



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 – Monday, June 22, 2015

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

Location – in the lounge

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. Board Development: Relationship with the City

8. Minutes of the May 25 meeting (*attached*): to be accepted

9. Board Appointment

7:20

10. Finance
 - 10.1. 2015 YTD Statistics Summary (*attached*)

 - 10.2. 2015 Year-To-Date Financial Report: (*to be circulated by e-mail and at the meeting*) for information. Note: Because the meeting is a week early, the financial report could not be completed in time for the agenda closing.

 - 10.3. Admin Budget Update

7:40

11. Community Integration Committee Report
 - 11.1. Skills Survey Do-over

 - 11.2. Social Media Principles and Procedures

 - 11.3. Board Evaluation and Social Media Use

12. Revenue Generation Committee Report

8:00

13. Directors' Concerns

8:05

14. Adjournment



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Board of Management Meeting AGENDA -- Monday, June 22, 2015

8:10

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the May 25 Board of Management Meeting (*attached*): to be accepted
- D. Board Appointment
- E. Personnel Committee Report (*attached*): for information

8:20

- F. Executive Director's Report (*attached*): to be accepted
 - F.1. Strategic Planning Meeting Date
 - F.2. Summer Social? Deferred from May meeting
- G. Correspondence List (*to be distributed at the meeting*): for information and decisions

8:30

- H. Adjournment

Next Meetings and Events

Next regular Board meeting: September 28 at 7 p.m.



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Minutes of the Board of Directors Meeting May 25, 2015

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

Present: Tolga Ay, Irene Buncel, Matt Kindbom, Jean Lim-O'Brien, Neil Sinclair, Chris Sulway (Chair), Antoine Tedesco
Regrets: Kyle Brown, Sabrina Dias, Councillor McMahon
Staff: Susan Fletcher, Louise Maynard, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Chris called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as amended.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper

Timekeeper for meeting – Jean

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes

Minutes of the April 27 Board of Directors Meeting

MOTION (Sinclair/Ay)
To accept the minutes of April 27.
Carried

8. Finance and Fundraising

8.1. 2015 YTD Statistics Summary: for information

2015 Year-To-Date Financial Report
Susan F. provided an overview and Susan H. answered Board Members' questions.

8.2. 2015 Year-to-date Financial Report
Susan provided an overview.

MOTION (Lim-O'Brien/Sinclair)

To accept the April 30 year-to-date financial report as presented.

Carried

MOTION (Sinclair/Lim-O'Brien)

To discuss the next 3 items in camera, as they deal with identifiable individuals or confidential information.

Carried

9. Admin Budget 2016

Susan provided an overview and members discussed different options to present to the City.

10. Edgewood Program

Louise provided information about an opportunity for a new satellite location for the Edgewood program beginning in September 2015. This location is in the funder's preferred catchment. Board members discussed the opportunity and Louise answered questions that members had.

11. Political Activities and Charitable Return

Susan provided an overview. Neil did some research on behalf of Applegrove and provided information to proceed with Applegrove's Charitable Return.

MOTION (Ay/Tedesco)

To return to the public meeting.

Carried

MOTION (Buncel/Sinclair)

To direct staff to proceed on the admin budget submission as discussed.

Carried

MOTION (Sinclair/Kindbom)

To proceed on the new satellite location as proposed.

Carried

MOTION (Kindbom/Ay)

To direct staff to proceed on the Charitable Return as discussed.

Carried

12. Board Confidential E-mail Account

Jean provided an overview and discussed changes to the Board confidential email account. Applegrove's Vice-Chair is usually the back-up person to check emails if Secretary is unavailable. Jean will speak to Sabrina and provide her with necessary information.

13. Revenue Generation Committee Report

13.1. Parent Info Fair

Committee members suggested implementing an information fair instead of a speaker series type of event. Board members suggested re-naming event to "Community Info Fair" so it includes all community members.

Board of Directors Minutes

May 25, 2015

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13.2. EchoAge

Board endorsed enrolling in EchoAge for a 6 month trial period.

13.3. Trillium Grant

Based on current criteria, Applegrove is eligible to apply to Trillium and would like to put in a submission. Susan and May have discussed some ideas. If Board members have any ideas, please speak to either May or Susan.

14. Community Integration Committee Report

Antoine provided an overview of the report. Board members should complete the hard copy of the Skills/Diversity Inventory Form.

15. Directors' Concerns

None

16. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Neil Sinclair.

Chair

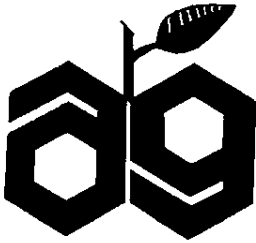
Secretary

Applegrove Statistics

2015

Printed June 11, 2015

Month	January	February	March	April	May
Applegrove Parent/Child Drop-in					
Children	695	653	835	745	675
Parents	271	212	243	255	199
Caregivers	239	218	307	263	248
Subtotal	1,205	1,083	1,385	1,263	1,122
The Edgewood Connection					
Children	8	23	59	72	39
Parents	6	20	46	41	23
Caregivers	0	0	5	11	5
Subtotal	14	43	110	124	67
Helping Our Babies Grow					
ts and Children	36	17	38	28	35
Moms	41	18	40	32	43
Subtotal	77	35	78	60	78
Therapeutic Play					
Children	4	10	20	11	12
Adults	4	10	20	9	12
Subtotal	8	20	40	20	24
Children and Youth					
Summer Camp					
After4, PA, Ma	1,030	981	1,184	1,289	1,079
Leadership					
Teen	55	67	71	94	0
Subtotal	1,085	1,048	1,255	1,383	1,079
Adult Programs					
Seniors (in	221	139	317	235	248
Committee	66	60	0	77	29
Other*	0	0	55	78	0
Subtotal	287	199	372	390	277
Phone and e-mail	325	288	406	308	96
Total	3,001	2,716	3,646	3,548	2,743
Cumulative	3,001	5,717	9,363	12,911	15,654
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,					
Note: Edgewood was closed for all of January and most of February, then most of Se					
2014 Comparison Month	3,322	3,188	3,627	4,189	3693
Cumulative	3,322	6,510	10,137	14,326	18019



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Community Integration Committee Notes

June 10, 2015

Present: Jean Lim, Sabrina Dias, Ann McKechnie, Susan Fletcher (recorder)

Regrets: Antoine Tedesco, Vai Teng Law

1. Notes from May meeting

By consensus, the notes were accepted as circulated.

