



# 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 26, 2014**

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

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

### **6:45 Optional Light Supper**

#### **7:00**

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

#### **7:05**

7. Program Presentation: Applegrove Parent/Child Program

#### **7:20**

8. Minutes of the April 28 Board of Directors Meeting (*White*): to be accepted
9. Planning Follow-up: for discussion and direction
  - 9.1. Scoring of Staff Action Ideas (*Salmon*)
  - 9.2. Summary of 2014 PC Focus Groups (*Salmon*): for information
  - 9.3. Generate ideas for additional actions
  - 9.4. Discussion of agency directions

#### **7:45**

10. Agency Structure and Processes
  - 10.1. Thinking about an Executive Committee (*Lavender*): for discussion and direction
  - 10.2. Electronic Board Packages / Reduced Paper Options (see Executive Director's Report): for discussion and decision

#### **8:00**

11. Finance and Fundraising
  - 11.1. 2014 Year to Date Statistics (*Yellow*)
  - 11.2. 2014 Year to Date Financial Report (*Green*) for information and endorsement

#### **8:10**

- 11.3. Applicable deferred from April meeting
  - i) Budget (*Goldenrod*): to be endorsed
  - ii) Update on plans (see April board package): for information and direction
- 11.4. Fundraising (*To be distributed at the meeting*): for direction and decisions

**8:20**

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

12. 2015 Budget (*Grey*) for information and decisions

Motion needed to return to the public meeting.

**8:40**

13. Directors' Concerns

14. Adjournment



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### **Board of Management Meeting AGENDA -- Monday, May 26, 2014**

**8:45**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of April 28 Board of Management Meeting (*White*)

**8:50**

- D. Executive Director's Report (*Pink*): for information and decision

**8:55**

- E. Correspondence List (*Cream*): for information and decisions
- F. Adjournment

#### **Next Meetings**

Board meeting proposed for June 23 (one week early)



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## **Minutes of the Board of Directors Meeting April 28, 2014**

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

Present: Tolga Ay, Alysha Brown, Kyle Brown, Irene Buncel, Lynne Gray, Ann McKechnie  
(Chair), Chris Sulway, Antoine Tedesco  
Regrets: Councillor McMahon, Neil Sinclair  
Staff: Susan Fletcher, May Seto (Recorder)  
Guest: Vai Teng Law

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

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

### **2. Welcome and Introductions**

### **3. Declaration of Conflicts of Interest**

None were declared.

### **4. Timekeeper**

Timekeeper for meeting – Tolga

### **5. Volunteer Hours**

Members provided their volunteer hours.

### **6. Donation Envelope**

The donation envelope circulated.

### **7. Minutes of the February 24 Board of Directors Meeting.**

**MOTION** (Ay/Gray)

*To accept the minutes of February 24.*

**Carried.**

### **8. Planning Follow-up: for planning and direction**

8.1. Results of Staff Strength, Weakness, Opportunity, Threat (SWOT) Analysis and Actions  
Susan provided an overview of the report. Actions that resulted from discussion are:

- a) Ann will try to attend the next staff meeting and inform staff that they are welcome to attend board meetings.
- b) Invite staff to do program presentations regularly.

8.2. Discussion of agency directions

Members will email Susan their 3 top priorities for discussion at the next Board meeting.

**9. Terms of Office, Officers and Committees**

9.1. Identify Board member with One Year Term

Chris Sulway volunteered to take the one-year term Board position.

9.2. Select Officers

Chair: Ann McKechnie

Vice Chair: Alysha Brown

Secretary: Lynne Gray

Treasurer: Chris Sulway

9.3. Consider Implementing an Executive Committee (Deferred)

9.4. Select Committee Members (Personnel, Nomination)

Personnel Committee members include: Neil, Chris, Lynne, Ann

Nomination Committee members include: Susan, Tolga, Kyle

**MOTION** (Sulway/Ay)

*To confirm the one-year term, officers and committee members.*

**Carried.**

**10. Finance and Fundraising**

**Carried.**

10.1. Audited Financial Statements for 2013: to be endorsed

Susan provided an overview of the first statements from our new auditor.

**MOTION** (Sulway/Ay)

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

**Carried**

10.2. Management Letter

Susan provided an overview of the Management Letter and the draft response in consultation with the Chair, Treasurer and Bookkeeper.

**MOTION** (Tedesco/K Brown)

*To return to the public meeting.*

**Carried.**

**MOTION** (Gray/Ay)

*To accept the Audited Financial Statements as circulated.*

**Carried.**

**MOTION** (Sulway/A Brown)

*To direct staff to implement actions discussed in the agency's response to the Management Letter.*

**Carried.**

- 10.3. 2014 Year to Date Financial Report (Deferred)
- 10.4. Applicable (Deferred)
- 10.5. Fundraising (Deferred)

### 11. 2014 Budget

**MOTION** (Sulway/Ay)

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

**Carried**

The Program Director was excluded for this discussion, and the Executive Director was excluded for a portion of the discussion.

**MOTION** (Tedesco/K Brown)

*To return to the public meeting.*

**Carried.**

**MOTION** (Sulway/A Brown)

*To direct staff to implement the pay for performance and retroactive pay as discussed.*

**Carried.**

### 12. Directors' Concerns

Ann extended Neil's invitation to all Board Members for a social at his home on May 8 in the evening.

Irene asked whether a letter or thank you card was sent to Board Members who resigned; Susan confirmed that she had sent a thank you letter.

Ann also acknowledged Susan's 25<sup>th</sup> Anniversary with Applegrove and thanked her for her dedication and years of service.

To help build our partnership with the school, Ann suggested that we invite members of the school administration to a future Board Meeting

### 13. Adjournment

The meeting was adjourned on a motion by Alysha Brown, seconded by Tolga Ay.

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Chair

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Secretary

**Next Meeting:**

Board Meeting: Monday, May 26<sup>th</sup> at 7:00 p.m.



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## Ratings of Actions Identified by Staff Group

May 14, 2014

Following up on the April Board meeting’s discussion of the staff SWOT Analysis and Actions, Board members were asked to identify their top 3 priorities for the agency from the items on page 2 of that report.

The table below shows the scores reported by the 9 community Board members. The second table (page 2) omits items scored 4 or above and shows the remaining items in order of the number of votes they received.

| number        | Scores |     | Item  |
|---------------|--------|-----|---|
|               | x      |     |   |
| 1, 1, 2, 3    | x x x  |     | enhancing after-school programming through one or more of <ul style="list-style-type: none"> <li>▪ accommodating FDK,</li> <li>▪ starting a homework club</li> <li>▪ expanding after-school</li> </ul>        |
| 1,4           |        |     | additional day of PC  |
|               |        | no  | agency van or car to transport people (e.g. seniors) and materials  |
| 1, 4          |        |     | implementing arts-based programming   |
| 2, 2, 3, 3, 3 | x x    |     | improve Applegrove space such as <ul style="list-style-type: none"> <li>▪ more space to accommodate designated work space for each program</li> <li>▪ moving seniors programming to the main floor</li> </ul> |
| 1, 1, 2, 5    | x      |     | enhancing administrative funding  |
| 2, 3          | x      |     | identifying additional program resources such as <ul style="list-style-type: none"> <li>▪ funding and donor opportunities</li> <li>▪ dedicated computers for program staff</li> </ul>                         |
| 2, 3          | x x    | n/a | identifying and implementing methods of increasing diversity among participants, i.e. better serving diverse neighbourhood residents  |

| Scores        |       | Item  | Votes  |   |
|---------------|-------|---|--|---|
| number        | x     |   |  |   |
| 1, 1, 2, 3    | x x x | enhancing after-school programming through one or more of <ul style="list-style-type: none"> <li>▪ accommodating FDK,</li> <li>▪ starting a homework club</li> <li>▪ expanding after-school</li> </ul>        | 7  |   |
| 2, 2, 3, 3, 3 | x x   | improve Applegrove space such as <ul style="list-style-type: none"> <li>▪ more space to accommodate designated work space for each program</li> <li>▪ moving seniors programming to the main floor</li> </ul> | 7  |   |
| 1, 1, 2,      | x     | enhancing administrative funding  | 4  |   |
| 2, 3          | x x   | n/a   | identifying and implementing methods of increasing diversity among participants, i.e. better serving diverse neighbourhood residents | 4 |
| 2, 3          | x     | identifying additional program resources such as <ul style="list-style-type: none"> <li>▪ funding and donor opportunities</li> <li>▪ dedicated computers for program staff</li> </ul>                         | 3  |   |
| 1             |       | additional day of PC  | 1  |   |
| 1             |       | implementing arts-based programming   | 1  |   |
|               |       | no  | agency van or car to transport people (e.g. seniors) and materials   |   |

