

APPLEGROVE COMMUNITY COMPLEX  
PRESENTS:

# MAGIC AND MARVEL!

Our 4th Annual Family Dance!

Saturday, February 10th 2018 | 11 A.M. - 1 P.M.

60 Woodfield Road

Duke of Connaught School Gymnasium



Calling all pint sized fairies, wizards and magical creatures. Come break the spell of the winter blahs at our annual Family Dance.

**Treats | Magic | Music**  
**| Games | Face Painting |**  
**Bouncy castle and more!**

**Admission: Pay what feels good!!**  
**(suggested \$4 per person)**  
**Costumes encouraged**

Bouncy Castle  
Sponsored by:



Cupcakes  
donated by:





# 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 29, 2018**

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

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

### **6:45 Optional Light Supper**

#### **7:00**

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

#### **7:05**

7. Minutes of the November 20 Board Meeting (*attached*): to be accepted

#### **7:10**

8. Finance
  - 8.1. Preliminary Year-end Statistics (*attached*): for information
  - 8.2. Preliminary Year-end Financial Report (*to follow*): for information
  - 8.3. Year-end Program Financials Memo (*attached*): for information

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.

- 8.4. Year-end Analysis (see confidential memo)

Motion needed to return to the public meeting.

- 8.5. Year-end Financial Motions (*see Executive Director’s Report, Preliminary Financial Report and Year-end Program Financials Memo*): for decision

#### **7:45**

9. Membership, Nominations and Outreach Committee report (*See MNO notes of December 19*): for information and action
  - 9.1. Nominations Update (*See Time Served*): for information
  - 9.2. Implementation of Membership Benefits deferred to Sept. 1, 2018: for information and discussion
  - 9.3. Annual Meeting
    - i) Speaker
    - ii) Awards

Applegrove Board Meeting Agenda

January 29, 2018

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**8:15**

10. Strategic Initiatives Committee report (*SI Notes of Jan. 22 to follow*)
  - 10.1. Governance Review
  - 10.2. AppleGrowth
  - 10.3. City Grants
  - 10.4. Stroller Parking
  - 10.5. S.H. Armstrong Pool

**8:30**

11. Directors' Concerns
12. Adjournment



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## **Board of Management Meeting AGENDA -- Monday, January 29, 2018**

**8:35**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the November 20 Board of Management Meeting (*attached*): to be accepted

**8:40**

- D. Personnel Committee Report (*Notes of Jan 16 meeting attached*): for information

**8:50**

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

**8:55**

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

**8:59**

- G. Adjournment

### **Next Meetings and Events**

Family Dance: 11-1, February 10

Board Meeting: February 26



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## **Minutes of the Board of Directors Meeting November 20, 2017**

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

Present: Pierre Bois, Natasha Graham, Vai Teng Law, Ann McKechnie (Chair), Jean Lim-O'Brien, Andre Riolo.  
Absent: Jessica Dolmer  
Regrets: Councillor McMahon, Jim Valentine  
Guest: Stacey Young  
Staff: Susan Fletcher, May Seto (Recorder)

### **1. Call to Order/Adoption of Agenda/Introductions**

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

### **2. Welcome**

### **3. Declaration of Conflicts of Interest**

None were declared.

### **4. Timekeeper – Andre Riolo**

### **5. Volunteer Hours – hours were recorded.**

### **6. Donation Envelope**

The donation envelope circulated.

### **7. Minutes of the October 23 Board of Directors Meeting**

**MOTION** (Law/Lim-O'Brien)

To accept the minutes of October 23, 2017 as amended.

**Carried**

### **8. Finance**

#### **8.1. 2017 YTD Annual Statistics**

Susan provided an overview. A Board member noted that the “baby time” program was not on the November calendar and suggested putting it in the December calendar.

#### **8.2. YTD Financial Report**

Susan provided an overview.

**MOTION** (Lim-O'Brien/Graham)

To accept the October 31 YTD Financial Report.

**Carried**

Board of Directors Minutes

November 20, 2017

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8.3. EarlyON (previously OEYCFC) Contract

The funder, Children's Services, wants the Board to be aware of the new contract.

**MOTION** (Law/Lim-O'Brien)

*To endorse the 2018 EarlyON contract.*

**Carried**

8.4. Program Budgets Draft 1

Susan H. drafted budgets based on our 2017 experience and program budgets, 2018 Cost of Living Adjustments.

**MOTION** (Bois/Riolo)

*To accept the draft 2018 program budgets as amended, with revised program budgets to come to the September Board Meeting to be endorsed. .*

**Carried**

8.5. Camp and Leadership Budgets

May drafted different versions of the budget for review. Members discussed different options taking into consideration of our Membership Launch.

**MOTION** (Lim O'Brien/Bois)

*To endorse the Camp and Leadership budgets based on wages of Scenario 4 if Membership Campaign is launched. If Membership Campaign is not launched, then Scenario 3 would be endorsed.*

**Carried**

8.6. Photocopier

Susan provided details and cost.

