



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 – December 12, 2016

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

7:05

5. Volunteer Hours
6. Donation Envelope

7. Program Presentation: Connecting Through Technology (CTT): Janina de Guzman

7:20

8. Minutes of the October 24 Board Meeting (*attached*): to be accepted

9. Finance

- 9.1. 2016 Year-to-Date Statistics (*attached*): for information
- 9.2. 2016 Year-To-Date Financial Report (*attached*): to be accepted

7:30

- 9.3. 2017 Program Budget Revenue Projection (*attached; see Revenue Generation report*): to be endorsed as a preliminary budget

7:45

- 9.4. 2017 Holiday Camp Update: for information

7:55

10. Revenue Generation Report (*attached*): for information

8:05

11. Community Integration Committee (*to be distributed at the meeting*): for information and confirmation
 - 11.1. Time Served
 - 11.2. AGM Plans

8:00

12. Directors' Concerns
13. 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, December 12, 2016

8:10

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

8:10

- D. Personnel Committee Report (*to be distributed at the meeting*): to be accepted

8:30

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

8:40

- F. Correspondence List (*to be distributed at the meeting*): for information and decisions
 - F.1. Requested TDSB to appoint Trustee Cary-Meagher for a further 1 year term or to the end of her term.

8:45

- G. Adjournment

Next Meetings and Events

Next regular Board meeting: Monday, January 30, 2017.



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 October 24, 2016

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

Present: Vai Teng Law, Jean Lim-O'Brien, Ann McKechnie, Chris Sulway (Chair),
Jim Valentine
Regrets: Pierre Bois, Mercedes Lee
Absent: Sabrina Dias, Councillor McMahon, Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper - Chris

5. Volunteer Hours – hours were recorded.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the September 26 Board of Directors Meeting

MOTION (McKechnie/Lim-O'Brien)

To accept the minutes of September 26.

Carried

8. Finance

8.1. 2016 Year-To-Date Statistics

Susan provided an overview. May will follow-up with staff on program statistics that are missing.

8.2. 2016 Year-to-Date Financial Report

Susan provided an overview.

MOTION (McKechnie/Valentine)

To accept the September 30 YTD financial report as accepted.

Carried

Board of Directors Minutes

October 24, 2016

2

8.3. 2017 Program Budgets

Susan provided an overview and highlighted areas that required discussion.

MOTION (Sulway/McKechnie)

To endorse proposed budget for PC and TAC as stated in the 2017 program budget.

Carried

At the next Board meeting, the Board will look at other program budgets proposed.

8.4. 2017 Holiday Camp

Members reviewed the holiday camp proposal and May answered questions.

MOTION (Lim-O'Brien/Law)

To endorse implementation of a Holiday Camp as proposed.

Carried

9. Revenue Generation Committee Report

Did not meet – deferred.

10. Community Integration Committee Report

Vai Teng provided an overview of the report.

MOTION (Law/Lim-O'Brien)

To accept the Community Integration report as presented.

Carried

11. Directors' Concerns - None

12. Adjournment

The meeting was adjourned on a motion by Chris Sulway, seconded by Jim Valentine.

Chair

Secretary

Applegrove Statistics

2016 Printed December 2, 2016

Cumulative different people		January	February	March	April	May	June	July	August	September	October
Applegrove Parent/Child Drop-in											
Children	568	739	715	867	807	677	686	491	533	568	468
Parents	500	229	220	264	243	182	165	124	139	172	136
Caregivers		270	263	304	283	257	260	190	174	249	210
Subtotal		1,238	1,198	1,435	1,333	1,116	1,111	805	846	989	814
The Applegrove Connection (previously Edgewood)											
Children	157	209	140	186	203	183	151	0		138	0
Parents	114	32	23	23	22	39	27	0		27	0
Caregivers		83	65	93	103	62	72	0		78	0
Subtotal		324	228	302	328	284	250	0	0	243	0
Helping Our Babies Grow											
Infants and Children	37	26	58	32	58	57	68	53	58	53	0
Moms	56	31	61	34	60	67	76	60	69	46	0
Subtotal		57	119	66	118	124	144	113	127	99	0
Therapeutic Play											
Children		4	13	11	5	17	14	0	0	0	0
Adults		4	13	12	5	18	16	0	0	0	0
Subtotal		8	26	23	10	35	30	0	0	0	0
Children and Youth											
Summer Camp											
After4, PA, March	68	1,005	991	981	1,029	1,052	1,119	1,081	1,042		
Leadership								237	83		
Teen	23	66	95	91	139	49	0			0	97
Subtotal		1,452	1,086	1,072	1,168	1,101	1,119	1,318	1,125	1,236	1,318
Adult Programs											
Seniors	188	190	183	231	228	229	180	168	87	195	243
Committee/Board ho		40	36	72	81	30	15	0	0	41	30
User Groups											15
Other*		6	150	153	202	0	9	0	0	0	6
Subtotal		236	369	456	511	259	204	168	87	236	294
Outreach											
# of events	n/a					1				2	1
Contacts	n/a					10				75	50
Phone and e-mail		315	387	359	353	336	303	291	239	311	311
Total exc outreach	1,711	3,630	3,413	3,713	3,821	3,255	3,161	2,695	2,424	3,114	2,737
Cumulative		3,630	7,043	10,756	14,577	17,832	20,993	23,688	26,112	29,226	31,963
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,									Board Hours shown in month recorded, not worked		
2015 comparison											
Monthly		3,334	2,831	3,646	3,548	2,868	2,896	2,967	2,225	2,964	3,610
Cumulative	2,150	3,334	6,165	9,811	13,359	16,227	19,123	22,090	24,315	27,279	30,889

