



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, May 28, 2012

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

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

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

7:15

7. Minutes of the April 30, 2012 Board of Directors Meeting (*White*)
8. Program Report: Summer Youth Leadership

7:25

9. Finance and Fundraising
 - 9.1. SPA: for information

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

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

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

Motion needed to return to the public meeting.

7:50

10. Planning
 - 10.1. Strategic Planning (*Lavender*): for information, decisions and action
 - 10.2. The HAIG (*see Executive Director's Report*): for information, decisions and action

8:35

11. Directors' Concerns (see Executive Director's Report for Complaints report)
12. Adjournment



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Board of Management Meeting AGENDA -- Monday, May 28, 2012

8:40

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of April 30 Board of Management Meeting (*White*)

8:45

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

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

Motion needed to return to the public meeting.

8:55

- F. Executive Director's Report (*Pink*): for information and direction

8:58

- G. Correspondence List (to be distributed at the meeting): for information and decisions.

8:59

- H. Adjournment

Next Meetings / Events

Program Open House June 5

Volunteer Appreciation June 14

Board Meeting June 18 or 25



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Minutes of the Board of Directors Meeting April 30, 2012

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

Present: Natalie Coulter, Ann McKechnie, AHM Mustain Billah, Sydney Schultz (Chair), Neil Sinclair, Chris Sulway
Regrets: Ben Chong, Alana Honsch, Carmita Magnaye, Mary-Margaret McMahon,
Staff: May Seto (Recorder), Susan Fletcher

Next Meetings

Monday, May 28, 2012 – Board Meeting

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Sydney called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as amended.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Assigned timekeeper for meeting – Neil

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the February 27 Board of Directors Meeting.

MOTION (Sinclair/McKechnie)
To accept the minutes of February 27.
Carried.

8. Board Appointment

Susan informed the Board that Throy resigned to take on an employment position with Cecil Community Centre. Since there was a qualified and interested candidate at the AGM, the Board can appoint this individual to fill the remainder of Throy's term.

MOTION (McKechnie/Sinclair)

To appoint AHM Mustain Billah to fill the remainder of Throy Ross' 2 year term on the Board of Directors and to request the City to appoint him to the Board of Management.

Carried.

9. Officers and Committees

Board appointed the following officers and committees:

Chair: Sydney Schultz

Vice-Chair: Neil Sinclair

Treasurer: Ben Chong

Secretary: Carmita Magnaye

MOTION (Sulway/McKechnie)

To confirm the officers and for any 2 of the Chair, Treasurer, Secretary and Executive Director to act as signing officers.

Carried.

Personnel Committee members will consist of Ann McKechnie, Chris Sulway and Neil Sinclair. The Chair will be Ann McKechnie.

MOTION (Coulter/Mustain)

To confirm committee membership and chair as proposed.

Carried.

10. Finance and Fundraising

10.1 Draft Audited Statements for approval

Susan provided an overview and answered any questions.

MOTION (Sinclair/Coulter)

To endorse the audited statements.

Carried.

10.2 SPA Update

Susan provided an update on SPA.

10.3 Applicious Planning

Susan provided an update and floor plan of the site. Board members decided to hold the event on Saturday, September 15th at the Ashbridge's Bay site.

MOTION (Sinclair/McKechnie)

To authorize the Executive Director to enter into an agreement with Ontario Heritage on September 15 for the Applicious event.

Carried.

10.4 HAIG Fundraiser

Natalie provided information on the proposed HAIG fundraiser and answered any questions Board members had. The HAIG will also be doing a "date night" fundraiser on May 25 and a street garage sale in June.

Board of Directors Minutes

April 30, 2012

3

10.5 Imagine Canada

Susan asked Board Members to look at the material.

MOTION (Sinclair/McKechnie)

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

Carried.

11. Admin Budget Follow-up

Susan informed Board members about settlement discussion and its impact on the budget.

12. Strategic Planning

Susan provided an overview and recommended instead of scheduling another meeting, the Board should consider the issues of strategy and timing regarding Applegrove's Recreation Option. A small committee was formed to meet with Susan to discuss possible ideas.

MOTION (Coulter/Sulway)

To endorse any other actions or decisions from the in camera meeting.

