



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 23, 2014

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

7:05

7. Board Development: thinking about Applegrove's mission

7:20

8. Minutes of the May 26 Board of Directors Meeting (*Document 8*): to be accepted

7:25

9. Finance and Fundraising
 - 9.1. Applicable Update: for information and discussion
 - i) Plans (*Document 9.1*)
 - ii) Sponsorship
 - 9.2. 2014 Year to Date Statistics (*Document 9.2*): for information
 - 9.3. 2014 Year to Date Financial Report (*Document 9.3 in separate file*): for information and endorsement

7:45

10. Planning Follow-up (*Document 10*): for information

7:55

11. Thinking about an Executive Committee (deferred from last meeting): for discussion and decision

8:10

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

12. 2015 Budget (*to be circulated separately*): for information

Applegrove Board Meeting Agenda

June 23, 2014

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Motion needed to return to the public meeting.

8:30

13. Notes from Officers' Meeting (*Document 13*): for information and endorsement
14. Directors' Concerns
15. Adjournment



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Board of Management Meeting AGENDA -- Monday, June 23, 2014

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of May 26 Board of Management Meeting (*Document C*): to be accepted

8:45

- D. Hiring Report: Bookkeeper/Information Clerk (*Document D*): for information

8:50

- E. Executive Director's Report (*Document E*): for information
- F. Correspondence List (*Document F*): for information and decisions
- G. Adjournment

Next Meetings and Events

Board-Staff Social: during the week starting July 28 or August 11

Applicious: September 20

Board Meetings

September 29

October 20 (recommended)



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Item 8

Minutes of the Board of Directors Meeting May 24, 2014

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

Present: Tolga Ay, Alysha Brown, Lynne Gray, Ann McKechnie (Chair), Neil Sinclair
Regrets: Kyle Brown, Irene Buncel, Councillor McMahon, Chris Sulway, Antoine Tedesco
Staff: Maggie Lau, Susan Fletcher (Recorder)
Guest: 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. Program Presentation

Parent/Child Program Worker Jennifer Arima outlined the Applegrove Parent/Child Drop-in (PC).

Lynne presented the rough draft of the PC video.

8. Minutes of the April 28 Board of Directors Meeting.

MOTION (Gray/A Brown)

To accept the minutes of April 28.

Carried with 1 abstention.

9. Planning Follow-up

Background information included the scoring of the staff's action ideas and a summary of the 2014 PC focus groups. In discussion, the following issues were noted:

- the scores show that enhancing programming for school age children and improving Applegrove's space are the most important issues to board members.

Board of Directors Minutes

May 26, 2014

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- next in importance are enhancing administrative funding, increasing diversity and identifying additional program resources.
- what can Applegrove do to support the first group of Full Day Kindergarten graduates in September 2015.
- assuming that PC participation drops in September 2014 due to Full Day Kindergarten, how can we attract parents with younger children to the program, e.g., special sessions for babies, such as sessions in a second language.
- regarding space issues, the City endorsed Applegrove's relocation plan in the early 90's. Since this has not been withdrawn, we can explore alternative locations.

The board agreed that Ann, Neil and Lynne should explore options regarding programming and addressing space issues, and report back at the next meeting.

10. Agency Structure and Processes

10.1. Thinking about an Executive Committee

Ann introduced this issue, noting that discussion among the officers in mid-May focused on the purpose of such a committee with agreement on strategic leadership, dealing with routine issues, and acting in place of the Board in urgent situations. The meeting notes include suggested terms of reference. In discussion, members noted the following:

- a committee could be helpful to speed up routine discussion but it would important not limit Board decisions.
- the legal authority will always be the Board as a whole, but this could be a mechanism to address issues in more detail.
- the added value would be having people responsible for looking at governance.
- minutes or a committee report would always come to the Board for a decision.
- at least one Board member who sent regrets had some concerns about an executive committee.

Members agreed that there should be an interim meeting of the officers before the June Board meeting, with more discussion and a decision at the June Board meeting.

10.2. Electronic Board Packages / Reduced Paper Options

As noted in the Executive Director's report, the organization could streamline and reduce costs by moving to electronic Board packages. In doing so, it would be important not to sideload costs of copying and collating to individual board members and to recognize that some individuals may prefer some documents in hard copy. In addition, it can be easier to discuss reports when all participants can see them.

In discussion, members noted that board packages are currently thorough, detailed and well organized, and that effective at the June meeting

- Board members should receive electronic packages
- paper packages will always be available for people who prefer them
- packages should be printed on white paper

MOTION (Sinclair/McKechnie)

To direct staff to purchase a data projector at a maximum cost of \$500.

Carried

11. Finance and Fundraising

11.1. Year to Date Statistics

An earlier discussion suggested including agency statistics with financial reports. The report summarizes visits within programs. Each program has a more detailed sheet that includes, for example, volunteers/volunteer hours, supports (grocery vouchers, TTD) distributed, etc.

11.2. 2014 Year to Date Financial Report

Susan transferred information from the previous one page report into a summary and detail sheets. The Bookkeeper's resignation meant that staff have not yet revised the budget data to reflect what we know about when program revenue arrives.

