

To discuss the next 2 items in camera, as they deal with identifiable individuals or confidential information.

Carried.

Neil ruled that the councillor's representative could stay for the discussion.

8.2. Admin Budget 2012

Susan reported on negotiations with a former employee.

8.3. Admin Budget 2013

Susan answered questions regarding the confidential administrative budget summary.

MOTION (Sulway/Mustain)

To return to the public meeting.

Carried.

MOTION (Chong/Sulway)

To respect the May 22 final offer to a former employee in accordance with City HR policy which Applegrove follows in accordance with the AOCC Relationship Framework.

Carried.

MOTION (Sulway/Magnaye)

To submit the draft administrative budget as proposed.

Carried.

9. Planning

9.1. Strategic Planning Proposal

The Board reviewed the committee's suggested process and timing, coordinated with the potential timing of the AOCC and Community Infrastructure reviews. Members suggested a number of key informants, both organizations and individuals. In addition to an on-line survey (to be designed), Applegrove will also distribute a recreation-oriented survey from another group which may provide additional insight.

9.2. The HAIG

Susan circulated an update on the HAIG which included a 4-point action plan including

- Informing the political representatives,
- Developing and implementing a communication plan,
- Identifying actions for program participants,
- Organizing and implementing the move.

The Board discussed the future of the HAIG, noting the importance of both financial and location issues and directed that Applegrove pay up to \$800 to ensure that the program can finish up the January to June year. The Board identified the key message as, "In partnership with the staff and participants, the Board is seeding solutions to space and financial sustainability for the HAIG program."

Board of Directors Minutes

May 28, 2012

3

10. Directors' Concerns

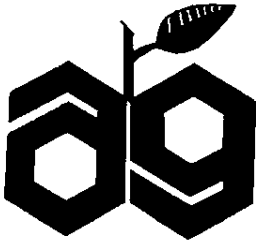
None were identified.

11. Adjournment

The meeting was adjourned on a motion by Chris Sulway, seconded by Carmi Magnaye.

Chair

Secretary



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Anaphylaxis Policy (Summer Camp)

Draft Version #1

June 2012

1. Policy Statement

Applegrove Community Complex recognizes the potentially serious consequences of allergies in children. These allergies may include a condition known as anaphylaxis. Applegrove does not purport to be, nor can it be deemed to be free of food items that may lead to a severe allergic or anaphylactic reaction. Applegrove will make every reasonable effort to reduce the risk to children with severe allergies or anaphylaxis in accordance to this policy.

2. What is Anaphylaxis

Anaphylaxis is a severe allergic reaction that occurs when the body's immune system overreacts in response to the presence of a particular allergen which is perceived as a threat. The whole body is affected, often within minutes of exposure to the allergen. The result of exposure can be fatal.

Common allergens/substances that can cause an anaphylactic reaction:

- Peanuts and peanut products
- Tree nuts: walnuts, hazel nuts, pecans, almonds, cashews
- Sesame seeds and sesame seed oil
- Cow's milk
- Eggs
- Fish, shellfish
- Bananas, kiwis, avocados and chestnuts for children with latex allergies
- Wheat
- Soy
- Legumes (any seed pod, or other edible part of a leguminous plant used as food including peas and beans)

Note: Any food could trigger an anaphylactic reaction.

Non-Food Sources

- Playdough (may contain peanut butter)
- Scented crayons and cosmetics
- Peanut-shell stuffing in “bean bags” and stuffed toys
- Wild bird seed
- Insect stings or bites
- Rubber latex (i.e., in gloves, balloons, erasers, rubber spatulas, craft supplies, koosh balls)
- Vigorous exercise
- Plants such as poinsettias, for children with latex allergies

Applegrove will attempt to reduce the risk of exposure by ensuring that the allergens are eliminated, if possible. This will be achieved by posting a sign at the entrance so clients and visitors are aware they are not to bring items with these allergens into the centre. Where there is a food label it will be reviewed by staff prior to serving the children. Any food with labels indicating they may have trace amounts of an allergen will not be served.

