

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**

## Board of Directors Meeting

June 22, 2020

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

To join by videoconference:

<https://meetingsamer11.webex.com/meetingsamer11/j.php?MTID=mcebf7cd44142d6d62a708566af24a234>

To join by phone: 416-216-5643

Meeting number (access code): 126 849 0075

## AGENDA

### 7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of May 25 Board of Directors Meeting (*attached*): to be accepted

### 7:10

6. Finance
  - 6.1. Year-to-date Financial Report (*attached*): for information
  - 6.2. Program Budget
    - i) Term Deposit Update
    - ii) Cash Flow and Transfer Update(*sent separately*): for approval

### 7:25

7. Update on Electronic Board Meetings

### 7:30

8. Standing Committees
  - 8.1. Membership, Nominations & Outreach Committee Report (*attached*)
    - i) AGM
  - 8.2. Strategic Initiatives Committee Report (*attached*)
    - i) Facility and Program Risk Assessment and Planning

### 7:45

9. Agency Re-Opening and Recovery Discussion

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**8:00**

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

**8:10**

13. Directors' Concerns

**8:15**

14. Adjournment



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**“TOGETHER, BUILDING OUR COMMUNITY”**

## **Minutes of the Board of Directors Meeting May 25, 2020 – by Webex conference call**

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

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

### **1. Call to Order/Adoption of Agenda/Introductions**

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

### **2. Indigenous Land Acknowledgement**

### **3. Welcome and Introductions**

Susanne introduced Mark Kovats who will be filling Susan's role on an interim basis after Susan retires. Mark has worked in the non-profit sector for many years and currently does work for both Eastview and Ralph Thornton.

### **4. Declaration of Conflicts of Interest**

None were declared.

### **5. Minutes of April 30 Board of Directors Special Meeting**

**MOTION** (Miceli/Kosny)

*To accept the minutes of April 30, 2020 Board Special Meeting*

**Carried**

#### **Recorded Vote:**

*Lim O'Brien – yes*

*Yardley – yes*

*Law – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*Bois – yes*

*McNab - yes*

## 6. Minutes of April 30 Board of Directors Meeting

**MOTION** (Miceli/Yardley)

To accept the minutes of April 30, 2020 Board Meeting.

**Carried**

**Recorded Vote:**

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab - yes

## 7. Program Presentation – EarlyON & Afterschool

Josh highlighted the EarlyON and Afterschool virtual programs. He described activities and how programs have been received by families and participants. Staff has encouraged Family Resource Program participants to join in for some adult engagement during the quieter afternoon sessions. Susanne added that EarlyON staff has done a great job and Applegrove was quick to provide virtual programs after the closure.

## 8. Finance

### 8.1. Year-to-date Financial Report

Susanne provided an overview. This is a snapshot up until April 30 and does not yet reflect the layoffs that took effect on May 4. Income is down because of City Admin funding deferral. The Applegrove Connection income and expenses are increased because of the EarlyON enhancement grant. In afterschool programs, expenses are up and income down due to the closure of the program. Applegrove fundraising expenses and income increased. More funding that expected has been raised for the Food Hub.

### 8.2. 2019 Draft Audited Statements

Susan provided an overview and shared that it is an accurate representation of the finances. Susan felt that the revenues of 1.1 million for a small agency were excellent. Mark provided some input in the area of deferrals. Susan felt there is nothing that stands out in the audit report and recommends that Susanne and the Board sign.

Michael thanked Susan for her hard work on the audit. Susanne also thanked Susan for her hard work. The audit is one of the last things that will be done before Susan retires and Susanne expressed that it was a pleasure working with Susan and will miss her. Jean shared that she valued all the years knowing Susan and for her to keep in contact with Applegrove.

Board of Directors Minutes

May 25, 2020

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8.3. Program Budget

i. Cash Flow Transfer Update

Susanne provided an update. \$31,000 in April and \$52,000 in May were transferred from the program account to admin account to cover the deferred Admin payments from the City. These transfers will take us to the end of June. City payment deferrals are being discussed by all AOCCs and the Executive Directors have asked SDFA to attend their meeting on Wednesday to get more information about what the City's plans are. Susanne will keep the Board informed of any new information.

ii. Term Deposit

Susanne provided an overview of the briefing note provided and various options were discussed. It was also suggested to follow up on the November term deposit to see what the penalties are if pulled out early.

