

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 – September 30, 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 June 24 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. Revised 2019 Program Budget (*briefing note attached*)
9. Motion needed to discuss the next item in camera as it deals with identifiable individuals or confidential information.
 - 9.1. 2020 Admin Budget submission

Motion needed to return to the public meeting.

7:20

9. Strategic Initiatives Committee Report (*Sept 24 notes distributed at meeting*)
10. Membership, Nominations & Outreach Committee Report (*Sept 24 notes distributed at meeting*)

7:50

11. Program Report
12. Upcoming Events
13. Neighbourhood Food Hub
14. Don Summerville Revitalization
15. TDSB labour issues

8:20

16. Directors’ Concerns

8:30

17. Adjournment

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

AGENDA – September 30, 2019

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the June 24 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Personnel Committee Report (*Sept 26 notes distributed at meeting*)

8:50

- E. Executive Director's Report (*attached*)

8:55

- F. Correspondence List (*attached*): for information

9:00 Adjournment

Next Meetings and Events

October 1	All-Candidates Meeting @ 7 p.m. (Woodfield Gym)
October 2	Non-Profit Recognition Day Luncheon @ 12:30 p.m. (Ralph Thornton CC)
October 2	All-Candidates Meeting @ 7:30 p.m. (Ralph Thornton CC)
October 28	Board Meeting @ 7 p.m.
November 2	Pasta Fest @ 4:30 p.m. (Baron Byn)
November 25	Board Meeting @ 7 p.m.



APPLEGROVE COMMUNITY COMPLEX

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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting June 24, 2019

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

Present: Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Michael Miceli, Andre Riolo,
Jim Valentine, Moneca Yardley

Regrets: Pierre Bois, Tim McNab, Jennifer Story, Paula Fletcher

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 circulated.

2. Indigenous Land Acknowledgement

Jean read the land acknowledgement. Members reflected on recommendation #3 of the Truth and Reconciliation Commission (on Jordan's Principle).

3. Welcome

4. Declaration of Conflicts of Interest

None were declared.

5. Timekeeper – Andre

6. Volunteer Hours – Hours were recorded by May.

7. Minutes of the May 27 Board of Directors Meeting

MOTION (Miceli/Law)
To accept the minutes of May 27, 2019.
Carried

8. Finance

8.1. Year-To-Date Statistics

Susanne provided an overview of year to date participation. She was glad to report that our overall visit numbers are comparable to last year. After 4 and PC have increased and we see some downward trends in HOBG and Teen programs.

8.2. YTD Financial Report

Susanne provided an overview of the report and highlighted areas that required attention.

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

9. Strategic Initiatives Committee Report

Susanne provided an overview of the report which included a strategic update report, risk management, and partnership and grants.

9.1. Strategic Update Report

Susanne distributed a spreadsheet that highlighted strategic priorities, initiatives, progress, timelines, performance indicators, and results. The Members felt this was very useful and informative.

10. Membership, Nominations and Outreach Committee Report

Iggy highlighted the MNO Committee notes which included possible locations for Pasta Fest and Family Dance. The committee also reviewed the 40th anniversary event along with budget and actuals.

10.1. 40th Anniversary Report

Susanne circulated the 40th anniversary budget report. Expenses were lower than expected due to in-kind donations and borrowed tents. Donations received before and after the event will also help lower costs and donations received at the event will be used towards an Applegrove program or organizational priority (e.g. IT).

11. Community Food Hub

Susanne provided an update. Upcoming activities include:

- Intergenerational cooking – 6 sessions with community seniors and summer camp participants
- Helping our Babies Grow Program will run for the months of July and August at the Church due to school construction.

12. Red Door Partnership

Susanne also shared that Applegrove staff met with the Red Door Shelter to partner and offer programs to the residents of the shelter. At our last meeting, the group decided on activities that would be offered. Another meeting will be set up to finalize budgets and timing.

13. TDSB Construction Project

Construction will begin on July 4 and the building will be ready for return to school in September. The pool may not be ready for use until a later date. The TDSB will install buzzers that will be connected to the Applegrove office from the school front doors and ramp doors. Concrete removal will be done through an opening in the exterior wall by the SH Armstrong parking lot.

