



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 – January 30, 2017

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

7:10

7. Minutes of the December 12 Board Meeting (*attached*): to be accepted
8. Finance
 - 8.1. 2016 annual Statistics (*attached*): for information
 - 8.2. 2016 Preliminary Financial Report (*attached*): to be accepted

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

- 8.3. Year-end Analysis (*see confidential memo*)

Motion needed to return to the public meeting.

- 8.4. Year-end Financial Motions (*see Executive Director's Report*)

8:00

9. Revenue Generation Report (*attached*): for information
 - 9.1. GIC's
 - 9.2. Payment Authorization (*see Executive Director's Report*)
10. Community Integration Committee (*attached*): for information and confirmation
 - 10.1. AGM plans
 - 10.2. Awards

8:20

11. Directors' Concerns
12. Adjournment



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Board of Management Meeting AGENDA -- Monday, January 30, 2017

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the December 11 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Personnel Committee Report (*attached*): to be accepted

8:45

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

8:50

- F. Correspondence List (*to be distributed at the meeting*): for information and decisions
 - F.1. TDSB appointed Trustee Cary-Meagher to the end of her term, November 30, 2018.

8:55

- G. Adjournment

Next Meetings and Events

Strategic discussion: Monday, February 6 @ 7 p.m.

Next regular Board meeting: Monday, February 27, 2017.



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Minutes of the Board of Directors Meeting December 12, 2016

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

Present: Pierre Bois, Vai Teng Law, Ann McKechnie, Chris Sulway (Chair),
Jim Valentine
Regrets: Sabrina Dias, Jean Lim-O'Brien
Absent: Councillor McMahon, Mercedes Lee, Neil Sinclair
Staff: Janina DeGuzman, 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. Program Presentation: Connecting Through Technology (CTT)

Janina provided an overview of the Connecting Through Technology Project funded by Ontario Seniors Secretariat. The intergenerational project involves Older Adults and Duke of Connaught grades 7 and 8 students from Mr. Darkhor's class. The project is offered twice a week; on Wednesdays, students help beginner older adults navigate through technological devices such as an iPad, tablet, laptop. On Mondays, intermediate learners who are more independent receive help from two Applegrove staff. It's been a huge success and both participants and students are enjoying the sessions. The Fall session is ending this week and another session will begin in January 2017.

The Board was impressed with the success of the program and felt that this type of story would be good to highlight in the Lifestyles section of the Toronto Star. Chris has a contact at the Toronto Star and will follow-up in the new year. Another option would be asking the Mirror to do a story on the program.

Jim asked how the Junior Leaders Program was going and mentioned that he has heard from two different sources that it has been a huge success. He also commented that leadership programs are in demand and would be popular in this community.

8. Minutes of the October 24 Board of Directors Meeting

MOTION (McKechnie/Sulway)

To accept the minutes of September 26.

Carried

9. Finance

9.1. 2016 Year-To-Date Statistics

Susan provided an overview. Susan highlighted PC drop-in numbers and will note for next meeting if stroller parking and Full Day Kindergarten has had an impact on our overall numbers.

9.2. 2016 Year-to-Date Financial Report

Susan provided an overview.

MOTION (Bois/McKechnie)

To accept the October 24 YTD financial report as accepted.

Carried

9.3. 2017 Program Budget Revenue Projection

Susan provided an overview and highlighted areas that required discussion.

MOTION (Valentine/Law)

To endorse preliminary budget.

Carried

9.4. 2017 Holiday Camp

May provided an update and confirmed that the program was running from January 3-6, 2017.

10. Revenue Generation Committee Report

Pierre provided an overview and confirmed that the committee recommended implementing Pasta Fest and Punkin Grove again next year. An idea for next year, if needed, to boost ticket sales for Pasta Fest was for Board Members try to each sell a table. Louise provided comparison values from previous years which member reviewed.

11. Community Integration Committee Report

Vai Teng provided an overview of the report.

11.1. Time Served

Susan confirmed time served and whether members were continuing with the Board.

11.2. AGM Plans

Diane Walton has confirmed to be the speaker at our Annual General Meeting. Susan also asked for Board members' input for the Lucy Award.

MOTION (Law/Bois)

To accept the Community Integration report as presented.

Carried

Board of Directors Minutes

December 12, 2016

3

12. Directors' Concerns

One member highlighted that the Leslieville Flea Market held at SH Armstrong were soliciting donations for Centre 55. She asked if Applegrove was approached and wondered if staff could look into why they were donating to Centre 55 and not to Applegrove who is next door.