October 31, 2016 YTD Financial Report

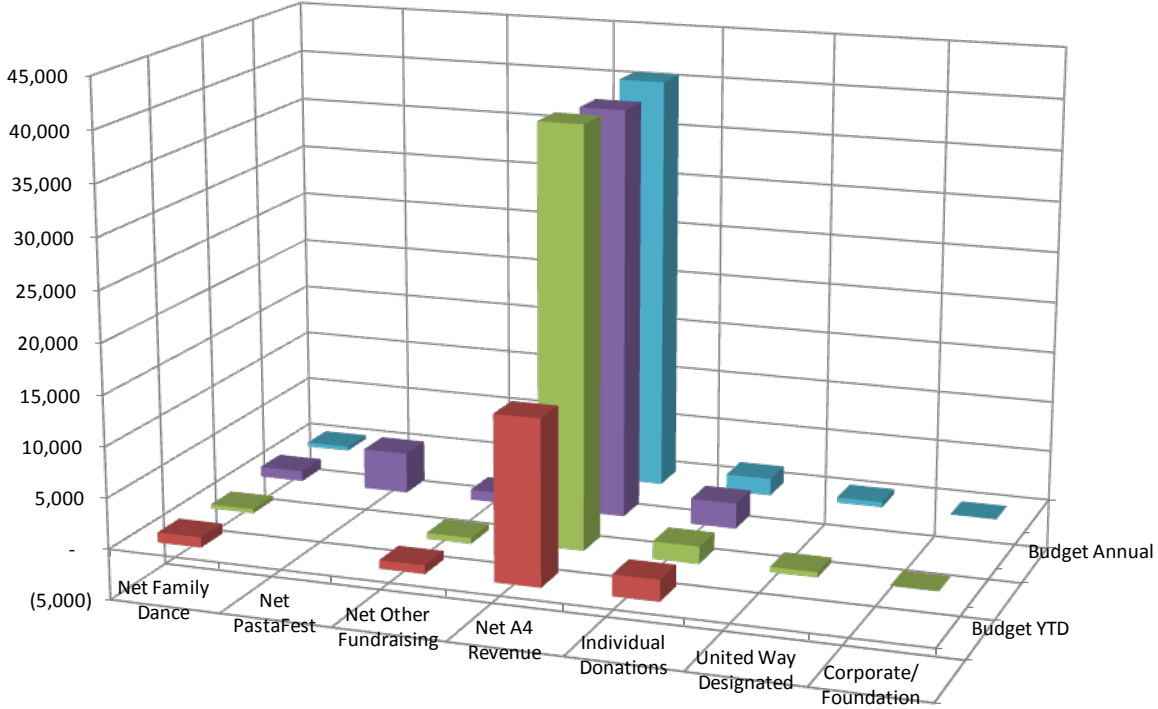
- Variance highlighting
 - Unfavourable variance of 5-15% = highlight in yellow and this requires an explanatory note
 - Unfavourable variance of 16% and up = highlight in pink and may need additional page
 - Favourable variance of 20% or more = highlight in blue and may need additional page.

		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes
City Funded Administration	Expense	294,511	296,899	2,388	1%		Slightly over budget due to EHT and database
	Income	309,950	309,997	47	0%		
Families with Young Children	HOBG Expense	28,064	22,312	-5751.27	-20%		
	HOBG Income	19,937	23,225	3,288	16%	§	
	PC Expense	110,323	108,637	-1,686	-2%		
	PC Income	125,454	132,194	6,740	5%	Q	
	AC (formerly EW) Expense	24,653	23,969	-684	-3%		
	AC (formerly EW) Income	28,196	27,130	-1,067	-4%	Q	
	Therapeutic Expense	21,925	17,740	-4,185	-19%		Lower expenses due to low take-up of program supports
	Therapeutic Income	13,375	13,375	0	0%	ƒ	
Children and Youth	After School including March Break Expense	131,118	118,574	-12,544	-10%		Staff are thrifty! And there was a lower take-up for benefits than budgeted
	After School including March Break Income	164,053	159,557	-4,496	-3%		Net Afterschool YTD = \$40,983 which is slightly more than budget for the whole year.
	Teen Expense	10,799	5,007	-5,792	-54%		Reduced staff hours to reflect funding issues
	Teen Income	0	1,250	1,250	1250%		We budgeted 0 income
	Camp Expense	80,021	78,004	-2,017	-3%		Still some income to come.
	Camp Income	69,061	74,389	5,328	8%		
	Leadership Expense	14,988	11,501	-3,487	-23%		Lower enrollment meant lower costs. Staff illness reduced salary cost.
	Leadership Income	12,167	12,822	655	5%		
Satellite Expense	4,000	4,700	700	18%		Net loss up to consolidation date of \$1,290. Going forward, income will add to After4.	
Satellite Income	4,000	3,410	-590	-15%			
Jr Leaders Expense		475				There were only a few sessions in October. Income must cover November and December.	
Jr Leaders Income		1,625					
Seniors	Seniors Expense	34,421	38,365	3,944	11%	§	Additional expenses from Wellness Fair, year-end spending and Connecting Through Technology (CTT)
	Seniors Income	33,783	46,601	12,818	38%		Additional income from Wellness Fair, CTT, and Special Purpose grant
Fundraising general program	General programming Expense	24,083					Program Assistant and relevant expenses. Funded via After-school proceeds
	Agency fundraising and donations Revenue		3,759		2,543	Net Proceeds (Revenue - Expense)	Includes income from United Way, individual donations, Family Dance and some info fair income. Expense includes Family Dance and some info fair costs and annual Directors and Officers insurance premium @ \$765
	Agency fundraising and donations Expense			1,216			

§ = Special April-March financial year Q = Funding received quarterly ƒ = Funding received twice annually

Please note that there is an expense of \$29,839 from the accumulated Program Surplus to cover the vacation liability. As a one-time, exceptional expense funded from the accumulated surplus, it does not appear in this monthly report.

Fundraising and Revenue Generation



	Net Family Dance	Net PastaFest	Net Other Fundraising	Net A4 Revenue	Individual Donations	United Way Designated	Corporate/Foundation
■ Budget YTD	1,000		833	15,965	2,083		
■ Actual YTD	401		(576)	40,633	1,687	510	-
■ Budget Annual	1,000	4,000	1,000	39,913	2,500		
■ Actual Annual	401		(576)	40,633	1,687	510	-

The backpacks and bottles not reserved for the Wellness Fair and Camp were expensed to fundraising, resulting in a net negative "Other Fundraising"

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

October 31, 2016

ASSETS

Alterna - Admin Account	42,370.76
Alterna - Program Account	144,711.61
Alterna - Trust Account	403.91
Alterna - Member Shares	152.68
Alterna Term Deposits - Program	84,253.72
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,561.00
Outstanding Transfers Between Accounts	6,890.24
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	305.49
Long-term Receivable - City of Toronto	304,032.83
HST Receivable - Admin & Program	3,564.16
Prepaid Expenses	4,094.25
	<u>592,490.65</u>

LIABILITIES

Accounts Payable	0.00
Long-term Benefits Payable	134,597.00
Unrealized Actuarial Gain	120,952.00
Income Taxes Payable	5,442.33
CPP Payable	2,772.66
EI Payable	1,603.89
OMERS Payable	6,272.24
WSIB Payable	510.84
Union & COTAPSAI Dues Payable	687.57
EHT Payable	965.76
Vacations Accrued - Admin	48,483.83
Vacations Accrued - Program	9,512.72
City of Toronto Payable (Receivable)	1,101.00
Advance Repayable to City of Toronto	10,871.22
	<u>343,773.06</u>
Accrued Expenses - Admin	9,288.64
Deferred Income - Program	360.00
Funds held in trust	0.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	95,059.14
Teen Program	0.00
Seniors Programs	23,143.78
Board/Management	31,418.17
Summer Programs	17,800.88
HAIG	(85.29)
The Applegrove Connection	0.00
HOBG	10,817.12
Over the Rainbow	35,661.47
Current Program Income	498,514.25
Current Program Expenses	<u>(486,358.25)</u>
	12,156.00
Admin:	
Current Admin Funding - City of Toronto	309,950.00
Interest on Admin Account	46.70
Current Admin Expenses	<u>(296,899.02)</u>
Current Admin Surplus/Deficit	13,097.68
	<u><u>592,490.65</u></u>

