



# 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 27, 2013**

**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

#### **7:05**

7. Minutes of the April 29 Board of Directors Meeting (*White*)

#### **7:10**

8. Strategic Planning Update (*Salmon*): for discussion and decision

#### **7:45**

9. Finance and Fundraising
  - 9.1. Audited Financial Statements for 2012 (*Green*): to be endorsed
  - 9.2. 2013 Year to Date Financial Report (*Green ledger sheet*): for information
  - 9.3. SPA Update: for information
  - 9.4. Admin Budget 2014 (to be circulated by e-mail and at the meeting)

#### **8:20**

10. Directors' Concerns
11. Adjournment



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**8:25**

### **Planning Applicious 2013**

(as suggested in November, there will be time on each agenda for the Board to work on Applicious)

- I. Report of discussion at April 29 Board meeting (*Goldenrod*): for information
- II. Update: report of May 22 Planning Meeting: for decisions



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## **Board of Management Meeting AGENDA -- Monday, May 27, 2013**

### **8:40**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of April 29 Board of Management Meeting (*White*)
- D. June Meeting Date: for decision

### **8:55**

- E. Executive Director's Report (*Pink*): for information
- F. Correspondence List (*to be distributed at the meeting*): for information and decision

### **8:59**

- G. Adjournment

### **Next Meetings**

June 17 or 24, 2013

Summer meeting?

September 30



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## **Minutes of the Board of Directors Meeting April 29, 2013**

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

Present: Alysha Brown, Irene Buncel, Natalie Coulter, Lynne Gray, Carmita Magnaye, Ann McKechnie, Sydney Schultz (Chair), Chris Sulway  
Absent: Neil Sinclair  
Staff: Susan Fletcher, Renate Schober, May Seto (Recorder)

### **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**

Sydney welcomed new Board Members and introductions were done.

### **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**

Renate, Applegrove's Seniors Program Worker, provided an overview of the program and answered Board Members' questions.

### **8. Minutes of the February 25 Board of Directors Meeting.**

**MOTION** (McKechnie/Magnaye)

*To accept the minutes with corrections of February 25.*

**Carried.**

### **9. Finance and Fundraising**

9.1. Audited Financial Statements for 2012 – *deferred to May Board Meeting*

Board of Directors Minutes

April 29, 2013

2

9.2. 2013 Year to Date Financial Report

Susan provided info and answered questions. Some clarifications were needed and an update will be provided, as well as a motion at the May Board Meeting.

9.3. SPA Update: for information

Susan provided an update of planning and ticket sales to date.

9.4. Donor Recognition

Susan showed members the new tree banner that will recognize donations. Members agreed that donor recognition levels be at \$25, \$50, and \$100.

**10. Officers and Committees**

The following officers were confirmed:

Board Chair – Ann McKechnie

Vice-Chair – Alysha Brown

Secretary – Sydney Schultz

Treasurer – Chris Sulway

**MOTION** (Coulter/Magnaye)

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

**Carried.**

Identification of Personnel Committee Members – *deferred to May Board Meeting*

**11. Danforth Pop-up Shop**

Susan provided an overview of the Danforth Pop-up Shop idea and asked for Board decision on whether to proceed with an application. The Board agreed that the timing and costs were a barrier and suggested deferring an application to the future.

**MOTION** (Brown/Sulway)

To defer application to a later call.

**Carried.**

**12. Directors' Concerns**

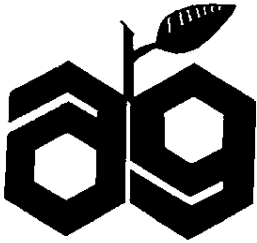
Following up to a February Board meeting inquiry about Focus Group results, Susan informed that the Focus Groups would be completed by May 1<sup>st</sup>. The results will be shared at the May Board Meeting.