**MOTION** (Lim O'Brien/Bois)

*To accept the Kyocera option.*

**Carried**

**9. Membership, Nominations and Outreach Committee (MNO)**

Susan provided information on advocacy on Bill 148. Members discussed timelines of rolling out the membership campaign and suggested offering information sessions for staff and key stakeholders. Pierre offered to prepare a FAQ information sheet.

**MOTION** (Bois/Riolo)

*To endorse Applegrove advocacy on Bill 148.*

**Carried**

**MOTION** (Law/Graham)

*To accept the MNO Report.*

**Carried**

**10. Directors' Concerns**

No concerns were reported.

**11. Adjournment**

The meeting was adjourned on a motion by Andre Riolo, seconded by Vai Teng Law.

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Chair

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Secretary

**Applegrove Statistics**

2017 Printed January 17, 2018

Cumulative different people	January	February	March	April	May	June	July	August	September	October	November	December	Totals	
<b>Applegrove Parent/Child Drop-in</b>														
Children	630	612	697	470	525	583	447	590	428	533	597	249	6,349	
Parents	587	163	189	185	156	143	161	209	190	262	251	104	2,147	
Caregivers		252	245	321	211	238	235	137	170	134	165	177	2,383	
Subtotal		1,033	1,046	1,203	837	906	952	745	969	752	960	1,025	451	10,879
<b>The Applegrove Connection (previously Edgewood)</b>														
Children	84	121	118	164	159	211	152		137	143	213	149	1,567	
Parents	71	26	16	17	23	22	17		26	20	26	23	216	
Caregivers		54	57	78	73	92	60		64	72	87	58	695	
Subtotal		201	191	259	255	325	229	0	0	227	235	326	230	2,478
<b>Helping Our Babies Grow</b>														
Infants and Children	37	47	23	46	51	51	29	37	34	31	47	35	33	464
Moms	78	46	29	55	49	56	44	49	39	34	43	35	29	508
Subtotal		93	52	101	100	107	73	86	73	65	90	70	62	972
<b>Therapeutic Play</b>														
Children	6	4	12	12	3	14	11	0	0	0	0	0	0	56
Adults	9	4	11	10	3	14	11	0	0	0	0	0	0	53
Subtotal		8	23	22	6	28	22	0	0	0	0	0	0	109
<b>Children and Youth</b>														
Camp	37	81		159			1,086	1,010						2,336
After 4, PA,	70	953	923	971	1,032	1,178	1,089		1,090	1,225	1,254	898	10,613	
After 4 Satellite	10	135	162	182	176	189	125		367	379	394	234	2,343	
Leadership	14	0	70	73	80	0	162	110	0	55	51	11	612	
Teen	34	56	62	67	76	62	0	0	0	48	0	0	371	
Subtotal		1,837	1,287	1,525	1,444	1,429	1,214	1,248	1,120	1,457	1,762	1,750	1,154	17,227
<b>Adult Programs</b>														
Seniors	194	121	175	273	183	269	197	120	81	143	221	196	55	2,034
Committee/Board ho		35	58	0	60	30	39	0	0	43	39	35	0	339
User Groups		0	13	0	0	0	0	0	0	0	0	47	21	81
Other*		5	213	50	50	5	0	0	0	5	0	155	0	483
Subtotal		161	459	323	293	304	236	120	81	191	260	433	76	2,937
<b>Outreach and Fundraising</b>														
# of events	n/a	0	0	0	0	2	3	1	0	1	0	0	1	8
Contacts	n/a	0	0	0	0	200	230	75	0	200	0	0	20	725
Phone and e-mail		281	343	344	210	411	346	315	268	318	318	247	204	3,605
Total exc outreach	1,851	3,614	3,401	3,777	3,145	3,510	3,072	2,514	2,511	3,010	3,625	3,851	2,177	38,207
Cumulative		3,614	7,015	10,792	13,937	17,447	20,519	23,033	25,544	28,554	32,179	36,030	38,207	38,207
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic, Board Hours shown in month recorded, not worked														
<b>2016 Comparison</b>														
Monthly		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	2067	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





# memo

**To:** Board Members

**From:** Susan Fletcher

**Date:** January 18, 2018

**Re:** Year-end Program Financials

Applegrove's budget process for programs starts with preliminary budgets being reviewed and endorsed at the prior year's October or November Board meeting. Once we know how the year is going, staff update the budgets; then revised program budgets come to the September Board meeting to be endorsed.

For the most part, we cannot transfer funds from one column to another. A surplus in Helping Our Babies Grow cannot cover a deficit in Parent/Child. However, the Board can authorize transfers from the Board column, as well as from the \$130,000 accumulated After-school surplus in the 2016 audited statements.

For the past few years, Applegrove has utilized revenue generated by the after-school program to make up for underfunding in other programs, after using charitable donations and fundraising revenues.

The revised 2017 program budgets are summarized on the next page.