13. Adjournment

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

Chair

Secretary

Applegrove Statistics		2016 Printed January 19, 2017															
Cumulative different people		January	February	March	April	May	June	July	August	September	October	November	December	Totals			
Applegrove Parent/Child Drop-in																	
Children	626	739	715	867	807	677	686	491	533	568	468	551	452	7,554			
Parents	561	229	220	264	243	182	165	124	139	172	136	152	154	2,180			
Caregivers		270	263	304	283	257	260	190	174	249	210	224	180	2,864			
Subtotal		1,238	1,198	1,435	1,333	1,116	1,111	805	846	989	814	927	786	12,598			
The Applegrove Connection (previously Edgewood)																	
Children	180	209	140	186	203	183	151	0		138	153	145	133	1,641			
Parents	133	32	23	23	22	39	27	0		27	24	17	30	264			
Caregivers		83	65	93	103	62	72	0		78	74	71	50	751			
Subtotal		324	228	302	328	284	250	0	0	243	251	233	213	2,656			
Helping Our Babies Grow																	
Infants and Children	49	26	58	32	58	57	68	53	58	53	52	61	46	622			
Moms	76	31	61	34	60	67	76	60	69	46	45	55	42	646			
Subtotal		57	119	66	118	124	144	113	127	99	97	116	88	1,268			
Therapeutic Play																	
Children		4	13	11	5	17	14	6	4	0	18	12	3	107			
Adults		4	13	12	5	18	16	5	3	0	16	9	3	104			
Subtotal		8	26	23	10	35	30	11	7	0	34	21	6	211			
Children and Youth																	
Summer Camp	142							1,081	1,042					2,123			
After4, PA, March	68	1,005	991	981	1,029	1,052	1,119			1,236	1,160	1,335	946	10,854			
Leadership	19	0	0	0	0	0	0	237	83	0	61	60	24	465			
Teen	23	66	95	91	139	49	0			0	97	102	36	675			
Subtotal		1,536	1,086	1,072	1,168	1,101	1,119	1,318	1,125	1,236	1,379	1,557	1,030	14,727			
Adult Programs																	
Seniors	190	190	183	231	228	229	180	168	87	195	243	259	112	2,305			
Committee/Board ho		40	36	72	81	30	15	0	0	41	30	0	43	388			
User Groups											15	0	0	15			
Other*		6	150	153	202	0	9	0	0	0	144	0	0	664			
Subtotal		236	369	456	511	259	204	168	87	236	432	259	155	3,372			
Outreach																	
# of events	n/a					1				2	1	1		5			
Contacts	n/a					10				75	50	150		285			
Phone and e-mail		315	387	359	353	336	303	291	239	311	311	384	312	3,901			
Total exc outreach	2,067	3,714	3,413	3,713	3,821	3,255	3,161	2,706	2,431	3,114	3,318	3,497	2,590	38,733			
Cumulative		3,714	7,127	10,840	14,661	17,916	21,077	23,783	26,214	29,328	32,646	36,143	38,733	38,733			
*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	3,472	2,653	37,014			

PC Comparison regarding Stroller Parking

PC Month to month comparison						
Total visits						
	2015	2016	Stroller Parking Comparison			
Jan.	1,205	1,238		Total Oct-Dec 2015	3,192	
Feb.	1,083	1,198		Total Oct-Dec 2016	2,527	
March	1,385	1,435		Decrease of	665	21%
April	1,263	1,333				
May	1,122	1,116				
June	1,016	1,111				
July	1,041	805				
Aug.	923	846				
Sept.	918	989				
Oct.	1,181	814				
Nov.	1,056	927				
Dec.	955	786				
Total visits	13,148	12,598				

December 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.

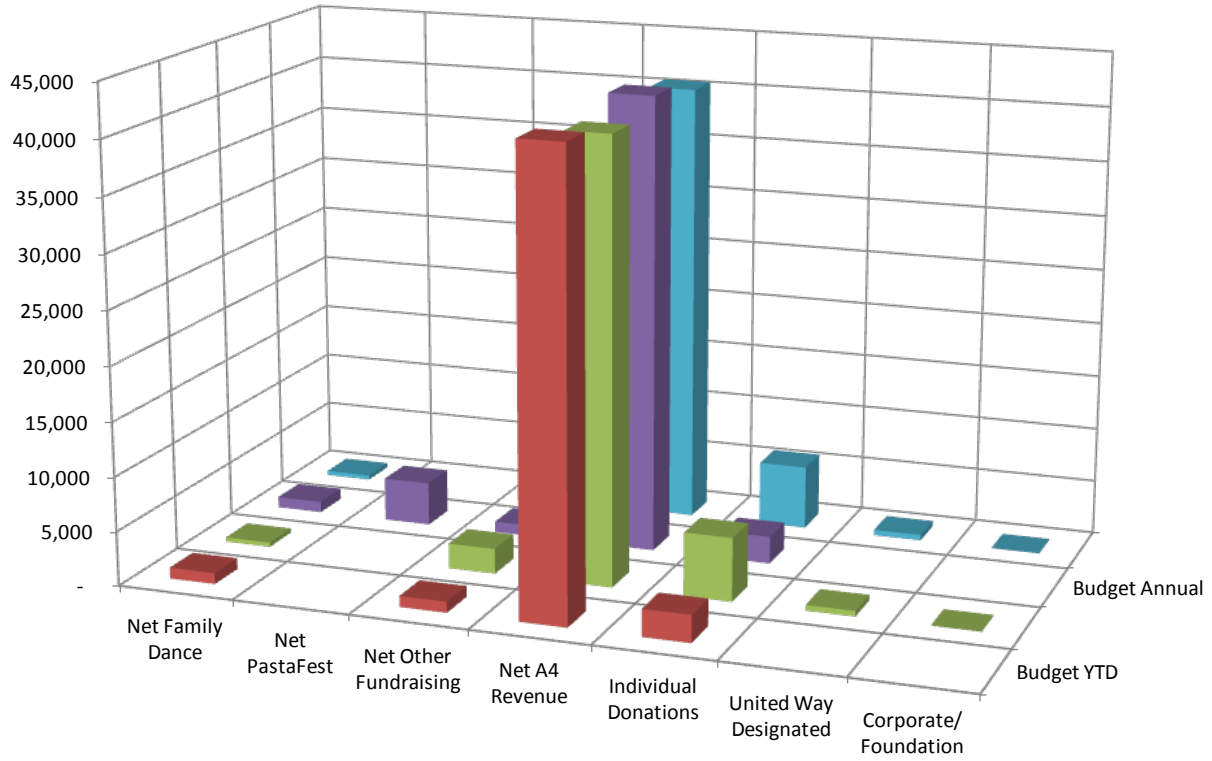
		YTD Budget		YTD Actual		Difference from budget		Common Issues	Special Notes	
City Funded Administration	Expense	394,905		377,116		-17,788	-5%		Year-end = (\$1,076) before year-end accrual	
	Income		398,999		376,040	-22,959	-6%			
Families with Young Children	HOBG	Expense	34,831		31,417		-3,414	-10%		
		Income		27,139		23,475	-3,665	-14%	§	Funding comes at unpredictable intervals
	PC	Expense	136,766		128,367		-8,399	-6%		
		Income		126,204		130,471	4,267	3%	Q	Year-end = \$2,105 compared to budget deficit of (\$10,500). Due to staff changes and savings on trips and toys
	AC (formerly EW)	Expense	30,822		29,561		-1,261	-4%		
		Income		28,496		27,430	-1,067	-4%	Q	Year-end = (\$2,132) which is slightly less than expected.
	Therapeutic	Expense	27,615		22,410		-5,205	-19%		Year-end = \$4,340 with lower expenses due to low take-up of program supports
		Income		26,750		26,750	0	0%	ƒ	
Children and Youth	After School including March Break	Expense	167,491		158,392		-9,099	-5%		Year-end = \$40,566, about \$1,300 less than budgeted, largely due to lower fees than anticipated.
		Income		209,535		199,282	-10,253	-5%		
	Teen	Expense	14,513		7,358		-7,155	-49%		Year-end = (\$4608), much less than the the \$14,000 deficit budgeted.
		Income		150		2,750	2,600	1250%		We budgetted 0 income
	Camp	Expense	80,021		81,609		1,588	2%		Year-end = \$5,795, even after purchasing rolling storage units to use in classrooms.
		Income		73,976		87,404	13,428	18%		
	Leadership	Expense	14,988		11,501		-3,487	-23%		Year-end = \$71; budget was (\$2300) which would be funded from program's prior surplus
		Income		12,167		11,572	-595	-5%		Lower enrollment meant lower costs. Staff illness reduced salary cost.
Satellite	Expense	4,000		8,437		4,437	111%		Net loss at year-end of \$(1,727).	
	Income		0		6,710	6,710				
Jr Leaders	Expense			1,701						
	Income				2,375				Year-end = \$674. Anticipated break-even	
Seniors	Expense	41,712		47,358		5,646	14%	§	Calendar year-end = \$1,132; however, program operates on the April-March year	
	Income		40,034		48,489	8,455	21%		Additional expenses from Wellness Fair, year-end spending and Connecting Through Technology (CTT) Additional income from Wellness Fair, CTT, and Special Purpose grant	
Fundraising general program	General programming	Expense	30,584						Program Assistant and relevant expenses. Funded via After-school proceeds	
	Agency fundraising and donations	Revenue		12,178		10,700			Net Proceeds (Revenue - Expense) Includes income from United Way, individual donations, Family Dance and some info fair income. Expense includes Family Dance; some info fair costs; annual Directors and Officers insurance premium @ \$765; and cost of bottles and bags to be sold in 2017	
		Expense				1,479				

