



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, October 26, 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. Board Development: Program Presentation: The Applegrove Connection (formerly Edgewood): Louise Maynard

7:15

8. Minutes of the Sept. 28 meeting (*attached*): to be accepted

9. Policy Work (*note to Board members: all relevant policies are in a separate document*)
 - 9.1. Rescind existing Conflict of Interest Policy
 - 9.2. Rescind existing political activity policies(Election Policy)
 - 9.3. Amend/Adopt New Applegrove Employment of Relatives Policy
 - 9.4. Amend/Adopt Procedural By-law for City Agency
 - 9.5. Amend/Adopt AOCC Human Rights and Anti-Harassment Policy

7:45

10. Wrong-doing and Reprisal
 - 10.1. Background info (See Executive Director's Report)
 - 10.2. 519's proposal regarding anonymous reporting
 - 10.3. 519's policy

8:15

11. City Policies that do not require Board Approval (for information)
 - 11.1. Corp Occupational Health and Safety
 - 11.2. Critical Injury Investigation and Reporting
 - 11.3. Hate Activity
 - 11.4. Work Refusal
 - 11.5. Workplace Violence
 - 11.6. Workplace Harassment
 - 11.7. Accommodation
 - 11.8. Employment Equity

Applegrove Board Meeting Agenda
October 26, 2015

2

8:30

12. Finance

12.1. 2015 YTD Statistics Summary (*attached*) for information

12.2. 2015 Year-To-Date Financial Report: (*attached*) to be accepted

12.3. 2016 Program Budgets: (*attached*) at least the PC and AC budgets should be endorsed.

12.4. 2016 Admin Budget Update: for information

13. Strategic Planning

8:45

14. Revenue Generation Committee Report

15. Community Integration Committee Report – did not meet

8:50

16. Directors' Concerns

17. Adjournment



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Board of Management Meeting AGENDA -- Monday, Oct. 26, 2015

8:52

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the Sept. 28 Board of Management Meeting (*attached*): to be accepted

8:55

- D. Executive Director's Report (*attached*): to be accepted
- E. Correspondence List (*to be distributed at the meeting*): for information and decisions

8:58

- F. Adjournment

Next Meetings and Events

Pasta Fest: Nov. 7

Next regular Board meeting: November 30 at 7 p.m.



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting September 28, 2015

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

Present: Tolga Ay, Matt Kindbom, Vai Teng Law, Jean Lim-O'Brien, Councillor McMahon,
Neil Sinclair, Chris Sulway (Chair)
Regrets: Irene Buncel, Sabrina Dias, Antoine Tedesco
Guest: Karen Jones (AOCC Governance Liaison)
Staff: Susan Fletcher, 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 circulated.

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. Board Development: Relationship with the City

Karen Jones, AOCC Governance Liaison, with the City Manager's Office provided a presentation and answered all questions. She will provide Susan with a link to the presentation and asked members to refer to it for more detailed information.

8. Minutes

Minutes of the June 22 Board of Directors Meeting

MOTION (Kindbom/Law)

To accept the minutes of June 22

Carried

9. Finance and Fundraising

9.1. 2015 YTD Statistics Summary: for information

Susan provided an overview and answered Board Members' questions.

- 9.2. 2015 Year-to-date Financial Report
Susan provided an overview.

MOTION (Sinclair/Lim-O'Brien)

To accept the August 31 year-to-date financial report as presented.

Carried

- 9.3. Admin Budget 2016 Update: For Information
City staff met with Susan F. in early September and indicated that the requests would not be supported.

10. Strategic Planning

- 10.1. Results of the July 2015 discussion: For discussion and endorsement
The results of the planning discussion in early July have been summarized on the small sheet and integrated into the spreadsheet, together with results of the 2014-15 strategic priorities.

MOTION (Ay/Lim-O'Brien)

To endorse the proposed 2015-16 strategic priorities as presented and for committees and staff to integrate these into their workplans

Carried

- 10.2. Christmas School-Age Programming Report: For discussion and decision
Board discussed and decided not to proceed with Holiday Camp.

