



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 – May 28, 2018

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

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

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper

7:05

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

5. Transition Planning (*Confidential report sent separately*)

7:30

6. Proposed TDSB Lease and Related Issues (*Confidential report sent separately*)

7:50

Motion needed to return to the public meeting.

7. Volunteer Hours
8. Donation Envelope
9. Minutes of the April 30 Board Meeting (*attached*): to be accepted

10. Finance

- 10.1. Year-to-date Statistics (*attached*): for information
- 10.2. Year-to-date Financial Report (*attached*): for information

8:00

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

- 10.3. Transition Issues(*Confidential report sent separately*)
- 10.4. Budget Proposals for 2019 (*Confidential report to come by e-mail*)
11. Novita Report and Subsequent Recommendations (*Confidential report sent separately*)

Applegrove Board Meeting Agenda

May 28, 2019

2

Motion needed to return to the public meeting.

8:30

12. Membership, Nominations and Outreach Committee Report (*MNO Notes of April 26 attached*): for information.
13. Strategic Initiatives(*Notes from May 7 meeting attached*): for information

8:35

14. Directors' Concerns
15. Adjournment



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Board of Management Meeting AGENDA -- Monday, May 28, 2018

8:40

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the April 30 Board of Management Meeting (*attached*): to be accepted
- D. Personnel Committee Report (*Notes of April 30*)

8:50

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

8:55

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

Next Meetings and Events

Board meeting: Monday, June 18, 2018



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Minutes of the Board of Directors Meeting April 30, 2018

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

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

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – Jean Lim-O'Brien

5. Volunteer Hours – hours were recorded.

6. Donation Envelope

7. Minutes of the February Board of Directors Meeting

MOTION (Riolo/Law)

To accept the minutes of February 26, 2018.

Carried

8. Finance

8.1. Year-end Statistics

Susan F. provided an overview of the statistics.

8.2. Year-end Financial Report

Susan F. provided an overview of the Year-end Financial Report. With only 7 hours/week of a Financial Manager, Applegrove has not had the time to streamline and consolidate the income lines. Susan H. answered any questions Members had.

MOTION (Lim-O'Brien/Andre)

To accept the YTD financial report.

Carried

8.3. 2017 Draft Audited Statements

Susan H. provided an overview and answered any questions that Members had.

MOTION (Valentine/Miceli)
To accept the 2017 audited statements.
Carried

9. Membership, Nominations and Outreach Committee (MNO)

9.1. March meeting notes were reviewed.

9.2. April meeting

Notes of the meeting are not available but Natasha provided an overview. Members looked that the costing table for silicone smartphone wallets but needed additional information before ordering. Staff will do more research and make a decision.

MOTION (Riolo/Law)
To defer decision of ordering smartphone wallets to staff.
Carried

MOTION (Law/Valentine)
To accept the MNO Report.
Carried

10. Strategic Initiatives Committee Report

10.1. AppleGrowth

Susan F. provided an overview. Members provided feedback from their interviews. Leslie and Brian will be presenting their preliminary report at the next Strategic Initiatives meeting on May 7. Susan F. invited all Members to join the Strategic Initiatives Committee.

MOTION (Riolo/McNab)
To accept the Strategic Initiatives Report.
Carried

11. One Year Term

The Board decided to appoint the vacant board position the one year term.

MOTION (Lim-O'Brien/Law)
To confirm the vacant Board position for a 1 year term and Michael Miceli, Tim McNab, Vai Teng Law, Jim Valentine for 2 year terms.
Carried

12. Officers and Committees

12.1. Consider/confirm committee structure

Members confirmed to continue with the same committee names:

- Personnel Committee
- Membership, Nominations and Outreach
- Strategic Initiatives

12.2. Select Committee Members

Committee members consist of the following:

- Personnel – Ann, Jean, Vai Teng
- Membership, Nominations and Outreach – Pierre, Natasha
- Strategic Initiatives – Jim, Andre, Tim, Michael

12.3. Select Officers

Terms are 2 years in length. The Chair, Vice-Chair, and Treasurer have all completed 1 year and have expressed to stay in their roles for another year. The following officers were selected:

- Chair – Ann McKechnie
- Vice-chair – Jean Lim O'Brien
- Treasurer – Jim Valentine
- Secretary – Natasha Graham

Committee members decided on the following dates for upcoming meetings.

- Personnel – Thursday, May 10 at 5:00 p.m. and Saturday, May 12 at 9 a.m. for interviews.
- Membership, Nominations and Outreach – July (to be confirmed)
- Strategic Initiatives – May 7 at 7 p.m.