**MOTION** (McNab/Miceli)

*To empower the Executive Director in consultation with the Board Executive, to research GIC and short term savings options to determine how to proceed with respect to renewal of GIC 13.*

**Carried**

**Recorded Vote:**

*Lim O'Brien – yes*

*Yardley – yes*

*Law – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab - yes*

**MOTION** (Miceli/Yardley)

*To accept the YTD financial report.*

**Carried**

**Recorded Vote:**

*Lim O'Brien – yes*

*Yardley – yes*

*Law – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab – yes*

**MOTION** (Yardley/Miceli)

*To accept the 2019 audited statements.*

**Carried**

**Recorded Vote:**

*Lim O'Brien – yes*

*Yardley – yes*

*Law – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab – yes*

**9. AGM**

Susanne shared that Applegrove will have to hold its Annual General Meeting within 90 days after the end of the declared state of emergency. Susanne noted that the AGM will look different this year and will reach out to the MNO committee to begin planning.

**10. Planning Process for Re-opening**

No firm re-opening information is available yet but discussion and planning has started. Applegrove is waiting on information on when we can get back into the school. Jennifer confirmed that school will re-open in the fall but has no additional information. Jennifer will share the document that the TDSB is working through. Ralph Thornton has offered temporary office space if needed. Susanne is creating an agency re-opening document and Susanne and May have started program discussions and plan to include core staff. Susanne recommended that re-opening planning involve the Strategic Initiatives Committee.

**11. Program Update and Statistics**

May provided an update on programs and an overview of statistics collected from mid March to May 22. May also shared that virtual income tax appointments have been scheduled for the upcoming week using videoconference platform “zoom”.

**12. Summer Camp**

May provided an update on summer camp planning. Susanne and May have considered many possible camp options (reduced in-person, hybrid, virtual) with associated budget implications, healthy and safety measures, staffing and locations. If we are not able to offer camp at the school, we are looking into the Toronto Formosan Presbyterian Church and Glen Rhodes Church. May also shared that Applegrove received Canada Summer Jobs (CSJ) funding for our summer camp. This year there will be some grant flexibilities such as part-time hiring and extension to February 2021. Once we know what Applegrove’s needs are, we will be in contact with our CSJ consultant.

**13. Neighbourhood Food Hub**

The Neighbourhood Food Hub lease discussion has picked up again. The Food Hub remains very busy with more than 50 households receiving weekly meals/boxes. Applegrove is working with the Food Hub on a Community Care Package program where interested households provide staples to complement the food boxes. So far 12 households have signed on. Food Hub donations have been generous, including funding, 2 freezers, PPE and shopping bags. For the New Horizons for Seniors Project, the food hub is working with East End Arts to send out an art activity kits and deliver the Food4Thought community arts project. Applegrove will also apply for the Emergency Community Support Fund to continue the COVID-19 response work that the Seniors Worker is doing with the Food Hub.

**14. Directors' Concerns**

None

**15. Adjournment**

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

***Recorded Vote:***

*Lim O'Brien – yes*

*Yardley – yes*

*Law – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab – yes*

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Chair

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Secretary

Variance Tracking (Favourable vs Unfavourable)

