



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 – October 1, 2018
(re-scheduled from September 24, 2018)**

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. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope
7. Minutes of the June 18 Board Meeting (*attached*): to be accepted

7:05

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. Year-to-date Financial Report (*attached*): for information
 - 8.3. Updated Program Budgets (*attached*): to be endorsed

7:20

9. Strategic Initiatives Committee Report
 - 9.1. TDSB Lease Update

Motion needed to discuss the next items *in camera* (without guests or staff other than the relevant staff), as they deal with identifiable individuals or confidential information.

- 9.2. Consultant Update

Motion needed to return to the public meeting.

10. Membership, Nominations and Outreach Committee Report

8:00

11. New Items
 - 11.1. Holiday Camp Update (**see Executive Directors Report*)
 - 11.2. Summer Camp Subsidy
 - 11.3. Community Food Hub

8:30

12. Directors’ Concerns
13. Adjournment



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Board of Management Meeting AGENDA -- Monday, October 1, 2018 (re-scheduled from September 24, 2018)

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the June 18 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Personnel Committee Report (*to come*)

8:45

- E. Executive Director's Report (*attached*): to be accepted

8:55

- F. Correspondence List (*to be distributed at the meeting*): for information

9:00 Adjournment

Next Meetings and Events

Board meeting: Monday, October 29, 2018



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting June 18, 2018

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

Present: Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab, Michael Miceli, Jim Valentine.
Regrets: Natasha Graham, Councillor McMahon.
Staff: May Seto (Recorder), Susan Fletcher, Susan Horley, Susanne Burkhardt.
Guests: Leslie Wright, Brian Arnott.

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome

Board members welcomed incoming Executive Director Susanne Burkhardt who attended this meeting as part of her orientation before her official start date in early September.

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – Jean Lim-O'Brien

5. Volunteer Hours – hours were recorded.

6. Donation Envelope

The envelope was circulated. A Board member asked about the integration of Board donations via the envelope and CanadaHelps, with the Orchard level membership. The question was referred to the MNO Committee.

7. Minutes of the May Board of Directors Meeting

MOTION (Miceli/Law)

To accept the minutes of May 28, 2018.

Carried

8. Finance

8.1. Year-To-Date Statistics

Members noted the missing data as well as the overall decline from the prior year.

8.2. YTD Financial Report

Members reviewed the information.

MOTION (Miceli/Valentine)
To accept the YTD financial report.
Carried

MOTION (Law/Miceli)
To discuss the next items in camera as they deal with identifiable individuals or confidential information.
Carried

9. Novita Report

10. Admin Budget Proposals for 2019

11. 2018 Admin Budget Update

MOTION (Law/Miceli)
To return to the public meeting.
Carried

12. Motions Arising from *in camera* discussion

12.1. Novita Report

MOTION (Riolo/Lim-O'Brien)
To direct staff to work with Novita and Costanza on a provincial Hub Facilitation Program grant application as soon as possible and for the application to include staffing for community needs assessment, member consultation and a community visioning exercise, as applicable to Applegrove's sustainability strategies.
Carried

12.2. Admin Budget 2019

MOTION (Valentine/Miceli)
To direct staff to submit the 2019 administration budget with the required proposal to reduce to the target, noting the Board's emphatic refusal to endorse the proposal.
Carried

12.3. Budget Variance 2018

MOTION (Lim-O'Brien/Law)
To direct staff to submit an immediate variance request for the items currently confirmed, with a second request when the additional estimates are confirmed.
Carried

13. Motions arising from the April and May Meetings

13.1. Signing Authority for the Incoming Executive Director

MOTION (Miceli/Law)
To appoint the incoming Executive Director, Susanne Burkhardt, as a signing officer replacing May Seto, effective in early October.
Carried

Board of Directors Minutes

June 18, 2018

3

13.2. TDSB Lease Update and Issues

The Executive Director's report noted the 3 ways she is attempting to deal with the permit costs and work that would arise from the proposed lease. If the permit requirements go forward, to minimize costs, the Board should select meeting dates on Tuesdays or Thursdays when the office is already staffed.