Once Susan H and I have the preliminary year-end financial reports, we will prepare a comparison of relevant program revenue, expenses, net surplus/deficits, etc.

The Board will need a motion such as, *"To pay relevant program deficits from donations, fundraising, and program or agency prior surplus as needed."*

We use the charitable donations first in order to follow the CRA<sup>1</sup> rules regarding charitable donations. Fundraising revenues are next because we tell participants that proceeds will support our programs. Some programs, e.g., camp, have an accumulated surplus which can fund current year deficits. Finally, any remaining deficits can be covered by the agency's prior surplus.

Please note that the following programs operate on an April to March fiscal year; consequently their surplus or deficits as of December 31 do not require any action.

- HOBG (Helping Our Babies Grow)
- OTR (Over the Rainbow)
- SR (Seniors Program)

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<sup>1</sup> CRA – Canada Revenue Agency

## Revised 2017 Program Budgets, endorsed at the September Board Meeting

REVENUE	PC	PC		AGC	HOBG	OTR	AS	AS - SAT	PD Days	Jr Leaders	Holiday Bk	March Bk	Teen	Camp	Leadership	SR & CTT	PA	Board	PG TOTALS
City grants, Children's Services	111,704			26,996										15,300					154,000
Provincial grants																33,583			33,583
Federal grants					27,714									18,306	6,102				52,122
EYET		3,911	12,000																15,911
Charitable donations	1,000			500	1,000										500	1,900		4,500	9,400
Program fundraising projects	1,500			1,000										1,000	200	400			4,100
United Way grant						26,750													26,750
Fees from users							205,960	54,720	3,420	5,490	2,830	5,270		56,006	6,980	5,400			346,076
Corporate donations													1,400		1,250				2,650
Foundation grants														5,500					5,500
Net proceeds from Wellness Fair																1,000			1,000
Net proceeds from PastaFest																		4,500	4,500
Net proceeds from Family Dance																		1,000	1,000
Interest on Pg acc'ts & investments																		1,200	1,200
	114,204	3,911	12,000	28,496	28,714	26,750	205,960	54,720	3,420	5,490	2,830	5,270	1,400	96,112	15,032	42,283	0	11,200	<b>657,791</b>
<b>EXPENSES</b>																			
Salaries & Benefits	112,686	3,911	13,319	24,956	11,327	23,216	145,494	39,224	2,535	2,359	1,928	2,936	7,088	71,212	11,153	32,072	23,448	1,000	529,864
Program Expenses	9,950	0	0	7,635	19,590	3,600	30,107	15,279	1,327	1,400	391	1,246	5,432	21,733	3,985	11,571	1,200	920	135,367
	122,636	3,911	13,319	32,591	30,917	26,816	175,601	54,503	3,863	3,759	2,319	4,182	12,520	92,945	15,138	43,643	24,648	1,920	<b>665,230</b>
<b>Revised NET SURPLUS/DEFICIT</b>	<b>-8,432</b>	<b>0</b>	<b>-1,319</b>	<b>-4,095</b>	<b>-2,203</b>	<b>-66</b>	<b>30,359</b>	<b>217</b>	<b>-443</b>	<b>1,731</b>	<b>511</b>	<b>1,088</b>	<b>-11,120</b>	<b>3,167</b>	<b>-106</b>	<b>-1,360</b>	<b>-24,648</b>	<b>9,280</b>	<b>-7,439</b>
<b>Revised Net for comparison</b>	<b>-9,750</b>			<b>-4,095</b>	<b>-2,203</b>	<b>-66</b>	<b>32,375</b>					<b>1,088</b>	<b>-11,120</b>	<b>3,167</b>	<b>-106</b>	<b>-1,360</b>	<b>-24,648</b>	<b>9,280</b>	<b>-7,439</b>
<b>Original Net Surplus/Deficit</b>	<b>-8,451</b>			<b>-4,239</b>	<b>-5,582</b>	<b>0</b>	<b>50,683</b>					<b>26</b>	<b>-11,100</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>-23,838</b>	<b>6,730</b>	<b>4,244</b>
*																			
Notes:																			
AS fees decreased by nearly \$20,000 for subsidy and vacancy										2017 original budgets showed draws on prior surplus as shown below to get to net of \$0									
staffing complement & benefit options maintained, unless known otherwise						1648				1252						1468			
2017 wage & benefit costs																			
2017 grants updated where known																			



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## Applegrove Board Members – Time Served

