

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6
Ph. (416) 461-8143 Fax (416) 461-5513

Minutes of the Board of Directors Meeting May 29, 2007

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

Present: Dev Balkissoon, Mark Fam, Debbie Grainger, Estelle Halbach, Jennifer Large
(Acting Chair), Farukh Qazi, Pierre Trudel.

Regrets: Sandra Bussin, Arly Dewan

Staff: Susan Fletcher, May Seto (Recorder).

Date of Next Meetings

Neighbours Night Out: Tuesday, June 19, 2007 6 pm – 8 pm
Regular Board Meeting: Wednesday, June 20, 2007

1. Call to Order/Adoption of Agenda/Introductions

Jennifer called the meeting to order. Quorum was achieved. The agenda was adopted as circulated.

2. Declaration of Conflicts of Interest

Dev Balkissoon – declared conflict of interest on Brokerage issue.

3. Volunteer Hours

Board members reported their volunteer hours.

4. Donation Envelope

The donation envelope was circulated.

5. Program Description: Teen Program

Jonathan Massie, one of our Teen Workers described the program and gave an overview of activities and participants. Jonathan answered Board questions.

6. Minutes of the April 18 Board of Directors Meeting

MOTION (Balkissoon/Grainger)

To accept the minutes of April 18 Board of Directors minutes as circulated.

Carried

7. Business Arising from the Minutes

7.1. Procedural Bylaw for Charity

For Information. Directors can add this to their Board binders.

7.2. Brokerage Account

Dev reported that Applegrove would be unable to receive a discounted rate from Investors Group. He recommended that it would be better to go through a discount brokerage, either TD or CIBC for the account to be most cost effective. Susan also inquired with RBC for a discounted rate and was unsuccessful.

MOTION (Grainger/Fam) **Abstentions** (Balkissoon)

For Franki to explore which of TD or CIBC is the better option and proceed with setting up the account for Applegrove.

Carried

MOTION (Halbach/Grainger)

For Susan to follow up with the donor regarding the proposed donation and where the funds will be allocated

Carried

8. Finance and Fundraising

8.1. 2006 Draft Audited Financial Statements

The auditor has confirmed that there will not be a management letter. Franki answered any Board questions.

MOTION (Fam/Balkissoon)

To approve that the unrestricted surplus funds surplus be transferred to cover programs in deficit.

Carried

8.2. 2007 Year-to-Date Financial Reports

Franki answered Board questions.

MOTION (Grainger/Qazi)

To accept the 2007 Year-to-Date Financial Report

Carried

8.3. Fundraising Committee/SPA Night

Susan gave a preliminary report on the finances. The event raised approximately \$2700.00. The Evaluation meeting highlighted the following:

- price of ticket may be too low and will be raised next year to \$60
- practitioners were more involved this year
- want to work on a sponsor for next year's event
- will start on next year's event in September 2007
- request other Board members to help move equipment on the day of the event.

9. New Business

9.1. Daycamp: Revised Budget and Model

May provided an update on the 56-camper summer camp and highlighted the staffing models for discussion. May spoke to the HRSDC and inquired whether it was possible to change the staffing model on our funding application, but was unsuccessful. The funding requires Applegrove to hire 5 staff who are full time students: 1 Assistant Camp

Director, 2 Senior and 2 Junior Camp Counsellors. Applegrove will also be able to access funding for other staff from the Provincial Summer Job Service Program which subsidizes \$2.00 an hour for students hired. Fees and grants will cover costs for additional staff.

MOTION (Balkissoon/Fam)

To endorse the staffing model, that includes 1 Assistant Camp Director, 4 Senior and 4 Junior Counsellors and 1 Part-time Relief Counsellor

Carried

9.2. Select Officers and Committees

- Board Chair – Estelle Halbach
- Vice Chair – Jennifer Large
- Secretary – Arly Dewan
- Treasurer – Debbie Grainger

MOTION (Qazi/Trudel)

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

Carried

9.3. Continue Work on Applegrove Tag line/ Description

“Together, Building our Community” was suggested and the Board members agreed this was a good choice. It was proposed for everyone to test the tagline with various sources and bring back to the next Board meeting.

10. Action Plan

10.1. Website Update

Susan provided an update on the website.

10.2. Facilities

For information.

11. Directors' Concerns

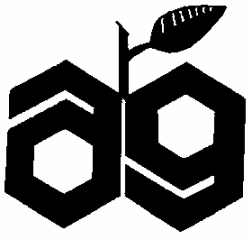
No Directors' concerns.

12. Adjournment

The meeting was adjourned on a motion by Pierre Trudel, seconded by Estelle Halbach.

