



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 – June 18, 2018

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

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

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope
7. Minutes of the May 28 Board Meeting (*attached*): to be accepted

7:05

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. Year-to-date Financial Report (*attached*): for information
9. Directors' Concerns

7:15

MOVE to Board of Management Agenda

7:30

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

10. Novita Report (*Confidential report to be sent separately*)

8:15

11. Budget Proposals for 2019 (*Confidential report to come by e-mail*)
12. 2018 Admin Budget Update (*Confidential memo sent separately*)

Motion needed to return to the public meeting.

8:45

13. Motions arising from *in camera* discussion

Applegrove Board Meeting Agenda

June 18, 2019

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14. Business arising from May Meeting

- 14.1. Signing authority for incoming Executive Director (*See Executive Director's Report*): for decision
- 14.2. TDSB Lease Update and Issues (*See Executive Director's Report*): for information and decisions on committee meeting dates in the fall.
- 14.3. Helping Our Babies Grow (*See Executive Director's Report*): for information and direction to staff

9:00

15. Adjournment



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Board of Management Meeting AGENDA -- Monday, June 18, 2018

7:15

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

7:20

- D. Executive Director's Report (*attached*): to be accepted

7:25

- E. Correspondence List (*to be distributed at the meeting*): for information and decisions
- F. Adjournment

RESUME Board of Directors Meeting

Next Meetings and Events

Board meeting: Monday, September 24, 2018



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Minutes of the Board of Directors Meeting May 28, 2018

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

Present: Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab,
Michael Miceli, Jim Valentine.
Regrets: Susan Fletcher, Natasha Graham, Councillor McMahon.
Staff: May Seto (Recorder)
Guests: Susanne Burkhardt, Costanza Allevato

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – Jean Lim-O'Brien

MOTION (Law/Miceli)

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

Carried

5. Transition Planning

The successful candidate from Round two of interview was invited to the Board meeting. Board Members and Costanza had the opportunity to ask questions.

6. Proposed TDSB Lease and Related Issues

Costanza Allevato was present to answer question from the Board Members regarding the proposed TDSB lease and other related issues.

MOTION (Law/Miceli)

To return to the public meeting.

Carried

Costanza shared that City staff worked with numbers projected that were provided from Applegrove. It is expected there will be a 3% increase each year for the length of the lease. Anything above that, the agency is responsible for the costs. Costanza also shared to include

Board of Directors Minutes

May 28, 2018

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permit fees in future budget requests. Costanza also provided feedback on further limitations to Applegrove. Any new requests should be submitted well in advance of the budget year. Agencies are required to develop a business case when new programs are planned in order to get funding. Costanza referred the Board to Meng, City staff, who should have new budget requests in advance.

7. **Volunteer Hours** – hours were recorded.

8. **Donation Envelope** - deferred

9. **Minutes of the April Board of Directors Meeting**

MOTION (Riolo/Lim-O'Brien)
To accept the minutes of April 30, 2018.
Carried

10. **Finance**

10.1. Year-end Statistics

Members compared statistics to last year's numbers and noticed a drop in participation. Some discussion took place on how to improve numbers. May will speak to appropriate staff and share ideas presented.

10.2. YTD Financial Report

Members reviewed the information.

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

MOTION (McNab/Riolo)

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

Carried

10.3. Transition Issues

Transition issue items were discussed by Members. Any questions related to the ED selection were addressed by the Personnel Committee.

10.4. Budget Proposals for 2019 – deferred

11. **Novita Report and Subsequent Recommendations**

Susan and May spoke to Novita on May 24. Members felt it was appropriate to hold visioning session after the Municipal Elections.

MOTION (Riolo/Law)
To return to the public meeting.
Carried

12. Recommendations from Transition Issues discussion

MOTION (Miceli/McNab)

To confirm the Personnel Committee's recommendation for Executive Director. .

Carried

MOTION (Law/McNab)

To endorse the start date of June 18, 2018 for the Interim/Acting Executive Director.

Carried

MOTION (Law/McNab)

To authorize the signing authority for charitable receipts to the Interim/Acting ED and change to the incoming ED at the September or October meeting to maintain current process of 1 authorized signature.

Carried

MOTION (Law/McNab)

To authorize staff to negotiate with the City with respect to the sick leave gratuity.