Carried.

13. Directors' Concerns

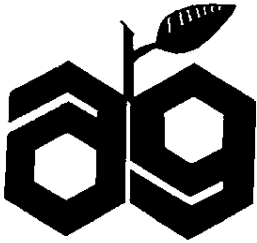
None

14. Adjournment

The meeting was adjourned on a motion by Ann McKechnie, seconded by AHM Mustain Billah.

Chair

Secretary



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Strategic Planning Proposal 2012

Meeting Notes – May 9, 2012

Present: Chris Sulway, Ann McKechnie, Susan Fletcher

This meeting came out of a discussion at the April Board meeting and the understanding that the City will implement both an AOCC¹ Governance Review and Community Infrastructure Review in 2012. Being ready for these reviews requires a clear and current understanding of Applegrove’s neighbourhood, members, community needs, community resources, etc.

During the discussion, we noted the following:

- agency priorities for the next year will probably focus on fundraising, membership and volunteerism, community engagement and communications.
- we need to focus on strategic planning activities that engage the community, build community cohesiveness, develop and strengthen strategic partnerships.
- full day kindergarten will be implemented in Duke in September 2014.

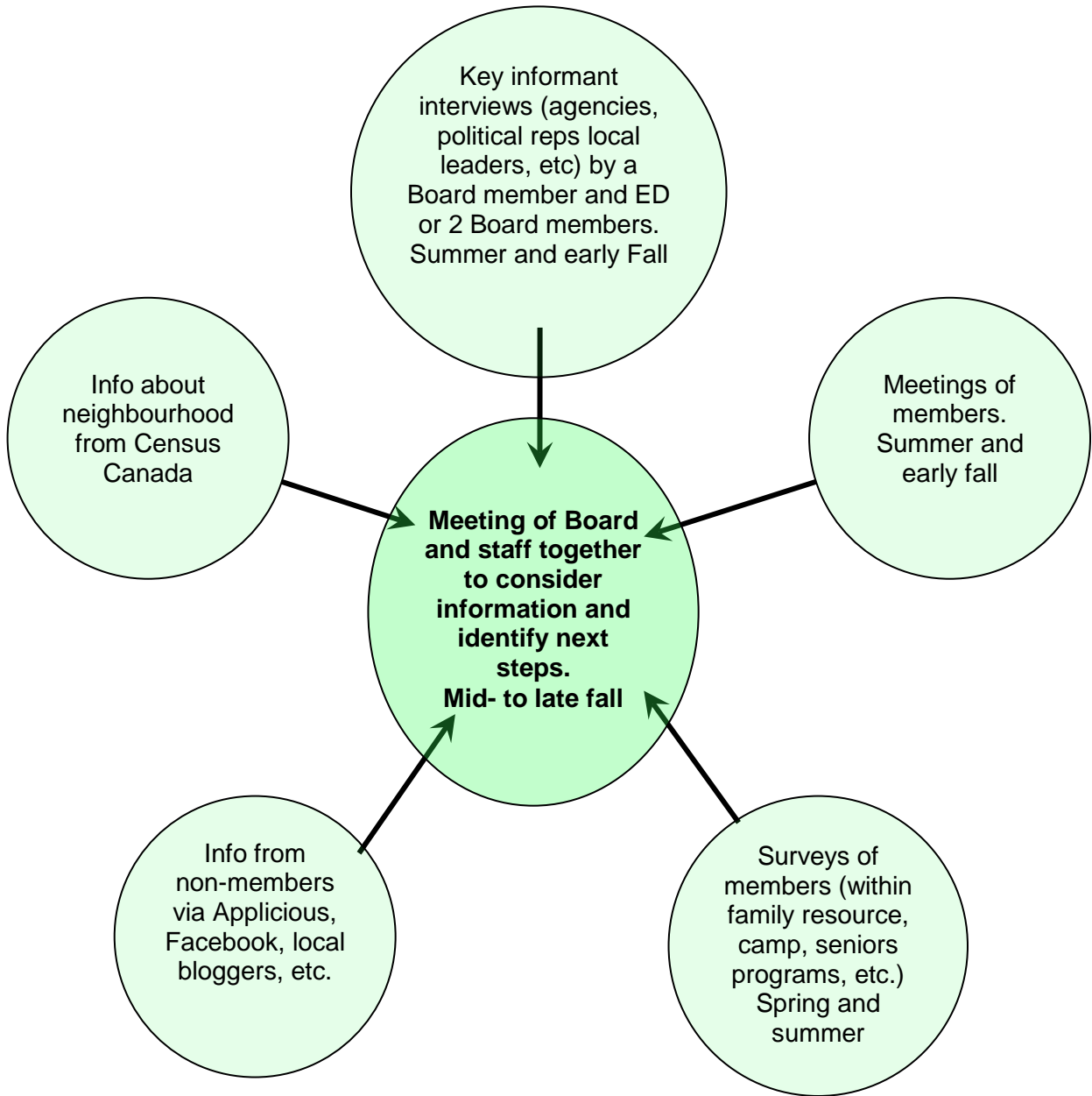
The next months will focus on data collection as shown in the diagram.