2. Data from skills/diversity inventory

Members reviewed the inventory, noting:

- Applegrove's Board members bring a great range of skills and experience
- no experience rows are empty
- Board members cover the age range
- there is significant diversity in ethnicity although no aboriginal people are currently on the board.
- there are currently no board members identifying themselves as LGBT or having disabilities.

However, to make the Skills data even more useful, the committee asked that for a do-over for people who did not score the "Have" column with 1, 2 or 3 (low, medium or high) or did not note skills they wish to learn.

3. Process to measure success in enhancing Applegrove's reflection of the catchment area

To fulfil this committee's mandate to enhance Applegrove's reflection of the catchment area, we need to

- understand the catchment area
- undertake activities to better reflect it
- measure progress.

Consequently, the committee consider how to measure success. While the Board diversity inventory will be one measure, we need to identify measures for program participants.

Applegrove's current data collection includes:

- membership forms that include addresses and ages, sometimes language, but never ethnicity or sexual orientation. Our membership data base is not linked to usage data and includes individuals who do not attend programs but want to maintain membership.
- sign-in sheets within the family resource programs indicate whether people are parents or caregivers, as well as whether the children are their own or not. But they do not include surnames, so we cannot link to any data about age, address, etc.
- registration forms for after-school and camp programs ask about the children's age and disabilities but do not include such questions about the parents.

- program quality surveys that do not include any information about the respondent (except in the family resource programs, whether they are parents or caregivers and how many children they typically bring).

Members discussed a snapshot survey – selecting a week in the fall and asking every participant to complete a survey that would cover age, ethnicity, etc. The survey could be administered by placement students. This survey could be repeated annually at the same time each year, giving a measure of change from year to year.

If the survey uses categories similar to Statistic Canada, we can compare our snapshot to the same data for the catchment area.

4. Census and other data about the catchment area

Easily accessible data about the catchment area includes:

- Ward profiles: Applegrove's catchment area includes covers parts of wards 30 and 32, so these profiles are interesting but not useful.
- City Neighbourhood profiles: these include Greenwood-Coxwell and the Woodbine Corridor, both of which cover up to Danforth. Again, they are interesting but not useful.

The catchment area includes several census tracts, as well as parts of 2 others. While census tract data does not strictly cover the catchment area, it is close and we have used it for some years.

A fuller discussion of accessing and analysing census will wait until Vai can participate.

5. Online Presence

a. Website refresh next steps (deferred until Antoine can participate)

b. Social media

Susan circulated a draft principles and procedures document that included a framework for an action plan. In discussion, participants noted the following:

- explicitly stating that only staff authorized to post on the various media can do so.
- identifying levels of accountability and what will require manager sign off.
- repeating the issues of personal use of social media in a document for all staff.
- including an annual refresher or sign off
- the role of moderator/monitor for our sites should include watching posts to the page and removing inappropriate material.

During a discussion of “friending” children and youth, members agreed that it should be discouraged. However, some of the younger staff who live in the neighbourhood may already be connected with younger youth via social media . We agreed that Applegrove may need to set up, for example, a Facebook group for teen/leadership participants, after-school parents, etc.

Members noted some very positive uses of social media, included a sports camp that posted a couple of pictures daily so that parents knew what their children were doing.

A revised draft is attached.

6. Other Business

Ann reported on an opportunity to partner with FoodShare and the school in offering nutrition workshops for parents.

7. Next Meeting(s)

To be determined: early to mid-August

	1	2	3	4	5	6	7	8	9
Board									
	Matt	Neil	Chris	Irene	Jean	Tolga	Antoine	Sabrina	Vai

Term Expiration Date									
Enter Month Year	Mar-2017	Mar-2017	Mar-2017	Mar-2016	Mar-2017	Mar-2016	Mar-2016	Mar-2017	Mar-2016

Skills & Experience																		
	Have	Learn	Have	Learn	Have	Learn	Have	Learn	Have	Learn	Have	Learn	Have	Learn	Have	Learn	Have	Learn
Board of Directors Experience			y		● 2		y			y	● 1		● 3		● 1			y
Succession Planning (Board and staff)			y		● 1		y			y	● 1	y			● 3			y
Chaired a board or committee					● 3						● 1		● 3		● 3			y
Financial			y		● 2		y		y		● 3				● 2			y
Fundraising and events	Y		y		● 1		y		y		● 2				● 1		y	
Grant Writing			● 1		● 2		y				● 1			y	● 1			y
Human Resources			y		● 2		y		y		● 2		● 2		● 2			y
Leadership			y		● 3		y		y		● 3		● 3		● 3		y	
Legal			y		● 1		y				● 2	y		y	● 1			y
Lobbying			y		● 2		y				● 1				● 1			y
Marketing & PR/Communication	Y		y		● 1						● 3		● 3		● 2		y	
Organizational Management	Y		y		● 2		y		y		● 3		● 2		● 3		y	
Risk Management	Y		y		● 3		y		y		● 1				● 3			y
Strategic Planning	Y		y		● 3		y		y		● 2		● 3		● 3			y
Technology/IT			● 1			Y			y		● 3		● 3		● 2		y	
Experience in an AG program	Y		● 1		● 1				y		● 1				● 2		y	
Local Resident	Y		y		● 3		y		y		● 3				● 3		y	y

Demographic Background

Gender																		
Male	Y		y		Y						y		y					
Female							y		y						y		y	
Transgender																		
Other																		

Age																		
18-24																		
25-34																		y
35-44	Y										y				y			
45-54					Y									y				
55-64							y		y									
65 and over			y															

Aboriginal People

First Nations, Inuit or Métis																		
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Ethnicity

Black																		
Central and South American																		
East Asian									y									y
Pacific Islands																		
South Asian															y			
South-East Asian																		
West Asian or Arab																		
White or Caucasian	Y						y							y				
Any other non-white racial group											Turkish							

Sexual Orientation

LGBTTIQQ2S																		
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Disability

An ongoing physical, mental, sensory or learning impairment which may result in experiencing disadvantage or barriers to full participation in society

Applegrove Community Complex Social Media Procedures

Draft 2, June 2015

Note: the material below is based on

- Girl Guides of Canada, Alberta division Social Media Guidelines
- City of Toronto social media information and guidelines as available on the intranet in June, 2015
- Ontario Public School Boards Association Social Media Content and Management Strategy, author: T.J. Goertz, Web Communications and Policy Officer, November 2012

1. Introduction: What makes social media at Applegrove different from personal use?

In your personal life, you may use social media to communicate with friends and family, to share news, stories and jokes, and to follow current issues or topics that interest you. Chances are, you don't think too much about what you post on your Facebook or Twitter account, or if someone else's bad joke appears on your "wall" or your account feed.