January 2018

Name and position on the Board	Date came on board (D/M/Y)	Time completed (at the AGM in 2018)	Term	Renew?	In catchment?
Mary-Margaret McMahon (City Council Rep)	1/12/10	N/A 7.5 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 16 years	Re-appointed by TDSB, January 2017 (to November 2018)	N/A	
Pierre Bois	29/3/16	2 years	2 <sup>nd</sup> year of 2-year term ending March 2018		✓
Jessica Dolmer	27/03/17	1 year	1 <sup>st</sup> year of 2-year term ending March 2019	x	✓
Natasha Graham	27/03/17	1 year	1 <sup>st</sup> year of 2-year term ending March 2019	✓	✓
Vai Teng Law	22/06/15	4 years (including service Dec. 2014 to March 2015)	2 <sup>nd</sup> year of 2-year term ending March 2018	✓	x
Jean Lim	30/03/15	3 years	1 <sup>st</sup> year of 2-year term ending March 2019	✓	✓
Ann McKechnie	20/06/16	2 years (plus 5 years of prior service)	1 <sup>st</sup> year of 2-year term ending March 2019	✓	✓
Andre Riolo	27/03/17	1 year	1 <sup>st</sup> year of 2-year term ending March 2019	✓	✓
Jim Valentine	29/3/16	2 years	2 <sup>nd</sup> year of 2-year term ending March 2018	✓	✓
Stacey Young	20/11/17	part-year As a mid-year appointment, must stand for election at AGM	Completing a 2 year term that ends in 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.



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## **Membership, Nominations and Outreach Committee Notes**

December 19, 2017 at 6:15 p.m.

**Present:** Natasha Graham, Pierre Bois, Ann McKechnie, Vai Teng Law, Stacey Young, May Seto, Louise Maynard, Susan Fletcher.

**Regrets:** Janina de Guzman

### **1. Next Meeting**

Thursday, February 8, 6:16 to 8 p.m.

### **2. Notes from November meeting**

- accepted by consensus

### **3. Nominations**

a. Mid-year appointment: Welcome Stacey!

b. AGM

- this committee functions as the Nominations Committee.
- reviewed the Nominations Committee procedures as outlined in the Constitution(s)
  
- Stacey must stand for election
- there will be 0, 1 or 2 vacancies as 2 Board members will confirm their plans in early January
- advertising for Board nominations normally begins mid-January to allow prospective nominees to attend the January or February Board meetings.
  
- the committee discussed whether to advertise for nominations if there are no vacancies.
  - what would be purpose of advertising?
  - what are the agency priorities?
  - advertising would run the risk of an experience Board member not returning.
- given the agency's need for stability, the committee recommended against advertising if no vacancies are expected.

### **4. Membership database update**

- First Electronic Newsletter!
  - Janina verified data
  - Then spent days trying to get the first electronic newsletter to display properly
  - Sent out about 1400 on Dec. 18 – with only 20 bounce-backs!
  - BIG congrats!
  - Committee members received it except Vai. (Post-meeting update: Louise checked the database and resolved Vai's issue)

**Charitable Number: 10671 8943 RR0001**

- AODA<sup>1</sup> compliance:
  - Stacey notes some issues.
  - Pierre identified free HTML apps to help with formatting and offered to help with the coding in future.
- the column on the right was difficult to see on phones; staff will consider eliminating it in future.
- Applegrove will ensure Janina receives AODA training.
  
- relevant info from the newsletter will go on the website as well.

## 5. Membership Development Discussion

- Susan circulated a summary of prior discussions and will update it with this meeting's decisions
  
- a. Seniors
  - last meeting agreed that
    - seed members can purchase activity cards
    - we will move to \$3 per activity, cards cost \$25, but that Blossom, Bud and Tree members (individual, couple and family) can buy them for \$20.
    - agreed that Lunch 'n' Learn pricing should change to 1 stamp on activity card or \$5.
    - the timing of the change needs to be considered; the older adults could vote against the constitutional amendment at the AGM in 2018, meaning that enhanced membership benefits could not be offered until at least after the 2019 AGM.
  - the key decision for the committee was to determine the timing of the change.
  - issues noted in discussion:
    - the messaging will be important
    - the fee is nominal
    - there is some resistance to buying activity cards, even by members who play Bingo weekly.
    - resistance may be a reluctance to commit
    - we might offer a special 2-point card when seniors pay for membership.
    - will also need to communicate the availability of subsidy for activities, including a free activity card.
  
- b. Camp and Leadership
  - the last meeting recommended either credit card fees or membership discounts, but not both
  - the November Board meeting confirmed that basic camp fees would stay at the 2017 level.
  - the difference between the early bird and regular fee for one week of camp is more than the cost of a family membership
  - AND Family members who enroll before the end of the early bird discount can have early bird pricing for additional weeks if there is space
  - we have previously offered early registration to after-school families, before opening registration to others. How will this interact with Family membership?

