

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

May 25, 2020

This meeting is open to the public and will take place using WebEx. Members of the public who wish to speak at the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by videoconference:

<https://meetingsamer11.webex.com/webappng/sites/meetingsamer11/meeting/download/bf522d11271d4f9ea68e60e28fe8e804?siteurl=meetingsamer11&MTID=md224a3ba809b542bab2a1f2fa1613ae5>

To join by phone: 416-216-5643

Meeting number (access code): 628 326 057

Meeting password: AGBoard (2426273 from phones and video systems)

AGENDA

1:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of April 30 Board of Directors Special Meeting (*attached*): to be accepted
6. Minutes of April 30 Board of Directors Meeting (*attached*): to be accepted

1:10

7. Program Presentation – Early On & After School

1:20

8. Finance
 - 8.1. Year-to-date Financial Report (*attached*): for information
 - 8.2. 2019 Draft Audited Statements (*sent separately*): to be endorsed
 - 8.3. Program Budget
 - i) Term Deposit (*sent separately*): for approval
 - ii) Cash Flow Transfer Update

1:40

8. Standing Committees
 - 8.1. Strategic Initiatives Committee Report – deferred
 - 8.2. Membership, Nominations & Outreach Committee Report – deferred
9. AGM
10. Planning Process for Re-Opening

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1:50

10. Program Update and Statistics
11. Summer Camp
12. Neighbourhood Food Hub
13. Don Summerville Revitalization

2:10

14. Directors' Concerns

2:15

15. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Special Board of Directors Meeting April 30, 2020 – by Webex conference call

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

Present: Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo, Jennifer Story, Jim Valentine, Moneca Yardley
Regrets: Pierre Bois, Paula Fletcher, Tim McNab
Staff: Susanne Burkhardt, Janina DeGuzman, May Seto (recorder)
Guest: Scott Nowoselski (lawyer, City of Toronto)

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.

2. Declaration of Conflicts of Interest

None were declared.

3. Procedural Bylaw amendment to allow remote participation in Board meetings

MOTION (Riolo/Yardley)

To adopt the following motion.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

1. Amend the Procedural By-law for the Board of Directors of Applegrove Community Complex and adopt the draft bill in Attachment 1 of the report to provide that during an emergency declared to exist in all or part of the City of Toronto under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:

- a. a member of the Board may participate in a meeting of the Board or any committee of the Board by electronic means and will be counted in determining whether or not a quorum of members is present at any point in time;

Special Board of Directors Minutes

April 30, 2020

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- b. a member of the Board may participate electronically in a meeting of the Board or any committee of the Board that is closed to the public; and
 - c. the Procedural By-law will apply with any other minor modifications as may be required to facilitate meetings in accordance with a. and b. above.
2. Request City Council to approve the Board-approved amendments to the Procedural By-law for the Board of Directors of Applegrove Community Complex.
3. Request the Executive Director, Applegrove Community Complex, to present to the Board of Directors for information the amended Procedural By-law for the Board of Directors of Applegrove Community Complex once approved by City Council.

4. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Vai Teng Law.

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Chair

Secretary



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting April 30, 2020 – by Webex conference call

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

Present: Pierre Bois (joined at 4:15), Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo, Jennifer Story, Tim McNab (joined at 4:30), Jim Valentine, Moneca Yardley
Regrets: Paula Fletcher
Staff: Susanne Burkhardt, Janina DeGuzman, May Seto (recorder)
Guest: Scott Nowoselski (lawyer, City of Toronto)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Jennifer has booklets of the Truth and Reconciliation Commission Calls to Action and will hand them out at the next face to face meeting.

3. Welcome and Introductions

Guest Scott Nowoselski is a City lawyer who assisted with putting together the draft bill to amend Applegrove's procedural bylaws.

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of February 24 Board Meeting

MOTION (Miceli/Bois)

To accept the minutes of February 24, 2020

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

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The Board also ratified the following decisions made at an informal meeting held on March 18, 2020:

MOTION (Yardley/McNab)

Upon recommendation of the City of Toronto, due to the closure of Duke of Connaught School and in order to help prevent the spread of the COVID-19 virus, Applegrove close to the public and cancel all programming from March 16 until April 5, 2020 or such time that Duke of Connaught School re-opens and the resumption of programming is recommended by the City of Toronto.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab – yes

MOTION (Miceli/Riolo)

To postpone the Annual General Meeting scheduled to take place on April 2, 2020 to a later date to be determined by the Board.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab – yes

6. Finance

6.1. Year-to-date Financial Report

Susanne provided an overview. Some expenses are down because of the closure and some of the expenses are up because of year end spending. We also have lower staffing expenses as 1 week of payroll fell in March and 1 week in April.

