



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, May 25, 2015

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. Minutes of the April 27 meeting (*attached*): to be accepted

7:05

8. Finance
 - 8.1. 2015 YTD Statistics Summary (*attached*): for information
 - 8.2. 2015 Year-To-Date Financial Report (*attached*): for information

Motion to go *in camera*

9. Admin Budget 2016 (*confidential information to be circulated by e-mail*): for decisions

7:45

10. Edgewood Program: for decisions

Motion to return to public meeting

8:00

11. Board Confidential E-mail Account: for information and direction

8:05

12. Revenue Generation Committee Report (*attached*)

8:15

13. Community Integration Committee Report (*attached*)

8:25

14. Directors' Concerns

15. Adjournment



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Board of Management Meeting AGENDA -- Monday, May 25, 2015

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the April 27 Board of Management Meeting (*attached*): to be accepted
- D. Toronto Public Service Bylaw (*attached and presentation at the meeting*): for information

8:50

- E. Executive Director's Report (*attached*): for decisions
 - E.1. Issue Presentations at alternative meetings?
 - E.2. Summer Meetings?
- F. Correspondence List (*to be distributed at the meeting*): for information and decisions

8:55

- G. Adjournment

Next Meetings and Events

Next regular Board meeting (to be confirmed): June 22 at 7 p.m.



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting April 27, 2015

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

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

1. Call to Order/Adoption of Agenda/Introductions

At 7:00, Neil called the meeting to order. Quorum of 6 Directors (including the Councillor) 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 – Neil

5. Volunteer Hours

Members provided their volunteer hours.

6. Donation Envelope

The donation envelope circulated.

7. Minutes

Minutes of the February 23 Board of Directors Meeting

MOTION (Tedesco/Sulway)
To accept the minutes of February 23.
Carried

Minutes of the March 23 Special Board Meeting

MOTION (Sulway/Tedesco)
To accept the minutes of March 23.
Carried

8. Finance and Fundraising

8.1. 2014 Audited Financial Statements and Management Letter

Susan F. provided an overview and Board members discussed issues arising from the Management Letter. Susan H. was available to answer questions. Board members thanked Susan H. for her hard work on the budgets and reports.

MOTION (Sulway/Ay)

To accept the Audited Financial Statements as circulated.

Carried

MOTION (Sulway/Lim-O'Brien)

To direct staff to implement actions discussed in the agency's response to the Management Letter.

Carried

8.2. 2015 Year-To-Date Financial Report

Susan F. provided an overview and Susan H. answered questions Board Members had.

MOTION (Ay/Lim-O'Brien)

To accept the March 31 YTD financial report.

Carried

9. Terms of Office, Officers and Committees

9.1. Select Officers

Officers can spend no more than 2 years in an office, but can rotate through offices. Individuals have expressed interest in following positions:

Board Chair: Chris Sulway
Vice Chair: Sabrina Diaas
Secretary: Jean Lim-O'Brien
Treasurer: Tolga Ay

9.2. Select Committee Members (Personnel, Revenue Generation, Community Integration)

Applegrove expects each Board member to work with at least one committee.

Councillor McMahon can advertise committee descriptions in her electronic newsletter to recruit additional community leaders for committees.

Revenue Generation: Tolga and Matt (plus anticipated community members)

Community Integration: Antoine, Neil, Jean and Sabrina (plus Ann, Vai and Charles)

Personnel: Irene and Kyle

As Chair, Chris is an *ex officio* member of all committees, but is not expected to attend meetings. He plans to work with the Personnel Committee.

Board of Directors Minutes

April 27, 2015

3

MOTION (Tedesco/Kindbom)

To confirm the officers and for any 2 of the Chair, Treasurer, Secretary, and Executive Director to be signing officers as stated in the constitution.

Carried

MOTION (Kindbom/Sulway)

To confirm the committee membership.

Carried

10. Directors' Concerns

Councillor McMahon asked for an update regarding a complaint in the PC drop-in. Susan provided an overview and update. Councillor McMahon informed the Board that the complainants were taking their concern to the Ombudsman.

11. Adjournment

The meeting was adjourned on a motion by Antoine Tedesco, seconded by Chris Sulway.

Chair

Secretary

Month	January	February	March	April
Applegrove Parent/Child Drop-in				
Children	695	653	835	745
Parents	271	212	243	255
Caregivers	239	218	307	263
Subtotal	1,205	1,083	1,385	1,263
The Edgewood Connection				
Children	8	23	59	72
Parents	6	20	46	41
Caregivers	0	0	5	11
Subtotal	14	43	110	124
Helping Our Babies Grow				
Parents and Children	36	17	38	28
Moms	41	18	40	32
Subtotal	77	35	78	60
Therapeutic Play				
Children	0	0	0	0
Adults	0	0	0	0
Subtotal	0	0	0	0
Children and Youth				
Summer Camp				
After4, PA, Mar	1,030	981	1,184	1,289
Leadership				
Teen	55	67	71	94
Subtotal	1,085	1,048	1,255	1,383
Adult Programs				
Seniors (in	221	139	317	235
Committee	66	60	0	37
Other*	0	0	55	78
Subtotal	287	199	372	350
Phone and e-mail	325	288	406	308
Total	2,993	2,696	3,606	3,488