We live in a world that is contaminated with potential allergens and anaphylactic children must learn to avoid specific triggers. While the key responsibility lies with the anaphylactic individual and his/her family, in the case of a young child, the childcare community must also be aware. Creating an environment that reduces the risk to severely allergic or anaphylactic children requires the cooperation and understanding of all members of Applegrove registered childrens programs, including staff, children, parents, and caregivers. Effective July 2012, we request that NO peanut or tree nut products be used in Applegrove registered children's programs.

Identification of Children at Risk

It is the responsibility of the parent or caregiver to inform Applegrove that his or her child has allergies or is anaphylactic or potentially anaphylactic. This must be listed on the registration form and they must verbally notify staff.

All staff shall be aware of these children with allergies, through notices posted in the kitchen and Applegrove office, with their picture indicating their allergy. Parents/caregivers must provide two (2) recent photos.

Availability and Location of EpiPens

- The epipen is an auto-injector containing epinephrine (adrenaline). This medicine is an alpha-and beta-receptor stimulant used to treat severe allergic reactions. It may also be used to treat severe allergic reactions that affect breathing.
- Parents of an anaphylactic child must provide a minimum of two (2) EpiPens to be left at summer camp. The parent must promptly replace the EpiPens when the expiry date is reached.
- Posters describing the signs and symptoms of anaphylaxis and the use of the EpiPen are posted in the kitchen.
- The Parent must sign a Medication Administration Record Form for the administration of the EpiPen. The staff will receive a demonstration of EpiPen administration by the Parent.

Symptoms of an allergic reaction:

- Trouble breathing, speaking or swallowing
- A drop in blood pressure, rapid heartbeat, loss of consciousness
- Flushed face, hives or a rash, red and itchy skin
- Swelling of the eyes, face, lips, throat and tongue
- Anxiousness, distress, faintness, paleness, sense of doom, weakness
- Cramps, diarrhea, vomiting

Treatment Protocol

- Assist child with retrieving and administration of EpiPen as needed or retrieve second EpiPen in the designated storage spot.
- There are no contraindications or hesitation to using an EpiPen for a potentially life-threatening allergic reaction. As soon as you observe any symptoms, administer the epipen. Time of administration is noted.
- Delegate a responsible person to call 9-1-1. Once 9-1-1 has been contacted, ask same person to call the office for additional staff support and notification of medical emergency.
- Delegate a responsible person to wait by the appropriate entrance to guide EMS to the program room.
- The staff should stay with the affected child.
- Ensure the EpiPen(s) used is taken with the child to the hospital
- Contact the child's parent.
- A second EpiPen may need to be administered if there is no improvement in the child's symptoms and Emergency personnel has not arrived.
- Regardless of the degree or response to epinephrine, the child is taken to an Emergency room by Emergency personnel. A staff may need to accompany child to the hospital if a parent has not arrived. The staff will stay with the child until a parent arrives.

Training and Parent Notification

- The policy will be reviewed annually by staff in June. Staff are required to maintain Emergency First Aid Certification. This must include training and review of anaphylactic reactions and EpiPen administration.
- This policy will be distributed to ALL parents with children who enrol in the summer camp.

Procedures for Reporting a Serious Occurrence

- All incidents involving an anaphylaxis emergency need to be reported as a serious occurrence.
- All serious occurrences, as defined by the Ministry of Children and Youth Services, must be reported immediately to the Executive Director, Susan Fletcher or the designated alternative, May Seto. If they are not available, please notify Louise Maynard.
- The Executive Director or designates will call the City of Toronto Serious Occurrence line at 416-397-7359. If it is after business hours, call 416-540-3725. After you have made the call, please follow up with Toronto Children's Services Consultant, Karen Guthrie at 416-397-1449.
- Get immediate medical attention when warranted and ensure safety of all participants.



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Minutes of the Board of Management Meeting May 28, 2012

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

Present: Ben Chong, AHM Mustain Billah, Carmita Magnaye, Neil Sinclair (Chair), Chris Sulway
Regrets: Sheila Cary-Meagher, Natalie Coulter, Alana Honsch, Ann McKechnie, Mary-Margaret McMahon, Sydney Schultz
Staff: Susan Fletcher (Recorder)
Guest: Jane Farrow representing Councillor McMahon.