Carried with 1 Abstention

13. Membership, Nominations and Outreach Committee (MNO) - deferred

14. Strategic Initiatives Committee Report

Andre provided an overview. Andre will confirm whether Novita will be present at the June 18 Board Meeting.

MOTION (Miceli/Law)

To accept the Strategic Initiatives Report.

Carried

15. Directors' Concerns – None

May provided an overview of the complaint and reported on the meeting that was held with the parent earlier in the day.

16. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Vai Teng Law.

Chair

Secretary

Applegrove Statistics			2018 Printed June 8, 2018				
Cumulative different people		January	February	March	April	May	
Applegrove Parent/Child Drop-in							
Children	306	430	398	581	505	440	
Parents	279	131	129	180	176	165	
Caregivers		168	155	197	165	140	
Subtotal		729	682	958	846	745	
The Applegrove Connection (previously Edgewood)							
Children	80	214	127	139	149	0	
Parents	47	20	14	15	15	0	
Caregivers		93	56	58	56	0	
Subtotal		327	197	212	220	0	
Helping Our Babies Grow							
Infants and Children	14	14	12	21	22	19	
Moms	23	24	18	36	30	23	
Subtotal		38	30	57	52	42	
Therapeutic Play							
Children	2	5	5	6	0	0	
Adults	3	5	5	6	0	0	
Subtotal		10	10	12	0	0	
Children and Youth							
Camp	32	75		142			
After 4, PA,	71	1,149	1,008	884	1,025	1,200	
After 4 Satellite	20	365	303	282	298	0	
Leadership	0	0	45	54	38	0	
Teen	0	0	27	20	42	0	
Subtotal		1,726	1,428	1,436	1,441	1,200	
Adult Programs							
Seniors	40	69	89	44	152	143	
Committee/Board ho		51	58	0	0	0	
User Groups		0	0	0	0	0	
Other*		6	85	54	88	156	
Subtotal		126	232	98	240	299	
Outreach events							
# of events	n/a	0	2	0	0	0	
Contacts	n/a	0	60	0	0	0	
Phone and e-mail		265	270	192	339	200	
Total exc outreach	897	3,221	2,849	2,965	3,138	2,486	
Cumulative		3,221	6,070	9,035	12,173	14,659	
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,							

Please note that the early Board meeting meant that some staff were unable to enter their statistics in time to be included.

May 31, 2018 YTD Financial Report

Based on approved City Budget and draft program budgets approved at November Board meeting

- Variance highlighting
 - Unfavourable variance of 5-15% = highlight in yellow and this requires an explanatory note
 - Unfavourable variance of 16% and up = highlight in pink and may need additional page
 - Favourable variance of 20% or more = highlight in blue and may need additional page.

		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes		
City Funded Administration	Expense	144,021	148,568	4,547	3%		Additional expenses relating to the ED's retirement, as well as inadequate funding for postage and telephone		
	Income	159,959	159,981	22	0%				
Families with Young Children	HOBG Expense	11,290	13,490	2,200	19%		Year end spending in March.		
	HOBG Income	12,946	12,693	-253	-2%	§			
	PC	Expense	53,675	53,588	-86	0%			
		Income	64,027	64,019	-8	0%	Q		
	AC (formerly EW)	Expense	13,417	12,566	-851	-6%			
		Income	13,948	13,680	-268	-2%	Q		
	Therapeutic	Expense	13,297	10,208	-3,088	-23%		Program's funding ended after the budget was approved. There is sufficient surplus to maintain program to the end of March 2019.	
		Income	13,375	0	-13,375	-100%	ƒ		
	Children and Youth	After School including March Break and Holiday Camp	Expense	95,206	85,516	-9,690	-10%		More families are paying by credit card. Although we are paying more in fees, processing is more streamlined. Net income is about \$35,000, more than 75% of annual target
			Income	124,520	121,050	-3,470	-3%		
Satellite		Expense	23,698	20,551	-3,147	-13%		Net income is about \$10,000, equivalent to the annual target	
		Income	30,600	31,302	702	2%			
Teen		Expense	5,921	3,851	-2,070	-35%		With little income, we trimmed staff hours. As well, the program did not resume until February.	
		Income	0	0	0				
Summer Camp		Expense	0	188	188			Camp has not started, although some of the Child/Youth Worker's time is charged to Camp starting in May.	
		Income	0	0	0				
Leadership		Expense	0	188	188			Program has not started, although some of the Child/Youth Worker's time is charged to Leadership starting in May.	
		Income	0	0	0				
Jr Leaders	Expense	2,293	1,358	-935	-41%		Fewer participants registered than anticipated. We were able to use a student placement instead of a 2nd staff for most weeks. Net surplus of \$1000		
	Income	3,015	2,385	-630	-21%				
Seniors	Expense	18,378	18,914	536	3%	§			
	Income	20,025	20,091	67	0%				
Fundraising general program	Program General	Expense	12,168	11,756	-413	-3%		Program Assistant and relevant expenses.	
	Agency fundraising and donations	Expense	1,348	11,226	9,879	733%		related to the 2 Babysitting classes and all candidates meeting; annual Directors and Officers insurance premium @ \$775, plus consultant fee of \$7100. Without this, the expenses would be about \$2800. Includes income from United Way, individual donations, Family Dance and Babysitting class.	
		Revenue	3,350	5,702	2,352	70%			