Cumulative 2,993 5,689 9,295 12,783

*Other includes Book Club, special events, Annual Meeting, Income Tax Cli

Note: Edgewood was closed for all of January and most of February,

2014 Comparison Month	3,322	3,188	3,627	4,189
Cumulative	3,322	6,510	10,137	14,326

Applegrove Community Complex
Year to date Income Statement
March 31, 2015

	Admin		Program	P/C Drop-in		Edgewood Drop-in		March Break		HOBG		Therapeutic Play		Summer Camp		After School		Teens Program		Seniors		Other(fund)	
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	
EXPENSES																							
Salary	65,174	67,110	88,739	27,014	26,307	4,903	4,590	3,402	0	2,150	2,123	5,810	6,542	0	0	35,479	35,712	2,513	2,562	6,993	6,960	476	
Benefit	20,440	20,429	15,538	8,649	8,695	2,075	2,043	365	0	166	124	643	565	0	0	2,861	3,316	272	343	424	517	82	
Material & Supplies	3,097	2,900	17,753	733	1,868	457	340	226	0	9,973	11,210	152	1,028	0	0	3,003	5,770	110	645	2,971	4,050	127	
Furniture & Equipment	0	0	938	0	0	(470)	0	0	0	1,407	0	0	0	0	0	0	0	0	0	0	0	0	
Purchased Services	5,316	3,990	12,962	399	560	1,281	1,092	535	0	3,029	0	1,053	324	12	30	3,931	4,845	0	0	1,253	1,020	1,469	
Total	94,027	94,429	135,930	36,795	37,430	8,246	8,065	4,528	0	16,725	13,457	7,658	8,459	12	30	45,274	49,643	2,895	3,550	11,642	12,547	2,154	
INCOME																							
Government Funding																							
City of Toronto	122,035	122,035	65,166	54,382	54,382	10,784	10,784	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Province of Ontario	0	0	13,264	3,000	6,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,264	10,425	0	
Federal Government	0	0	14,647	0	0	0	0	0	0	10,225	10,225	0	0	0	0	0	0	0	0	4,422	0	0	
Total Government	122,035	122,035	93,077	57,382	60,382	10,784	10,784	0	0	10,225	10,225	0	0	0	0	0	0	0	0	14,686	10,425	0	
Non-Government Funding																							
Charitable Organization	0	0	13,375	0	0	0	0	0	0	0	0	13,375	13,375	0	0	0	0	0	0	0	0	0	
Foundation/Corporation	0	0	7,000	0	0	0	0	0	0	0	0	0	0	2,500	0	0	0	0	0	2,000	2,000	0	
Total Non-Government	0	0	20,375	0	0	0	0	0	0	0	0	13,375	13,375	2,500	0	0	0	0	0	2,000	2,000	0	
Donation/Fundraising																							
Charitable Donation-individual	0	0	1,502	74	0	0	0	0	0	0	0	0	0	0	0	72	0	0	0	0	130	1,355	
Charitable Donation-Business	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-charitable Donation-Ind	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Non-charitable Donation-Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fundraising	0	0	1,856	745	500	0	250	0	0	0	0	0	0	0	0	0	0	0	0	73	0	1,038	
Total Donation/fundraising	0	0	3,358	819	500	0	250	0	0	0	0	0	0	0	0	72	0	0	0	73	130	2,394	
Others																							
User Fees	0	0	74,123	0	0	0	0	4,905	0	0	0	0	0	0	0	66,881	61,520	0	0	2,337	900	0	
Miscel	21	0	292	0	0	0	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	292	
GST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Others	21	0	74,414	0	0	0	500	4,905	0	0	0	0	0	0	0	66,881	61,520	0	0	2,337	900	292	
TOTAL INCOME	122,056	122,035	191,224	58,201	60,882	10,784	11,534	4,905	0	10,225	10,225	13,375	13,375	2,500	0	66,953	61,520	0	0	19,096	13,455	2,685	
SURPLUS(DEFICIT)	28,029	27,606	55,295	21,406	23,452	2,538	3,469	377	0	(6,500)	(3,232)	5,717	4,916	2,488	(30)	21,679	11,877	(2,895)	(3,550)	7,454	908	531	