Board members approved the report format, noting it was clearer and provided more information than the prior format.

MOTION (Sinclair/Ay)

To accept the April year-to-date financial report as presented.

Carried

11.3. Applicious (deferred from the April meeting)

Rather than maintain committee minutes and a detailed workplan, for expedience, all the information is on the workplan.

MOTION (A Brown/Ay)

To accept the Applicious budget as presented.

Carried

11.4. Fundraising

A report of the May 22 meeting was circulated. Members commended Lynne and Tolga on the video and suggested staff prepare a handout to accompany it.

12. 2015 Budget

MOTION (Sinclair/McKechnie)

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

Carried

Maggie and Vai Teng left the meeting

MOTION (Sinclair/McKechnie)

To return to the public meeting.

Carried.

Maggie returned to the meeting

MOTION (Sinclair/Ay)

To endorse the budget as proposed with additional finance management time.

Carried.

13. Directors' Concerns

Board of Directors Minutes

May 26, 2014

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None were reported.

14. Adjournment

The meeting was adjourned on a motion by Alysha Brown, seconded by Lynne Gray.

Chair

Secretary

Mar. 20 Committee meeting Ann McKechnie, Maureen Allen-Doorley, Lynne Gray, Alysha Brown, Susan Fletcher (recorder)
 See notes below. Other general issues included:
 --benefits and problems of having vendors dispersed or concentrated in one area
 --clarifying our purposes for the event will inform our approach to the poster

April 3 Committee meeting Ann McKechnie, Susan Fletcher (recorder)
 See notes below.

Next Meeting to be determined

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
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Management

	Purpose	Clarify purpose of the event	20-Mar	May 4 - postponed to June 1	Committee	Members agreed that Applegrove should have a brainstorming session to clarify what we want people to think about Applicious. April 7 meeting suggested this for May 15, and including recently departed Board members, some participants	
			03-Apr	03-Apr	Susan / May	Ask @ PC Advisory, "what 2 things do you want to see or do @ Applicious"	Asked relevant staff April 8
			07-Apr	11-Apr	Susan	Run a daily Facebook question "what 2 things do you want to see or do @ Applicious"	Started April 7
	Budget	Prepare event budget	01-Feb	17-Apr	Susan	Updated and revised 2013 budget. To go to April Board meeting	
	Vendors	Decide whether to have vendors	01-Mar	30-Mar	Committee	Committee decided yes and to refocus as a "Arts and Crafts Marketplace" with vendors who are Applegrove members, friends/relatives or within x km. Set fees as last year Also recommended a "business & service" category with a limited number (e.g. 5) of spaces for businesses to have information displays.	
		If so, determine the fees, inclusions, exclusions, etc.	15-Mar	15-Apr			
		Assign tasks of vendor recruitment and liaison to an appropriate person	01-Apr	30-May			
		Determine whether vendors will be dispersed through the site or in one area					
		Review and revise vendor agreement					
	Partners	Involve local organizations as partners. Identify possible partners and develop mailing list	01-Jun	15-Aug		June 3 -- invited Animal Services "chip truck" mobile pet licensing and microchip. They are checking availability	
		Send invitations to relevant organizations	15-Jul	01-Aug			
		Follow-up with organizations. Check whether they want to run their own activity or one of ours	15-Aug	10-Sep			
		With Activities people, determine what games which partners will run	20-Aug	15-Sep			

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
	Agenda	Plan the agenda, including working with Entertainment and Activities peoples as needed		10-Sep			
	MC	Recruit and brief the MC, provide detailed agenda, etc.		05-Sep			
	Special Guests	Identify possible special guests (political representatives, etc), identify special tasks (opening, awards, dunk tank, etc), invite, coordinate,	01-Jul	10-Sep			
	Welcome Table(s)	With Layout, Activities and Entertainment people, identify location(s) and set-up for Welcome Table	01-Jul	10-Sep			
	Greeters / Ambassadors	With Staffing person, identify jobs and locations for Greeters, number of individuals, etc.	01-Jul	01-Sep			
	Financial Management	Develop and refine budget	01-Mar	17-Apr		April 3 meeting revised draft budget . To go to April Board meeting	
		With Equipment and Activities people, identify purchasing/rental amounts and arrange payment	01-May	10-Sep			
		Identify cash needs and arrange for funds		15-Sep			
		Ensure event financial reports are generated and accurate		31-Oct			
	Applegrove Table	With Activities people, determine what Applegrove table will do (sales, 2ndary welcome table, etc.)		30-Jun		April 3 meeting suggested Applegrove should sell a very limited number of items, possibly Applegrove-logo items and/or speciality child-related such as gluten-free play dough	
		With Layout people, identify where Applegrove table should be		15-Aug			
		With Staffing person, identify appropriate staffing for Applegrove table		01-Sep			
	Special Attractions	Invite an Olympic or PanAm games athlete	20-Mar	01-Sep	Alysha	invite an athlete who could be the starter for races or participate in them!	
	Evaluation and Door prize				Committee	Suggested requesting e-mail addresses for a door prize draw (instead of business cards) to increase responses and learn where people work	
RED	Permit	Get park permit	01-Feb	28-Feb	Susan	Permit approved	18-Feb