14. Trusteeships

Susanne attended a CRA workshop that helped her understand more about trusteeships and Applegrove's CRA requirements. She is still waiting to hear back from the City to discuss other potential issues and liability. Since the last Board meeting, the Friends of Moncur have notified Applegrove that they did not receive their funding. Applegrove will continue to do research on this for future opportunities, and will look at developing a policy on trusteeship.

Board of Directors Minutes

June 24, 2019

3

15. Directors' Concerns – None

16. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Michael Miceli.

Chair

Secretary

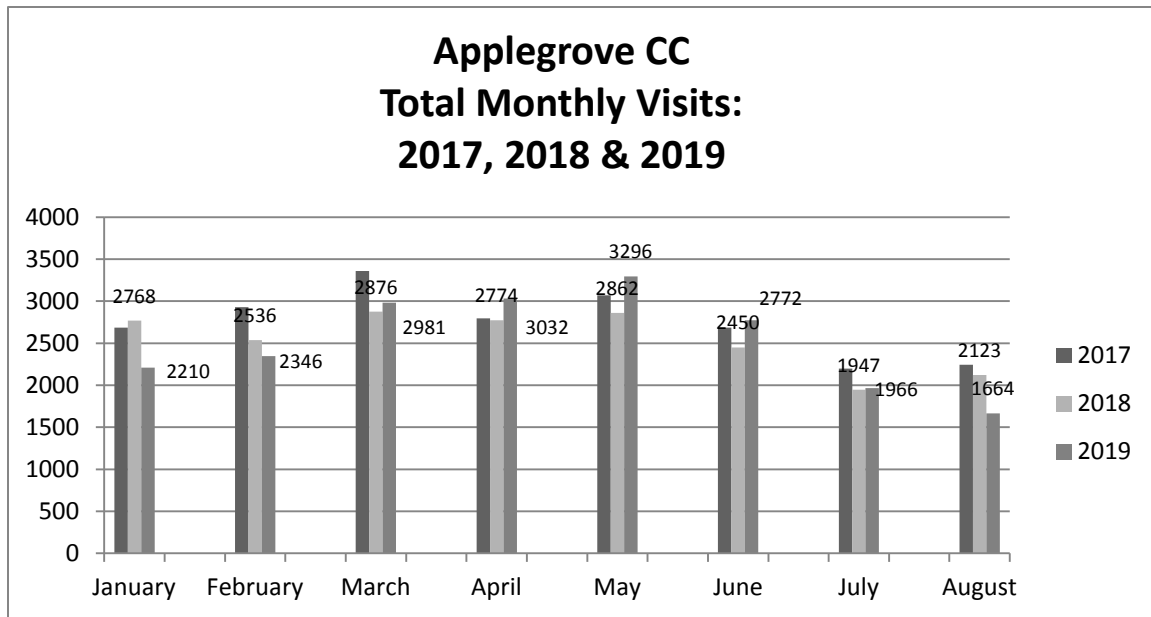
**Applegrove Community Complex
Program Statistics to August 31, 2019
(2017, 2018, 2019)**