April 30, 2015 YTD Financial Report

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

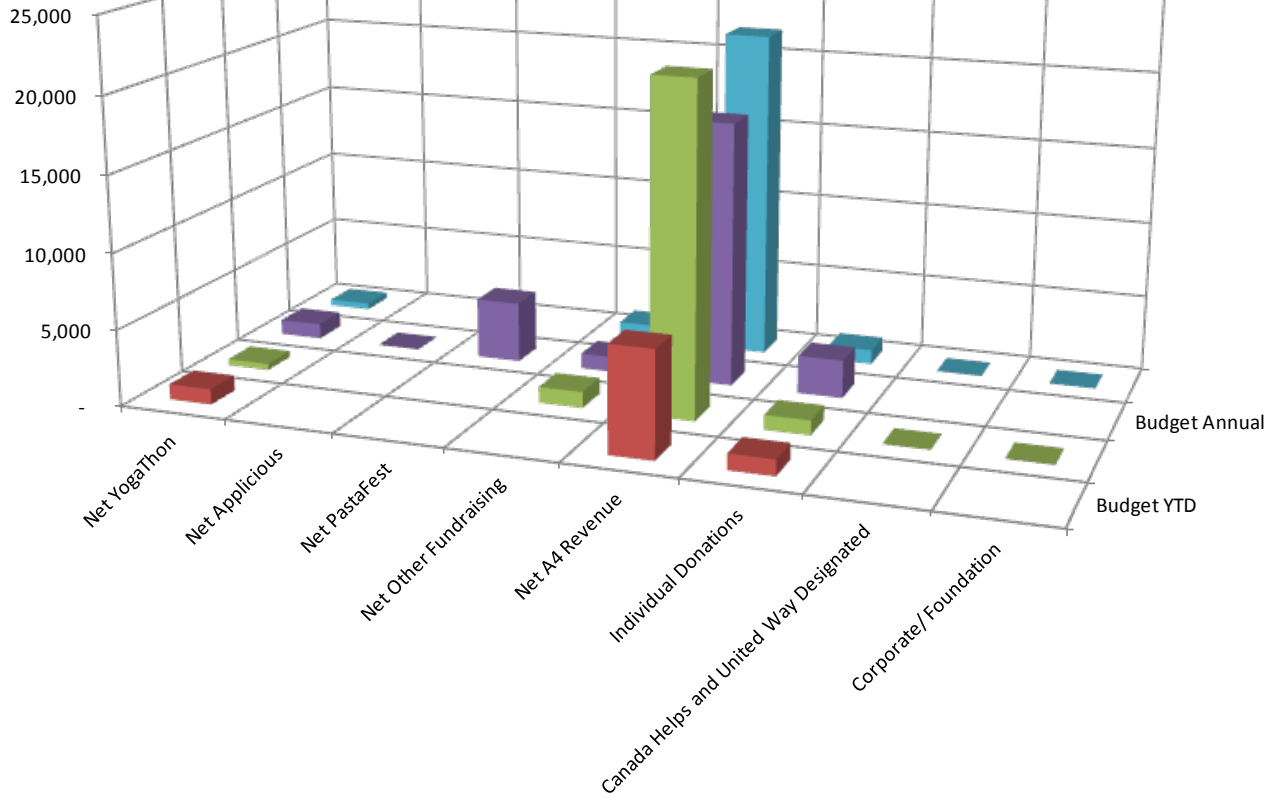
		YTD Budget	YTD Actual	Difference from budget		Common Issues	Special Notes
City Funded Administration	Expense	94,429	94,027	402	0%		Finance Manager gapping. Managers still paid at 2014 level
	Income	122,035	122,056	21	0%		
Families with Young Children	HOBG Expense	13,457	16,725	3,268	24%		Higher expenses due to fiscal year-end spending in March
	HOBG Income	10,225	10,225	0	0%	§	
	PC Expense	37,430	36,795	-635	-2%		
	PC Income	60,882	58,201	-2,681	-4%	Q	
	EW Expense	8,065	8,246	181	2%		
	EW Income	11,534	10,784	-750	-7%	Q	No fundraising income
Therapeutic	Expense	8,459	7,658	801	9%		
	Income	13,375	13,375	0	0%	ƒ	
Children and Youth	After School Expense	49,643	45,274	-4,369	-9%		
	After School Income	61,520	66,953	5,433	9%		
	March Break Expense	0	4,528	4,528			Did not budget for March Break. Subsequent reports will consolidate March Break into After-School
	March Break Income	0	377	377			
	Teen Expense	3,550	2,895	-655	-18%		Staff are thrifty; some programming was cancelled; and fewer supplies purchased than anticipated.
	Teen Income	0	0	0	0%		Funding received in 2014; must be transferred from 2014 into 2015
Seniors	Seniors Expense	12,547	11,642	-905	-7%	§	
	Seniors Income	13,455	19,096	5,641	42%		Additional income from Wellness Fair
Fund raising	Fundraising Net Revenue	2,685		1,216			Includes income from United Way, individual donations, YogaThon and Family Dance
	Fundraising Expense		1,469				Expense includes D&O insurance @ \$800 and Family Dance expenses

§ = Special April-March financial year

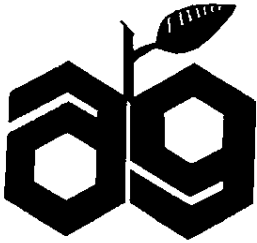
Q = Funding received quarterly

ƒ = Funding received twice annually

Fundraising and Revenue Generation



	Net YogaThon	Net Applicious	Net PastaFest	Net Other Fundraising	Net A4 Revenue	Individual Donations	Canada Helps and United Way Designated	Corporate/Foundation
■ Budget YTD	1,000				6,948	1,042		
■ Actual YTD	401			1,038	21,679	954	-	-
■ Budget Annual	1,000	0	4,000	1,000	17,369	2,500		
■ Actual Annual	401			1,038	21,679	954	-	-



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Community Integration Committee Meeting Notes

May 13, 2015

Present: Antoine Tedesco (Chair), Jean Lim, Susan Fletcher (recorder)

Regrets: Vai Teng Law, Ann McKechnie,

1. Next Meeting

Wednesday, June

2. Committee Chair

As suggested at the Board meeting, Antoine will chair the committee.

3. Notes from last meeting

4. Committee purpose and responsibilities from Terms of Reference

Since this was the first meeting of this year's committee, the agenda noted the following from the Terms of Reference.

Purpose

To strengthen the positive culture of the local community by fostering program participation that reflects the diversity of our community and increasing the awareness of the mission of Applegrove. Elements to include

- a. Communication/PR plan to the community
- b. Increase diversity of participants to reflect the community
- c. Recruit potential volunteer leaders and board members

Responsibilities

- a) To identify, assess and recommend communication media, policies and strategies and an annual workplan for public awareness.
- b) To understand the demographics of Applegrove's catchment area, participants, staff and leadership volunteers.
- c) To identify strategies to enhance Applegrove's reflection of the catchment area among participants, staff and leadership volunteers, as well as a process to measure success.

5. Orientation process for new Board members

- members discussed various processes to help orient new Board members.
 - a. Manual
 - members agreed that the prior manual duplicated material in the nominee package and website and included unneeded information
 - suggested revising to include
 - only what is not on the website or in the nominee package
 - a listing of what is available on the website or via links
 - b. Mentor
 - in the past, Applegrove tried a buddy or mentor system, matching new Board members to experienced ones, but this was not particularly useful or successful.