Related issues may include

- specific actions for Board members
- financial and performance metrics needed to measure what we are doing.
- identification of new possible partners.

¹ AOCC = Association Of Community Centres, the 10 centres like Applegrove governed by a City-appointed Board of Management.

Planning Diagram 2012





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Minutes of the Board of Management Meeting April 30, 2012

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

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

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the February 27 Board of Management Meeting

MOTION (McKechnie/Trudel)

To accept the minutes of January 30.

Carried

D. Board Appointment

Susan informed the Board that Throy resigned to take on an employment position with Cecil Community Centre. Since there was a qualified and interested candidate at the AGM, the Board can appoint this individual to fill the remainder of Throy's term.

MOTION (McKechnie/Sinclair)

To appoint AHM Mustain Billah to fill the remainder of Throy Ross' 2 year term on the Board of Directors and to request the City to appoint him to the Board of Management.

Carried.

E. Officers and Committees

Board appointed the following officers and committees:

Chair: Sydney Schultz

Vice-Chair: Neil Sinclair

Treasurer: Ben Chong

Secretary: Carmita Magnaye

MOTION (Sulway/McKechnie)

To confirm the officers and for any 2 of the Chair, Treasurer, Secretary Executive Director to act as signing officers.

Carried.

Personnel Committee members will consist of Ann McKechnie, Chris Sulway and Neil Sinclair. The Chair will be Ann McKechnie.

MOTION (Coulter/Mustain)

To confirm committee membership and chair as proposed.

Carried.

F. Labour Relations Update

No report.

G. Executive Director's Report

Susan provided overview and the Board will decide if June Board meeting will be on the 18th or 25th at May meeting.

MOTION (McKechnie/Sulway)

To accept the Executive Director's Report.

Carried.

H. Correspondence/Information

For information.

I. Adjournment

The meeting was adjourned on a motion by Ann McKechnie, seconded by Neil Sinclair.

Chair

Secretary

Next Meetings:

May 28, 2012: Board Meeting



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Executive Director's Report

May 16, 2012

Please note that there is no financial report in the Board packages because of the staffing gap due to restructuring.

I am writing this before SPA Night, so do not know how successful it will be!

Most of my time since the Board meeting has been absorbed by the administration budget preparation, SPA Night, and work related to the restructuring.

Budget 2013

The City Manager and Chief Financial Officer required a 2013 budget showing a 0% increase over 2012. While that sounds straightforward, the City also:

- identified “economic factors” (cost of living adjustments) for materials and supplies, equipment and purchased services. Most of these were increases; however, the City identified an expected decrease of 1.66% in telephone charges.
- required step increases for new union staff after completing 2,088 hours of work.
- required performance pay for management staff who are not at the top of their range.
- included an increase of more than 7.5% in the audit fee between the approved 2012 fee and the actual 2012 fee, resulting in the same increase applied to the 2013 audit fee.
- set a submission deadline for AOCC's of May 28, i.e. the day of the Board meeting.

In addition, the full year impact of Applegrove's restructuring had to be estimated. However, because the collective agreement covering our union staff has not yet been ratified, there were no cost-of-living-adjustments needed for union salaries.

Consequently, the initial 2013 budget shows an increase of about \$1,300 over the approved 2012 budget or about 0.4%.