#### Board members' comments

- All of the Action Ideas are important; hopefully we tackle them all in the months following. The rest of these actions can continue to be on the list but these three are important for I feel we can still discuss and work on in smaller committees.
- I want to share an insight on where community programs and community centers are moving in other jurisdictions. More and more there is a need for outsourcing programs where we take the programs to where they are needed and not a central depository of a center. Imaging outreaches to day cares, schools and seniors residences. Applegrove goes to the need not asking the need to come to the center. This is underway in other cities as a more effective way of engaging your community.
- Not on the SWOT analysis is the key priority of changing our electronic backbone to enhance fundraising. A key and critical priority.

#### Responses from

Alysha, Ann, Antoine, Chris, Irene, Kyle, Lynne, Neil, Tolga

## **Focus Group Results Summary Morning and Afternoon, April 30, 2014**

### **Summary**

Although the answers showed differences between the morning and afternoon groups, those differences did not show up in the composition of the groups. The morning and afternoon sessions both included participants with from 1 to 5/6 children, participants who had been coming for more than 5 years, and a mix of parents and caregivers.

However, while multiple members of one group identified supportive, caring and knowledgeable staff as a strength, several participants in the other group identified lack of staff involvement as a weakness.

Overall, the responses confirmed that the Parent/Child program and the agency as a whole offers friendship and support as it meets neighbourhood needs. The responses also showed areas for improvement as well as unmet needs.

### **What does Applegrove do well? (see below for all the responses)**

Common themes include:

- ✓ building community
- ✓ a safe, supportive environment
- ✓ caring, knowledgeable staff
- ✓ children's development
- ✓ specific aspects of the programming including circle, fundraising, trips, snacks and more.

### **Problems, challenges, barriers**

These include:

- facility issues such as infrequency of floor cleaning, stairs, stroller parking, lack of access to the gym, room temperature, and chlorine delivery during programming hours.
- hours of operation
- staff involvement
- specific programming issues including keeping children out of the kitchen during circle time, the variety of snack food, and not enough literacy activities and circle time.

One participant faced challenges in getting children to leave the center; possibly this is also a strength – how much children enjoy the program.

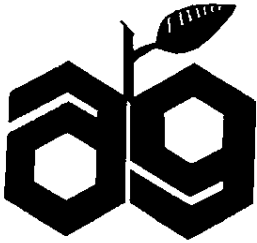
### **What else would you like to see Applegrove do in the neighbourhood?**

Most suggestions focussed on the Parent/Child Drop-in, including a number of suggestions regarding cleaning and refreshing the facilities, toys and equipment. In addition, participants recommended

- outreach strategies
- involvement ideas
- layout changes
- alternative and/or additional programming hours
- enhancing staffing via students and volunteers

Other suggestions for Applegrove as a whole included

- additional programs
- more fundraising



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## Thinking about an Executive Committee

May 12, 2014

**Present:** Ann, Chris, Lynne, Susan

**Regrets:** Alysha

As a result of informal discussion earlier this year, the officers met to think together about Applegrove forming an executive committee.

The Procedural Bylaws for the charity and the City agency both currently state that there will be no executive committee. The Board has the power to change the procedural bylaws (unlike the constitutions that can only be changed at an annual meeting).

A discussion of the purpose of such a committee included a consideration of the following questions from [http://www.help4nonprofits.com/BrainTeaser/BrainTeaser-Role\\_of\\_Executive\\_Committee.htm](http://www.help4nonprofits.com/BrainTeaser/BrainTeaser-Role_of_Executive_Committee.htm)

- What would help our board do its job better?
- What could the committee be doing, to ensure all board members are engaged in the board's leadership role?
- How could they help aim the board at community end results as the board's primary area of accountability? How could they help the board focus on measuring the organization's results in the community?
- How could this committee help the board understand how to be accountable for legal oversight and operational oversight?
- What role might this committee have in annual planning for the organization? In creating and maintaining the board's ongoing education program?
- What might the committee's role be in recruitment? Orientation?
- Would this be the group that should set the agenda for the board's meetings?
- What other work might this committee handle, to ensure the board has everything it needs to do its job in a way that effectively and accountably aims at creating great results for the community?

There was agreement that the general purpose would be to develop strategies for Board discussions to help all board members focus on the key issues, including planning timelines for anticipated decisions (such as the admin budget) and identifying questions and processes to guide discussions. Consequently, we may decide to call it the Governance or Board Development Committee.

There was also agreement on the following more specific purposes:

- Strategic leadership including
  - Timelines for strategic planning
  - Develop and recommend to the board, the board's annual workplan
  - Ensuring compliance with the board workplan and identifying issues for future workplans
  - Board training/development/education/engagement
  - Functioning as a nominating committee

- Acting in place of the Board in urgent situations or in the summer or when Board cannot achieve quorum, i.e., “make decisions binding on the board in situations where it is not possible or practical to call a meeting of the board, or where the board has authorized the committee to act and report the decision at the next board meeting” (from the Ontario Hospital Association “sample responsibilities”)
- Providing advice to the Executive Director on board agendas
- Dealing with routine matters to allow the Board to address complex issues. Routine matters
  - would include
    - City policies
    - Correspondence
  - would exclude
    - financial commitments
    - any significant changes in programming