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

		YTD Budget	YTD Actual	Variance		Common Issues	Special Notes	
<b>City Funded Administration</b>	Expense	183,067	151,910	-17%	↗		2 weeks salary to be paid in June due to pay period timing	
	Income	181,290	97,557	-46%	↓		City payment deferred	
<b>Families with Young Children</b>	HOBG	Expense	8,717	7,238	-17%	↗		2 weeks salary to be paid in June due to pay period timing
		Income	6,270	6,905	10%	↗	§	Deferral of unspent funds from fiscal year
	PC	Expense	57,044	52,126	-9%	↗		2 weeks salary paid in June due to pay period timing
		Income	66,800	67,175	1%	→	Q	
	AC	Expense	13,718	42,857	212%	↑		2 weeks salary to be paid in June due to pay period timing Enhancement grant spending
		Income	14,831	50,788	242%	↑	Q	Enhancement grant funds received
	Therapeutic	Expense	7,734	2,531	-67%	↓		Program is not running
		Income	0	0	0%	→	ƒ	
<b>Children and Youth</b>	After School including March Break and Holiday Camp	Expense	107,848	82,134	-24%	↑		Savings on TDSB permit and program supplies due to COVID closure, staff layoffs as of May 4
		Income	126,400	56,906	-55%	↓		Loss of user fee revenues due to COVID closure
	Satellite	Expense	32,479	17,077	-47%	↑		Savings on TDSB permit and program supplies due to COVID closure, staff layoffs as of May 4
		Income	48,640	19,247	-60%	↓		Loss of user fee revenues due to COVID closure
	Teen	Expense	2,612	3,327	27%	↓		Participation levels went up significantly which increased permit, supply and staffing costs
		Income	0	0	0%	→		
	Jr Leaders	Expense	0	22		→		
		Income	0	0		→		Program was not scheduled to run until summer
<b>Seniors</b>	Seniors	Expense	30,609	23,044	-25%	↑	§	2 weeks salary to be paid in June due to pay period timing. Saving on food and supplies
		Income	34,607	33,295	-4%	↘		
<b>Fundraising general program</b>	Program General	Expense	13,440	12,356	-8%	↗		2 weeks salary to be paid in June due to pay period timing
	Agency fundraising and donations	Expense	53,833	50,676	-6%	↗		Directors and Officers Liability Insurance, permit fees, AGM advertisement, Family Dance Reflects Food Hub COVID-response expenses
		Revenue	65,297	99,883	53%	↑		Includes fundraising, donations, program account interest Reflects increase in Food Hub donations

§ = Special April-March financial year      Q = Funding received quarterly      ƒ = Funding received twice annually

**APPLEGROVE COMMUNITY COMPLEX**

**BALANCE SHEET**

**May 31, 2020**

**ASSETS**

Alterna - Admin Account	45,672.44
Alterna - Program Account	148,029.08
Alterna - Trust Account	124.06
Alterna - Member Shares	157.56
Alterna Term Deposits - Program	142,468.57
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,360.00
Loan from Program to Admin	(83,773.48)
Outstanding Transfers Between Accounts	83,773.48
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	727.57
Long-term Receivable - City of Toronto	249,080.85
City of Toronto - Receivable	14,115.61
HST Receivable - Admin & Program	6,981.51
Prepaid Expenses	6,117.95
	<u>614,985.20</u>

**LIABILITIES**

Accounts Payable	275.00
Long-term Benefits Payable	135,858.00
Unrealized Actuarial Gain	95,744.00
Income Taxes Payable	5,902.04
CPP Payable	4,471.32
EI Payable	1,719.51
OMERS Payable	8,020.68
WSIB Payable	859.99
Union & COTAPSAI Dues Payable	667.33
EHT Payable	935.66
Vacations Accrued - Admin	17,478.85
Vacations Accrued - Program	14,903.68
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>297,707.28</u>
Accrued Expenses	7,143.21
Deferred Income	0.00
Retained Surplus (Deficit): Program General	0.00
Parent/Child Drop-in	0.00
Afterschool	216,822.61
Teen Program	0.00
Seniors Programs	15,010.07
Board/Management	42,727.18
Summer Programs	39,392.30
The Applegrove Connection	0.00
HOBG	4,342.90
Over the Rainbow	0.00
Current Program Income	343,626.01
Current Program Expenses	(297,433.08)
	<u>46,192.93</u>
Admin:	
Current Admin Funding - City of Toronto	97,516.44
Sick Pay Gratuity Funding - City of Toronto	0.00
Interest on Admin Account	40.67
Current Admin Expenses	(151,910.39)
Current Admin Surplus/Deficit	<u>(54,353.28)</u>
	<u><u>614,985.20</u></u>



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## **Membership, Nominations & Outreach Committee Meeting Notes**

June 10, 2020  
3:00 pm

Present: Pierre Bois, Iggy Kosny, Vai Teng Law  
Staff: Susanne, May (recorder)

### **1. Introductions and welcome**

Susanne checked in with all members.