Using social media at Applegrove is different. As Applegrove and City employees, there are policies and laws we have to follow when we communicate with the public. These ensure that personal information is kept private while encouraging diversity, free speech, and accessibility. In practice, this means paying close attention to what happens in the online spaces we create.

Like referees or facilitators we have a duty to make sure everyone plays by the rules, to make our online spaces as fair, open and engaging as possible.

Another difference is that more people pay attention to what Applegrove and especially, the City do online than to most personal sites. With a simple click, information can be instantly shared by anyone following social media sites. This instantaneous networking can increase information and transparency, and can also put pressure on the agency or City if mistakes or miscommunications are widely shared. For this reason, it is important to take extra care when you are communicating with the public through a social media site as a representative of Applegrove, and at times, even in your private life.

2. Strategy

The objectives of engaging in Social Media are to:

- Establish a social media presence to increase awareness of our online presence
- Gain increased tv / radio / print media recognition
- Inform community about what we do and who we are
- Increase traffic to our websites.
- Be a low risk entry point for potential members to generate and participate in a two-way dialogue.

Use of social media is a communications tool and a recruitment tool. Our online voice should be positive, professional yet friendly, and use language that is suitable to the audience. Our content is intentional, credible, and "on purpose".

3. Dual Identity

Since Applegrove is both an incorporated non-profit organization and an agency of the City of Toronto, unlike employees of many other City agencies, Applegrove staff are employees

of the City. Although the content below incorporates City guidelines, the City explicitly states, "The Application of City Policies to Social Media Use applies to City of Toronto employees [and] does not apply to . . . the City's agencies". However, because Applegrove staff are City employees, items that apply to City employees also apply to Applegrove staff.

4. Agency Use of Social Media

4.1. Applicable Policies, Guidelines and Legislation

Employees are subject to City policies and related legislation when using social media just as they are in other work situations. Employees should be aware that when using social media for work purposes, the breach of applicable City policies and related legislation is subject to disciplinary action up to and including dismissal. One purpose of this document is to assist employees who are using social media to comply with existing applicable City policies and related legislation.

Posts and contributions on social media sites or accounts can be considered business transactions and create City records. For example, posts that place the City under any obligation or collect personal information are considered City records. However, other posts are not considered business records, such as posts that provide information that is already public or seek public input. City employees approved to use social media are required to recognize business transactions as City records and to take appropriate action for their retention.

4.2. Authorized Use

Only staff who have been authorized to do so can set up or post on Applegrove social media pages. Unless they have been authorized to do so, staff cannot post posting City and Applegrove owned identifiers including logos, photographs, graphics or other media without Applegrove's permission or the City's authorization, as described under the City's Corporate Identity Program.

4.3. Levels of Authorization and Sign-off (to be determined as specific site guidelines are clarified)

4.4. Responsible Conduct When Using Social Media for Applegrove

When using social media for business purposes employees should conduct themselves as they would in any other work situation and protect the image and reputation of Applegrove and the City. They should govern themselves as they would in a meeting, conference or public event.

Applegrove reserves the right to monitor content posted on social media sites or accounts and to modify or remove any postings that it deems, in its sole discretion, to be in contravention of Applegrove or City policies or guidelines or relevant Provincial and Federal legislation.

For external social media platforms, employees must comply with the terms and conditions of use that have been established by the service provider.

4.5. Keep Work and Personal Uses Separate

Social media can be used for a variety of purposes, and some employees use it in both their work and business lives. While conducting City business, employees should only use social media accounts set up specifically for work purposes. A

subsequent section outlines considerations when using social media for personal purposes.

4.6. Be Transparent and Accountable

The public expects that employees are identifiable and accountable in the course of their duties. When using social media for business purposes, employees should disclose their true identity and affiliation with Applegrove and with the City of Toronto as applicable.

Communication in social media sites or accounts should always be considered public and permanent. Online communities are not private; postings may be accessed by a wider audience than intended or copied by others and posted elsewhere without the author's permission or knowledge.

Applegrove-managed social media sites or accounts are official web sites or accounts and should be easily identifiable as such.

4.7. Be Clear and Purposeful in Your Communication

When representing Applegrove, employees should write and post about their areas of expertise. Reserve comment and refer questions to knowledgeable staff, and only respond to media inquiries if authorized to do so.

Avoid contributions, postings or comments unrelated to the social media site's purpose including extraneous hyperlinks to material. Avoid transmitting commercial content, spam, or confusing, misleading or out-of-date information.

4.8. Be Respectful of Others

Privacy, libel and human rights laws and policies apply to social media sites or accounts as they do to verbal, hand-written or printed communications. Do not post obscene or racist content; personal attacks, insults or threatening language; or potentially libelous statements. Moderators must remove postings of this nature.

Do not post documents, logos, photographs, graphics or other materials owned by other individuals or external organizations without written permission, unless such postings fall under an exception to copyright protection.

If authorized to post to an Applegrove Pinterest site, post from original sites wherever possible (do not simply re-pin).

4.9. Seek to Collaborate and Engage

Social media can enhance collaboration among staff, facilitate information sharing and support dynamic discussions with the public. It can provide opportunities to enhance outreach and inclusion, engaging individuals, communities and groups that may not otherwise participate in Applegrove initiatives.

Existing Applegrove social media sites or accounts provide an established window for communication with the public. Employees should encourage, support and participate in Applegrove sites or accounts and coordinate their activities with the relevant Applegrove staff.