Chair

Secretary



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An Agency of the City of Toronto

Minutes of the Board of Management Meeting July 12, 2007

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

- Present: Estelle Halbach (Chair), Dev Balkissoon, Mark Fam, Debbie Grainger, Jennifer Large.
- Regrets: Sandra Bussin, Sheila Cary-Meagher, Arly Dewan, Farukh Qazi, Pierre Trudel.
- Staff: Susan Fletcher (Recorder).
- Guests: Carmita Magnaye (Parent Resource Worker), Jennifer Arima (Parent/Child Program Worker and steward of Applegrove site of CUPE Local 2998)

Date of Next Meeting

Barbecue: Sunday, August 19

Regular Meeting: Wednesday, September 19

A. Call to Order/Adoption of Agenda

As Chairperson, Estelle called the meeting to order at 7:15 p.m. Quorum of 5 members was achieved. The agenda was adopted with the addition of a personnel matter, discussion of the website and tag-line, and discussion of a brokerage account.

B. Declaration of Conflicts of Interest

Dev declared a conflict on the brokerage issue, as he is employed by Investor's Group.

C. Minutes of the May 23 Board Of Management Meeting

MOTION (Fam/Large)

To accept the minutes of the May Board of Management Meeting with a minor correction to the date.

Carried.

D. Business Arising from the Minutes

Susan reported on the next steps in the job evaluations for the Executive Director and for the other management staff. With respect to the "supervisor's" sign-off should the Executive Director appeal the job rating, the Board authorized the Board Chair to do this.

E. New Business

E.1. Request to Waive Probation

After having worked at Applegrove in the day camp and teen program for 6 years, and for 4 months in 2006 as a contract Parent/Child Program Worker, Carmi was hired in June 2007 as the Parent Resource Worker. Because this is a permanent, part-time position over 18 hours per week, it is covered by the collective agreement. The collective agreement states that

- the probation period for part-time union employees is the first 12 months of employment or 1,044 hours, whichever comes first.
- part-time union employees are eligible for medical and dental benefits after completion of probation.

Carmi requested that the probation period be waived in view of her long service and prior work in the Parent/Child program.

The Board considered issues including:

- the benefits carrier (Manulife);
- when the carrier allows enrolment of part-time employees (within 2 weeks of hiring or during 3 open periods per year, including August 1 to 15);
- the purpose of a probation period (mutual assessment by employer and employee);
- the tripartite collective agreement (between CUPE 2998, the 10 AOCC's and the City);
- Carmi's exemplary service record.

MOTION (Grainger/Large)

Given the individual's tenure and prior exceptional service within the program, on a one-time only basis and not intended to be a precedent for other staff or other centres, that the probation requirement be waived for Carmita Magnaye.

Carried

E.2. Summer Meeting and Social

The board planned an informal, off-site social event with a very short formal agenda in August.

E.3. Tag-Line Follow-up

Members reported positive reactions to the proposed tagline, "Together, building our community". The font, placement and colour will be considered in August.

E.4. Website

Members gave positive feedback about the draft website. One member suggested creating a life-cycle diagram showing where the various programs fit. Susan reported a suggestion that the "tree" diagram be larger and its buttons change colour.

Members will further consider the website and bring additional suggestions in August.

E.5. Brokerage Account

Susan circulated an outline of the fees for brokerage accounts with CIBC and TDWaterhouse. Dev will follow up with a colleague to learn whether the CIBC fee might be waived.

F. Executive Director's Report

Susan provided an update on the last 2 weeks of facility plans. The Parent/Child room will be closed for the first 2 weeks of September for bathroom renovations done by the TDSB. The office will be closed September 5, 6 and 7 for replacement of the carpet

Applegrove Board of Management Minutes

July 12, 2007

- 3 -

by tile. The Lounge will be closed September 8 to Oct. 1 for replacement of the windows.

MOTION (Grainger/Fam)

To accept the Executive Director's Report.

Carried

G. Correspondence/Information

MOTION (Balkissoon/Fam)

To accept the suggested actions in the Correspondence List

Carried

H. Adjournment

The meeting was adjourned on a motion by Mark Fam, seconded by Dev Balkissoon.

Chair

Secretary



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Minutes of the Board of Directors Special Meeting Sunday August 19, 2007 at 47 Edgewood Avenue

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

Together, building our community.

- Present: Estelle Halbach (Chair), Dev Balkissoon, Arly Dewan, Mark Fam, Debbie Grainger, Jennifer Large, Pierre Trudel.
- Note: Farukh Qazi visited briefly after the meeting adjourned, bringing his regrets due to a conflicting event.
- Regrets: Sandra Bussin
- Staff: Susan Fletcher (Recorder).

