

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

AGENDA – November 25, 2019

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

Applegrove's mission is to be a neighbourhood partnership fostering community through social and informative programs for individuals and families.

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Timekeeper
6. Volunteer Hours
7. Minutes of November 4 Board Meeting (*attached*): to be accepted

7:15

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. Year-to-date Financial Report (*attached*): for information
 - 8.3. 2020 Program Preliminary Budget (*sent as confidential attachment*): for approval

7:45

9. Strategic Initiatives Committee Report
10. Membership, Nominations & Outreach Committee Report

7:50

11. Pasta Fest
12. Early On Grant
13. Neighbourhood Food Hub
14. Glen Rhodes Lease
15. Don Summerville Revitalization

8:20

16. Directors' Concerns

8:30

17. Adjournment



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“TOGETHER, BUILDING OUR COMMUNITY”

Draft Minutes of the Board of Directors Meeting November 4, 2019

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

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

Regrets: Paula Fletcher Michael Miceli

Staff: Susanne Burkhardt, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on recommendation #5 of the Truth and Reconciliation Commission, which addresses culturally appropriate parenting programs for Aboriginal families. There was discussion about providing Board members with pocket guides of the TRC recommendations.

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Pierre

6. Volunteer Hours – Hours were recorded by May.

7. Minutes of the September 30 Board of Directors Meeting

MOTION (Story/McNab)

To accept the minutes of September 30, 2019.

Carried

8. Finance

8.1. Year-To-Date Statistics

Thanks to Tim, who helped update our statistics and financial report templates which will be used moving forward. Changes made also make our documents AODA compliant.

Susanne provided an overview of year to date participation. Overall numbers show a slight improvement overall compared to last year. Most programs (HOBG, EarlyON, Child & Youth) show an improvement in participation.

8.2. YTD Financial Report

Susanne provided an overview of the report and explained variances from the budget in the Program General category and in the following programs: Junior Leaders and Program General. Members suggested not using the yellow colour for arrows as it may be a difficult to see.

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

8.3. Credit Card Update

Susanne requested the Board approve an increase to the Applegrove credit card limit as we are finding the permit fees, which are paid monthly using the credit card, are not leaving enough room on the card to make additional required purchases.

MOTION (Yardley/Bois)
To increase the credit card limit to \$20,000.
Carried

9. Strategic Initiatives Committee Report

Andre provided an overview of the report which included a strategic update report, special projects, and partnership and grants.

9.1. Risk Register

Susanne provided an overview of the risk register table and highlighted risks in order of likelihood and mitigating strategies. A power point presentation will be sent by email to members. Jennifer suggested comparing mitigating strategies with other AOCCs.

10. Membership, Nominations and Outreach Committee Report

Pierre provided an overview of the report, which included events (Play Day on Halloween, Pasta Fest on November 2 and Family Dance on February 1), signage, and new website.

11. Program Report

Susanne provided information about the Glen Rhodes facility lease negotiations – the City (SDFA, Facilities & Real Estate, Councillor's Office) and East End United Regional Ministries are in discussion about the terms of a long-term lease at the Glen Rhodes campus building in order to sustain the Neighbourhood Food Hub and create a new satellite location for Applegrove. East End United will also continue to use the building for the following activities: Sunday service, food bank (and food delivery), and monthly dinner. Susanne, May, Tim and Jean met with the Councillor on November 1 to discuss this issue.

12. Over the Rainbow

May and Susanne provided information about the Over the Rainbow program which has exhausted its residual funding and will run a small deficit after the current session is completed in December. At its last meeting the Strategic Initiatives Committee discussed the benefits and challenges of continuing the program and would like the Board make a decision on whether to continue or stop offering the program. Susanne shared that a couple of grants were submitted but declined, and that we are waiting on a response on a Letter of Intent submitted to another foundation.

