



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”

SPECIAL Board of Directors Meeting AGENDA – Monday, March 21, 2016

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

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

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Volunteer Hours
4. Donation Envelope

7:05

5. Minutes of the February Board of Directors meeting (*attached*): to be accepted

Open Board of Management agenda

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

6. Vacation Liability

Motion needed to return to the public meeting.

8:00

7. Directors' Concerns
8. Adjournment

Note: the March Revenue Generation and Community Integration meeting notes are attached for information.



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Special Board of Management Meeting AGENDA – Monday, March 21, 2016

7:10

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

7:15

Motion needed to discuss the next items *in camera* (without guests or staff other than the Executive Director and Program Director and relevant City staff), as deal with identifiable individuals or confidential information.

- D. Minutes of Confidential Board of Management Meeting, February 22: (*confidential report for Board members only sent separately*): to be accepted
- E. Vacation Liability Options (*confidential report for Board members only sent separately*): for decision

Motion needed to return to the public meeting.

7:55

- F. Adjournment

Next Meetings and Events

Next regular Board meeting: April 25

AGM: Tuesday, March 29

Seniors Wellness Fair: Wednesday, March 16



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Minutes of the Board of Directors Meeting February 22, 2016

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

Present: Irene Buncel, Sabrina Dias, Vai Teng Law, Jean Lim-O'Brien, Chris Sulway (Chair),
Regrets: Tolga Ay, Councillor McMahon, Antoine Tedesco
Absent: Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)
Guests: Pierre Bois, Natasha Graham

1. Call to Order/Adoption of Agenda/Introductions

At 7:05, Chris called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as circulated.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – Chris

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Board Development

Susan led a “thanks and gratitude” exercise with the group.

8. Minutes of the January Board Meeting

MOTION (Lim-O'Brien/Law)

To accept the minutes of December 14, 2015.

Carried

9. Items deferred from the January meeting

9.1. 2015 Statistics Summary

The 2015 statistic summary was provided for review.

9.2. Community Integration January Notes

MOTION (Lim-O'Brien/Dias)

To accept the Community Integration report as presented.

Carried

9.3. Revenue Generation January Notes

MOTION (Sulway/Lim-O'Brien)

To accept the January Revenue Generation report as presented

Carried

10. Financial Report

10.1. 2016 Year-To-Date Statistics – for information

10.2. Admin Budget update

Susan provided an update. The AOCC Liaison from Social Development provided information to AOCC centres regarding performance targets that were unclear. After some discussion, Members suggested asking Costanza Allevato, AOCC Liaison for clarification and response by the March Board meeting. If a response has not been received by March 21, invite her to the April Board meeting. Susan will draft a letter for Chris's review and signature.

10.3. YTD Report – deferred

11. Revenue Generation Committee February Report

Susan provided an overview of the report.

MOTION (Law/Lim-O'Brien)

To endorse the Community Information Fair as proposed.

Carried

MOTION (Buncel/Dias)

To accept the February Revenue Generation report as presented.

Carried

12. Directors' Concerns

None

13. Adjournment

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

Chair

Secretary



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Regrets: Tolga Ay, Councillor McMahon, Antoine Tedesco
Absent: Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)
Guests: Pierre Bois, Natasha Graham

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the January Board of Management Meeting

MOTION (Lim-O'Brien/Buncel)
To accept the minutes of January 25.
Carried

MOTION (Dias/Law)
To discuss the next items in camera, as they deal with identifiable individuals or confidential information).
Carried

C.1. Vacation Liability
Board members continue to resolve the issue.

C.2. Pay for Performance
Members reviewed the report provided.

MOTION (Buncel/Law)
To return to the public meeting.
Carried

MOTION (Lim-O'Brien/Law)
To implement Pay for Performance as proposed.
Carried with 1 abstention due to set percentage agreed by the City contract.

D. Executive Director's Report: For information

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

E. January and February Correspondence/Information

MOTION (Lim-O'Brien/Law)
To accept the suggested actions.
Carried

F. Adjournment

The meeting was adjourned on a motion by Irene Buncel, seconded by Sabrina Dias.