Afterschool - SAT

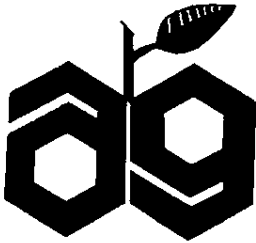
APPLEGROVE COMMUNITY COMPLEX REVENUE & EXPENDITURE STATEMENT AS AT October 31, 2016

	BUDGET SUBMITTED	BUDGET AS TO-DATE	ACTUAL UP TO-DATE	VARIANCE AS TO-DATE	BALANCE OF THE YR
REVENUE					
Registration Fees Afterschool SAT	0.00	0.00	3,410.00	(3,410.00)	(3,410.00)
	0.00	0.00	(3,410.00)	3,410.00	3,410.00
EXPENDITURE					
Afterschool SAT salaries	0.00	0.00	3,103.56	(3,103.56)	(3,103.56)
Vacation Pay Afterschool SAT	0.00	0.00	11.61	(11.61)	(11.61)
CPP Afterschool SAT	0.00	0.00	135.62	(135.62)	(135.62)
EI Afterschool SAT	0.00	0.00	81.99	(81.99)	(81.99)
WSIB Afterschool SAT	0.00	0.00	32.09	(32.09)	(32.09)
OMERS Afterschool SAT	0.00	0.00	57.24	(57.24)	(57.24)
EHT Afterschool SAT	0.00	0.00	60.74	(60.74)	(60.74)
Food Afterschool SAT	0.00	0.00	11.68	(11.68)	(11.68)
Craft Supplies Afterschool SAT	0.00	0.00	5.68	(5.68)	(5.68)
Rent & Utilities Afterschool SAT	0.00	0.00	1,200.00	(1,200.00)	(1,200.00)
	0.00	0.00	4,700.21	(4,700.21)	(4,700.21)
SURPLUS/DEFICIT	0.00	0.00	(1,290.21)	1,290.21	1,290.21

Applegrove Community Complex
Year to date Income Statement
October 31, 2016

	Admin		Program	P/C Drop-in		AG Connection		March Break Cam		HOBG		Therapeutic Play		Summer Camp		Afterschool		AS SAT		JR Leaders		Teens Program		Leadership		Seniors		Other	
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
EXPENSES																													
Salary	211,190	215,149	356,036	80,754	78,861	13,204	13,000	3,061	1,215	6,739	9,677	15,339	15,945	57,785	55,743	89,332	93,986	3,115	0	242	0	4,091	6,041	8,638	9,522	22,547	20,750	51,281	
Benefit	59,931	59,413	57,876	24,445	24,322	5,570	5,586	384	121	844	1,182	1,753	2,220	6,645	7,343	9,981	10,074	368	0	25	0	539	768	846	934	2,418	1,849	4,064	
Material & Supplies	5,419	6,220	41,912	2,103	5,035	850	1,252	295	150	8,837	13,765	94	2,010	12,069	15,156	6,322	14,730	17	0	209	0	377	2,250	1,498	2,772	9,095	8,997	301	
Furniture & Equipment	1,846	1,855	2,580	0	370	0	35	0	0	1,144	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	1,436	150	0	
Purchased Services	18,513	11,874	27,955	1,336	1,735	4,344	4,780	453	525	4,748	3,440	554	1,750	1,506	1,779	8,746	9,817	1,200	0	0	0	0	1,740	518	1,760	2,869	2,675	1,216	
Total	296,899	294,511	486,358	108,637	110,323	23,969	24,653	4,193	2,011	22,312	28,064	17,740	21,925	78,004	80,021	114,381	129,107	4,700	4,000	475	0	5,007	10,799	11,501	14,988	38,365	34,421	56,862	
INCOME																													
Government Funding																													
City of Toronto	309,950	309,950	142,350	111,704	111,704	26,996	26,996	0	0	0	0	0	0	3,650	3,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Province of Ontario	0	0	55,251	17,158	12,000	0	0	0	0	0	0	0	0	0	1,470	0	0	0	0	0	0	0	0	0	0	38,093	25,833	0	
Federal Government	0	0	47,633	0	0	0	0	0	0	23,225	18,937	0	0	18,306	10,395	0	0	0	0	0	0	0	0	6,102	3,662	0	0	0	
Total Government	309,950	309,950	245,233	128,862	123,704	26,996	26,996	0	0	23,225	18,937	0	0	21,956	15,565	0	0					0	0	6,102	3,662	38,093	25,833	0	
Non-Government Funding																													
Charitable Organization	0	0	14,385	0	0	0	0	0	0	0	1,000	13,375	13,375	0	0	0	0	0	0	0	0	0	0	500	0	0	0	510	
Foundation/Corporation	0	0	5,500	0	0	0	0	0	0	0	0	0	0	3,500	3,500	0	0	0	0	0	0	0	0	0	0	2,000	2,000	0	
Total Non-Government	0	0	19,885	0	0	0	0	0	0	0	1,000	13,375	13,375	3,500	3,500	0	0					0	0	500	0	2,000	2,000	510	
Donation/Fundraising																													
Charitable Donation-individual	0	0	3,945	515	750	0	450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,743	750	1,687	
Charitable Donation-Business	0	0	4,500	0	0	0	0	0	0	0	0	0	0	2,000	2,000	0	0	0	0	0	0	1,250	0	1,250	2,500	0	0	0	
Non-charitable Donation-Ind	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-charitable Donation-Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fundraising	0	0	3,347	1,192	1,000	134	750	0	0	0	0	0	0	818	1,000	505	0	0	0	0	0	0	0	0	200	102	0	543	
Total Donation/fundraising	0	0	11,793	1,707	1,750	134	1,200	0	0	0	0	0	0	2,818	3,000	505	0	0	0	0	0	0	1,250	0	1,250	2,700	1,845	750	2,230
Others																													
User Fees	0	0	220,765	1,625	0	0	0	4,543	2,125	0	0	0	0	46,115	46,996	154,509	161,928	3,410	4,000	1,625	0	0	0	4,970	5,805	4,663	5,200	180	
Miscel	47	0	839	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	839	
HST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Others	47	0	221,603	1,625	0	0	0	4,543	2,125	0	0	0	0	46,115	46,996	154,509	161,928	3,410	4,000	1,625	0	0	0	4,970	5,805	4,663	5,200	1,019	
TOTAL INCOME	309,997	309,950	498,514	132,194	125,454	27,130	28,196	4,543	2,125	23,225	19,937	13,375	13,375	74,389	69,061	155,014	161,928	3,410	4,000	1,625	0	1,250	0	12,822	12,167	46,601	33,783	3,759	
SURPLUS(DEFICIT)	13,098	15,439	12,156	23,557	15,131	3,161	3,543	350	114	912	(8,127)	(4,365)	(8,550)	(3,616)	(10,960)	40,633	32,822	(1,290)	0	1,150	0	(3,757)	(10,799)	1,321	(2,821)	8,236	(638)	(53,103)	
Board transfer/in-kind support				0																									
Additional revenue expected														3,650	Children's Services														
														5,000	Per diem (est) including fees														
														8,650	to come														

Please note that there is an expense of \$29,839 from the accumulated Program Surplus to cover the vacation liability. As a one-time, exceptional expense funded from the accumulated surplus, it does not appear in this monthly report.