§ = Special April-March financial year

Q = Funding received quarterly

ƒ = Funding received twice annually

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		1,000	41,930	2,500		
■ Actual YTD	401		2,304	40,566	5,826	510	-
■ Budget Annual	1,000	4,000	1,000	41,930	2,500		
■ Actual Annual	401		2,304	40,566	5,826	510	-

APPLEGROVE COMMUNITY COMPLEX

BALANCE SHEET

December 31, 2016

Di

ASSETS

Alterna - Admin Account	54,525.90
Alterna - Program Account	98,409.68
Alterna - Trust Account	403.97
Alterna - Member Shares	152.68
Alterna Term Deposits - Program	134,253.72
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,460.00
Outstanding Transfers Between Accounts	4,473.46
Accounts Receivable - Admin	31.77
Accounts Receivable - Program	25,586.38
Long-term Receivable - City of Toronto	281,018.21
HST Receivable - Admin & Program	0.00
Prepaid Expenses	4,319.09
	<u>604,784.86</u>

LIABILITIES

Accounts Payable	6,415.53
Long-term Benefits Payable	134,597.00
Unrealized Actuarial Gain	120,952.00
Income Taxes Payable	22,707.19
CPP Payable	4,385.54
EI Payable	2,597.04
OMERS Payable	11,973.68
WSIB Payable	736.24
Union & COTAPSAI Dues Payable	1,080.28
EHT Payable	2,200.63
Vacations Accrued - Admin	25,469.21
Vacations Accrued - Program	9,128.41
City of Toronto Payable (Receivable)	1,101.00
Advance Repayable to City of Toronto	10,871.22
	<u>354,214.97</u>
Accrued Expenses - Admin	5,966.57
Deferred Income - Program	38,466.10
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	579,689.58
Current Program Expenses	<u>(586,291.45)</u>
	(6,601.87)
Admin:	
Current Admin Funding - City of Toronto	351,473.38
Admin Vacation Payout - Salary & Benefits	24,510.54
Interest on Admin Account	56.08
Current Admin Expenses	<u>(377,116.18)</u>
Current Admin Surplus/Deficit	(1,076.18)
	<u><u>604,784.86</u></u>