A. Call to Order/Adoption of Agenda

Due to a water shut-off at Applegrove, the meeting was held at Neil's home.

In the absence of the Board Chairperson, as Vice-Chair, Neil chaired the meeting. At 7:18, he called the meeting to order with quorum of 5 members reached. By consensus, the agenda was adopted as amended.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the April Board of Management Meeting

MOTION (Mustain/Sulway)

To accept the minutes of April 30.

Carried

MOTION (Sulway/Mustain)

To discuss the next 2 items in camera, as they deal with identifiable individuals or confidential information.

Carried.

Neil ruled that the councillor's representative could stay for the discussion.

D. Labour Relations Update

Susan updated Board members on bargaining with CUPE 2998.

E. Restructuring Update

Susan reported on negotiations with a former employee.

MOTION (Chong/Sulway)

To return to the public meeting.

Carried.

MOTION (Chong/Sulway)

To ratify the motions made in the Board of Directors meeting.

Carried

F. Executive Director's Report

MOTION (Sulway/Mustain)

To accept the Executive Director's Report.

Carried.

G. Adjournment

Jane provided updates for 2012/13 improvements to Moncur playground and development of a vision of Queen Street east of Coxwell.

Members agreed on an August meeting/social with the date to be selected by a poll of members.

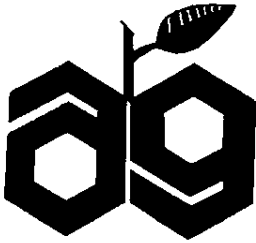
The meeting was adjourned on a motion by Chris Sulway seconded by Carmi Magnaye.

Chair

Secretary

Next Meeting:

August date to be determined.



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Personnel Committee Notes

June 5, 2012

Present: Ann McKechnie (chair), Sydney Schultz, Neil Sinclair, Susan Fletcher (recorder).

1. Follow-up from May 28 Board meeting

- a. Calculations for Admin salaries and benefits
At the Board meeting, there were questions about how administrative staff salaries and benefits were calculated. Susan shared with committee members print-outs from the Admin budget Excel Workbook showing calculations for each employee.
- b. Confidential update on settlement with former employee
Susan provided a confidential update.
- c. Confidential update on bargaining with 2998
Susan provided a confidential update.

2. New Business

On June 5, the City's Employee and Labour Relations Committee considered reports changing the performance management system for "non-union"¹ staff and changing management salaries and benefits.

The current Pay for Performance system is based on a 3% increment for meeting expectations, 1% for developmental and 0% for unsatisfactory. The new system proposed for 2013 adds a category for exceeding expectations. In addition, it specifies the proportion of the management work force expected for each category and decreases the increment for "meets expectations" to fund the new category. The table on the next page incorporates information from 2 different tables in the report.

For managers who are at the top of their wage grade, the report recommends reinstating a re-earnable lump sum bonus based on performance.

As recommended by the City committee, management salaries will increase by 1.9% in 2012 and another 1.9% in 2013 for levels 1 to 10 of the 16 level management scale. Applegrove's managers are at levels 5.5 and 7.0.

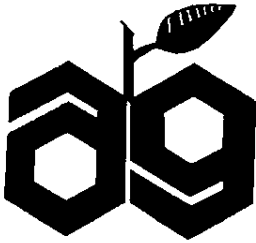
The City committee also endorsed reductions to management benefits which would align them with benefits negotiated for CUPE Locals 79 and 416.