The Board also confirmed that May Seto would be a signing officer as Acting/Interim Executive Director for the transition period related to Susan Fletcher's retirement.

MOTION (Law/Riolo)

To confirm the Officers and Committee members as proposed and for any 2 of the Chair, Treasurer, Secretary, and Acting/Interim Executive Director to be signing officers.

Carried

13. Directors' Concerns

No concerns were reported.

14. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Andre Riolo.

Chair

Secretary

Applegrove Statistics			2018 Printed May 18, 2018			
Cumulative different people		January	February	March	April	
Applegrove Parent/Child Drop-in						
Children	278	430	398	581	505	
Parents	243	131	129	180	176	
Caregivers		168	155	197	165	
Subtotal		729	682	958	846	
The Applegrove Connection (previously Edgewood)						
Children	80	214	127	139	149	
Parents	47	20	14	15	15	
Caregivers		93	56	58	56	
Subtotal		327	197	212	220	
Helping Our Babies Grow						
Infants and Children	14	14	12	21	22	
Moms	23	24	18	36	30	
Subtotal		38	30	57	52	
Therapeutic Play						
Children	2	5	5	6	0	
Adults	3	5	5	6	0	
Subtotal		10	10	12	0	
Children and Youth						
Camp	32	75		142		
After 4, PA,	71	1,149	1,008	884	1,025	
After 4 Satellite	20	365	303	282	298	
Leadership	0	0	45	54	38	
Teen	0	0	27	20	42	
Subtotal		1,726	1,428	1,436	1,441	
Adult Programs						
Seniors	40	69	89	44	152	
Committee/Board ho		51	58	0	0	
User Groups		0	0	0	0	
Other*		0	85	48	0	
Subtotal		120	232	92	152	
Outreach events						
# of events	n/a	0	2	0	0	
Contacts	n/a	0	60	0	0	
Phone and e-mail		265	270	192	339	
Total exc outreach	833	3,215	2,849	2,959	3,050	
Cumulative		3,215	6,064	9,023	12,073	

*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,

April 30, 2018 YTD Financial Report Based on approved City Budget and draft program budgets approved at November Board meeting

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

		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes	
City Funded Administration	Expense	117,075	119,323	2,248	2%			
	Income	127,784	127,801	17	0%			
Families with Young Children	HOBG	Expense	9,084	12,595	3,511	39%		Funding received at unpredictable intervals
		Income	12,946	12,693	-253	-2%	§	Year end spending
	PC	Expense	43,045	41,592	-1,453	-3%		
		Income	64,027	63,894	-133	0%	Q	
	AC (formerly EW)	Expense	10,736	9,972	-764	-7%		
		Income	13,948	13,680	-268	-2%	Q	
	Therapeutic	Expense	10,635	7,281	-3,354	-32%		Program's funding ended after the budget was approved. There is sufficient surplus to maintain program to the end of March 2019.
		Income	13,375	0	-13,375	-100%	ƒ	
Children and Youth	After School including March Break and Holiday Camp	Expense	78,780	69,316	-9,464	-12%		More families are paying by credit card. Although we are paying more in fees, processing is more streamlined.
		Income	101,530	98,401	-3,129	-3%		Net income is about \$29,000, more than 60% of annual target
	Satellite	Expense	18,959	15,813	-3,146	-17%		Net income is about \$8,000, more than 75% of annual target
		Income	24,480	24,102	-378	-2%		
	Teen	Expense	4,740	2,718	-2,022	-43%		With little income, we trimmed staff hours. As well, the program did not resume until February.
		Income	0	0	0			
	Jr Leaders	Expense	2,293	1,353	-940	-41%		Fees were paid in advance for programming in April and May. Fewer participants registered than budgeted
		Income	3,015	2,385	-630	-21%		
Seniors	Expense	15,225	15,857	632	4%	§	Additional expenses from Wellness Fair and fiscal year-end spending	
	Income	15,450	15,878	429	3%			
Fundraising general program	Program General	Expense	9,685	9,300	-385	-4%		Program Assistant and relevant expenses.
	Agency fundraising and donations	Expense	1,233	10,048	8,815	715%		Expense includes Family Dance; annual Directors and Officers insurance premium @ \$775, plus consultant fee.
		Revenue	2,880	4,543	1,663	58%		Includes income from United Way, individual donations, Family Dance and Babysitting class.

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

Note: Camp and Leadership fees paid in April are in deferred revenue. The programs had no revenue or expense in April so have been omitted from this summary report.