Date of Next Meetings

Wednesday, September 19, 2007
(October Board meeting cancelled)
Wednesday, November 21, 2007

1. Call to Order/Adoption of Agenda

Estelle called the meeting to order and declared the agenda adopted as circulated.

2. Declaration of Conflicts of Interest

No conflicts were declared.

3. Follow-up on brokerage account

MOTION (Large/Fam)

To set up a brokerage account at TD Waterhouse to accept donations of securities, convert them to cash and transfer the proceeds to the relevant current account, and for any two of the Board Chair, Secretary, Treasurer and Executive Director to be signing officers for the brokerage account.

Carried

4. Follow-up on after-school program

Susan circulated a summary of 3 alternatives for after-school programming. She reported that RBC had declined funding the program, but that the Raptors Foundation had donated \$4,700. The centre has applied for funding from Kraft Canada – this might cover a full program, or just program supplies. The 3 alternatives including programming 2 days per week, 3 days per week or 5 days per week for 35 weeks for 16 children at \$2.50 per day with 2 subsidized places.

After-school programming would require using up to \$4,000 of the Raptors funds. Susan suggested using up to \$700 to support the Raptors volunteers, e.g., reminder calls, tracking hours, etc.

Recent announcements regarding the City's Cost Containment Measures report that recreation centres will be closed on Mondays. Consequently, either the 2 or 3 day alternatives would include Mondays.

MOTION (Balkissoon/Trudel)

To authorize staff to proceed with after-school programming, with the choice of 2, 3 or 5 days per week depending on funding, and using up to \$700 of the Raptors money to support Raptors volunteers.

Carried

5. October Meeting

With Pasta Fest and Susan's vacation in October, the Board agreed by consensus to meet only if there is an emergency.

6. Adjournment of formal meeting

By consensus, the meeting was adjourned for a pot luck supper and informal discussion of fundraising.

Chair

Secretary



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Board of Directors Meeting AGENDA – Wednesday, November 21, 2007

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

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

Together, building our community.

6:00 Optional Supper

6:15 Personnel Committee Meeting

7:00

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

7:05

5. Minutes of the August 19 and May 29 Board of Directors Meetings (*White*)
6. Business Arising from the Minutes
 - 6.1. Accepting Donations of Securities (*Lavender* official motion and grey Canada Helps)
 - 6.2. Follow up on Applegrove Tag Line/Description

7:15

7. Finance and Fundraising
 - 7.1. 2007 Year-to-Date Financial Report (*Green* large sheet)
 - 7.2. 2008 Program Budgets (*Green*)
 - 7.3. 2008 Children's Services Budget Submission
 - 7.4. New Accounting Standards

7:30

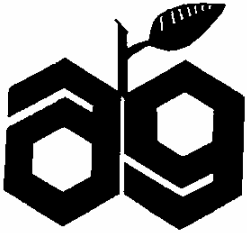
8. New Business
9. Action Plan
 - 9.1. Website (See Executive Director's Report)
 - 9.2. Facilities (See Executive Director's Report)

7:35

10. Directors' Concerns

7:37

11. Adjournment



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Board of Management Meeting AGENDA -- Wednesday, November 21, 2007

7:40

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest

- C. Minutes of July 12 Board of Management Meeting (*White*)

- D. Business Arising from the Minutes
 - D.1. Follow-up on Management Staff Job Evaluation Processes

7:45

- E. New Business
 - E.1. Collective Agreement
 - E.2. Family Day
 - E.3. Pandemic Preparedness

- F. Executive Director's Report (*Pink*)

7:50

- G. Correspondence/Information
 - G.1. List (*Cream*)

7:55

- H. Adjournment to begin Fundraising Meeting

7:56 Fundraising Meeting (see separate *Green* Agenda)

Next Meeting

Wednesday, December 19?

6:00 for supper

6:15 for ??

7:00 for Board meetings



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An Agency of the City of Toronto

Draft Personnel Committee Agenda

Wednesday, November 21, 2007 at 6:15 p.m.

