



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 – Wednesday, November 19, 2008

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.

6:00 Optional Supper

6:15 SPA Planning Meeting

7:00

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

7:05

6. Minutes of the October 22 Board of Directors Meeting (*White*)
7. Business Arising from the Minutes (not elsewhere on the agenda)
8. Planning
 - 8.1. Birthday Planning
 - 8.2. Strategic Planning

7:15

9. Finance and Fundraising
 - 9.1. Quarterly Financial Report (*Green, large sheet*)
 - 9.2. Admin Budget Update: for information
 - 9.3. Program Budgets (*Green*)

7:45

- 9.4. Fundraising
 - i) Yoga-Thon Update: for information and action
 - ii) Pasta Fest (initial report to be distributed at the meeting: for discussion)

8:15

10. New Business
 - 10.1. Board Evaluation Report

8:20

11. Directors' Concerns

8:25

Adjournment



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Board of Management Meeting AGENDA -- Wednesday, November 19, 2008

8:30

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

- C. Minutes of October 22 Board of Management Meeting (*White*)

- D. Business Arising from the Minutes (if any)
 - D.1. Update on Code of Conduct for Board Members for information

- E. Set Date for Executive Director's Performance Review

8:35

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

8:40

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

8:45

- H. Adjournment

Next Meeting

Wednesday, December 17?

Wednesday, January 21



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting October 22, 2008

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

Present: Estelle Halbach (Chair), Jennifer Large, Elena Nielsen, Tricia Reid, Pierre Trudel, Lynn Wyminga, Donald Yuen.
Regrets: Dev Balkissoon, Sandra Bussin.
Staff: Susan Fletcher, May Seto (Recorder).

Date of Next Meetings

Wednesday, November 19, 2008 – Board Meeting

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Estelle called the meeting to order. Quorum of 5 Directors was achieved. The agenda was accepted as circulated.

2. Declaration of Conflicts of Interest

None were declared.

3. Program Report: After-School Program

May provided an overview of the Afterschool Program to the Board members and reported that the program is going well. Attendance is full on 3 days with other days at 90% full. There are currently 10 participants that need the program for afterschool care and have registered every day. Applegrove is still awaiting a renewal grant from Kraft Canada. May requested guidance from the Board regarding subsidy for the program. After some discussion, the Board agreed on a subsidy amount of \$150 for each family.

4. Volunteer Hours

Members provided their volunteer hours.

5. Donation Envelope

Donation envelope circulated.

6. Minutes of the September 17 Board of Directors Meeting

MOTION (Trudel/Nielsen)

To accept the minutes of the September 17 Board of Directors Meeting.

Carried.

7. Business arising from the Minutes

7.1. Recruitment to fill Board Vacancy

Susan placed a notice on DiverCity (previously ABC/GTA) and invited Sarah Allworth. Sarah expressed interest and Susan sent a Board Package, but she has not responded as of yet.

Lynn identified an individual who might be interested but cannot meet on Wednesdays. Susan will add a question to the Board evaluation about meeting dates.

Charitable Number: 10671 8943 RR0001

8. Planning

8.1. Birthday Planning

After reviewing the document that outlines events and possible activities, the Board decided to look into the Beaches Lions Christmas Tree Lighting. Estelle and Tricia decided to take the lead. Jennifer and Donald are available on the day of the event. Estelle will call the Lions group to ask if they could hand out Apple Tree Ornaments with Applegrove information.

Susan will ask Peter Enneson to create a 30th Anniversary logo

Jennifer and Pierre offered participate in the Beaches Easter Parade and hand out egg-shaped information.

Other ideas will be discussed at future Board meetings.

8.2. Strategic Planning

Donald and Susan presented a proposal for the Board's review and asked members to commit to 2 dates in February (11th and 18th) for Strategic Planning. The Strategic Planning will be 4 step process where step 1 is to gather information about the community and its services.

The Board agreed to the proposal and moved the February Board meeting to March 4.

9. Finance and Fundraising

9.1. Monthly Financial Report *(to be distributed at the meeting)*

The Board reviewed the August month-end figures and Susan answered any questions Board members had.

MOTION *(Wyminga/Nielsen)*

To accept the financial report.

Carried.

9.2. Admin Budget Update

The Admin budget that was endorsed at the September meeting is now being reviewed by City staff. The City required reduction scenario(s) to reduce the total 2009 budget request to 2% below the 2008 total budget; City staff will make recommendations on the various AOCC's scenarios before the public launch of the 2009 budget process in January.

9.3. Fundraising

i) Pasta Fest Update

May gave an update on Pasta Fest and informed the Board that advance sales were a bit slow and encouraged everyone to promote the event. Volunteers are still needed and May will send an email with a list of duties for available Board members to sign up.