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
Facility and Layout		Fulfill conditions	15-Aug	10-Sep		Letter of conditions expected 6 weeks before event	
	Plan layout	Draft layout of park and event in spreadsheet for application	01-Feb	20-Jan	Susan		01-Feb
		Revise layout as plans evolve				April 3 meeting amended layout	
	Produce layout maps	Work with Equipment person to show locations of all equipment	01-Sep	18-Sep			
		Produce simple map for hand-outs	01-Sep	15-Sep			
	On-site event signage	Identify signs needed, including working with Sponsorship Committee and Activities	01-Jul	15-Sep			
		Identify how to produce signs	01-Jul	15-Aug			
		Produce signs	16-Aug	15-Sep			
		Work with Equipment person to ensure signs are loaded properly	01-Sep	18-Sep			
		Work with Staffing person to ensure signs are placed	15-Aug	20-Sep			

YELLOW-GREEN	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
Advertising and Marketing	Poster	Decide whether to revise the poster	01-Mar	30-Mar	Committee	Agreed that it needed refreshing at a minimum	
		If revising, recruit designer and provide expectations	30-Mar	30-Apr	Alysha	Will check with her contacts. Confirmed April 7 that her contact is interested.	
		Review initial draft design	30-Apr	30-May		Start after	
		Finalize design except sponsors		30-Jun			
		Add sponsors	10-Aug	15-Aug			
		Produce posters, thank you posters, etc	15-Aug	25-Aug			
		Distribute posters to stores, sponsors, donors, etc	25-Aug	Sept. 10			
	Banners	Determine whether any new banners are needed and their placement					
		Work with Sponsor Committee to identify possible sponsors					
		Arrange for banner placement					
	Mobile Signs	Identify locations	01-Aug	15-Aug			
		Work with Equipment person to identify sign supplier	01-Jul	10-Aug			
		Ensure signs are up	15-Aug	30-Aug			
	Newspapers	Identify relevant newspapers, advertising prices and their deadlines					
		Draft calendar pieces and media releases					
Other Media							
On-line	Identify online bulletin boards, blogs, etc and their deadlines						

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
		Identify set-up order and staffing needs	01-Aug	10-Sep			
	Thank	Thank relevant donors, loaners, etc.	22-Sep	26-Sep			

YELLOW	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed	
Activities	Games and Competitions	Identify and test possible games	01-Apr	01-Sep	Maureen			
		Identify ticket price(s)		17-Apr	Committee	Agreed that ticket prices should be the same as 2013, but adjust how much time or how many tickets for the bouncies.		
		Check current equipment and supplies	01-Jul	01-Sep	Maureen	Susan to send Games list		
		Identify / create games for the 10-15 year olds	20-Mar	01-Sep		e.g. Use a portable bb net on the tennis court or use the tennis court for broomball		
		Identify supplies (see also other activities) and arrange purchasing	01-Jul	10-Sep				
		Finalize preferred games	01-Aug	05-Sep				
		Work with Staffing and Partners person to ensure sufficient and appropriate staffing	01-Aug	20-Sep				
		Work with Layout and Staffing person to determine which games go where						
		Prepare bags/boxes for each activity with instructions, inventory, etc.						
		Prizes	Inventory prizes currently on-hand		30-Apr			
			With Sponsorship Committee, identify sponsorship opportunities and possible donors		30-Jun			
			Obtain and inventory prizes		10-Sep			
			Determine prize categories (mini, small, med, large) including # of prize coins		01-Sep			
			With Staffing person, identify staffing needed for Prize Table		01-Sep			
			With Layout person and Management, determine location for Prize Table		01-Sep			
			Inventory left-over prizes after the event and decide which can be saved for next year, used in programs, used in other events, etc.	29-Sep	15-Oct			
		Crafts	Identify (and test if appropriate) possible crafts			Maureen		
			Identify supplies and equipment needs					
			Identify ticket price					

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed	
	Other Activities (body art, buttons, etc.)	Determine preferred activities	01-May	30-Jun				
		With Staffing person, determine required staffing	01-May	30-Jun				
		With Layout person, determine locations	01-May	15-Aug				
		Inventory supplies and identify needs for additional supplies	01-May	15-Aug				
	Silent Auction	Decide whether to include a Silent Auction			17-Apr		Should be in budget	
		If so, identify target number of items and desired price range			15-Aug			
		With Management, decide whether vendors should contribute			30-May			
		If vendors do not have to contribute, with Sponsorship Committee, decide on recognition for vendors who donate			30-Jun			
		With Staffing person, identify a Silent Auction Lead to solicit donations (in consultation with Sponsorship Committee and Applegrove staff), manage table, etc.						
	Mascots	Identify possible mascots, clowns, etc		01-Feb	10-Sep			
obtain appropriate mascots			15-Feb	18-Sep		Feb. 26 -- applied for the 2015 games mascot, Pachi		
Bingo and/or Raffle	Check "bazaar" raffle and bingo rules to see whether we could have a bingo and raffle, and if so, can we use our Seniors bingo equipment		07-Apr	01-May	May	It would be cool to have maybe 2 bingo sessions (early and late)		