6.2. Program Budget

i. Financial impact of COVID

Susanne provided an overview of the financial impacts and answered questions. Biggest impact is loss of revenue from the afterschool program, coupled with ongoing staffing expenses until May 1. Other items include food expense savings and additional expenses for conference video accounts, USB encrypted

Board of Directors Minutes

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keys, and unanticipated fundraising for COVID. Financial impact not significant for government funded programs.

MOTION (Riolo/McNab)
To accept the YTD financial report.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab – yes

ii. Cash flow transfer of funds

The City of Toronto asked to defer admin fund payments for April and May due to cash flow issues. Funds will be deposited at a future date. Susanne recommended a one-time transfer loan of \$83,773 from the program account, which is equivalent to the April and May funding amounts. If needed, requests for additional transfer loans will come to the Board at future meetings.

MOTION (Yardley/Miceli)
To approve the transfer of funds from the Program account to the Admin account for cash flow purposes, due the City's deferral of our April and May monthly Admin funding payments in order to support its own cash flow.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab – yes

7. AGM

Susanne shared that Applegrove's non-profit Board will have to hold its Annual General Meeting within 120 days after the end of the provincial state of emergency. Susanne asked Scott Nowoselski about the Board of Management which operates under City of Toronto rules. His response was there are no specific rules and Applegrove should comply with the stricter standards. Therefore the Board of Management AGM will be held at the same time.

8. Standing Committees

8.1. Strategic Initiatives Committee Report – deferred

8.2. Membership, Nominations & Outreach Committee Report – deferred

The Board Committees have not been meeting since the COVID closure. Our procedural bylaws state that Committees should meet regularly and hold their meetings on the premises of Applegrove at such time that the Committee Chairperson may determine.

The City has cancelled committee meetings and tribunals, allowing staff to continue to focus on COVID response at this time. It may make sense for us to do the same for the time being. This decision could be revisited in future.

Members were in agreement about cancelling Committee meetings for the time being.

9. Program Update

May reviewed the program summary and answered questions. Staff has done a good job reaching out participants, making weekly calls and doing regular virtual programming. Staff is in contact with funders as well. Applegrove may be invited to attend a press conference by Public Affairs for virtual income tax clinics. If we are able to re-open before the June 1 deadline or offer virtual income tax clinics, we will make income tax preparation a priority.

Andre asked about quality of programming and May shared that she was able to attend virtual programs over the past week and that participants were happy with programming and grateful for the opportunity to see staff and other members.

Iggy asked about summer camp. Susanne shared that factors being monitored to inform this include availability of Canada Summer Job funding, access to school space and any applicable public health guidelines or protocols. Jennifer shared that no decisions have been made on accessing space, which is determined by the TDSB in consultation with the Ministry. Jennifer noted that the TDSB has started discussion on post-COVID programming ie. contact protocol, hygiene, cleanliness, distancing, etc. Iggy suggested that Applegrove consider creating a sub-committee to think about these issues as well.

10. Neighbourhood Food Hub

The Neighbourhood Food Hub has been very active. On-site programs are suspended but staff is providing food support for the community. Fundraising through Applegrove has raised \$3500 so far to purchase produce for the food bank and support delivery of good food boxes and prepared meals through partnerships with FoodShare and Feed it Forward. Referrals have been made by Applegrove's Seniors Worker, Don Summerville, and the Duke of Connaught School Advisory Council. Glen Rhodes will be a pick up site for a virtual farmer's market. The lease for the church space expired April 30, however a holdover agreement is in place until a new lease is signed.

11. Don Summerville Revitalization

Tenants continue to be matched with new units but moves are postponed due to COVID. Eight scholarship applications were received and Michael will represent Applegrove on the evaluation committee. Susanne attended a virtual Tenant Advisory Group meeting and an employment survey is almost done. Together with East End Arts and tenant input, a project is being developed to honour the heritage of Don Summerville.

12. Directors' Concerns

None

13. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Moneca Yardley.