4.10. Personal, Private, Professional, Public

The lines between public and private and personal and professional are blurred in the digital world. When staff identify themselves as Applegrove representatives online, they are connected to colleagues, stakeholders, funders, elected representatives, and the broader community. Staff should ensure that content associated with them is consistent with their work in the agency. Act as you would within the centre; don't engage in any conduct that would not be appropriate or acceptable within the physical Applegrove or City workplace.

4.11. Responding to Media

Authorization to post on social media on Applegrove's behalf does not authorize staff to speak with journalists or respond to official media inquiries. Unless authorized to speak to journalists, staff should refer media questions to Applegrove's Executive Director or the City Strategic or Divisional communications staff.

5. Copyright

Applegrove and the City have an obligation to ensure that copyright laws are followed in our online spaces. Canada's copyright law says that only the author of a creative work may publish, reproduce, show, transmit or share that work in public. This is a challenge for moderators because members of the public are increasingly used to sharing, remixing and reusing content online that they do not own, often without attribution.

As a moderator of Applegrove social media, you should watch out for copyright violations if the following content is posted or linked to our site:

- Submissions that contain pictures, video or music
- Any submissions that are lengthy documents
- Links to web pages or material that violate copyright
- Torrents or links to sites that encourage file sharing

The online community has developed an alternate license for sharing copyrighted works, called a "Creative Commons license." This license allows users to copy, distribute, display, share or modify copyrighted works as long as the original creator is given attribution and the work is used for non-commercial purposes. You can publish any content that has a creative commons license as long as these conditions are met.

If the material in a post does not have a creative commons license and/or you suspect that it violates copyright law you can write to the person who submitted it, explaining the policy and asking them to resubmit with the offending content removed. If you cannot reach the person, you can choose not to post or to remove a comment that contains copyrighted material. If you do not have the capacity to remove a post that violates copyright law, you may wish to contact the site administrator to have the material removed.

6. Guidelines relating to Specific Sites (to be completed as section 7 is implemented)

6.1. Twitter

6.2. FaceBook

6.3. Pinterest

6.4. Instagram

6.5. Flickr

7. Draft Social Media Action Plan

7.1. Identify key platforms and segments

7.2. For each, identify

- minimal and optimal posting frequency
- tone and content of posts (e.g., pictures, information, call to action, etc.)
- what else???
- success indicators, e.g.
 - Number of followers, relevance and type of followers
 - Number of web traffic clickthroughs from Twitter to main Applegrove website
 - Feedback from followers
 - Number of retweets
 - Volume and quality of @replies and direct messages (DMs)

7.3. With committee, set implementation targets.

7.4. As appropriate, work with staff to identify planned posts, e.g.

- Twitter weekly parenting tip aimed at parents of kids under 6: have staff compile 50 hints.
- Pinterest or Instagram craft pix: rotate through programs (AG, A4, Sen, EW) with monthly picture of craft, so each program knows they will need pix of one craft¹ and which week of the month it is due.²

8. Personal Use of Social Media

Applegrove acknowledges that employees, in their private capacity as citizens, may use social media to share information and communicate with friends, family and co-workers.

8.1. Employees are reminded that even though they are using social media for personal purposes, some policies apply to off duty conduct. Examples of inappropriate conduct are shown in an Appendix.

8.2. Employees using social media for personal purposes should consider the following:

- Individuals using social media should be aware that they might be identified as Applegrove or City employees at any time and via any forum, whether on- or off-duty. This may be due to the posting of their name, job title, their place of work, uniform, their photograph, or by the content they post.
- Identifiable Applegrove employees may need to remove inappropriate material that others post on their social media sites.
- Identifiable Applegrove employees should make it clear when discussing Applegrove or City-related matters, that their position does not officially represent the position of Applegrove or the City. This can be accomplished by using phrases such as "in my personal opinion" or "Personally...".

¹ Need to find out how to compile 3 or 4 pics into one to post some in-progress with some finished product

² Need to identify how staff will take pix (personal cell phone, center's camera)

- Employees should be careful to represent appropriate values and comply with applicable policies in what they say, write or post on social media, as their use of social media may affect the reputation or other interests of the City or Applegrove.
- Employees must avoid placing themselves in a conflict of interest, including revealing confidential or privileged information, as described in the City's Conflict of Interest Policy.
- Employees must abide by the Fraud Prevention Policy, Human Rights and Anti-Harassment/Discrimination Policy, Hate Activity Policy and other applicable City policies that govern employee behaviour.
- Employees must not reveal personal or confidential information gained through work, such as client or employee information, as described under the City's Privacy Guidelines and Workplace Access and Privacy Protocol.
- Employees should not identify and comment about other employees of Applegrove or the City without their consent.
- Employees should avoid the appearance of officially representing the City or Applegrove on their personal sites or accounts. They must avoid posting City and Applegrove owned identifiers including logos, photographs, graphics or other media without the City's authorization, as described under the City's Corporate Identity Program or Applegrove's permission.

8.3. Use of Applegrove Computers

All social media communications messages composed, sent or received on Applegrove IT equipment are the property of Applegrove.

Based on Applegrove's Code of Staff Behaviour,

- A. Staff can use computers outside of their work hours for personal activities including access to social media, only if other staff do not need the machines for work.
- B. Use discretion when on the Internet;
 - a) sites promoting illegal activities, disrespect for another person or group, pornography, hacking, etc. are not appropriate.
 - b) except when in private, minimize the volume for any music or sounds.
 - c) do not damage the computer or its software or interfere with another person's use.
 - d) activities that may result in personal gain are inappropriate.
 - e) comply with the City's "Acceptable Use" and other policies including Applegrove's Acceptable Use of IT.

8.4. Annual Sign-off

An acknowledgement of Applegrove's social media policy should be included in the annual conflict of interest confirmation.

Appendix: Examples of Inappropriate Personal Social Media Conduct

The examples below illustrate how an employee could violate one of the Applicable City Policies and Guidelines which apply to personal use.

These scenarios are not based on actual incidents and are not a comprehensive illustration of how the related Policies apply to the personal use of Social Media.