Year to date Income Statement																													
December 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	267,844	291,060	422,371	93,695	97,310	15,978	15,998	3,084	1,215	8,259	12,112	19,435	19,592	57,907	55,743	121,612	120,150	6,486	0	941	0	5,868	8,040	8,638	9,522	29,516	25,498	50,787	
Benefit	73,178	73,113	70,617	29,869	30,138	6,886	6,831	386	121	1,016	1,613	2,267	2,823	6,645	7,343	13,469	13,863	683	0	98	0	818	1,040	846	934	3,045	2,402	4,566	
Material & Supplies	5,487	8,498	55,098	2,739	6,334	1,261	1,817	295	150	16,205	16,520	101	2,650	12,069	15,156	9,205	19,850	68	0	378	0	672	3,303	1,498	2,772	9,912	10,403	644	
Furniture & Equipment	4,086	2,305	6,337	0	490	0	75	0	0	1,144	0	0	0	3,482	0	0	1,000	0	0	0	0	0	0	0	0	1,711	300	0	
Purchased Services	26,521	19,929	31,868	2,063	2,494	5,437	6,101	453	525	4,794	4,586	607	2,550	1,506	1,779	9,887	10,617	1,200	0	285	0	0	2,130	518	1,760	3,174	3,109	1,479	
Total	377,116	394,905	586,291	128,367	136,766	29,561	30,822	4,219	2,011	31,417	34,831	22,410	27,615	81,609	80,021	154,173	165,480	8,437	4,000	1,701	0	7,358	14,513	11,501	14,988	47,358	41,712	57,476	
INCOME																													
Government Funding																													
City of Toronto	374,488	374,488	155,365	111,704	111,704	26,996	26,996	0	0	0	0	0	0	16,665	8,615	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Province of Ontario	0	0	55,421	16,297	12,000	0	0	0	0	0	0	0	0	0	1,470	0	0	0	0	0	0	0	0	0	0	39,124	30,834	0	
Federal Government	0	0	47,633	0	0	0	0	0	0	23,225	26,139	0	0	18,306	10,395	0	0	0	0	0	0	0	0	6,102	3,662	0	0	0	
Total Government	374,488	374,488	258,418	128,001	123,704	26,996	26,996	0	0	23,225	26,139	0	0	34,971	20,480	0	0	0	0	0	0	0	0	6,102	3,662	39,124	30,834	0	
Non-Government Funding																													
Charitable Organization	0	0	27,760	0	0	0	0	0	0	0	1,000	26,750	26,750	0	0	0	0	0	0	0	0	0	0	500	0	0	0	510	
Foundation/Corporation	0	0	7,500	400	0	300	0	0	0	250	0	0	0	3,500	3,500	500	0	0	0	0	0	250	150	0	0	2,300	2,000	0	
Total Non-Government	0	0	35,260	400	0	300	0	0	0	250	1,000	26,750	26,750	3,500	3,500	500	0	0	0	0	0	250	150	500	0	2,300	2,000	510	
Donation/Fundraising																													
Charitable Donation-individual	0	0	8,229	660	1,000	0	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,743	1,000	5,826	
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	2,500	0	0	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	6,557	1,411	1,500	134	1,000	0	0	0	0	0	0	818	1,000	505	0	0	0	0	0	0	0	0	200	214	0	3,422	
Total Donation/fundraising	0	0	19,286	2,070	2,500	134	1,500	0	0	0	0	0	0	2,818	3,000	505	0	0	0	0	0	2,500	0	0	2,700	1,957	1,000	9,248	
Others																													
User Fees	0	0	265,216	0	0	0	0	4,543	2,125	0	0	0	0	46,115	46,996	193,734	207,410	6,710	0	2,375	0	0	0	4,970	5,805	5,108	6,200	911	
Miscel	1,552	24,511	1,509	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,509	
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	1,552	24,511	266,724	0	0	0	0	4,543	2,125	0	0	0	0	46,115	46,996	193,734	207,410	6,710	0	2,375	0	0	0	4,970	5,805	5,108	6,200	2,420	
TOTAL INCOME	376,040	398,999	579,690	130,471	126,204	27,430	28,496	4,543	2,125	23,475	27,139	26,750	26,750	87,404	73,976	194,739	207,410	6,710	0	2,375	0	2,750	150	11,572	12,167	48,489	40,034	12,178	
SURPLUS(DEFICIT)	(1,076)	4,094	(6,602)	2,105	(10,562)	(2,132)	(2,326)	323	114	(7,942)	(7,692)	4,340	(865)	5,795	(6,045)	40,566	41,930	(1,727)	0	674	0	(4,608)	(14,363)	71	(2,821)	1,132	(1,678)	(45,297)	



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“TOGETHER, BUILDING OUR COMMUNITY”



Community Integration Committee Meeting Notes Monday, January 16, 2017 @ 6:30 p.m.

Present: Vai Teng Law (Chair), Sabrina Dias, Ann McKechnie

Regrets: Jim Valentine, Natasha Graham

Staff: Janina DeGuzman, May Seto, Susan Fletcher

1. Next Meeting

Monday, March 13 @ 6:30

2. Notes from December 6 meeting – Accepted by consensus

3. Board nominations and AGM Planning

a. Nominations and AGM Planning

- 2 vacancies: Neil and Chris are resigning
- sent notice to City, not posted yet
- notice will go on Jan. 20 with AGM save-the-date and membership questionnaire
- members suggested posting in the following
 - Volunteer Toronto
 - local councillors' newsletters
 - Duke Need to Read
- discussed the board's needs, including PC or AC participant and legal perspective

b. AGM Food

- Louise proposed making mac and cheese; everyone likes it and it is vegetarian.
- plus salad and dessert

c. Speaker

- Diane Walton confirmed.
- details to be finalized closer to the date.

d. Awards

- members suggested/confirmed the following:
 - i. Golden Apple (for outstanding achievement)
 - ii. Dorothy Snow [Dot] (partnership)
 - iii. Lucille Dobbins [Lucy] (6 years on Board): Neil Sinclair
 - iv. Nellies (for volunteers)

e. Volunteer Recognition

- we have given the volunteer awards at the AGM for many years
- in the past, we have recognized all Applegrove volunteers with a token gift during Volunteer Week (April 23-29, 2017)¹ and, more recently, a volunteer recognition event