- 10.3. CRM system (Customer Relationship Management): for discussion and follow up
Members reviewed the different options and directed staff to continue to explore and provide a complete analysis and recommendation at the next board meeting.

11. Community Integration Committee Report

Susan provided an overview. Antoine will provide a summary of comments received from board members and staff on the new website at the next meeting.

MOTION (Law/Ay)

To accept the September Community Integration report as presented.

Carried

12. Revenue Generation Committee Report

Members directed staff to further develop the Community Information Fair.

MOTION (Lim-O'Brien/Sinclair)

To accept the September Revenue Generation report as presented.

Carried

13. Directors' Concerns

None

14. Adjournment

The meeting was adjourned on a motion by Matt Kindbom, seconded by Vai Teng Law.

Chair

Secretary

Applegrove Statistics

2015 Printed October 15, 2015

Note: added new column with cumulative total different participants

Cumulative different people	January	February	March	April	May	June	July	August	September	
Applegrove Parent/Child Drop-in										
Children	589	695	653	835	745	675	610	639	550	540
Parents	506	271	212	243	255	199	183	206	197	174
Caregivers		239	218	307	263	248	223	196	176	204
Subtotal		1,205	1,083	1,385	1,263	1,122	1,016	1,041	923	918
The Applegrove Connection (previously Edgewood)										
Children	134	8	23	59	72	39	47	0		194
Parents	106	6	20	46	41	23	26	0		61
Caregivers		0	0	5	11	5	17	0		60
Subtotal		14	43	110	124	67	90	0	0	315
Helping Our Babies Grow										
Infants and Children	38	36	17	38	28	35	55	54	44	25
Moms	58	41	18	40	32	43	62	43	47	43
Subtotal		77	35	78	60	78	117	97	91	68
Therapeutic Play										
Children		4	10	20	11	12	8	0	0	0
Adults		4	10	20	9	12	8	0	0	0
Subtotal		8	20	40	20	24	16	0	0	0
Children and Youth										
Summer Camp	137						1,149	732		
After4, PA, March	75	1,030	981	1,184	1,289	1,079	1,102			0
Leadership								0	0	
Teen		55	67	71	94	0	0			0
Subtotal		1,085	1,048	1,255	1,383	1,079	1,102	1,149	732	0
Adult Programs										
Seniors (in	178	221	139	317	235	248	233	144	89	191
Committee/Board ho		66	60	0	77	29	24	0	0	0
Other*		0	115	55	78	0	0	0	0	0
Subtotal		287	314	372	390	277	257	144	89	191
Phone and e-mail		325	288	406	308	221	173	179	163	246
Total	1,821	3,001	2,831	3,646	3,548	2,868	2,771	2,610	1,998	1,738
Cumulative		3,001	5,832	9,478	13,026	15,894	18,665	21,275	23,273	25,011