¹ In City jargon, management = non-union

Performance Review Levels	How many staff	Performance Financial Rewards	Summary Description
Unsatisfactory	3% of staff complement	0%	The employee's performance consistently did not meet expectations.
Meets Most But Not All Expectations and/or Developmental	10% of staff complement	1%	The employee's performance did not consistently meet all expectations i.e. performance does not meet expectations in one or more of the key responsibilities or one or more key annual objectives were not met and/or the employee's performance is considered developmental.
Meets Expectations	70% of staff complement	2.5%	Performance consistently meets expectations in all key areas of responsibility and possibly exceeded expectations in some areas and the quality of work overall was very good. The most important key annual objectives were met.
Exceeds Expectations	up to 20% of staff complement	5.0%	Performance consistently exceeded expectations in all key areas of responsibility, and the quality of work overall was excellent. Annual objectives were met or exceeded

3. Performance Objectives for 2012

Committee members agreed on a process and timing to finalize performance objectives for the current year.



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Hiring Report – Finance Manager

June 8, 2012

1. Goal

- to fill the new part-time Finance Manager position and bring additional expertise to the organization.

2. Preparation

A. Job Description (attached)

- in 2010, the City prepared the attached job profile for Office Manager, Business Manager and Finance Manager positions across AOCC
- rather than write a job description, the job profile was used as a job description, acknowledging that only some items would be relevant in a part-time position.

B. Posting

- drafted job posting from job description with closing date of April 16
- posted in office on April 4.
- posted on-line in Charity Village on April 4
- posted on-line at www.ApplegroveCC.ca
- circulated to other AOCC's

C. Criteria

- developed initial screening criteria including
 - appropriate post-secondary education,
 - 1 year of Canadian payroll experience
 - 1 year of ACCPAC experience
- developed detailed screening criteria including
 - experience in a non-profit or charitable organization
 - experience with Applegrove or this neighbourhood
- included error tabulation: allowed one error without penalty, then counted the number of errors.

D. Interview Process

- developed list of first interview questions, based on those used to select the Bookkeeper/Info Clerk and the Program Director, including a written exercise to assess writing ability. (attached)
- recruited an interview committee including a staff representative (Louise Maynard), Board representative (Ben Chong), and the Finance Manager from another AOCC (Susan Horley).
- Ben, Susan and I developed an assignment for candidates to present in the second interview
- drafted reference questions based on those used in other hirings

3. Applicants

- received approximately 60 applications by the deadline.

Charitable Number: 10671 8943 RR0001

- began to review applications on May 17.
- initial screening eliminated about 1/4 of applicants
- used detailed criteria on the remaining applicants.
- eliminated those with too many errors.
- selected about 10 applicants with an appropriate range of experience including work in a non-profit or charitable organization.

4. Interviews

A. First Interviews

- offered interviews on April 24 to the initial group of applicants.
- when applicants arrived, provided the job description and Annual Report
- completed 8 initial interviews
- selected 2 for second interviews based on communication skills, demonstrated accounting expertise and fit with a part-time position; when one of them declined, selected the next most qualified candidate.

B. Second Interviews

- provided a simplified version of the program budget summary (attached) and requested candidates to prepare information that the Board would need on a monthly basis.
- scheduled interviews for the evening of May 14.
- the Interview Committee members each identified questions they wanted to ask.
- interviews began with the candidates' presentation.
- after both interviews, the Interview Committee unanimously agreed that one was superior and that the other was not appropriate.

C. References (questions attached)

- obtained authorization from the candidate to contact their references
- contacted all 3 references, all of whom gave very positive responses.
- Police Reference Check in progress

5. Job Offer

- on May 16, offered position (conditional on acceptable Police Reference Check)
- Ken West accepted and started work on May 18.

6. Follow-up

- advised the unsuccessful interview candidates by phone between May 16 and May 25.



Non-Union Job Profile

Job Title: Business and Finance Director/Manager	Job Code: CC0021/22/23/24/25/26/27/29
Job Type: Management	Hours of Work per Week: 35
Service Area: Association of Community Centres	Date Prepared: April 22, 2010
Community Centre: Various	

Job Summary:

To manage the Centre's overall financial, business management, information and risk management systems including accounting, payroll, business, insurance and administrative policy and practice development. To participate as an active member of the Centre's management team.