**Proposed terms of reference:**

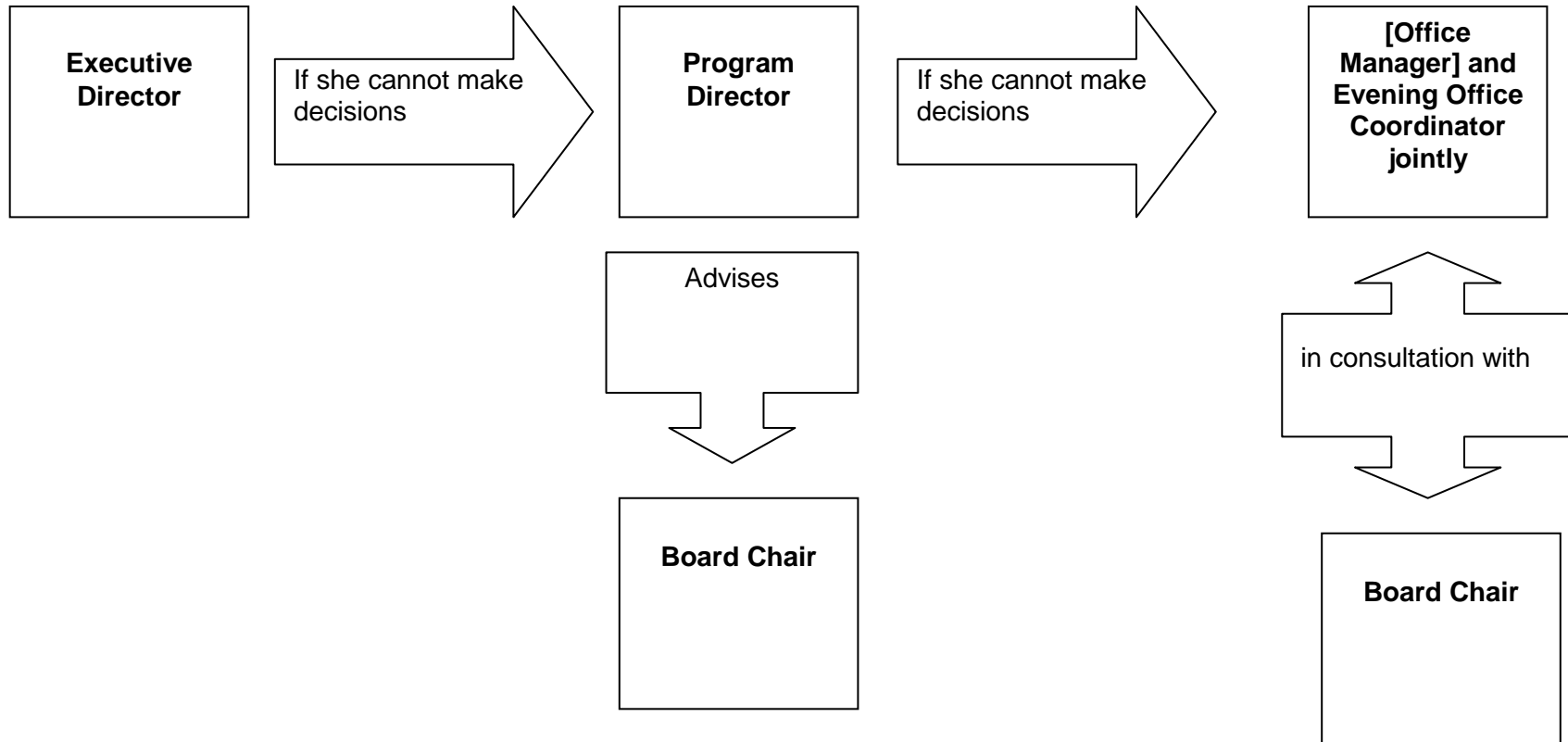
1. Composition
  - a. The committee includes the 4 officers (Chairperson, Vice-Chair, Secretary and Treasurer).
  - b. The Executive Director staffs the committee but is not a member.
  - c. The committee may involve chairs of other committees as needed.
2. Quorum
  - a. For binding decisions, 3 of the officers must be present in person.
  - b. In-person attendance is always preferred.
  - c. For non-binding decisions, electronic participation is possible.
3. Meetings
 

The committee will usually meet 2 weeks before a Board meeting to allow time to prepare minutes and set the Board agendas.
4. Lines of Decision-making and Communication in an Emergency (attached)
 

The following were approved at a Board meeting in October 2009 as part of Applegrove's Continuity of Operations Plan. Changes in the agency's administrative structure mean amendments are needed.

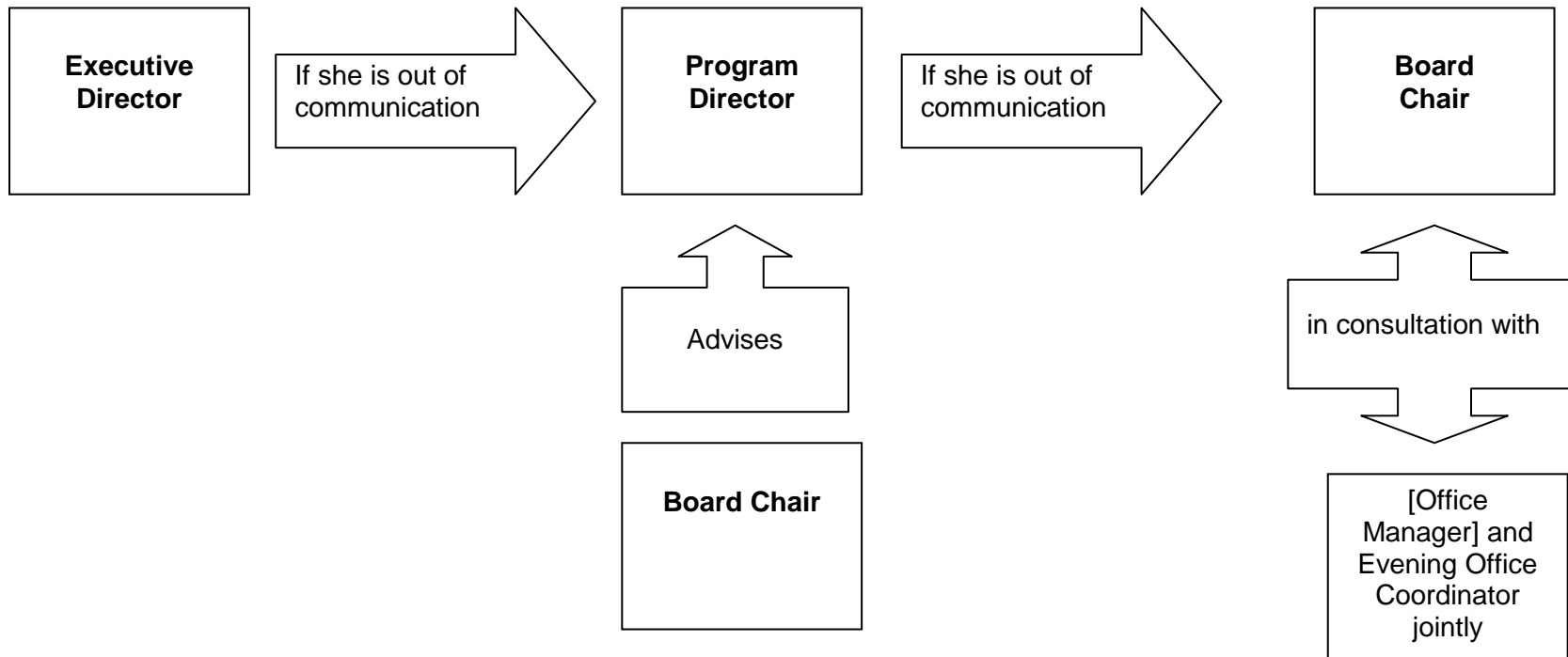
**Decision-making**

The Board has delegated decision-making to the Executive Director. In her absence, the Program Director can make decisions and advise the Board Chair. If both the Executive Director and Program Director are absent, [Office Manager] and Louise can jointly make decisions in consultation with the Board Chair if available. Time-sensitive daily operational decisions should not wait for the Board Chair.



## Lines of Public Communication

The Board has identified the Executive Director as the spokesperson for the agency. In her absence, the Program Director can represent the agency with advice from the Board Chair. If both the Executive Director and Program Director are absent, the Board Chair should speak for the agency in consultation with [Office Manager] and Louise jointly.