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

Board Hours shown in month recorded, not

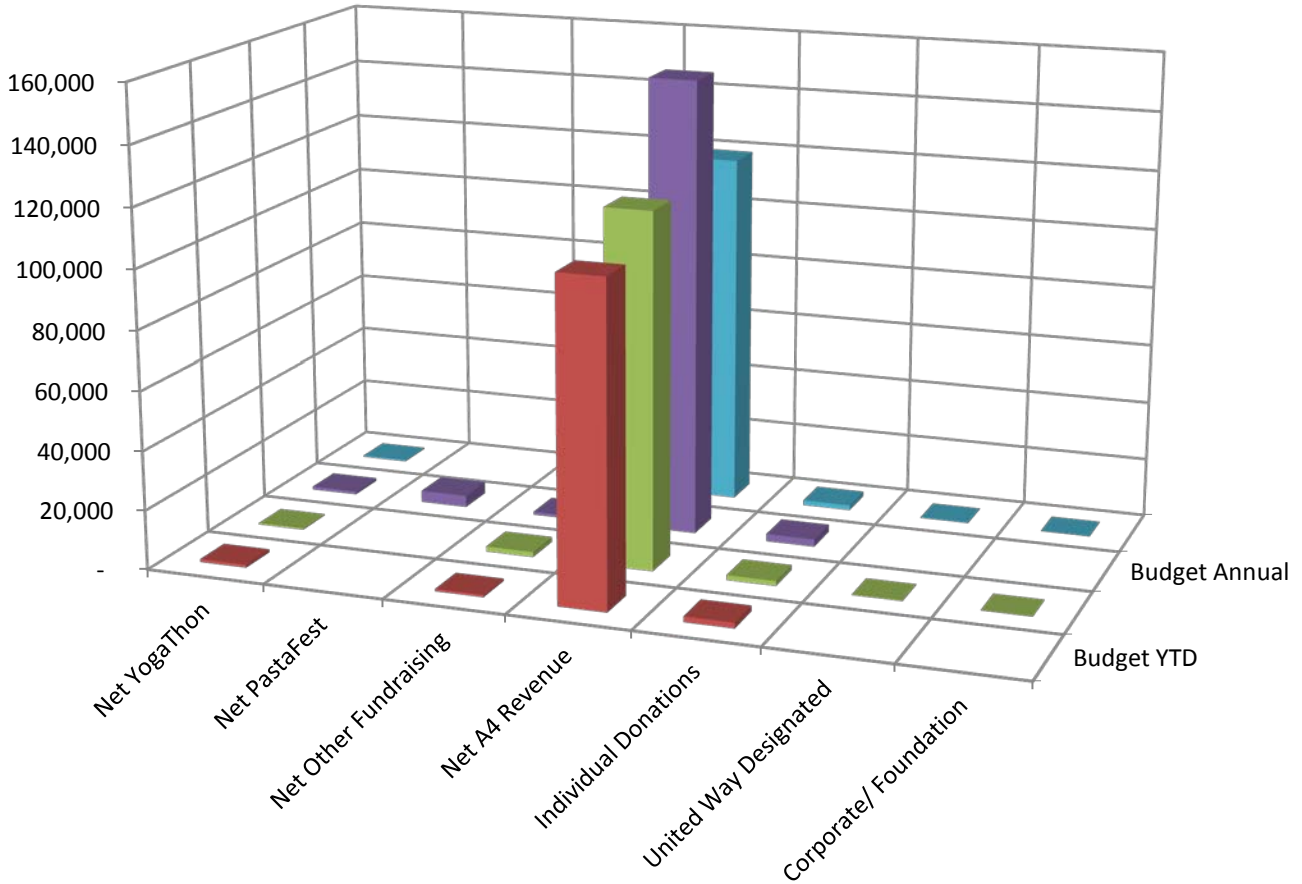
Note: Edgewood was closed for all of January and most of February, then most of September-Dec 2014