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

April 30, 2018

ASSETS

Alterna - Admin Account	33,873.35
Alterna - Program Account	176,458.68
Alterna - Trust Account	334.24
Alterna - Member Shares	154.96
Alterna Term Deposits - Program	137,191.66
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	2,456.90
Outstanding Transfers Between Accounts	0.00
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	270,503.57
City of Toronto - Receivable	11,768.05
HST Receivable - Admin & Program	2,914.33
Prepaid Expenses	2,950.00
	<u>638,755.74</u>

LIABILITIES

Accounts Payable	90.32
Long-term Benefits Payable	168,431.00
Unrealized Actuarial Gain	76,882.00
Income Taxes Payable	6,220.50
CPP Payable	4,579.70
EI Payable	2,141.80
OMERS Payable	6,605.72
WSIB Payable	528.61
Union & COTAPSAI Dues Payable	817.26
EHT Payable	1,073.71
Vacations Accrued - Admin	25,190.57
Vacations Accrued - Program	10,476.18
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>313,908.59</u>
Accrued Expenses - Admin	11,623.60
Deferred Income - Program	15,540.00
Funds held in trust	0.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	125,666.29
Teen Program	0.00
Seniors Programs	17,251.69
Board/Management	27,981.33
Summer Programs	31,625.77
HAIG	0.00
The Applegrove Connection	0.00
HOBG	2,750.66
Over the Rainbow	44,564.13
Current Program Income	235,576.16
Current Program Expenses	<u>(196,210.88)</u>
	39,365.28
Admin:	
Current Admin Funding - City of Toronto	127,783.51
Admin Vacation Payout - Salary & Benefits	0.00
Interest on Admin Account	17.47
Current Admin Expenses	<u>(119,322.58)</u>
Current Admin Surplus/Deficit	8,478.40
	<u><u>638,755.74</u></u>

Applegrove Community Complex																												Includes Board and								
YTD Financial Report																																				
April 30, 2018																																				
	Admin		Program	P/C Drop-in		AG Connection		HOBG		Therapeutic Play		Afterschool		AS SAT		PA day		March Break Camp		JR Leaders		Holiday Break		Teens Program		Summer Camp		Leadership		Seniors		Program	General	Other (PA, FR, Bd)		
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget			
EXPENSES																																				
Salary	85,746	85,206	129,100	31,398	31,368	5,225	5,494	1,987	2,295	6,448	8,585	45,394	48,417	10,963	11,520	1,078	834	3,759	3,137	1,037	1,080	1,598	1,882	2,321	2,189	0	0	0	0	9,126	9,371	8,054	8,322	712	400	
Benefits	24,928	23,567	24,001	8,942	9,393	2,303	2,302	283	499	750	1,237	6,326	8,261	1,317	1,519	149	128	390	440	195	218	206	234	360	429	0	0	0	0	1,401	971	1,246	1,363	134	0	
Material & Supplies	3,606	3,397	18,645	1,126	1,380	361	520	7,488	6,290	0	450	3,284	5,350	1,031	3,280	0	0	165	520	121	490	283	200	37	926	0	0	0	0	4,118	3,603	0	0	395	58	
Furniture, Equipment Software	238	130	56	56	150	0	120	0	0	0	0	0	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Purchased Services	4,805	4,775	24,409	70	754	2,082	2,300	2,836	0	82	363	6,030	7,393	2,502	2,640	0	584	466	800	0	505	189	200	0	1,195	0	0	85	0	1,212	1,280	0	0	8,807	775	
Total	119,323	117,075	196,211	41,592	43,045	9,972	10,736	12,595	9,084	7,281	10,635	61,034	69,821	15,813	18,959	1,226	1,546	4,780	4,897	1,353	2,293	2,275	2,516	2,718	4,740	0	0	85	0	15,857	15,225	9,300	9,685	10,048	1,233	
INCOME																																				
Government Funding																																				
City of Toronto	127,784	127,784	76,876	63,378	63,377	13,498	13,498	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Province of Ontario	0	0	13,234	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,234	11,500	0	0	0	0	
Federal Government	0	0	12,693	0	0	0	0	12,693	12,696	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Government	127,784	127,784	102,803	63,378	63,377	13,498	13,498	12,693	12,696	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,234	11,500	0	0	0	0	
Non-Government Funding																																				
Charitable Organization	0	0	184	0	0	0	0	0	0	0	13,375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	184	0	
Foundation/Corporation	0	0	1,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0	0	0	0		
Total Non-Government	0	0	1,184	0	0	0	0	0	0	0	13,375	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	0	0	184	0		
Donation/Fundraising																																				
Charitable Donation-individual	0	0	1,843	289	250	100	200	0	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	250	0	0	1,449	1,480		
Charitable Donation-Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Non-charitable Donation-Ind	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Non-charitable Donation-Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fundraising	0	0	860	227	400	82	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	100	0	0	520	1,000		
Total Donation/fundraising	0	0	2,703	516	650	182	450	0	250	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37	350	0	0	1,969	2,480			
Others																																				
User Fees	0	0	127,596	0	0	0	0	0	0	0	0	89,166	91,960	24,102	24,480	1,890	1,560	4,545	5,180	2,385	3,015	2,800	2,830	0	0	0	0	0	1,608	2,600	0	0	1,100	0		
Miscel	17	0	1,290	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,290	400			
HST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Others	17	0	128,886	0	0	0	0	0	0	0	0	89,166	91,960	24,102	24,480	1,890	1,560	4,545	5,180	2,385	3,015	2,800	2,830	0	0	0	0	1,608	2,600	0	0	2,390	400			
TOTAL INCOME	127,801	127,784	235,576	63,894	64,027	13,680	13,948	12,693	12,946	0	13,375	89,166	91,960	24,102	24,480	1,890	1,560	4,545	5,180	2,385	3,015	2,800	2,830	0	0	0	0	15,878	15,450	0	0	4,543	2,880			
SURPLUS(DEFICIT)	8,478	10,709	39,365	22,302	20,982	3,707	3,212	98	3,862	(7,281)	2,741	28,132	22,139	8,289	5,521	664	14	(235)	283	1,032	722	525	314	(2,718)	(4,740)	0	0	(85)	22	225	(9,300)	(9,685)	(5,505)	1,647		