Reports To:

Executive Director, Community Centre (various)

Supervises (if applicable):

Various unionized jobs (approximately .5 – 4 FTE per incumbent)

Major Responsibilities:

- Hires staff and supervises staff performance ensuring effective teamwork, high standards of work quality, organizational performance, continuous learning/improvement and encourages innovation in others.
- Manages all aspects of the Centre's accounting, financial operations and business systems. Prepares regular financial/budget statements and variance reports, and related material for funding/grant applications. Provides detailed information on financial operations, revenues, expenditures. Monitors expenditures and controls accounts receivable and accounts payable for the proper financial management of the Centre. Develops financial control mechanisms. Oversees banking practices, procedures and develops related policies.
- Manages and coordinates the annual budget planning cycles and service plans ensuring organizational consultation with relevant departments. Prepares all financial submissions and related material for the annual budget, including the City of Toronto submissions and other grants, foundation funders.
- Ensures the Centre is in compliance with Generally Accepted Accounting Principles and best practices related to business and financial management. Leads relevant policy and business practice development to ensure that the day-to-day accounting practices, cash procedures, investment policies, and expenditures and revenues, are controlled and maintained within approved limits. Ensures that the Centre complies with all accounting legislative requirements related to charities.
- Leads the annual audit process including preparing all related materials, schedules and information as required to facilitate the audit process. Coordinates and prepares all

applicable reporting related to business and finance including Annual Charitable Returns and other applicable government regulations/returns/remittances.

- Manages the Centre's payroll and where relevant the pension and benefits systems, including establishing and maintaining appropriate records, reports and related systems. Ensures that the Centre completes and submits all required reports and various remittances, T4's, government returns, tax payments, etc. Monitors and implements applicable changes to the City's compensation, pension and benefit packages and ensure that employees receive related information.
- Manages and ensures where relevant that assigned purchasing and materials processes include appropriate tendering, and inventory management systems. Supports the Centre to conduct appropriate reviews of current contractors and suppliers to ensure best value for money. Establishes new supplier, vendor relationships, and troubleshoots when purchasing problems occur.
- Manages where relevant the Centre's insurance matters and relevant risk assessment processes.
- Provides statistical and financial analysis data, and prepares reports and correspondence. Makes presentations to the Board, Board committees and the general public/membership. Provides statistical and financial analysis and collects data.
- Oversees and coordinates numerous special events for the community including organizational major fundraising initiatives.
- Ensures compliance with all applicable legislation including but not limited to Health and Safety, Collective Agreements, and City of Toronto policies, ESA, etc. Liaises with various City and political staff regarding financial matters and compliance with relevant City policy.

Board of Management or Designate

Date Approved:

Manager, Compensation & Benefits

Date Approved:

The above reflects the general details considered necessary to perform the principle functions and shall not be construed as a detailed description of all the work requirements inherent in the job.

Confirmed Wage Rate June 26, 2008

Questions for First Interviews

1. What particularly interests you about the position and the organization?
2. Describe your accounting education and training.
3. Tell me about your experience in keeping financial records including payroll, preparing and issuing cheques, monthly reconciliations and trial balances and presenting these to a board of directors, particularly in the non-profit sector.
4. This position is responsible for all financial activities for the centre. The building can be quite busy at times and the Bookkeeper/Information Clerk and the Evening Office Coordinator which the Finance Manager supervisor, must meet competing deadlines, answer the phone, meet the public and respond to requests for financial information from other staff. The Finance Manager also will have competing deadlines as well as very little time actually in the centre. Please give an example of your experience in this kind of environment and explain how you might effectively organize yourself to meet the many demands on you.
5. What experience do you have preparing financial documents for funding proposals?
6. What about financial reporting in the non-profit sector?
7. Tell us about the range of experience you have had at a management level.
8. Please tell us about your experience – and your style – in hiring, supporting and managing staff.
9. Tell us about a management – staff problem you faced that was significant or dealt with sensitive issues and tell us how you resolved it.
10. What experience do you have in fundraising events, fundraising campaigns and activities?
11. I am going to ask you about relevant experience in several different areas, not all of which might be applicable to you. I will ask them individually, but just to let you know, the areas will include software, payroll, a unionized environment, and information management. For each, please outline your experience.
 - A. Let's start with software. Tell me about your experience with ACCPAC – where did you use it, for how long, what size of business or organization, etc
 - B. What other accounting software have you used?
 - C. Have you used a cashbook module either in ACCPAC or in other software?
 - D. Describe your experience in doing payroll – when, how many employees, etc.
 - E. Unionized environment