1. Executive Director's Performance Review
 - A. Re-draft of 360° Evaluation Form
 - B. Timeline
 - 1) Deadlines for staff and Board members to complete and submit form
 - 2) Compile data – who does it and when
 - 3) Personnel Committee Review of data
 - 4) Submission of Executive Director's Performance Planner and Report
 - 5) Meeting with ED – who and when
2. Family Day – 3rd Monday of February
 - through a change to the regulations of the Employment Standards Act, 2000 (ESA), the provincial government declared "Family Day" as a public holiday for the purpose of the definition of "public holiday" in section 1 of the ESA. The new holiday will be on the third Monday of this coming February (i.e., February 18, 2008) and every February thereafter.
 - Applegrove's Board should amend the Personnel Policy to include Family Day on our list of designated holidays and close the centre that day.
3. Management Job Evaluation Update

Ask for a motion to discuss this item *in camera* (without guests or staff other than the Executive Director and Program Director), as it deals with identifiable individuals.
4. Other Business
5. Next Meeting

To be scheduled.



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Fundraising Committee

November 21, 2007 at 7:55 p.m.

1. Time Line

Saturday, January 19 or 26?	Poker Night
Saturday, March 1	Yoga Thon
Wednesday, March 26	AGM
Tuesday, May 13	SPA Night

2. Poker Night Decisions Needed
 - A. Preferred Dates
 - B. Potential and Preferred Locations
 - C. Deadline to book location
 - D. How to handle "ticket" sales
 - E. Date to begin "ticket" sales
 - F. Publicity materials needed, deadlines and who is doing what
 - G. Next Meeting

3. Yoga Thon Actions/Decisions Needed
 - A. Letters sent to prior year's practitioners – who will follow up with whom
 - B. Have not yet permitted Corpus Christi
 - C. Outreach to additional instructors to participate or publicize
 - D. Deadlines for publicity materials, pledge sheets, gift certificates
 - E. Deadline to cancel if too few instructors or participants
 - F. Next Meeting

4. SPA Night Actions/Decisions Needed
 - A. Received permit
 - B. Timelines to send letters to prior practitioners, potential new practitioners
 - C. Timeline to begin selling tickets
 - D. Deadlines for publicity materials

5. Regular meeting night(s) and participants



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Applegrove 360° Evaluation Tool for Executive Director 2007 Revision Draft 1

This evaluation form is designed to allow staff and Board members to provide input into the performance evaluation of the Executive Director, to provide feedback from which the E.D. can learn and respond accordingly. The questions have been phrased so that the grading scale remains consistent; if the question contains the phrase does not, the highest number would still be the most positive response.

After using the form for the first time in 2006, the Board suggested grouping items together. This draft suggests some groupings. It also adds a section for comments at the end.

Please feel free to make additional comments on an additional sheet. When completed, please e-mail to the Board Secretary at applegroveboard@hotmail.com, who will tabulate and report the results to the Personnel Committee. The Executive Director will only see aggregate scores.

Evaluation of: Susan Fletcher, Executive Director

Evaluation Period: January 2007 - December 2007

Please rate performance during this period on the following scale:

- 3 = Exceeds *Consistently and clearly exceeds the expected standard and level of proficiency expected.*
- 2 = Fully satisfactory *Performs consistently to the standards and level of proficiency expected.*
- 1 = Needs improvement *Further development required.*
- N/A *Not applicable or not seen*

Numbered for identification only		Score
Delegation		
1.	Assigns reasonable tasks, given my skills, interests and responsibilities.	
2.	Responds promptly, efficiently and politely to requests and ensures timely and appropriate follow-up.	
3.	Provides clear instructions regarding expectations and assignments to be completed.	
4.	Provides appropriate assistance in completing assignments.	
5.	Does not interfere with my ability to complete assignments.	
6.	Does not attempt to provide too much direction or guidance.	
7.	Delegates tasks and authority effectively.	
Relationships and Communication – Internal		
8.	Treats me with respect and considers my suggestions or ideas.	
9.	Treats all staff, volunteers, members and visitors with respect in a professional, open and helpful manner, and considers their suggestions or ideas.	
10.	Asks the appropriate questions to ensure own understanding.	
11.	Listens and responds effectively to staff, volunteer, member or community concerns.	
12.	Deals with staff, volunteers and members in a professional, open and helpful manner.	
13.	Does not show favouritism to any volunteers, staff members or departments.	
14.	Supports a welcoming environment.	