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Bois – yes

McNab – yes

Chair

Secretary

April 30, 2020 YTD Financial Report		Based on approved City Budget and draft program budgets approved at November Board meeting						
		Variance Tracking (Favourable vs Unfavourable)						
		↑ Favourable variance of 20% or more (may need additional page) ↗ Favourable variance of 1-20% (requires an explanatory note) → Insignificant variance of 1% or less ↘ Unfavourable variance of 1-15% (requires an explanatory note) ↓ Unfavourable variance of 16% and up (may need additional page)						
		YTD Budget	YTD Actual	Variance		Common Issues	Special Notes	
City Funded Administration	Expense	143,629	121,441	15%	↗		1.5 weeks salary paid in May due to pay period timing	
	Income	130,022	97,554	-25%	↓		City payment deferred	
Families with Young Children	HOBG	Expense	7,094	6,531	8%	↗		1.5 weeks of salary paid in May due to pay period timing, program supply savings
		Income	6,270	6,905	10%	↗	§	Deferral of unspent funds from fiscal year
	PC	Expense	45,666	41,597	9%	↗		1.5 weeks of salary paid in May due to pay period timing, program supply savings
		Income	66,800	67,175	1%	→	Q	Reflects 1% incremental funding increase
	AC	Expense	10,975	40,422	-268%	↓		Enhancement grant spending
		Income	14,761	50,788	244%	↑	Q	Enhancement grant funds received Quarterly payment (April-July) received in March
	Therapeutic	Expense	7,734	2,413	69%	↓		Program is not running
		Income	0	0	0%	→	₣	
Children and Youth	After School including March Break and Holiday Camp	Expense	87,904	71,451	19%	↗		Reflects savings on TDSB permit and program supplies due to COVID closure, 1.5 weeks salary paid in May due to pay period timing
		Income	102,650	56,335	-45%	↓		Reflects loss of user fee revenues due to COVID closure
	Satellite	Expense	25,983	15,132	42%	↑		Reflects savings on TDSB permit and program supplies due to COVID closure, 1.5 weeks salary paid in May due to pay period timing
		Income	38,912	19,247	-51%	↓		Reflects loss of user fee revenues due to COVID closure
	Teen	Expense	2,326	3,158	-36%	↓		Reflects savings on TDSB permit and program supplies due to COVID closure, 1.5 weeks salary paid in May due to pay period timing
		Income	0	0	0%	→		
	Jr Leaders	Expense	0	22		→		
		Income	0	0		→		This program is not scheduled to run until summer
Seniors	Expense	20,116	20,044	0%	→	§		
	Income	34,091	33,620	-1%	→			
Fundraising general program	Program General	Expense	10,752	9,861	8%	↗		1.5 weeks salary paid in May due to pay period timing
	Agency fundraising and donations	Expense	852	2,107	-147%	↓		Expenses include Directors and Officers Liability Insurance, permit fee, AGM advertisement, Family Dance, etc.. Reflects Food Hub CIVD-response expenses
		Revenue	2,400	5,725	139%	↑		Revenues includes fundraising, donations and program account interest Reflects increase in Food Hub donations
§ = Special April-March financial year		Q = Funding received quarterly		= Funding received twice annually				

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

April 30, 2020

ASSETS

Alterna - Admin Account	347.46
Alterna - Program Account	291,989.54
Alterna - Trust Account	124.05
Alterna - Member Shares	156.36
Alterna Term Deposits - Program	140,408.11
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,360.00
Loan from Program to Admin	0.00
Outstanding Transfers Between Accounts	(1,081.24)
Accounts Receivable - Admin	1,081.24
Accounts Receivable - Program	1,923.04
Long-term Receivable - City of Toronto	249,080.85
City of Toronto - Receivable	14,115.61
HST Receivable - Admin & Program	5,977.01
Prepaid Expenses	6,117.95
	<u>711,749.98</u>

LIABILITIES

Accounts Payable	0.00
Long-term Benefits Payable	135,858.00
Unrealized Actuarial Gain	95,744.00
Income Taxes Payable	6,675.51
CPP Payable	5,358.36
EI Payable	2,133.68
OMERS Payable	8,433.50
WSIB Payable	452.15
Union & COTAPSAI Dues Payable	769.45
EHT Payable	1,037.31
Vacations Accrued - Admin	17,478.85
Vacations Accrued - Program	14,903.68
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>299,715.71</u>
Accrued Expenses	13,691.47
Deferred Income	0.00
Retained Surplus (Deficit): Program General	0.00
Parent/Child Drop-in	0.00
Afterschool	216,822.61
Teen Program	0.00
Seniors Programs	15,010.07
Board/Management	42,727.18
Summer Programs	39,392.30
The Applegrove Connection	0.00
HOBG	4,342.90
Over the Rainbow	0.00
Current Program Income	336,314.69
Current Program Expenses	(232,379.11)
	<u>103,935.58</u>
Admin:	
Current Admin Funding - City of Toronto	97,516.44
Sick Pay Gratuity Funding - City of Toronto	0.00
Interest on Admin Account	37.10
Current Admin Expenses	(121,441.38)
Current Admin Surplus/Deficit	(23,887.84)
	<u><u>711,749.98</u></u>

