



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 – Monday, November 29, 2010

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.

6:30 to 7:30 Optional -- Visioning Session for Applicious 2011

7:30

1. Welcome/Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Volunteer Hours
4. Donation Envelope
5. Hand in Board Meeting Evaluation Forms (*Lavender*): see Executive Director's Report

7:35

6. Program Presentation: Therapeutic Play

7:40

7. Minutes of the November 1 Board of Directors Meeting (*White*): for approval
8. Appointment of New Board Member

7:45

9. Membership Follow-up

7:55

10. Finance and Fundraising
 - 10.1. October Financial Report (*Green*): for information and approval
 - 10.2. New Fundraising Event: Wrap and Roll

8:00

11. Edgewood Program Update: for information
12. Pasta Fest Initial Report: for information and comments

8:15

13. Directors' Concerns
14. Adjournment



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 Management Meeting AGENDA -- Monday, November 29, 2010

8:20

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of November 1 Board of Management Meeting (*White*): for approval
- D. Workplace Violence (*draft report to be distributed by e-mail in advance of the meeting*): for information

8:50

- E. Board Evaluation Summary (*collated results of forms handed in during Board of Directors meeting*)
- F. Executive Director's Report (*Pink*): for information and decisions

8:55

- G. Correspondence/Information
 - G.1. Correspondence List (*to be distributed at the meeting*): for information and approval of suggested actions

8:59

- H. Adjournment

Next Meeting

Monday, January 31



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”

Minutes of the Board of Directors Meeting November 1, 2010

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

Present: Natalie Coulter, Alana Honsch, Sydney Schultz, Pierre Trudel (Chair), Lynn Wyminga
Regrets: Sandra Bussin, Carmita Magnaye, Ann McKechnie
Staff: Susan Fletcher, May Seto (Recorder), Franki Tang
Guest: Gail Forrester

Dates of Next Meetings

Monday, November 29 – Applicious Visioning meeting at 6:30 pm

Monday, November 29 – Board Meeting at 7:30 pm

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Pierre called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted with amendment by consensus.

2. Declaration of Conflicts of Interest

None.

3. Volunteer Hours

Members provided their volunteer hours.

4. Donation Envelope

The donation envelope circulated.

5. Minutes

5.1. Minutes of the September 27 Board of Directors Meeting.

MOTION (Wyminga/Schultz)

To accept the minutes of September 27.

Carried.

6. Finance and Fundraising

6.1. September Financial Report: for info and approval.

Franki provided an overview of the report and answered members' questions.

MOTION (Coulter/Wyminga)

To accept the quarterly financial report.

Carried

Board of Directors Minutes

November 1, 2010

2

6.2. Program Budgets: for info and approval.

Susan reviewed the proposed budgets for the programs. Where appropriate, the board suggested financial targets for fundraising events.

MOTION (McKechnie/Wyminga)

To endorse the proposed budgets and for staff to base funding proposals on them.

Carried.

6.3. Rotary Proposal

The Board members had reviewed the proposal electronically before its submission deadline of November 1.

7. Membership Follow-up

Deferred to next meeting.

8. Program Updates

8.1. Edgewood

We are still looking for a location for Edgewood. Contact was made with Buzy Bee in the last week. Staff will also call Catherine LeBlanc Miller to see if she will be able to advocate on our behalf for space at Corpus Christi Church.

8.2. HAIG

Natalie reported that she attended the HAIG daycare board meeting and they are in favour of working together to do a joint theatre night. In October, a brief meeting took place to announce the new HAIG Program Worker and inform participants that a vote would take place to decide on the hours of the program. Results indicated that participants wanted the program to start at 9 a.m. and end at 12 noon. In addition, the Wednesday Edgewood at HAIG program is not attracting many participants in the afternoon and participants are requesting a morning program. Implementation of new hours will be decided with staff and implemented in the next few weeks.

9. Follow-up on September Issues

9.1. Event Planning

The Board has decided on the following events and fundraising targets for next year.

- Pastafest - \$3500
- SPA - \$2000
- Yogathon - \$1000
- Applicious - \$3000
- Nevada - \$2000

Other ideas came up and the members were in favour of another "theatre" type event as well as having Pierre research the idea of a "Mysteriously Yours" fundraiser. Susan brought up whether Applegrove should participate in the Santa Claus Parade; board members decided not to participate this year.