## **Background Information and References**

Appendix 3: Sample Board Governance and Nominating Committee Responsibilities

<http://diversecitytoronto.ca/wp-content/uploads/Diversity-on-Non-Profit-Boards-Toolkit.pdf>

Board Committee Job Descriptions

<http://www.compasspoint.org/board-committee-job-descriptions>

Role of the Executive Committee

[http://www.help4nonprofits.com/BrainTeaser/BrainTeaser-Role\\_of\\_Executive\\_Committee.htm](http://www.help4nonprofits.com/BrainTeaser/BrainTeaser-Role_of_Executive_Committee.htm)

Executive Committees: The Good, The Bad and The Ugly

<http://charitylawyerblog.com/2010/03/25/executive-committees-the-good-the-bad-and-the-ugly/>

from eHow

[http://www.ehow.com/about\\_7217014\\_executive-committee-job-description.html#ixzz31925QRDM](http://www.ehow.com/about_7217014_executive-committee-job-description.html#ixzz31925QRDM)

[http://www.ehow.com/list\\_6629915\\_duties-executive-committee\\_.html](http://www.ehow.com/list_6629915_duties-executive-committee_.html)

[http://www.ehow.com/info\\_8349090\\_executive-committee-roles-duties.html](http://www.ehow.com/info_8349090_executive-committee-roles-duties.html)

Sample Committee Responsibilities

[http://www.oha.com/KnowledgeCentre/Library/Documents/OHA\\_Governance\\_Form26.pdf](http://www.oha.com/KnowledgeCentre/Library/Documents/OHA_Governance_Form26.pdf)

| Applegrove Statistics   |         | 2014     |        | Printed May 15, 2014 |        |        |        |  |  |        |  |
|---|---------|----------|--------|----------------------|--------|--------|--------|--|--|--------|--|
| Month   | January | February | March  | April                | May    | June   | Totals |  |  |        |  |
| Applegrove Parent/Child Drop-in   |         |          |        |                      |        |        |        |  |  |        |  |
| Children  | 799     | 838      | 920    | 1,000                | 0      | 0      | 3,557  |  |  |        |  |
| Parents   | 240     | 263      | 234    | 257                  | 0      | 0      | 994    |  |  |        |  |
| Caregivers  | 304     | 324      | 367    | 396                  | 0      | 0      | 1,391  |  |  |        |  |
| Subtotal  | 1,343   | 1,425    | 1,521  | 1,653                | 0      | 0      | 5,942  |  |  |        |  |
| The Edgewood Connection   |         |          |        |                      |        |        |        |  |  |        |  |
| Children  | 0       | 20       | 174    | 309                  | 0      | 0      | 503    |  |  |        |  |
| Parents   | 0       | 3        | 16     | 46                   | 0      | 0      | 65     |  |  |        |  |
| Caregivers  | 0       | 7        | 84     | 157                  | 0      | 0      | 248    |  |  |        |  |
| Subtotal  | 0       | 30       | 274    | 512                  | 0      | 0      | 816    |  |  |        |  |
| Helping Our Babies Grow   |         |          |        |                      |        |        |        |  |  |        |  |
| and Children  | 30      | 23       | 16     | 25                   | 0      | 0      | 94     |  |  |        |  |
| Moms  | 26      | 33       | 37     | 36                   | 0      | 0      | 132    |  |  |        |  |
| Subtotal  | 56      | 56       | 53     | 61                   | 0      | 0      | 226    |  |  |        |  |
| Therapeutic Play  |         |          |        |                      |        |        |        |  |  |        |  |
| Children  | 6       | 11       | 10     | 0                    | 0      | 0      | 27     |  |  |        |  |
| Adults  | 6       | 10       | 10     | 0                    | 0      | 0      | 26     |  |  |        |  |
| Subtotal  | 12      | 21       | 20     | 0                    | 0      | 0      | 53     |  |  |        |  |
| Children and Youth  |         |          |        |                      |        |        |        |  |  |        |  |
| Summer Car  |         |          |        |                      |        |        | 0      |  |  |        |  |
| After-School  | 939     | 933      | 713    | 1,221                | 0      | 0      | 3,806  |  |  |        |  |
| Leadership  |         |          |        |                      |        |        | 0      |  |  |        |  |
| Teen  | 38      | 68       | 72     | 36                   | 0      | 0      | 214    |  |  |        |  |
| Subtotal  | 977     | 1,001    | 785    | 1,257                | 0      | 0      | 4,020  |  |  |        |  |
| Adult Programs  |         |          |        |                      |        |        |        |  |  |        |  |
| Senior  | 220     | 263      | 323    | 226                  | 0      | 0      | 1,032  |  |  |        |  |
| Comm  | 97      | 30       | 6      | 98                   | 0      | 0      | 231    |  |  |        |  |
| Other*  | 0       | 20       | 60     | 80                   | 0      | 0      | 160    |  |  |        |  |
| Subtotal  | 317     | 313      | 389    | 404                  | 0      | 0      | 1,423  |  |  |        |  |
| Phone and e-mail  | 172     | 242      | 338    | 202                  | 0      | 0      | 954    |  |  |        |  |
| Total   | 2,877   | 3,088    | 3,380  | 4,089                | 0      | 0      | 13,434 |  |  |        |  |
| *Other includes Book Club, special events, Annual Meeting, Income Tax Clinic, |         |          |        |                      |        |        |        |  |  | 13,434 |  |
| Cumulative  | 2,877   | 5,965    | 9,345  | 13,434               | 13,434 | 13,434 | 13,434 |  |  |        |  |
| Note: Edgewood was closed for all of January and most of February 2014        |         |          |        |                      |        |        |        |  |  |        |  |
| 2013 comparison M   | 3,351   | 3,184    | 3,470  | 3,450                | 3,480  | 2,914  | 39,739 |  |  |        |  |
| Cumulative  | 3,351   | 6,535    | 10,005 | 13,455               | 16,935 | 19,849 | 39,739 |  |  |        |  |