MOTION (Bois/Lim-O'Brien)

To extend the OTR program for one more session with specific conditions which include full group participation, and implementation of an updated and effective program evaluation.

Carried

13. Neighbourhood Food Hub

13.1. Update

Susanne provided an update. Overall things are going well. Programs are being offered to the Red Door Shelter residents which include family cooking and canning workshops. Discussions are underway about funding to support staffing. A Food Hub partners meeting is scheduled for later this week.

13.2. Investing in Canada Infrastructure Program: Community Culture and Recreation
Susanne provided an overview of the capital grant application for entryway and main hall renovations at the Glen Rhodes campus, in which Applegrove will be a joint applicant.

MOTION (Bois/Lim-O'Brien)

To endorse Applegrove's participation as a joint applicant in the Investing in Canada Infrastructure Program: Community Culture and Recreation (Rehabilitation and Renovation Category), and to approve the proposed project.

Carried

14. Don Summerville Revitalization

Susanne shared that an official announcement was made by Mayor John Tory on Monday October 28 and that a meeting was held that evening to inform tenants of the Don Summerville Revitalization and relocation process. Open house events have been scheduled in the Woodfield gym on November 23 and 26 where information will be shared with the community. The City's Housing Secretariat, Developer, and TCHC will be present to answer questions.

15. Directors Concerns – None

16. Adjournment

The meeting was adjourned on a motion by Vai Teng, seconded by Jennifer Story.

Chair

Secretary

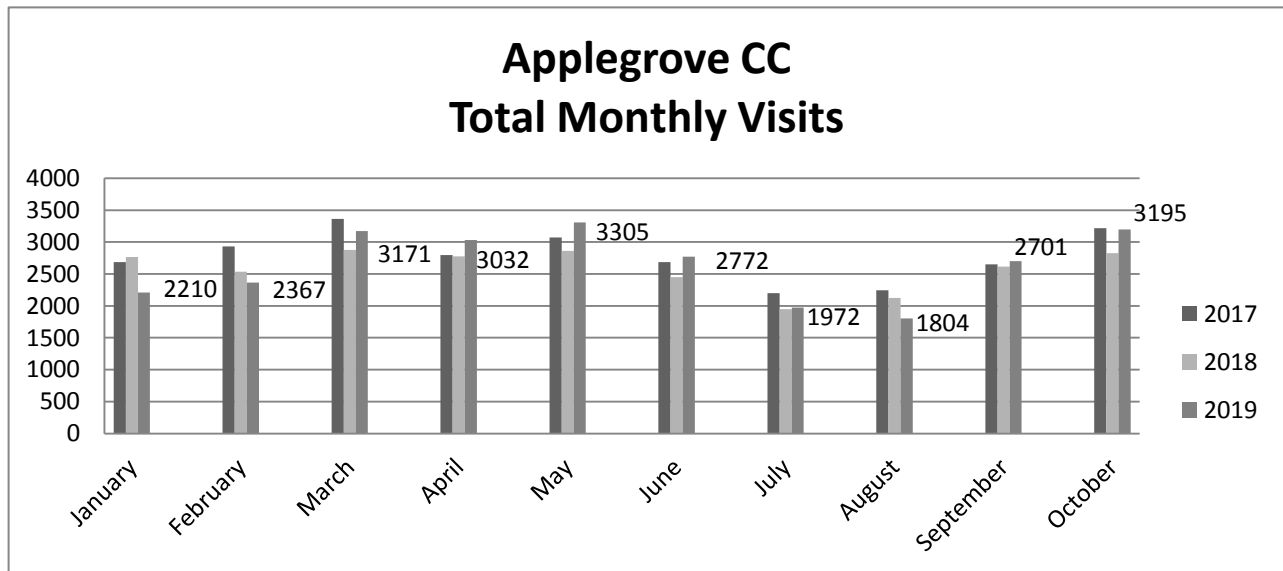
**Applegrove Community Complex
Program Statistics to October 31, 2019
(2017, 2018, 2019)**