Applicable City Policies and Guidelines	Examples
Hate Activity Policy	<p><i>Inappropriate Personal Conduct</i> <i>Example #1:</i> An employee Tweets a comment encouraging others to physically and verbally attack LGBT individuals during Pride Week. <i>Example #2:</i> An employee shares a news story on Facebook recounting a hate crime and comments that the victims deserved it due to their ethnicity and religious beliefs.</p>
Human Rights and Anti-Harassment/Discrimination Policy	<p><i>Inappropriate Personal Conduct</i> <i>Example #1:</i> An employee posts a comment to Facebook implying that their colleague was promoted based solely on the fact that they use a wheelchair and it makes the City look good to promote people with disabilities. <i>Example #2:</i> A manager running a job competition Tweets about how many of the applicants are non-white women – implying that they have no chance of being hired.</p>
Acceptable Use Policy	<p><i>Example of Inappropriate Personal Conduct:</i> An employee uses a City of Toronto computer or mobile device, such as a Blackberry, to access personal social media accounts above and beyond what would be considered "limited and occasional personal use."</p>
Conflict of Interest Policy	<p><i>Example of Inappropriate Personal Conduct:</i> While participating in an online conversation an employee posts a comment which shares confidential details about ongoing union contract negotiations.</p>
Corporate Identity Program	<p><i>Example of Inappropriate Personal Conduct:</i> An employee uses the City of Toronto logo on the home page of their MeetUp Group for Toronto Public Service workers.</p>
Fraud Prevention Policy	<p><i>Example of Inappropriate Personal Conduct:</i> An employee sets up a Facebook Page as "the City of Toronto" in order to raise funds for a charity or cause that they personally support.</p>
Privacy Guidelines	<p><i>Example of Inappropriate Personal Conduct:</i> An employee posts "get well wishes" on the Facebook wall of a colleague who has been diagnosed with a severe illness; however, the employee only has knowledge of the colleague's illness due to a "leave of absence request form" they have processed as part of their duties.</p>

Sample Terms of Use for Sites

Terms of Use for City of Toronto Social Media Sites

The City of Toronto recognizes that social media are important tools for communicating and engaging with the public. In order to provide online spaces that are as fair, open and engaging as possible, we ask that all users of City of Toronto social media sites abide by the following Terms of Use.

By contacting or contributing to a City of Toronto social media account, you agree to:

- Be respectful of other users of this site.
- Stay on topic and not upload content or post a comment that is unrelated to the purpose of the site.
- Not engage in harassment, personal attacks, or abuse toward individuals or organizations.
- Not use language that is discriminatory, hateful, or violent towards identifiable groups or that incites others to discriminate, practice hate or violence.
- Not break the law or encourage others to do so (this includes defamation, breaching privacy, breaching another person's intellectual property rights such as copyright, condoning illegal activity and contempt of court).
- Not post personal information – addresses, phone numbers, email addresses or other online contact details – relating either to you or other individuals.
- Not register more than one user account per person.
- Not impersonate or falsely claim to represent a person or an organization. You will not attempt to log on using another user's account.
- Not make any commercial endorsement or promotion of any product, service or publication.
- If you are aged 16 or under, you will obtain your parent's/guardian's permission before participating. Users without this consent are not allowed to participate or provide us with personal information.
- Abide by the Terms of Use for the company hosting the site.

Violating these Terms of Use may result in removal of your comment(s) and/or your access to the site.

Users should be aware that, unless otherwise stated, all posts or comments by the public on a City of Toronto social media site are considered to be part of a public record as defined by section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. This includes any information attached or included in a post (e.g. information linked to a username). Please note that the privacy provisions of Part 2 of that Act would not apply to any information you post.

These Terms of Use are adapted under a Creative Commons Attribution 3.0 License from the *Social Media in Government Hands on Toolbox*, Government Information Services, Department of Internal Affairs, Government of New Zealand, November 2011.



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416 461-8143 Fax: 416 461-5513

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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting May 25, 2015

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

Present: Tolga Ay, Irene Buncel, Matt Kindbom, Jean Lim-O'Brien, Chris Sulway (Chair), Antoine Tedesco
Regrets: Kyle Brown, Sabrina Dias, Councillor McMahon, Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

Neil 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

Minutes of the April 27 Board of Management Meeting

MOTION (Lim-O'Brien/Ay)
To accept the minutes of April 27.
Carried

D. Toronto Public Service Bylaw.

Susan distributed an updated version and provided an overview of the work required by AOCC agencies.

E. Executive Director's Report

E.1. No issue presentations were suggested.

E.2. June Board meeting will be held on the 22nd. A decision on a Board social or Board/Staff social to be determined at a later date.

MOTION (Lim-O'Brien/Kindbom)
To accept the Executive Director's report.
Carried

F. Correspondence/Information

Susan provided information.

G. Adjournment

The meeting was adjourned on a motion by Antoine Tedesco, seconded by Tolga Ay.

Board of Management Minutes
May 25, 2015

2

Chair

Secretary

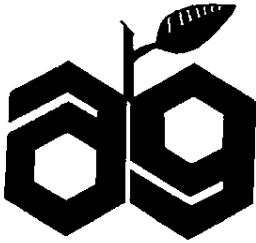
Next Meetings

Board Meeting – June 22, 7:00 p.m.

Personnel Committee – June 1, 7:30 p.m.

Community Integration Committee – June 10, 6:30 p.m.

Revenue Generation Committee – June 15, 7:00 p.m.



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Personnel Committee Notes

June 3, 2015

Present: Chris Sulway (by phone), Irene Buncel, Susan Fletcher (staff).

1. Review notes from last meeting

2. Follow-up on items from last meeting

- a. Management Job Descriptions: Executive Director Draft 2 (attached)
 - Susan noted that the last meeting asked for more detail; the new draft is much too long!
 - Irene said that this was much better aligned with what they wanted. She will condense and remove duplication for review by Chris, with the intention of it going to the June 22 Board meeting.
- b. Progress on New Positions (CY Worker and Program Assistant)
 - although there had been no progress when the committee met, the next day, Applegrove received confirmation of wage grades from Job Evaluation.
 - jobs were posted on June 5.
- c. Management Vacation Accumulation / Overtime
 - Irene and Chris confirmed that this is a key responsibility for this committee.
 - it is not sustainable for the agency to have more work for senior staff than the agency can pay for.
 - the committee considered both how to manage time and work pressure and how not to increase the work.
 - agreed that ED overtime and workload would be a standing item on the personnel committee agenda.