Camp and Leadership fees paid April are in deferred revenue so do not appear in this report.



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Strategic Initiatives Committee Notes

May 7, 2018

Present: Andre Riolo (Chair), Tim McNab, Michael Miceli, Jim Valentine, Ann McKechnie, Susan Fletcher (recorder)

Guest: Brian Arnott (Novita)

1. Next Meeting

Visioning May 26

Next Committee meeting to be determined

2. Info

a. Community Hubs Facilitation Program Guidelines

- Susan circulated information about this new provincial funding
- grants (\$10,000 - \$50,000) now available for facilitation for activities such as
 - developing a vision – community visioning exercise
 - assessing the community
 - design a community engagement plan
- opened May 2 (no clear deadline)
- might offer opportunities for Applegrove’s next steps

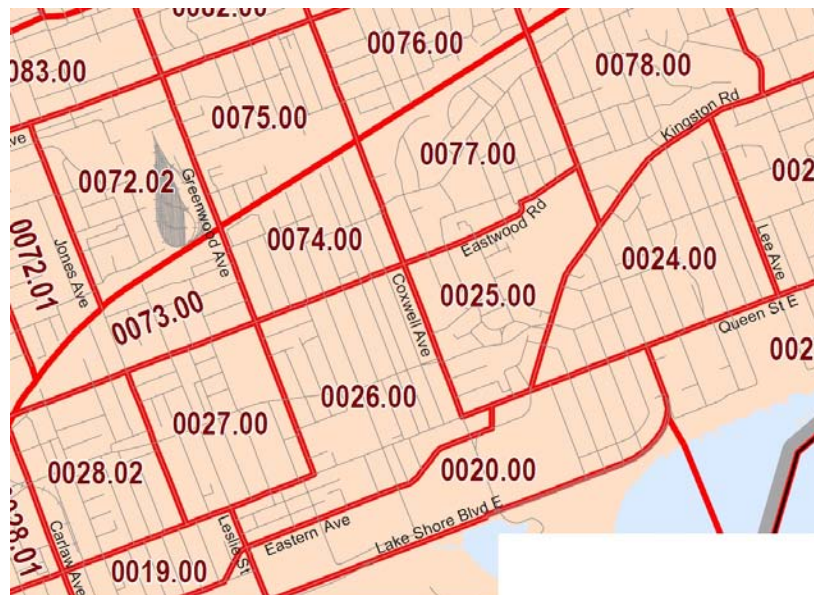
b. Community Hubs Facilitation Application (circulated for information)

c. Surplus Property Transition Initiative Application Guidelines

- only applicable to provincial, school board and public hospital property
- not relevant to Applegrove

d. City “Changing Landscape” report on demographics by census tract

- census tracts do not align with Applegrove’s catchment area.
- Applegrove previously used 73, 74, 77, 27, 26, 25 and 20