The Strategic Initiatives and Personnel Committees set meeting dates in September. The Membership, Nominations and Outreach Committee planned to meet in early July. May will follow up to set a date.

13.3. Helping Our Babies Grow

May reported on options for the program to be discussed with program partners on June 26. Her preferred option is to suspend the program for the summer but do a great deal of outreach, then re-open in September in the early evenings to allow pregnant women with daytime jobs to participate.

13.4. Board Vacancy

Members briefly discussed options to fill the vacancy created by Stacey's resignation. Staff will follow up as needed.

14. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jim Valentine.

Chair

Secretary

Applegrove Statistics

2018 Printed September 17, 2018

Cumulative different people		January	February	March	April	May	June	July	August	
Applegrove Parent/Child Drop-in										
Children	450	430	398	581	505	440	412	397	558	
Parents	411	131	129	180	176	165	130	147	185	
Caregivers		168	155	197	165	140	155	103	145	
Subtotal		729	682	958	846	745	697	647	888	
The Applegrove Connection (previously Edgewood)										
Children	85	214	127	139	149	90	102			
Parents	52	20	14	15	15	9	9			
Caregivers		93	56	58	56	36	49			
Subtotal		327	197	212	220	135	160	0	0	
Helping Our Babies Grow										
Infants and Children	22	14	12	21	22	19	31	9	0	
Moms	29	24	18	36	30	23	33	8	0	
Subtotal		38	30	57	52	42	64	17	0	
Therapeutic Play										
Children	5	5	5	6	7	12	11	7	0	
Adults	7	5	5	6	6	12	12	6	0	
Subtotal		10	10	12	13	24	23	13	0	
Children and Youth										
Camp	32	75		142				1,096	677	
After 4, PA,	71	1,149	1,008	884	1,025	1,200	1,016			
After 4 Satellite	20	365	303	282	298	377	289			
Leadership	9	0	45	54	38	0	0			
Teen	30	0	27	20	42	37	0	127	180	
Subtotal		1,726	1,428	1,436	1,441	1,614	1,305	1,223	857	
Adult Programs										
Seniors	40	69	89	201	152	146	86	47	68	
Committee/Board ho		51	58	0	112	101	0	0	0	
User Groups		0	0	0	0	0	0	0	0	
Other*		6	85	54	88	156	55	0	160	
Subtotal		126	232	255	352	403	141	47	228	
Outreach events										
# of events	n/a	0	2	0	0	0	1	0	2	
Contacts	n/a	0	60	0	0	0	60	0	150	
Phone and e-mail		1,040	1,045	1,089	1,114	1,083	1,011	1,026	1,036	
Total exc outreach	1,243	3,996	3,624	4,019	4,038	4,046	3,401	2,973	3,009	
Cumulative		3,996	7,620	11,639	15,677	19,723	23,124	26,097	29,106	