ORANGE	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed	
Food	Applegrove Refreshments	Decide whether Applegrove will offer any refreshments directly and if so, what kind	01-Apr	30-Apr	Committee	April 3 meeting recommended AG offer simple refreshments, such as hot dogs (real and cheap), pop, juice, pizza.		
		Identify food needs (items, ingredients, quantities, etc) and costs, and work with Sponsor group to find in-kind or cash donors				April 3 meeting agreed that the event needs to offer lots of apple items. A fall-back strategy would be for AG to sell Costco apple pies		
		Identify						
	Food Vendors	Decide whether food vendors will be accepted		01-Apr	30-Apr		Voulez Vous is interested. Should invite Oliiffe.	
		Identify preferred types of food vendors, maximum number of vendors, etc.		01-Apr	30-May			
		Identify fee for food vendors and deadline		01-Apr	30-May			
	McDonalds	Determine whether/how to invite McDonald's participation		01-Mar	30-Apr			
		Implement		01-Apr	30-Aug			

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
	Follow-up	Send thank you cards/letters	22-Sep	26-Sep			
		Complete high school forms	20-Sep	26-Sep			

TEAL	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
Entertainment	Recruit	With Advertising person, develop recruitment poster					
		Develop system to track entertainers' data, needs, etc.					
	Manage	Work with Equipment person on staging and sound system					
	On-site	Ensure there is an on-site entertainment liaison person					

Category	Task Name	Task Description	Begin by	Target completion	Person	Notes	Completed
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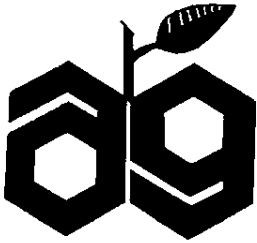
Applegrove Statistics

2014

Printed June 12, 2014

Item 9.2

Month	January	February	March	April	May	June
Applegrove Parent/Child Drop-in						
Children	799	838	920	1,000	928	0
Parents	240	263	234	257	242	0
Caregivers	304	324	367	396	355	0
Subtotal	1,343	1,425	1,521	1,653	1,525	0
The Edgewood Connection						
Children	0	20	174	309	172	0
Parents	0	3	16	46	23	0
Caregivers	0	7	84	157	91	0
Subtotal	0	30	274	512	286	0
Helping Our Babies Grow						
Infants and Children	30	23	16	25	49	0
Moms	26	33	37	36	77	0
Subtotal	56	56	53	61	126	0
Therapeutic Play						
Children	6	11	10	0	0	0
Adults	6	10	10	0	0	0
Subtotal	12	21	20	0	0	0
Children and Youth						
Summer Car						
After-School	958	933	860	1,221	0	0
Leadership						
Teen	38	68	72	36	0	0
Subtotal	996	1,001	932	1,257	0	0
Adult Programs						
Senior	220	263	323	226	265	0
Comm	97	30	6	98	64	0
Other*	0	20	60	80	0	25
Subtotal	317	313	389	404	329	25
Phone and e-mail	172	242	338	202	256	0
Total	2,896	3,088	3,527	4,089	2,522	25
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,						
Cumulative	2,896	5,984	9,511	13,600	16,122	16,147
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
Cumulative	3,351	6,535	10,005	13,455	16935	19,849



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Item 10

Strategic Planning Update

June 9, 2014

Present: Ann McKechnie, Lynne Gray, Susan Fletcher (recorder)

Regrets: Neil Sinclair

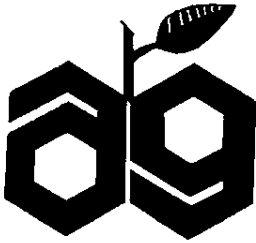
Members discussed next steps in the planning process including incorporating ideas not suggested by the frontline staff including

- Revisiting Applegrove's relocation plan
- Adjusting programming hours
- Reorganizing programming for children and youth.

The next steps are to create a clear and coherent plan, then build consensus through the Board on the selected direction(s).

Ann will draft a plan for e-mail discussion with Lynne and Susan. We will meet with May (and Neil if he is able to participate) in July.

Next Meeting: a morning in July, date to be determined.



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Item 13

Notes from Meeting of Officers

June 9, 2014

Present: Ann McKechnie, Alysha Brown, Lynne Gray, Chris Sulway, Susan Fletcher
(recorder)

1. Pasta Fest Date

Louise reported that Baron Byng asked if we could change Pasta Fest from November 8 to November 22. Members agreed to this request, noting that the event can have a “better than Black Friday” theme

2. Agenda items for June 23 Board meeting

Members agreed on the following agenda items for the June 23 Board meeting based on the workplan and the Board minutes:

- a. Board development activity – during meetings when we do not have a program presentation, we can do 15 minutes or so of board development. Members agreed that thinking together about Applegrove’s mission at the June meeting would fit well with the work we need to do on strategic planning. For future meetings, options may include:
 - view sponsorship or event videos
 - planned giving webinar or just the slides
 - practice (role play) a sponsorship or donation ask
- b. Admin Budget update
- c. Applicious plans and sponsorship check-in
- d. Decision on Executive / Board Development / Governance Committee
- e. Strategic planning update

Members agreed the Personnel Committee report on salary ranges would wait until Neil is back and able to work on it.