Charitable Number: 10671 8943 RR0001

3. AppleGrowth

- Brian presented Novita's Part 1 report, Where Are We Now and led a discussion of the report, its findings and conclusions, anything wrong or missing, where do we need to go, and next steps
- he noted:
 - Leslie organized last year's provincial Community Hubs Summit, so is very familiar with the provincial directions on hubs.
 - they had good conversations with staff and board members, lots of notes and issues identified through which they understand and validate Applegrove's challenges
 - they reviewed all the documents and policies
 - although they did not do a deep dive into the financials, they understand the complexity.
 - the report includes Applegrove's overall requirements
 - they want to be sure that all the possible options are on the table
 - Applegrove needs to increase revenues
 - Applegrove's future is likely to be opportunity driven
- There was some discussion re: the potential to leverage Toronto Community Housing (i.e. Sunshine Centres for Seniors)
- next step in this process: visioning workshop with Board, staff and others
 - probably 4 hours for a facilitated discussion of where Applegrove wants to go
 - validating the vision within the constraints
 - implications for budget
 - nature of options
- the committee recommended Saturday, May 26
 - we would need to pay for a permit to use the Parent/Child room or a classroom
 - maybe Maple Cottage as a nearby off-site location
 - after Brian left, members suggested participants:
- members asked how the timing of the visioning session would affect the project timeline
 - although the original project timing had a report to the May Board meeting, Applegrove knew that additional work would likely require additional time.
 - Leslie has another commitment on June 11, so the June Board meeting will probably be on June 18 and the report will come to it.

Post-meeting note

- after the meeting, by email members identified errors and omissions in the report

4. Lease

- before the meeting, Susan circulated the spreadsheet estimating costs for usage of leased space after 6 p.m. and on Saturdays
- at least \$7,000 annually before anticipated annual COLAs¹ starting September 2018 PLUS \$20 fee per application
- clarified anticipated room usage
- City staff proposed
 - FREEE² will absorb the cost for the permit hour usage. We will transfer the funding from FREEE to AOCCs to achieve net 0 impact.

¹ COLAs = Cost Of Living Adjustments

- FREEE will draft a service agreement letter with Applegrove to stipulate the yearly permit cost that FREEE will cover for the duration of the 5-year lease (including expected annual increase).
 - Applegrove will manage the permit application process and ensure that the permit cost expenditure stays within the amount stipulated in the service agreement letter and the usage of the space remains the same.
 - Applegrove can invoice FREEE on an annual basis before the new lease year commences, but will require a summary of the prior year's permitted space, hours used and cost.
- issues noted in discussion included
 - need to determine what the budget would be, how this would work with the Admin budget process and how the invoicing would work
 - how can Applegrove expand evening programming while ensuring that the permit cost and usage stays the same?
 - Susan will follow up with relevant City staff
 - Susan is continuing to try to get the TDSB to change the permit requirement and return to the prior language.

5. City Agency Governance Review

- last summer, the City initiated this review of the governance of all of its agencies
- it was expected to be completed in fall 2018 but has been delayed
- Susan confirmed that it is not on the May 14 Executive Committee agenda
- there are only 2 more Exec meetings before the election break (June 19 and July 17)

6. Committee Chair

- members unanimously confirmed Andre as chair!

7. Next Meeting Date(s)

Visioning May 26?

Next Committee meeting to be determined

² FREEE = Facilities, Real Estate, Energy and Environment. FREEE currently pays Applegrove's rent directly to the TDSB and negotiates the lease



APPLEGROVE COMMUNITY COMPLEX

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Membership, Nominations and Outreach Committee Notes

April 26, 2018 at 6:30 p.m.

Present: Pierre Bois, Natasha Graham, Janina de Guzman, Susan Fletcher.

Regrets: Ann McKechnie.

1. Next Meeting

Date to be confirmed. In July

2. Notes from March meeting

- accepted by consensus

3. Nominations

- Stacey's resignation means there is a vacancy.
- the committee recommended filling it ASAP.

4. Membership Development

a. Setting up SUMAC

- Janina reported that the membership module had been installed.
- she is setting it up with the new categories.

b. Next Steps

- the committee agreed that an e-mail should go to members noting that the AGM passed constitution amendment so that enhanced benefits can begin in September
- during the discussion below, members agree to change the “Seed” and “Blossom” membership levels to “Root” and “Seed” respectively!
- discussions within programs
 - Susan circulated a draft Membership Benefit brochure
 - members approved the format and made a number of minor changes to content.
 - staff will draft a handout that includes the chart of benefits.
 - the chart/brochure info will go on the website.
 - staff will present the brochure at the PC and AC meetings in May.
- for the Seniors Council in mid-May, staff will also present a separate handout of the new activity and activity card prices
- members agreed with the concept of including a cell-phone wallet (sample pictured) when the first x number of seniors pay for new memberships; after that, phone wallets will be available to all members for \$2 each.