September 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	254,993	250,398	4,595	2%		Finance Manager gapping.	
	Income	276,187	276,235	47	0%			
Families with Young Children	HOBG	Expense	22,417	22,124	-293	-1%		Higher expenses due to fiscal year-end spending in March
		Income	22,613	28,960	6,347	28%	\$	Funder sent April to November funding in advance!
		Expense	2,124					Note: new line for cost of program worker funded via donations, fundraising, etc.
	PC	Expense	94,471	96,730	2,259	2%		
		Income	94,149	95,297	1,148	1%	Q	
	AC (formerly EW)	Expense	21,363	20,982	-381	-2%		
		Income	22,121	18,627	-3,494	-16%	Q	No fundraising income
	Therapeutic	Expense	22,295	19,409	-2,886	-13%		
Income		13,375	13,375	0	0%	F		
Children and Youth	After School including March Break	Expense	90,993	93,999	3,006	3%		Now includes March Break expense and income of about \$4500 and \$4900 respectively
		Income	107,660	124,306	16,646	15%		
	Teen	Expense	6,577	4,637	-1,940	-30%		Staff are thrifty; some programming was cancelled; and fewer supplies purchased than anticipated.
		Income	0	0	0	0%		Funding received in 2014; must be transferred from 2014 into 2015
	Camp	Expense	78,866	73,028	-5,838	-7%		
		Income	73,611	64,737	-8,874	-12%		Waiting for several funders, totalling well over \$5,000
	Leadership	Expense	14,966	12,096	-2,870	-19%		Staff are thrifty.
		Income	11,401	10,405	-997	-9%		Waiting for a funder
Seniors	Expense	26,172	28,229	2,057	8%	\$		
	Income	28,317	36,303	7,985	28%		Additional income from Wellness Fair plus prior New Horizons Grant (CTA project) as well as higher participant fees	
Fundraising general program	General programming	Expense	1,806				New line for Program Assistant and relevant expenses. Funded via After-school proceeds	
	Agency fundraising and donations	Revenue	4,196		2,451	Net Proceeds (Revenue - Expense)	Includes income from United Way, individual donations, YogaThon and Family Dance	
		Expense		1,745			Expense includes D&O insurance @ \$800 and Family Dance expenses	
§ = Special April-March financial year		Q = Funding received quarterly		F = Funding received twice annually				

Fundraising and Revenue Generation



	Net YogaThon	Net PastaFest	Net Other Fundraising	Net A4 Revenue	Individual Donations	United Way Designated	Corporate/ Foundation
■ Budget YTD	1,000		750	107,660	1,875		
■ Actual YTD	401		1,713	119,329	1,687	131	-
■ Budget Annual	1,000	4,000	1,000	153,800	2,500		
■ Actual Annual	401		1,713	119,329	1,687	131	-

APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
September 30, 2015
ASSETS

Alterna - Admin Account	49,197.66
Alterna - Program Account	132,727.44
Alterna - Trust Account	597.62
Alterna - Member Shares	151.59
Alterna Term Deposits - Program	83,383.20
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,460.00
Outstanding Transfers Between Accounts	(1,389.11)
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	0.00
Long-term Receivable - City of Toronto	303,037.34
HST Receivable - Admin & Program	3,994.98
Prepaid Expenses	3,396.03
	<u>576,706.75</u>

LIABILITIES

Accounts Payable - Admin	6,903.54
Accounts Payable - Program	10,427.52
Long-term Benefits Payable	270,914.00
Unrealized Actuarial Gain	(15,889.00)
Income Taxes Payable	8,435.57
CPP Payable	4,005.08
EI Payable	2,292.45
OMERS Payable	8,686.68
WSIB Payable	737.67
Union & COTAPSAI Dues Payable	844.19
EHT Payable	0.00
Vacations Accrued - Admin	48,012.34
Vacations Accrued - Program	7,260.63
City of Toronto Payable (Receivable)	(378.98)
Surplus (Deficit) Outstanding	9,726.81
	<u>361,978.50</u>
Accrued Expenses - Admin	1,555.76
Deferred Income - Program	0.00
Funds held in trust	955.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	57,644.58
Teen Program	5,172.71
Seniors Programs	14,533.26
Board/Management	32,927.89
Summer Programs	12,096.32
HAIG	(85.29)
The Applegrove Connection	0.00
HOBG	9,130.15
Over the Rainbow	36,142.96
Current Program Income	396,204.58
Current Program Expenses	<u>(377,386.61)</u>
	18,817.97
Admin:	
Current Admin Funding - City of Toronto	276,187.37
Interest on Admin Account	47.47
Current Admin Expenses	<u>(250,397.90)</u>
Current Admin Surplus/Deficit	25,836.94
	<u>576,706.75</u>