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

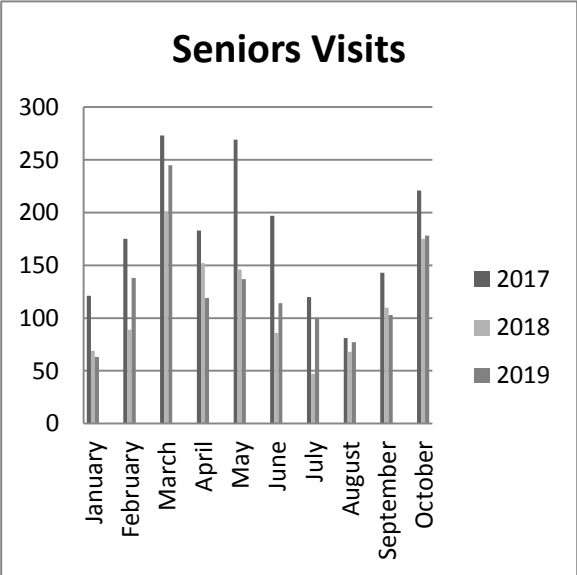
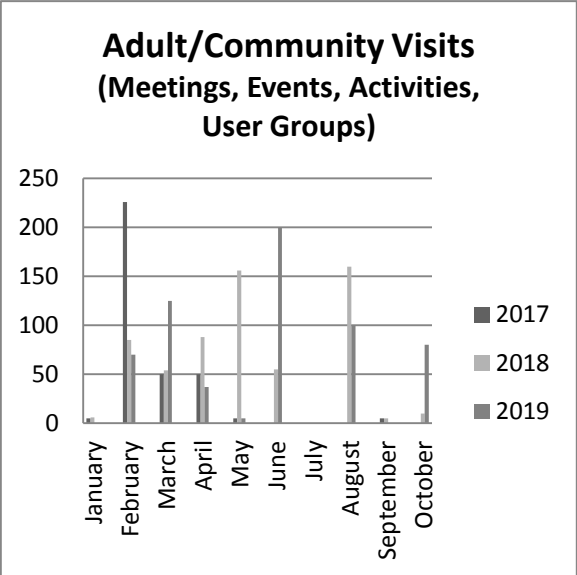
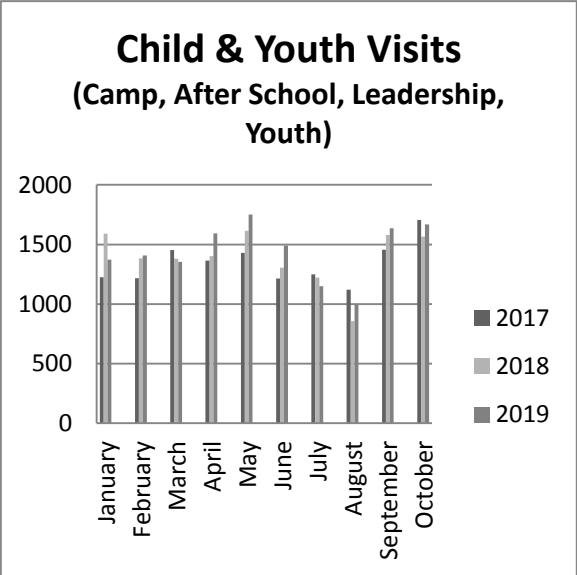
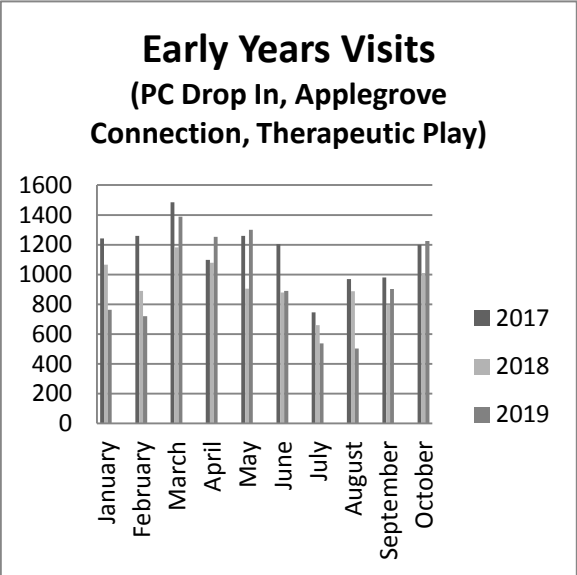
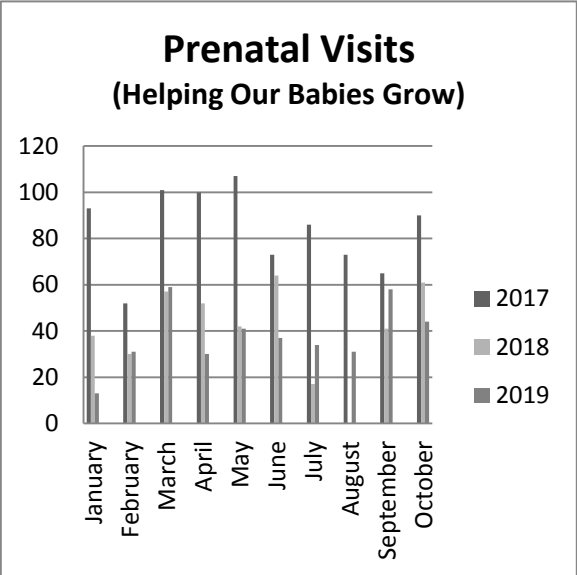
- a) Pre/Postnatal (Helping Our Babies Grow)
- b) Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play)
- c) Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen)
- d) Adult/Community (User Groups, Other Meetings, Events & Activities)
- e) Seniors
- f) Outreach Event Contacts