3. Other items / issues

- a. Lease and buzzer
 - lease going to a TDSB committee apparently on June 10
 - TDSB has not (yet) shared draft with City
 - meeting with TDSB staff and principal about buzzer on June 11 @ 3:30
- b. Reduced paper option
 - Applegrove purchased a data projector from Future Shop \$350 plus tax.
 - the June board packages will be sent electronically to all board members.
 - confidential items will be in separate files.
- c. Summer
 - i. Susan is on vacation from July 4 (maybe July 3) to July 25 inclusive, and is prepared to come in once or twice during these 3 weeks for meetings
 - ii. Ann: Aug 4-10 and 16-22

- iii. Lynne: last week of August
- iv. Chris: July 19-26

- d. October Board meeting date
Members recommended changing the October meeting from the 27th to the 20th because the municipal election is on the 27th.

- e. Municipal All Candidates Meeting
A brief discussion resulted in a suggestion that Applegrove select a date in October, not on a night that the teen program uses the gym, invite candidates as early as is practical, and advertise widely.

- f. Board/Staff Social
Alysha offered to host the event. Members agreed it should be a pot luck using disposable plates and cutlery. Checking calendars, members suggested the weeks starting July 28 or August 11; Alysha will make a recommendation based on her family's schedule.

4. Next Meeting Date(s)

An evening during the week starting July 14.

Workplan – June 2014

Meeting Date	Program Presentation or Board Development	Major Issue(s)	Other Board Issues	Other Agency Issues & Events
January 27		<ul style="list-style-type: none"> ▪ Planning Follow-up ▪ After-school Subsidy 	<ul style="list-style-type: none"> ○ 2013 Preliminary Yearend financial report 	
February 24	Corporate and Foundation Fundraising	<ul style="list-style-type: none"> ▪ Planning Follow-up 		
April 28		<ul style="list-style-type: none"> ▪ 2013 Audit ▪ Follow-up on Planning 	<ul style="list-style-type: none"> ○ Election of Officers 	
May 26	Applegrove Parent/Child Drop-in (PC)	<ul style="list-style-type: none"> ▪ 2015 Admin Budget 	<ul style="list-style-type: none"> ○ Follow-up on Planning ○ Think about executive committee 	
June 23	Board Development: mission	<ul style="list-style-type: none"> ▪ Follow-up on 2015 Admin Budget ▪ Applicious Plans 	<ul style="list-style-type: none"> ○ Personnel Committee report on salary ranges 	All Candidates meeting June 5 Toronto Challenge June 8 First day of camp June 30
July and August				Last day of camp Aug. 22 First "Adult Night Out" (formerly date night) session
September 29	Therapeutic Play	<ul style="list-style-type: none"> ○ Preliminary Applicious Review 	<ul style="list-style-type: none"> ○ Update Continuity Of Operations Plan (COOP) ○ Revised management job descriptions 	Applicious Sept. 20
October 27 20	(tentative) School Staff	<ul style="list-style-type: none"> ▪ Program Budgets 	<ul style="list-style-type: none"> ○ Personnel Committee report on salary ranges 	Municipal All Candidates meeting, date to be decided
November 24	Teen Program			Pasta Fest
December?				Public budget launch
January 2015			<ul style="list-style-type: none"> ○ Preliminary Year-end financial report 	Council debates 2015 budget
February				YogaThon?
March?				AGM

April		▪ 2014 Audit	○ Election of Officers	
May		▪ 2016 Admin Budget		New fundraising / friendraising event?
June				



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”



Item C

Minutes of the Board of Management Meeting May 26, 2014

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

Present: Tolga Ay, Alysha Brown, Lynne Gray, Ann McKechnie (Chair), Neil Sinclair
Regrets: Kyle Brown, Irene Buncel, Councillor McMahon, Chris Sulway, Antoine Tedesco,
Trustee Cary-Meagher
Staff: Maggie Lau, Susan Fletcher (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 April 28 Board of Management Meeting

MOTION (A Brown/Gray)

To accept the minutes of April 28 as circulated.

Carried with one abstention

D. Executive Director's Report

The Board agreed to hold a Board/staff social evening in August at a Board member's home.

MOTION (Gray/Ay)

To accept the Executive Director's Report.

Carried

E. Correspondence/Information

MOTION (Ay/Gray)

To accept the suggested actions.

Carried

F. Adjournment

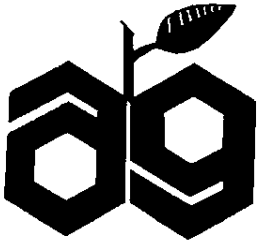
The meeting was adjourned on a motion by Tolga Ay, seconded by Lynne Gray.

Chair

Secretary

Next Meeting

Monday, June 23 at 7 p.m. – Board Meeting



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Item D

Hiring Report – Bookkeeper/Information Clerk

June 12, 2014

1. Goal

- to fill the part-time Bookkeeper/Information Clerk position and bring additional expertise to the organization.