¹ April 15-21, 2018 and April 7-13, 2019

Community Integration Committee Notes

January 16, 2017

2

- however, having another event so close to the AGM seems redundant, especially when so many of the same people attend.
- other ideas might include
 - volunteer awards at a different recognition event
 - combining volunteer recognition event with the AGM (must take place by the end of March)
- for this year, the committee recommended:
 - listing volunteers in the Annual Report
 - during the meeting, asking all volunteers to stand while the chair talks about volunteer contributions including what they do, what they bring (skills, ideas, etc.) and what they get (benefits of volunteering)
- for 2018, the committee recommended moving the volunteer awards to another event, such as a volunteer tea.
- because 2018 will be a provincial and municipal year (June 7 and October 22, 2018), political representatives would be invited to attend but not to present the awards

4. Follow-up on CRM

- reviewed draft questions for membership questionnaire which will be sent out on Jan. 20

5. Other Business

- Susan reported that one of the priorities from the June 2016 strategic planning discussion was developing a membership plan.
- she had put some ideas together based on a (former) Board member's concept of corporate membership with various publicity benefits based on the fee.
- RevGen is taking a preliminary look at the concept at its meeting on Feb. 1
- depending on the RevGen discussion and the Feb. 6 planning session, this committee may be involved in membership development.

6. Next Meeting: Monday, March 13 @ 6:30

Agenda to include reviewing membership questions.

On letterhead

Involvement Opportunity – Board Members

As Applegrove Community Complex implements its strategic directions, the agency is looking for individuals to join the Board. Applegrove expects [*# to be determined*] vacancies at the Annual Meeting on March 27, 2017.

Applegrove particularly welcomes people who can help the Board reflect this diverse community. Key qualities include

- ✓ engaged in our community,
- ✓ skilled in one or more of government relations, marketing, revenue generation, human resources, PR/media relations, legal.
- ✓ able to promote involvement from individuals and businesses,
- ✓ and interested in becoming Board members for this dynamic neighbourhood-based multi-service organization.

Board members are responsible for governing the agency, setting policy, identifying needs and setting strategic directions, managing the finances, and generating revenue to support programs.

The Board invites people interested in nomination to attend a meeting as a guest. The next Board meetings are on Monday, January 30 and Monday, February 27, both from 7 to 9 p.m. The agenda will be posted on the website about 1 week before the meetings. Please contact Susan Fletcher, Applegrove's Executive Director, to confirm your attendance.

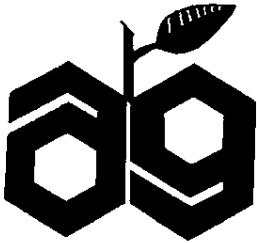
As a neighbourhood partnership fostering community through social and informative programs for individuals and families, Applegrove is both an agency of the City of Toronto and incorporated as a non-profit organization. Therefore, Applegrove has both a Board of Management and a Board of Directors. The 10-member Board of Directors is responsible for the whole organization and the 11-member "Board of Management" is a standing committee of the Board, responsible for the City agency.

The same 9 community members and the City Councillor serve on both boards, and the TDSB Trustee also serves on the Board of Management. And one meeting follows the other although there are 2 agendas. For simplicity, "Board" refers to both the Board of Management and Board of Directors.

The Board usually meets on the last Monday of the month. Most Board meetings start with an optional light supper at 6:45 and the Directors' meeting at 7:00, immediately followed by the Board of Management. The average time commitment for a Board member is 8-10 hours per month, including participating on at least one committee and attending occasional special events, all to help build the community. Many of the Board members are parents so the centre tries to support their child care needs through child-minding during meetings or reimbursement of childcare expenses.

To learn more or to apply, please contact Susan Fletcher, Applegrove's Executive Director before February 24.

If you are interested in greater involvement with Applegrove but not ready to become a Board member, ask about working with a committee or organizing events.



APPLEGROVE COMMUNITY COMPLEX

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“TOGETHER, BUILDING OUR COMMUNITY”



Revenue Generation / Business Development Committee Notes

January 11, 2017

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

1. Next Meeting

6:30 on Wednesday, February 1, focusing on dance prep

2. Notes of December 1 meeting

- accepted by consensus.

3. Family Dance (see attached details for committee members)

Saturday, Feb. 4 from 10:30 to 12:30 (permit from 9:30 to 1:30)
Paw Patrol characters Chase and Marshall to attend!



4. GIC Rates and Recommendation

- GIC's of \$33,733 and \$50,529 mature at the end of January
- 1 year redeemable GIC rate = 0.75%; slightly better than the 0.7% that they earn now
- 1 year fixed = 1.15%
- Longer term rates
 - 28 months @ 1.75%
 - 38 months @ 1.95%
- Applegrove has not needed these funds since they were put into GIC's more than 5 years ago.
- we have a 3rd GIC of \$50,000 invested Nov. 10/16 for 1 year @ 1.6 %.
- after discussing issues, the committee recommended investing for fixed terms, with \$33,000 in for 1 year and the \$50,000 for 28 months.

5. Payroll Authorization Process

- the agency has required 2 signatures to authorize the electronic payroll since we switched from cheques some years ago.
- checking whether this continues to make sense or whether we need to tweak the process.
- current process:
 - pay periods end on a Friday, e.g. Friday, Jan. 13.
 - time sheets are due immediately and are checked by the supervisor on the Monday
 - on Tuesday, the Bookkeeper prepares the payroll
 - signed, generally by 2 Board members, on Wednesday or first thing Thursday morning
 - electronic authorization by 10 a.m. Thursday
 - in staff bank accounts on Friday, the 20th
 - however, to allow flexibility for staff illness, late authorization, computer problems or stat holidays, the official pay date is the next Tuesday, i.e., Tuesday, Jan. 24.