Applegrove Community Complex																										
Year to date Income Statement																										
September 30, 2015																										
	Admin		Program	P/C Drop-in		Applegrove Conne		March Break		HOBG		Therapeutic Play		Summer Camp		After School		Teens Program		Leadership		Seniors		Other(fundraising, E		
	Actual	Budget	Total	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	
EXPENSES																										
Salary	177,627	185,010	271,375	72,328	66,844	12,799	11,360	3,402	0	5,214	5,827	15,618	18,073	53,323	53,717	71,765	63,462	3,986	4,797	9,553	9,522	19,608	17,410	3,780	0	
Benefit	48,758	50,372	43,141	21,116	21,136	5,019	4,882	365	0	359	345	1,578	1,465	5,864	6,683	5,792	6,356	424	685	745	934	1,378	1,417	501	0	
Material & Supplies	6,444	6,648	32,791	2,473	4,561	893	929	226	0	11,852	13,245	74	1,188	7,078	8,672	4,782	10,565	129	1,095	264	2,105	4,893	5,775	127	0	
Furniture & Equipment	0	438	938	0	150	(470)	75	0	0	1,407	0	0	0	0	0	0	500	0	0	0	0	0	0	0	0	
Purchased Services	17,570	12,525	29,142	813	1,780	2,741	4,117	535	0	3,292	3,000	2,140	1,569	6,764	9,794	7,132	10,110	98	0	1,534	2,405	2,350	1,570	1,745	0	
Total	250,398	254,993	377,387	96,730	94,471	20,982	21,363	4,528	0	22,124	22,417	19,409	22,295	73,028	78,866	89,471	90,993	4,637	6,577	12,096	14,966	28,229	26,172	6,152	0	
INCOME																										
Government Funding																										
City of Toronto	276,187	276,187	106,295	84,024	84,024	18,621	18,621	0	0	0	0	0	0	3,650	7,066	0	0	0	0	0	0	0	0	0	0	0
Province of Ontario	0	0	32,341	9,000	9,000	0	0	0	0	0	0	0	0	0	1,400	0	0	0	0	0	0	23,341	24,104	0	0	
Federal Government	0	0	43,400	0	0	0	0	0	0	28,960	22,613	0	0	7,514	11,118	0	0	0	0	2,505	3,706	4,422	0	0	0	
Total Government	276,187	276,187	182,036	93,024	93,024	18,621	18,621	0	0	28,960	22,613	0	0	11,164	19,584	0	0	0	0	2,505	3,706	27,763	24,104	0	0	
Non-Government Funding																										
Charitable Organization	0	0	13,506	0	0	0	0	0	0	0	0	13,375	13,375	0	0	0	0	0	0	0	0	0	0	131	0	
Foundation/Corporation	0	0	10,500	0	0	0	0	0	0	0	0	0	0	6,000	3,500	0	0	0	0	2,500	2,500	2,000	2,000	0	0	
Total Non-Government	0	0	24,006	0	0	0	0	0	0	0	0	13,375	13,375	6,000	3,500	0	0	0	0	2,500	2,500	2,000	2,000	131	0	
Donation/Fundraising																										
Charitable Donation-individual	0	0	4,351	348	0	0	0	0	0	0	0	0	0	0	0	72	0	0	0	0	0	1,844	290	2,088	0	
Charitable Donation-Business	0	0	2,000	0	0	0	0	0	0	0	0	0	0	2,000	2,000	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	0	0	0	
Non-charitable Donation-Bus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fundraising	0	0	4,434	1,924	1,125	6	500	0	0	0	0	0	0	990	1,000	0	0	0	0	0	200	202	0	1,312	0	
Total Donation/fundraising	0	0	10,786	2,273	1,125	6	500	0	0	0	0	0	0	2,990	3,000	72	0	0	0	0	200	2,045	290	3,400	0	
Others																										
User Fees	0	0	178,712	0	0	0	0	4,905	0	0	0	0	0	44,583	47,527	119,329	107,660	0	0	5,400	4,995	4,495	1,923	0	0	
Miscel	47	0	665	0	0	0	3,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	665	0	
GST Rebate	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Total Others	47	0	179,377	0	0	0	3,000	4,905	0	0	0	0	0	44,583	47,527	119,329	107,660	0	0	5,400	4,995	4,495	1,923	665	0	
TOTAL INCOME	276,235	276,187	396,205	95,297	94,149	18,627	22,121	4,905	0	28,960	22,613	13,375	13,375	64,737	73,611	119,401	107,660	0	0	10,405	11,401	36,303	28,317	4,196	0	
SURPLUS(DEFICIT)	25,837	21,194	18,818	(1,434)	(322)	(2,355)	758	377	0	6,836	196	(6,034)	(8,920)	(8,292)	(5,255)	29,930	16,667	(4,637)	(6,577)	(1,692)	(3,565)	8,074	2,145	(1,956)	0	