*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,

Aug 31, 2018 YTD Financial Report		Based on approved City Budget and draft program budgets approved at November Board meeting					
		<ul style="list-style-type: none"> • Variance highlighting <ul style="list-style-type: none"> ○ Unfavourable variance of 5-15% = highlight in yellow and this requires an explanatory note ○ Unfavourable variance of 16% and up = highlight in pink and may need additional page ○ Favourable variance of 20% or more = highlight in blue and may need additional page. 					
		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes
City Funded Administration	Expense	249,335	251,700	2,365	1%		
	Income	257,121	256,517	-604	0%		
Families with Young Children	HOBG Expense	18,470	22,402	3,932	21%		Funding received at unpredictable intervals. Funding year runs Apr-Mar.
	HOBG Income	14,292	12,693	-1,599	-11%	§	
	PC Expense	91,526	92,933	1,407	2%		
	PC Income	96,316	103,915	7,600	8%	Q	
	AC (formerly EW) Expense	20,928	19,488	-1,440	-7%		
	AC (formerly EW) Income	21,097	21,036	-61	0%	Q	
Therapeutic	Expense	22,819	16,478	-6,341	-28%		Adapted programming for summer lowered program costs. Program's funding ended after the budget was approved. Have surplus to maintain program to end of Mar 2019.
	Income	13,375	0	-13,375	-100%	ƒ	
Children and Youth	After School including March Break and Holiday Expense	112,392	110,413	-1,978	-2%		
	After School including March Break and Holiday Income	148,290	145,427	-2,863	-2%		
	Satellite Expense	28,437	26,302	-2,135	-8%		
	Satellite Income	36,720	41,940	5,220	14%		
	Teen Expense	7,102	4,011	-3,091	-44%		With little income, trimmed staff hours. As well, the program did not resume until Feb and did not run Jun to Aug.
Jr Leaders	Expense	2,293	1,358	-935	-41%		Program has not run since spring and will start up in Oct. Number of participants impacts income and expenses.
	Income	3,015	2,385	-630	-21%		
Seniors	Seniors Expense	29,730	26,888	-2,842	-10%	§	Decrease in participation levels. Need for additional outreach to build up the group.
	Seniors Income	30,799	30,261	-538	-2%		
Fundraising general program	Program General Expense	20,584	20,989	405	2%		Program Assistant and relevant expenses.
	Agency fundraising and donations Expense	1,662	13,426	11,764	708%		Consultant fee.
	Agency fundraising and donations Revenue	4,760	6,754	1,994	42%		
§ = Special April-March financial year		Q = Funding received quarterly		ƒ = Funding received twice annually			

**APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
August 31, 2018
ASSETS**

Alterna - Admin Account	19,000.28
Alterna - Program Account	165,899.53
Alterna - Trust Account	264.15
Alterna - Member Shares	154.96
Alterna Term Deposits - Program	137,191.66
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	2,860.00
Outstanding Transfers Between Accounts	(2,263.13)
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	270,503.57
City of Toronto - Receivable	11,519.84
HST Receivable - Admin & Program	3,690.43
Prepaid Expenses	700.00
	<u>609,671.29</u>

LIABILITIES

Accounts Payable	68.34
Long-term Benefits Payable	168,431.00
Unrealized Actuarial Gain	76,882.00
Income Taxes Payable	12,914.38
CPP Payable	6,837.50
EI Payable	3,265.46
OMERS Payable	9,705.40
WSIB Payable	971.59
Union & COTAPSAI Dues Payable	785.31
EHT Payable	1,973.50
Vacations Accrued - Admin	25,190.57
Vacations Accrued - Program	10,476.18
City of Toronto - Payable	0.00
Advance Repayable to City of Toronto	10,871.22
	<u>328,372.45</u>
Accrued Expenses	0.00
Deferred Income	32,900.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	125,666.29
Teen Program	0.00
Seniors Programs	17,251.69
Board/Management	27,981.33
Summer Programs	31,625.77
The Applegrove Connection	0.00
HOBG	2,750.66
Over the Rainbow	44,564.13
Current Program Income	448,483.12
Current Program Expenses	(454,741.17)
	(6,258.05)
Admin:	
Current Admin Funding - City of Toronto	256,484.75
Interest on Admin Account	32.66
Current Admin Expenses	(251,700.39)
Current Admin Surplus/Deficit	4,817.02
	<u>609,671.29</u>