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Board of Management Meeting

May 25, 2020

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To join by videoconference:

<https://meetingsamer11.webex.com/webappng/sites/meetingsamer11/meeting/download/bf522d11271d4f9ea68e60e28fe8e804?siteurl=meetingsamer11&MTID=md224a3ba809b542bab2a1f2fa1613ae5>

To join by phone: 416-216-5643

Meeting number (access code): 628 326 057

Meeting password: AGBoard (2426273 from phones and video systems)

AGENDA

2:15

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

2:20

- E. Personnel
 - E.1. Personnel Committee – deferred

2:25

- F. Executive Director's Report

2:30

- G. Adjournment

Next Meetings and Events

June 22	Board Meeting, 7 p.m.
September 28	Board Meeting, 7 p.m.
October 26	Board Meeting, 7 p.m.
November 30	Board Meeting, 7 p.m.



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

Present: Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo,
Jennifer Story, Jim Valentine, Moneca Yardley
Regrets: Pierre Bois, Paula Fletcher, Tim McNab
Staff: Susanne Burkhardt, Janina DeGuzman, May Seto (recorder)
Guest: Scott Nowoselski (lawyer, City of Toronto)

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. Executive Director's Report: for information

MOTION (Yardley/Riolo)

To adopt the following motion.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Story – yes

1. Amend the Procedural By-law for the Board of Management of Applegrove Community Complex and adopt the draft bill in Attachment 1 of the report to provide that during an emergency declared to exist in all or part of the City of Toronto under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act:

- a. a member of the Board may participate in a meeting of the Board or any committee of the Board by electronic means and will be counted in determining whether or not a quorum of members is present at any point in time;
- b. a member of the Board may participate electronically in a meeting of the Board or any committee of the Board that is closed to the public.; and

Charitable Number: 10671 8943 RR0001

- c. the Procedural By-law will apply with any other minor modifications as may be required to facilitate meetings in accordance with a. and b. above.
2. Request City Council to approve the Board-approved amendments to the Procedural By-law for the Board of Management of Applegrove Community Complex.
3. Request the Executive Director, Applegrove Community Complex, to present to the Board of Management for information the amended Procedural By-law for the Board of Management of Applegrove Community Complex once approved by City Council.

D. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Jennifer Story.

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Story – yes

Chair

Secretary



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Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo, Jennifer Story, Tim McNab, Jim Valentine, Moneca Yardley
Regrets: Paula Fletcher
Staff: Susanne Burkhardt, Janina DeGuzman, 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 24 Board of Management Meeting

Moneca highlighted that the minutes should reflect her as sending regrets and not absent.

MOTION (Bois/Law)

To accept the minutes of February with suggested amendment.

Carried

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Story – yes

McNab – yes

Bois – yes

D. Personnel

D.1. Personnel Committee – deferred

D.2. Personnel Update

i) Staffing Update

Layoffs and reduced hours to staff were issued. Discussion is underway about an agreement with the union on provisions during the COVID emergency period. Afterschool hours were reduced for the Seniors Worker

and we are using New Horizons grant funds to increase her hours to continue essential work for a few months.

ii) Finance Manager Transition

Susan phasing into retirement as Finance Manager and the transition to Mark is taking place. Susan continues to work with Susanne to complete the work required for the audit.

iii) Hiring

Hiring for the Seniors Worker and Child and Youth Worker positions was underway when Applegrove closed due to COVID. Hiring for both positions is suspended due to COVID and will resume when Applegrove re-opens.

E. Adjournment

The meeting was adjourned on a motion by Tim McNab, seconded by Michael Miceli.

Recorded Vote:

Lim O'Brien – yes

Yardley – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Story – yes

Bois – yes

McNab – yes

Chair

Secretary

Next Meeting:

Monday, May 25, 2020 7 – 9 pm

(Susanne will send a poll two weeks prior to the meeting to find out if a different time is more suitable.)