- c. Special meeting
 - o most years, Applegrove offers a special orientation meeting for new Board members, sometimes on a separate evening and sometimes just before the April Board meeting.
 - o it did not happen this year due to Susan's illness.
 - o members agreed that this should be included in 2016.

- d. Ongoing Board development
 - o Susan noted that Applegrove attempts to have a 10-minute program presentation, often by a program staff, in alternating months.
 - o these presentations help Board members better understand the agency programs, and help them get to know the staff.
 - o members agreed these would be useful, as well as other opportunities to see programs in action. Susan will put program special events on the Board calendar, such as the After-school "Open House" proposed for mid-June, so that Board members can try to attend.
 - o through a more general discussion, members agreed that in the months without program presentations, it would be useful to have a 5-10 minute presentation on a general issue such as the admin budget process, labour relations, or the Councillor's role. Plus a request for topic suggestions for the next session.

6. Review draft skills/diversity inventory

- the last meeting agreed that Applegrove should start an inventory of Board members' skills and diversity (although the nomination form asks about diversity, this is anonymous and not all Board members completed it) – will try doing this at the April meeting each year
- members revised a draft form and agreed that
 - o members should complete it at the May Board meeting
 - o it should not be anonymous
 - o the aggregated data will be anonymous

- with respect to other issues around diversity and reflecting the catchment area:
 - o Susan shared new maps of 2011 census data that she received earlier in the day -- first language still spoken at home (other than English), population growth/decline, proportion of immigrants.
 - o Antoine will try to get additional information by census tract.
 - o Susan also reported that the City is undertaking a staff survey in fall 2015 that will include questions on diversity. The City has indicated that its goal is a 70% response rate and that it expects to be able to provide agency-level information if a minimum of 10 responses are received. Susan will develop strategies to encourage Applegrove staff to respond, with a minimum goal of 70% of the 25-ish staff (18 individuals)

7. Online Presence

- a. Website
 - o Antoine has incorporated the suggestions from the last meeting
 - o there is a technical issue -- WordPress should be functional on our web-host, but somehow is not. Jean offered her experience in IT.
 - o once this is resolved, he can move forward.

b. Social Media

- Applegrove needs to better determine parameters of what is posted and how often on which media.
- for example
 - FaceBook has an older demographic
 - Pinterest has women
 - Twitter is younger
 - SnapChat is younger but the information is transitory
- Susan noted that she would include questions about social media when hiring the Program Assistant.
- members also discussed the importance of the agency having social media guidelines; as part of her annual objectives, Susan will prepare a draft, starting from the City's policy along with an understanding that Applegrove's use of social media will be very different from that of most direct City employees.

8. Other Business

a. Participating in Community Engagement Opportunities

- Duke of Connaught Make-It Faire – June 13. We can have a free table, sell volunteer-made items, have a Pay What Feels Good activity (e.g. Make and Take, temporary tattoos, face paint)
- Leslieville Tree festival -- June 13. We have participated for some years at "Mosquito Park" for \$15. Info only (checking if we can sell fresh apples)
- Earl Haig Fun Fair: Thurs, June 4, 3:30 – 7 (free)
- Toronto Challenge Sunday June 14
 1. need someone to provide Applegrove info and take care of our participants' belongings while they are walking
 2. pledge forms available to support the Applegrove walking team!

b. NOT Participating in

- 1 in a hundred day June 6
This event is returning to Toronto for its second year, and is a global festival of civic engagement, co-presented in Toronto by United Way and Evergreen CityWorks on June 6, 2015.

c. For future community engagement activities

- Toronto Community Festivals & Special Events Investment Program (Community Festivals) provides start-up or early-stage funding for small not-for-profit festivals and community events held in the City of Toronto that encourage residents to have fun, participate in their community, connect with each other, and contribute to a community's strength. Application deadline likely mid-November, decision likely mid-March.
- members discussed what we could do, including the RevGen suggestion of a summer solstice celebration

Community Integration Committee Notes

May 13, 2015

4

- Antoine noted that the Luminato Festival happens over the solstice and suggested that our event could benefit from its marketing (as well as the current lack of Luminato events outside the downtown core).
- members also noted the benefits of intergenerational programming and events.

9. Next Meeting

Applegrove Community Complex		Skills - Diversity Matrix	
		Draft 2	May 2015

This tool is designed to help Applegrove understand the level of experience each director has in various skill areas, as well as the overall composition of the board as it relates to diversity.

Directions: In the Skills/Experience Section, rate yourself using a scale of High(3) to Low/Not Applicable (1) to reflect the level of experience possessed in a particular area. For relevant items, feel free to enter a check to indicate skills you would like to learn and/or comments on your experience.

In the Demographic Background Section, note the relevant items that apply to you. Definitions are at the bottom.