Chair

Secretary

Next Meetings and Events:

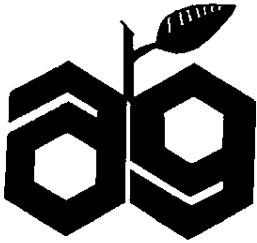
Revenue Generation Meeting – March 1 at 7 p.m.

Community Integration Meeting – March 2 at 6:30 p.m.

Seniors Wellness Fair – Wednesday, March 16 from 10:30 a.m. to 2:30 p.m.

Board Meeting - March 21 at 7 p.m.

AGM – Tuesday, March 29 at 6:15 p.m.



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Community Integration Committee Meeting Notes

Wednesday, March 2 @ 6:30 p.m.

Present: Sabrina Dias, Vai Teng Law, May Seto, Susan Fletcher (recorder)

Regrets: Antoine Tedesco, Jean Lim

1. Next Meeting

Tuesday or Wednesday, May 3 or 4 (to be confirmed)

2. Notes from January meeting

- accepted by consensus

3. Board nominations

- Susan reported that she had received 4 nomination forms and circulated the individuals' brief bio's.
- acting as the Nominations Committee, members considered in detail whether to present all 4 nominees or further screen them and reduce to 3
- based on the challenges prior new Board members have identified, the committee recommended that a less experienced individual work at the committee level before joining the Board.
- Susan will follow up with all 4 individuals to confirm their interest, answer any questions, and let them know the next steps.
- the committee agreed that the Board Chair should present the slate of nominations at the AGM.

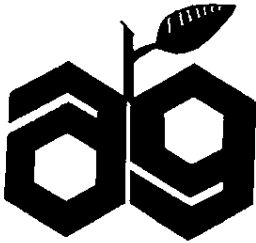
4. Online Presence

5. Census data

- Vai will have additional data at the next meeting
- this committee's next step will be to think about what the data tell us about community needs for future service development as part of 2016 strategic plan update in June/July and/or service planning for City budget submission

6. Next Meeting

- prior commitments prevented the committee setting an April meeting date
- at the April Board meeting, all Board members will be able to select their committees; current ComInt members can continue or change.
- Susan will check with Ann McKechnie who had previously worked with this committee about her preference for a Tuesday or Wednesday.



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Revenue Generation Committee

March 1, 2016

Present: Tolga Ay, Vai Teng Law, Janina DeGuzman (staff), Susan Fletcher (recorder).

Regrets: Jean Lim, Mercedes Lee.

1. Next Meeting

Monday, March 14 @ 7 p.m.

2. Notes from the February 9 meeting

- accepted by consensus

3. Family Dance Feb. 6 Detailed Notes

- as reported at the Board meeting, due to a calculation error, the dance netted about \$575, slightly more than 2015 (or significantly more if the 2015 event had to pay for the permit).

4. Community Info Fair

- following up from Board meeting, the committee reviewed the timeline and made the following decisions:
 - event name = Connecting in the Community
 - invite political reps, probably with shared tables
 - targets:
 - max of 10 non-profit displays (including political reps)
 - min 90, target of 200 visitors
 - use (donated) door prizes as attendance incentives – post on social media to advertise the event
- idea to enhance the "partnership" with participating businesses:
 - build into the event agenda that the businesses arrive and set up by 10:30, then close the gym doors, bring in coffee, and have an agency volunteer/participant tell their story about Applegrove's impact on their families.
 - Then Board rep or ED says that this event is one of the ways that we both inform those who might need our services, and raise the resources needed to sustain them.
 - Thank the businesses for their partnership, ask for questions, and wish them a good day.