**13. Adjournment**

The meeting was adjourned on a motion by Natalie Coulter, seconded by Ann McKechnie.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary



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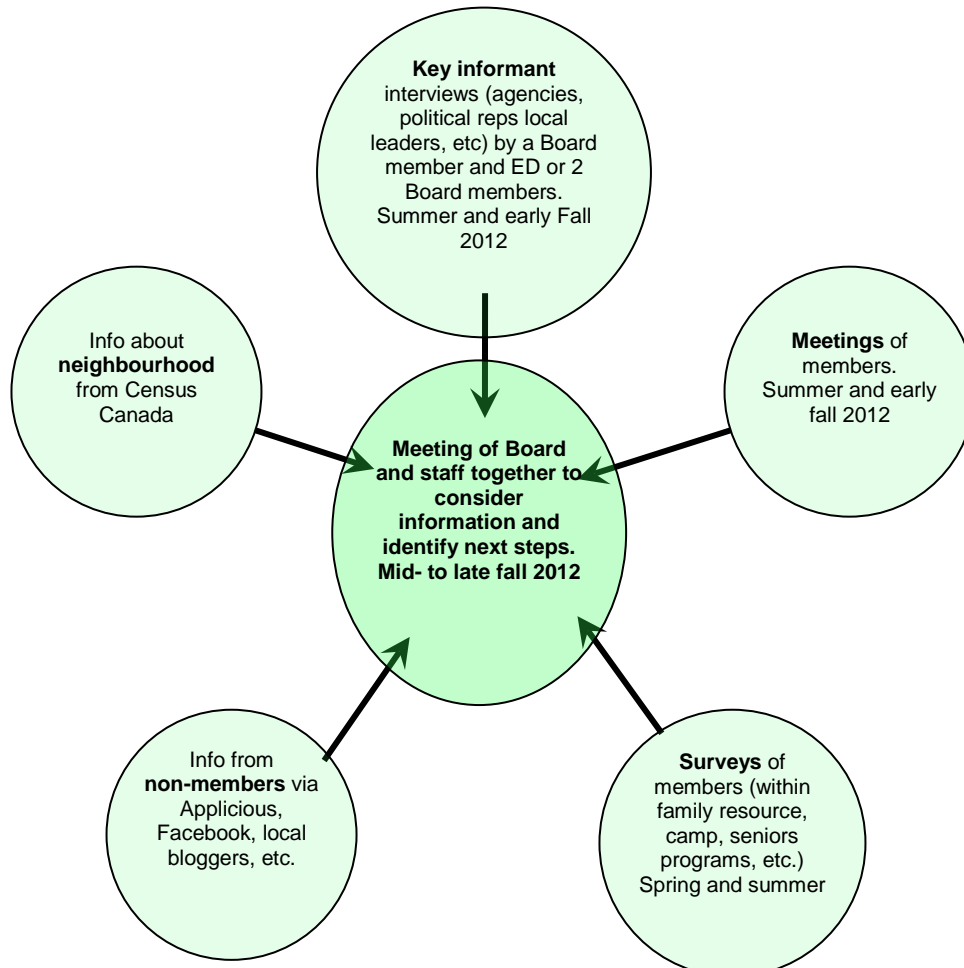


## Planning Update Reports from Focus Groups May 10, 2013

Last year, at the May 2012 Board meeting, the Board reviewed a report that noted:

- being ready for the expected City reviews requires a clear and current understanding of Applegrove’s neighbourhood, members, community needs, community resources, etc.
- 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 would focus on data collection as shown in the diagram below.

Applegrove’s planning process was delayed when it became clear that the City would not begin the reviews in 2012. Consequently, focus groups within programs were held between January and May 2013. Their results are summarized below, with all results included in an appendix which is confidential as it includes information about individual staff members.



#### **A. Demographic Data**

A volunteer has compiled 2011 Census data for the census tracts in Applegrove's catchment area, and will format the information into useful tables and charts in the early summer.

#### **B. Key Informants**

During the summer and early fall, 2012, Applegrove senior staff and Board members met with a number of key informants. The City's delays meant that contacts with additional key informants were postponed.

#### **C. Information from Non-members**

Over the next 6 weeks, Applegrove will work with a research class at York University. Students will develop a survey and administer it to passers-by outside certain local stores and at parks and playgrounds. Questions will focus on what they know about the agency, whether they attend programs, and if not, why. The students will also distribute agency information, so that these contacts will function as outreach as well as data collection.

#### **D. Focus Group Overall Summary**

Over about 3½ months, nearly 50 Applegrove members shared their feedback during 5 program-based focus groups facilitated by the Executive Director. As far as possible, the participants were anonymous; this, however, was not always possible since the facilitator knew some participants.