2. Preparation

A. Job Description (attached)

B. Posting (attached)

- revised job posting from 2012 with closing date of May 9.
- posted in office on April 28.
- posted on-line in Charity Village on April 28.
- posted on-line at www.ApplegroveCC.ca
- circulated to other AOCC's

C. Criteria

- developed initial screening criteria including appropriate education and experience with ACCPAC and non-profits
- developed detailed screening criteria including experience with Applegrove or this neighbourhood

D. Interview Process

- developed list of first interview questions, including a written exercise to assess writing ability. (attached)
- drafted reference questions based on those used in other hirings

3. Applicants

- received approximately 70 applications by the deadline.
- began to review applications on May 11.
- initial screening eliminated about 3/4 of applicants
- because there were 3 applicants with significant experience with this neighbourhood or AOCC, did not process remaining applicants.

4. Interview Process

- because 2 of the candidates had exceptional experience with Applegrove or AOCC, it did not make sense to do 2 rounds of interviews.
- developed interview questions, including an exercise to assess writing and analysis skills. (attached)
- from the Executive Director's knowledge of the 2 candidates, a payroll test was not needed.
- arranged to interview the selected candidates with the Finance Manager.

5. Interviews

- contacted candidates by telephone to offer interviews on May 20.
- one person did not respond
- when applicants arrived, provided the job description and Annual Report
- completed 2 interviews
- agreed that both candidates could do the job, and selected the individual with several years of experience in finance in another AOCC

6. References

- obtained authorization from the candidate to contact their references
- because she had only 2 positions since 1990, she was only able to provide 2 formal references, both of whom gave positive responses.
- by chance, and after the decision had been made, an Applegrove Board member provided a very positive informal reference. Informed the candidate of this.
- Police Reference Check in progress

7. Job Offer

- in late May, offered position (conditional on acceptable Police Reference Check)
- Susan Horley accepted and will start work at the end of June.

8. Follow-up

- the unsuccessful interview candidate was notified; she had accepted another position in the interim.

APPLEGROVE COMMUNITY COMPLEX
Job Description – Clerk, Administration & Financial Customer Service
(City of Toronto CUPE 2998)

Accountability: The Clerk is accountable to and takes direction from the Finance Manager and from the Executive Director.

Education, training, experience and skills

1. Post secondary in a relevant discipline or equivalent combination of education and experience related to the combined Finance and Administrative position
2. CGA/CMA/CA program at third year level
3. Minimum of 3 years direct experience working with ACCPAC ERP 500 accounting systems (or comparable financial data-software system)
4. Demonstrated excellence in customer service relations and effective communication skills including ability to effectively communicate both orally and in writing. A second language is an asset, especially a South Asian or Chinese language.
5. Working knowledge of MFIPPA, and other relevant legislation.
6. Sound decision-making and judgment skills in public relations with the ability to effectively manage communications with community, government agencies, committees and coalitions
7. Proficient in Windows, spreadsheet, and d-base applications
8. Demonstrated ability to work in a fast paced, demanding multi-dimensional environment and ability to meet deadlines while ensuring accuracy and attention to detail
9. Demonstrated experience working with a variety of customers including newcomers and volunteers.

Primary Responsibility: This position is responsible for the delivery of high quality administrative, bookkeeping, payroll and customer service activities that foster effective service coordination, customer relations and financial accountability.

Duties

A. Finance Duties

- Undertake assigned bookkeeping responsibilities including various accounts payable, accounts receivable and payroll activities. Operate computerized accounting systems up to trial balance and enters adjusting entries as directed
- Process cheque requisition, invoice, and billing activities and undertakes all related aspects of financial systems administration including back-up documentation, signing authorities, filing, audit preparation, etc.
- Input payroll/personnel information in the Centre's automated human resources system and prepare bi-weekly payroll for entry including identifying errors and inaccuracies and follow up with the relevant parties to ensure accurate payroll information
- Provide high quality professional customer service when dealing with vendors, suppliers, contractors, funders and various customers to ensure timely payment of approved expenditures and the collection of revenues
- Record and reconcile various receipts, records and prepares bank deposits and bank reconciliation reports using computerized cashbook system
- Prepare and update the furniture and equipment inventory for both accounting and insurance purposes

- Perform all clerical duties relating to receipts, disbursements, and the recording and filing of all business office records
- B. Program Administrative Duties
- Provide high quality accurate administrative assistance to the staff team
 - Maintain and coordinate all scheduling aspects of program appointments, calendars, registration and other requirements
 - Maintain appropriate electronic and paper filing and record-keeping systems in compliance with all funder and applicable legislation and regulations under MFIPPA
 - Deal directly with clients by responding to various communications including phone, fax, email communication and in-person visitors.
 - Complete and process cheque requisitions, invoice payments, and expense reports
 - Copy and distribute resource information packages for program participants
- C. General Organizational Duties
- Assist the Finance Manager in the planning and implementation of the Finance department's annual and strategic work plan including working at special fundraising events
 - Perform other duties as assigned.
- D. Scope of Supervision: n/a. Works with and gives direction to the Evening Office Coordinator.
- E. Adhere to all Applegrove policies including:
- a. Personnel Policies, Confidentiality, Child Abuse, Anti-Harassment, Staff Conflict of Interest, Health and Safety, and Computer Use
 - b. maintaining the Petty Cash system.
 - c. preparing reports.
 - d. maintaining appropriate statistics and records.
 - e. ensuring that relevant information is shared with other staff and Applegrove administration.
 - f. meeting relevant deadlines.
 - g. participating in staff meetings
 - h. pursuing professional development through relevant workshops, training, reading, conferences, etc.