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

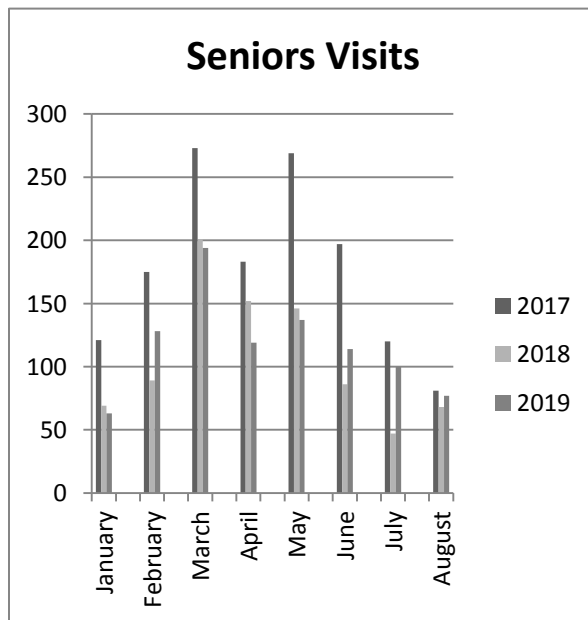
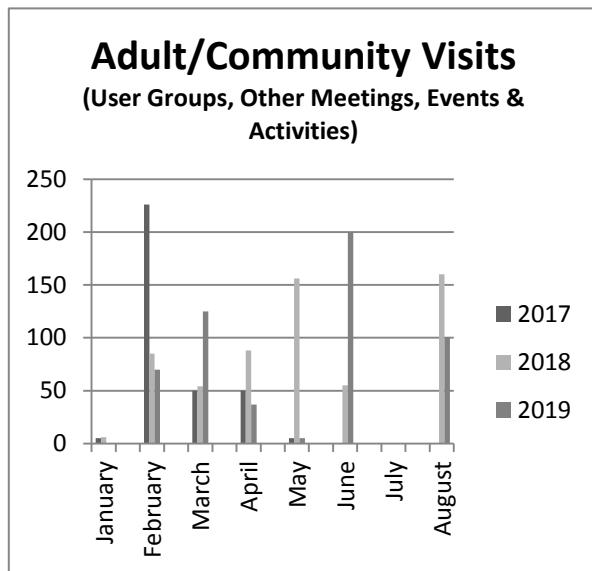
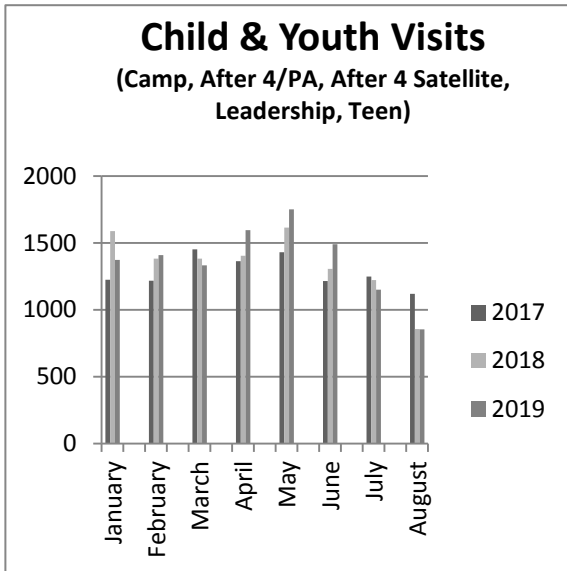
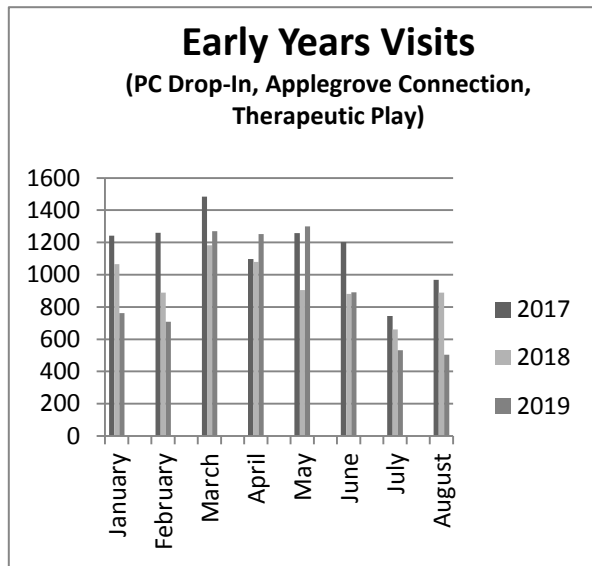
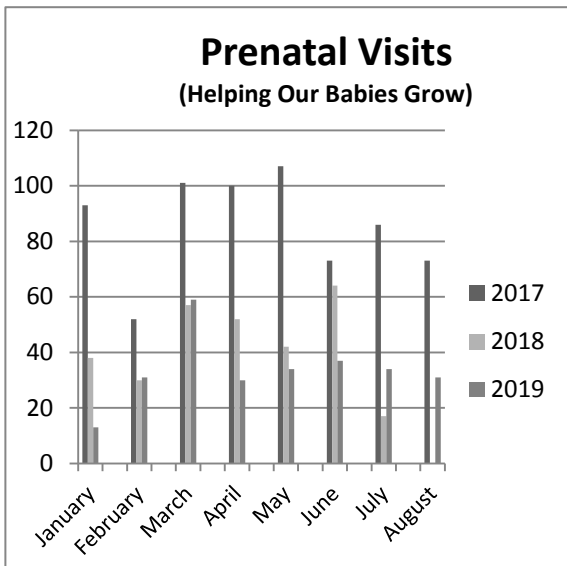
- a) Pre/Postnatal (Helping Our Babies Grow)
- b) Early Years (PC Drop-in, Applegrove Connection, Therapeutic Play)
- c) Children & Youth (Camp, After 4/PA, After4 Satellite, Leadership, Teen)
- d) Adult/Community (User Groups, Other Meetings, Events & Activities)
- e) Seniors
- f) Outreach Event Contacts