Within most sessions, participants were asked:

- What are we **good** at?
- What **barriers and challenges** (internal and external) do we have now and in the foreseeable future? What does Applegrove not do well? What would prevent us making the suggested changes? And how can we avoid or address these barriers and challenges?
- What **else** would you like to see Applegrove do in the neighbourhood?

A sixth special focus group was led by an outside facilitator and used a different process and questions. Its results are included in this summary and noted in the summaries by program and its participants are included in the list below.

All the reports were shared with the relevant program staff and the Program Director within a few days of the session.

For the most part, participants appreciated programming, activities and staff, as well as the sense of community that Applegrove builds. There were a number of comments that directly or indirectly suggested the need for better communication and advertising Applegrove's activities; for example, some of the suggestions for additional programming were activities that Applegrove already offers. In addition, participants in many areas suggested increased use of social media, including Twitter, FaceBook groups, etc.

#### **E. Participants**

In all focus groups, participants were given the option of not signing in or signing in as NN in order to remain anonymous. About 15 participants chose anonymity. Including these anonymous participants, more than 50 adults participated in the 6 groups. Participants in the family resource groups included both parents and caregivers.

Tessie Abut  
Adrienne Beecker  
Venessa Boudreau  
Alysha Brown  
Gwen Carroll  
Harold Chute  
Linda Coronel  
Chris Evask  
Janet Evask  
Belinda Forrest  
Taki Giourgas  
Ameira Gomes  
Lynne Gray

Laurel Holden  
Takuro Kamata  
Holly Ling  
Jennifer Macdonald  
Agnes MacKillop  
Doug MacKillop  
Sally Matti  
Carol McFall  
Ray McFall  
Vicky Montifor  
Gloria Plouffe  
Verona Rillamas  
Gabriela Santos

Sydney Schultz  
(observer)  
Donna Singh  
Natalie Slyfield  
Jackie Soliman  
Stanford Thomas  
Nilay Usakli  
Lorraine Webb  
Donna Wilson  
Laura Wilson  
John Woeton

## **F. Summaries by Program**

### **a. Parent/Child**

In all of the groups, including the evening session, participants appreciated circle time, fundraising, and support from staff. In all the groups, participants also identified a lack of welcome, which is being addressed as a significant concern by management.

Participants also identified concerns about the facility: that it is not sufficiently clean, the lack of stroller parking, the school bells, and the stairs.

### **b. Edgewood**

Participants appreciated the welcoming atmosphere, the sense of community, activities, fundraising, and support from staff. Their concerns focussed on requests for more structure within the program.

The Program Worker has already incorporated many of the suggestions, and is working on others such as a children's art board and an agency information board. Other requests, such as access to a toaster-oven, may not be possible in that facility.

### **c. Seniors**

Programming, variety, communication, and the welcoming atmosphere were among the many strengths identified by the older adults. Many of their concerns were that there were not enough spaces or not enough of particular activities. Not only did they have many suggestions for additional activities within the program and additional outreach, several individuals offered to help with activities and outreach.

### **d. After-School**

Overall, the parents' input was positive, with some suggestions for improvements, mainly around communication and expanding to JK/SK. It was clear that several participants did not know about other Applegrove programs; while these are the most computer-literate participants, many did not know that Applegrove had a website and/or other programs.