- the committee asked for pricing up to 500 units for the Board to decide how many.
- draft membership forms were circulated; each program will also have program specific forms to attach to minimize repeating the same information.
 - Susan noted the issue of photo permission.
 - it will be on program-specific forms
 - for events, Applegrove should use a big sign AND have coloured dots or labels for individuals who do not want to be in photos. The dots will tell photographers
 - not to use the photo or
 - to crop out the individual or
 - to cover or blur the individual's face.

5. Report on Outreach and events

- a. Seniors Wellness Fair, March 14 from 10:30 to 2:30 in the gym
- b. Bowmore Make-It Fair, April 7
 - Paulina attended with Applegrove's button/magnet machine.

6. Upcoming Outreach and Events

- a. Duke of Connaught Fun Make-It Fair: Saturday, June 2
 - Janina to participate with Applegrove's button/magnet machine.
- b. LEAF Festival in "Mosquito Park" (by Tango Palace) June 16
 - Louise to attend
- c. Pasta Fest:
 - the committee confirmed the proposal for Sunday, November 25, starting and ending somewhat earlier than previously
 - preliminary agenda:

3-5	Family Fun activities
3-4:30	Kids Auction
4:45-5	Pick up Kids Auction items
5-6	Dinner
6-7	Auction closing and Dance-off for the 9-12 year olds
 - ticket sales should be begin in early September; because these will only be available to Enhanced Members, they should drive membership sales!



7. Next Meeting Date

In July, date to be confirmed.

Membership targets

Membership Level Targets		Totals	Rate	Yearly Total
Free	Seed	1,000		
Individual	Blossom	40	\$10	\$400
Dual	Buds	10	\$16	\$160
Family	Tree	145	\$20	\$2,900
Donor + (Board, Sr. Staff)	Orchard	22	\$120	\$2,640
		1,217		\$6,100

AG Paid User Breakdown	Assumptions		
57 Families In Afterschool	All Families pay minimum \$20 annual fee. Can be rolled in to first registration. 10 families would opt for Donor + level.		
18 Families in Satellite afterschool			
70 Summer camp families			
4 Junior Leader Families			
6 Leadership families			
140 Seniors (60 use paid programming)		40 would join at Individual; 20 would join at Dual	
12 Board Members + Senior Staff	All willing to pay \$120 or \$10 / month to cover Donor + level		
TIMELINE			
Verbal Notice	Pasta Fest	November 25	
Initial Notice	Mailed Letter		
	e-mail and website	early December	
Membership Campaign - Phase 1	Pre-AGM Notice	Target January 25	
	proposed constitutional changes	March 2	
AGM	Presentation	March 25	
Implementation of Benefits	Post-AGM Notice	March - June	
Considerations to achieve timeline:			
Membership levels built into SUMAC by Fall 2017			
All current constituents added to \$0 / AppleSeed level by end of 2017			

"TOGETHER, BUILDING OUR COMMUNITY"

Applegrove Community Complex is a multi-service community organization in southeast Riverdale in Toronto. We are a neighbourhood partnership fostering community through social and informative programs for individuals and families.

APPLE

	Root	Seed	Buds	Tree	Orchard
Standard Rate (Annual Fee)	\$0	\$10	\$16	\$20	\$120
MEMBERSHIP BENEFITS					
Receive Applegrove print and electronic newsletter					
Receive Applegrove calendar of programs and events					
Access Applegrove free / community programming					
Participate in Applegrove committees					
Vote at the Annual General Meeting**					
Access to special prize draws					
Save on paid event tickets					
Save on activity cards					
Access program and event pre-sales					
Extend benefits to a second Adult					
Extend benefits to a second Adult, all Youth living in the same household + one Caregiver					
Save on camps and after-school programs					
Extend early bird pricing for full programming season*					
Receive a charitable tax receipt for \$100					
Receive acknowledgement in Newsletter, Annual Report, and on our website					
Receive invitation to annual donor event					

Fine Print

Memberships are valid for one year, non-transferable. Fees/benefits are subject to change

Family-level Membership covers one household with up two Adults and unlimited Youth + 1 Caregiver who can live outside the household

Dual-level Membership (Buds) can extend to two households. Names cannot change within the membership year.

Youth: 17 years of age and under

Adult: 18 years of age and over

Caregiver: Any one adult 18 years and over. Benefits cannot be transferred to other households

Membership fees cover program registration subsidies. Any unused amount will be deferred to the next fiscal year

The Executive Director and / or the Board may waive membership fees for special cases

*Must have registered for at least 1 week of camp during the early bird pre-sale

**Voting on nominations to the Board restricted to members living in the catchment area. Subject to membership deadlines as outlined in the constitutions.