3. Executive Director Performance

- background
 - both the City's performance management system for “non-union” staff and its Pay for Performance system are based on the Performance Planner.
 - for many years, Applegrove has recognized the inadequacy of this tool in assessing the performance of its managers and has incorporated:
 - a 360-ish input process (we do not approach anyone external)
 - the Performance Planner
 - and
 - a narrative report.
 - the outgoing chair and secretary took the lead in completing the 2014 Performance Review including meeting with the Executive Director in early May and signing off on the Performance Planner and Pay for Performance form on May 25.
 - the completed 2014 Performance Planner Report was included for information and draft 2015 planner was attached for review and amendment.

- the Personnel Committee worked with the Executive Director to define objectives for 2015.
- in a broad discussion, the following points were noted:
 - in the past, staff have started with the strategic objectives of the City and agency (plus any issues from the prior year's performance review), and defined SMART¹ performance objectives from them. An alternative approach would be to start from the job description.
 - how to help Board members, especially the newer ones, understand the salary-merit-overtime issues
 - how to incorporate non-measurable expectations, especially from the strategic plan, into the performance review
 - the interaction of Board/agency objectives and objectives/expectations of staff.
- Irene will review and amend the planner and send it to Chris.
- recommended an early summer meeting to review the strategic plan and identify organizational objectives to go to the September Board meeting to set out concrete plans for the organization for the Sept-Aug. working year.
 - this would fit with the annual process considered during the strategic planning process.
 - will help in an ongoing way to align and define agency activities and priorities with the work of senior staff.

4. Public Service Bylaw

- the committee noted the number of items that would require the Executive Director's work.

5. Next Meeting Date

- after the strategic planning meeting; date to be determined

¹ SMART = specific, measurable, achievable, realistic, timeframe)

Personnel Committee Notes

June 3, 2015

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List of City HR Policies

Topic	Approved	Last Revision	
Absence From Work			
Attendance Management Program (Local 416 Employees)	February 15, 2012	March 27, 2012	
Attendance Management Program (Local 79 Employees)	May 3, 2001	May 26, 2008	
Attendance Management Program (Local 79 Employees) - Confidential Attendance Review Record	February 18, 2009		
Attendance Management Program (Non-union employees)	May 3, 2001	December 17, 2001	
Attendance Management Program (Non-union employees) - Confidential Attendance Review Record	February 18, 2009		
Bereavement Leave	July 29, 1999		
Care for Ill Dependents	February 22, 2002		
Child Related Crime Leave	October 6, 2014		
Childcare and Eldercare Leave	July 29, 1999	October 18, 2012	
Citizenship Court	July 29, 1999		
Critically Ill Child Care Leave	October 6, 2014		
Designated Holidays and Floating Holidays	October 3, 2000	January 29, 2010	
Earned Deferred Leave	April 12, 2001	December 5, 2006	
Family Caregiver Leave	October 6, 2014		
Family Medical Leave	November 8, 2004	December 6, 2006	
Family Medical Leave - Q & A	November 8, 2004	December 6, 2006	
Jury Duty/Witness Service	July 29, 1999		
Leave without Pay	April 12, 2001	September 30, 2005	
Military Service	July 29, 1999	September 30, 2005	
Parental Leave	July 29, 1999	September 14, 2001	
Pregnancy Leave and Accommodation for Pregnant Employees	July 29, 1999	January 22, 2001	
Vacation	October 3, 2000		
Vacation - Vacation Implementation Guidelines	October 3, 2000		
Vacation Carry-Over	December 11, 1998		
Voluntary Leave of Absence	April 12, 2001	March 27, 2007	
Employee Development			
Tuition Assistance Reimbursement	April 13, 1999	May 25, 2011	
Employment Equity, Human Rights and Accommodation			
Accommodation	July 20, 2004	August 25, 2014	
Accommodation - Accommodation Procedures	August 25, 2014		

Personnel Committee Notes

June 3, 2015

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Topic	Approved	Last Revision	
Accommodation - Guidelines for Accommodating Disabilities	August 25, 2014		
Accommodation - Guidelines for Accommodating Family Status	August 25, 2014		
Accommodation - Guidelines for Accommodating Gender Identity and Gender Expression	August 25, 2014		
Accommodation - Guidelines for Accommodating Pregnancy and Breastfeeding	August 25, 2014		
Employment Equity Policy	July 4, 2000		
Hate Activity	December 17, 1998	July 17, 2013	
Hate Activity - Hate Activity Procedures	December 17, 1998	July 17, 2013	
Human Rights and Anti-Harassment/Discrimination - Complaint Procedures	June 23, 2008	August 25, 2014	
Human Rights and Anti-Harassment/Discrimination Policy	June 23, 2008	August 25, 2014	
Integrated Disability Management - Work Reintegration Process - Long Term Disability (LTD) Guidelines	March 15, 2006		
Modified Work Program for Local 416 Members (Article 46)	July 20, 2005		
Modified Work Program for Local 79 Members	July 9, 2004		
Ethics and Values			
Conflict of Interest	August 4, 2000		
Conflict of Interest - Appendix 1 Sample Questions & Answers	August 4, 2000		
Conflict of Interest - Appendix 2 Supplementary Guidelines	January 17, 2005	March 31, 2005	
Conflict of Interest - Appendix 3 Conduct Respecting Lobbyists	August 4, 2000		
Employee Participation in Municipal Election Campaigns	August 4, 2000		
Employees Seeking Election to Political Office	July 29, 1999	September 7, 2007	
Fraud Prevention Policy	April 27, 2001	March 12, 2007	
Whistle Blower Protection	June 15, 2011	June 23, 2011	
Health and Safety			
Air Quality - Industrial-Type Environments	January 24, 2007	February 28, 2012	
Asbestos Management	July 23, 2007	February 25, 2009	
Bed Bugs	December 12, 2011	October 19, 2011	
Bicycle Safety	February 4, 2013		
Cold Stress	February 23, 2001	November 26, 2008	