Applegrove Community Complex

Year to date Income Statement

as at 31/03/2014

|                                   | Admin           |                 | Program        | P/C Drop-in   |                | Edgewood Drop-in |                | HOBG            |                | Therapeutic Play |                | After School  |               | Teens Program  |              | Seniors        |               | Other(fundraising, B |          |  |
|-----------------------------------|-----------------|-----------------|----------------|---------------|----------------|------------------|----------------|-----------------|----------------|------------------|----------------|---------------|---------------|----------------|--------------|----------------|---------------|----------------------|----------|--|
|                                   | Actual          | Budget          | Total          | Actual        | Budget         | Actual           | Budget         | Actual          | Budget         | Actual           | Budget         | Actual        | Budget        | Actual         | Budget       | Actual         | Budget        | Actual               | Budget   |  |
| <b>EXPENSES</b>                   |                 |                 |                |               |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| Salary                            | 91,640          | 109,619         | 81,803         | 31,427        | 32,708         | 3,709            | 5,216          | 3,377           | 4,196          | 6,401            | 10,241         | 29,979        | 38,313        | 2,584          | 3,232        | 9,046          | 7,514         | 935                  | 0        |  |
| Benefit                           | 26,814          | 30,565          | 18,399         | 12,394        | 11,946         | 2,451            | 2,223          | 238             | 525            | 553              | 1,397          | 2,400         | 3,973         | 205            | 241          | 761            | 1,282         | 123                  | 0        |  |
| Material & Supplies               | 3,602           | 1,820           | 22,509         | 766           | 2,777          | 1,562            | 2,413          | 12,128          | 7,202          | 252              | 1,733          | 2,974         | 11,427        | 189            | 2,258        | 4,639          | 3,420         | 0                    | 0        |  |
| Furniture & Equipment             | 1,312           | 790             | 3,420          | 0             | 100            | 2,104            | 75             | 1,226           | 0              | 0                | 0              | 89            | 300           | 0              | 0            | 0              | 0             | 0                    | 0        |  |
| Purchased Services                | 7,397           | 7,785           | 14,353         | 360           | 230            | 155              | 450            | 3,076           | 0              | 739              | 0              | 6,600         | 0             | 148            | 0            | 2,513          | 0             | 1,061                | 0        |  |
| <b>Total</b>                      | <b>130,764</b>  | <b>150,579</b>  | <b>140,484</b> | <b>44,946</b> | <b>47,761</b>  | <b>9,981</b>     | <b>10,376</b>  | <b>20,046</b>   | <b>11,923</b>  | <b>7,944</b>     | <b>13,371</b>  | <b>42,042</b> | <b>54,014</b> | <b>3,125</b>   | <b>5,732</b> | <b>16,959</b>  | <b>12,217</b> | <b>2,119</b>         | <b>0</b> |  |
| <b>INCOME</b>                     |                 |                 |                |               |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| <b>Government Funding</b>         |                 |                 |                |               |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| City of Toronto                   | 118,448         | 120,748         | 63,668         | 53,596        | 35,527         | 10,072           | 6,714          | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 0              | 0             | 0                    | 0        |  |
| Province of Ontario               | 0               | 0               | 15,956         | 3,000         | 4,000          | 0                | 0              | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 12,956         | 10,771        | 0                    | 0        |  |
| Federal Government                | 0               | 0               | 0              | 0             | 0              | 0                | 0              | 0               | 9,603          | 0                | 0              | 0             | 0             | 0              | 0            | 0              | 0             | 0                    | 0        |  |
| <b>Total Government</b>           | <b>118,448</b>  | <b>120,748</b>  | <b>79,624</b>  | <b>56,596</b> | <b>39,527</b>  | <b>10,072</b>    | <b>6,714</b>   | <b>0</b>        | <b>9,603</b>   | <b>0</b>         | <b>0</b>       | <b>0</b>      | <b>0</b>      | <b>0</b>       | <b>0</b>     | <b>12,956</b>  | <b>10,771</b> | <b>0</b>             | <b>0</b> |  |
| <b>Non-Government Funding</b>     |                 |                 |                |               |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| Charitable Organization           | 0               | 0               | 2,750          | 0             | 0              | 0                | 0              | 0               | 0              | 0                | 8,917          | 0             | 0             | 0              | 0            | 0              | 0             | 2,750                | 0        |  |
| Foundation/Corporation            | 0               | 0               | 5,462          | 0             | 0              | 0                | 0              | 0               | 0              | 0                | 0              | 0             | 0             | 500            | 7,713        | 0              | 0             | 4,962                | 0        |  |
| <b>Total Non-Government</b>       | <b>0</b>        | <b>0</b>        | <b>8,212</b>   | <b>0</b>      | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>        | <b>0</b>       | <b>0</b>         | <b>8,917</b>   | <b>0</b>      | <b>0</b>      | <b>500</b>     | <b>7,713</b> | <b>0</b>       | <b>0</b>      | <b>7,712</b>         | <b>0</b> |  |
| <b>Donation/Fundraising</b>       |                 |                 |                |               |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| Charitable Donation-individual    | 0               | 0               | 1,617          | 544           | 0              | 0                | 0              | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 150            | 133           | 923                  | 0        |  |
| Charitable Donation-Business      | 0               | 0               | 2,500          | 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        |  |
| Non-charitable Donation-Bus       | 0               | 0               | 0              | 0             | 0              | 0                | 0              | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 0              | 0             | 0                    | 0        |  |
| Fundraising                       | 0               | 0               | 1,026          | 845           | 500            | 141              | 2,000          | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 0              | 0             | 40                   | 0        |  |
| <b>Total Donation/fundraising</b> | <b>0</b>        | <b>0</b>        | <b>5,143</b>   | <b>1,389</b>  | <b>500</b>     | <b>141</b>       | <b>2,000</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>150</b>     | <b>133</b>    | <b>963</b>           | <b>0</b> |  |
| <b>Others</b>                     |                 |                 |                |               |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| Users Fee                         | 0               | 0               | 78,917         | 0             | 0              | 0                | 0              | 0               | 0              | 0                | 0              | 76,001        | 61,520        | 0              | 0            | 2,836          | 2,315         | 0                    | 0        |  |
| Miscel                            | 183             | 0               | 307            | 0             | 0              | 0                | 0              | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 0              | 0             | 307                  | 0        |  |
| GST Rebate                        | 0               | 0               | 0              | 0             | 0              | 0                | 0              | 0               | 0              | 0                | 0              | 0             | 0             | 0              | 0            | 0              | 0             | 0                    | 0        |  |
| <b>Total Others</b>               | <b>183</b>      | <b>0</b>        | <b>79,224</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>76,001</b> | <b>61,520</b> | <b>0</b>       | <b>0</b>     | <b>2,836</b>   | <b>2,315</b>  | <b>307</b>           | <b>0</b> |  |
| <b>TOTAL INCOME</b>               | <b>118,630</b>  | <b>120,748</b>  | <b>172,203</b> | <b>57,985</b> | <b>40,027</b>  | <b>10,213</b>    | <b>8,714</b>   | <b>0</b>        | <b>9,603</b>   | <b>0</b>         | <b>8,917</b>   | <b>76,001</b> | <b>61,520</b> | <b>500</b>     | <b>7,713</b> | <b>15,943</b>  | <b>13,219</b> | <b>8,982</b>         | <b>0</b> |  |
| <b>SURPLUS(DEFICIT)</b>           | <b>(12,134)</b> | <b>(29,831)</b> | <b>31,719</b>  | <b>13,039</b> | <b>(7,734)</b> | <b>232</b>       | <b>(1,662)</b> | <b>(20,046)</b> | <b>(2,320)</b> | <b>(7,944)</b>   | <b>(4,455)</b> | <b>33,959</b> | <b>7,506</b>  | <b>(2,625)</b> | <b>1,981</b> | <b>(1,016)</b> | <b>1,003</b>  | <b>6,863</b>         | <b>0</b> |  |
| Board transfer/in-kind support    |                 |                 |                | 0             |                |                  |                |                 |                |                  |                |               |               |                |              |                |               |                      |          |  |
| <b>FINAL SURPLUS(DEFICIT)</b>     | <b>(12,333)</b> | <b>(22,373)</b> | <b>30,932</b>  | <b>26,634</b> | <b>(5,801)</b> | <b>2,044</b>     | <b>(1,378)</b> | <b>(18,428)</b> | <b>(1,740)</b> | <b>(5,974)</b>   | <b>(3,341)</b> | <b>22,955</b> | <b>5,555</b>  | <b>(2,175)</b> | <b>3,414</b> | <b>(1,814)</b> | <b>1,127</b>  | <b>6,863</b>         | <b>0</b> |  |