YTD Cumulative Visits 2018 = 26,173

YTD Cumulative Visits 2019 = 26,929








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


























PROGRAM		January	February	March	April	May	June	July	August	Sept	
Helping Our Babies Grow	2017	93	52	101	100	107	73	86	73	65	90
	2018	38	30	57	52	42	64	17	0	41	61
cumulative 2018		38	68	125	177	219	283	300	300	341	402
	2019	13	31	59	30	34	37	34	31	58	44
cumulative 2019		13	44	103	133	167	204	238	269	327	378
Applegrove PC Drop-in	2017	1033	1046	1203	837	906	952	745	969	752	960
	2018	729	682	958	846	745	697	647	888	649	794
cumulative 2018		729	1411	2369	3215	3960	4657	5304	6192	6841	7635
	2019	585	548	1110	950	1020	655	532	503	719	960
cumulative 2019		585	1133	2243	3193	4213	4868	5400	5903	6622	7582
Applegrove Connection	2017	201	191	259	255	325	229	0	0	227	235
	2018	327	197	212	220	135	160	0	0	149	191
cumulative 2018		327	524	736	956	1091	1251	1251	1251	1400	1591
	2019	177	151	150	292	265	217	0	0	184	256
cumulative 2019		177	328	478	770	1035	1252	1252	1252	1436	1803
Therapeutic Play	2017	8	23	22	6	28	22	0	0	0	5
	2018	10	10	12	13	24	23	13	0	0	26
cumulative 2018		10	20	32	45	69	92	105	105	105	131
	2019	0	10	10	10	14	18	0	0	0	8
cumulative 2019		0	10	20	30	44	62	62	62	74	97
Seniors	2017	121	175	273	183	269	197	120	81	143	221
	2018	69	89	201	152	146	86	47	68	110	175
cumulative 2018		69	158	359	511	657	743	790	858	968	1143
	2019	63	128	194	119	137	114	100	77	103	178
cumulative 2019		63	191	385	504	641	755	855	932	1035	1274
Camp	2017	81	0	159	0	0	0	1086	1010	0	0
	2018	75	0	142	0	0	0	1096	677	0	0
cumulative 2018		75	75	217	217	217	217	1313	1990	1990	1990
	2019	0	0	141	0	0	0	1150	853	0	
cumulative 2019		0	0	141	141					2144	2144
After 4/PA	2017	953	923	971	1032	1178	1089	0	0	1090	1225
	2018	1149	1008	884	1025	1200	1016	0	0	1145	1073
cumulative 2018		1149	2157	3041	4066	5266	6282	6282	6282	7427	8500
	2019	963	940	820	1056	1176	1055	0	0	1241	1244
cumulative 2019		963	1903	2723	3779	4955	6010	6010	6010	7251	8495
After 4 Satellite	2017	135	162	182	176	189	125	0	0	367	379
	2018	365	303	282	298	377	289	0	0	434	452
cumulative 2018		365	668	950	1248	1625	1914	1914	1914	2348	2800
	2019	409	398	302	405	477	404	0	0	396	405
cumulative 2019		409	807	1109	1514	1991	2395	2395	2395	2791	3216