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<sup>1</sup> AODA = Accessibility for Ontarians with Disabilities Act

- the key decision for the committee was to determine implementation timing, given that camp registration opens officially in mid-April, with after-school family able to register earlier.
  - Susan started the discussion by asking whether we should offer any membership benefits for the 2018 Camp and Leadership.
- as the committee consider the practical issues of implementation, they agreed that ALL membership benefits would start as of September 1 across all programs.
  - the 2019 Summer Camp and Leadership will offer advance registration for Family members, as well as the opportunity for additional weeks at the Earlybird price.
  - advance registration for members will be available for the 2019 Holiday and March Break camps as well.
- c. Special Programs – CTT<sup>2</sup>, Junior Leaders, Babysitting
  - Junior Leaders and Babysitting: 10% (rounded) surcharge for non-members
  - CTT/CTK – like other Seniors programs (free for youth)
- d. General
  - the implementation of membership benefits will be as of Sept. 1, 2018.
  - new membership forms will be available as of July 1, 2018.
  - the first “year” of membership will run until April 1, 2020; people who join in 2017 will have about 16 to 20 months of membership.
  - Camp and Leadership parents will be strongly encouraged to become Family members so they will have membership benefits for registering for the 2019 camp.
  - post-meeting thought: the committee will have to determine how far in advance membership must be paid in order to get the benefit. For example, if advance registration for the 2019 Holiday Camp opens on November 15, (regular registration on Dec. 10), can someone come on Nov. 15, pay their \$20 Tree fee, and then register for camp? This will not be as important for fee-based benefits, such as the Seniors Activity card. But it is better to resolve in advance.

## 6. Planning AGM

- a. Timeline
  - Mid-Jan – send save-the-date, membership renewal (using the old form) and Board nominations as relevant
  - End of Feb – membership enrollment cut-off
  - End of first week in March – send official notice of meeting including wording for amendment to constitutions
  - March 16 or so – receive draft financials to put into Annual Report
- b. Confirmed Monday, March 26
- c. Confirmed format as prior years
  - dinner

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<sup>2</sup> CTT = Connecting Through Technology, our current intergenerational mentoring project. For 2018, we are proposing Connecting in The Kitchen (CTK), an intergenerational cooking project.

- formal meeting
  - nominations
  - speaker
  - awards/prizes
  - dessert
- d. Speaker
- members considered the purpose of having a speaker and who will achieve that
    - purposes include
      - attracting members and other interested community members
      - building community
    - prior speakers have included Bob Miller on local history, Diane Walton on the neighbourhood as it exists now, and “East Side Stories” from Nuit Blanc
  - members suggested Joanne Doucette with a focus on this neighbourhood with stories that parents could tell their kids.
  - post-meeting update: Joanne accepted the invitation.

## 7. Plans for Magic and Marvel ! Family Dance

- a. Marvel or Marvels?
- confirmed “Marvel” not “Marvels”
  - may include the “Marvel Universe”, i.e., fairies and wizards and Hulk, oh my!
- b. Saturday, Feb. 10, 2018
- c. Time: 11 to 1
- d. Balloons and Face Painting: Janina is following up
- e. Bouncy: Castle is reserved, Ben Ferguson is sponsoring!
- f. Poster: near-final draft circulated
- g. Workplan: on track!

Date	Task	Notes	Person
(up to Nov. 13)	Apply for permit for gym		May
	Get budget approved		Susan
	Reserve bouncy		Susan
	Begin looking for face painter(s) and balloon artist(s)		Janina
	Arrange for magician	Dimmy confirmed, invited Joey M	Susan
Nov 14- Dec 11	Draft poster		Pierre and Janina
	Obtain bouncy sponsor		Susan and Janina
	Plan refreshments		Louise and Janina
	Identify and contact food donors		Janina
	Plan activities and decor		Janina
Dec 11	Finalize sponsors and donors for poster		All

Date	Task	Notes	Person
	If there is no sponsor for bouncy, decide whether to put it on the poster		Committee
December 18	Finalize poster and “blurb”		Pierre and Janina
Jan. 8	Begin publicity		Janina
	Begin recruiting volunteers		Janina and Louise
Jan 15	Deadline for local papers community calendars, etc.		Janina
	Secure DJ and sound system		
Jan 15- Feb 6	Prepare activities, décor, signage, etc.		Janina and Susan
Feb. 6	Request cash floats		Susan
	Check in with DJ, artists, volunteers, etc.		Janina
	Prepare notes for MC / DJ and send draft		Susan and Janina
Feb. 10	Event!!		All

## h. Characters

- possible costumed characters:
  - inspired by Frozen
  - unicorn
  - mermaid
  - dragon
  - wizard / Harry Potter
- staff have not yet been able to locate affordable costume rentals; members’ suggestions are welcome.
- Pierre will come as a dragon!

## 8. Report on Outreach and Events: for information (and volunteers?)

## a. Pasta Fest Nov. 25

- Louise reported that there were only 8 evaluation forms completed (compared to 30 the prior year).
- overall, the event cleared about \$3500, compared to \$3300 in 2016
  - comparable expenses
  - nearly twice as much ticket revenue
  - offset by lower live and silent auction revenues
  - interim financial report

Revenue	2017	2016	+/-	+/- %
Advance ticket sales	1,498.00	871.00	627.00	72%
Ticket sales at door	20.00	40.00	-20.00	-50%
Games	200.00	200.00	0.00	0%