YTD Cumulative Visits 2018 = 20,336

YTD Cumulative Visits 2019 = 20,267



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



PROGRAM		January	February	March	April	May	June	July	August
Helping Our Babies Grow	2017	93	52	101	100	107	73	86	73
	2018	38	30	57	52	42	64	17	0
cumulative 2018		38	68	125	177	219	283	300	300
	2019	13	31	59	30	34	37	34	31
cumulative 2019		13	44	103	133	167	204	238	269
Applegrove PC Drop-in	2017	1033	1046	1203	837	906	952	745	969
	2018	729	682	958	846	745	697	647	888
cumulative 2018		729	1411	2369	3215	3960	4657	5304	6192
	2019	585	548	1110	950	1020	655	532	503
cumulative 2019		585	1133	2243	3193	4213	4868	5400	5903
Applegrove Connection	2017	201	191	259	255	325	229	0	0
	2018	327	197	212	220	135	160	0	0
cumulative 2018		327	524	736	956	1091	1251	1251	1251
	2019	177	151	150	292	265	217	0	0
cumulative 2019		177	328	478	770	1035	1252	1252	1252
Therapeutic Play	2017	8	23	22	6	28	22	0	0
	2018	10	10	12	13	24	23	13	0
cumulative 2018		10	20	32	45	69	92	105	105
	2019	0	10	10	10	14	18	0	0
cumulative 2019		0	10	20	30	44	62	62	62
Seniors	2017	121	175	273	183	269	197	120	81
	2018	69	89	201	152	146	86	47	68
cumulative 2018		69	158	359	511	657	743	790	858
	2019	63	128	194	119	137	114	100	77
cumulative 2019		63	191	385	504	641	755	855	932
Camp	2017	81	0	159	0	0	0	1086	1010
	2018	75	0	142	0	0	0	1096	677
cumulative 2018		75	75	217	217	217	217	1313	1990
	2019	0	0	141	0	0	0	1150	853
cumulative 2019		0	0	141	141				
After 4/PA	2017	953	923	971	1032	1178	1089	0	0
	2018	1149	1008	884	1025	1200	1016	0	0
cumulative 2018		1149	2157	3041	4066	5266	6282	6282	6282
	2019	963	940	820	1056	1176	1055	0	0
cumulative 2019		963	1903	2723	3779	4955	6010	6010	6010
After 4 Satellite	2017	135	162	182	176	189	125	0	0
	2018	365	303	282	298	377	289	0	0
cumulative 2018		365	668	950	1248	1625	1914	1914	1914
	2019	409	398	302	405	477	404	0	0
cumulative 2019		409	807	1109	1514	1991	2395	2395	2395
Leadership	2017	0	70	73	80	0	0	162	110