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”



Revenue Generation / Business Development Committee Notes

December 1, 2016

Present: Mercedes Lee (Chair) Jean-Lim O'Brien, Pierre Bois.
Staff: Janina de Guzman, Susan Fletcher (recorder)

1. Next Meeting

6:30 on Wednesday, January 11.

2. Notes of October 25 meeting

- accepted by consensus.

3. Budget Updates

a) Admin budget

- as reported by e-mail, the draft recommendation is no cut to the admin budget.

b) Program budget for 2017

- Susan circulated 3 revised revenue projections as requested at the October Board meeting.
- last afterschool increase was September 2015 (from \$65 to \$75)
- last camp increase was 2014 (from \$75 to \$90)
- no increase budgeted for camp wages
- excludes After-satellite and Junior Leaders
- revised OTR¹, Leadership and Seniors budgets to show that their deficits would be funded from their restricted surpluses.
- members considered all 3 and revised the Pasta Fest target.
- recommended the attached option.
 - Effective September 2017, after-school fees increase by \$15/week (going from \$75 to \$90 per week). Because fees are paid by the month, parents will see an increase from \$300 to \$360 per month.
 - “earlybird” camp fees will increase from \$90 to \$100 per week
 - “regular” camp fees (after about the middle of May) will increase from \$100 to \$125 per week
 - Results in \$4200 surplus while maintaining \$10,000 after-school and \$2400 camp subsidy envelopes.

4. Plans for Family Dance: Saturday, February 4

- similar to last year's event with characters/heroes theme.
- target age group is 6 and under, based on who attended the last 2 years.
 - same flyer, updated
 - change time to 10:30 to 12:30
 - no scary storm troopers!

¹ OTR = Over The Rainbow therapeutic play program

- Mercedes is researching costume options including Paw Patrol
 - Applegrove has a Santa costume if we want to have him pay a special visit?!
 - Mercedes is also contacting professional balloon artist and a face-painter and offering to share proceeds from their station.
 - Sound – Mercedes will contact Long & McQuade for discount and she and Ian will cover any additional cost.
 - try to include a bouncy – the Toronto Firefighters no longer provide a free bouncy but we can probably get a similar one for about \$200. Look into sponsorship from local real estate and other businesses; send letters with draft poster
 - refreshments:
 - snacks => popcorn, goldfish
 - cupcakes
 - juice boxes
 - ask Urban Bulk about providing treats
 - paid crafts will include buttons
 - free crafts – colouring
 - door prizes – donations and Applegrove swag
- publicity
 - SNAP deadline is mid-January.
 - Duke newsletter goes out 15th of each month
 - Applegrove January membership mailing
 - other ideas
 - ask the local circus school about an entertainer (juggler? Magician?)
 - book table: Mercedes has seen Ella Minnow do this at other events and will follow up.
 - photos: probably just a background and a few props as we did last year.

5. Updates

a) Seniors Program Surplus Update

- plans for special outing will likely be in the Spring. It was too busy in December and there is too much going on between mid-February and early April with the Wellness Fair and AGM.
- Renate hopes to plan a show with lunch OR Black Creek Pioneer Village with lunch and a bus.

b) Moneris Update

- Current rates for IVR or phone in system with us for VISA is 3.68% and Master Card is 3.68% with E-Select Plus Visa will go down to 1.60% and 1.67% for Master card.
- we will save about 2% per transaction and 1 to 3 percent monthly.
- Staff have not yet been able to discuss this but discuss nailing down a time period for no increase (ask for 5 years! and agree to 2?) And get it in writing that there is no cost for the PIN pad or whatever.

c) GIC Update

- \$50,000 invested Nov. 10/16 for 1 year @ 1.6 %. (new)
- \$33,733.72 is in 1 year redeemable @ 0.7 %, maturing Jan. 29/17.
- \$50,520 also in 1 year redeemable @ 0.7%, maturing Jan. 30/17.

- Committee to review last 2 and rates in January.

6. Event Reports

- a) Punkin-Grove (attached)
 - Recommend repeating!
 - b) Pasta Fest
 - repeat, either early November or mid-October.
 - how to upscale event to increase ticket prices.
 - target revenue goal is \$\$\$3500
- members asked for some additional information about the silent auction such as the number of items in 2016 compared to prior years.
 - suggestions for 2017
 - if we had more gift cards (such as from restaurants), we could have more Pick-a-Pocket items.
 - Jean offered gift cards purchased via Aeroplan points as well as a mechanism to change high value cards (\$100) into \$20 or \$25 cards.
 - Ticket pricing: add an early bird category so there would be early, regular and door pricing.
 - Communications
 - Send a save-the-date (*via e-mail!) as soon as we confirm with the legion
 - Send an initial notice 60 days in advance
 - Weekly notices, maybe an extra one when a very special item arrives.
 - How can Board members be more involved? Maybe an expectation of selling or buying 5 to 10 tickets, including an option of buying tickets for Applegrove to provide to a family who could not otherwise participate.

7. Branding and Event Follow-up

- a) Equinox School craft sale Dec. 4 at Roden school
- b) Seniors Wellness Fair March 15
- c) When to start sales of AG Swag
 - Bottles and back-packs @ \$10 each or 2 for \$15 (mix and match)
 - Reserve 150 backpacks each for the Wellness Fair and Camp/Leadership
 - Sales can begin as soon as practical, targeted as Christmas gifts.
- d) Hand-outs for events
 - i) 1 <3 Applegrove with candy heart (actually 2 candy canes)

8. Fundscrip

- We had just over \$5000 in orders which allowed us to get free shipping
- \$258.65 is the proceeds coming to Applegrove
- Submission date was Nov. 28
- Delivery to Applegrove should be by Friday, Dec. 2
- Delivery to purchasers starting Dec. 6
- Last year's proceeds were approx. \$444.30, but included program gift card purchases for program use. This year, only afterschool purchased gift cards for their holiday party.

9. CRM

- Janina enthusiastically reported that she successfully copied membership information from the old database to Sumac and is excited about what she can do with the data!
- Members briefly discussed communication options and vehicles; Jean shared a usefull and well-organized weekly piece from her son's school principal (attached for info)
- Susan noted that the January membership mailing, normally membership confirmation and save-the-date for the AGM, would include a questionnaire and incentives to correct and update information as well as provide e-mail addresses for members who have not provided these previously (more than half). Meaning we will not be able to send e-mail to most members until at least mid-February.
- we do have e-mail addresses for all after-school participants, so can begin an e-mail newsletter to their families sooner – possibly a weekly piece written by a participant, maybe with a photo of art pieces, etc. (Apple Activities After-school?)
- in the new year, ComInt committee will consider what information to offer by e-mail and when

10. Next Meeting: January 11 @ 6:30

Agenda to include

- plans for Family Dance
- GIC rates
- review payroll authorization process

Example of weekly newsletter.