§ = Special April-March financial year

Q = Funding received quarterly

ƒ = Funding received twice annually

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

May 31, 2018

ASSETS

Alterna - Admin Account	31,099.64
Alterna - Program Account	169,287.92
Alterna - Trust Account	334.24
Alterna - Member Shares	154.96
Alterna Term Deposits - Program	137,191.66
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	2,860.00
Outstanding Transfers Between Accounts	0.00
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	270,503.57
City of Toronto - Receivable	11,768.05
HST Receivable - Admin & Program	3,577.81
Prepaid Expenses	<u>1,650.00</u>
	<u>628,577.85</u>

LIABILITIES

Accounts Payable	0.00
Long-term Benefits Payable	168,431.00
Unrealized Actuarial Gain	76,882.00
Income Taxes Payable	6,824.96
CPP Payable	5,068.76
EI Payable	2,323.27
OMERS Payable	7,756.68
WSIB Payable	576.34
Union & COTAPSAI Dues Payable	819.03
EHT Payable	1,170.70
Vacations Accrued - Admin	25,190.57
Vacations Accrued - Program	10,476.18
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	<u>10,871.22</u>
	316,390.71
Accrued Expenses	5,832.24
Deferred Income	17,950.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	125,666.29
Teen Program	0.00
Seniors Programs	17,251.69
Board/Management	27,981.33
Summer Programs	31,625.77
The Applegrove Connection	0.00
HOBG	2,750.66
Over the Rainbow	44,564.13
Current Program Income	270,921.41
Current Program Expenses	<u>(243,357.78)</u>
	27,563.63
Admin:	
Current Admin Funding - City of Toronto	159,958.82
Interest on Admin Account	21.89
Current Admin Expenses	<u>(148,979.31)</u>
Current Admin Surplus/Deficit	11,001.40
	<u>628,577.85</u>