Applegrove Community Complex

2018 Revised Program Budget (draft)

REVENUE

REVENUE	2018 REVISED	2018 approved	Change		Comments
Parent/Child	122,279	114,204	8,075	1	Note 1 - P/C Drop-in & Applegrove Connection 3 % increase in base grant amounts for 2018, plus one-time grant of \$5,075 for program materials.
Parent/Child Special Needs & EYET	15,050	15,050	0		
Applegrove Connection	30,109	28,496	1,613	1	Note 2 - Over the Rainbow United Way funding discontinued effective April 1, 2018.
HOBG (funded program & AG share)	28,584	28,584	0		
Over the Rainbow	0	26,750	-26,750	2	Note 3 - Afterschool 2018 subsidy cap increased from \$10,000 to \$16,000.
Afterschool	224,200	229,900	-5,700	3	
Afterschool Satellite	71,568	61,200	10,368	4	Note 4 - Afterschool Satellite Increased enrollment expected for September to December. (Subsidy cap increased to \$4,000.)
PD Days	4,680	4,680	0		
Junior Leaders	6,030	6,030	0		Note 5 - March Break Camp Revised to reflect actual revenue received in March 2018.
Holiday Break Camp	2,830	2,830	0		
March Break Camp	4,558	5,180	-622	5	Note 6 - Summer Camp \$4,474 increase in Canada Summer Jobs funding.
Teen Program	2,150	2,150	0		
Summer Camp	95,182	90,218	4,964	6	Note 7 - Seniors & CTT Program Decreases in fees and fundraising in 2018. (Note: no approval yet for 2018/19 provincial grant, so 2017/18 amount shown.)
Summer Leadership	14,809	14,477	332		
Seniors & CTT Program	41,604	43,519	-1,915	7	Note 8- Board Increases in interest and in registration fees for board programs. (Note: membership fee revenue unknown, not projected at this time.)
Program Assistant	0	0	0		
Board	14,075	11,200	2,875	8	
Total	677,708	684,468	-6,760		

Applegrove Community Complex

2018 Revised Program Budget (draft)

EXPENDITURES

EXPENDITURES	2018 REVISED	2018 approved	Change		Comments
Parent/Child	129,997	125,631	4,366	1	Note 1 - Parent/Child Drop-in & Applegrove Connection
Parent/Child Special Needs	14,811	14,808	3		Increase in planned spending - one-time grant for program materials.
Applegrove Connection	32,873	32,645	228	1	
HOBG (funded & AG share)	30,065	30,038	27		
Over the Rainbow	35,521	35,365	156		
Afterschool	189,347	184,522	4,825	2	Note 2 - Afterschool Program
Afterschool Satelite	50,891	50,651	240		Significant increase in permit fees for 2018.
PD Days	4,628	4,628	0		
Junior Leadership	4,582	4,582	0		
Holiday Break Camp	2,516	2,516	0		
March Break Camp	4,804	4,897	-93	3	Note 3 - Teen Program
Teen Program	8,233	12,628	-4,395		Projected deficit revised to reflect lower expenses in first half of 2018.
Summer Camp	97,509	97,521	-12		
Summer Leadership	15,525	15,527	-2	4	Note 4 - Seniors & CTT Program
Seniors and CTT Program	42,458	45,280	-2,822		Decreased salary expenses due to employee turn over.
Program Assistant	31,230	31,129	101		
Board	14,993	1,920	13,073	5	Note 5 - Board
					2018 actual expenses include consultant fees and workshop expenses for Board programs.
Total	709,981	694,288	15,693		

Strategic Initiatives Committee Notes

September 11, 2018

Present: Ann McKechnie, Tim McNab, Andre Riolo (Chair), Jim Valentine, Susanne Burkhardt (staff), May Seto (recorder)

Regrets: Michael Miceli

1. Next Meeting

- Tuesday, October 9 at 6:30 p.m.

2. Applegrowth

a. Update from Sept. 10 meeting with Social Development, Finance & Administration (SDFa) and Novita

- Items discussed included City involvement in facility discussions, a coordinated service review of City agencies in the west end, and considerations for Applegrove's next steps with respect to facility-related planning.

b. Next Steps

- Susanne will re-connect with Novita to discuss next steps.

c. Visioning Session

- Ann suggested that in lieu of a larger facility visioning session, Board and Management could come together for a half day off site meeting to make sure we're still on track with the agency's strategic directions. It was suggested that this meeting take place in the next couple of months.

3. Lease

a. Update

- May reported that we still do not have a signed lease. Susan did the negotiations before she retired, but before signing the agreement sent a letter to the Mayor's office for our issue to be included in a discussion to be held between the TDSB and PF&R. During the summer we were able to connect with someone from that meeting and they informed May that there was no progress.
- May informed the committee that Susanne was briefed of the details over the summer.
- May followed up with Jack at the end of August, just prior to Susanne's start and hasn't heard back from him.

b. Next steps

- Susanne will follow up again with PF&R to see if there are any updates.