Name	
Term Expiration Date	

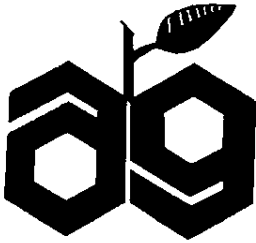
Skills & Experience

	Have	Develop?	Comment
Board of Directors Experience			
Succession Planning (Board and staff)			
Chaired a board or committee			
Financial			
Fundraising and events			
Grant Writing			
Human Resources			
Leadership			
Legal			
Lobbying			
Marketing & PR/Communication			
Organizational Management			
Risk Management			
Strategic Planning			
Technology/IT			
Experience in an AG program			
Local Resident			

Demographic Background	
Gender	
Male	
Female	
Transgender	
Other	
Age	
18-24	
25-34	
35-44	
45-54	
55-64	
65 and over	
Aboriginal People	
First Nations, Inuit or Métis	
Ethnicity	See below for definitions
Black	
Central and South American	
East Asian	
Pacific Islands	
South Asian	
South-East Asian	
West Asian or Arab	
White or Caucasian	
Any other non-white racial group	
Sexual Orientation	See below for definitions
LGBTTIQQ2S	
Disability	
An ongoing physical, mental, sensory or learning impairment which may result in experiencing disadvantage or barriers to full participation in society	

Definitions

o Black (e.g., origins include Canadian, American, Caribbean, African)
o Central and South American (e.g., origins include Canadian, Mexican, Brazilian, Cuban, Chilean, El Salvadorean)
o East Asian (e.g., origins include Canadian, Japanese, Korean, Chinese)
o Pacific Islands (e.g., origins include Canadian, Fijian, Hawaiian, Polynesian, Samoan)
o South Asian (e.g., origins include Canadian, Indian, Pakistani, Bangladeshi, Sri-Lankan, Caribbean, African)
o South-East Asian (e.g., origins include Canadian, Vietnamese, Filipino, Malaysian, Indonesian, Cambodian, Thai)
o West Asian or Arab (e.g., origins include Canadian, North African, Armenian, Egyptian, Iranian)
o White or Caucasian (e.g., origins include Canadian, American, Western, Eastern European)
o Any other non-white racial group not identified above (e.g., multiple racial origins, Aboriginal Peoples of the Pacific Islands, South or Central America)
LGBTTIQQ2S is an abbreviation used to represent a broad array of identities such as, but not limited to, lesbian, gay, bisexual, transexual, transgender, intersex, queer, questioning, and two-spirited.



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Revenue Generation Committee Notes

May 11, 2015

Present: Tolga Ay (Chair), Matt Kindbom, May Seto, Susan Fletcher (recorder).
Regrets from Jean and Mercedes.

1. Next Meeting

Monday, June 15 @ 7 p.m.

2. Notes from the March meeting

- accepted by consensus

3. Fundraising / Engagement Ideas

a. Seminar Series

- Susan and Tolga noted the prior discussion including the options of
 - a 3-session series with different topics at each session
 - one big session with an exceptionally dynamic and well-known speaker
 - a “parent info fair” modelled on the Seniors Wellness Fair.
- the info fair seemed like it might have the best reach at a low risk.
 - possibly on a Saturday in the fall in the gym
 - businesses wanting a display would pay a fee
 - we would have break-out rooms for seminars, with leaders paying an additional fee
 - discussed whether or not it should be free to attend; agreed that child care should be at a fee to allow us to manage numbers and staffing/ratios
 - Susan will bring a draft budget and further information to the next meeting.

b. Follow-up on EchoAge <http://echoage.com/why-echoage>

- the committee and Board previously considered participating in this, but deferred a decision. (background info attached)
- after discussing the issue, the committee suggested enrolling for a 6 month period as a trial, with the potential cost (if there is no participation) of about \$200.
- members recognized that while CanadaHelps provides an easy platform for donations, it does not include the following that EchoAge does:
 - a gift for the birthday child
 - easy e-vites and links
 - the marketing and name recognition

c. Membership (see attached info from a prior meeting)

- deferred

- d. Community Engagement Opportunities (also on Community Integration agenda)
- the committee recommended the following:
 - Duke of Connaught Make-It Faire – June 13. We can have a free table, sell volunteer-made items, have a Pay What Feels Good activity (e.g. Make and Take, temporary tattoos, face paint)
 - Leslieville Tree festival -- June 13. We have participated for some years at “Mosquito Park” for \$15. Info and we can sell fresh apples!
 - Earl Haig Fun Fair: Thurs, June 4, 3:30 – 7 (free)
 - Toronto Challenge Sunday June 14
 - 1. need someone to provide Applegrove info and take care of our participants’ belongings while they are walking
 - 2. pledge forms available to support the Applegrove walking team!
 - the committee did not recommend the following
 - 1 in a hundred day June 6
This event is returning to Toronto for its second year, and is a global festival of civic engagement, co-presented in Toronto by United Way and Evergreen CityWorks on June 6, 2015
How can you get involved?
 - Ø Register your idea/intervention today
at: <http://100in1day.ca/toronto/>
 - Ø Find some inspiration or refine your idea by registering for a workshop: Full schedule: 100In1Day.ca
- e. For future community engagement activities
- Toronto Community Festivals & Special Events Investment Program (Community Festivals) provides start-up or early-stage funding for small not-for-profit festivals and community events held in the City of Toronto that encourage residents to have fun, participate in their community, connect with each other, and contribute to a community's strength. Application deadline likely mid-November, decision likely mid-March.
 - members discussed the possibility of a summer event in 2016 or a summer solstice festival.

4. Other Business

a. Trillium Grant

- apparently, although we have not previously been eligible, we are now.
- deadline Aug. 26 and Sept. 2
- Ideas (numbered for identification)
 - a) Youth pre-employment strategy: training to referee volleyball and basketball games, plus an “Apprentice” style summer leadership session
 - b) Transition/outreach worker to support women attending HOBG in transitioning to family resource programs.
 - c) School age program similar to Over the Rainbow
 - d) ??

b. Outreach at local farmers markets

- Wednesdays from 4-7 at Bowmore
- Sundays at McDonald's park
- Tolga also offered to post on light poles

c. FundScrip

- a few years ago, Applegrove tried fundraising via this company – our participants pre-order gift cards at face value, and we earn 2% to 10% per card.
- requires a minimum order of \$5,000 for free shipping; otherwise will cost \$7 to \$20.
- May suggested a pre-Christmas order; others were interested in it on a regular basis.