	2018	0	45	54	38	0	0	127	180
cumulative 2018		0	45	99	137	137	137	264	444
	2019	0	63	54	79	77	32		0
cumulative 2019		0	63	117	196	273	305	305	305
Teen	2017	56	62	67	76	62	0	0	0
	2018	0	27	20	42	37	0	0	0
cumulative		0	27	47	89	126	126	126	126
	2019	0	7	16	54	21	0	0	0
cumulative		0	7	23	77	98	98	98	98
User Groups	2017	0	13	0	0	0	0	0	0
	2018	0	0	0	0	0	0	0	0
cumulative		0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
cumulative		0	0	0	0	0	0	0	0
Other	2017	5	213	50	50	5	0	0	0
Book Club, special events, Annual Meeting, Income Tax Clinic	2018	6	85	54	88	156	55	0	160
cumulative 2018		6	91	145	233	389	444	444	604
	2019	0	70	125	37	5	200	0	100
cumulative 2019		0	70	195	232	237	437	437	537
Outreach - contacts	2017	0	0	0	0	200	230	75	0
	2018	0	60	0	0	0	60	0	150
	2019	0	67	74	75	70	40	150	100

August 31, 2019 – 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	253,988		248,006		-5,982	-2%		
	Income		265,298		265,324	26	0%		
Families with Young Children	HOBG	Expense	16,676		13,117		-3,559	-21%	
		Income		13,792		15,569	1,777	13%	§
	PC	Expense	95,265		90,407		-4,858	-5%	
		Income		100,511		100,728	217	0%	Q
	AC	Expense	20,819		19,219		-1,600	-8%	
		Income		22,246		21,192	-1,054	-5%	Q
	Therapeutic	Expense	18,512		14,531		-3,981		
		Income		0		0	0	0%	?
Children and Youth	After School including March Break and Holiday Camp	Expense	119,451		112,363		-7,088	-6%	
		Income		145,209		138,483	-6,726	-5%	
	Satellite	Expense	40,976		32,073		-8,903	-22%	
		Income		53,482		57,384	3,902	7%	
	Teen	Expense	6,090		3,769		-2,321		
		Income		0		0	0	-38%	
Jr Leaders	Expense	3,017		2,342		-675	-22%		
	Income		3,015		3,183	168	6%		
Seniors	Seniors	Expense	28,120		42,887		14,768	53%	§
		Income		28,719		49,659	20,939	73%	
Fundraising general program	Program General	Expense	20,651		15,319		-5,332	-26%	
	Agency fundraising and donations	Expense	4,275		3,690		-585	-14%	
		Revenue		6,760		6,580	-180	-3%	
§ = Special April-March financial year		Q = Funding received quarterly				? = Funding received twice annually			

**APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
August 31, 2019
ASSETS**

Alterna - Admin Account	22,561.33
Alterna - Program Account	242,295.04
Alterna - Trust Account	194.16
Alterna - Member Shares	156.36
Alterna Term Deposits - Program	140,408.11
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	860.00
Loan from Program to Admin	0.00
Outstanding Transfers Between Accounts	(1,369.36)
Accounts Receivable - Admin	1,051.55
Accounts Receivable - Program	215.00
Long-term Receivable - City of Toronto	261,534.73
City of Toronto - Receivable	22,601.31
HST Receivable - Admin & Program	3,051.47
Prepaid Expenses	1,517.95
	<u>695,227.65</u>

LIABILITIES

Accounts Payable	2,593.43
Long-term Benefits Payable	126,906.00
Unrealized Actuarial Gain	118,885.00
Income Taxes Payable	11,102.22
CPP Payable	7,854.34
EI Payable	3,159.14
OMERS Payable	12,853.00
WSIB Payable	1,518.34
Union & COTAPSAI Dues Payable	804.48
EHT Payable	1,945.27
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>326,599.68</u>
Accrued Expenses	0.00
Deferred Income	35,133.33
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	519,160.21
Current Program Expenses	<u>(480,740.62)</u>
	38,419.59
Admin:	
Current Admin Funding - City of Toronto	262,920.52
Sick Pay Gratuity Funding - City of Toronto	2,377.08
Interest on Admin Account	26.35
Current Admin Expenses	<u>(248,006.01)</u>
Current Admin Surplus/Deficit	17,317.94
	<u><u>695,227.65</u></u>



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Minutes of the Board of Management Meeting June 24, 2019

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

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

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 May 27 Board of Management Meeting

MOTION (Miceli/Riolo)

To accept the minutes of May 27, 2019.