F. Information management and security

12. What were your most favourite and least favourite jobs and why?
13. From what you read in the Annual Report and elsewhere, what administrative and financial issues are important in this organization?
14. What did you do to prepare for this interview?
15. From what you have seen of the job description, what are your strengths and weaknesses in relation to this job?
16. With what computer programs are you proficient?
17. What languages do you speak and write?
Speak

Write
18. Do you have a valid driver's license? Access to a car?
19. I previously noted that this position is 7 hours per week plus extra time over audit season. Do you have a preference for 2 half days or one full day?
20. Are there days you are not available?
21. If you are selected, when would you be able to start?
22. What questions do you have?

Written Question:

In this position, you would be coming into a work environment in which many of the staff and the previous Office Manager worked together for several years. The restructuring meant that the Office Manager left with no advance notice. The staff were told about the restructuring after the Office Manager had already left the building.

Outline your analysis of issues that might come up and strategies for addressing them. Limit your response to 2 pages. Feel free to use point form or outline style.

Second Interview Questions

Assignment

The attached spreadsheet summarizes the expenses and details the income for Applegrove's various programs.

The "Board" and "Nevada" columns show fundraising proceeds that can be applied to the program deficits. Otherwise, Applegrove cannot transfer surplus funds from one program to another.

What information does the Board need on a monthly basis to know whether budgets are on track? Show a sample of how you would present such information on paper, and be prepared to discuss relevant issues with the Interview Committee.

The questions included:

1. Can you begin by telling us why you are interested in this job and why we should select you.
2. What achievement are you most proud of and why? This achievement can be in your work life, your academic life or your personal life.
3. Please describe a situation in which you had to give critical or unfavourable feedback to someone you supervise.
4. Now how about one in which your supervisor gave unfavourable feedback to you.
5. The position requires great attention to detail while in a busy environment with visitors, phone calls, many deadlines, etc. Have you worked in a similar environment?
6. How do you do a bank reconciliation?
7. What questions can we answer for you?

2012 Program Budget Drafted October 2011		Applegrove P/C	Edgewood	HAIG	Helping Our Babies Grow	Therapeutic Play	Summer*	After School	Teen Leadership	Seniors	Board	Board Out&In	Nevada	Program Total	
Expenses	Salaries and Benefits	128,202	21,946	9,830	12,728	36,476	54,919	28,299	8,413	9,342	22,395	1,000	42,221	375,772	
	Program Expense	9,320	7,763	2,813	21,606	4,850	15,441	6,040	3,336	4,547	12,757	500	10,000	98,972	
	Total Expense	137,522	29,709	12,643	34,334	41,326	70,360	34,339	11,749	13,890	35,152	1,500	42,221	10,000	474,744
Income	Grants City														
	Children's Services	98,462	18,686				7,142							124,290	
	Recreation Grant						3,643							3,643	
	Heart Health						0	0						0	
	DPG								5,000					5,000	
	TESS											42,221		42,221	
	EYET	9,000		3,000										12,000	
	YES						2,100							2,100	
	Focus on Youth						6,000							6,000	
	Star Fresh Air						3,540							3,540	
	Foundation grants						4,500			5,000				9,500	
	United Way					26,750	6,000			0				32,750	
	Federal				28,294		15,011			3,011				46,316	
	Provincial						840			700	32,312			33,852	
	Program fundraising, fees, e	1,200	1,000	750			17,380	18,000		3,280	3,000			44,610	
	Agenc Net Pasta fest											4,000		4,000	
	Net The SPA											2,000		2,000	
	Net Yoga-Thon											1,000		1,000	
	Net Applicious											3,000		3,000	
	Charitable Donations											2,500		2,500	
	Corp and Foundation			0			300	16,000	2,800	2,077				21,177	
	Prior Surplus					14,926	2,904	339	3,922					22,091	
	Net Other fundraising						1,000					1,000	14,000	16,000	
	Total Income	108,662	19,686	3,750	28,294	41,676	70,360	34,339	11,722	14,068	35,312	13,500	42,221	14,000	437,589
	Surplus (Fundraising needed)	(28,861)	(10,022)	(8,893)	(6,040)	350	0	0	(27)	178	160	12,000	0	4,000	