<b>Revenue</b>	<b>2017</b>	<b>2016</b>	<b>+/-</b>	<b>+/- %</b>
Kids activities	50.00	0.00	50.00	
Live Auction	480.00	660.00	-180.00	-27%
Silent Auction	1,532.50	1,704.70	-172.20	-10%
Outstanding from Silent Auction	115.00	0.00	115.00	
Sponsorship	0.00	100.00	-100.00	-100%
Donation	300.00	350.00	-50.00	-14%
<b>Total Revenue</b>	<b>4,195.50</b>	<b>3,925.70</b>	<b>269.80</b>	<b>7%</b>
<b>Expenditures</b>				
Advertising	139.91	137.38	2.53	2%
Food and Beverage	166.85	273.17	-106.32	-39%
Entertainment	100.00	0.00	100.00	
General Supplies	112.20	69.77	42.43	61%
Professional Services	125.00	125.00	0.00	0%
<b>Total Expenses</b>	<b>643.96</b>	<b>605.32</b>	<b>38.64</b>	<b>6%</b>
<b>Net Proceeds</b>	<b>3,551.54</b>	<b>3,320.38</b>	<b>231.16</b>	<b>7%</b>

- b. Equinox Winter Fair / Roden School
- although this is a craft sale, we treat it as an outreach event
  - lower sales than last year, but some useful conversations with parents.

## 9. Upcoming Outreach and Events

- a. Saturday Feb. 10 , 2018: Family Dance (above)
- b. Seniors Wellness Fair, Wed. March 14 from 10:30 to 2:30 in the gym.

## 10. Next Meeting Date(s)

Thursday, Feb. 8, 6:16 to 8 p.m.

Membership targets

Membership Level Targets		Totals	Rate	Yearly Total
Free	Seed	1,000		
Individual	Blossom	40	\$10	\$400
Dual	Buds	10	\$16	\$160
Family	Tree	145	\$20	\$2,900
Donor + (Board, Sr. Staff)	Orchard	22	\$120	\$2,640
		1,217		\$6,100

AG Paid User Breakdown	Assumptions		
57 Families In Afterschool	All Families pay minimum \$20 annual fee. Can be rolled in to first registration.  10 families would opt for Donor + level.		
18 Families in Satellite afterschool			
70 Summer camp families			
4 Junior Leader Families			
6 Leadership families			
140 Seniors (60 use paid programming)	40 would join at Individual; 20 would join at Dual		
12 Board Members + Senior Staff	All willing to pay \$120 or \$10 / month to cover Donor + level		
<b>TIMELINE</b>			
Verbal Notice	Pasta Fest	November 25	
Initial Notice	<del>Mailed Letter</del>		
	e-mail and website	early December	
Membership Campaign - Phase 1	Pre-AGM Notice	Target January 25	
	proposed constitutional changes	March 2	
AGM	Presentation	March 25	
Implementation of Benefits	Post-AGM Notice	March - June	
<b>Considerations to achieve timeline:</b>			
Membership levels built into SUMAC by Fall 2017			
All current constituents added to \$0 / AppleSeed level by end of 2017			

## Updated membership benefits

"TOGETHER, BUILDING OUR COMMUNITY"	APPLE				
	Seed	Blossom	Buds	Tree	Orchard
Applegrove Community Complex is a multi-service community organization in southeast Riverdale in Toronto. We are a neighbourhood partnership fostering community through social and informative programs for individuals and families.					
<b>Standard Rate (Annual Fee)</b>	<b>\$0</b>	<b>\$10</b>	<b>\$16</b>	<b>\$20</b>	<b>\$120</b>
<b>MEMBERSHIP BENEFITS</b>					
Receive Applegrove print and electronic newsletter					
Receive Applegrove calendar of programs and events					
Access Applegrove free / community programming					
Participate in Applegrove committees					
Vote at the Annual General Meeting**					
Access Applegrove paid programming					
<i>Access to special prize draws</i>					
Save on paid event tickets					
Save on activity cards					
Access program and event pre-sales					
Extend benefits to a second Adult					
Extend benefits to a second Adult, all Youth living in the same household + one Caregiver					
Save on camps and after-school programs					
Extend early bird pricing for full programming season*					
Receive a charitable tax receipt for \$100					
Receive acknowledgement in Newsletter, Annual Report, and on our website					
Receive invitation to annual donor event					
<b>Fine Print</b>					
Memberships valid for one year					
Memberships are non-transferable					
Membership fees and benefits are subject to change					
Family-level Membership covers up two Adults and unlimited Youth living in the same household + 1 Caregiver					
Outside of the Caregiver, Family-level Membership limited to one household					
Dual-level Membership can extend to two households					
Dual-level Member names cannot change within year of membership					
Adult: 18 years of age and over					
Youth: 17 years of age and under					
Caregiver: Any one adult 18 years and over. Benefits cannot be transferred to other households					
Membership fees cover programme registration subsidies. Any unused amount will be deferred to the next fiscal year					
The Executive Director and / or the Board may waive membership fees for special cases					
*Must have registered for at least 1 week of camp during the early bird pre-sale					
**Voting on nominations to the Board restricted to members living in the catchment area. Subject to membership deadlines as outlined the the constitutions.					