4. City Governance Review

- At the September AOCC meeting, other Executive Directors asked Costanza about the Governance Review and she shared that there was no information to share. She thought there might be a meeting date set with internal staff but would find out and report back.

5. Other Business – TDSB Afterschool Permit

- May informed the Committee that the afterschool permit fees have been increased threefold due to a re-categorization of Applegrove's program by the TDSB. The information provided by the Board on permit categories is unclear.
- To secure our afterschool permit, a cheque was delivered to the permit department to avoid risk of cancellation

- Susanne will attend a CUSAC meeting on Thursday, and will see if she can bring this issue to the table.
- May or Susanne will follow up with the TDSB Permit Department Manager.



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Membership, Nominations and Outreach Committee Notes

September 12, 2018

Present: Susanne Burkhardt (staff), Natasha Graham, Ann McKechnie, Janina de Guzman (staff), May Seto (recorder)

Regrets: Pierre Bois, Louise Maynard

1. Introductions

2. Notes from July meeting

- accepted by consensus

3. Outreach/Events

a. Pasta Fest

- Janina is working on corporate donations.
- Louise should have donation letters sent out by the end of the week.
- Ticket sales start October 1. May will get tickets ready prior to October 1.

b. Punkin Grove – November 1st.

- Janina has contacted Ontario Heritage to book site and we are awaiting a contract for signature.
- Janina will contact Building Roots to see if they want to partner for the event or use pumpkins for composting. If they do not want to use pumpkins for compost then Janina will contact Big Ben for a donation of a bin.
- Janina will also try to get our event in the City of Toronto listing of pumpkin parade events.
- People drop in over the evening, so the idea is to keep it simple without awards.

c. Beach Festival – September 22 & 23

- Organizers have informed Applegrove that we are required to participate on both days if we want an outreach table.
- Due to the number of days we have to commit to and limited staff availability, the committee decided that it may not be feasible for Applegrove to participate on both days. Susanne suggested we tell the organizers we can only do one day and see if they accept. If we do not participate this year, we can ask to see if any board members attended and check what the make-up of the attendees. This will help us make a decision for the following year.

d. All Candidates Meeting

- Event will take place on October 2 in the gym from 7 – 9 p.m.
- Janina has sent invites to all the candidates. She has confirmed 4 out of 5 candidates. Paula has not responded. Janina will try again to reach her office.
- We will offer childcare but set a firm deadline for registrations.

Charitable Number: 10671 8943 RR0001

- Susanne shared that John Campey from Ralph Thornton offered to host an all-candidates meeting and asked if Applegrove would like to be a partner. Susanne told John that Applegrove would be happy to promote their event, but have already started planning for our own event. John said he would promote our event as well.
- e. Other outreach opportunities to explore
 - The committee proposed some other outreach opportunities in the community which included:
 - Roden school fair
 - Bowmore school fair
 - Holiday Breakfast at Duke
 - Leslieville Flea Market – look at October
 - Vandenburg House – Christmas Market
 - Committee members felt we need to come up with a good idea that gets attendees to our table. (i.e., used book sale instead of selling items that don't interest patrons).
 - It was also suggested that we could revive Applicious on a smaller scale by offering an "Applicious Kid's Zone" at another event.

4. E-Newsletter and Donation Campaign

- a. "Please give" Letter and newsletter
 - Susanne will look at Susan Fletcher's files to see previous donation request letters and revise.
 - May will do a Fall newsletter – Susanne will write a message from the ED
 - Janina will send out e-newsletter as planned for September 28.
 - We will photocopy some hard copies for outreach and seniors.
 - Seniors will get a copy of the newsletter in their October mailing.
 - It was suggested to send our newsletter to Duke and Bowmore school council.
 - Susanne asked if there is any way of tracking our donations. Currently our donation database is still in Q & A. As soon as it is transferred to Sumac, Janina thinks it can be done.

5. Membership

- May met with Susanne in a prior meeting to review the membership information brochure which led to some suggested revisions.
- The committee agreed to delay the launch so Susanne can look at the document more thoroughly. She will also set up a meeting with Pierre to discuss some of her suggestions.
- It was suggested to focus on "what it means to be a member".