Carried

D. Admin Budget

Susanne provided an overview on the budget process. The City hasn't given Applegrove any direction to date but it is expected that the budget process will begin soon. Staff will prepare a number of different scenarios based on last year's request and will notify the board of any matters that need their attention by email.

MOTION (Miceli/Valentine)

To direct staff to submit the 2020 administrative budget with the base budget, as well as a proposal to reduce to a target if required.

Carried

E. Personnel Committee Report

Susanne provided an overview of the report. The committee continues to work on the draft policy manual.

F. Executive Director's Report: for information

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

MOTION (Miceli/Yardley)

To accept the Executive Director's Report.

Carried

G. Correspondence/Information

No actions required. For information only. Susanne reviewed the 2018 Report from the Ombudsman and let Members know that it did not include information of specific relevance to AOCCs.

H. Adjournment

The meeting was adjourned on a motion by Michael Miceli, seconded by Vai Teng Law.

Chair

Secretary

Next Meetings and Events:

June 27	Personnel, Committee Meeting, 5:30 p.m.
June 27	SI Committee Meeting, 6:30 p.m.
September 17	MNO Committee Meeting, 6 p.m.
September 30	Board Meeting, 7 p.m.
October 28	Board Meeting, 7 p.m.
November 25	Board Meeting, 7 p.m.

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“TOGETHER, BUILDING OUR COMMUNITY”

Executive Director's Report

September 23, 2019

Applegrove Spaces

We continue to refresh our spaces. In late summer we finished the Archive Room, which is now available for regular use as a programming space. We continue to work on clearing out old material, improving our storage systems and modernizing the look of the office. The next space to be tackled is the Lounge... An exciting piece of news is that we have arranged for an Applegrove sign and display case (to post flyers, etc..) to be put up outside of our school entrance, as well as installation of window banners in the office, facing out onto the SH Armstrong walkway and the school hallway. This will give us a much more visible street and school presence. Thank you to Vai Yu, who has contributed her time and photography skills to get some great shots for the banners! We expect the signage to be up sometime in October.

Placement Students

This year we are hosting a number of placement students from different institutions:

- 2 high school students, 1.5 hours per week for 6 weeks through the TDSB's Special Education Experiential Learning (SPEEL) program. They will be assigned specific tasks e.g. stuffing envelopes, preparing craft materials etc..
- 1 Social Work student from Ryerson, 2 days/week for the school year to support the After School and Teen programs, work with the TDSB SPEEL students and support needs assessment and other program-related activities.
- 1 Urban Studies student from Ryerson, 1 day/week for the school year to support Food Hub and After School programming, and work on special projects for Applegrove and the Food Hub.
- 2 undergraduate ECE students from Ryerson, 2 days per week until the end of November – 1 student is placed in the Parent-Child Drop-in, the other at the Applegrove Connection.

AOCC Coordination and Collaboration

Applegrove is one of 4 AOCCs in the east end. Since I began last year we have been meeting regularly to share information and support one another, particularly with the other two AOCCs located in the same City ward (Ralph Thornton and Eastview). This is creating opportunities for collaboration such as the upcoming All-Candidates meetings, and opening conversations about new ways to work together. We recently held a meeting with our respective program directors/managers to share information and look at ways to mutually support our summer camps, for example through joint staff training and exploring different models to equitably offer subsidies.

Grievances, Complaints and Compliments

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

Respectfully submitted,

Susanne Burkhardt

Applegrove Community Complex
Correspondence / Information Received
September 24, 2019

From (Date Received)	Regarding	Action(s)
City Clerk (July 12)	Executive Committee Item 6.15: Association of Community Centres Settlement of Operating Results for year Ended 2017	R&F
City of Toronto/TTC (Aug 7)	Pre-construction notice of Streetcar track, overhead wire renewal and intersection improvements at Queen St. E and Kingston Rd., Eastern Ave. and the TTC Woodbine Loop - expected start date Sept 3 and expected end date late-December 2019	R&F
City Clerk (Sept 4)	Notice of 2020 schedule of meetings for City Council and its Committees	R&F
City Clerk (Sept 4)	Notice that Council passed By-law 1144- 2019 to designate 440 Unwin Ave. as being of cultural heritage value or interest.	R&F

**R&F = Receive and File*