Applegrove Community Complex  
Year to date Income Statement  
as at 30/04/2013

	Admin		Program	P/C Drop-in		Edgewood Drop-in		HOBG		Therapeutic Play		After School		Teens Program		Seniors		Board		Nevada		Program	
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Total	Budget	General	Budget
<b>EXPENSES</b>																							
Salary	86,689	83,505	82,166	33,068	32,305	4,955	5,203	1,898	3,858	6,637	9,884	25,266	20,601	1,677	2,353	7,790	7,044	0	0	0	0	874	0
Benefit	20,772	19,366	15,010	10,103	12,772	2,180	2,232	95	450	473	1,828	1,519	749	71	223	492	657	0	0	0	0	77	0
Material & Supplies	2,424	2,820	17,845	799	1,758	268	473	11,479	7,202	287	1,450	2,099	4,000	444	567	2,352	997	101	0	0	0	0	0
Furniture & Equipment	229	813	223	0	100	0	25	223	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Purchased Services	4,164	6,964	6,380	545	1,249	2,130	2,423	132	0	570	283	471	1,183	0	651	888	3,355	1,643	0	0	0	0	0
Goods & Services Tax	0	0	53	0	0	0	0	0	0	0	0	0	0	0	0	53	0	0	0	0	0	0	0
<b>Total</b>	<b>114,278</b>	<b>113,468</b>	<b>121,676</b>	<b>44,516</b>	<b>48,183</b>	<b>9,533</b>	<b>10,356</b>	<b>13,827</b>	<b>11,510</b>	<b>7,968</b>	<b>13,445</b>	<b>29,355</b>	<b>26,533</b>	<b>2,192</b>	<b>3,793</b>	<b>11,575</b>	<b>12,053</b>	<b>1,744</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>952</b>	<b>0</b>
<b>INCOME</b>																							
<b>Government Funding</b>																							
City of Toronto	113,472	113,500	70,287	54,006	34,940	9,788	6,525	0	0	0	0	6,493	3,432	0	1,137	0	0	0	0	0	0	0	0
Province of Ontario	0	0	24,178	2,250	4,000	0	0	0	0	0	0	0	0	0	0	21,576	10,771	0	0	0	0	352	0
Federal Government	0	0	7,073	0	0	0	0	7,073	9,431	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Government</b>	<b>113,472</b>	<b>113,500</b>	<b>101,537</b>	<b>56,256</b>	<b>38,940</b>	<b>9,788</b>	<b>6,525</b>	<b>7,073</b>	<b>9,431</b>	<b>0</b>	<b>0</b>	<b>6,493</b>	<b>3,432</b>	<b>0</b>	<b>1,137</b>	<b>21,576</b>	<b>10,771</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>352</b>	<b>0</b>
<b>Non-Government Funding</b>																							
Charitable Organization	0	0	2,839	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,839	0	0	0	0	0
Foundation/Corporation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	67	0	0	0	0	0	0	0	0
<b>Total Non-Government</b>	<b>0</b>	<b>0</b>	<b>2,839</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>67</b>	<b>0</b>	<b>0</b>	<b>2,839</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Donation/Fundraising</b>																							
Charitable Donation-individual	0	0	4,285	372	0	99	0	176	0	0	0	140	0	0	0	0	0	3,498	0	0	0	0	0
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
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
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
Fundraising	0	0	1,404	958	500	446	2,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Donation/fundraising</b>	<b>0</b>	<b>0</b>	<b>5,689</b>	<b>1,330</b>	<b>500</b>	<b>545</b>	<b>2,000</b>	<b>176</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>140</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,498</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Others</b>																							
User Fee	0	0	26,640	0	0	0	0	0	0	0	0	25,683	21,200	0	0	957	2,209	0	0	0	0	0	0
Miscel	19	0	372	197	0	0	0	0	0	0	0	0	0	0	0	0	0	169	0	0	0	7	0
Other Fees	0	0	1,844	0	0	0	0	0	0	0	0	0	0	0	0	1,837	0	0	0	0	0	7	0
GST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Others</b>	<b>19</b>	<b>0</b>	<b>28,856</b>	<b>197</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>25,683</b>	<b>21,200</b>	<b>0</b>	<b>0</b>	<b>2,794</b>	<b>2,209</b>	<b>169</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>113,491</b>	<b>113,500</b>	<b>138,921</b>	<b>57,783</b>	<b>39,440</b>	<b>10,333</b>	<b>8,525</b>	<b>7,249</b>	<b>9,431</b>	<b>0</b>	<b>0</b>	<b>32,315</b>	<b>24,632</b>	<b>0</b>	<b>1,203</b>	<b>24,370</b>	<b>12,980</b>	<b>6,506</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>365</b>	<b>0</b>
<b>SURPLUS(DEFICIT)</b>	<b>(787)</b>	<b>32</b>	<b>17,245</b>	<b>13,268</b>	<b>(8,743)</b>	<b>800</b>	<b>(1,831)</b>	<b>(6,578)</b>	<b>(2,079)</b>	<b>(7,968)</b>	<b>(13,445)</b>	<b>2,960</b>	<b>(1,901)</b>	<b>(2,192)</b>	<b>(2,590)</b>	<b>12,795</b>	<b>927</b>	<b>4,762</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(586)</b>	<b>0</b>
Board transfer/in-kind support				0															0				
<b>FINAL SURPLUS(DEFICIT)</b>	<b>(787)</b>	<b>32</b>	<b>17,245</b>	<b>13,268</b>	<b>(8,743)</b>	<b>800</b>	<b>(1,831)</b>	<b>(6,578)</b>	<b>(2,079)</b>	<b>(7,968)</b>	<b>(13,445)</b>	<b>2,960</b>	<b>(1,901)</b>	<b>(2,192)</b>	<b>(2,590)</b>	<b>12,795</b>	<b>927</b>	<b>4,762</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(586)</b>	<b>0</b>