Board of Director Minutes

October 22, 2008

3

ii) Gift Giving

Susan informed the Board of the idea of gift giving. The concept is for members to give donations in honour of a friend or family member instead of buying gifts. If a donation is given, Applegrove will send a decorated wooden apple to notify the person of this gift. This concept will be included in our upcoming newsletter to promote the idea. There was a discussion about being able to send an e-card in addition to the wooden apples. Donald and Lynn volunteered to look into the E-card concept as well as the Canada Helps website.

iii) Bay Gift Cards

Jennifer informed the Board that she only sold 7 cards at her company picnic due to the restrictions of items purchased. The office has only sold 2 cards. She suggested for us not to do this next year as it was not very popular. Elena will collect the rest of the cards, return and fill out the report.

iv) Applicious

The committee recommended repeating the event and the Board endorsed the recommendation.

10. New Business

None

11. Directors' Concerns

No Directors' Concerns

12. Adjournment

The meeting was adjourned on a motion by Elena Nielsen, seconded by Donald Yuen.

Chair

Secretary



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Minutes of the Board of Management Meeting October 22, 2008

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

Present: Estelle Halbach (Chair), Jennifer Large, Elena Nielsen, Tricia Reid, Pierre Trudel, Lynn Wyminga, Donald Yuen.
Regrets: Dev Balkissoon, Sandra Bussin, Sheila Cary-Meagher.
Staff: Susan Fletcher, May Seto (Recorder).

A. Call to Order/Adoption of Agenda

As Chairperson, Estelle called the meeting to order. Quorum of 5 members was achieved. The agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

No conflicts of interest were declared.

C. Minutes of the Sept. 17 Board of Management Meeting

MOTION (Wyminga/Large)

To accept the minutes of the September 17 Board of Management Meeting.

Carried.

D. Business Arising from the Minutes

Susan reported that there was no news on the proposed training session for AOCC Board members.

E. Personnel Committee Minutes from September

MOTION (Reid/Large)

To accept the Personnel report from Sept. 17.

Carried

F. New Business

F.1. Pandemic Planning

The Board received information about the City's planning process for an anticipated catastrophic outbreak of flu or another disease. The document provides an update and has been circulated to relevant staff.

G. Executive Director's Report

MOTION (Large/Yuen)

To accept the Executive Director's Report.

Carried.

Charitable Number: 10671 8943 RR0001

H. Correspondence/Information

Susan highlighted correspondence/information.

MOTION (Trudel/Nielsen)

To accept the suggested actions in the Correspondence List.

Carried.

I. Adjournment

The meeting was adjourned on a motion by Elena Nielsen, seconded by Lynn Wyminga.

Chair

Secretary



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings –November 19, 2008
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
16	17	18	19 6:15 SPA Planning 7:00 Board	20	21	22
23	24	25 [Duke of Connaught School Council]	26	27	28	29
30						

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 Elementary PA Day Samko / Miko Shoppeing Dates Dec. 3 to 7	6
7	8	9	10	11	12 6 p.m. PC Party	13 [Duke of Connaught Breakfast with Santa]
14	15	16 EW Party	17 Board?	18	19 HAIG Party	20
21	22	23	24	25	26	27
28	29	30	31			

January 2009 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Happy New Year!	2 Office and HOBG open	3
4	5	6	7	8	9	10

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event.
 [Brackets] = another group's meeting or event that may affect you.

Applegrove Events and Board / Committee Meetings –November 19, 2008
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11	12	13	14	15	16	17
18	19	20	21 Board	22	23	24
25	26	27 [Duke of Connaught School Council]	28	29	30	31

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 YogaThon
8	9	10	11 <u>Strategic Planning</u>	12	13	14
15	16 Applegrove Closed for Family Day	17	18 <u>Strategic Planning</u>	19	20	21
22	23	24 [Duke of Connaught School Council]	25	26	27	28 (alt date for YogaThon)

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 <i>Board</i>	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Board March Break	19	20	21
22	23	24	25 AGM?	26	27	28
29	30	31 [Duke of Connaught School Council]				

April Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4

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Applegrove Events and Board / Committee Meetings –November 19, 2008
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5	6	7	8	9	10 Applegrove Closed for Good Friday	11
12	13 Applegrove Closed for Easter Monday	14	15	16	17	18
19	20	21	22 Board	23	24	25
26	27	28 [Duke of Connaught School Council]	29	30		

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
3	4	5	6	7	8	9	
10 Mothers' Day	11	12 SPA Night	13	14	15	16	
17	18 Applegrove Closed for Victoria Day	19	20 7:00 Board	21	22	23	
24	25	26 [Duke of Connaught School Council]	27	28	29	30	
31							

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event.
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Executive Director's Report

November 2008

I have no report, as I left for vacation very shortly after the last meeting, and prepared this report on my first day back.

Respectfully submitted,
Susan Fletcher.