Numbered for identification only		Score
15.	Recognizes the importance and contributions of all staff and volunteers	
16.	Provides staff and volunteers with the information about the members, the agency and the environment.	
17.	Maintains/encourages open lines of communication between self and staff.	
18.	Maintains/encourages open lines of communication between Board and staff.	
19.	Maintains/encourages open lines of communication among staff members.	
20.	Presents oral and written information clearly and concisely (e.g., presentations, correspondence, position papers).	
21.	Is open to new ideas and supports an environment that nurtures creative thinking, questioning and experimentation.	
22.	Respects the differences of others and encourages cooperative approaches towards the accomplishment of goals.	
23.	Actively works to ensure diversity.	
Relationships and Communication – External		
24.	Speaks and writes with persuasion, impact and confidence (e.g., in dealing with other organizations, stakeholders, the public).	
25.	Effectively uses formal and informal channels, including networking, for acquiring information and assistance and accomplishing agency goals.	
26.	Understands external issues and cultures that impact on the organization.	
27.	Develops and maintains contacts with other groups and individuals (e.g., associations, industry, government, public service organizations) that are mutually beneficial.	
Leadership		
28.	Leads by example in quality of work.	
29.	Leads by example in meeting deadlines.	
30.	Encourages my continued personal and professional development.	
31.	Leads teams in identifying priorities and facilitates team activities.	
32.	Sets an example for the team.	
33.	Works toward consensus solutions that enhance the agency.	
34.	Helps others to resolve conflict by listening to differing points of view and promoting mutual understanding.	
35.	Creates a feeling of shared and mutual accountability and reinforces teamwork.	
36.	Actively contributes to the vision of the organization (e.g., objectives, services, initiatives).	
Effectiveness		
37.	Prioritizes own workload effectively to achieve key tasks on time.	
38.	Provides and/or ensures prompt, efficient and effective service.	
39.	Demonstrates fiscal responsibility for the agency's financial performance.	
40.	Ensures all funds, physical assets and other property are properly safeguarded and administered.	
41.	Ensures security and efficient management of paper and electronic information (e.g., policies, legal and historical documents, membership lists, etc.).	
42.	Recognizes and uses formal and informal processes, methods or structures to accomplish work.	
Planning, Development and Evaluation		
43.	Anticipates issues, challenges and outcomes and effectively operates to best position the organization.	
44.	Plans and manages budgets and identifies new sources of revenue.	

Numbered for identification only		Score
45.	Keeps informed of business and operational plans and practices.	
46.	Develops strategies to support agency objectives and promotes the objectives through own and organizational activities.	

General comments: _____

Official Brokerage Motion

That the Chairperson, Treasurer, Secretary and Executive Director (the “Trading Officers”) be and they hereby are, **and each of them hereby is**, authorized and empowered, for and on behalf of the Corporation, to establish and maintain one or more trading accounts, which may include a margin account (herein collectively and individually called the “Account”) with TD Waterhouse Canada Inc. (herein called “TD Waterhouse”) for the purpose of purchasing, investing in, or otherwise acquiring, selling (including short sales), trading, possessing, transferring, exchanging, pledging, or otherwise disposing of, or realizing upon, and generally dealing in and with any and all forms of securities including, but not limited to, shares, stocks, bonds, debentures, notes, scrip, participation certificates, rights to subscribe, option warrants, certificates of deposit, mortgages, choses in action, evidences of indebtedness, commercial paper, certificates of indebtedness and certificates of interest of any and every kind and nature whatsoever, secured or unsecured, whether represented by trust, participating and/or other certificates or otherwise. The fullest authority at all times with respect to any such commitment or with respect to any transaction deemed by any of the Trading Officers to be proper in connection therewith is hereby conferred, including authority (without limiting the generality of the foregoing) to give written or oral instructions to TD Waterhouse with respect to said transactions.

Comment: The Board is not authorizing each one but any two of them.

Comment: We really are not authorizing most of this – just selling securities.

That the Chairperson, Treasurer, Secretary and Executive Director (the “Signing Officers”) be and they hereby are, **and each of them hereby is**, authorized and empowered, for and on behalf of the Corporation, to borrow money and securities and to **borrow** such money, securities from or through TD Waterhouse, and secure repayment thereof with the property of the Corporation; to bind and obligate the Corporation to and for the carrying out of any contract, agreement, arrangement, or transaction, which shall be entered into by any Signing Officer for and on behalf of the Corporation with or through TD Waterhouse; to pay in cash or by cheques and/or drafts drawn upon the funds of the Corporation such sums as may be necessary in connection with the Account; to sign, make, draw, accept, endorse, execute and deliver cheques, promissory notes, bills of exchange, agreements to give security and all agreements (including, not by way of limitation, margin agreements) and instruments obligating the Corporation to TD Waterhouse; to deliver securities and/or contracts to TD Waterhouse; to order the transfer or delivery thereof to any other person whomsoever, and/or to order the transfer of record of any securities, or contracts, or titles, to **any name selected by any Signing Officer**; to affix the corporate seal to any documents or agreements, or otherwise; to endorse any securities and/or contracts in order to pass title thereto; to direct the sale or exercise of any rights to any securities; to sign for the corporation all releases, powers of attorney and/or other documents in connection with any Account, and to agree to any terms or conditions to control any Account; to direct TD Waterhouse to surrender any securities to the proper agent or party for the purpose of effecting any exchange or conversion, or for the purpose of deposit with any protective or similar committee, or otherwise; to accept delivery of any securities and/or contracts; to appoint any other person or persons to do any and all things which any Signing Officer is hereby empowered to do, and generally to do and take all action necessary in connection with the action, or considered desirable by any Signing Officer with respect thereto.