Applegrove members say . . .

“Applegrove is such an important resource for this neighbourhood; I don’t know what I would do without it.”



“The center helped my children by supporting them in areas like speech, cognitive and social development.”



“I have been coming for many years, first for the pre- and post-natal, and since the first day, have been hooked!”



Applegrove Community Complex is . . .

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

Membership Brochure

All Applegrove Members can vote at the Annual General Meeting and receive newsletters.

Enhanced Membership offers additional benefits, as well as the knowledge that your membership dues will support your community through Applegrove’s subsidy program – opening your center’s doors for your neighbours in need.



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Applegrove Community Complex

Together, Building Our Community

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- Youth: 17 years of age and under.
- Adult: 18 years of age and over.
- Caregiver: Any one adult 18 years and over.
- Benefits cannot be transferred to other households.
- Membership fees cover program registration subsidies. Any unused amount will be deferred to the next fiscal year.
- The Executive Director and/or the Board may waive membership fees for special cases.

Enhanced benefits start in September 2018. The membership you get in 2018 will run until April 2020 (not 2019), providing plenty of extra value.

Key Enhanced Benefits:

- Tree/Orchard Members who pay for at least one week of day camp at the early bird rate, can register for additional weeks at the early bird rate throughout the summer, as long as there is space.
- Seniors Activity Cards for just \$20, saving \$5 on the Root Member's price, and \$10 on the cost per activity.
- "Early Bird" Pasta Fest tickets will only be available to Enhanced Members.

*Must have registered for at least 1 week of camp during the early bird pre-sale.

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Minutes of the Board of Management Meeting April 30, 2018

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

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

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the February 26 Board of Management Meeting

MOTION (Lim O'Brien/Valentine)
To accept the minutes of February 26, 2018.
Carried

D. One Year Term

MOTION (Lim-O'Brien/Riolo)
To request the City to appoint the vacant board position for a 1 year term and Vai Teng Law, Tim McNab, Michael Miceli, Jim Valentine for 2 year terms on the Board of Management.
Carried

E. Officers and Committees

E.1. Consider/confirm committee structure
Members confirmed to continue with the same committee names:

- Personnel Committee
- Membership, Nominations and Outreach
- Strategic Initiatives

E.2. Select Committee Members

Committee members consist of the following:

- Personnel – Ann, Jean, Vai Teng
- Membership, Nominations and Outreach – Pierre, Natasha
- Strategic Initiatives – Jim, Andre, Tim, Michael

E.3. Select Officers

Terms are 2 years in length. The Chair, Vice-Chair, and Treasurer have all completed 1 year and have expressed to stay in their roles for another year. The following officers were selected:

- Chair – Ann McKechnie
- Vice-chair – Jean Lim O'Brien
- Treasurer – Jim Valentine
- Secretary – Natasha Graham

Committee members decided on the following dates for upcoming meetings.

- Personnel – Thursday, May 10 at 5:00 p.m. and Saturday, May 12 at 9 a.m. for interviews.
- Membership, Nominations and Outreach – TBA
- Strategic Initiatives – May 7 at 7 p.m.

The Board also confirmed that May Seto would be a signing officer as Acting/Interim Executive Director for the transition period related to Susan Fletcher's retirement.

MOTION (Law/Riolo)

To confirm the Officers and Committee members as proposed and for any 2 of the Chair, Treasurer, Secretary, and Acting/Interim Executive Director to be signing officers.

Carried

F. Personnel Committee Report

An update was provided.

MOTION (Law/McNab)

To accept the Personnel Committee Report.

Carried

G. Executive Director's Report

G.1. Date of June Meeting – Members suggested June 11 or 18.

G.2. Volunteers for All Candidates Meeting
Applegrove will hold an all candidates meeting on May 29 at 7 p.m. Board members are welcome to help out.

Susan circulated the report and additional TDSB permit fees will be added to the SI meeting agenda.

MOTION (Riolo/Lim-O'Brien)

To accept the Executive Director's Report.

Carried

H. Correspondence

MOTION (Valentine/Riolo)

To accept the suggested actions.

Carried

I. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Natasha Graham.

Chair

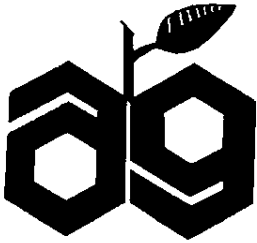
Secretary

Next Meetings and Events:

MNO meeting: July (to be confirmed)

SI meeting: Monday, May 7 at 7 p.m.

Board meeting: Monday, May 28 at 7 p.m.