| Applicious 2014                                 |  | Proposed budget April 2014 |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|---|--|----------------------------|--------------------|-----------------------------|-------------|-------------|--------------|------------|---------|---------|---------|--|--|--|--|
| Assumed   | 500 families of                                    | 3                          | people will attend |                             |             |             |              |            |         |         |         |  |  |  |  |
| Prices net HST with whatever GST refund applies |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   |  |                            |                    | 2014 proposed               | 2013 Budget | 2013 Actual | 2013 In Kind | 2013 total |         |         |         |  |  |  |  |
| <b>Event Expenses</b>                           |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
| Facility  |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
| Rental (see below)                              |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | Site Rep   | \$30                       | hourly             | 9 hours                     |             | \$285       | \$270        |            |         |         |         |  |  |  |  |
|   | noise permit                                       |                            |                    |                             | \$75        |             | \$75         |            |         |         |         |  |  |  |  |
|   | Permit Fee   |                            |                    |                             | \$416       |             |              |            |         |         |         |  |  |  |  |
|   | Portable Toilets                                   |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | 1 Prestige double @                                | \$750                      |                    |                             |             | \$800       | \$712        |            |         |         |         |  |  |  |  |
|   | Garbage disposal                                   |                            |                    | in kind                     | \$250       | \$200       |              | \$250      |         |         |         |  |  |  |  |
|   |  |                            |                    |                             |             | \$741       | \$1,285      | \$1,057    | \$250   | \$250   | \$1,307 |  |  |  |  |
| Equipment                                       |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | 50 Tables @  | \$11                       |                    |                             | \$540       | \$540       |              |            |         |         |         |  |  |  |  |
|   | 100 Chairs @                                       | \$2                        |                    |                             | \$200       | \$200       | \$590        |            |         |         |         |  |  |  |  |
| Tents   |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | 2 10x20's  |                            |                    | for food, children's act    | \$1,000     | \$1,000     | \$774        |            |         |         |         |  |  |  |  |
|   | 3 10x10's  |                            |                    | borrowed @ \$100            | \$300       | \$300       |              | \$500      |         |         |         |  |  |  |  |
|   | 3 10x10's Applegrove                               |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | 1 10x10 new Applegrove purchase                    |                            |                    |                             | \$200       | \$200       |              |            |         |         |         |  |  |  |  |
|   | 0 cement bases per tent @                          | \$25                       |                    |                             | \$0         | \$0         |              |            |         |         |         |  |  |  |  |
|   | 2 inflatables with generators                      |                            |                    |                             | \$1,200     | \$1,200     | \$964        |            |         |         |         |  |  |  |  |
|   | firefighters inflatable                            |                            |                    | in kind                     | \$300       | \$300       |              | \$300      |         |         |         |  |  |  |  |
|   | Pizza inflatable                                   |                            |                    | in kind                     | \$300       | \$300       |              |            |         |         |         |  |  |  |  |
|   | 2 generators @                                     | \$90                       |                    | (1 for bouncy, 1 for sound) | \$180       | \$180       | \$163        |            |         |         |         |  |  |  |  |
|   | stage  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | 2 pieces 4x8 @                                     | \$80                       |                    |                             | \$160       | \$160       | \$143        |            |         |         |         |  |  |  |  |
|   | Mike, amp and speakers                             |                            |                    |                             | \$150       | \$150       | \$100        |            |         |         |         |  |  |  |  |
|   | Garbage cans                                       |                            |                    |                             | \$25        |             | \$25         |            |         |         |         |  |  |  |  |
|   | Total tents, tables, chairs, stage, inflatables, e |                            |                    |                             | \$3,430     |             |              |            |         |         |         |  |  |  |  |
|   | 1 propane bbq and 3 hour tank @                    | \$285                      |                    | in kind                     | \$285       |             |              |            |         |         |         |  |  |  |  |
|   | 1 spare tank                                       | \$30                       |                    | in kind                     | \$30        |             |              |            |         |         |         |  |  |  |  |
|   | Vehicle Rental                                     |                            |                    |                             | \$350       | \$350       | \$1,000      |            |         |         |         |  |  |  |  |
|   | On-site signs                                      |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | Games (rental or purchase)                         |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | 2 @  | \$200                      |                    | each                        | \$400       | \$400       |              |            |         |         |         |  |  |  |  |
|   |  |                            |                    |                             |             | \$5,620     | \$5,280      | \$2,759    | \$1,800 | \$4,559 |         |  |  |  |  |
| Décor/atmosphere                                |  |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   | balloons (dollar store)                            | \$10                       |                    |                             |             | \$10        |              |            |         |         |         |  |  |  |  |
|   | helium tank  | \$100                      |                    |                             |             | \$100       |              |            |         |         |         |  |  |  |  |
|   | T-shirts for volunteers e                          | 100 @                      |                    | \$10                        | \$1,000     |             |              |            |         |         |         |  |  |  |  |
|   | Printed bandanas for volunteers                    |                            |                    |                             |             |             |              |            |         |         |         |  |  |  |  |
|   |  |                            |                    |                             | \$1,000     | \$110       | \$0          | \$0        | \$0     |         |         |  |  |  |  |

|  |  |                  |                    |         |         |  | 2014 proposed   | 2013 Budget     | 2013 Actual    | 2013 In Kind   | 2013 total     |
|--|--|------------------|--------------------|---------|---------|--|-----------------|-----------------|----------------|----------------|----------------|
|  | Publicity  |                  |                    |         |         |  |                 |                 |                |                |                |
|  | 2 mobile signs @                                 |                  | 150                |         |         |  | \$300           | \$300           | \$291          |                |                |
|  | Advertising                                      |                  |                    | in kind |         |  | \$600           |                 |                | \$600          |                |
|  | community calendars                              |                  |                    |         |         |  | \$50            |                 |                |                |                |
|  | Website licence                                  |                  |                    |         |         |  |                 |                 |                |                |                |
|  | Printing   |                  | on-site or in-kind |         |         |  |                 |                 |                |                |                |
|  |  |                  |                    |         |         |  | \$950           | \$300           | \$291          | \$600          | \$891          |
|  | Refreshments                                     |                  |                    |         |         |  |                 |                 |                |                |                |
|  | Food supplies                                    |                  |                    |         |         |  | \$600           |                 | \$519          |                |                |
|  | Cider & wine                                     | 250 servings     |                    | 200 ml  |         |  |                 |                 |                |                |                |
|  |  |                  | 50 liters @        |         | \$10    |  |                 | \$500           |                |                |                |
|  | Juice  | Donated          |                    |         |         |  |                 |                 |                | \$250          |                |
|  | Pop  | 10 cases of 24 @ |                    |         | \$6     |  | \$60            | \$60            |                |                |                |
|  | Total food and beverage                          |                  |                    |         |         |  |                 |                 |                |                |                |
|  | ice  |                  |                    |         |         |  |                 |                 |                |                |                |
|  | 5 bags @   | \$10.00          |                    |         |         |  | \$40            | \$40            |                | \$40           |                |
|  | Candy Floss supplies and machine                 |                  |                    |         |         |  |                 |                 | \$108          |                |                |
|  | Popcorn machine                                  |                  |                    |         |         |  | \$125           |                 |                |                |                |
|  | cups, napkins,, gloves                           |                  |                    |         |         |  | \$50            | \$50            |                |                |                |
|  |  |                  |                    |         |         |  | \$875           | \$650           | \$627          | \$290          | \$917          |
|  | Other supplies                                   |                  |                    |         |         |  |                 |                 |                |                |                |
|  | Paint a mural                                    |                  |                    |         |         |  |                 |                 |                |                |                |
|  | participation tickets (dollar store)             |                  |                    | on hand |         |  |                 |                 |                |                |                |
|  | participation tickets (print multi-ticket)       |                  |                    |         | in kind |  | \$25            | \$25            |                | \$25           |                |
|  | Prizes (purchased)                               |                  |                    |         |         |  | \$500           | \$500           |                |                |                |
|  | Prizes (donated)                                 |                  |                    |         | in kind |  | \$300           | \$300           |                | \$500          |                |
|  | other program and event supplies                 |                  |                    |         |         |  | \$500           | \$500           |                |                |                |
|  | Craft supplies                                   |                  |                    |         |         |  | \$50            | \$50            |                |                |                |
|  | Buttons  |                  |                    |         |         |  | \$50            | \$50            |                |                |                |
|  | Total program supplies, décor, etc               |                  |                    |         |         |  |                 |                 | \$543          |                |                |
|  |  |                  |                    |         |         |  | \$1,425         | \$1,450         | \$543          | \$525          | \$1,068        |
|  | Contingency @                                    | 4%               |                    |         |         |  | \$424           | \$389           | \$0            | \$0            |                |
|  | <b>Total Expenses</b>                            |                  |                    |         |         |  | <b>\$11,036</b> | <b>\$10,114</b> | <b>\$5,277</b> | <b>\$3,465</b> | <b>\$8,742</b> |
|  | Total InKind                                     |                  |                    |         |         |  | \$2,740         |                 |                |                |                |
|  | <b>Income or In Kind donations</b>               |                  |                    |         |         |  |                 |                 |                |                |                |
|  | Activity tickets (previously estimated 9/family) |                  |                    |         |         |  |                 |                 |                |                |                |
|  | 7 per family @                                   | \$1              |                    |         |         |  | \$3,500         |                 | \$2,966        |                |                |
|  | Less net credit card processing @                | 2%               |                    |         |         |  | -\$70           | \$3,528         |                |                |                |
|  | Applegrove food and Beverages                    |                  |                    |         |         |  | \$1,000         | \$2,400         |                |                |                |
|  | \$1 per pop or juice                             |                  |                    |         |         |  | \$240           |                 |                |                |                |
|  | \$5 per drink                                    |                  |                    |         |         |  | \$4,670         |                 | \$1,253        |                |                |
|  | Book Table                                       |                  |                    |         |         |  | \$200           | 562             | \$219          |                |                |
|  | Applegrove sales                                 |                  |                    |         |         |  | \$200           |                 | \$119          |                |                |
|  | Net Sales  |                  |                    |         |         |  | \$5,070         | \$6,490         | \$4,558        |                |                |
|  | Admission  |                  |                    |         |         |  |                 |                 |                |                |                |
|  | By donation                                      |                  |                    |         |         |  | \$1,500         | \$1,000         | \$1,612        |                |                |
|  | Silent Auction                                   |                  |                    |         |         |  | \$500           | \$300           | \$510          |                |                |