Comment: See comment 1

Comment: we don't want to authorize borrowing.

Comment: we don't want to authorize Signing Officers, and especially “any” Signing Officer to transfer contracts, etc. to “any” name

That TD Waterhouse may deal with any and all of the Trading Officers and Signing Officers directly or indirectly by the foregoing resolution empowered, as though it were dealing with the Corporation directly.

That the Secretary, or where there is no such officer, the President of the Corporation be and hereby authorized, empowered and directed to certify, under the seal of the Corporation, or otherwise, to TD Waterhouse;

- (a) a true copy of these resolutions;
- (b) specimen signatures of each and every Trading Officer and Signing Officer by these resolutions empowered;
- (c) a certificate (which, if required by TD Waterhouse shall be supported by an opinion of the general counsel of the Corporation, or other counsel satisfactory to TD Waterhouse) that the Corporation is duly organized and existing, that its constating documents empower it to transact the business by these resolutions (for B.C. Corporations only) defined, and that no limitation has been imposed upon such powers by the By-laws, Memorandum of Incorporation or otherwise.

That TD Waterhouse may rely upon any certification given in accordance with these resolutions as continuing in full force and effect unless and until TD Waterhouse shall receive written notice of a change in or the rescission of the authority so evidenced and the dispatch or receipt of any other form of notice shall not constitute a waiver of this provision, and the fact that any person hereby empowered ceases to be an officer of the Corporation or becomes an officer under some other title shall not in any way affect the powers hereby conferred. The failure to supply any specimen signature shall not invalidate any transaction if the transaction is in accordance with authority actually granted.

That in the event of any change in the office or powers of Trading Officers or Signing Officers hereby empowered or a change in persons or entities having legal or beneficial ownership of greater than 10% of the Corporation, the Secretary or President shall certify such changes to TD Waterhouse in writing in the manner hereinabove provided. The notice of change relating to Trading Officers or Signing Officers shall terminate the former Officers and empower the new Officers.

That for the purposes set forth in these Resolutions, the Directors hereby delegate any and all powers which they may have to the Trading Officers and Signing Officers who are herein name or referred to by office or position.

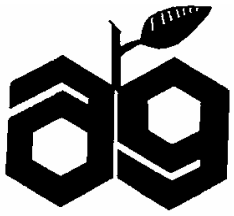
That the foregoing resolutions and the certificates actually furnished to TD Waterhouse by the Secretary or President of the Corporation pursuant thereto, be and they hereby are made irrevocable until written notice of the revocation thereof shall have been received by TD Waterhouse.

IF TRADE NAME TO BE USED (enclose copy of registration):

1. That the Corporation keep an account/accounts with TD Waterhouse in the name of _____ (hereinafter called the "trade name").

Comment: Do we want or need a trade name? Or is this Applegrove Community Complex?

2. That the Corporation confirms that it is registered to carry on business under the trade name in all applicable jurisdictions.



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CORRESPONDENCE/INFORMATION

November 2007

From (Date Received)	Regarding	Action
1. City Clerk (Oct. 11)	Schedule of City Council meetings with request that ABC's try to avoid conflicting dates or those of cultural and religious significance	R&F
2. Toronto Arts Council (Oct. 17)	Declining to fund our proposal for an artist in residence	R&F
3. OMERS (Oct. 24)	Legal applications regarding costs to be funded by the OMERS "Sponsors Corporation" and its Administration Corporation	R&F

R&F = Receive and File

***Additional* CORRESPONDENCE/INFORMATION**
September 2007

From (Date Received)	Regarding	Action
4.		
5.		

Applegrove Events and Board and Committee Meetings – December 10, 2007

Office Phone (416) 461-8143

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

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11	12	13	14 Pick up your Board package!	15	16	17
18	19	20	21 Board	22	23	24
25	26	27 [Duke School Council]	28	29	30	

December 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 Board?	20	21	22	
23	24	25	26	27	28	29	
30	31	Applegrove Closed. Re-opening January 2, 2008					
		Happy New Year!					