Updated poster as of Jan. 16 (this version is from a screen shot)

APPLEGROVE COMMUNITY COMPLEX  
PRESENTS:

# MAGIC AND MARVEL!

Our 4th Annual Family Dance!

Saturday, February 10th 2018 | 11 A.M.- 1 P.M.

60 Woodfield Road

Duke of Connaught School Gymnasium



**Calling all pint sized fairies, wizards and magical creatures. Come break the spell of the winter blahs at our annual Family Dance.**

**Treats | Magic | Music  
| Games | Face Painting |  
Bouncy castle and more!**

**Admission: Pay what feels good!!  
(suggested \$4 per person)  
Costumes encouraged**

Bouncy Castle  
Sponsored by:



Cupcakes  
donated by:





# 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 November 20, 2017**

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

Present: Pierre Bois, Natasha Graham, Vai Teng Law, Ann McKechnie (Chair), Jean Lim-O'Brien, Andre Riolo, Jim Valentine.  
Regrets: Trustee Cary-Meagher, Councillor McMahon.  
Absent: Jessica Dolmer  
Guest: Stacey Young  
Staff: Susan Fletcher, May Seto (Recorder).

### **A. Call to Order/Adoption of Agenda**

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

### **B. Declaration of Conflicts of Interest**

None were declared.

### **C. Minutes of the October 23 Board of Management Meeting**

**MOTION** (Bois/Lim O'Brien)  
*To accept the minutes of October 23, 2017 as amended.*  
**Carried**

### **D. Update on Governance Review**

No information available as of November 17.

### **E. Draft Space Policy**

Susan provided an overview and revisions.

**MOTION** (Riolo/Graham)  
*To endorse Applegrove's revised Space Use Policy.*  
**Carried**

### **F. Executive Director's Report**

F.1. Nominations for current vacancy.  
One potential nominee attended the meeting and was interested in a decision for the current vacancy.

**MOTION** (McKechnie/Riolo)  
*To motion to appoint Stacey Young to the Board of Directors and request the City to appoint them to the Board of Management to complete Mercedes Lee's term.*  
**Carried**

Board of Management Minutes

November 20, 2017

2

F.2. Time Served

Board members indicated whether they would be returning or stepping down. Any undecided members will let Susan know.

**MOTION** (Bois/Law)

To accept the Executive Director's Report.

**Carried**

G. Correspondence

**MOTION** (Bois/Riolo)

To accept the suggested actions.

**Carried**

H. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Vai Teng Law.

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Chair

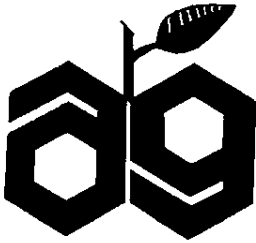
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Secretary

**Next Meetings and Events:**

MNO Meeting: Tuesday, December 19 at 6:15 p.m.

Board meeting: Monday, January 29 at 7 p.m.



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## Personnel Committee Notes

Jan. 16, 2018

**Present:** Jean Lim-O'Brien, Ann McKechnie. Susan Fletcher (recorder) joined after the private discussion in item 2.

**Regrets:** Jessica Dolmer

### 1. Next Meeting

Tuesday, Feb. 6 at 6:30 (to be confirmed)

### 2. Executive Director's Performance Review

Jean and Ann met privately and considered:

- City Guide to Performance Planner 2016-17
- City 2017 Performance Planner at a Glance
- the ED's Performance Planner and Narrative Report

After a private discussion, they met with Susan and reviewed relevant issues.

### Time did not permit consideration of the following issues

### 3. Notes from November meeting

### 4. Standing Item: Succession planning

### 5. Standing Item: Overtime and Workload (details confidential to committee members)

### 6. Next Meeting Date(s)

Tuesday, Feb. 6 at 6:30 (to be confirmed)



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## **Executive Director's Report**

January 18, 2018

I took a look at last year's January report in which I quoted a fundraising blog that asked

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?

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

I also noted that

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!

What I did not anticipate for 2017 was the combination of illness, life events, vacations, and agency activities that happened last fall. I was aware that Applegrove's staffing was stretched thin, especially when I had to staff the office between 4:30 and 6; it was usually not possible to work in my office due to the number of visitors and staff coming and going. But with 2 staff on leave (filling their positions with other staff, then back-filling those jobs), a 3<sup>rd</sup> staff sick for more than an month, the lockdown, the Beaches Festival, and the number of staff who got sick.

These issues highlight the agency's vulnerability:

- minimal admin staffing;
- many programs relying on daily capable and experienced staff;
- lack of relief staff for the office.

I think they also highlight a noteworthy strength — we have recruited, developed and maintained committed, skilled and adaptable team members who fill in where they can while prioritizing excellence in service delivery and client relations.

And I told them so at last week's staff meeting.