----- Forwarded message -----

From: "Northern SS" <notifications@schoolconnectsweb.com>

Date: Nov 25, 2016 11:30 AM

Subject: Northern Updates for the Week of November 28, 2016

Dear Northern families:

It has been a busy week here at Northern. Our United Way Week campaign has been a huge success. Thanks to Ms. Sohn and to Ms. Coles, and of course to the entire United Way Committee. At the TDSB Board meeting this past Wednesday evening, the Northern United Way Committee was celebrated for its efforts at the CN Tower Stair Climb and for this week's activities. Our final United Way event is the Fashion Show on December 7 and 8. Hope to see you there!

Here are the "Seven Things You Need to Know about Northern Next Week":

1. Social Justice Events - Week of Action and Remembrance
2. Trustee Laskin's Ward Forum (Monday)
3. Staff Meeting/Early Closing (Tuesday)
4. Caring and Safe Schools Committee Meeting (Tuesday)
5. Parent-Teacher Interviews and Silent Auction (Thursday)
6. Green Northern (Thursday)
7. PA Day - No Classes (Friday)

1. Social Justice Events - Week of Action and Remembrance

The Social Justice club would like to welcome Kevin Vowles from the White Ribbon Campaign to speak about consent, media, "locker-room" talk and domestic violence. Please join us at lunch on Monday, November 28 in the Library. All are welcome!

Join us on Tuesday, November 29 in the front foyer for exhibits by Ms. Moulton's AP French classes and the Feminist Club. Students can also take a pledge to be an "upstander".

2. Trustee Laskin's Ward Forum

Please join Trustee Laskin and Superintendents Ian Allison, Kathleen Garner and Leila Girdhar-Hill on Monday, November 28 at 7:00 p.m. in the Library. We will also welcome Heather Johnson, TDSB social worker, who will lead an interactive presentation on Mental Health and Well-Being. She will share some of the work that has been happening in developing, implementing and supporting the TDSB's Children and Youth Mental Health and Well-Being Strategy. Heather will share some examples from schools in Ward 11 (Hodgson, Spectrum, Northern SS) which demonstrate how creating welcoming, safe, inclusive schools enhance the well-being for all students. For more information, please click here.

3. Staff Meeting/Early Closing

On Tuesday, November 29, classes will end at 1:45 p.m. for our monthly staff meeting.

4. Caring and Safe Schools Committee Meeting

The next Caring and Safe Schools Committee meeting will take place in Room 114 on Tuesday, November 29 at 4:00 p.m. Staff, students and parents are all welcome.

5. Parent-Teacher Interviews and Silent Auction

Parent-Teacher interviews will take place on Thursday, December 1 at 1:30 to 3:00 p.m. and 6:00 to 8:30 p.m. Please refer to the email I sent yesterday for instructions on booking appointments. Dismissal will be at 11:35 a.m. There will be no cafeteria service on Thursday. Classes will run on a special schedule:

Day 4

Period E: 8:50-9:35 a.m.

Period F: 9:40-10:15 a.m.

Period H 10:20-10:55 a.m.

Period G: 11:00-11:35 a.m.

Lunch: 11:35-12:30 (no cafeteria service)

The **United Way Silent Auction** will take place during **Parent-Teacher Interviews on December 1** in the front foyer. Come by and bid on a variety of items including gift cards and vouchers to local businesses, fitness and salon services, clothing and jewellery. We will also be selling baked goods and bottled water, along with 50/50 raffle tickets.

Thank you for your support! *Without you, there would be no way.*

6. Green Northern

Green Northern is a new group focused on creating a culture of sustainability at Northern, more specifically building ecological literacy into our daily lives (that is walking the talk, not just teaching ideas but actually modelling them in our lives in families, activities at school, offices, etc.). The group welcomes parents, teachers, other staff and students. It will work collaboratively with the student environmental group NEMO. Please join us at our meeting on Thursday, December 1 at 4:30 p.m. in Room 317. If you can't make the meeting but want to be a part of this initiative, please e-mail iva.kinclova@tdsb.on.ca.

7. PA Day (No Classes)

Friday, December 2 is a PA Day. There are no regularly scheduled classes.

Upcoming Events:

1. *United Way Fashion Show*: Wednesday, December 7 and Thursday, December 8. Details to follow.
2. *Winterlude Concert*: Wednesday, December 14 at 7 p.m. in the Auditorium. Details to follow.
3. *Early Closing/Staff Meeting*: Friday, December 23 at 2:00 p.m.
4. *Winter Break*: Monday, December 26 to Friday, January 6. School re-opens on Monday, January 9, 2017.
5. *School Council Meeting*: Tuesday, January 10 at 6:30 p.m. in the library.
6. *Grade 8 Visits*: Thursday, January 19. 11:35 a.m. dismissal.
7. *Staff Meeting/Early Closing*: Tuesday, January 24 at 1:45 p.m.
8. *MHF4U Semestered Math Exam*: Tuesday, January 24 at 2:00 p.m.
9. *WellNSS Assembly*: Wednesday, January 25. (Assembly schedule)
10. *Mental Health Parent Information Night*: Wednesday, January 25 at 7:00 p.m.

For updated scholarship information, please [click here](#).

For information about mental health supports and resources, please [click here](#).

Have a great weekend!

Ron Felsen

Principal

Follow me @PrincipalNSS

Revenue Generation Committee Notes

December 1, 2016

7

Preliminary Program Budgets:	Draft 3	Fees for after school increase to \$90/wk in Sept, Camp fees increase to \$100 and \$125											
Summary	B	Took out Info Fair. Added program-specific transfers from restricted surplus											
December 1, 2016													
REVENUE	PC	AGC	HOBG	OTR	After4 and PD	March Bk	Teen	Camp	Leader ship	SR & CTT	PA	Board	Totals
City grants, Children's Services	111,704	26,996						8,615					147,315
Provincial grants										38,781			38,781
Federal grants			28,808					18,306	6,102				53,216
EYET	15,050												15,050
Charitable donations	1,000	500	1,000						500	1,000		4,500	8,500
Program fundraising projects	1,500	1,000						1,000	200				3,700
United Way grant				26,750									26,750
Fees from users					224,210	2,125		51,096	5,705	6,040			289,176
Corporate donations							1,400		1,250				2,650
Foundation grants								5,500					5,500
Net proceeds from Wellness Fair										800			800
Net proceeds from PastaFest												3,500	3,500
Net proceeds from Family Dance												650	650
Net proceeds from Info Fair												0	0
Total Revenue	129,254	28,496	29,808	26,750	224,210	2,125	1,400	84,517	13,757	46,621	0	8,650	595,588
EXPENSES													
Salaries & Benefits	128,387	24,742	13,784	23,196	142,060	1,423	7,068	71,143	11,024	33,184	22,638	1,000	479,649
Program Expenses	9,318	7,993	21,606	5,200	31,467	675	5,432	13,359	3,985	14,905	1,200	920	116,061
Total Expense	137,705	32,735	35,390	28,396	173,527	2,099	12,500	84,502	15,009	48,089	23,838	1,920	595,710
SURPLUS/DEFICIT	-8,451	-4,239	-5,582	-1,646	50,683	26	-11,100	15	-1,252	-1,468	-23,838	6,730	-122
Funded from prior restricted program surplus				1646					1252	1468			4366
NET SURPLUS/DEFICIT	-8,451	-4,239	-5,582	0	50,683	26	-11,100	15	0	0	-23,838	6,730	4,244