Board of Directors Minutes

November 1, 2010

3

9.2. Applicable Report

The financial report has not been updated since the September meeting. There will be a few minor changes.

9.3. Board Recruitment

There are currently 2 vacancies. We have several members of the community interested in the Board, one of whom is a former Board member.

10. Directors' Concerns

Alana provided an overview of the Vital People and Price Waterhouse grants she submitted which would allow her to help Applegrove with grant writing if successful.

11. Adjournment

The meeting was adjourned on a motion by Sydney Schultz, seconded by Natalie Coulter.

Chair

Secretary



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”



Minutes of the Board of Management Meeting November 1, 2010

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

Present: Natalie Coulter, Alana Honsch, Sydney Schultz, Pierre Trudel (Chair), Lynn Wyminga.
Regrets: Sandra Bussin, Sheila Cary-Meagher, Carmita Magnaye, Ann McKechnie
Staff: Susan Fletcher, May Seto (Recorder)
Guest: Gail Forrester

A. Call to Order/Adoption of Agenda

Pierre called the meeting to order. Quorum of 5 members was achieved. The agenda was adopted with the addition of the correspondence list.

B. Declaration of Conflicts of Interest

None.

C. Minutes of the November 1 Board of Management Meeting

MOTION (Coulter/Wyminga)

To accept the minutes of September 27.

Carried.

D. Hiring Report

MOTION (Wyminga/Schultz)

To accept the hiring report.

Carried.

E. Executive Director's Report

The members agreed to leave the 360 form for this year but to add a question for suggested changes for the following year. Susan will check with SH Armstrong on a suitable date for our AGM.

MOTION (Coulter/Honsch)

To accept the Executive Director's Report.

Carried.

F. Correspondence/Information

MOTION (Honsch/Wyminga)

To accept the suggested actions.

Carried.

Charitable Number: 10671 8943 RR0001

G. Adjournment

The meeting was adjourned on a motion by Natalie Coulter, seconded by Sydney Schultz.

Next Meetings:

Monday, November 29 – Applicable Visioning Meeting at 6:30

Monday, November 29 - Board Meeting at 7:30

Chair

Secretary

Applegrove Community Complex
Summarized Financial Report
as at 31/10/2010

		YTD Budget		YTD Actual		<u>Difference from budget</u>		Common Issues (see below)	Special Notes
						* Favour variance			
						* Unfavour variance			
Admin	Expense	338,562		301,953		(36,609)	(11%)		Budgeted salary includes performance bonus & COLA
	Income		338,579		337,725	(854)	0%		
PC	Expense	113,104		103,644		(9,460)	(8%)	D	Saving from staff turnover
	Income		94,160		117,764	23,604	25%		
EW	Expense	20,830		18,672		(2,158)	(10%)	I D	
	Income		15,909		19,171	3,263	21%		
HAIG	Expense	11,206		6,646		(4,560)	(41%)		Saving from staff turnover Special donation received
	Income		3,969		12,568	8,600	217%		
HOBG	Expense	28,727		22,736		(5,991)	(21%)	B	Under-spent in material & supplies
	Income		23,578		24,206	628	3%		
Teen	Expense	8,399		6,981		(1,418)	(17%)	I D	
	Income		7,010		8,762	1,752	25%		
After-school	Expense	19,281		15,868		(3,413)	(18%)	I F, D	
	Income		6,322		10,464	4,142	66%		
Senior	Expense	34,996		26,482		(8,514)	(24%)	B,D	Saving from staff turnover Low in fundraising & donation
	Income		34,996		26,851	(8,145)	(23%)		
Summer camp	Expense	60,958		58,104		(2,854)	(5%)		Initial budget is over estimated City funding to be received
	Income		60,960		48,860	(12,101)	(20%)		
Therapeutic Play	Expense	31,384		23,919		(7,465)	(24%)	I	
	Income		13,375		13,375	0	0%		

A: maintenance & utilities charges paid in advance

B: on special year-end

C: operates less than a full year

D: funding received quarterly/semi-annually/annually but budgeted on monthly basis

E: salary & benefit include Board sponsored Program Worker

F: program is funded by prior year surplus

G: PC/EW funding is received quarterly and allocated between PC & EW

H: Under-spent in most areas in beginning of year

I: Down time between session reduce expenses

* Variance in **BLACK** is **GOOD** for Applegrove : **Favourable variance**

* Variance in **RED** is **BAD** for Applegrove : **UN-favourable variance**

Board Meeting Evaluation – November 2010

Please take a moment to answer the following questions anonymously and give Susan the form at the beginning of the meeting.