5. The Amazing Game

- Applegrove is not recommended for a Special Events grant
- Susan circulated the original budget without the grant, as well as a reduced break-even budget.
- in discussion, members noted that
 - the total risk for the break-even budget would be about \$750.
 - if recruitment of businesses or even teams is slower than anticipated, Applegrove can cancel the event or scale back some of the items e.g., participant kits

- although the event can proceed even if the weather is cool or drizzly, and although Applegrove successfully held 7 years of Applicious without a rain plan, permitting the gym will allow us to start and end the event inside if the weather is iffy.
- planning will take the most time for the event; staff should divide up the work so that volunteers and Board members can work on it, and possibly the teen/leadership program
- committee members recommended that the agency proceed with the event.
- as Janina and Board members approach local businesses about the info fair, as appropriate, they can also let them know about the Amazing Game.

6. Program interest income report from Susan H

- Until Jan 2015, we had about \$33,300 total in program term deposits, rolling-over every 30 days; these term deposits earned \$13.71/month or \$164.52 per year in revenue.
- In late Jan 2015, we changed this to a single, 1 year-redeemable term deposit, which earned \$350.52, an increase of \$186 over what we would have otherwise earned.
- Unfortunately, the 1 year redeemable rate has now dropped to 0.7 % - but this term deposit will still earn over \$235 this year.
- The 2nd term deposit (for \$50,000), started in late Jan 2015, earned \$520 in interest.
- Interest rates on chequing accounts are at record lows – less than 0.5 %. This is what we are earning on admin & program chequing account balances, each month.
- In 2015, the lowest balance in the program chequing account was about \$135,000.

- Possible action: put more funds into term deposit?
- The committee agreed to ask for Susan H's recommendation at the Board meeting

7. Information and Inspiration

- visit Susan's Pinterest board on Fun- and Friend-raising
<https://www.pinterest.com/susanapplegrove/fun-and-friend-raising/>

8. Next Meeting

Monday, March 14 @ 7:00

Agenda will focus on planning the Info Fair

Revenue Generation Committee Notes

March 1, 2016

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Amazing Game Summary Budget without grant @ 50 teams

INCOME SOURCE	SOURCE DESCRIPTION	AMOUNT
Fundraising, Donations		
Partner Contributions (cash only)		\$850
Grants from Foundations		
Other Income	Participant Fees	\$1,350
Income Sub-total =		\$2,200

EXPENSE	EXPENSE DESCRIPTION	AMOUNT
Salaries & Benefits		
Equipment or supplies rental		\$0
Transportation expenses (if any, for volunteers, participants)		
Participant expenses - other	Supplies, team kits	\$445
Volunteer expenses - other	Volunteer T-shirts	\$350
Publicity/promotion and outreach	Poster design, community calendar ads	\$100
Food/refreshments		
Translation (if applicable)		
Other expenses	Signage	\$100
	Permit Fee for gym	\$161
	Contingency	\$116
Sub-total of amount requested for funding =		\$1,271

Net Proceeds	\$929
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Based on

30 families @	\$25
10 corporate teams @	\$50
10 individuals @	\$10

Revenue Generation Committee Notes

March 1, 2016

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Amazing Game Summary Budget break-even @ 30 teams

INCOME SOURCE	SOURCE DESCRIPTION	AMOUNT
Fundraising, Donations		
Partner Contributions (cash only)		\$0
Grants from Foundations		
Other Income	Participant Fees	\$750
Income Sub-total =		\$750

EXPENSE	EXPENSE DESCRIPTION	AMOUNT
Salaries & Benefits		
Equipment or supplies rental		\$0
Transportation expenses (if any, for volunteers, participants)		
Participant expenses - other	Supplies, team kits	\$218
Volunteer expenses - other	Volunteer T-shirts	\$70
Publicity/promotion and outreach	Poster design, community calendar ads	\$100
Food/refreshments		
Translation (if applicable)		
Other expenses	Signage	\$100
	Permit Fee for gym	\$161
	Contingency	\$65
Sub-total of amount requested for funding =		\$713

Net Proceeds	\$37
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Based on

30 families @	\$25
0 corporate teams @	\$50
0 individuals @	\$10