Parent-Child Budget for 2016		Drafted Oct 2015	
15-Oct-15	2015 wage rates and 2015 benefits unless known		
EXPENSES			
SALARIES (see detailed calculations)			
77	average hours/week of staffing		
wage grade 5 and 7			
Total Salaries		97,380	
BENEFITS (see detailed calculations)			
		30,068	
TOTAL SALARIES & BENEFITS			127,448
PROGRAM EXPENSE			
Staff travel			
\$8	per month		96
Staff training			
\$41.50	mo		498
Purchased Services			
Cleaning furniture & carpets		390	
Repairs		100	
Workshop/meeting child care honourarium		200	
Total			690
Advertising and Promotion			140
Furniture/equipment (replacements)			300
New furn/equip			
Only with special grant or donations. Detailed list to be			
Program Supplies			
Film, developing and photography supplies @ \$12.50	mo		
Deleted for 2008, moved \$\$ to Cleaning furniture			
Books and magazines for adults		400	
Food \$157	mo		1,884
Toys (inc. kids books)			1,200
Cleaning, kitchen, non-food, @ \$41.50	mo		498
Craft materials \$58.50	mo		702
Total Program Supplies			4,684
Workshops			
Total expense			242
7 participants pay \$20	each		-140
Net workshop expense			102
Trips			
Total expense			2,400
Total revenue from participants			-1,000
Net trip expense			1,400
("Recovery of costs")			
Special Events, i.e. Christmas party			
Gifts @ \$3/child, 100 children			300
Food (coffee, cream, juice, etc.)			20
Decorations			25
Rent or purchase dishes			50
Includes plates, utensils, napkins, cups, etc.			
CHUM Christmas Wish			-300
Targetted fundraiser or Christmas jar			-95
Net Special Event cost			0
Memberships			250
Telephone \$85	mo		1,020
Actual is about \$60 per month in 2011			
Hiring costs (Police check, obs. days)			140
Net HST within relevant items			
TOTAL PROGRAM EXPENSE			9,320
TOTAL EXPENSE			136,768

INCOME		2016
Childrens Services		
City		106,868
Wage Enhancement		5,164
In program fundraising		1,500
[Fees, expenditure recovery not included in income]		
EYET		12,000
Individual donations		1,000
NET INCOME		126,532
EXPENSES		136,768
SURPLUS/DEFICIT/Org FR		-10,236

Expected to allow cleaning of furniture and carpets twice
 Fixing dishwasher, etc. as needed
 (10 months, honorarium averaging \$20/session, 1 ses

Only with special grant or donations. Detailed list to be

Deleted for 2008, moved \$\$ to Cleaning furniture

For toy library and for replacements and additions
 This includes "non-food items" that are not craft suppli
 Acc't codes 832600, 832406
 Acc't code 83402

11 sets ("book" and workbook) at \$22 each.
 (Workshop fees) Fees/fundraising not included in inc
 This allows for subsidies and the leader's book. See b

Fees/fundraising not included in income

Pot-luck dessert, but drinks supplied.