G Deficit includes 4,762 to pay Program Worker 2,319 of child care costs which have been covered in the past by staff absence, gapping and underspending in another category.

There is \$1000 in Board salaries is for relief staffing: when permanent staff are sick or on vacation, we have had to pay for additional relief staff in family resource programs. A very preliminary estimate was up to 50 hours in 2006 at about \$20/hour or about \$1,000. There is no funding for this, but without it, we would have to close programs or operate them unsafely.

Reference Questions

1. How do you know this person and for how long?
2. What can you tell me about how his/her work performance?
3. The Finance Manager will supervise 2 staff directly. How would you rate this person's supervisory skills?
4. How does he handle interruptions, breaks in routine, and last minute changes?
5. How would you rate his organizational skills?
6. Were reports and statistics etc. accurate, well written and in on time?
7. What were his strengths in relation to his job ?
8. Where did he need improvement?
9. Would you hire him again?
10. Is there anything you would like to add?



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“TOGETHER, BUILDING OUR COMMUNITY”



Executive Director's Report

June 8, 2012

It seems like just over a week since the May Board meeting – and it is! However, it has been a busy 10 days. Finalizing the draft budget, calculating impacts of settlement costs, etc. have required many hours manipulating numbers. I reported the results to the Personnel Committee.

As you know, I have started working on an on-line survey of our members as part of our strategic planning data collection. Thank you to the Board members who completed the draft — you have helped to identify items to be changed in the full survey). I would like the survey to begin shortly after the Board meeting and allow 3 or 4 weeks for responses.

I delegated to our new Finance Manager, Ken West, the initial review of résumés and first interviews for the Bookkeeper/Information Clerk. He has identified 3 strong candidates; Ken, a staff representative and I will conduct second interviews as soon as possible with the hope of the person starting at the beginning of July.

I have worked with Natalie and Claudia to implement the plan discussed at the May Board meeting. Sydney and I drafted the communication piece for participants (attached). A similar e-mail went to political representatives. Natalie reports that participants are looking at ways engage the local business community, including preparing a scrapbook about families who use the program, including their personal pieces about the impact The HAIG has had on them.

Applegrove's pre-school Open House took place on June 5 – thank you to Carmi, Chris, former Board Chair Pierre and others who participated. To make a hand-out, I re-worked an old communication piece and added pie charts on funding (included in the paper Board packages for information). Although attendance was low, we have already started receiving donations!

Looking ahead, May, Louise, other staff and I are looking forward to appreciating all you do as Board members at our Volunteer Dinner on Thursday, June 14 from 6 to 7:30 in the Lounge. Feel free to bring the whole family; they not only support your volunteer work, they probably help out too! Although RSVP's were requested by June 4, please let May or Louise know ASAP how many you are bringing! (I think Louise is making her famous chili.)

I will be on vacation from July 13 to August 6 inclusive. We will use the Doodle result to confirm the August Board meeting date and can determine the location during the June meeting.

Complaints and Grievances

As agreed at the October and November 2011 Board meetings, the Executive Director's Report now includes "Complaints". There were no additional complaints or concerns since the May Board meeting.

Following up on Step 2 Group Grievance that I reported in February, the union submitted a Step 3 Group Grievance to the City in late February, but a grievance meeting has not yet been scheduled.

Respectfully submitted,
Susan Fletcher.

Excerpt from Councillor McMahon's newsletter

Loving It Local!