Applegrove Community Complex
Year to date Income Statement
as at 30/09/2008

	Admin		Program Total		P/C Drop-in		Edgewood Drop-in		HAIG Drop-in		Teen Program		Aftersch		Perinatal Program		Therapeutic Play		Summer Program		Fund-raising	Board & Others	Nevada Actual
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget			
EXPENSES																							
Salary	179,916	178,257	174,445	185,331	65,116	59,506 ④	10,987	10,731	4,253	7,442	11,883	11,880	12,988	15,226	7,653	7,069	14,215	18,632 ⑦	40,261	44,293	0	2,879	0
Benefit	40,521	40,917	31,222	32,629	20,201	19,652	4,011	4,099	265	748	1,276	1,188	706	1,675	301	181	927	1,310	3,025	3,543	0	182	0
Material & Supplies	7,341	4,949 ②	30,990	43,513	2,497	3,809	2,330	1,573 ③	374	1,573	1,772	790	2,190	4,705	9,476	16,610 ⑩	187	2,925 ⑦	5,328	4,818	4,676	284	755
Furniture/Equipment/Computer	1,656	2,373	781	278	287	225	0	53	0	53	86	0	0	0	0	0	310	0	0	0	0	97	0
Purchased Services	61,139	52,585 ③	26,849	21,980	2,537	4,032	852	816	289	725	1,362	1,738	793	1,176	745	375	451	488	8,599	8,304	4,614	2,229	3,022
TOTAL EXPENSE	290,573	279,081	264,287	283,731	90,638	87,225	18,181	17,271	5,181	10,541	16,378	15,596	16,678	22,782	18,174	24,234	16,090	23,354	57,213	60,958	9,290	5,671	3,777
INCOME																							
City of Toronto	282,220	281,157	90,885	90,729	67,388	70,611 ⑤	18,044	12,564 ⑤	0	0	1,737	1,800	0	0	0	0	0	0	2,254	5,754	0	1,462	0
Province of Ontario	0	0	0	2,400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,400	0	0	0
Federal Government	0	0	29,946	33,470	0	0	0	0	0	0	0	0	0	0	20,758	21,220	0	0	9,188	12,250	0	0	0
Total Government	282,220	281,157	120,831	126,600	67,388	70,611	18,044	12,564	0	0	1,737	1,800	0	0	20,758	21,220	0	0	11,442	20,404	0	1,462	0
Grant/Donation/Fundraising																							
Grant/Agency's donation	0	0	37,868	45,170	0	0	0	0	0	0	7,500	8,045	1,462	1,093	0	0	13,375	18,750	16,500	16,500	0	(969)	0
Donation	0	0	17,545	22,000	1,112	0	573	0	10	0	0	0	0	0	0	0	0	0	50	5,500	1,711	14,088	0
Fundraising	0	0	9,202	1,550	1,338	750	431	700	279	490	0	0	0	0	0	0	0	0	0	100	1,149	210	5,795
Grant/Donation/Fundraising	0	0	64,614	68,720	2,450	750	1,004	700	289	490	7,500	8,045	1,462	1,093	0	0	13,375	18,750	16,550	22,100	2,860	13,329	5,795
Others																							
Fee/Retro Funding	0	0	28,970	0	0	0	0	0	0	0	0	0	4,139	1,715	0	0	0	0	17,565	18,456	6,956	0	0
Miscel	121	0	4,370	0	756	0	1,158	0 ③	0	0	0	0	0	0	0	0	0	0	0	0	0	873	2
Total Others	121	0	33,340	0	756	0	1,158	0	0	0	0	0	4,139	1,715	0	0	0	0	17,565	18,456	6,956	873	2
TOTAL INCOME	282,341	281,157	218,785	195,320	70,594	71,361	20,206	13,264	289	490	9,237	9,846	5,601	2,808	20,758	21,220	13,375	18,750	45,557	60,960 ⑩	9,816	15,664	5,796
SURPLUS(DEFICIT)	(8,232)	2,076	(45,502)	(88,411)	(20,044)	(15,864)	2,026	(4,007)	(4,892)	(10,051)	(7,141)	(5,751)	(11,077)	(19,974)	2,584	(3,014)	(2,715)	(4,604)	(11,656)	2	526	9,993	2,019
Funds transfer			0												2,603 ⑧							(2,603)	
Surplus(deficit)-beginning			77,067		0		0		19,295	δ	17,951	δ	15,479	δ	4,592		32,850		3,604		5,643	3,170	1,988
Surplus(deficit)-ending		2,076	31,565	(88,411)	(20,044)	(15,864)	2,026	(4,007)	14,402	(10,051)	10,809	(5,751)	4,402	(19,974)	9,778	(3,014)	30,135	(4,604)	(8,052)		6,169	10,560	4,007

- NOTE:**
- ② Printing of newsletter and cheque increase material cost.
 - ③ Over-budgeted amount made up of postage and copying for mass mailing plus next month rent
 - ④ Total Parent/Child Salary include non-budgeted Special Needs Worker and Program Assistant(reimbursed by EYET funding)
 - ⑤ PC/EW funding is receive quarterly and allocated between PC & EW
 - ⑥ HAIG development assistant's salary is under-spent
 - ⑦ Therapeutic Play has a lower take-up than expected
 - ⑧ Funding for Board funded position
 - ⑩ Perinatal's fiscal year ended in March where more material were purchased before the fincal year end
 - ⑪ General & Recreation Grant \$3500, YES grant \$2236 and Federal grant \$2226 are deposited in October
 - α Spending from 07/08 remaining budget
 - β Items include non-budgeted expenses and incomes from EYET (100% reimbursement)
 - γ Grant for year 07/08 received in 07
 - δ Accrued surplus of these programs from 2007 are uses to cover 2008 deificit