Leadership	2017	0	70	73	80	0	0	162	110	0	55
	2018	0	45	54	38	0	0	127	180	0	21
cumulative 2018		0	45	99	137	137	137	264	444	444	465
	2019	0	63	54	79	77	32		0	0	15
cumulative 2019		0	63	117	196	273	305	305	305	305	460
Teen	2017	56	62	67	76	62	0	0	0	0	48
	2018	0	27	20	42	37	0	0	0	0	21
cumulative		0	27	47	89	126	126	126	126	126	147
	2019	0	7	16	54	21	0	0	0	0	5
cumulative		0	7	23	77	98	98	98	98	98	103
User Groups	2017	0	13	0	0	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0	0	0
cumulative		0	0	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0	0	
cumulative		0	0	0	0	0	0	0	0	0	223
Other	2017	5	213	50	50	5	0	0	0	5	0
Book Club, special events, Annual Meeting, Income Tax Clinic	2018	6	85	54	88	156	55	0	160	5	10
cumulative 2018		6	91	145	233	389	444	444	604	609	619
	2019	0	70	125	37	5	200	0	100	26	410
cumulative 2019		0	70	195	232	237	437	437	537	0	70
										680	1160

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	Difference from budget	Variance	Common Issues	Special Notes	
City Funded Administration	Expense	315,635	303,956	-11,679	-4%			
	Income	330,840	330,875	34	0%			
Families with Young Children	HOBG	Expense	19,447	16,805	-2,641	-14%		Reflects reduced participation levels and some session cancellations due to weather and illness
		Income	18,809	19,455	646	3%		
	PC	Expense	116,391	112,485	-3,906	-3%		Q
		Income	133,724	134,062	338	0%		
	AC	Expense	25,070	24,464	-606	-2%		Q
		Income	29,611	29,319	-293	-1%		
	Therapeutic	Expense	16,940	17,482	542	3%		Budget lowered to reflect 2018 year-end surplus, which may be exceeded Program maintained with surplus funding.
		Income	0	0	0	0%		
Children and Youth	After School including March Break and Holiday Camp	Expense	152,061	144,396	-7,664	-5%		
		Income	187,836	190,824	2,988	2%		
	Satellite	Expense	43,455	40,924	-2,531	-6%		
		Income	76,261	74,294	-1,967	-3%		
	Teen	Expense	4,768	3,921	-847	-18%		The program did not resume until February, only 1 day per week until numbers went up
		Income	0	0	0	0%		
	Jr Leaders	Expense	2,401	2,379	-21	-1%		Outstanding registration payment received in October. This is also calendarization issue - budget reduction adjustment for the whole year was calendarized as of September (which causes proportional income to rise)
		Income	1,860	4,313	2,453	132%		
Seniors	Seniors	Expense	55,458	48,808	-6,650	-12%		§
	Income	56,441	66,504	10,063	18%			
Fundraising general program	Program General	Expense	25,226	20,997	-4,229	-17%		Some hours charged to summer camp and food hub
	Agency fundraising and donations	Expense	8,514	5,190	-3,324	-39%		Expenses include Directors and Officers Liability Insurance, permit fee, AGM advertisement, Family Dance Revenues includes Family Dance, United Way donation, indiv charitable and Canada Helps donations, program account interest, 40th Anniversary Individual donations are down this year
		Revenue	14,731	13,678	-1,053	-7%		