6. Filling out Vacant Board Positions

- One of the interested candidates returned her application and Susanne shared her profile with the committee. The second candidate did not return his form. May will follow up with Andre who knows the 2nd candidate to see if he is still interested.
- Ann shared with the committee her list of ideas that she researched over the summer regarding Committee and Board recruitment.
- Susanne will look at the Board policy regarding next steps for filling out Board vacancies.
- The candidates will be invited to the October Board meeting.

7. Report on Outreach and events

a. Gerrard Square – week of August 6

- We were obligated to staff our table from 11 to 7 for the entire week.
- Applegrove's outreach table was located near Service Canada which did not have as much foot traffic as hoped. There was even less foot traffic when Service Canada closed at 4 p.m.
- All Applegrove programs contributed to the outreach with shared program staff to work at the table.
- Louise arranged for us to leave our outreach materials at Beddingtons which was extremely helpful.
- Held a business card draw to get patrons to our table.
- We received feedback which included:
 - Not enough foot traffic
 - Not busy enough and poor location
 - Staffing commitment was too long
 - Louise suggested that we request the first floor and commit to less hours and also plan to be at Gerrard Square when it is busier (weekend or last weekend of the month)
 - Not really worth the staffing time

b. South Asian Festival – August 18 & 19

- We had 3 staff and 1 volunteer who worked Saturday and Sunday from 12 noon to 9 p.m. Staff arrived for 11 but it was too early. Next year staff can arrive 15 minutes prior to the event starting.
- Very busy and lots of people in attendance, so Applegrove was able to make a lot of contacts.
- Some people were not from the community but came from the GTA
- We had a jelly bean and arts and craft jar guess
- Worth doing again next year. Need more staffing.
- We were able to arrange to store our chairs and outreach material on Friday at the Ashdale Library for the first day of the event. The event area was supervised overnight so we were able to leave our table and chairs. Staff took outreach materials home.
- Held a business card draw to attract people to the table.

8. Next Meeting

October 29 at 6:00 p.m. (just before the Board meeting)



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Minutes of the Board of Management Meeting June 18, 2018

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

Present: Vai Teng Law, Jean Lim-O'Brien, Andre Riolo, Ann McKechnie (Chair), Tim McNab, Michael Miceli, Jim Valentine.

Regrets: Natasha Graham, Councillor McMahon, Trustee Cary-Meagher.

Staff: May Seto (Recorder), Susan Fletcher, Susanne Burkhardt.

A. Call to Order/Adoption of Agenda

Ann called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the May 28 Board of Management Meeting

MOTION (McNab/Valentine)

To accept the minutes of May 28, 2018.

Carried

D. Admin Budget 2019

MOTION (Valentine/Miceli)

To direct staff to submit the 2019 administration budget with the required proposal to reduce to the target, noting the Board's emphatic refusal to endorse the proposal.

Carried

E. Budget Variance 2018

MOTION (Lim-O'Brien/Law)

To direct staff to submit an immediate variance request for the items currently confirmed, with a second request when the additional estimates are confirmed.

Carried

F. Executive Director's Report – for information

MOTION (Riolo/McNab)

To accept the Executive Director's Report.

Carried

G. Correspondence

MOTION (Law/Riolo)
To accept the Executive Director's Report.
Carried

H. Adjournment

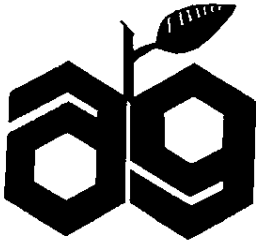
The meeting was adjourned on a motion by Vai Teng Law, seconded by Tim McNab.

Chair

Secretary

Next Meetings and Events:

Board meeting: Monday, September 24 @ 7 p.m.



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”



Personnel Committee Notes

6:30 p.m., September 18, 2018

Present: Ann McKechnie, Jean Lim-O'Brien, Vai Teng Law, May Seto, Susanne Burkhardt (recorder)

1. Introductions

- Susanne was welcomed to her first Personnel Committee meeting.

2. Notes from June 28 meeting

- The notes were accepted as circulated by consensus.

