

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

AGENDA – May 27, 2019

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. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of April 29 Board Meeting (*attached*): to be accepted

7:05

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. Year-to-date Financial Report (*attached*): for information
 - 8.3. Term Deposit Renewal (sent separately): for approval

7:20

9. Strategic Initiatives Committee Report (*Committee has not met since the last Board meeting*)
 - 9.1. Strategic Update Reporting Template (*sent separately*): for approval
10. Membership, Nominations & Outreach Committee Report (*May 22 notes distributed at meeting*)
 - 10.1. 40th Anniversary Celebration Update

7:50

11. Community Food Hub
12. TDSB Construction Project
13. Directors and Officers Liability Policy (*sent separately*)
14. Board Donations
15. Trusteeships

8:20

16. Directors’ Concerns

8:30

17. Adjournment

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting AGENDA – May 27, 2019

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the April 29 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Personnel Committee Report (*Committee has not met since the last Board meeting*)
 - D.1. Performance Evaluation update

8:50

- E. Executive Director's Report (*attached*)

8:55

- F. Correspondence List (*attached*): for information

9:00 Adjournment

Next Meetings and Events

May 22	Membership, Nominations & Outreach Committee Meeting @ 6 p.m.
May 30	Personnel Committee Meeting @ 5 p.m.
May 30	Strategic Initiatives Committee Meeting @ 6:30 p.m.
June 8	40 th Anniversary Celebration 2 – 5 p.m.
September 30	Board Meeting @ 7 p.m.
October 28	Board Meeting @ 7 p.m.
November 25	Board Meeting @ 7 p.m.



APPLEGROVE COMMUNITY COMPLEX

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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting

April 29, 2019

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli,
Andre Riolo, Jennifer Story, Jim Valentine

Regrets: Tim McNab, Moneca Yardley, Paula Fletcher

Staff: Susanne Burkhardt, Susan Horley, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on the first recommendation of the Truth and Reconciliation Commission - on Child Welfare.

3. Welcome

Board members and Staff introduced themselves to new Members.

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Andre

6. Volunteer Hours

7. Minutes of the February 25 Board of Directors Meeting

MOTION (Miceli/Law)

To accept the minutes of February 25, 2019.

Carried

8. Finance

8.1. Year-To-Date Statistics

Susanne provided an overview of year to date participation. Although numbers decreased in early 2019, there was some improvement in the past few months.

8.2. YTD Financial Report

Susanne provided an overview of the report and highlighted areas that required attention. Susan answered questions that Members had.

MOTION (Miceli/Story)

To accept the YTD financial report.

Carried

Board of Directors Minutes

April 29, 2019

2

8.3. 2018 Draft Audited Statements

Susan presented the 2018 draft audited statements and answered any questions Members asked.

MOTION (Valentine/Riolo)
To accept the 2018 audited statements.
Carried

8.4. Credit Card Policy Review

Susanne provided an overview of the credit card policy and answered any questions Members had.

MOTION (Bois/Kosny)
To approve the credit card policy.
Carried

8.5. Strategic Plan Update

Susanne provided an overview of the strategic update report and implementation plan.

MOTION (Miceli/Riolo)
To approve Applegrove's Strategic Plan update.
Carried

9. Strategic Initiatives Committee Report

Andre provided an overview of the Strategic Initiatives Committee notes.

9.1. Community Food Hub Update

Susanne provided an update. The lease for the use of Glen Rhodes Church space is scheduled to be signed. Applegrove received funds from New Horizons for Seniors to do intergenerational cooking programs. We hope to run some of the sessions at the Church.

10. Membership, Nominations and Outreach Committee Report

Pierre provided an overview of the MNO Committee notes. The Annual General Meeting was a success and well attended. The food was excellent and there were many new people.

10.1. 40th Anniversary Celebration

A draft 40th Anniversary budget was presented. Susanne shared with Members that a sponsorship package would be circulated to afterschool families and local businesses in hopes to cover some of the budget items.