January 2008 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Applegrove closed for New Year	2	3	4	5
6	7	Parent/Child Program re-opens Jan 2, HAIG, EW, After-school, Teen re-open Jan 7				
		8	9	10	11	12
13	14	15	16 Pick up your Board package!	17	18	19
20	21	22	23 Board	24	25	26
27	28	29 [Duke School Council]	30	31		

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. F&F = Finance and Fundraising

[Brackets] = another group's meeting or event that may affect you.

New in May, 2006, at Board meetings, supper is at 6:00, committee meetings start at 6:15 and Board meetings start at 7:00 p.m.

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 [6	7	8	9
10	11	12	13 Pick up your Board package!	14	15	16
17	18	19	20 Board	21	22	23
24	25	26 [Duke School Council]	27	28	29	

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Yoga-Thon
2	3	4	5	6	7	8
MARCH BREAK !!! (Yes, it's early)						
9	10	11	12 Pick up your Board package!	13	14	15
16	17	18	19 Board	20	21 Applegrove Closed for Good Friday	22
23	24 Applegrove Closed for Easter Monday	25 [Duke School Council]	26 Annual General Meeting?	27	28	29
30	31					

April Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16 Pick up your Board package!	17	18	19
20	21	22	23 Board	24	25	26
27	28	29	30			

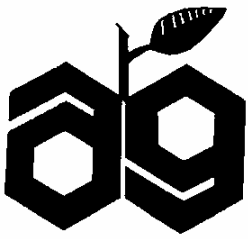
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APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6
Ph. (416) 461-8143 Fax (416) 461-5513



Executive Director's Report

November 13, 2007

Facilities

- A. The Lounge Reno project has started!!! While we expected it to start in October, what we had not expected was for the interiors to be completed this year. The original plan included window replacement and brick repairs as Phase 1 in 2007, and walls, ceiling, lights and flooring as Phase 2 in 2008. But it was all approved for 2007.

So May and Franki emptied the room in mid-October, and interior work is started this week. Choosing floor and wall colours was a challenge!

- B. In addition, the City was to install the video/intercom unlock systems at the Woodfield, ramp and back doors this year. However, I understand that this work has been postponed to 2008.

Some you win, some not so much.

- C. The TDSB has begun the process to renew the lease with the City of Toronto for our space. Our "current" lease ran from 1983 to 1993 – we have been in over-holding for 14 years. In October, TDSB staff sent a draft lease to the City's Facilities & Real Estate Division (FRED). There are several issues, including proposing a term ending in December 2008 – yes, after 14 years in over-holding, they are proposing a 14 month lease! I am working with FRED staff to negotiate an appropriate lease, and trying to include the "Archive Room".

Website

While I was away, Diana (our volunteer webmaster) and Franki worked their magic to get the website up. You can view it at www.applegrovecc.ca. There were a few glitches that she fixed, and she added a "donate now" link to Canada Helps.

What we could not get done was posting Pasta Fest information on the site. However, now that it is live, we have posted the November program calendars, and will put upcoming special events on the relevant page.

After-School Program

Attendance at the after-school program was very low throughout October, i.e., 2 to 5 children. In response, May has redesigned the program into activity modules and is undertaking outreach to Duke of Connaught and neighbouring schools this week.

Admin. Budget

At the last Board meeting, I presented the Service Plan and a summary of the Admin budget. To date, I have not received feedback on it.

TDSB

- A. I have been asked to participate on, and co-chair, a TDSB Advisory Committee on Community Use of Schools. This comes from my work with the SPACE Coalition

(Saving Public Access to Community space Everywhere). It will likely require monthly meetings, some work groups, and e-mail/phone conferences. I hope that it will result in easier processes to permit space in schools, cheaper space and greater understanding and recognition of Applegrove's role in making this school a community hub.

- B. Trustee Sheila Cary-Meagher is spearheading a process throughout this ward to involve local neighbourhoods in determining the role the school should play. Sheila is hosting a meeting on Tuesday, November 20, at Bowmore Road School to introduce the "My School Review" process – everyone in the community is welcome and I plan to attend. Then there will be a process at the Duke of Connaught school to gather community input about this neighbourhood in particular. For more information, please check Sheila's website at www.trusteeshela.com and look for "My School Review".

Respectfully submitted,

Susan Fletcher.