Personnel Committee Notes

June 3, 2015

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Topic	Approved	Last Revision	
Cold Stress - Guidelines	February 23, 2001		
Confined Space	July 23, 2007	November 26, 2008	
Confined Space Entry - Guidelines	June 15, 2001	July 18, 2001	
Corporate Occupational Health and Safety Policy 2015	September 16, 2014		
Critical Injury Investigation & Reporting	September 2, 2010	June 29, 2010	
Designated Substances	November 1, 1998		
Dispute Resolution Process	April 25, 2000	June 9, 2011	
Domestic Violence Policy	March 4, 2013	March 12, 2013	
Domestic Violence Policy - Domestic Violence Guidelines	February 13, 2013	February 13, 2013	
Fire and Evacuation	February 2, 2009		
First Aid/Cardiopulmonary Resuscitation (CPR)	November 1, 1998		
Guidelines for Use of Employees' Personal Appliances in City Workplaces	November 13, 2007	November 26, 2008	
Hazard Reporting Guidelines	September 29, 2009	March 22, 2010	
Hazard Reporting Procedure	September 29, 2009		
Heat Stress	October 20, 2000	September 29, 2009	
Heat Stress - Guidelines	June 15, 2001	September 29, 2009	
Indoor Air Quality (IAQ) Policy For Office Environments	October 12, 2004	February 28, 2012	
Infectious Disease/Agent Program Guidelines	February 28, 2012		
Infectious Disease/Infectious Agent Policy	December 1, 2001	December 6, 2011	
Investigation and Reporting of Work-Related Injuries and Incidents	April 14, 2008	February 28, 2012	
JHSC Recommendation Guidelines	October 22, 2002	February 13, 2013	
JHSC Workplace Inspections	April 23, 2002	February 3, 2003	
JHSC/H&S Rep Engagement during Moves, Staff Relocations and Major Renovations	April 4, 2012	April 25, 2012	
Local 79 Protective Equipment, Protective Clothing and Wearing Apparel	August 29, 2006	October 2, 2006	
Lockdown Procedures	April 23, 2009		
Lockout/Tagout	October 20, 2000	November 26, 2008	
Lockout/Tagout - Program Guidelines	October 20, 2000	November 26, 2008	
Managing Health and Safety Aspects of Contracts for Services	October 20, 2000	November 26, 2008	
Milestones in Capital Project Moves, Staff Relocations and Major Renovations	February 28, 2012		
Mould Management	January 24, 2007	November 26, 2008	
Musculoskeletal Disorder (MSD) Prevention	July 23, 2007	November 26, 2008	

Personnel Committee Notes

June 3, 2015

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Topic	Approved	Last Revision	
Orientation Training	October 12, 2004	February 25, 2009	
Orientation Training - Program Standards	October 12, 2004	February 25, 2009	
Policy Development & Implementation	May 25, 2004	November 26, 2008	
Psychological Health and Safety Policy	June 6, 2014	June 12, 2014	
Purchasing Policy	October 20, 2000	November 26, 2008	
Renovation Projects Guidelines	February 18, 2002	November 26, 2008	
Respiratory Protection	November 25, 2013		
Scented Product Guidelines	April 23, 2002	November 26, 2008	
Slips, Trips and Falls Prevention Policy	February 9, 2012		
Sun Protection	February 18, 2002	April 22, 2008	
Sun Protection - Guidelines	February 18, 2002	April 22, 2008	
Supervisory Competence	August 20, 2008	February 28, 2012	
Traffic Control	April 14, 2003	November 26, 2008	
West Nile Virus	April 17, 2003	February 25, 2009	
WHMIS	June 8, 2006	June 8, 2006	
Work Refusal	July 25, 2007		
Working Alone Safely	February 18, 2002	February 28, 2012	
Workplace Violence	February 4, 2013	September 16, 2014	
Workplace Violence - Guidelines	April 23, 2002	September 25, 2013	
Pay and Benefits			
Lieu Time Policy for Non-union Employees	March 1, 2000	March 1, 2000	
Mileage (Reimbursement for use of personal vehicles)	October 3, 2000	October 29, 2013	
Shift Bonus	July 22, 2003	May 16, 2011	
Short Term Disability Plan for Management and Non-Union Employees	July 27, 2006	July 27, 2006	
Standard working hours	December 6, 2001		
Standby/ Call-In/ Emergency Situations Pay	June 15, 2001	January 25, 2002	
Standby/ Call-In/ Emergency Situations Pay - Guidelines for Implementation	June 15, 2001	January 30, 2001	
Staffing			
Acting Assignments	July 5, 2001	April 27, 2015	
Acting Assignments - Implementation Guidelines	July 5, 2001	April 14, 2015	
Acting Assignments - Questions & Answers	July 5, 2001	February 3, 2014	
Employment of Relatives	July 29, 1999	October 6, 2005	
Employment of Relatives - Appendix 1 - Sample Questions and Answers	October 6, 2005		
Employment of Relatives - Guidelines for Hiring Temporary Employees	October 6, 2005	April 1, 2009	
Employment References	November 10, 1999	November 28, 2006	

Personnel Committee Notes

June 3, 2015

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Topic	Approved	Last Revision	
Employment References - Highlights for Hiring Managers	February 23, 2010		
Employment References - Procedural Guidelines	November 10, 1999	November 28, 2006	
Hiring Guide	February 3, 2010		
Internal Assessment Feedback Process - Highlights for Hiring Managers	February 23, 2010	May 10, 2011	
Interview Process - Highlights for Hiring Managers	February 23, 2010	August 16, 2010	
Police Reference Check	October 10, 2012		
Re-employment of Former Employees after Reorganizing			



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Executive Director's Report

June 11, 2015

I am looking at a busy week as I write this. Tonight is the After-School Open House. Saturday, Louise will represent Applegrove at the Leslieville Tree Festival and I will help out at our table at the Duke Make-It Fair, selling handmade cards, pictures and crocheted items made by our older adults. Sunday is the Seniors Challenge; we have a team of older adult walkers who are enthusiastically recruiting sponsors! On Monday, I will have to deliver hard copies of the budget to City Hall and the Revenue Generation meeting is in the evening.

Monday is also the closing day for applications for the Program Assistant and Child/Youth Worker. The Collective Agreement states:

Applicants from within the issuing Community Centre will be given first consideration and, if no selection is made, consideration will be given to applicants from other Community Centres and finally, if no selection is made, the Community Centre may then consider external applicants.

I expect some internal applications for both positions, so may not have to review the external ones.