1. The best thing about Board meetings is

2. Board meetings would be better if

AND, to make that happen, this needs to happen: _____

3. Overall, how do you feel about the agendas? 😊😊 😊 😞 😞😞
Why?

4. How do you feel about the meeting time? 😊😊 😊 😞 😞😞

5. Would you prefer a different meeting date? No. Yes. What night? _____

6. What else should the Board discuss (regularly or occasionally)?

7. What training or information would help you be a better Board member?

8. Does anything interfere with either effective overall Board functioning or you being an effective Board member?

9. Other comments or concerns about the Board or the organization

Continue on back if needed



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”



Executive Director's Report November 19, 2010

There is a lot going on at the November 29 Board meetings!

As previously decided, the meeting will start with a “visioning session” for Applicious 2011 from 6:30 to 7:30 before the formal Board meeting starts at 7:30. All Board members are encouraged to attend, whether or not you have attended Applicious.

We will have some guests present, so I suggest we start with introductions and the “best thing” about Applicious 2010, 09 or 08. Then I propose a short process to stimulate our creativity, followed by focusing on 2 questions:

- A. how do you want participants to feel after the event?
 1. what activities do you want to participate in at the event? (or want your children to participate in)

As usual, November is the time that Board members complete a meeting evaluation form. To streamline the process, I have included the form in your package. This means you can complete it in advance and hand in the form at the beginning of the formal meeting. Then Louise will collate the answers during the meeting and we can discuss the summary during the Board of Management meeting.

For some time, our Board meetings have followed a general workplan (below), outlining the expected issues plus the program presentations. If the Board wants to continue this process, the November meeting should suggest program presentations and issues for the next several months.

Finally, the Board of Management agenda shows a report on Workplace Violence. This follows up on the June implementation of the new provincial Occupational Health and Safety regulations regarding bullying in the workplace and the impact of domestic violence on the workplace. I had intended the report to be in the package, but have run out of time. Rather than postpone it until the end of January, I will e-mail the report by November 25.

Meanwhile, Ann, May and I are moving forward on a new monthly program in cooperation with the school to increase family involvement. It will include supper plus an activity (family games, speakers, etc.) with a suggested donation to cover costs yet allow everyone to participate. The proposed name is DINE (Dinner, Involvement Neighbourhood Evening) with a first one on a Friday in mid-January. Applegrove's Outreach and Involvement staff will run the evenings with a management staff on site for back-up.

Please note that with the 2 resignations, we must still have quorum of 5 directors from the current total of 7 Board members.

Respectfully submitted,

Susan Fletcher.

Revised Board Workplan for 2010

Meeting	Main Issue	Additional Issues	Program Presentation	Results
September 27		Admin Budget Membership Fundraising Reports Applicious	Helping Our Babies Grow	
October 25		Program Budgets		
November 29	Applicious Visioning	Workplace Violence	Therapeutic Play	
December 20 cancelled				
January 31, 2011	Review Risk Management			



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings – November 22, 2010
Office Phone 416-461-8143

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

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
21	22	23	24	25	26	27 <u>Pasta Fest</u>
28	29 6:30: Applicious Visioning 7:30 Board	30 [Duke of Connaught School Council]				

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 <i><u>Christmas Wrap and Roll</u></i>	17	18
19	20	21	22	23 Applegrove Closed	24	25
26	27	28	29	30	31	

Applegrove Closed – See you in January!

January Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Happy New Year! Applegrove is Closed				1
2	3 Applegrove Closed for New Year's Day	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 [Duke of Connaught School Council]	26	27	28	29
30	31 Board					

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 22, 2010
Office Phone 416-461-8143

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

March 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
MARCH BREAK						
20	21 Board?	22	23	24	25	26
27	28	29 [Duke of Connaught School Council]	30 AGM	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
17	18 Board?	19	20	21	22 Applegrove Closed for Good Friday	23

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 22, 2010
Office Phone 416-461-8143

24	25 Applegrove Closed for Easter Monday	26 [Duke of Connaught School Council]	27	28	29	30
----	--	---	----	----	----	----

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

June	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	20 Board?	21	22	23	24	25	
26	27	28 [Duke of Connaught School Council?]	29	30	Applegrove Closed for Canada Day		

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