http://www.fundscrip.com/?utm_source=bing&utm_medium=cpc&utm_term=%7Bkeyword%7D&utm_content=textAd&utm_campaign=Canadian%2BFundraising&leadsource=Bing_SEM

d. Logo Sales

- members discussed the possibility of printing and selling adult hats or T-shirts (also to identify volunteers at events)
- Matt will follow up with a contact

e. Late spring silent auction

- although unable to attend the meeting, Irene suggested a silent fundraiser auction for Applegrove in early June.
- Apparently no special license is needed. The costs would be for advertising and food. The venue could be Applegrove if agreed.
- Donations would be sought by email, web site, solicited by phone, also for food/snacks for the event.
- this is pretty successful with the Earl Haig Parent Council, maybe we could have some success too (\$500-\$1800) (the types of things auctioned can include: original works of art, gift certificates, gently used expensive/unique items, gift baskets, donated hours by professionals, tickets)
- using the Parent Child space we are always in if that is possible, in order to keep the costs down.
- I was thinking of working with another Bd member or two, so we are not eating up staff time.

5. Next Meeting(s)

Monday, June 15 @ 7 p.m.

EchoAge Update January 19, 2014

As discussed at an earlier Revenue Generation meeting, I began to register Applegrove for this service. EchoAge is an on-line birthday/donation program. Parents register their children's birthday parties including a big gift that the child wants and a charity. Families attending the parties contribute on-line via credit card. Half the money goes to the family/child for the gift and half goes to the charity. The charity provides a charitable receipt to all donors.

The following information from EchoAge's FAQs was confirmed by a staff today:

There is a 4.9% credit card payment and processing charge to the host of the birthday party. This amount is deducted from the host share and covers all payment processing for the guest contributions.

There is a platform fee of either \$30.00 or \$60.00 per month for charities, depending on the size of the organization, and the volume of transactions. This platform fee is charged to the charity whether or not funds have been raised on ECHOage in any given month.

ECHOage deducts administration fees on funds raised. Fees are kept as low as possible in order to create maximal benefit to the charities and schools that ECHOage supports. The administrative fee ranges depending on whether the ECHOage partner is a charity, school or cultural institution: the range is from 5.9%- 6.9% of funds raised, plus between \$1.50 - \$2.50 per donation.

So, for example, if 4 families attend a child's party, and each family pays \$50, the resulting \$200 is split as follows:

- \$100 to the child, minus 4.9% processing fee, for a net of \$95.10
- \$100 to charity, minus a 6.9% processing fee (\$6.90) and \$2.50 for each of the 4 donations (\$10), for a net of \$83.10.
- in addition, the monthly fee for small/medium charities like Applegrove is \$30 per month. If there is one party per month as above, the resulting net would be \$53.10.
- if there is only one party every 3 months, we would lose about \$7 per quarter.
- the maximum risk to participate for a year is \$360. However, participation is on a month-to-month basis and we can cancel at any time.

I asked on Facebook for families' experience – how much do they give and how many children at a party.

Two responses suggested families usually give \$25 or \$30 (the latter means they will get a charitable receipt) and invite 15 or more children.

At \$30, the agency share would be \$15, netting just under \$11.50 per child. This would mean 1 party of 15 children would cover nearly 6 months of the monthly fee.

Alternative to EchoAge

Canada Helps <https://www.canadahelps.org/en/for-charities/compare-solutions/>

- Applegrove has been a member for many years.
- Fee is 3.9% per donation¹
- CanadaHelps issues the charitable receipt and forwards the money in 2-4 weeks.
- Donors can make “in memory” and “in honour” gifts
- Donors can specify where we direct their gift.
- New options that we have not yet used
 - Customize the landing page to reflect our website colours, take the donor to our website or another special page after completing their donation
 - We can have a “fundraise now” button that will “prompt them to create a CanadaHelps Fundraising page, pre-selected with your organization and the specific fund that you have associated with your Fundraise Now button. In minutes, they’ll be ready to invite their family and friends to support your organization.”



¹ Decreasing to 3.5% as of May 18



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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting April 27, 2015

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

Present: Tolga Ay, Sabrina Dias, Matt Kindbom, Jean Lim-O'Brien, Councillor McMahon, Neil Sinclair (Chair), Chris Sulway, Antoine Tedesco
Regrets: Kyle Brown, Irene Buncel
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 February 23 Board of Management Meeting

MOTION (Sulway/Tedesco)
To accept the minutes of February 23.
Carried

D. Personnel Committee Report

Susan provided an overview.

MOTION (Ay/Sulway)
To accept the Personnel Committee Report.
Carried

E. Executive Director's Report

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

F. Correspondence/Information

MOTION (Tedesco/Sulway)
To accept the suggested actions.
Carried

G. Adjournment

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

Chair

Secretary

Next Meetings

Board Meeting – May 25, 7:00 p.m.

Revenue Generation Committee – May 11, 7:00 p.m.

Community Integration Committee – May 13, 6:30 p.m.

Personnel Committee - TBD

TORONTO PUBLIC SERVICE BY-LAW

BACKGROUNDER

TPS By-law – Council Direction

- In June 2014, City Council adopted the Toronto Public Service By-law. It is now part of the Toronto Municipal Code, Chapter 192, Public Service.
- Council asked Agency Boards to implement By-law provisions.
- The By-law will come into force on December 31st, 2015.
- The City Manager's Office will support Agency implementation of the By-law provisions.