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## **Applicious Planning Notes April 2013**

(as suggested in November, there will be time on each agenda for the Board to work on Applicious)

These notes summarize the discussion at the April 29 Board meeting, as well as previously decided information.

- I.** Location: Ontario Heritage Trust approved our request for the Ashbridge Estate.
- II.** Date: Saturday, Sept. 14 as decided at the January meeting.
- III.** Targets: financial target of \$10,000 as decided in January (see draft budget)
- IV.** Planning jobs (for information and amendment)
  - Sponsors and Donors: refining sponsorship proposal, researching potential sponsors and donors, contacting them, etc. (Neil)
  - Refreshments: decide how to manage refreshment (e.g., do we sell food/drinks or do we have restaurants pay to sell them) and implement the decision
  - Entertainment: recruit entertainers and the MC, plan the agenda
  - Vendors: set fee, determine how many vendors can be accepted, recruit and manage vendors
  - Prizes: work with Sponsor/Donor lead person to define how many prizes are needed, help contact prize donors
  - Silent Auction: (see below) If the event will include a silent auction, work with Sponsor/Donor lead to define the maximum number of items, help contact donors, create bid sheets, manage the auction
  - Games and Activities: work with the Board to define the number and type of inflatables, what other games and activities, work with the Prize lead to define how many prizes are needed, determine supplies, equipment, staffing needed, etc.
  - Facility, Equipment and Layout: work with leads for Refreshment, Silent Auction, Vendors and Games to define what equipment is needed and plan layout, work with Sponsor/Donor lead and Board to define budget for equipment, locate equipment for rental, borrowing, purchase, etc.
  - Volunteers/Staffing: work with relevant leads to define the preparation and day-of event jobs, recruit and train volunteers
  - Marketing and Publicity: design and distribute the poster, publicize in traditional and electronic media, ensure media packages are available at the event
  - Admin and Coordination: Susan

<b>Number</b>	<b>Issue</b>	<b>Details</b>	<b>Action</b>	<b>Time Frame</b>
<b>V.</b>	Contacts	Board members should complete contact forms to help Applegrove access potential sponsors and donors.	Return completed contact forms	Immediate
<b>VI.</b>	Theme	New suggestion of "The Core of the Community"	Agreed	At April Board meeting
<b>VII.</b>	Cider Sales	Decide whether to apply for a Special Occasion liquor licence and sell cider at the event. (see March 12 Notes).	Staff to find out whether the whole area can be licensed (so guests do not have to stay in "beer tent")	Decision needed by June Board meeting
<b>VIII.</b>	Food Vendors	Consider what price to charge to food vendors. Discussion of \$100 to \$250.	Staff/Board members to find out what Leslieville market charges	Decision needed by May Board meeting
<b>IX.</b>	Silent Auction, Raffle, etc	Consider whether to include a silent auction and/or raffle. Discussion of the work and time frame needed for raffle (see attached information)		Decision needed by May Board meeting

**X. Alcohol Update:**

- AGCP confirmed by phone that the whole area should be licensable as it is enclosed by a fence.
- outdoor special event permit requires
  - application to LCBO store at least 30 days in advance (August 14)
  - notification to local police, health, fire department and the municipal clerk at least 30 days in advance

**XI. Food Update:** market charges \$30 per week and will circulate our info to vendors.

**XII. Next Meeting:** May 22 at 7 p.m. at Applegrove

## Gaming & Licensing - raffles

A raffle is a lottery scheme where tickets are sold for a chance to win a prize at a draw. Examples are 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

### Approval timeframe:

- New organization – up to 30 business days [7 weeks +, i.e. July 24 deadline]
- Provincial licence – up to 40 business days
- Amendments – up to 7 to 10 business days

Incomplete applications: all information including appropriate documentation and fees must be included with your application. Incomplete packages will be returned to your organization. It is your responsibility to notify the City Gaming Services of any changes to your Board of Directors, programs and services, etc.