### Year-end Motions

As usual, the January board meeting has a preliminary year-end financial report. The year-end adjustments and other issues mean that there will be changes to it. One of those changes is the usual year-end motion to pay relevant program deficits from fundraising, donations and prior surplus as needed.

The agenda includes an *in camera* discussion of budget issues, with a related confidential report.

### Other Year-end Issues

Planning for the Annual Meeting includes awards; these include staff service awards, our “Nellies” for volunteers, the DOT partnership award, and the Golden Apple for an outstanding contribution to the agency. I will bring recommendations to the Board meeting.

### Local issues

Sara Ehrhardt, Chair of the SH Armstrong Pool Working Group, has requested a letter of support for the pool for the 2018 budget.

55 Division: I previously reported that the City is looking into 3 possible sites for the combined 54/55 Police Division. If a site other than the current location is selected, the current site reverts to the City. The 3 sites are:

- current 55 Division site at Coxwell and Dundas;
- an addition to the East York Civic Center;
- redevelopment of a portion of the TTC site on Danforth just east of Coxwell (beside the library).

The Jan. 24 Executive Committee will consider a report recommending the TTC site. My reading of the report suggests that the future of the current site has not been discussed. A local community member discussed with me the opportunity for a community-based group to start thinking about local needs and community benefits. I agreed that Applegrove’s community development mandate would include participating in and supporting such a group.

### Apple**Cares**

I am delighted to report that our first babysitting class takes place on Saturday, January 20. It looks like there will be at least 10 participants (Carers).

### **Looking Ahead**

I am planning some time off, probably a week at the beginning of March and 2 weeks in 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 November report.

**Complaints Process:** In addition to 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. There have been no complaints received since my November report.

In addition, I have included an annual summary of the 2017 complaints with 2016 data for comparison.

**Compliments:** Although no staff recorded compliments, I see parents picking up their after-school kids, and how much they appreciate our programs.

Respectfully submitted,

Susan Fletcher.

### Complaints Summary

#### Annual Complaint Summary

There were no complaints above the informal level.

2016 was Applegrove’s 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 summer 2016.

In 2017, number of documented complaints decreased significantly from an already low number. I hope this reflects participants’ experiences, but have some concern that staff are not documenting informal complaints that they resolve.

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
2017	11	0	1	7	3	2	3		2	2		2	2			2	4		5	6

Program: Sen = Seniors, PC = Parent/Child Drop-in, AC = Applegrove Connection, A4 = After-school, CMP = Camp, Inc = Income Tax Clinic

Another = one participant’s concern about another participant

Staff = participant’s concern about staff

Facility = participant’s concern about the facilities

H&S = Health and Safety



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## Applegrove Events and Board / Committee Meetings – January 18, 2018

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 2018 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
14	15	16 6:30 Personnel Committee	17	18	19 PA Day (elementary only)	20 <b>9:30-4:30 AppleCares Babysitting Class</b>
21	22 6:30 Strategic Initiatives	23 [Duke School Council]	24	25	26	27
28	29 Board	30	31			

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 6:15 MNO	9	10 <b>Family Dance 11a.m.-1 p.m.</b>
11	12	13 Q&A Social (membership discussion)	14	15	16 PA Day	17
18	19 Applegrove Closed for Family Day	20	21	22 [Duke School Council]	23	24
25	26 Board	27	28			

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 [Duke Adult Social]
4	5	6	7	8	9	10
11	12	13	14 Seniors Wellness Fair	15	16	17
	March Break Camp					
18	19 Board?	20 [Duke School Council]	21	22	23	24
25	26 AGM	27	28	29	30 Applegrove Closed for Good Friday	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 18, 2018**  
**Office Phone 416-461-8143**

<b>April</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Applegrove closed for Easter Monday	3	4	5	6	7
8		9	10	11	12	13	14
15		16	17	18	19	20	21
Volunteer Week							
22		23	24	25	26 [Duke School Council]	27	28
29		30 Board					

<b>May</b>	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 Applegrove Closed for Victoria Day	22 {Duke School Council}	23	24	25	26
27		28 Board	29	30	31		

<b>June</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
3		4	5	6	7 Provincial Election	8 PA Day	9
10		11	12	13	14	15	16
17		18 Board?	19	20	21 [Duke School Council]	22	23
24		25	26	27	28 Last day of school	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 18, 2018**  
**Office Phone 416-461-8143**

<b>July</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		2 Applegrove closed for Canada Day	3 First day of camp	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				

<b>August</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
5		6 Applegrove closed for Simcoe Day (Civic Holiday)	7	8	9	10	11
12		13	14	15	16	17	18
19		20	21	22	23	24 Last Day of Camp	25
26		27	28	29	30	31	

<b>September</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
							1
2		3 Applegrove Closed for Labour Day	4 First Day of School	5	6	7	8
9		10	11	12	13	14	15
16		17	18	19	20	21	22
23		24 Board Meeting	25	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 18, 2018**  
**Office Phone 416-461-8143**

Volunteer Week

- April 7-13, 2019