3. Staff Updates

- May and Susan H. updated their performance planners and reviewed them at mid-term performance planning meetings with both Susan Fletcher (as outgoing Executive Director) and Susanne (as incoming Executive Director).
- May and Susanne updated members on an outstanding issue.

4. Hiring Report – summer camp

- The process followed for hiring summer staff was similar to that of previous years.
- Nineteen applications were received, from which eleven staff were hired to fill the following positions: 1 Camp Coordinator, 4 Senior Counselors, 4 Junior Counselors, and 2 Leadership Counselors.
- Four youth staff placement positions were also hosted through the TDSB Focus on Youth program, 2 of which were subsequently hired as afterschool program staff. Focus on Youth has been and continues to be a good source of new staff for the agency.

5. Review of On-Boarding Schedule/Plans for New ED (Attachment A)

- The on-boarding process is on track and going well.
- Susanne is currently focused on getting to know staff, understanding the agency and developing contacts and relationships with local and other stakeholders. She will draft a Performance Planner for review by the Personnel Committee by early October.

6. Standing Item: Overtime and Workload

- Susanne and May updated the Committee on the current employment and benefit status of the outgoing Executive Director.

7. Other Business

- The Committee felt that given the recent confusion on the status of the municipal election, the timeline for an all-candidates meeting on October 2 is short. May and Susanne reported that Ralph Thornton CC is planning an all-candidates meeting at a later date and that Applegrove has been invited to partner with them. While the location is not directly in the neighbourhood there are benefits to partnering on this kind of event. Susanne and May will consult with staff in order to determine how best to proceed.

8. Next Meeting Date(s): Tuesday, November 20 @ 6:30 p.m.

Attachment A: On-Boarding Plan for New Executive Director

Date	Activity	Details	Who
Sept. 6	Welcome and Orientation part 1	Forms and keys	May
		Tour of building including introduction to staff and available partners	
		Admin procedures	
		Computer and phone passwords	
	Orientation part 2	Current issues	May and Susan
		Computer and paper files	Susan
		Standard Operating Procedures	
Time Tracker			
Giant Binder			
Sept. 7	Informal Orientation	Read giant binder, talk with May	Susanne
	End of Pay period	Submit first timesheet	
Sept. 11	Strategic Initiatives Committee	(May will have prepared and sent agenda by Sept. 6 or 7)	
Sept. 11 or 12	Staff Meeting		May
Sept. 12 or 13	Orientation part 3	Agenda for Sept. 24 Board meeting	Susan
		Mid-year reviews for PD and FM	
By Sept. 13	Prep for Personnel Committee	Agenda and background info	May and Susanne
		Draft Performance Planner for Sept. to Dec	Susanne
		Send materials to Personnel Committee	
Sept. 18	Personnel Committee		
Sept. 24	Board meeting	Revised Program Budgets	Susan H
		Chair and Secretary sign June Board minutes, and authorize transfer of signing authority from May to Susanne	
By end of September	Key priorities	Meet with Novita	Susanne
		Municipal All Candidates Meeting	
By Oct 12	Training	Complete required City on-line training. Register for relevant in-person training	Susanne
By Oct 17 or 18	Program Budgets	Discuss and amend draft 2019 program budgets to go to Oct. 29 Board meeting. Or do this later if the budgets will go to the November meeting.	Susan, May, Susan H and Susanne
By Dec 1	Stakeholders	Identify and connect to key stakeholders, including relevant City staff	Susanne
	AOCC	Attend an AOCC meeting.	
By Jan 21	Performance Review	Personnel Committee completes Sept-Dec Performance Review including review of Performance Planner, and recommends Pay for Performance	Personnel Committee
By Jan. 28	Managers' Performance Reviews	Complete year-end of PD and FM Performance Reviews including Performance Planners, and recommendation of Pay for Performance to go to January Board meeting	Susanne
Jan. 28	Board meeting	<i>In camera</i> discussion of all 3 managers' Pay for Performance	
By mid-March	2019 Performance Planner	Personnel Committee reviews Susanne's 2019 Performance Planner. Note: suggest including Health and Safety certification as back-up for Program Director as a 2019 priority.	Personnel Committee



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Executive Director's Report

September 17, 2018

Thanks to everyone for the warm welcome to Applegrove! I'm happy to be here and am enjoying getting to know the organization, the staff, the facility and the board. Susan F. has also been in to support my orientation, which has been very helpful. Below are my updates on key issues, some of which are also addressed in Committee reports.