Pumpkin grove Report- Draft Nov 28

Submitted by Janina de Guzman

Location

- Ontario Heritage Trust allowed the use of Ashbridge Estate
- Michelle from the Ontario Heritage trust Volunteered to staff the event so we did not have to pay for a representative from the Ontario Heritage Trust to be present
- The event itself was off the front drive way with pumpkins lining the path
- The valley area of the property was not as dark as anticipated so if the event does grow we can make use of that space without having a safety issue

Time

- Set-up began at 5:30
- 6pm worked well for drawing in the Afterschool crowd however more pumpkins were arriving by the end of the event
- Clean-up began at around 7. All staff and board members as well as any attendees that wanted to help, disposed of the pumpkins in the junk bin.

Equipment

- Applegrove Amp and Mic were used for announcements
- Big bens junk removal donated a bin for disposal and delivered in the night before.
- Susan purchased solar powered string lights to light the path
- Tea lights were also purchased for anyone who forgot to bring one

Staffing/Volunteer

- 4 staff plus 2 teen program workers.
- Board members Vai, Mercedes, Jim, Jean and Pierre attended the event and helped out where needed. Pierre was our MC for the night.
- Junior leaders helped deliver the pumpkins that Applegrove Made

Advertising and Promotion

- Banner for Pumpkin grove was placed along the queen street fence of the ashbirdge estate 1 week prior to the event. Banner was paid for out of outreach budget. Janina designed the banner with tweaks from Susan, Pierre and the printing company. The banner was visible from the street and was located right by the street car stop.
- Big street sign on the South west corner of Queen and Woodfield announcing both Pasta fest and Pumpkingrove. The sign was paid for by Pasta Fest
- Jean and Pierre did mail box drops in the neighbourhood with both pasta fest and Pumpkingrove info.
- Neighbouring stores were given posters as well.
- Information on the event was posted in Dukes need to read
- Snapd, Beaches metro newspapers all had information about the event online or in print.
- Afterschool families received information via hand out and emails
- Afterschool, Teen and PC all made pumpkins to highlight the event and encourage people to come.

Attendance

- Roughly 60 pumpkin numbers were handed out

- Not all pumpkins received a number, either because the owners did not want one or because they were Applegrove Pumpkins
- Attendance was a great for a first time event
- Estimated 70 pumpkins and about 50 families

Judging and Prizes

- New Applegrove Water Bottle and bag were used as prizes
- 2 Pasta fest tickets were used as prize for luckiest pumpkin
- Categories were: spookiest, Happiest, Most creative, Teal and Luckiest
- Councillor Mary Margaret, Jean, and Michelle were volunteer judges
- Judges walked together and took down notes on one judging sheet
- At 6:45 winners were announced



Pumpkin registration and welcome table

- Welcome table was located at the front of the driveway.
- Attendees with pumpkins would come to the welcome table to register their pumpkins. They would receive a two part registration form to fill out with a phone number and name as well as a pumpkin mat with their pumpkin number.
- Registration forms were then divided with one half going into our pumpkin draw and the other for Applegrove records
- Attendees could then place their pumpkins on top of their mat for easy identification, anywhere along the path.
- All attendees were also given Applegrove info.
- More pumpkins came than anticipated, we ran out of printed numbers and had to begin writing out mats



Financial

- Space was free, prizes were “free” (foregone revenue), disposal was free!
- Banner cost about \$270 and can be used in future years.

Other

- At the end of the night an employee of Urban bulk came by with cookies to hand out.

For next year:

- Prizes may not be necessary
- Consider starting and ending later (although early start allowed local political reps to attend before going to other events)



Pasta Fest 2016

Report – Submitted by Louise Maynard

Date: Saturday, November 5, 2016.
Time: 5:00 pm to 9:00 pm
Location: Baron Byng/Beaches Legion, 243 Coxwell Avenue.

1. Food:

- Pasta with Meat option (4 pans donated by Casa di Giorgio)
- Rigatoni Alfredo was vegetarian Pasta option (4 pans donated by Casa di Giorgio)
- Macaroni and Cheese donated by Woodhouse Family (2 big pans)
- Ciabatta Bun Dinner Rolls and margarine.
- 7 Cakes; (a minor mix-up meant Susan had to go to Loblaw's to buy more cake)
- Organic Spring Mix/Romaine, grape tomatoes, cucumber Salad with Balsamic Vinaigrette Dressing
- Coffee/Tea
- Juice, soft drinks, beer and wine for sale by Legion
- All items except extra cakes were purchased using Costco cards generously donated by Jean Lim.
- There were 2 full trays of pasta left over; we donated 2 full trays to the Legion to use for their Remembrance Day Service and Luncheon.

2. Silent Auction:

- Adult silent auction certificates were along the stage, items were at the back of the hall near the entrance on 2-3 tables. All items were very clearly numbered.
- Kids Auction and Area were set up along the north wall and to the side of the stage.
- To make the flow easier this year we closed the Silent Auctions at the same time.
- Runners collected bid sheets.
- Susan H. and Louise were available to accept payments and hand out certificates,
- Once payment made, it was initialed by staff and successful bidders were given their items.
- Bid sheets were given to volunteer in exchange for item. Bid sheets were returned to staff at end of night for record purposes.
- All items were picked up within 2 weeks of the event.

3. Live auction items:

- **MPP Peter Tabuns was our Live Auctioneer; with Pierre's help .**
 - 4 Tickets to Mirvish Production of "Matilada"(\$400 Value)
 - Children's Party including face-painters and cotton candy donated The Party Painterz & Get Sweet (\$230 value)
 - Custom Made Cake Cinnabean Cakes (\$200 value)
 - Last minute donation of a local production of Robin Hood – Pantomime (Value \$70)

4. Ticket Sales:

- Ticket prices were; Adults from \$12, Children 4-11 from \$6, Children 3 and under were free; door prices were almost double; at the door Adults were \$20 and children were \$10.
- Promotion of ticket sales went well – but sells were not as good as usual. (I know at least 4 families who usually attend went on a bus trip).
- Total ticket sales - 110 people including children under 5, compared to 138 in 2015.
- We sold about 2 tickets at the door.

- Having fewer people really helped the flow of the evening; it was a more open, less crowded event.
- There were some new faces but mostly families who have attended the event in prior years.
- Guests enjoyed sitting with friends and family using seating arrangements by table like at a wedding.