Salary and Hours: 32 hours per week, City of Toronto AOCC Wage Grade 8 plus relevant benefits according to the collective agreement.

Additional Information: A satisfactory police records check will be required as a condition of employment.

Permanent Part-Time Position Bookkeeper/Information Clerk

For more than 30 years, Applegrove has worked with local residents in the Queen-Greenwood area of Toronto. Services cover the age range with programs for infants, children, teens, adults, and seniors. Applegrove now requires an organized and flexible administrative professional for bookkeeping, payroll, customer service, and general office duties, reporting to the Finance Manager.

Responsibility: Delivery of high-quality administrative, bookkeeping, payroll, and customer service activities that foster effective service coordination, customer relations, and financial accountability.

Education, training, experience, and skills: Post secondary in a relevant discipline or equivalent combination of related education and experience. Minimum of 3 years direct experience working with ACCPAC accounting system and 1 year Canadian payroll experience. Demonstrated effective oral and written communication skills and excellence in customer service relations. Sound decision-making and judgment skills. Proficient in spreadsheet and database applications. Demonstrated ability to work in a fast-paced, demanding, complex environment; to meet deadlines while ensuring accuracy and attention to detail; and to work with a variety of customers including newcomers, volunteers, seniors, children, and teens. **Assets** include:

- CGA/CMA/CA at third year level
- A second language, especially a South Asian or Chinese language
- An understanding of Applegrove's neighbourhood.

Duties:

1. Finance: bookkeeping, accounts payable, accounts receivable, payroll, cheque requisition, petty cash, up to trial balance.
2. Administrative: deal with client inquiries; maintain paper and electronic record systems; coordinate program calendars, registration, etc.; support the staff team.
3. General: assist the Finance Manager to accomplish annual and strategic work plans, including working at special fundraising events.

Hours: Averaging 32 hours per week, with occasional evenings and weekends.

Salary: \$22.50 to \$26.21 hour (2014 rate) plus benefits according to the Collective Agreement (CUPE Local 2998).

Special Note: A Police Records Check will be required.

Deadline noon on Friday, May 9, 2014. Resume and cover letter by

- mail to Applegrove, 60 Woodfield Road, Toronto M4L 2W6
- fax to 416-461-5513 specifying Bookkeeper
- e-mail to Applegrove@ApplegroveCC.ca with Bookkeeper in the subject line; kindly attach cover letter and resume as one Word document or one PDF.

Those selected for an interview will be contacted by May 30, 2014.

Interview Questions

1. What particularly interests you about the position and the organization?
2. What education and training do you have that is relevant to this position? Please focus on training, not work experience.
3. Describe your experience that is relevant to this position.
4. Turning to fundraising, what experience do you have in fundraising activities, campaigns and events? This can include paid and volunteer experience.

What about processing donations?
5. What reporting functions are there on a monthly, quarterly and annual basis, first for any organization and second, thinking specifically of non-profit and charitable organizations?
6. Describe your experience in identifying, resolving and documenting issues and financial errors.
7. The Finance Manager works 7 hours per week, so will not be available when issues arise. The Executive Director will provide direction but has minimal accounting knowledge. The Program Director and Executive Director sometimes will require special financial reports. Meanwhile, your responsibilities will include ensuring payroll is completed on time, government remittances made, etc. How will you resolve these competing priorities when your supervisor is not available?
8. This is a scenario that happens several times each year. Staff are paid every 2 weeks, 10 days after the end of the pay period (e.g. paid April 14 for the pay period from March 22 to April 4). One of the funders requires a quarterly statistical, narrative and financial report by the 15th of the following month so the report for January to March is due by April 20. What would you do to ensure that the financial and statistical information is available to the relevant manager so they can put in the narrative to complete and submit the report on time?
9. What were your most favourite and least favourite jobs and why?
10. What did you do to prepare for this interview?
11. From what you have seen of the job description and what you know of the job, what are your strengths and weaknesses in relation to this job?
12. With what computer programs are you proficient?
13. What languages do you speak and write?
14. I previously noted that this position is 32 hours per week. Do you have a preference for 5 days of about 6 ½ hours or 4 days of 8 hours?
15. If you are selected, when would you be able to start?

16. What questions can we answer for you?

Written question

In this position, you would be coming into a work environment which has experienced a great deal of change over the past 2 years.

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



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Item E

Executive Director's Report

June 12, 2014

Reduced Paper Board Packages

The June meeting will be our first under the “reduced paper” process. Most of the Board agenda package (excluding any confidential items) will be put into one PDF. Some items may require separate files; for example, spreadsheets that involve more than one worksheet are difficult to put into a PDF. I have tried to put document numbers on each piece in the package.