MOTION (Miceli/Riolo)
To accept the 40th Anniversary budget.
Carried

11. Board Business

11.1. Directors and Officers Liability Insurance

Susanne shared that this policy was recently renewed and the renewal process required us to answer to more questions than in past. The carrier recommended that Applegrove get Abuse Liability coverage. This can be further discussed at SI Committee when Susanne gets more information.

11.2. Risk Management Workshop

Applegrove Board Members attended this workshop at Ralph Thornton Centre on March 30. AOCCs in attendance were Applegrove, Eastview and Ralph Thornton. The Facilitator took Directors through how to measure and manage risk. The SI Committee can determine actions from the risk management workshop and make recommendations for a Risk Management Policy.

12. Officers and Committees

Members confirmed that the current structure of Personnel, Strategic Initiatives, and Membership, Nominations, and Outreach committees will work for the coming year.

12.1. Committee Member Selection

Personnel – Jean, Moneca, Jennifer

Strategic Initiatives – Michael, Andre, Jim, Tim

Membership, Nominations, Outreach – Vai Teng, Iggy, Pierre

12.2. Officers Selection

Chair Jean Lim-O'Brien

Vice Chair Tim McNab

Treasurer Andre Riolo

Secretary Jim Valentine

MOTION (Bois/Story)

To confirm the Officers and Committee members as proposed.

Carried

13. TDSB Construction Project

The TDSB is doing major construction work on the pool systems this summer. This will impact our Parent/Child drop-in and HOBG programs as they will be using the Woodfield doors as the primary construction entrance. The hallway will also be a route for disposal of concrete and delivery of new materials. Staff has been in contact with school to relocate to another part of the school. There may be other possible impacts of noise and vibration to the summer camp rooms and Applegrove offices. We will speak to the school for alternate locations if this is an issue. Alternate entrances will also be used for the summer.

Jennifer Story shared that the Provincial Government will continue Focus on Youth funding this summer. This is great news for Applegrove's summer camp program.

14. Directors' Concerns – None

15. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Andre Riolo.