5. Volunteers: In total.

- Volunteers, student placements and staff set up tables, auction items, Kids area and kitchen.
- 4 volunteers.
- 10 volunteers helped with cooking, serving, set-up, clean-up and anything else needed.
- 3 volunteers in the kitchen
- 1 student placement set up Adult Auction Items table and observed the items all evening.

6. Entertainment:

- MC Pierre B! Was incredible – very lively and engaging. Pierre also brought all of the equipment needed for the DJ.
- Brenda was our volunteer DJ.

7. Outreach

- Facebook
- The Beach Mirror shared all of the updates on their website and facebook page
- Applegrove website
- Newsletter
- All Applegrove Programs

8. Pick a Pocket Game

- Idea is you pay \$20 to pick one of 10 pockets; all pockets contain an item worth \$20 - \$50
- Nanor did a great job running this game; all pockets were sold quickly

9. What went well?

- New flavor of pasta was a big hit.
- Seating Arrangement
- Because we knew how many people were seated at each table, cutlery was placed on the tables making it easier when guests picked up food.
- We were very well organized and we were able to deal with the minor glitches easily.
- End of auction announcements and payments were smoother than previous years.

10. Challenges:

- May was unable to work the event due to a family conflict. Susan helped with set up but I sent her home because she was sick.
- I had to work the welcome table which ended up being a good thing; anyone who needed me knew where to find me.
- We did not get as many donations as previous years.

11. Sponsorships:

- Dr. Deemer, local dentist donated \$100.00 towards hall fees. (\$125.00 for 2 staff)
- Jean Lim donated \$500 in Costco cards; \$300 used to purchase food and \$200 used for auction items.

12. Staff/Board Members:

- Janina, Louise, Nanor and Renate were staff working the event; Susan H. wanted to be a guest for the first part but worked after the auctions were closed to help with payments.
- Pierre was MC, Jim. Jean. Vai, Chris and attended and helped out at different areas throughout the evening.

13. Financials including comparison to prior years

Revenue	2016	2015	2014
Advance ticket sales	870	1086	1261
Ticket sales at door	40	187	0
Games	200	243	200
Kids activities	0	187	240
Live Auction	710	715	520
Silent Auction	1210	1618	1709
Outstanding from Silent Auction	86	0	105
Sponsorship	100	100	0
Donation	351	53	55
Total Revenue	3567	4189	4090
In Kind Donation - Cake/Buns		0	75
In Kind Donation - Hall		400	400
In Kind Donation - Pasta (est.)	(to come)	400	400
In Kind Donation - DJ/MC Equipment		100	100
In Kind Donation - DJ Services		75	75
Total In Kind	0	975	1050
Expenditures			
Advertising	137	0	0
Food and Beverage	296	193	119
Entertainment	0	0	0
General Supplies	26	11	0
Professional Services	125	125	125
Total Expenses	584	329	244
Net Proceeds	2983	3860	3846

14. Next Year?

- I suggest we hold Pasta Fest in mid-October right after Thanksgiving. We could promote Pumpkin Grove and possible have a Halloween theme.
- Ask for less Pasta from Casa DiGiorgio; 6 trays in total.
- Cap ticket sales to 140 to keep event less crowded and fun.
- As suggested in the evaluations; have more activities for children specifically tweens.
- Do more request letters; start in July/August and have summer students compile lists of possible donors locally. Get a list of possible bigger donors/sponsors.

Evaluation

27 forms completed.

- approximately 34% of adults in attendance
- some surveys were done as a group

1) Is this your first time attending Pasta Fest?

1st: 6 Once or twice: 4 3 to 5 times: 11 Lots of times: 6

2) How did you hear about Pasta Fest?

Facebook 1, Louise 7, Friend 8, Signs 1, Applegrove 10

3) Your favourite things about Pasta Fest:

- Meeting people in the community/friends -8
- Atmosphere
- Getting together for a party that includes kids-3
- Everything
- Live Auction – 3
- Peter Tabuns as Auctioneer – great! - 2
- Music/DJ- 4
- Diverse Auction Items
- Silent auction -7
- Socializing
- Dancing - 2
- Kid Zone
- Food – 16
- Door Prizes
- EVERYTHING!

4) Things we could do better at Pasta Fest?

- Keep food out longer/start serving dinner later
- If it was twice annually
- Better food, more people we know but it was great.
- Food could be a bit hotter
- Live Band - 2
- Kids Music Live
- More people – not as many as last year
- Maybe a comedian
- More prizes
- More choice of music YMCA, Macarena, Single Lady (recorders note YMCA & Macarena were played)
- Dancing started earlier
- Dimmer lights and Disco Ball
- Kids section had more for 8-12 year olds
- They had a better DJ. More interaction.
- More kids games.

Please rate the following where 1 is very poor and 4 is very good.	1	2	3	4
Value for the ticket price?			1	26
Food Choices?			8	19
Flow of the event?			12	15
Overall Event?			3	24

Other Comments:

- Lots of good improvements from last year; better food, better speakers but still a bit hard to hear
- This place is the best, I love it.
- Thanks for an amazing night.
- We love it - 2



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”



Applegrove Board Members – Time Served

December 2016

Name and position on the Board	Date came on board (D/M/Y)	Time completed (at the AGM in 2017)	Term	Renew?	In catchment?
Mary-Margaret McMahon (City Council Rep)	1/12/10	N/A 6.5 years	Re-appointed by City Council, Dec. 2014	N/A	
Sheila Cary-Meagher (TDSB Rep on Board of Management only)	27/03/02	N/A 15 years	Re-appointed by TDSB, Dec. 2015	N/A	
Pierre Bois	29/3/16	1 year	1 st year of 2-year term ending March 2018		✓
Sabrina Dias	30/03/15	2 years	2 nd year of 2-year term ending March 2017		✓
Vai Teng Law	22/06/15	3 years (including service Dec. 2014 to March 2015)	1 st year of 2-year term ending March 2018		
Mercedes Lee	29/3/16	1 year	1 st year of 2-year term ending March 2018		
Jean Lim	30/03/15	2 years	2 nd year of 2-year term ending March 2017		✓
Ann McKechnie	20/06/16	1 year (plus 5 years of prior service)	mid-year appointment to term ending March 2017		
Neil Sinclair	30/03/11	6 years Resigning as of Dec. 31, 2016	2 nd year of 2-year term ending March 2017	x	✓
Chris Sulway	26/03/12	5 years	2 nd year of 2-year term ending March 2017		✓
Jim Valentine	29/3/16	1 year	1 st year of 2-year term ending March 2018		

Terms exist independently of the person filling them and are staggered so that about half expire each year.

A majority of community Board members must live within the catchment area.



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 October 24, 2016

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

Present: Jean Lim-O'Brien, Vai Teng Law, Ann McKechnie, Chris Sulway (Chair), Jim Valentine
Regrets: Pierre Bois, Mercedes Lee
Absent: Sabrina Dias, Councillor McMahon, Neil Sinclair, Trustee Cary-Meagher
Staff: Susan Fletcher, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

Chris 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 26 of Management Meeting

MOTION (Lim-O'Brien/Dias)

To accept the minutes of September 26.