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Personnel Committee Notes Public

April 30, 2018

Present: Jean Lim-O'Brien, Ann McKechnie, Vai Teng Law, May Seto, Susan Fletcher (recorder).

1. Next Meeting

To be determined

2. Notes from March 28 meeting

- accepted by consensus

3. Standing Item: Succession planning

- Jean updated the committee on the applications
- members reviewed and amended selection materials.

- next steps: relevant staff will make the necessary arrangements for interviews.

4. Next Meeting

To be determined



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Executive Director's Report

May 18, 2018

Two notes about the agenda

First, the order of items on the agenda may look odd. I have tried to keep the items for which Costanza is needed together, and to keep *in camera*¹ items together.

Second, Susan H. is working on budget projections. I hope to e-mail them to Board members on May 24 to give you the weekend to consider them. We expect the budget deadline to be in late June and have not yet received any guidelines or targets. Consequently a draft budget based on the guidelines and your direction will come to the June 18 Board meeting.

Transition

With my nominal last day only 6 weeks away, activities related to the transition are ramping up. The Personnel Committee is completing the selection process. Party planning is under way. The Admin staff have scheduled a cleaning day on Saturday, June 9 and are thinking about the office layout.

The Board agenda starts with an *in camera* item on transition issues. There is also a confidential report on transition issues sent separately.

Strategic Initiatives

The Board agenda includes an *in camera* discussion of Novita's report and the next steps.

Lease

Following up on my report to the April Board meeting and my emails earlier in May, I invited Costanza Allevato, the AOCC² liaison in the City's Social Development, Finance and Administration Division (SDFa) to the Board meeting for an *in camera* discussion.

Membership

As planned, May or I met with the PC, Seniors and Applegrove Connection advisory committees this month. Participants seemed to understand the membership categories and pricing.

All Candidates Meeting

Janina has worked with representatives of Ralph Thornton, Eastview, WoodGreen and the South Riverdale Community Center to organize the meeting, its poster in English and Chinese, and a bus to bring folks from Thornton and Eastview.

There are 8 candidates, 7 of whom had confirmed their attendance as of May 18 at 2:30 p.m. The 8th candidate only registered yesterday and we are locating contact information.

Credit Card Fees

Some months ago, Applegrove changed credit card processors. At the time, we were promised (but did not believe) that we would save $\frac{1}{4}$ to $\frac{1}{3}$ of the fees. Jenef and Susan H. have compared fee percentages for about 6 months, and confirmed that the new processor does

¹ *In camera* = private. The Board Manual includes a section call "Holding Closed Meetings".

² AOCC = Association Of Community Centres

save money. However the savings per month are in the neighbourhood of 15% of the fees. Under the old system, the average fees were about 3% and have decreased to about 2.5%.

I have not included their report, but it is available on request.

Grievances, Complaints and Compliments

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

Complaints: In addition to formal complaints, this report includes informal complaints. When staff members resolve a complaint at the first or "informal" level, they document it, including documenting when they are not sure whether or not an interaction is a complaint.

There was a formal complaint regarding suspension of a program participant. The complaint is in the process of being resolved, pending a meeting with the complainant.

Compliments: No staff recorded compliments; however, when I presented the new membership and fee information to the Seniors Council on May 17, it was clear that they appreciate our programs.

Respectfully submitted,

Susan Fletcher.



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Applegrove Events and Board / Committee Meetings – May 18, 2018

Office Phone 416-461-8143

“Together, Building Our Community”

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

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
6		7 7:00 SI Meeting	8	9	10	11	12 Personnel Committee: Interviews AppleCares Babysitting Class
13		14	15	16	17	18	19
20		21 Applegrove Closed for Victoria Day	22 [Duke School Council]	23	24	25	26
27		28 Board	29 All-Candidates Meeting (provincial)	30	31		

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2 [Duke Make-it Fair]
3		4	5	6	7 Provincial Election	8 PA Day	9 Office clean up day
10 Toronto Seniors Challenge		11 Board?	12 Book Club	13	14 4-8 p.m. Retirement Party @ Ralph Thornton Center	15	16 [Leslieville Tree Festival]
17		18 Board?	19	20	21 [Duke School Council]	22	23
24		25	26	27	28 Last day of school	29 Last day of Susan!	30

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event
MNO = Membership, Nominations and Outreach Committee SI = Strategic Initiatives Committee

Applegrove Events and Board / Committee Meetings – May 18, 2018
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July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Applegrove closed for Canada Day	3 First day of camp	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28
29		30	31				

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

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

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Applegrove Events and Board / Committee Meetings – May 18, 2018
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Volunteer Week

- April 7-13, 2019