§ = Special April-March financial year

Q = Funding received quarterly

ƒ

= Funding received twice annually

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

October 31, 2019

ASSETS

Alterna - Admin Account	33,751.21
Alterna - Program Account	257,586.06
Alterna - Trust Account	123.97
Alterna - Member Shares	156.36
Alterna Term Deposits - Program	140,408.11
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	602.70
Loan from Program to Admin	0.00
Outstanding Transfers Between Accounts	0.00
Accounts Receivable - Admin	551.55
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	261,534.73
City of Toronto - Receivable	17,388.54
HST Receivable - Admin & Program	2,444.97
Prepaid Expenses	1,117.95
	<u>715,816.15</u>

LIABILITIES

Accounts Payable	0.00
Long-term Benefits Payable	126,906.00
Unrealized Actuarial Gain	118,885.00
Income Taxes Payable	5,696.10
CPP Payable	3,209.26
EI Payable	1,481.41
OMERS Payable	8,025.80
WSIB Payable	478.91
Union & COTAPSAI Dues Payable	798.21
EHT Payable	1,049.26
Vacations Accrued - Admin	15,743.73
Vacations Accrued - Program	12,363.51
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>305,508.41</u>
Accrued Expenses	0.00
Deferred Income	0.00
Retained Surplus (Deficit): Program General	0.00
Parent/Child Drop-in	0.00
Afterschool	169,062.26
Teen Program	0.00
Seniors Programs	16,574.21
Board/Management	30,548.94
Summer Programs	37,656.67
The Applegrove Connection	0.00
HOBG	3,415.76
Over the Rainbow	20,499.27
Current Program Income	680,166.95
Current Program Expenses	<u>(574,534.67)</u>
	105,632.28
Admin:	
Current Admin Funding - City of Toronto	328,463.14
Sick Pay Gratuity Funding - City of Toronto	2,377.08
Interest on Admin Account	34.36
Current Admin Expenses	<u>(303,956.23)</u>
Current Admin Surplus/Deficit	26,918.35

715,816.15

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

AGENDA – November 25, 2019

8:30

A. Call to Order/Adoption of Agenda

B. Declaration of Conflicts of Interest

C. Minutes of the November 4 Board of Management Meeting (*attached*): to be accepted

8:35

D. Personnel Committee (*notes distributed at meeting*)

8:45

E. Staff Engagement Survey Update

8:50

F. Executive Director's Report (*attached*)

8:55

G. Correspondence List (*attached*): for information

9:00 Adjournment

Next Meetings and Events

2020 Board meetings

Monday January 27 7 p.m.

Monday February 24 7 p.m.

Tuesday March 31 AGM – to be confirmed

Monday April 27 7 p.m.

Monday May 25 7 p.m.

Monday June 22 7 p.m. (1 week early because of school year end)

Monday September 28 7 p.m.

Monday October 26 7 p.m.

Monday November 30 7 p.m.



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Minutes of the Board of Management Meeting November 4, 2019

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

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

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 September 30 Board of Management Meeting

MOTION (Story/Kosny)

To accept the minutes of June 24, 2019.

Carried

D. Personnel Committee Report

The committee will be meeting later this week. Nothing to report at this time.