- it can be difficult for the Bookkeeper to produce certain cheques in time for signatures on the Wednesday, which sometimes means a second round of signing the same week.
- committee members also discussed the possibility of electronic payment of recurring invoices, e.g., phone bills.
- the committee asked for a proposal from Susan H on streamlining payment processes for discussion and decision at the board meeting.

6. Budget Updates

a) Admin budget

- For its meeting on Jan. 12, the Budget Committee requested the following info regarding 'progression pay' for non-union employees with details on:
 - the number of employees subject to progression increases 2016
 - the 2016 financial impact of these increases
 - the number of employees by employee group (i.e. Cluster A, Cluster B, Internal Services, City Clerks, City Manager's Office, individual agencies) receiving each level of increase
 - exceeds expectations
 - meets expectations
 - meets most expectations/development
 - unsatisfactory
 - the cost of living increase given in 2016
 - the average performance increase given in 2016
- Susan submitted the details by the Jan. 6 deadline after receiving assurance that the confidential information would be aggregated.
 - Post meeting update: the Budget Committee deferred the overall report until Jan. 24.

b) Program budget for 2017

- The federal summer jobs submission is due Jan. 20, so members considered and endorsed the attached draft budgets for camp and leadership.
- Note: interim 2017 Program Budget only included 1 year Cost Of Living Allowance (COLA) but the draft allowed the 2016 and 2017 COLAs @ 1.25% each similar to the union COLA¹

	Preliminary Prog budget hourly rate	Summer Budget
4 SR Counsellors	13.24	13.40
4 JR Counsellors	12.31	12.31
1 Camp Coordinator	17.35	17.57

7. Updates

a) Seniors Program Surplus Update

- special activity will be in the Spring

b) 2016 Donations

- December donations totalled over \$3500 including 2 Canada Helps gifts in the last week of \$140
- does not include "frequent donors" including Board members.

¹ Summer staff are excluded from the collective agreement.

8. CRM

- mailing on Jan. 20 will include membership questionnaire including info about e-mail/snail mail preferences
- however data will not be input until March.

9. Next Meeting: Feb. 1 @ 6:30

Agenda to include

- Last minute details for Family Dance
- Membership proposal

Revenue Generation Committee Notes
January 11, 2017

4

January 2017	2017 Day Camp AND Before/After	09-Jan-17			
Minimum wage	\$11.40 as of Oct. 1, 2016				
counsellors wages in 2015 were		\$12.01 and	\$13.08		
with 1.25 increase for 2016&2017		12.31	13.40		
CY Worker at WG 7 as Camp Director				Ass't director at WG 3	
	8 weeks of program for	64 campers/week			
	camp Only \$100 earlybird	\$125 after, assuming		20 campers/week pay the higher fee	
	Before and After Care	\$15 per week each		Subsidy spaces/week	5
Director salary at	37.5 hours/week			# campers	64
Other staff salaries at	40 hours/week			20 Potential fees @	125
				44 Potential fees @	\$100
				Before and After-Care	4,320
				Subsidy	-5,000
				Net fees anticipated	53,416
4 Senior Counsellor	13.40	10 weeks	21,440	Fundraising and donations	
4 Junior Counsellor	12.31	10 weeks	19,696	By organization	\$0
1 Camp Coordinator	\$ 17.57	11 weeks	7,732	By participants	\$1,000
1 Camp Director, June-S	23.58	14 weeks	12,380	Total fundraising	1,000
				Star Fresh Air Fund	3,500
TDSB or Tropicana for additional week			0	Children's Services (per diem funding)	\$4,752
Note: 40 hours for counsellors allows time for Before and After Care				Canada Summer Jobs (federal)	18,306
				Excellence in Literacy Grant	2,000
Vacation for relevant staff	4% (Camp Director take)		1,786	Children's Services Former Recreation Grant	3,600
				Children's Services (core funds)	3,700
2 In kind staff paid by TDSB			6,000		
TOTAL Salaries			\$69,034	TDSB in kind space	15,000
Benefits @ 10% for all staff				entrance tickets donated	976
(CPP, UI, Workers Comp, EHT) plus			6,303	TDSB / Tropicana in kind staff	6,000
1.95% EHT			1,229	Prior Surplus	
Materials, Supplies and Purchased Services			\$32,422		
Total Expense			\$108,988	TOTAL INCOME	\$112,250
				SURPLUS/DEFICIT	\$3,262
Expenses without In-kind	\$87,988				
Number of staff =	12				
Number of AG paid staff hours (est)	3,613				
DETAIL of Day Camp Program expense					
MATERIALS, SUPPLIES and PURCHASED SERVICES					
Program Supplies					
Food					
Breakfast @	\$75 per wk	600			
Snack @	\$25 daily	1000			
Cooking @	\$100 per wk	800			
Total Food			\$2,400		
Kitchen supplies			\$350		
Crafts			\$500		
Sporting Equipment			\$300		
Games			\$250		
Special events			\$500		
Sunscreen					
Estimated cost		100			
Total sunscreen expense			\$100		
Total program supplies			\$4,400		
Travel and admissions					
Staff travel and admissions					
8 TTC trips	3.00 1 way	576		4 TTC/wk	0 staff
Admission @	\$12 per wk	\$1,152		adult tickets	3.00
Total staff travel and admissions		\$1,728		youth tickets	1.95
Bus rental	6 @	350	\$2,100	children's tickets	0.00
8 kid's TTC trip	\$0.00 1 way	\$0			
Kids Admissions @	\$12 weekly	\$6,144			
Total travel and admissions			\$9,972		
Camper ID	200 @	\$1.00 each	\$200		
Advertising			\$60		
Staff T-shirts	2 each @	\$10	\$120	Staff pay \$10 towards their shirts -- we get 2, they pay for 1	
Police Checks @	\$65 each		\$520		
Staff training (First Aid/CPR), materials and recognition			\$350	\$50 for first aid/cpr course for 7 staff	
Mini trips @	450 per group		\$1,800		
Rent to TDSB			\$15,000		
TOTAL Supplies, Materials and Purchased Services			\$32,422		