Applegrove Community Complex																														Includes Board anc							
YTD Financial Report																																					
May 31, 2018																																					
	Admin		Program	P/C Drop-in		AG Connection		HOBG		Therapeutic Play		Afterschool		AS SAT		PA day		March Break Camp		JR Leaders		Holiday Break		Teens Program		Summer Camp		Leadership		Seniors		Program General	Other (PA, FR, Bd)				
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget				
EXPENSES																																					
Salary	106,941	106,507	162,647	39,048	39,210	6,492	6,868	2,441	2,868	8,379	10,725	58,730	60,457	14,328	14,400	1,078	834	3,768	3,137	1,037	1,080	1,598	1,882	3,238	2,734	0	0	0	0	0	0	11,127	11,737	10,232	10,402	1,151	500
Benefits	31,497	29,449	30,236	10,959	11,741	2,872	2,877	334	621	1,198	1,534	8,124	10,336	1,840	1,898	149	128	391	440	195	218	206	234	525	535	0	0	0	0	0	0	1,733	1,212	1,524	1,766	188	0
Material & Supplies	3,521	3,758	23,623	3,405	1,700	599	645	7,879	7,800	528	650	4,024	6,688	1,216	4,100	0	0	165	520	126	490	283	200	88	1,158	0	0	0	0	0	4,405	3,979	0	0	669	73	
Furniture, Equipment Software	238	258	228	56	150	0	150	0	0	0	0	0	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	172	0	0	0	0	0	
Purchased Services	6,371	4,050	26,625	120	874	2,603	2,878	2,836	0	103	388	6,346	8,266	3,168	3,300	0	584	466	800	0	505	189	200	0	1,494	188	0	85	0	1,477	1,450	0	0	9,218	775		
Total	148,568	144,021	243,358	53,588	53,675	12,566	13,417	13,490	11,290	10,208	13,297	77,224	86,247	20,551	23,698	1,226	1,546	4,791	4,897	1,358	2,293	2,275	2,516	3,851	5,921	188	0	85	0	18,914	18,378	11,756	12,168	11,226	1,348		
INCOME																																					
Government Funding																																					
City of Toronto	159,959	159,959	76,876	63,378	63,377	13,498	13,498	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Province of Ontario	0	0	16,109	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,109	14,375	0	0	0	0		
Federal Government	0	0	12,693	0	0	0	0	0	12,693	12,696	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Government	159,959	159,959	105,678	63,378	63,377	13,498	13,498	0	12,693	12,696	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16,109	14,375	0	0	0	0		
Non-Government Funding																																					
Charitable Organization	0	0	184	0	0	0	0	0	0	0	13,375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	184	0	
Foundation/Corporation	0	0	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	0	0	0	0		
Total Non-Government	0	0	2,184	0	0	0	0	0	0	0	13,375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	0	0	184	0		
Donation/Fundraising																																					
Charitable Donation-individual	0	0	2,022	318	250	100	200	0	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	500	0	0	1,600	1,850		
Charitable Donation-Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Non-charitable Donation-Ind	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Non-charitable Donation-Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fundraising	0	0	1,035	323	400	82	250	0	0	0	0	79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	100	0	0	520	1,000		
Total Donation/fundraising	0	0	3,058	641	650	182	450	0	250	0	0	79	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	600	0	0	2,119	2,850			
Others																																					
User Fees	0	0	158,629	0	0	0	0	0	0	0	0	111,676	114,950	31,302	30,600	1,950	1,560	4,545	5,180	2,385	3,015	2,800	2,830	0	0	0	0	0	0	1,946	3,050	0	0	2,025	0		
Miscel	22	0	1,373	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,373	500			
HST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Total Others	22	0	160,002	0	0	0	0	0	0	0	0	111,676	114,950	31,302	30,600	1,950	1,560	4,545	5,180	2,385	3,015	2,800	2,830	0	0	0	0	0	1,946	3,050	0	0	3,398	500			
TOTAL INCOME	159,981	159,959	270,921	64,019	64,027	13,680	13,948	12,693	12,946	0	13,375	111,755	114,950	31,302	30,600	1,950	1,560	4,545	5,180	2,385	3,015	2,800	2,830	0	0	0	0	0	20,091	20,025	0	0	5,702	3,350			
SURPLUS(DEFICIT)	11,412	15,937	27,564	10,430	10,352	1,114	531	(797)	1,656	(10,208)	79	34,532	28,704	10,751	6,902	724	14	(246)	283	1,027	722	525	314	(3,851)	(5,921)	(188)	0	(85)	0	1,177	1,647	(11,756)	(12,168)	(5,524)	2,003		



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Minutes of the Board of Management Meeting May 28, 2018

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

Present: Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab, Michael Miceli, Jim Valentine.
Regrets: Susan Fletcher, Natasha Graham, Councillor McMahon.
Staff: May Seto (Recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the April 30 Board of Management Meeting

MOTION (Riolo/Lim O'Brien)
To accept the minutes of April 30, 2018.
Carried

D. Personnel Committee Report

Notes of April 30 meeting provided for information. Personnel Committee has been busy with ED interviews and selection.

MOTION (Valentine/McNab)
To accept the Personnel Committee Report.
Carried

E. Recommendations from Transition Issues discussion

MOTION (Miceli/McNab)
To confirm the Personnel Committee's recommendation for Executive Director. .
Carried

MOTION (Law/McNab)
To endorse the start date of June 18, 2018 for the Interim/Acting Executive Director.
Carried

MOTION (Law/McNab)

To authorize the signing authority for charitable receipts to the Interim/Acting ED and change to the incoming ED at the September or October meeting to maintain current process of 1 authorized signature.

Carried

MOTION (Law/McNab)

To authorize staff to negotiate with the City with respect to the sick leave gratuity.