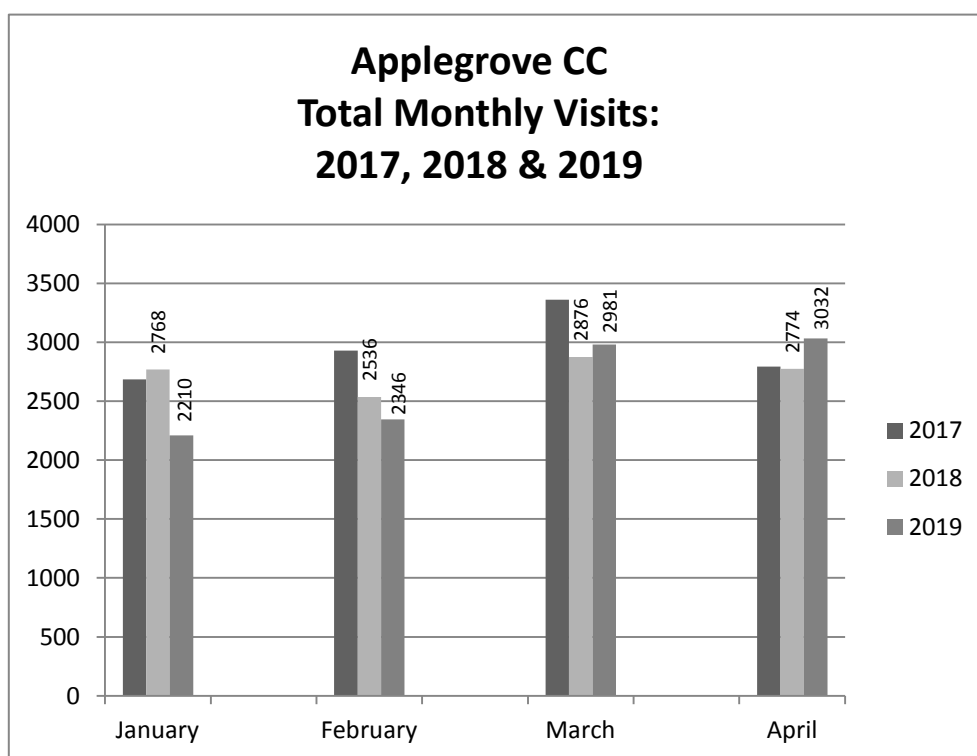
Chair

Secretary

**Applegrove Community Complex
Program Statistics to April 30, 2019
(2017, 2018, 2019)**

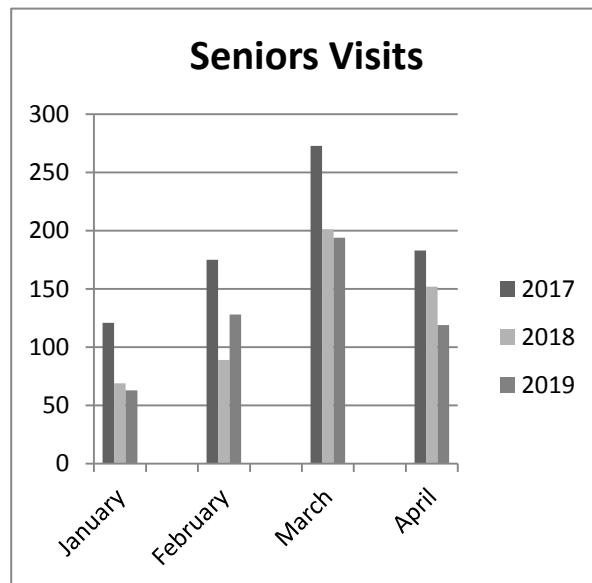
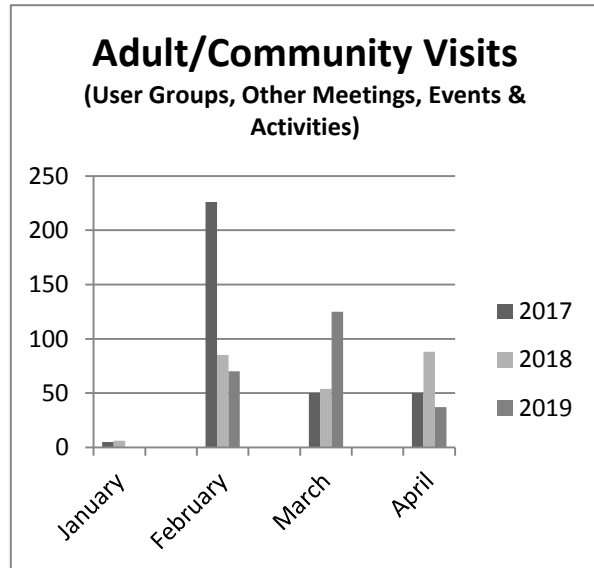
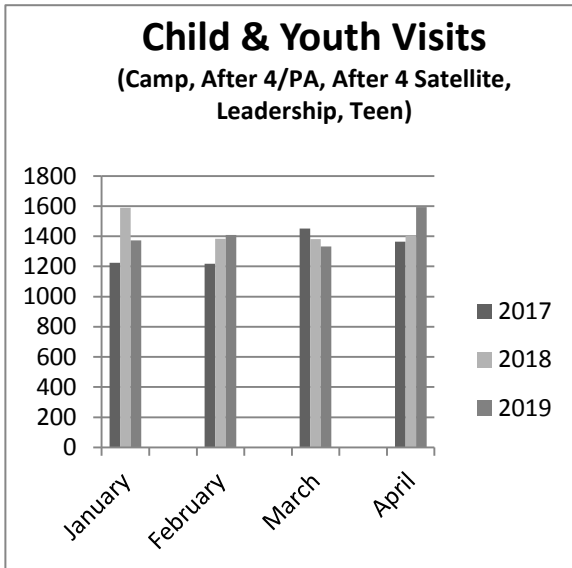
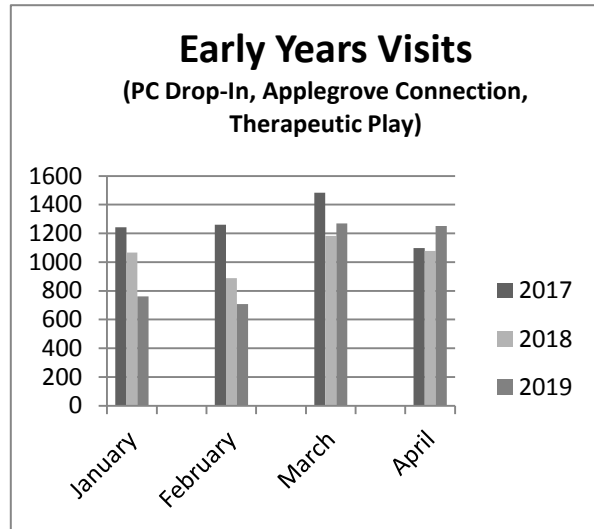
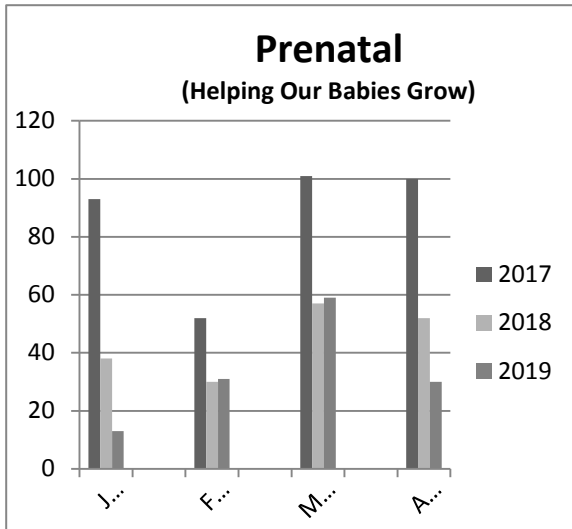
The table below reflects the number of total monthly visits for the following program streams:

- a) Pre/Postnatal (Helping Our Babies Grow)
- b) Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play)
- c) Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen)
- d) Adult/Community (User Groups, Other Meetings, Events & Activities)
- e) Seniors
- f) Outreach Event Contacts



In 2019, monthly overall participation levels are 4% lower than in 2018.

Programs holding steady relative to 2018	Programs trending upward relative to 2018	Programs trending downward relative to 2018
PC drop-in Seniors Special events	Teen Leadership After 4 (Satellite)	Helping our Babies Grow Applegrove Connection Therapeutic Play Teen Drop-In After 4 (Woodfield site)



PROGRAM		January	February	March	April
Helping Our Babies Grow	2017	93	52	101	100
	2018	38	30	57	52
cumulative		38	68	125	177
	2019	13	31	59	30
cumulative		13	44	103	133
Applegrove PC Drop-in	2017	1033	1046	1203	837
	2018	729	682	958	846
cumulative		729	1411	2369	3215
	2019	585	548	1110	950
cumulative		585	1133	2243	3193
Applegrove Connection	2017	201	191	259	255
	2018	327	197	212	220
cumulative		327	524	736	956
	2019	177	151	150	292
cumulative		177	328	478	770
Therapeutic Play	2017	8	23	22	6
	2018	10	10	12	13
cumulative		10	20	32	45
	2019	0	10	10	10
cumulative		0	10	20	30
Seniors	2017	121	175	273	183
	2018	69	89	201	152
cumulative		69	158	359	511
	2019	63	128	194	119
cumulative		63	191	385	504
Camp	2017	81	0	159	0
	2018	75	0	142	0
cumulative		75	75	217	217
	2019	0	0	141	0
cumulative		0	0	141	141
After 4/PA	2017	953	923	971	1032
	2018	1149	1008	884	1025
cumulative		1149	2157	3041	4066
	2019	963	940	820	1056
cumulative		963	1903	2723	3779
After 4 Satellite	2017	135	162	182	176
	2018	365	303	282	298
cumulative		365	668	950	1248
	2019	409	398	302	405
cumulative		409	807	1109	1514
Leadership	2017	0	70	73	80
	2018	0	45	54	38
cumulative		0	45	99	137
	2019	0	63	54	79
cumulative		0	63	117	196
Teen	2017	56	62	67	76
	2018	0	27	20	42
cumulative		0	27	47	89
	2019	0	7	16	54
cumulative		0	7	23	77