Objectives of the TPS By-Law

- Advance the public service as a professional body.
- Affirm City Agencies as part of the broader public service with authority to manage their own affairs.
- Ensure the public service is effective in serving the public, the Toronto government and the City as a whole.
- Establish the roles, responsibilities and authorities for the administration of the public service.
- Recruit and develop a well-qualified, public service that is reflective of Toronto's diversity.
- Set out the rights and duties of the public service concerning ethical conduct, including political activity and conflict of interest.
- Establish procedures for the disclosure and investigation of wrongdoing and protect public servants who disclose wrongdoing from reprisals.

Toronto Public Service By-Law

Overview of Key Elements

Toronto Public Service By-Law

Public Service Values

The Role, Responsibilities and Authorities of City Agencies to Manage their Employees

Provisions for Conflict of Interest, Political Activity and Disclosure of Wrongdoing and Reprisal Protection

Ethics Executives

Public Service Values

The following values were codified to foster a common public service culture across the City:

- Act with integrity
- Apply judgement and discretion
- Serve the public well
- Serve Council and/or their Board well
- Serve the public service well
- Uphold Toronto's motto – Diversity Our Strength
- Maintain political neutrality
- Use City property, services and resources responsibly

Agencies may have additional operational values specific to their organization in addition to these public service values.

Human Resource Authorities

- The TPS By-law:
 - Affirms the authority of City agencies to appoint, promote, demote, suspend and dismiss agency employees subject to personnel policies adopted by the board or collective agreements applicable to Agency employees.
 - Requires City agencies to appoint an administrative head responsible to provide organizational leadership to staff and for the efficient and effective service delivery.
 - Requires City agencies to delegate the authority to appoint, promote demote, suspend and dismiss agency employees to the administrative head with such limitations as the Board determines appropriate.
 - Requires City Agencies to meet minimum Human Resource policy requirements.

Human Resource Policy Requirements

- The minimum Human Resource policy requirements include:
 - **Absence from Work Policies** to set out conditions for various leaves from work (for example, vacation, bereavement and parental leave).
 - **Pay and Benefits Policies** to outline remuneration for employees (for example, lieu time and mileage).
 - **Hiring and Promotion Policies** to outline the processes governing the appointment and promotion of staff as required by the *City of Toronto Act*.
 - **Health and Safety Policies** to fulfill requirements under the Occupational Health and Safety Act, including maintaining a safe work environment.
 - **Access, Equity and Human Rights Policies** to fulfill requirements under various legislation and to promote access and equity in their organization.

Conflict of Interest Provisions

- The Conflict of Interest provisions set out rules of conduct to ensure that an employee's personal interests do not conflict with their public service responsibilities and obligations.
- This includes provisions for:
 - Receipt of fees and gifts
 - Special/preferential treatment for family, friends and business associates
 - Outside work or business
 - Use of City property and resources, including confidential information
 - Obligations related to Lobbying
 - Post-employment obligations related to the use or disclosure of confidential information
 - Requirement of a formal Employment of Relatives Policy.

Political Activity Provisions

- The political activity provisions:
 - Affirm the constitutional right of employees to engage in political activity balanced with the need to maintain political neutrality.
 - Makes clear that employees may not engage in political activity related to municipal, provincial and federal elections during working hours or use City or Agency resources (e.g. facilities and equipment) while engaging in political activity.
 - Establishes a requirement for employees to disclose their involvement in political activity outside of work hours and seek guidance if the employee feels the political activity conflicts with or may be perceived to conflict with their work duties and responsibilities.
 - Includes special restrictions for senior employees.

Special Restrictions for Agency Heads

- Heads of AOCCs may not:
 - Support or oppose a candidate in a Toronto municipal election.
 - Canvass or campaign on a Toronto municipal referendum question.
- Heads of AOCCs may:
 - Contribute financially to a campaign (except to a Toronto election campaign or referendum question).
 - Be a member of a political party.
 - Seek appointment or election to public office in accordance with employer and statutory leave requirements.
 - Support a candidate and/or political party in federal, provincial and municipal elections, except Toronto's.

Disclosure of Wrongdoing and Reprisal Protection Policy

- The TPS by-law requires City agencies to adopt and implement a *Disclosure of Wrongdoing and Reprisal Protection Policy* which will:
 - Define wrongdoing;
 - Establish mechanisms for employees to disclose wrongdoing;
 - Establish a process to investigate allegations of wrongdoing;
 - Establish reprisal protections for employees who disclose wrongdoing in good faith; and
 - Report annually to their Board on allegations of wrongdoing and their resolution.

Ethics Executives

- The By-law assigns the role of Ethics Executives to Agency Heads.
- Agency Heads will:
 - Promote ethical conduct and decision-making among staff;
 - Ensure staff are familiar with the ethical provisions included in the Toronto Public Service By-law and provide guidance on their application; and
 - Provide advice and guidance to staff on situations involving conflict of interest, political activity and other ethical matters.
- An Agency Head can seek advice from the City Manager, Integrity Commissioner or their Board Chair on ethical matters.
- The City will support Agency Heads to perform this role.



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Executive Director's Report May 14/15, 2015

As I slowly return to health, I took time off during my previously booked vacation (April 29 to May 13 inclusive), but did some work in the office and at home, attended Applegrove meetings, and attended several City and AOCC¹ meetings. Today is my first official day back at work after my "vacation". Thank you for your support and understanding during my illness.

2016 Budget

I have attended 2 meetings on the 2016 City Budget. Because Applegrove's admin budget submission is due on June 15 but key information will not be available until May 15 [now delayed to May 19], I will prepare budget projections on May 19-20, and email them to Board members by May 22. The diagram below shows the post-submission review by City staff before the public budget launch planned for December 15.