Carried with 1 Abstention

F. Executive Director's Report – for information

MOTION (Lim-O'Brien/Miceli)

To accept the Executive Director's Report.

Carried

G. Correspondence – None

Adjournment

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

Chair

Secretary

Next Meetings and Events:

Susan's Retirement Event – June 14 at Ralph Thornton between 4 and 8 p.m.

Board meeting: Monday, June 18 at 7 p.m.



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Executive Director's Report

June 8, 2018

Thank you all for your good wishes and for coping without me during my illness. I have mixed feelings as I write this last report to the Board.

When I accepted the position in late 1988, I had no idea of the challenges that Applegrove would face in the next 3 decades. And no idea that I would be here for nearly 3 decades!

I came into an organization in transition. Over the past year, the Executive Director, Program Coordinator and Office Coordinator had left. More than half of the Board members had resigned. The agency's key program, a child care center, was taken away. A City-appointed Task Force had reviewed the organization's policies and programs, recommending significant changes.

On the positive side, the agency had a financial surplus equal to more than half its annual operating costs, including the admin budget.

A 6-month Interim Executive Director had been engaged to clean out the organization and give the agency time to find a permanent Executive Director. When I came into Applegrove in January 1989, my priority was to build Applegrove. Within 3 years, we had completed a needs study and relocation plan that Council approved. The next year, Council approved purchasing a property for relocation. Unfortunately, a business purchased the property before City staff could complete the purchase.

Then the 90's recession hit. Not only was Applegrove's relocation put on hold, provincial funding cutbacks eliminated the Seniors program, a significant portion of the after-school and teen programming, and reduced hours in the family resource program.

Towards the end of the 90's, Job Evaluation increased the pay rates for several positions. While this benefitted management staff, Applegrove needed additional fundraising to continue its programs.

After surviving the amalgamation of the Metro and City governments as well as Y2K (Year 2000 expected computer crashes that did not happen), we learned of secret City discussions to eliminate the AOCCs. The City launched a Governance Review that, in 2003, clearly identified the AOCCs as City agencies and acknowledged that all AOCC staff are City employees. It also required the City's Legal staff to revise the section of the City Bylaw dealing with Applegrove's Board. We are still waiting for that!

A few years later, the City worked with the AOCCs on the Relationship Framework; it clarified and specified City, Board and agency responsibilities.

In 2011, the City Core Service Review again opened the possibility of AOCCs becoming independent. At approximately the same time, the 2012 budget submission required a 10% cut over the prior year. Applegrove developed several options to achieve this and asked City staff to select from 2 of them. In January 2012, on the day before Council was to start discussing the budget, the Budget Analyst asked me to combine the 2 proposals. I ran the numbers to achieve

the required target, without any ability or time to analyze the impact. That is how Applegrove ended up with the current administrative structure.

Since 2012, Applegrove has (mostly) worked within the restrictions while expanding programming for children and teens.

In meeting these challenges, I have been privileged to work with dedicated, enthusiastic, flexible and creative colleagues within the organization, both Board and staff members. We have confronted the challenges with humour and resolution. I am proud of the quality of staff that work with Applegrove, was delighted by the calibre of the Executive Director applicants and look forward to seeing the organization's next steps under new leadership.

I never dreamed of the opportunities and rewards that this work would bring. The most important ones are seeing participants grow up and bring their families and helping inexperienced Board members grow into leaders.

Two notes about the agenda (yes, this was in last month's report)

Leslie and Brian from Novita are coming at 7:30 and will need about 45 minutes. We will also need time to discuss the 2019 admin budget projections. Both of these issues require an *in camera* meeting, so I put one after the other. In the half hour before Novita arrives, we address quick items on the Board of Directors agenda, and the entire Board of Management agenda.

Then when the public meeting resumes after the budget discussion, there will be several motions as well as a discussion of issues arising from the May meeting.

Second, Susan H. is working on budget projections. I expect to send them by Wednesday, June 13. On June 1, we learned that the budget is due on June 26, as well as the target.

Business Arising from the May Board meeting

a) Signing Officers

The prior meeting endorsed the Personnel Committee's recommendation for the incoming Executive Director. I recommend that the June meeting approve the individual as a signing officer, effective in early October.