Fees/fundraising not included in income

Actual is about \$60 per month in 2011

APPLEGROVE CONNECTION (formerly Edc 2016		Drafted Oct 2015	
2015 wage rates and 2015 benefits unless known			
EXPENSES			
SALARIES			
12 hours/week staffing at wage grade 7, step 4			
Total Salaries	15,998		
BENEFITS (see detailed calculations)		6,831	
TOTAL SALARIES AND BENEFITS		22,829	
PROGRAM EXPENSE			
Staff travel			
\$5 per month	60		
Staff training		105	
Rent		5,000	
10 months @	500	5,000	
Purchased services			
Meeting child care	400		
Speakers, repairs, etc.	50		
Total purchased services	450		
Advertising and Promotion		100	
Furniture/Equipment (replacements)		75	
Adult Books/magazines			
Total expense	200		
Fundraising	-100		
Net adult books	100		
Program Supplies			
Photographic supplies	39		
Coffee/Tea @ \$20/mo, 10 mo	200		
Snack @ \$10/wk, 43 weeks	200		
Craft materials @ \$10/wk, 43 wk	430		
Toys (inc. kids books)	300		
Cleaning, kitchen, non-food, @\$15/mo	150		
Total Program Supplies	1,319		
Memberships		110	
Telephone @	23	276	
Special events			
Christmas party			
75 gifts @ \$2.50 (inc. taxes)	188		
Disposable dishes, etc.	30		
Christmas fundraising	-100		
Net Christmas party expense	118		
Other events, 2 @ \$25	50		
Total Special Events	168		
Net HST within relevant items			
Total Program Expense		7,763	
TOTAL OPERATING EXPENSES		30,592	
INCOME		2016	
City of Toronto		24,828	
In-program Fundraising		1,000	
Rent fundraising		5,000	
Fees			
Individual donations		500	
Total Revenue		31,328	
Expenses		30,592	
Surplus/Deficit/Org. Fundraising		736	
Rent =		5,000	
Honorarium of \$40, once/month, 10 mo.			
Books, tapes and magazine subscriptions			
This could be books taken instead of cash, or 1			
Fees/fundraising not included in income			
One roll of film, 3 times a year			
Acc't code 83402			
Acc't codes 832600, 832406			
Fees/fundraising not included in income			

EXPENSES	2016	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	Orig 2002	2001	2000	Revised 99	Orig 2001
SALARIES	24,828	21,568	20,143	19,576	18,686	18,686	18,686	17,948	17,948	17,346	15,428	15,628	15,425	14,695	14,324	13,650		
12 hours/week staffing at wage grade 7, step 4	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
Direct Fundraising	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
Total Salaries	15,998																	
BENEFITS (see detailed calculations)	5,831																	
TOTAL SALARIES AND BENEFITS	22,829																	
PROGRAM EXPENSE																		
Staff travel \$5 per month	80																	
Staff training	105																	
Rent 10 months @ 500	5,000																	
Purchased services																		
Meeting chm care	400																	
Speakers, repairs, etc	50																	
Total purchased services	450																	
Advertising and Promotion	100																	
Furniture/Equipment (replacements)	75																	
Adult Books/magazines																		
Total expense	200																	
Fundraising	100																	
Net adult books	100																	
Program Supplies																		
Photographic supplies	30																	
Coffee/Tea @ \$20/mo, 10 mo	200																	
Snack @ \$10/wk, 43 weeks	430																	
Cruff materials @ \$10/wk, 43 wk	430																	
Toys (inc. kids books)	300																	
Cleaning, kitchen, non-food, @ \$15/mo	150																	
Total Program Supplies	1,310																	
Memberships	110																	
Telephone @	276																	
Special events																		
Christmas party																		
Party @ \$2.50 (inc. taxes)	188																	
Disposable dishes, etc.	50																	
Christmas fundraising	100																	
Net Christmas party expense	118																	
Other events, 2 @ \$25	50																	
Total Special Events	168																	
Net HST within relevant items																		
Total Program Expense	7,763																	
TOTAL OPERATING EXPENSES	30,592																	