Revenue Generation Committee Notes

January 11, 2017

5

Summer Leadership Program		January-09-17	
(includes 2016&2017 cola)			
Fees @	\$125 per week, \$250 per 2-week session	6 weeks	
	18-Jan-17	Subsidy spaces/week	2
Applegrove staff salaries at	hours/week	# campers	15
Applegrove staff salaries a	35 hours/week	Potential fees @	\$125 9,563
		(calculated weekly, paid per 2 wk)	
		Fees from campers	
		Subsidy	-1,500
		Net fees anticipated	8,063
2 Senior Counsellor	\$13.40 10 weeks	Fundraising and donations	
1 TDSB		By organization	\$0
		By participants	\$200
Vacation @	4%	Total fundraising	200
TOTAL Salaries			
		Alterna Grant	
Benefits		Canada Summer Jobs	6,102
(CPP, UI, Workers Comp, EHT) est. @	7%	Prior Surplus/Grants/Fundraising	1,114
Materials, Supplies and Purchased Services			
EHT @ 1.95%			
Total Expense		TOTAL INCOME	\$15,479
		SURPLUS/DEFICIT	\$306
Number of staff =	3		

DETAIL of Day Camp Program expense
MATERIALS, SUPPLIES and PURCHASED SERVICES

Program Supplies			
Food			
Breakfast @	\$0 per wk		
Snack @	\$0 per wk	\$0	
Cooking @	\$100 per wk	\$600	
Total Food			\$600
Kitchen supplies			
1 First Aid & CPR @	35 person		\$525
1 Babysitting Course	\$35 person		\$525
Workshop Supplies			\$200
2 Special event run by leadership group	125		\$250
Sunscreen			
Estimated cost		100	
Left-over/donation			
Total sunscreen expense			\$100
Total program supplies			\$2,200
Travel and admissions			
Staff travel and admissions			
1 trips/wk @	3.00 per ticket	108	
			\$0
Team building @	\$15 per wk	\$270	
Total staff travel and admissions			\$378
1 youth trip/wk	2.05 per ticke	\$369	
Youth placement @			
Youth team building weekly @	\$15 per pers	\$1,350	
Total travel and admissions			\$2,097
Advertising			
staff t-shirts	1 each @ \$10		\$30
Police Checks for staff			\$130
Staff training, materials and recognition			\$100
Rent to TDSB			\$0
TOTAL Supplies, Materials and Purchased Services			\$4,557



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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting December 12, 2016

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

Present: Pierre Bois, Vai Teng Law, Ann McKechnie, Chris Sulway (Chair), Jim Valentine
Regrets: Sabrina Dias, Jean Lim-O'Brien,
Absent: Mercedes Lee, 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 October 24 Board of Management Meeting

MOTION (Sulway/Valentine)

To accept the minutes of October 24.

Carried

D. Personnel Committee Report

Chris provided an overview and members discussed issues and options regarding Applegrove's vacation liability.

MOTION (Sulway/Valentine)

To authorize the Board Chair to speak with the City Accounting rep on a conference call with Executive Director and Finance Manager. If the Accounting rep confirms that the City will remit the funds as we outlined, the Finance Manager will proceed to issue the payment and will make a loan from Program to Admin to cover anticipated cash flow issues should the remittance not arrive in time. If the Accounting rep does not confirm that the City will remit the funds, the Finance Manager will NOT issue the payment.

Carried

MOTION (Sulway/McKechnie)

To endorse revised PC job description.

Carried

MOTION (Sulway/Valentine)

To endorse new Human Rights & Anti-Harassment Policy.

Carried

The Personnel Committee also suggested a planning meeting to discuss succession planning for senior staff and facilities. Members agreed on Monday, February 6 at 7 p.m. to meet.

MOTION (McKechnie/Bois)
To accept the Personnel Committee report.
Carried

E. Executive Director's Report: For information

MOTION (Bois/McKechnie)
To accept the Executive Director's Report.
Carried

F. Correspondence

A request was made to the TDSB to appoint Trustee Cary-Meagher for a further 1 year term or to the end of her term.

G. Adjournment

The meeting was adjourned on a motion by Ann McKechnie, seconded by Vai Teng Law.

Chair

Secretary

Next Meetings and Events:

Revenue Generation Committee Meeting – Wednesday, January 11 at 6:30 p.m.

Personnel Meeting – Thursday, January 12 at 6:30 p.m.

Community Integration Meeting – Monday, January 16 at 6:30 p.m.

Board Meeting – Monday, January 30 @ 7 p.m.

Strategic Planning Session – Monday, February 6 at 7 p.m.



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Personnel Committee Notes

January 12, 2017

Present: Chris Sulway (Chair), Jim Valentine, Susan Fletcher (recorder)

1. Next Meeting Date

To be set after the April Board meeting.

2. Executive Director's Performance Review

After the Board members met in private and reviewed the Executive Director's reports, they met with her.

3. Notes from December meeting

- accepted by consensus.

4. Vacation Liability Update

- Completed before Dec. 31.

5. Hiring Reports

- May provided reports on the following:
 - PC Program Workers
 - After-school and Teen staff
 - CTT (Connecting Through Technology) project staff
 - Junior Leaders staff
- Susan reported that the new collective agreement requires posting all jobs; previously, we only had to post for positions of 13 hr/wk and 45 days or longer.