Carried

D. Personnel Committee Report

Chris provided an overview and highlighted the Leadership Volunteers section.

MOTION (Sulway/McKechnie)

To accept the Personnel Committee report.

Carried

E. Executive Director's Report: For information

After some discussion regarding stroller parking, the Board would like to work with the school on a solution. Susan will attend the next PC Advisory meeting to follow up with PC parents and caregivers on the stroller issue.

MOTION (McKechnie/Lim-O'Brien)

To accept the Executive Director's Report.

Carried

F. Adjournment

The meeting was adjourned on a motion by Ann McKechnie, seconded by Chris Sulway.

Chair

Secretary

Board of Management Minutes
October 24, 2016

2

Next Meetings and Events:

Punkin-Grove – November 1 @ 6:00 p.m.

Personnel Committee Meeting – November 3 @ 7 p.m.

Pasta Fest – Saturday, November 5 @ Beaches Baron Byng Legion Hall - 5 p.m.

Community Integration Meeting – November 28 @ 6:30 p.m.

Revenue Generation Committee Meeting - TBA

Board Meeting – December 12th @ 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”



Executive Director's Report

December 2, 2016

Can you believe the end of the year is in sight?!

Events

Punkin-Grove was a great success! The Revenue Generation report includes more details.

PastaFest was also successful (see Revenue Generation report)

Budget 2016

As expected, the new collective agreement was ratified by Council. COLA¹ for union staff was approved at 1.25% per year, split into 0.75% as of January 1 and 0.5% as of July 1 each year. This is effective January 1, 2016; although the City will pay the retroactive amounts for Admin staff, Applegrove is responsible for retro for program staff, including any staff that have left the center during the year. The 2016 Revised Program Budget endorsed by the Board in September included estimated COLA at 1.25% effective January 1.

Budget 2017

Admin

The public launch of the City budget is scheduled for December 6.

Program Budgets

As requested at the October Board meeting, I prepared program budgets with a variety of revenue options that the Revenue Generation Committee reviewed on December 1.

Post-New Year Camp

Nearly 20 children are enrolled for the new January 3-6 day camp at \$110 for the 4 days.

Time Served

As the Community Integration Committee begins planning the Annual General Meeting, we will need to know the number of nominees needed. I have included a summary of Time Served; each Board member should confirm whether they wish to serve for another year or resign.

FRP² System Transformation

Given the importance of this issue to Applegrove, this is a regular item in my monthly reports.

I attended the 4th “conversation” organized by the City Children’s Services division. Although they presented little new information, they did report:

- The RFP³ for the needs assessment has been completed and Sonja Nerad (SN Management) was selected to conduct the needs assessment.
- The City asked for an extension to the May 2017 deadline and received a one month extension.

¹ COLA = Cost Of Living Adjustment

² FRP = Family Resource Programs

³ RFP = Request For Proposals

CRM

Yahoo – Janina completed data migration and is excited about everything she can do with the system!

After-school

I have included a report that went to the City's Community Development and Recreation Committee this week. Although the first few pages are about before and after care for Full Day Kindergarten (FDK) students, starting on page 5, the report discussed new rules for after-school programs for grades 1 to 6, effective September 2017.

These after-school programs must be delivered by an authorized recreation and skill building program. Authorized recreation programs may serve these children for the after-school period only, for up to three hours per day. As laid out in regulation, authorized recreation programs can be:

- Operated by a school board, First Nation, the Métis Nation of Ontario, or a municipality (page 5)

As a City agency, Applegrove is part of a municipality.

These rules may support our case for space within schools. We should discuss this opportunity further within the discussion of the 2017 program budgets at the Board meeting.

Looking Ahead

I will be on vacation from December 19 to January 2 inclusive.

Grievances, Complaints and Compliments

As agreed some years ago, the Executive Director's monthly report includes complaints and grievances. There have been no grievances since my September report.

Complaints Process: As noted previously, when staff members resolve a complaint at the first or "informal" level, they document it, including documenting when they are not sure whether or not an interaction is a complaint. This report includes complaints received since my October report.

Compliments: Although no staff recorded compliments, discussion of recognition at a recent staff meeting suggested that participants thank staff, tell them they enjoy the program, or don't want to go home!

Respectfully submitted,

Susan Fletcher.

Complaints Summary

Incident Date	Issue ⁱ				Outline Issue	Topics								
	Another	Staff	Facility	Other		access	time liness	out comes	quality	stan dards	fee	H&S ⁱⁱ	Other	
Nov. 7				✓	Participant was disappointed when her volunteer tutor (student) was not present									✓
Nov. 9				✓	Anonymous inquiry about Satellite A4 disappointed that we could not accept a 4 year old									✓
Nov. 8			✓		Multiple discussions about negative impact of stroller parking. Questions and suggestions that had been discussed at the Nov. PC Advisory meeting	✓			✓					

Note: with my next report, I will summarize the 2016 complaints.

ⁱ Another = one participant's concern about another participant
 Staff = participant's concern about staff
 Facility = participant's concern about the facilities

ⁱⁱ H&S = Health and Safety



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings – December 2, 2016

Office Phone 416-461-8143

“Together, Building Our Community”

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

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5 Personnel?	6 6:30 ComInt	7	8	9	10
11	12 Board meeting	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Applegrove Closed for Christmas	27 Applegrove Closed for Boxing Day	28	29	30	31
Applegrove Closed for Winter Break						

January 2017 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove Closed for New Year's Day	3	4	5	6	7
New Holiday Camp						
8	9	10	11 6:30 RevGen	12	13	14
15	16	17	18	19	20 PA Day	21
22	23	24	25	26	27	28
29	30 Board	31				

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4 Family Dance
5	6	7	8	9	10	11
12	13	14	15	16	17 PA Day	18
19	20 Applegrove Closed for Family Day	21	22	23	24	25
26	27 Board	28				

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

Applegrove Events and Board / Committee Meetings – December 2, 2016
Office Phone 416-461-8143

March	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15 Seniors Wellness Fair	16	17	18	
March Break							
19	20 Board?	21	22	23	24	25	
26	27 AGM?	28	29	30	31		

April	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2	3	4	5	6	7	8	9
16	17 Applegrove Closed for Easter Monday	18	19	20	21	22	23
23	24 Board	25	26	27	28	29	30
30							

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

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

Applegrove Events and Board / Committee Meetings – December 2, 2016
Office Phone 416-461-8143

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
4	5	6	7	8	9	PA Day	10
11	12	13	14	15	16		17
18	19	Board?	20	21	22	23	24
25	26	27	28	29	Last day of school	30	

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2	3	Applegrove Closed for Canada Day	4	5	6	7	8
9	10		11	12	13	14	15
16	17		18	19	20	21	22
23	24		25	26	27	28	29
30	31						

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