|  |                                |  |       | 2014 proposed   | 2013 Budget     | 2013 Actual    | 2013 In Kind | 2013 total |
|--|--------------------------------|--|-------|-----------------|-----------------|----------------|--------------|------------|
| Restaurants / Food vendors   |                                |  |       |                 |                 |                |              |            |
|  | 5 @                            |  | \$100 | \$500           | \$500           |                |              |            |
| Vendors  |                                |  |       |                 |                 | \$460          |              |            |
| ###  | in adance if we provide table  |  | 6     | \$240           | \$240           |                |              |            |
| ###  | in advnace if they provide tab |  | 5     | \$100           | \$100           |                |              |            |
| 50/50 net proceeds   |                                |  |       |                 |                 | \$130          |              |            |
| Sponsor Total  |                                |  |       | \$5,000         | \$5,000         | \$350          |              |            |
| In Kind  |                                |  |       | \$2,740         | \$2,225         |                |              |            |
| Net Other income   |                                |  |       |                 | \$10,580        | \$8,065        |              | \$3,062    |
| <b>Total Income</b>  |                                |  |       | <b>\$15,650</b> | <b>\$14,555</b> | <b>\$7,620</b> |              |            |
| <b>Gross Proceeds</b>  |                                |  |       | <b>\$4,614</b>  | <b>\$4,441</b>  | <b>\$2,343</b> |              |            |
| <b>Changes for 2014</b>  |                                |  |       |                 |                 |                |              |            |
| Bouncies: return to 3 from 4 tix   |                                |  |       |                 |                 |                |              |            |
| 4 inflatables -- 2 ordinary bouncies (Fire Fighters and Pizza Pizza) plus 2 active                   |                                |  |       |                 |                 |                |              |            |
| More games   |                                |  |       |                 |                 |                |              |            |
| Buttons return to 1 from 2 tix   |                                |  |       |                 |                 |                |              |            |
| Handelicious and Henna   |                                |  |       |                 |                 |                |              |            |
| maintain at 2 tix per item, but offer 2 items for 3 tix, e.g. henna and nail polish                  |                                |  |       |                 |                 |                |              |            |
| Face Painting 3 tix? increase to 2 tix for a stamp or simple design, 4 tix for full face.            |                                |  |       |                 |                 |                |              |            |
| <b>Changes for 2013</b>  |                                |  |       |                 |                 |                |              |            |
| Need more tables and chairs for cider sipping  |                                |  |       |                 |                 |                |              |            |
| Bouncies: increase from 3 to 4 tix   |                                |  |       |                 |                 |                |              |            |
| 4 inflatables -- 2 ordinary bouncies (Fire Fighters and Pizza Pizza) plus 2 active (one on driveway) |                                |  |       |                 |                 |                |              |            |
| More games   |                                |  |       |                 |                 |                |              |            |
| Toss Apple into can  |                                |  |       |                 |                 |                |              |            |
| Apple through the Worm   |                                |  |       |                 |                 |                |              |            |
| Buttons increase from 1 to 2 tix   |                                |  |       |                 |                 |                |              |            |
| Handelicious and Henna   |                                |  |       |                 |                 |                |              |            |
| increase from 1 to 2 tix per item, but offer 2 items for 3 tix, e.g. henna and nail polish           |                                |  |       |                 |                 |                |              |            |
| Face Painting increase to 2 tix for a stamp or simple design, 4 tix for full face.                   |                                |  |       |                 |                 |                |              |            |



# APPLEGROVE COMMUNITY COMPLEX

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www.ApplegroveCC.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**



## **Minutes of the Board of Management Meeting April 28, 2014**

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

Present: Tolga Ay, Alysha Brown, Kyle Brown, Irene Buncel, Lynne Gray, Ann McKechnie (Chair), Chris Sulway, Antoine Tedesco  
Regrets: Councillor McMahon, Neil Sinclair, Trustee Cary-Meagher  
Staff: Susan Fletcher, May Seto (Recorder)  
Guest: Vai Teng Law

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

Ann 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 24 Board of Management Meeting**

**MOTION** (Gray/Buncel)

*To accept the minutes of February 24 as amended.*

**Carried**

### **D. Terms of Office, Officers and Committees**

D.1. Identify Board member with One Year Term

Chris Sulway volunteered to take the one-year term Board position.

D.2. Select Officers

Chair: Ann McKechnie

Vice Chair: Alysha Brown

Secretary: Lynne Gray

Treasurer: Chris Sulway

D.3. Consider Establishing an Executive Committee (deferred)

D.4. Select Committee Members

Personnel Committee members include: Neil, Chris, Lynne, Ann

Nomination Committee members include: Susan, Tolga, Kyle

**MOTION** (Sulway/Ay)

*To confirm the one-year term, officers and committee members.*

**Carried.**

### **E. Hiring Report: Finance Manager: for information**

**F. Executive Director's Report**

Discussion of a "reduced paper" option for Board Meetings was deferred.

**MOTION** (Sulway/Ay)

*To accept the Executive Director's Report.*

**Carried**

**G. Correspondence/Information**

**MOTION** (Sulway/Ay)

*To accept the suggested actions.*

**Carried**

**H. Adjournment**

The meeting was adjourned on a motion by Alysha Brown, seconded by Antoine Tedesco.

---

Chair

---

Secretary

**Next Meetings**

Monday, May 26 at 7 p.m. – Board Meeting



# APPLEGROVE COMMUNITY COMPLEX

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## **Executive Director's Report**

May 15, 2014

### **Lease Renewal**

To date, I have received no further information about the lease or buzzer installation.

### **2015 Budget**

As I reported in April, Applegrove's Budget Analyst reported that the administrative budget submission timeline will probably resemble the 2013 timeline, with budget preparation beginning in May and submission in June. I have not yet received the City's budget guidelines (what inflationary increase to apply to budget items, overall budget increase/decrease target). However, I prepared a draft based on last year's budget guidelines with 2015 cost of living increases for salaries and their impact on benefits. I included items needed to address the concerns in the auditor's management letter.

The Budget Analyst also said that the submission should include reduction options to meet the overall budget target.

Consequently, the Board package includes a confidential summary of the draft budget with new items and reduction options.

### **Electronic Board Packages** (repeated from April report)

A recent conversation among Personnel Committee members suggested that some of Applegrove's work could be streamlined by moving to electronic Board packages.

I believe the organization should not "sideload" costs of copying and collating to Board members (i.e., expect Board members to print their own hard copies). Consequently, any Board members who would prefer to read a long or complex document in hard copy, could request one for pick up or come to the office to print it.

I also find it easier to discuss a document when it is in front of all participants in the meeting. However, if we purchase a data projector, we can project the agenda and reports during Board discussions.

The April May agenda includes time to discuss this issue in anticipation of piloting a "reduced paper" process for the May June Board meeting.