### **2. Notes from February 19 meeting**

Members reviewed the meeting notes from February 19 and no follow-up was required.

### **3. Events**

#### **a. Event planning – AGM**

Susanne provided an overview of considerations for Applegrove's AGM:

- Applegrove will have to hold an AGM within 90 days after the end of the state of emergency – currently June 30, which means AGM by end of September.
- Social gathering and physical distancing restrictions will likely apply
- Not sure if we can access Glen Rhodes Church
- Constitution says quorum of 20 members is needed for the AGM
- Some organizations are looking at virtual AGMs
- Board members can stay in place until the AGM is held

Susanne shared that both ZOOM and WebEx have webinar functions and could be used for the AGM. WebEx has a poll and survey function and moderator can mute all attendees. There are good tips available to hold a virtual AGM. Susanne also noted that a large number of our past attendees are seniors and many either don't have technology or are not comfortable using virtual platforms.

Pierre asked about a hybrid version (in person and online) and Susanne noted that it could happen but there may be some technical challenges and would require more preparation.

Other considerations discussed:

- Timing is important
- Difficult to plan when there are still uncertainties (second COVID wave)
- For virtual AGM, have to consider screen fatigue
- Have to give 21 days notice in advance to members for the AGM
- If we decide on an in-person AGM, it will likely have to be a small gathering
- If we decide on a virtual AGM, we can set a date and hold no matter what happens

**Charitable Number: 10671 8943 RR0001**

- Applegrove can split the two portions of AGM business and do the business portion on-line and celebration later when we are able to in person.
- If we hold an AGM in-person, it can be seen as irresponsible
- If we decide on virtual AGM, we would need to send Annual Report to everyone ahead of time – this could happen by email and mail.

After some discussion about considerations, the committee decided on holding a virtual AGM on Monday, September 28. Susanne will inform Jean and it will be tabled at the Board meeting. We will also let staff know to start thinking about planning. A follow-up meeting with the MNO Committee will take place at a later date. Pierre has been in contact with candidates and will follow up with them again to confirm interest and to inform them of the AGM date.

#### **4. Communications**

##### **a. Website update**

Susanne reported that there was no update on the website. With the demands due to COVID, she hasn't been able to work on website content. Members thought it would be a good to launch the new website at the AGM if possible. Susanne will work towards the AGM as a goal for the new website.

##### **b. Branding update**

Susanne provided an update that the new logo (modern version of AG) was selected and the designer is finalizing branding. The designer is preparing templates (ie. letterhead, posters, business cards, etc.) with the new logo and branding. Once this is completed, it will prompt work on the website.

#### **5. Other Business**

None

#### **6. Next Meeting**

To be scheduled.



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## **Strategic Initiatives Committee Meeting Notes**

June 11, 2020

6:30 pm

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

Staff: Susanne Burkhardt, May Seto (recorder)

### **1. Partnerships and Grants**

#### **a. Grant application updates**

May provided an overview of the grant application summary and highlighted some of the successful grants received and new opportunities for funding due to COVID-19 that Applegrove applied to.

Susanne mentioned that she was focusing on trying to put Applegrove in a good financial position by applying to funding opportunities as there may be new risks of funding cuts once the pandemic is over. Susanne is giving some thought on how to address these issues. This discussion will be on the agenda for a future meeting.

### **2. Re-Opening**

#### **a. COVID-19 Risk Assessment/COVID-19 Risk Mitigation Strategies Plan**

Susanne highlighted the notes as an introduction and provided an overview of the risk assessments and mitigation strategies document which looked at administrative, onsite and off-site program areas at Applegrove. Members reviewed the document and asked questions. May suggested adding a category for income tax. Michael asked about whether virtual board meetings will continue until a vaccine is available. Susanne shared that the by-law only mentions virtual meetings being held during the emergency order. She will follow up with the City to see if there are updates.