Applegrove Community Complex
 Year to date Income Statement
 as at 30/09/2007

	Admin		Program	P/C Drop-in		Edgewood Drop-in		HAIG Drop-in		Teen Program		Perinatal Program		Therapeutic Play		Summer Camp		Fund-raising	Board & Others	Nevada Actual	
	Actual	Budget	Actual	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget				
EXPENSES																					
Salary	184,020	182,652	③ 159,681	64,114	60,245	④ 11,111	10,478	6,699	9,346	8,623	11,332	7,269	7,261	13,538	18,133	⑥ 44,797	34,031	0	5,991	0	
Benefit	41,478	39,947	⑧ 29,373	20,249	23,186	⑨ 3,923	4,010	414	1,220	547	761	517	714	887	1,931	2,754	2,042	0	83	0	
Material & Supplies	9,199	4,875	31,454	2,652	3,625	1,012	1,573	1,814	1,685	1,921	3,300	15,533	16,610	63	3,525	⑦ 6,781	4,184	690	314	674	
Furniture & Equipment	811	2,325	1,801	1,749	225	0	53	0	56	0	0	52	0	0	0	0	0	0	(0)	0	
Purchased Services	60,043	54,825	① 25,893	2,583	4,216	609	816	310	784	1,197	490	170	375	654	488	14,638	9,988	578	2,132	2,823	
TOTAL EXPENSE	295,551	284,625	248,202	91,347	91,497	16,654	16,929	9,236	13,091	12,287	15,883	26,000	24,959	15,141	24,077	68,971	50,245	1,267	6,060	3,498	
INCOME																					
City of Toronto	284,979	262,575	114,391	67,033	67,953	17,948	11,516	α 0	0	21,988	10,114	β 0	0	0	0	7,423	5,500	ε 0	0	0	
Province of Ontario	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	800	ε 0	0	0	
Federal Government	0	0	36,328	0	0	0	0	0	0	0	0	21,656	21,220	0	0	14,672	16,000	0	0	0	
Total Government	284,979	262,575	150,719	67,033	67,953	17,948	11,516	0	0	21,988	10,114	21,656	21,220	0	0	22,095	22,300	0	0	0	
Grant/Donation/Fundraising																					
Grant	0	0	72,299	0	788	0	140	0	0	22,252	5,772	χ 0	0	26,750	18,750	② 22,994	7,000	0	303	0	
Donation	0	0	7,939	750	964	455	700	3,250	16,757	0	0	0	0	0	0	20	0	729	2,734	0	
Fundraising	0	0	10,171	1,503	0	204	0	44	525	0	0	0	0	0	0	0	500	3,695	204	4,520	
Grant/Donation/Fundraising	0	0	90,408	2,254	1,751	659	840	3,294	17,282	22,252	5,772	0	0	26,750	18,750	23,014	7,500	4,424	3,241	4,520	
Others		0					0		0		0		0		0						
Retro	29,399	29,399	17,460	0	0	0	0	0	0	35	0	0	0	0	0	16,930	15,600	ε 495	0	0	
Miscel	74	0	2,015	207	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,807	0	
Total Others	29,473	29,399	19,475	207	0	0	0	0	0	35	0	0	0	0	0	16,930	15,600	495	1,807	0	
TOTAL INCOME	314,452	291,974	260,602	69,494	69,704	18,607	12,356	3,294	17,282	44,275	15,886	21,656	21,220	26,750	18,750	62,039	45,400	4,919	5,048	4,520	
SURPLUS(DEFICIT)	18,901	7,349	12,400	(21,853)	(21,793)	1,953	(4,572)	(5,942)	4,191	31,987	3	(4,344)	(3,739)	11,609	(5,327)	(6,932)	(4,845)	3,652	(1,012)	1,022	
Year Beginning Surplus/Board funding												5,715	δ			2,835		⑤	(5,715)		

- NOTE:**
- ① Total Parent/Child Salary include Special Needs Worker(reimbursed by Provincial funding) and non-budgeted statutory holiday.
 - ① Services expenses included Oct Maintenance & utilities
 - ② Budgeted expenses and income for programs that run less than 12 months are distributed evenly in the operation period.
 - ③ Salary included retroactive payment for 2006
 - ⑥ Down time between sessions/summer shut-down reduced salary expenses
 - ⑦ Therapeutic Play participant supports(grocery vouchers, childcare, transportation) have a lower take-up than expected
 - ⑧ Total CPP & EI expenses of Admin permanent staff are paid in full in August
 - ⑨ PC benefits were lower because of gapping and staff at a lower rate
 - α Edgewood City's funding received in full where budgeted City's funding is allocated evenly till end of year
 - β City Drug Prevention Grant for 07/08 received in full
 - χ Grant for year 07/08 received
 - δ Funding for Board funded position
 - ε More Province grant, City grant and fee to be banked in Oct/Nov.