Lease Renewal and Buzzer Installation

It appears that the TDSB might be making some progress on Applegrove’s lease, but neither the City nor I have heard anything officially. However, because the school must comply with the safer schools directive by September, there is progress on the buzzer.

At a meeting on June 11, TDSB staff reported that they would send the pricing to Applegrove next week. They also reported approval to proceed with construction before the lease was finalized. I am not sure what the timing will be, given that the City will have to pay in advance for the work. However, I am fairly sure that as of the beginning of school, all access to Applegrove during school hours will be via the Woodfield doors. And I am sure that it will be a significant burden on our office staff to buzz in every visitor who comes to those doors.

2015 Budget

The budget is due on June 23, but could not be completed in time to go with this Board package. A copy of the budget will be circulated by e-mail before the Board meeting.

Provincial Election

Our meet-the-candidates evening, produced in partnership with Eastview Neighbourhood Community Centre, was a qualified success. I heard from only 6 of the 10 registered candidates. Three of them attended and three sent regrets. The short turn-around limited the amount of advertising. However, about 25 people (including some campaign volunteers) attended the meeting. It appeared that almost everyone asked a question. Eastview’s Executive Director, Kerry Bowser, attended with a staff ready to provide Cantonese interpretation.

Our planned moderator had to withdraw, so I stepped in as back-up. Many thanks to Ann who was the timekeeper and to Tolga for taking pictures.

This was an effective rehearsal for our municipal all candidates meeting in the fall!

I wrote this report and e-mailed the packages before the election results.

Toronto Challenge

This year, Applegrove’s older adults really stepped up! Renate and 11 walkers completed the 1 km course on June 8. Most of the participants worked really hard to get pledges. Together, they raised over \$1000 to support the seniors program, specifically to subsidize participation.

Outreach

Thanks to Claudia and to Irene for staffing Applegrove's tables at the Duke of Connaught and Earl Haig Fun Fairs on May 31 and June 5. Our trainees, Joseph, Ren and Betty, helped out both by preparing Applegrove fans to distribute and at the events.

Workplan

I have moved the workplan from this report to the notes from the officers' meeting.

Coming Events

Leslieville Tree Festival

Join Louise on Saturday June 21, 2014 from noon to 4 for the Leslieville Tree Festival in Leslie Grove Park (corner of Queen and Jones). Featuring green groups and vendors, exciting live performances, a kids' zone, native plants, local artists and woodworkers, a ceremonial tree planting and tasty local food, this fun-filled celebration of our urban forest includes activities for the whole family!

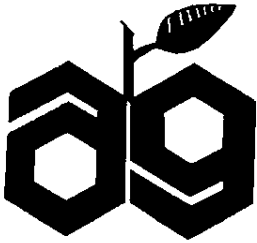
Complaints and Grievances

As agreed in 2011, the Executive Director's Report includes "Complaints". There have been no complaints since my last report.

The union steward has notified me to expect a grievance – we agreed to relax the timelines as needed due to vacations and the admin budget. I expect to have more information at the Board meeting. As previously reported, the union suspended discussions on job evaluation pending resolution of applications to the Pay Equity Commission.

Respectfully submitted,

Susan Fletcher.



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Item F

Correspondence / Information

June 2014

From (Date Received)	Regarding	Action
1. City Clerk (June 3)	Settlement of Admin operating results for 2012	R&F
2. City Clerk (June 3)	Recruiting members for the Compliance Audit Committee, deadline June 13	R&F
3. City Clerk (June 3)	Public meeting June 19 regarding land use designations along Eglinton between Jane and Laird Drive.	R&F

R&F = Receive and File



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings – June 12, 2014

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.

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
15	Happy Fathers' Day	16	17	18	19	20	21 [Leslieville Tree Festival]
22		23 Board	24	25	26	27 [Last Day of School]	28
29		30 First Day of Camp	Applegrove closed for Canada Day				

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		First Day of Camp	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			

To be determined: dates for planning meeting, officers meeting (both week of July 14), Board-staff social (week of July 28 or Aug 11)

August	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
3	4 Applegrove closed for Simcoe Day	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22 Last Day of Camp	23	
24	25	26	27	28	29	30	
31	September 1 Applegrove closed for Labour 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 – June 12, 2014
Office Phone 416-461-8143

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

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13 Applegrove Closed for Thanksgiving	14	15	16	17	18
19	21 <i>Board</i>	21	22	23	24	25
26	27 Municipal Election <i>Board meeting date changed</i>	28	29	30	31 Happy Halloween	

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8 <i>Pasta Fest</i>
9	10	11 Applegrove closed for Remembrance Day	12	13	14	15
16	14	18	19	20	21	22 Pasta Fest
23	24 Board	25	26	27	28	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 – June 12, 2014
Office Phone 416-461-8143

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Board?	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	Applegrove Closed for Winter Holidays		
	Applegrove Closed for Winter Holidays			January 1, 2015 Happy New Year		

January 2015 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Applegrove closed for New Year's 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 Board	27	28	29	30	31

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Applegrove closed for Family Day	17	18	19	20	21
22	23 Board	24	25	26	27	28

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