The Committee felt that the planning process reflects consideration of the various risks and issues to be managed when Applegrove re-opens, and recognized that there are many potential impacts on programming, staff and financial resources.

#### **b. Summer Camp Update**

May provided an update on summer camp and shared that initially all summer camp options (in-person, hybrid, virtual) were on the table. After discussion and receiving some clear protocols from the Ministry of Health, it was decided that Applegrove would offer a reduced camp with 40 campers at Duke of Connaught if we could access space. A decision on this has not yet been made and Susanne will follow up with Jennifer to find out if more information is available. The option of running a smaller camp at the Toronto Formosan Church was no longer available as the Church decided not to offer Applegrove space.

May also shared the following details:

- Survey done with camp parents to assess interest/demand - majority are still interested and Applegrove would be full for many of the weeks
- Canada Summer Jobs funding confirmed and an email request made for a later start date for staff
- Summer staffing will be offered to existing afterschool and past summer staff as we require experienced staff that know Applegrove well
- Daily screening of campers and staff procedures
- 1 staff to 4 child ratio
- Physically distancing measures will take place
- No more than 10 staff/children in one room
- Groups stay together exclusively during the week, no interaction with other groups
- No trips and swimming may not be offered
- A space will be designated for any children who feel ill.
- Children or staff experiencing illness will be asked to stay home
- Extra cleaning and sanitation protocols

**3. Strategic Update Reporting** - deferred

**4. Special Projects** - deferred

**5. Organizational Surplus & Reserves** - deferred

**6. Other Business**

None

**Next Meeting:** To be determined (Susanne to send out poll with possible dates)

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## Board of Management Meeting

June 22, 2020

### AGENDA

**8:15**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of May 25 Board of Management Meeting (*attached*): to be accepted

**8:20**

- E. Personnel
  - E.1. Personnel Committee – Pay for Performance (*sent separately*)

**8:25**

- F. Executive Director’s Report

**8:30**

- G. Adjournment

### Next Meetings and Events

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



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## **Minutes of the Board of Management Meeting May 25, 2020 – by Webex conference call**

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

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

### **A. Call to Order/Adoption of Agenda**

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

### **B. Declaration of Conflicts of Interest**

None were declared.

### **C. Minutes of the April 30 Board of Management Special Meeting**

#### **MOTION** (Miceli/Valentine)

*To accept the minutes of April 30 Board of Management Special Meeting.*

**Carried**

#### **Recorded Vote:**

*Lim O'Brien – yes*

*Yardley – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab – yes*

### **D. Minutes of the April 30 Board of Management Meeting**

#### **MOTION** (Miceli/Riolo)

*To accept the minutes of April 30 Board of Management Meeting.*

**Carried**

#### **Recorded Vote:**

*Lim O'Brien – yes*

*Yardley – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab – yes*

**E. Personnel – deferred**

**F. Executive Director’s Report**

Susanne is turning her mind to funding due to the potential impacts of high levels of government spending on COVID-19. In order to strengthen Applegrove’s position we are working at collecting good statistics so that we can demonstrate our work and our value to current and potential funders. Staff have provided work plans so we can get a good sense of how time is allocated and what is taking longer or requires less time. Susanne and May will work to review work plans and speak with staff if adjustments are needed. Other thoughts are on COVID and screen fatigue and staff vacation time. Overall staff are doing a great job. Susanne emphasized that ongoing planning in the face of uncertainty is time consuming and challenging.

For Susan’s retirement, when things re-open Applegrove will do something to celebrate but in the meantime we will be organizing a drive-by retirement event for Susan in June. Members can participate and contribute towards a gift as well.

Moneca shared that the YWCA has opened a shelter at the Comfort Inn on Queen Street for women 16 years and older. This is a potential connection for Applegrove and the Executive Director is Heather McGregor. Susanne will follow up.

**G. Adjournment**

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

***Recorded Vote:***

*Lim O’Brien – yes*

*Yardley – yes*

*Kosny – yes*

*Miceli – yes*

*Valentine – yes*

*Riolo – yes*

*McNab – yes*

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

**Next Meeting:**

Monday, June 22, 2020      7 – 9 pm