### **Provincial Election**

Applegrove has organized all-candidates meetings for federal, provincial and municipal elections and by-elections for many years. I am trying to pull together a meeting the Toronto-Danforth riding for the week of June 2 to 5, probably by permitting the school gym. We will need a moderator as well as a time-keeper, plus a greeter for the Woodfield door.

### **Board-Staff Social**

The April discussion of the staff SWOT report included a suggestion of a summer Board-staff social evening. Perhaps this could be a late August evening barbecue at Maple Cottage (south

Executive Director's Report  
May 2014

of Queen, west of Greenwood)? I suggest that this Board meeting choose a date so the staff can plan for it.

**Coming Events**

**Duke of Connaught Fun Fair, Saturday, May 31**

Applegrove will have a table for information and button-making. Additional volunteers will be welcome!

**Toronto Challenge**

Are you ready for a challenge? For 23 years, the Toronto Challenge, presented by MonsterMortgage.ca, has been bringing together participants from all ages and abilities to raise funds for non-profit organizations that are improving the quality of life for seniors in your community.

Whether you're a serious runner, spending time with your family, or simply enjoy physical activity, you can take part in a timed 5k run, 5k walk or 1k walk through downtown Toronto. As a participant, you will receive a t-shirt, a chance to win prizes and be invited to the post-race ceremony in David Pecaut Square. On Sunday June 8, take the Challenge with your friends and family.

All donations/pledges that you bring in will go to Applegrove's Seniors program and your sponsors will receive Applegrove's thanks and a charitable receipt.

**Leslieville Tree Festival**

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

**Complaints and Grievances**

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

There have been no grievances; however, as previously reported, the union suspended discussions on job evaluation pending resolution of applications to the Pay Equity Commission.

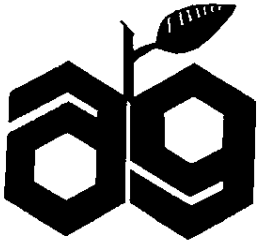
Respectfully submitted,

Susan Fletcher.

Executive Director's Report  
May 2014

**Draft Board Workplan**

| <b>Meeting Date</b> | <b>Program Presentation</b>          | <b>Major Issue(s)</b>   | <b>Other Issues</b>  |
|---------------------|--------------------------------------|---|--|
| January 27          |                                      | <ul style="list-style-type: none"> <li>▪ <del>Planning Follow-up</del></li> <li>▪ After-school Subsidy</li> </ul> | <ul style="list-style-type: none"> <li>○ 2013 Preliminary Year end financial report</li> </ul>                       |
| February 24         | Corporate and Foundation Fundraising | <ul style="list-style-type: none"> <li>▪ Planning Follow-up</li> </ul>  |  |
| April 28            |                                      | <ul style="list-style-type: none"> <li>▪ 2013 Audit</li> <li>▪ Follow-up on Planning</li> </ul>                   | <ul style="list-style-type: none"> <li>○ Election of Officers</li> </ul>   |
| May 26              | Applegrove Parent/Child Drop-in (PC) | <ul style="list-style-type: none"> <li>▪ 2015 Admin Budget</li> </ul>   | <ul style="list-style-type: none"> <li>○ Follow-up on Planning</li> <li>○ Think about executive committee</li> </ul> |
| June 23             |                                      | <ul style="list-style-type: none"> <li>▪ Follow-up on 2015 Admin Budget</li> <li>▪ Applicable Plans</li> </ul>    | <ul style="list-style-type: none"> <li>○ Personnel Committee report on salary ranges</li> </ul>                      |
| September 29        | Therapeutic Play                     |   | <ul style="list-style-type: none"> <li>○ Preliminary Applicable Review</li> </ul>                                    |
| October 27          | (tentative) School Staff             | <ul style="list-style-type: none"> <li>▪ Program Budgets</li> </ul>   |  |
| November 24         | Teen                                 |   |  |
| December?           |                                      |   |  |
| January 2015        |                                      |   | <ul style="list-style-type: none"> <li>○ Preliminary Year-end financial report</li> </ul>                            |
| February            |                                      |   |  |
| March?              |                                      |   |  |
| April               |                                      | <ul style="list-style-type: none"> <li>▪ 2014 Audit</li> </ul>  | <ul style="list-style-type: none"> <li>○ Election of Officers</li> </ul>   |
| May                 |                                      | <ul style="list-style-type: none"> <li>▪ 2016 Admin Budget</li> </ul>   |  |
| June                |                                      |   |  |



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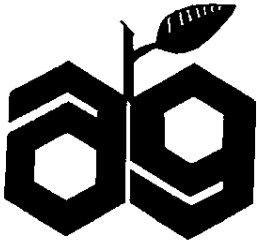


## CORRESPONDENCE/INFORMATION

May 2014

| <b>From (Date Received)</b> | <b>Regarding</b>   | <b>Action</b> |
|-----------------------------|--|---------------|
| 1. City Clerk (April 30)    | Public Meeting May 29 regarding official plan amendments in the area of Bermondsey and O'Connor  | R&F           |
| 2. City Clerk (May 12)      | Public meeting May 29 regarding changes to the Residential Apartment Commercial zone and changes to many apartment properties.               | R&F           |
| 3. City Clerk (May 12)      | Public meeting May 29 regarding changes to the zoning bylaw concerning the Transition Period, 51 Site Specific exceptions, and other matters | R&F           |

R&F = Receive and File



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## Additional CORRESPONDENCE/INFORMATION

May 2014

**From (Date Received)**

**Regarding**

**Action**



www.ApplegroveCC.ca

## Applegrove Events and Board / Committee Meetings – May 15, 2014

Office Phone 416-461-8143

“Together, Building Our Community”

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

| May | Sunday | Monday                                      | Tuesday | Wednesday | Thursday                    | Friday | Saturday              |
|-----|--------|---|---------|-----------|-----------------------------|--------|-----------------------|
| 18  |        | 19<br>Applegrove Closed for<br>Victoria Day | 20      | 21        | 22<br>Fundraising?          | 23     | 24                    |
| 25  |        | 26<br>Board                                 | 27      | 28        | 29<br>Applicious Visioning? | 30     | 31<br>[Duke Fun Fair] |

| June                          | Sunday | Monday                  | Tuesday                             | Wednesday | Thursday                         | Friday                     | Saturday                             |
|-------------------------------|--------|-------------------------|-------------------------------------|-----------|----------------------------------|----------------------------|--------------------------------------|
| 1                             |        | 2                       | 3                                   | 4         | 5                                | 6<br>[PA Day]              | 7                                    |
| 8<br><b>Toronto Challenge</b> |        | 9                       | 10                                  | 11        | 12<br><b>Provincial Election</b> | 13                         | 14                                   |
| 15<br>Happy Fathers' Day      |        | 16                      | 17                                  | 18        | 19                               | 20                         | 21<br>[Leslieville<br>Tree Festival] |
| 22                            |        | 23<br>Board             | 24                                  | 25        | 26                               | 27<br>[Last Day of School] | 28                                   |
| 29                            |        | 30<br>First Day of Camp | Applegrove closed for<br>Canada Day |           |                                  |                            |                                      |

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

**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 15, 2014**  
**Office Phone 416-461-8143**

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

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

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

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**Applegrove Events and Board / Committee Meetings – May 15, 2014**  
**Office Phone 416-461-8143**

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

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

| <b>January 2015</b><br>Sunday | Monday      | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------------|-------------|---------|-----------|----------|--------|----------|
|                               |             |         |           | 1        | 2      | 3        |
| 4                             | 5           | 6       | 7         | 8        | 9      | 10       |
| 11                            | 12          | 13      | 14        | 15       | 16     | 17       |
| 18                            | 19          | 20      | 21        | 22       | 23     | 24       |
| 25                            | 26<br>Board | 27      | 28        | 29       | 30     | 31       |

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