6. Standing Item: Succession planning

- the strategic planning session in February will focus on sustainability with respect to facility and staffing.
- Board nominations, as well as the selection of officers and committees at the April Board meeting, should include 3 members for the Personnel Committee for a 2 year term, to provide continuity while allowing for unanticipated changes in membership.

7. Standing Item: Overtime and Workload

- the committee noted the ED's overtime and workload as part of the board's ongoing monitoring of these issues.

8. Next Meeting Date

Unless an issue emerges, the next meeting can be after the April Board meeting.



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Executive Director's Report

January 19, 2017

January 16, 2017

I wrote this part of the report a few days early after reading the following on a fundraising blog – and after realizing that my first day at Applegrove was Monday, January 16, 1989:

There is so much change occurring in the world around us, and at such an unprecedented, rapid pace, that it's sometimes challenging to make sense of it all. And, in particular, *our* place in it all. How will we face the world of 2017 and beyond? What challenges will we take on, and how? What can we do as individuals, as groups, as organizations, and as a community to adapt, stay positive and make a beneficial impact on the world within and around us — ourselves, our families, our friends, our neighbors and strangers. What can we do, especially, to protect and defend and care for the most vulnerable among us? What can we do that is not just transactional, but transformational?

<http://clairification.com/2017/01/16/philanthropy-not-fundraising-dream-2017/>

Claire Axelrad went on to paraphrase Martin Luther King's famous "I have a dream" speech but talked about non-profits and philanthropy.

This got me thinking about how Applegrove will face the world of 2017, a world that seems to focus on scarcity, competition, defensiveness and negativity.

To me, Applegrove has always been about a warm welcome, family-friendly services, and inclusive programming. Over the past few years, we have identified strong revenue generation mechanisms that not only support on-going programming, but allow us to experiment with new ways to meet our neighbourhood's needs.

The agency has undergone profound changes since I started on January 16, 1989 – growth, reduction, expansion, crisis, neighbourhood change, and so much more. And some things have not changed – the facilities are inadequate and invisible!

On February 6, we will come together for a strategic planning session. We completed a full strategic plan in 2014, then updated it in early summer 2015 and 2016 with strategic priorities for the coming school year. This year, it makes sense to do the update before the AGM and to focus on sustainability issues, thinking of 2017 and 2018.

By discussing key issues before the AGM, the current Board members can identify particular issues for the incoming Board to focus on. It makes more sense for the experienced Board to do this, rather than expect incoming Board members to understand the complex issues at the beginning of their terms.

January 19, 2017

Year-end Motions

The January board meeting includes a motion to pay relevant program deficits from fundraising, donations and prior surplus as needed.

In addition, Susan H. noted that for some years, the balance shows an \$85 liability for the HAIG program which closed in June 2012. She recommended that the Board approve a motion to clear out this liability.

Payment Authorization Process

Susan H and I considered the payment authorization process after the Revenue Generation Committee discussion. There are 2 issues, one of which is payroll authorization and the other, payment of regular expenses.

When Applegrove switched to electronic payroll, the Board agreed that it would be good practice to continue to have 2 signatures. With the subsequent transitions in finance staffing, we have never taken the opportunity to review this.

The RevGen notes outline the current payroll process. Susan proposes the following for payroll authorization:

- Supervisors sign off on staff hours
- Bookkeeper prepares the payroll
- Finance Manager checks the payroll and signs to verify that it has been checked.

Questions

- Do we need a second signer?
- If so, should it be a Board member or can the ED sign off?
- When the ED is absent, who should the second signer be – a Board member or the Program Director?

With respect to paying bills for regular expenses, Susan reported that we actually require paper trails for audit and verification purposes. Consequently, moving to electronic payments would not be in the agency's best interest. In addition, many of our recurring payments are complex; for example, EI requires 3 different accounts and telephone bills are charged to multiple programs. When a company makes errors in crediting these, the cheques provide necessary information.

Looking Ahead

I am planning some time off, probably at the beginning of March and also early April.

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 December report.

Complaints Process: In addition of formal complaints, this report includes informal complaints. 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 December report.

In addition, I have included an annual summary of the 2016 complaints.

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

Monthly Complaint 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
Dec. 12				✓	After-school classroom left in poor condition and students' personal items were missing				✓	✓			

Annual Complaint Summary

There were no complaints above the informal level.

2016 was the first year documenting complaints at the informal level. Most of the complaints were minor and resolved by the program staff. Please note that the implementation of the “stroller parking” rule brought in multiple discussions about this issue but it is included in this report only once.

As noted during the year, for the first time that I know of, there were 3 complaints about the heat or lack of Air Conditioning in the summer.

Year	number of reports	Issue				Program							Topics							
		Another	Staff	Facility	Other	Sen	PC	AC	A4	CMP	Inc	Other/NA	access	timeliness	outcomes	quality	standards	fee	H&S	Other
2016	29	4	6	11	10	10	11		2	3	1	2	2	1	2	17	7	2	7	9

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



Applegrove Events and Board / Committee Meetings – January 19, 2017
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.

January 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23	24	25	26	27	28
29	30 Board	31				

February						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 6:30 RevGen	2	3	4 Family Dance
5	6 7:00 Board Planning Session	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				

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 March Break	16	17	18
19	20 Board?	21	22	23	24	25
26	27 AGM	28	29	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 – January 19, 2017
Office Phone 416-461-8143

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

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5	6
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				

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

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 – January 19, 2017
Office Phone 416-461-8143

July	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2		3 Applegrove Closed for Canada Day	4 First Day of Camp	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					

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

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

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 – January 19, 2017
Office Phone 416-461-8143

October Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Applegrove closed for Thanksgiving	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Board	31 Happy Halloween!	Punkin-Grove!			

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Punkin-Grove	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Board	28	29	30		

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

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