User Groups	2017	0		13		0		0
	2018	0		0		0		0
cumulative		0		0		0		0
	2019	0		0		0		
cumulative		0		0		0		0
Other	2017	5		213		50		50
Book Club, special events, Annual Meeting, Income Tax Clinic	2018	6		85		54		88
cumulative		6		91		145	0	233
	2019	0		70		125		37
cumulative		0		70		195		232

April 30, 2019 – YTD Financial Report
 (based on approved City Budget and draft program budgets
 approved at November Board meeting)

		YTD Budget		YTD Actual		Difference from budget		Common Issues	Special Notes	
		<ul style="list-style-type: none"> • Variance highlighting <ul style="list-style-type: none"> ○ 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. 								
City Funded Administration		Expense	121,629		120,098		-1,530	-1%		
		Income		130,539		130,552	13	0%		
Families with Young Children	HOBG	Expense	9,241		8,513		-728	-8%		
		Income		6,896		927	-5,969	-87%	§	
									Quarterly payment not yet received (program runs on April-March fiscal year)	
	PC	Expense	45,284		42,577		-2,707	-6%		
		Income		66,799		67,245	446	1%	Q	
AC	Expense	10,742		9,768		-973	-9%			
	Income		14,761		13,105		-1,656	-11%	Q	
									No fundraising done yet this year	
Therapeutic	Expense	8,596		7,153		-1,443	-17%			
	Income			0		0	0	0%	?	
									Program is being maintained through surplus funding.	
Children and Youth	After School including March Break and Holiday Camp	Expense	81,161		72,558		-8,603	-11%		
		Income		98,390		88,025		-10,365	-11%	
										Program is not full due to departures and people cancelling spots in September
	Satellite	Expense	27,317		19,809		-7,508	-27%		
		Income		35,654		36,000	346	1%		Conservative spending early in the year
	Teen	Expense	4,151		2,379		-1,773	-43%		
Income			0		0	0	0			
									The program did not resume until February, only 1 day per week until numbers went up	
Jr Leaders	Expense	3,017		1,214		-1,802	-60%			
	Income		3,015		1,275		-1,740	-58%		
									Fewer participants registered than budgeted Funds not yet transferred from AS to Jr Leaders for participants doing both programs	
Seniors	Expense	13,450		26,996		13,546	101%	§		
	Income		14,235		26,216		11,981	84%		
									Year end spending Includes special grant, health fair funding, fundraising, registration fees and deferred funds from 2018	
Fundraising general program	Program General	Expense	9,718		8,903		-814	-8%		
	Agency fundraising and donations	Expense	1,025		2,166		1,141	111%		
		Revenue		4,530		3,177		-1,353	-30%	
									Expenses include Directors and Officers Liability Insurance, permit fee, AGM advertisement, Family Dance Revenues includes Family Dance, United Way donation, indiv charitable and Canada Helps donations, program account interest	
§ = Special April-March financial year		Q = Funding received quarterly		? = Funding received twice annually						

**APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET**

April 30, 2019

ASSETS

Alterna - Admin Account	21,463.68
Alterna - Program Account	202,569.96
Alterna - Trust Account	194.08
Alterna - Member Shares	156.36
Alterna Term Deposits - Program	140,105.08
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,860.00
Loan from Program to Admin	0.00
Outstanding Transfers Between Accounts	1,588.44
Accounts Receivable - Admin	2,176.55
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	261,534.73
City of Toronto - Receivable	22,601.31
HST Receivable - Admin & Program	3,033.22
Prepaid Expenses	1,675.00
	<u>659,108.41</u>

LIABILITIES

Accounts Payable	0.00
Long-term Benefits Payable	126,906.00
Unrealized Actuarial Gain	118,885.00
Income Taxes Payable	5,613.93
CPP Payable	4,644.82
EI Payable	2,028.64
OMERS Payable	8,013.38
WSIB Payable	479.74
Union & COTAPSAI Dues Payable	810.92
EHT Payable	1,051.10
Vacations Accrued - Admin	15,743.73
Vacations Accrued - Program	12,363.51
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>307,411.99</u>
Accrued Expenses	9,866.31
Deferred Income	14,815.00
Retained Surplus (Deficit): Program General	0.00
Parent/Child Drop-in	0.00
Afterschool	169,062.26
Teen Program	0.00
Seniors Programs	16,574.21
Board/Management	30,548.94
Summer Programs	37,656.67
The Applegrove Connection	0.00
HOBG	3,415.76
Over the Rainbow	20,499.27
Current Program Income	240,968.88
Current Program Expenses	<u>(202,164.09)</u>
	38,804.79
Admin:	
Current Admin Funding - City of Toronto	128,161.48
Sick Pay Gratuity Funding - City of Toronto	2,377.08
Interest on Admin Account	13.08
Current Admin Expenses	<u>(120,098.43)</u>
Current Admin Surplus/Deficit	10,453.21
	<u>659,108.41</u>



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Minutes of the Board of Management Meeting April 29, 2019

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

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

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the February 25 Board of Management Meeting

MOTION (Miceli/Law)

To accept the minutes of February 25, 2019 with correction to guest name.

Carried

D. Officers and Committees

MOTION (Bois/Story)

To confirm the Officers and Committee members as proposed.

Carried

E. Personnel Committee Report

E.1. Performance Evaluation

May and Susanne stepped out of the room so Members could discuss Pay for Performance as recommended.

MOTION (Bois/Miceli)

To accept the manager's pay for performance as recommended.

Carried

F. Executive Director's Report: for information

Susanne provided an overview of the Executive Director's report and highlighted grant submissions to date.

MOTION (Story/Law)

To accept the Executive Director's Report.

Carried

G. Correspondence/Information

H. Adjournment

The meeting was adjourned on a motion by Jennifer Story, seconded by Pierre Bois.

Chair

Secretary

Next Meetings and Events:

May 27, 2019

June 8, 2019

Board meeting, 7 p.m.

40th Anniversary Celebration, time 2-5 p.m.

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“TOGETHER, BUILDING OUR COMMUNITY”

Executive Director's Report

May 16, 2019

Strategic Priorities

The updated strategic priorities approved at our last meeting have been shared with staff and their implementation is underway. Facility work has to date been focused on refreshing our existing spaces and offsite program delivery, admin staffing levels will be addressed in the upcoming budget process, we are exploring the need for and feasibility of after school program expansion opportunities in the area, the food hub work (and Applegrove's role within it) is progressing well. After the 40th anniversary I plan to focus on developing a strategy for creating a program monitoring and evaluation framework that will come to the Board in fall.

Applegrove Spaces

We continue to refresh our facility spaces. Recently this work has focused on the Archive Room and on May's office, both of which offer potential as programming and meeting spaces. In the Archive Room we are removing a lot of 'stuff' and have added new storage cabinets and couches to make it a more usable and welcoming space. May's office now has more shelving to accommodate storage (which we always need lots of) as well as more space and a larger table for meetings.

Grants and Fundraising

Since the last Board meeting there have not been many grant application deadlines, however we are monitoring opportunities and will continue to pursue grant funding with a focus on enhancing existing programs. We are tracking the value of all our grant funding requests – to date in 2019 we have secured 41% of the funding dollars we have requested (this metric has not been tracked in previous years).