Lease

- Two final draft documents have been prepared:
 1. A new lease with the TDSB
 2. A memorandum of understanding (MOU) with Facilities and Real Estate on City payment of new permit fees required under the proposed new lease.
- We are currently able to use our leased space until 9 p.m. on weekdays. Under the proposed new lease we can use our leased space until 6 p.m., and then must obtain and pay for permits to use that space after 6 p.m. The funding proposed in the MOU will pay for permits at a level that reflects Applegrove's historical use of space.
- Implementation of the new lease will bring both challenges and opportunities:
 - The need for permits will add additional administrative work and could create new facility costs if our evening permitting increases above historical levels.
 - With a lease in place however, Applegrove will be in a position to pursue much-needed facility work and enhancements, for example signage and stroller parking.

Afterschool Permitting

- Afterschool permit fees have increased from \$6,500 to just over \$19,000 due to Applegrove being re-categorized by the TDSB.
- Based on program income and expenses it was determined that Applegrove should be shifted from Category 1 to Category 3. Based on TDSB online information however, Category 2 seems more appropriate.
- To secure our afterschool permit, the fee was paid, however we have a request in to the TDSB Permit Manager to address this issue.

Records Retention

- To date there has been no coordinated planning for AOCC record retention. Some AOCCs are farther ahead on this issue e.g. the 519 created a records inventory in 2016.
- There are legislative requirements for records retention and the City has now developed a draft plan for AOCC records, which we have been asked to review. A core group of AOCC Executive Directors will be working on this issue in the coming months and I plan to join this group.

Stakeholder Connections

- I am starting to connect and meet with local and agency stakeholders in order to build orient myself to Applegrove and its community, for example staff at SDFA, East End AOCC Executive Directors, the area City Councillor, Toronto Community Housing staff as well as local groups such as the Leslieville Flea market and the 55 Division Community Police Liaison Committee.

Administration Budget

- A draft 2019 budget was submitted to Financial Planning - we are waiting for a response.

All Candidates Meeting: Tuesday, October 2 from 7-9 p.m.

- Planning is underway for a municipal all-candidates meeting at Applegrove.
- Financial support is provided by the Toronto Neighbourhood Centres coalition, which awarded Applegrove \$940 toward promoting participation in 2018 elections.

November Board Meeting

- This year the last Monday of the month falls on November 26, which is the day after Pasta Fest. Does the Board feel that there is a need to reschedule this meeting?

Holiday Camp

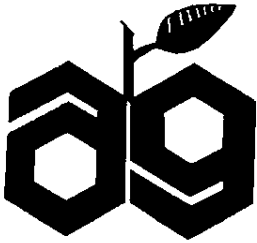
- This year New Years Day falls on a Tuesday, which means that dates for a potential holiday camp would be from Wednesday January 3 to Friday January 5). Given the limited timeframe, should Applegrove be offering Holiday Camp in this window?

Grievances, Complaints and Compliments

- There have been no grievances since the June ED report.
- There have been no formal or informal complaints reported since the June ED report.
- A number of compliments have been received by email from Afterschool program and Summer Camp parents.

Respectfully submitted,

Susanne Burkhardt



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Correspondence / Information

September 2018

From (Date Received)	Regarding	Action
1. City Clerk (August 8)	Notice that 8 Zoning Bylaw amendments were passed under the Planning Act	R&F*
2. City Clerk (August 10)	Notice that y bylaws were passed under the Planning Act with respect to various lands associated with the Finch and Eglinton LRT projects	R&F
3. City Clerk (August 14)	Notice of Adoption of a Community Improvement Plan Amendment Pursuant to Section 28 of the Planning Act (enhancement of the existing Commercial Façade Improvement Program)	R&F

*R&F = Receive and File