## Fees

All licence fees must be paid by cheque from the lottery trust account and signed by two officers. Cash and personal cheques are not accepted.

- Total prizes of up to \$300: \$10.36
- Total prizes from \$301 to \$50,000: 3%
- Total prizes more than \$50,000: Provincial licence required. The approval timeframe is up to 40 business days. For information on provincial licences, see the [AGCO website](#).

## Required documents

For raffles with prizes up to \$50,000, the following must be submitted to the City:

- **Fee for first-time applicants:** \$25.91 (non-refundable) administration fee paid by cheque from the lottery trust account. Cheque payable to Treasurer, City of Toronto. (Cash and personal cheques not accepted.)
- **Licence fee:** As outlined above
- **Form:** [Application to Manage and Conduct a Raffle lottery](#) (AGCO)
- **Form:** [City of Toronto questionnaire](#) (PDF) requires the following:
  - Registered name and operating name of organization
  - Contact information
  - Registration information
  - Detailed expenses associated with the delivery of program and/or services intended for lottery proceeds
  - Membership numbers
  - Fiscal year-end information
  - Gaming events currently being conducted
  - Lottery trust account information
- Information on designated members in charge
- Organization's constitution and/or by-laws (signed and dated)
- Letters patent (where applicable)
- Current board of directors, including names, addresses, phones numbers and their positions

- Preceding and current years' operating budget, including all sources of revenues and expenses
- Most recent annual financial statement
- Proposed lottery budget
- Membership list, if applicable
- Revenue Canada notification of registration letter, where applicable
- Current copy of documents filed with Revenue Canada under the Charities Accounting Act or Income Tax Act
- Background information on organization
- Written confirmation of prize donations or purchases
- Receipt of value of prizes (jewellery, antiques, art, etc.)
- Receipt and/or invoice (including donated prizes) for prizes over \$500
- Trips: All trips awarded as prizes must include accommodations and/or minimum of \$500 cash prize which may be used towards accommodation; all travel agents must be registered with the Travel Industry Council of Ontario (TICO)
- Sample ticket
- Sequence of ticket draws (lowest to highest prize or highest to lowest prize)
- Indication of whether winning ticket will be placed back in the drum/container
- Letter of credit with an expiry date 45 days after the event, when the total prize value is \$10,000 to \$50,000
- Medium of advertisement (TV, radio, flyers, etc.)
- Samples of promotional materials to be used with the raffle



# 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”**



## **Minutes of the Board of Management Meeting April 29, 2013**

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

Present: Alysha Brown, Irene Buncel, Natalie Coulter, Lynne Gray, Carmita Magnaye, Ann McKechnie, Sydney Schultz (Chair), Chris Sulway  
Absent: Neil Sinclair  
Staff: Susan Fletcher, May Seto (Recorder)

### **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 25 Board of Management Meeting**

**MOTION** (Sulway/McKechnie)

To accept the minutes of February 25.

**Carried**

### **D. City Policy on Use of Resources during an Election**

Susan provided a copy of what Applegrove has. The Board agreed to send the City a copy and inquire if it is sufficient.

### **E. Officers and Committees**

The following officers were confirmed:

Board Chair – Ann McKechnie

Vice-Chair – Alysha Brown

Secretary – Sydney Schultz

Treasurer – Chris Sulway

**MOTION** (Coulter/Magnaye)

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

**Carried.**

Identification of Personnel Committee Members – *deferred to May Board Meeting*

### **F. Executive Director's Report**

**MOTION** (McKechnie/Coulter)

To accept the Executive Director's Report.

***Carried.***

**G. Correspondence List**

***MOTION*** (Coulter/Sulway)

*To accept the suggested actions.*

***Carried.***

**H. Adjournment**

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

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Chair

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Secretary

**Next Meeting:**

Monday, May 27 at 7:00 p.m. – next Board Meeting.