It's a case of good news - bad news in Ward 32 this month. Infrastructure upgrades are underway - happily our gas, water and sewer mains and streetcar tracks are getting a long overdue overhaul. Unfortunately, the construction work on our major arterials, and on some sidestreets, has been frustrating and inconvenient to residents at times. The TTC has been listening and making adjustments to service, and the utilities have come up with clever ways to focus in on work one block at a time in places.

Although these construction sites have been a challenge for locals to navigate around, our local businesses are getting hit harder than anyone. Street construction means foot traffic and easy doorstep street parking disappears. Merchants feel the pain quite directly at the cash register but we've got a plan to help to help them get through it.

We're going to throw a 'Loving It Local' street party and sidewalk sale on the weekend of June 23-24. First stop, north side of Queen East from Coxwell Ave to Kent Rd. Later in the summer, we'll head up to Kingston Road when the watermain work begins there.

Come and take advantage of some fantastic discounts and doorcrashers, eat some tasty hot dogs barbecued and served by ~~Community Centre 55~~ Applegrove, and groove to live music by funky musicians. I'll be there to listen to your concerns and hopes for the Ward. Your patronage and support of businesses keep our neighbourhoods vibrant, beautiful, and safe every day of the week. Let's have FUN despite the construction chaos!

Board members: please note that we will need barbecue chefs, cashiers and servers for the 2 days!

HAIG (Happy Adults and Infants Growing) Program Update

May 30, 2012

In May, Earl Haig Public School told Applegrove that the school will require the space that has been the home of the HAIG program for a new kindergarten class in the fall. Unfortunately, that means the last day of programming at the HAIG will be Friday, June 15.

The HAIG is such a well-used, well-loved program – more than 50 participants attend on an average morning, and approximately 200 different adults and children visited in the first five months of 2012.

So in partnership with staff and participants, the Board is seeking solutions to space and financial sustainability to continue this program.

Location: the HAIG should stay in the same geographical location (south of Danforth, north of the tracks, and between Jones and Woodbine).

Financial Sustainability: HAIG's only continuous funding is \$3,000 annually from the riding's Early Years Centre budget. The rest of its approximate \$11,000 annual budget has come from donations and various fundraising efforts. Ideally, we are seeking a source of steady funding.

All ideas are welcome! Please contact Susan Fletcher with your ideas, contacts for donations from businesses, or for more information about the HAIG's programming and budget.

Sydney Schultz,
Chairperson,
Board of Directors.

Susan Fletcher
Applegrove Executive Director
susan@ApplegroveCC.ca



Applegrove Events and Board / Committee Meetings – June 8, 2012
Office Phone 416-461-8143
“Together, Building Our Community”

www.ApplegroveCC.ca

Please note that Board meetings are on Monday evenings, usually the last Monday of the month.

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 Toronto Challenge Run/Walk		11	12	13	14 <u>Volunteer Appreciation</u>	15	16
17 Happy Father's Day!		18 Board Meeting	19	20 <u>EdgeWalk</u> (to raise Edgewood's rent)	21	22	23 Loving It Local
24 Loving It Local Festival		25	26	27	28 Last Day of School	29	30

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Happy Canada Day		2 Applegrove Closed for Canada Day	3 First Day of Camp	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
		<i>August Board meeting date to be decided by Doodle poll! Did you respond?</i>		1	2	3	4
5		6 Applegrove Closed for Simcoe Day	7	8	9	10	11
12		13	14	15	16	17	18
19		20	21	22	23	24 Last day of camp	25
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 that may affect you.

Applegrove Events and Board / Committee Meetings – June 8, 2012
Office Phone 416-461-8143

September Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Applegrove Closed for Labour Day	4 First Day of School	5	6	7	8
9	10	11	12	13	14	15 <u>Applicious</u>
16	17	18	19	20	21	22
23	24 Board	25	26	27	28	29
30						

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Applegrove Closed for Thanksgiving	9	10	11	12	13
14	15	16	17	18	19	20 Duke of Connaught 100th Anniversary
21	22	23	24	25	26	27
28	29 Board	30	31 Happy Halloween!			

November 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	26 Board	27	28	29	30	

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