In order to change signing officers, the bank requires a signed copy of the minutes of the meeting that approved the change. The June minutes will be approved and signed at the September Board meeting, thus setting up the change in early October.

While the Board can wait until the September meeting to make the change, that would delay the timing of the change until early November. May is a signing officer during the transition period, but expects to take at least 2 weeks of vacation in October, during which she would not be available for signatures. This would mean that the 3 Board signing officers would have to sign off on all the cheques, contracts, etc. while May is away.

b) TDSB Lease Update and Issues

I am continuing to try to proceed on this issue in 3 different ways.

First, I am working with the Financial Planning and Facilities staff to develop a service agreement as if Applegrove expects the lease to proceed as proposed.

Second, I have asked SDFA to have Applegrove's lease included in a discussion that the Mayor and General Manager of the City's "Cluster A" will have with the TDSB. Illness has prevented me from following up on this.

Third, I asked Trustee Cary-Meagher to ask Board of the TDSB to reverse the original motion cutting our lease hours. She has agreed, but I do not know if the work can be completed before the last TDSB meeting before the election.

While I am hopeful that the second or third strategy will be successful, the Board should plan committee meetings in the fall to minimize additional out-of-lease time. Although Board and Committee meetings might be held in classrooms instead of Applegrove space to minimize cost and maximize physical accessibility, the office should be staffed during meetings so someone can answer the doorbell.

Consequently, the agenda suggests setting meeting dates for the committees.

c) HOBG (Helping Our Babies Grow)

I understand that the Board discussed strategies around this program at the last meeting. There are ongoing discussions with partner agencies. May will bring additional information on June 18.

Grievances, Complaints and Compliments

As agreed some years ago, the Executive Director's monthly report includes complaints and grievances. There have been no grievances since my May report.

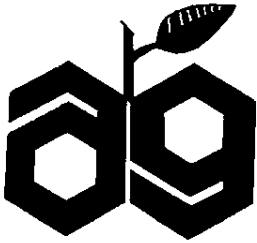
Complaints: In addition to formal complaints, this report includes informal complaints. When staff members resolve a complaint at the first or "informal" level, they document it, including documenting when they are not sure whether or not an interaction is a complaint. I have not received any informal complaints, except about the heat at the All Candidates meeting.

I understand that May reported to the last meeting regarding the complaint in my last report. When I am fully back to work, I will follow up with the complainant.

Compliments: No staff recorded compliments.

Respectfully submitted,

Susan Fletcher.



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“TOGETHER, BUILDING OUR COMMUNITY”



Correspondence / Information

June 2018

Due to illness, the Correspondence did not come to the May Board meeting. Consequently, some items below were received in May.

From (Date Received)	Regarding	Action
1. City Clerk (May 16)	Council enacted development charges against new developments to pay for capital costs of municipal services	R&F*
2. City Clerk (May 17)	Public meeting regarding zoning bylaw to support implementation of Finch West LRT and Eglinton Crosstown LRT projects. June 7	R&F
3. City Strategic and Corporate Policy (June 6 via email)	City advises that agencies not “entertain any advertising or sponsorship proposals . . . from any cannabis or cannabis-related business for any City-owned property, space or asset . . .”	Amend Tobacco Policy?
4.		

*R&F = Receive and File



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings – June 8, 2018

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
3		4	5	6	7 Provincial Election	8 PA Day	9 Office clean up day
10 Toronto Seniors Challenge		11	12 Book Club	13	14 <i>4-8 p.m. Retirement Party @ Ralph Thornton Center</i>	15	16 [Leslieville Tree Festival]
17		18 Board	19	20	21 [Duke School Council]	22	23
24		25	26	27	28 Last day of school	29 Last day of Susan!	30

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		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
				1	2	3	4
5		6 Applegrove closed for Simcoe Day (Civic Holiday)	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
MNO = Membership, Nominations and Outreach Committee SI = Strategic Initiatives Committee

Applegrove Events and Board / Committee Meetings – June 8, 2018
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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 Beach Festival?
16	17	18	19	20	21	22
23	24 Board Meeting	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
21	22	23	24	25	26	27
28	29 Board Meeting?	30	31			

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <u>Pumpkin Parade?</u>	2	3
4	8	9	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25 <i>'Twas a month before Christmas!</i>	26 Board	27	28	29	30	

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

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Volunteer Week

- April 7-13, 2019