2016 Recommended Budget Schedule

Activity	Operating / Capital Budget - Rate Supported Programs	Capital Budget - City Divisions & Agencies	Operating Budget - City Divisions & Agencies
Operating Budget (Pre-Submission Shared Stage)	June 5	N/A	June 5
Budget Submission Deadline	June 15, 2015	June 5, 2015	June 15, 2015
Standing Committee Review of Service Levels	June 15 - June 30, 2015	N/A	June 15 - June 30, 2015
Executive Director, Financial Planning Division Review with Programs and Agencies	July 2 - 16, 2015 September 9, 10, 11 & 14, 2015		
BC Members Informal Reviews	September 15 - October 1, 2015	September 15 - October 16, 2015	
CM/CFO Meeting with Programs	September 16 - 28, 2015	September 17 - October 20, 2015	
CM/DCM/CFO Final Meetings	October 6, 2015	October 26, 2015	
Budget Launch - Budget Committee	November 6, 2015 Includes Presentations	December 15, 2015	
Budget Briefings (Budget Committee)	November 13, 2015 (Regular BC Meeting)	January 5, 6, 8 & 11, 2016	
Public Presentations (Budget Committee)	November 13, 2015 (Regular BC Meeting)	January 12, 13 & 14, 2016	
Budget Committee Wrap-Up	N/A	January 18, 2016 (Briefing Notes / Motions / Reports)	
Budget Committee Final Wrap-Up	November 24, 2015 (Afternoon)	January 26, 2016	
Special Executive Committee	December 1, 2015 (Regular Executive)	February 9, 2016 (Special Executive)	
Special Council	December 9 & 10, 2015 (Regular Council)	February 17 & 18, 2016 (Special Council)	

Strengthening Fiscal Health



Essentials of Financial Planning and Budgeting

¹ AOCC = Association Of Community Centres. There are 10 City-funded, Board managed centres like Applegrove across Toronto; while we work together on certain issues and the City refers to AOCC, there is no coordinating structure.

Financial Reports

The Board agenda includes 2015 Year-To-Date financial report.

As requested by the Board in 2014, I have also included the YTD statistics summary. Please note that there are more details for each program; this summary simply reports the number of visits, plus phone calls and e-mails to the PC and Seniors programs and an estimate of referral calls and doorbells for the office. It does not include e-mails to the general agency account, May, the bookkeeper or me.

Board Confidential E-mail

As part of Applegrove's procedures for complaints and service concerns, we set up an Applegrove Board hotmail account. The Board Secretary is responsible for checking it, with another Board member also having log-in information as a back-up. The intention was that as the Secretary responsibility moved to a new person, that new person would change the password. However, because the account was based on the individual who set it up, Applegrove's Secretaries have been unable to change the password.

To address this issue, Jean and I have been discussing alternatives. One choice is to set up an account with another free service. Another choice is to set up an "@ApplegroveCC.ca" account. With the Applegrove account, the Secretary would have to come to Applegrove and use one of our computers to log-in. While there is a possibility of remote access via Webmail, this system is very awkward to use.

This issue will be on the Board agenda for discussion.

Edgewood Applegrove Connection

We have an opportunity for our satellite program to operate on Tuesday and Wednesday mornings, east of Coxwell, which is our preferred time and location. This would start in September after the program's usual summer break. There is time on the Board agenda to discuss the opportunity and decide on whether to follow up.

In the past, we have tried to have 5 to 10 minutes on the agenda in alternating months for program staff to describe their programs. Not only did this help Board and staff members get to know each other, it deepened Board members' understanding of the various programs.

The Applegrove Connection discussion will serve as the program description for this month.

Public Service Bylaw

In 2014, the City adopted a Public Service Bylaw to come into force on December 31, 2015. I attended a meeting this morning during which staff of the City Manager's Office outlined their workplan for AOCCs for the next 7 months. I have included a Backgrounder in the Board package, and expect to have a copy of this morning's presentation at the Board meeting.

While the City staff emphasized that they would provide support, it was clear that AOCCs will have to review, amend and adopt a number of policies; attend training and train our staff; and attend several meetings.

Most Board meetings between now and December will likely include issues related to the Public Service Bylaw.

On a related note, the Community Integration Committee discussed Board orientation and development. We agreed that in the alternating months from program presentations, the agenda should include 5 to 10 minutes on an agency issue, such as the budget process, labour relations, etc. Perhaps the June meeting should address the relationship with the City?

Summer Meetings

The attached meeting calendar shows the June Board meeting on June 22; I assumed that members would prefer not to meet on Monday, June 29!

We usually do not have committee meetings in July or August. Some years, we have had either a short regular Board meeting for specific business, or a Board social (a short business agenda plus dinner). Perhaps we can discuss a Board social at the May meeting, as well as confirming the date for the June meeting.

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.



www.ApplegroveCC.ca

Applegrove Events and Board / Committee Meetings – May 15, 2015

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.

May	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17		18 Applegrove Closed for Victoria Day	19	20	21	22	23
24		25 Board	26 [Duke School Council]	27	28	29 [Duke Family Night]	30
31							

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Personel Committee?	2	3 Personnel Committee?	4 Earl Haig Fun Fair	5 PA day	6
7		8	9	10	11	12	13 Leslileville Tree Festival Duke of Connaught Maker Faire and Yard Sale
14 Toronto Challenge Run/Walk		15	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		

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 – May 15, 2015
Office Phone 416-461-8143

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					

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

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Applegrove Events and Board / Committee Meetings – May 15, 2015
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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					

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

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 – May 15, 2015
Office Phone 416-461-8143

31						
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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
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	26	
27	28 AGM?	29	30	31			

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