Gardening

Now that we are involved in the food hub and partnering with Building Roots, we are hearing about and being engaged in more local discussions around green spaces and gardens. For example, in consultation with the City, we are supporting the process of determining whether there is interest in the formation of a community gardening group to maintain the TTC gardens along Queen Street. This is an interesting development and relates nicely to our work with the food hub.

Summer Camp

We are still taking in registration for summer camps and are full for 2 weeks and close to full for many other weeks (except the short weeks in which participation is always lower). We received all of the summer camp funding we requested, and have submitted an application for 4 students through the TDSB Focus on Youth program and expect to hear back in June (the status of this program was in question due to cuts however it was recently announced that it will be available for summer 2019) . If we get these students they will provide additional support for the summer camp staff.

Grievances, Complaints and Compliments

There have been no grievances, formal or informal complaints reported since the April ED report.

Respectfully submitted,

Susanne Burkhardt

Applegrove Community Complex
Correspondence / Information Received
 May 21, 2019

From (Date Received)	Regarding	Action(s)
City Planning (May 3)	Notice of Community Consultation to be held on May 21 from 7-9pm at the Danforth Mennonite Church re. a planning application for 1793 Danforth Ave. The applicant has filed a Zoning By-law Amendment and Site Plan application to facilitate the development of a 7 story mixed-use building.	R&F
City Clerk (March 6)	Notice that By-law additions and amendments adopted on April 17 to the South of Eastern and Waterfront Community Improvement Plans remove the minimum size and construction value requirements for office/industrial condominiums to receive Development Grants through the Imagination, Innovation and Technology (IMIT) Program. Notices of appeal can be filed with the City Clerk no later than May 21.	R&F
City Clerk (May 13)	Notice of Public Meeting to be held by the Planning and Housing Committee on May 28, 2019 on new Official Plan policies re. the loss of dwelling rooms by requiring replacement of dwelling rooms lost to redevelopment and the provision of assistants to tenants displaced as a result.	R&F
City Planning (May 13)	Notice of Community Consultation on May 21 from 7-9pm at the Estonian Hall re. Planning application for 954-958 Broadview Ave. and 72 Chester Hill Rd. to build an 18 story seniors residence.	R&F
City Ombudsman (May 15)	2018 Annual Report from the City Ombudsman.	Susanne to review for any information of relevance to Applegrove

**R&F = Receive and File*



Applegrove Events and Board / Committee Meetings – May 22, 2019

Office Phone 416-461-8143

“Together, Building Our Community”

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 6:00 MNO Cttee	23	24	25
26	27 7:00 Board	28	29	30 5:00 Personnel Cttee 6:30 SI Cttee	31	

June 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7 PA Day	8 2-5:00 40 th Anniversary
9	10	11	12	13	14	15
16	17	18 6:00 MNO Cttee	19	20	21	22
23	24 7:00 Board	25	26	27 5:00 Personnel Cttee 6:30 SI Cttee	28 PA Day	29
30						

July 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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	27
28	29	30	31			

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labour Day	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 6:00 MNO Cttee	18	19	20	21
22	23	24	25	26 5:00 Personnel Cttee 6:30 SI Cttee	27	28
29	30 7:00 Board					

Scheduled Board & Committee Meetings - 2019

Board	MNO Committee	Personnel Committee	Strategic Initiatives Committee
May 27, 7pm	May 22, 6pm	May 30, 5pm	May 30, 6:30pm
June 24, 7pm	June 18, 6pm	June 27, 5pm	June 27, 6:30pm
September 30, 7pm	September 17, 6pm	September 26, 5pm	September 26, 6:30pm
October 28, 7pm	October 22, 6pm	October 31, 5pm	October 31, 6:30pm
November 25, 7pm	November 19, 6pm	November 28, 5pm	November 28, 6:30pm