The confidential Budget Summary included in your Board package shows the changes I recommend, including reinstating the reduction to the phone budget, which bring the proposed budget in at the required 0% increase. Please let me know in advance of the meeting if you would like additional details.

The HAIG (Happy Adults and Infants Growing)

Last week, the principal of Earl Haig called to let me know that they will need Room 10 for a new kindergarten class next fall. Consequently, Applegrove's HAIG program will need to find a new home. I have put the issue on the Board agenda.

Complaints and Grievances

As agreed at the October and November 2011 Board meetings, the Executive Director's Report now includes “Complaints”.

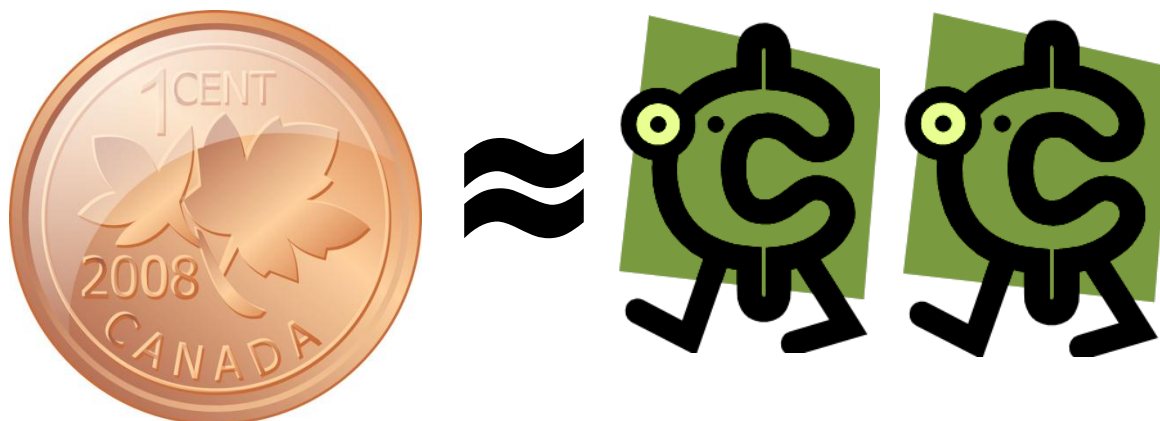
There were no additional complaints or concerns since the May Board meeting.

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

Respectfully submitted,

Susan Fletcher.

When does

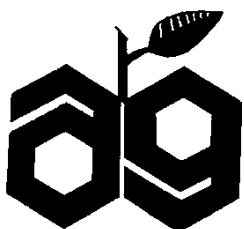


One penny = 2 cents for Applegrove!

***When you donate your old pennies,
a donor will match 300 pounds of pennies
with the equivalent amount of money!***

***You can receive a charitable receipt for your
donation of 1,000 pennies or more (\$10).***

***Clean out your
penny jar, piggy bank and purse,
and put your pennies to work
for Applegrove!***



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Charitable Number: 10671 8943 RR0001





Applegrove Events and Board / Committee Meetings – May 18, 2012
Office Phone 416-461-8143
“Together, Building Our Community”

www.ApplegroveCC.ca

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

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
20		21 Applegrove Closed for Victoria Day	22	23	24	25	26
27		28 Board	29 [Duke of Connaught School Council]	30	31		

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 [PA Day]	2
3		4	5 <u>Program Open House</u>	6	7	8	9 Duke Fun Fair
10 Toronto Challenge Run/Walk		11	12	13	14 <u>Volunteer Appreciation</u>	15	16
17		18 Board?	19	20	21	22	23
24		25 Board?	26	27	28 Last Day of School	29	30

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Happy Canada Day		2 Applegrove Closed for Canada Day	3 First Day of Camp	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28
29		30	31				

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

Applegrove Events and Board / Committee Meetings – May 18, 2012
Office Phone 416-461-8143

August Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Applegrove Closed for Simcoe Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24 Last day of camp	25
26	27	28	29	30	31	

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

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Applegrove Closed for Thanksgiving	9	10	11	12	13
14	15	16	17	18	19	<u>20</u>
21	22	23	24	25	26	27
28	29 Board	30	31			

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event.
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