Facility Issues

If you came to Applegrove in the past few weeks, you probably saw the "don't drink the water" signs. For some years, the TDSB has regularly tested the water with particular emphasis on lead. The process includes taking a sample of water that has been standing for several hours as well as a sample after the water has run for a few minutes. A recent water test revealed higher lead levels; however, the results suggested that the samples might have been switched. As a precaution, the TDSB supplied bottled water for drinking. Follow-up testing results this week were good, and we have returned to tap water.

Meanwhile, the TDSB advised that the roof would be repaired this summer, starting June 25 and continuing for 4 weeks or longer, depending on weather. The contractor and TDSB are taking precautions to minimize odours inside the building but until the work starts (and the weather is hot and humid), we will not know how bad they will be. Several Applegrove staff have scent sensitivities, and I am sure that many participants do.

Starting very soon, repairs will begin on the below-ground wall near the Woodfield door. At a pre-construction meeting today, I learned that they will prepare to put up hoardings starting June 17. The next step will be to replace the Woodfield Door with a temporary door beside the window at the stairwell. This will be our access for PC, Camp, older adults and visitors over the summer until the construction is completed at the beginning of September. The good news is that the doorbell will not be moved; we have survived many years without locking the door, so will not need it this summer.

Moving Forward on Applegrove's Strategic Plan

Charitable Number: 10671 8943 RR0001

A discussion at the Personnel Committee suggested an early July meeting for interested and available Board members to review the strategic plan and identify organizational objectives to go to the September Board meeting. This would set out concrete plans for the organization for the Sept-Aug. working year and fit with the annual process considered during the strategic planning process. As we discussed last fall, organizational objectives will allow the agency to identify recruitment targets for new Board members. Working on the September to June year also means incoming Board members will have some time for orientation before helping to decide on the next year's priorities. These priorities will help in an ongoing way to align and define the objectives for senior staff with agency objectives.

Social Media

During an earlier discussion at the Community Integration Committee, I realized that we could use additional information about which social media our participants use. Since both the PC and After-school programs do their participant surveys in June, I drafted a couple of questions for them.

I would like to know your use as well, so please complete the attached sheet and bring it to the Board meeting.

Board evaluation

While thinking about participant surveys, both our current annual input process, the Board skills and diversity survey, and the diversity snapshots that the Community Integration Committee considered, I realized that we should return to an annual Board evaluation survey. I have added the questions to the social media questions for efficiency; in future, we may not combine them, but it was easier this time!

Vacation Plans

Each of the 4 signing officers (Chair, Treasurer, Secretary and Executive Director) is taking at least 3 weeks of vacation this summer. I plotted these on a calendar; it looks like we coordinated our plans so we have 2 signing officers available for each payroll week! I am looking forward to my (rental) cottage at Long Point (Lake Erie) from July 11 to Aug. 1. It is such a privilege to be able to take 3 weeks off in the summer! When I started taking 3 weeks, I committed to returning to Toronto for a meeting if needed during that time. I usually take 2 or 3 weeks in the fall as well, but do not return during that time (which is often out of the country).

Complaints and Grievances

As agreed in 2011, the Executive Director's Report includes "Complaints". There have been no additional complaints since my September report.

As I advised at the April Board meeting, we are proceeding to arbitration on an alternate rate grievance. As previously reported, the union suspended discussions on job evaluation pending resolution of applications to the Pay Equity Commission. In addition, there are 2 group or policy grievances from another center in 2013 proceeding to arbitration. An arbitration decision might apply to all centres.

Respectfully submitted,

Susan Fletcher.

Social Media Survey

1. Which of the following social media do you use and how often do you use it?

	Do not use	Less than once/month	2 or 3 times per month	Once or twice a week	Once every day or two	I'm always on it!
Twitter						
Facebook						
Pinterest						
Instagram						
Flickr						
Tumblr						
Other:						

2. How often do you visit Applegrove's website/Facebook page?

	Didn't know Applegrove had it	Never	Less than once/month	2 or 3 times per month	Once or twice a week	Every couple of days	Daily
website							
Facebook							

3. What is the best thing about Applegrove's website or Facebook page?

4. What would improve Applegrove's website or Facebook page?

Board Meeting Evaluation – June 2015

Please take a moment to answer the following questions.

1. The best thing about Board meetings is

2. Board meetings would be better if

AND, to make that happen, this needs to happen: _____

3. Overall, how do you feel about the agendas? 😊😊 😊 😞 😞😞
Why?

4. How do you feel about the meeting time? 😊😊 😊 😞 😞😞

5. Would you prefer a different meeting date? No. Yes. What night? _____

6. What else should the Board discuss (regularly or occasionally)?

7. What training or information would help you be a better Board member?

8. Does anything interfere with either effective overall Board functioning or you being an effective Board member?

9. Other comments or concerns about the Board or the organization



Applegrove Events and Board / Committee Meetings – June 11, 2015

Office Phone 416-461-8143

“Together, Building Our Community”

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

June						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7	8	9	10 6:30 Community Integration Committee	11	12	13 Leslileville Tree Festival Duke of Connaught Maker Faire
14 Toronto Challenge Run/Walk	15 7 p.m. Rev Gen	16	17	18	19	20
21	22 Board	23	24	25 Last day of School	26	27
28	29 First Day of Camp	30	Applegrove closed for Canada Day			

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Applegrove closed for Canada Day	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	28	29	30	31	

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Applegrove Closed for Simcoe Day	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Last Day of Camp	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 – June 11, 2015
Office Phone 416-461-8143

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

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

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

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 – June 11, 2015
Office Phone 416-461-8143

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
School Break						
27	28 Applegrove Closed for Boxing Day	29	30	31	January 1 Applegrove Closed for New Year's Day	
School Break						

January 2016 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Applegrove Closed for New Year's Day	2
3	4 School resumes	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
31						

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Applegrove Closed for Family Day	16	14	15	19	20

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 – June 11, 2015
Office Phone 416-461-8143

21	22 Board	23	24	25	26	27
28	29					

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
16	14	15	16	17	18	19
March Break						
20	21 Board?	22	23	24	25 Applegrove Closed for Good Friday	26
27 Happy Easter	28 Applegrove closed for Easter Monday AGM?	29	30 <i>AGM?</i>	31		

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