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## **Executive Director's Report**

May 17, 2013

### **SPA Night**

The event was last night – as I write, Shelley and May are putting the office back to its usual work environment. But for 3 hours, the office was a beauty salon (hair, manicures and cranio-sacral), the gym was a massage studio, and the school staff room was transformed in an oasis of tranquil deliciousness!

There were significant challenges at the beginning, as several practitioners did not show up. Louise and May worked their scheduling magic and re-arranged appointments so the clients had alternative services.

A quick glance through the evaluation cards showed most of the clients and practitioners enjoyed their evening! I will have more detailed information, as well as financial results, at the meeting.

There were leftover copies of the listing of donors and practitioners, which I have included in the Board package for your information.

### **Update on Planning**

As noted at the February meeting, I had planned to bring the results of the focus groups to this meeting. The enclosed report summarizes the overall planning process and the focus group results. A confidential appendix includes the results of each group.

The report also notes that demographic data and information from the “non-member survey” should be available in the early summer.

To that end, I would like to suggest an August special meeting to consider organizational directions suggested by all the results (demographic, survey, focus groups). This would be the meeting shown in the center of the diagram on the first page of the report.

### **Admin Budget 2013**

As I write, I have not yet received the budget guidelines, and cannot yet use the City's FPARS budget tool (Financial Planning Analysis Reporting System). The City continues to target mid-June as the submission deadline.

The lack of information means that I have been able to do only the most basic work on the 2014 budget; however, I will draft something based on the anticipated guideline, and circulate the draft by e-mail for the May 27 Board meeting.

Please note that I am leaving on June 1 for 2 weeks vacation out of the country. I have informed the relevant budget staff of this, and that I must therefore finish and submit Applegrove's budget on May 31, or wait until after June 17.

### **Election Policy**

At the April meeting, the Board of Management considered the City's request for our policy about use of resources during an election. The Board asked me to forward Applegrove's existing, somewhat broader policy. I sent it on May 6; the City's policy consultant said he would review it, but has not yet responded.

### **Coming Events**

#### **Edgewalk**

The 3<sup>rd</sup> year of Edgewood's fundraising walk is planned for the evening of Thursday, June 6. It is an easy stroll around the block that Corpus Church is on. And you know that your pledges will support children's development in our neighbourhood.

P.S.: we started using "Edgewalk" before the CN tower did. You can start with our Edgewalk around the block, and work up to Edgewalk off the CN Tower!

#### **Toronto Challenge Run/Walk**

On Sunday, June 9, help to support Applegrove's activities for older adults, as well as seniors' programming across Toronto. The Toronto Challenge 5 kilometer run or walk starts and ends at Metro Hall, welcomes dogs on leashes and kids in strollers, and provides a nice tour up to Queen's Park and back. There will be registration forms at the Board meeting, or you can register on-line at [www.toronto.ca/challenge](http://www.toronto.ca/challenge). \$20 for adults; \$10 seniors, disabled, ages 14 and under; \$40 family of 2 adults, 2 children or 1 adult, 3 children. These fees cover the event cost, your t-shirt, and support the City's seniors programming; your pledges come directly to Applegrove and support subsidies for our seniors to participate in our activities. (There is also a 1 km walk, but I know you can do the 5 k!)

#### **Applicious**

In partnership with the Ontario Heritage Trust, we will hold our Applicious Fall Festival on Saturday, September 14. Family fun, food, entertainment and more, all building community and supporting Applegrove.

### **Complaints and Grievances**

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

An individual e-mailed a concern but did not specify that it was a complaint. May addressed the area of concern and the individual seemed satisfied with the resolution.

There have been no grievances.

Respectfully submitted,

Susan Fletcher.



www.ApplegroveCC.ca

## Applegrove Events and Board / Committee Meetings – May 21, 2013

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.

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19		20 Applegrove Closed for Victoria Day	21	22 7 p.m. Planning Applicable	23	24	25
26		27 Board	28	29	30	31	

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

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Applegrove Closed for Canada Day	2 First Day of Camp	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			

**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 – May 21, 2013**  
**Office Phone 416-461-8143**

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

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

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

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**Applegrove Events and Board / Committee Meetings – May 21, 2013**  
**Office Phone 416-461-8143**

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

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

Applegrove closed for winter break

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