E. Executive Director's Report: for information

Susanne provided an overview of the Executive Director's report.

MOTION (Bois/Yardley)

To accept the Executive Director's Report.

Carried

F. Correspondence/Information

No actions required. For information only.

G. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Tim McNab.

Chair

Secretary

Next Meetings and Events:

November 25 Board Meeting @ 7 p.m.
November 23 Don Summerville Community Meeting @ 6 p.m.
November 26 Don Summerville Community Meeting @ 11 a.m.

Charitable Number: 10671 8943 RR0001

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“TOGETHER, BUILDING OUR COMMUNITY”

Executive Director's Report

November 20, 2019

Upcoming Job Action – As of November 26 elementary school teachers are set to start a work-to-rule campaign that is expected to target administrative tasks. At this point it does not appear that our operations would be immediately affected, however it's important that we are prepared for any situation. We are updating the contingency plan developed in case of school closure by CUPE educational staff in October and will be in touch with Board and staff to provide updates as they emerge.

Staffing Updates – Krista Fry was hired in the position of Community Food Programs Coordinator to support programming delivered through our partnership with the Red Door Shelter. She currently works every other Friday at the Food Hub (Glen Rhodes Church) so is not onsite at Applegrove often, but I hope to have the opportunity to introduce her to more staff at a meeting or event soon. Following a prolonged absence Renate Schober is no longer with Applegrove in the position of Seniors Worker. Nanor Boghossian will continue in this position in an acting role until we have gone through a hiring process in the New Year.

Holiday Closure - This year Applegrove will be closed from Tuesday December 24 to Friday January 3, and will re-open on Monday January 6, 2020. This is aligned with the school's days of operation. Due to the timing of the holidays with New Years Day falling on a Wednesday, no Holiday Camp will be offered this year. Staff who are entitled to vacation but do not have enough accrued float days, vacation time, or comp time to cover this time period have been invited to contact their supervisor about the possibility of working some hours on Monday December 23.

Board Recruitment and AGM – the MNO Committee has started to discuss Board recruitment and next year's AGM. This is a good time for all Board members to think about and discuss the skill sets, lived experience and diversity that is currently represented on the Board and what could complement this as we move forward on some key items such as partnerships and facilities, a system for updating policies, becoming more data-driven, and supporting community development in the neighbourhood.

Grievances, Complaints and Compliments

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

Respectfully submitted,

Susanne Burkhardt

Applegrove Community Complex
Correspondence / Information Received
November 19, 2019

From (Date Received)	Regarding	Action(s)
City Clerk (Nov 4)	Notice of Special Public Meeting on December 10, 10am (Committee Rm 1, City Hall) re. proposed City-initiated Official Plan amendment pertaining to Public Realm and Built Form Official Plan Policies	R&F
City Clerk (Nov 14)	Notice of Open House and Special Public Meeting on November 26, 6pm (Metro Hall Rm 310) and February 12, 10am (Committee Rm 1, City Hall) re. proposed City-initiated Official Plan amendments pertaining to a set of transportation policies related to: cycling, automated vehicles and shared mobility, and street related map and schedules.	R&F
City Clerk (Nov 15)	Notice of Public Meeting on December 3, 10am (Committee Rm 1, City Hall) re. City-initiated amendment to the Official Plan and Zoning Bylaw to redesignate the southern portion of the site at 1627 Danforth Avenue from <i>Neighbourhoods</i> to <i>Mixed Use Areas</i> in the Official Plan.	R&F
City Clerk (Nov 21)	Notice of Public Meeting on December 10, 9:30am re. technical amendments to City of Toronto Zoning Bylaws which regulate the use of land, the size and location of buildings and structures and parking and unloading in the City.	R&F

*R&F = Receive and File

Applegrove Board Meeting Dates – 2020

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Monday February 24 7 p.m.

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Monday April 27 7 p.m.

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