INCOME	2016	2014	2013	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	Orig 2002	2001	2000	Revised 99	Orig 2001
City of Toronto	24,828	21,568	20,143	19,576	18,686	18,686	18,686	17,948	17,948	17,346	15,428	15,628	15,425	14,695	14,324	13,650		
In-program Fundraising	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000		
Direct Fundraising	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000		
Fees																		
Individual donations	500																	
Other Revenue	24,328	27,568	25,143	25,576	21,686	18,686	18,686	18,948	18,948	18,346	16,428	16,628	16,425	15,695	15,324	14,650		
Expenses	30,592	30,076	30,066	29,759	27,501	24,942	23,583	23,059	22,604	21,459	21,283	20,414	19,599	23,723	23,475	22,630		
Surplus/Deficit/Orig. Fundraising	736	-2,510	-3,923	-4,183	-5,815	-5,255	-4,636	-4,111	-3,656	-3,113	-4,655	-3,786	-3,174	-8,028	-5,979	-7,980		

2000 Approved salaries: 16,093
 2001 Approved salaries: 16,751

Rent = 5,000 annually or 10 month year
 500 per month

Honorarium of \$40, once/month, 10 mo.

Books, tapes and magazine subscriptions
 This could be books taken instead of cash, or fundraising
 Fees/fundraising not included in income

One roll of film, 3 times a year

Acct code 83402

Acct codes 832600, 832406

Fees/fundraising not included in income

200



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Revenue Generation Committee Notes

October 5, 2015

Present: Tolga Ay (Chair), Matt Kindbom, Janina de Guzman (staff), Susan Fletcher (recorder)

Present for Family Dance Planning only: Mercedes Lee

1. Next Meeting

Tuesday, November 24, at 7 p.m.

2. Notes from the July meeting

- accepted by consensus

3. Fundraising / Engagement Ideas

a. Membership Mailing Response

- the information was not available at the meeting, but will be reported at the next meeting

b. Family Dance

- proposed theme: Characters and Heroes (goes beyond superheroes to include minions, etc.)
- costume rentals are much more affordable than character appearances, so we would likely budget \$50 or \$100 for 1 or 2 costumes for volunteers (plus Matt's friend's Spiderman)
- admission: last year's evaluation suggested an increase from \$2 to \$5 suggested donation (pay what feels good). Maybe with a \$10 limit if the family comes in costume!
- refreshments: probably similar to last year
 - finger foods
 - pop corn – 2 options
 - pop on site (slow but aroma makes for more sales)
 - pre-made via donation or sponsorship e.g. SmartFood, grocery store, Kernals, Toronto Popcorn Store <http://torontopopcorncompany.com/>
 - maybe “wonder dogs” (hot dogs!)
 - Mercedes has a contact who may be able to donate cupcakes.
- balloon creations: Janina has a contact
- face painting
- games/crafts
 - use large cardboard play bricks for a wall to “smash”
 - finger puppets
 - masks
 - superhero arm bands from duct tape
 - character bingo
- special note: the “Sidekicks” coffee shop is based on comics, so possibly a natural partnership!

- discussed the photo system
 - last time, we had expensive princesses for a limited time, so wanted to make money from them. Problems:
 - the room was not well lit,
 - kids needed time to feel comfortable
 - photo printing took time
 - difficult to identify children
 - because we wanted to use pix on Applegrove website and Facebook, we required parents to sign photo permission.
 - alternative ideas to manage photos
 - with rented/borrowed costumes, we will not be time-limited and will not need to make so much money from characters
 - we will identify a couple of families in advance for whom we will have photo permission (e.g., the Ays, the Lees and the Sulways), and only use those photos for publicity
 - considered how Disney does photos and discussed options including
 - involving volunteers as photographers, either people with a business or photography students.
 - printing all pix, spreading on table (or project on a screen) and families choose which ones they want. Issues: the time it will take to print pix. If we have to transfer to stick to project them, we probably need photo permission.
 - e-mailing family's pix to them afterward so they can select which photo(s) we would print. Issues: must ensure that the photos can be associated with a correct e-mail address. What would prevent families from just printing their pix? Sending low res jpgs would require time as well as well as having the pictures on Applegrove's system without permission to use them.
 - having a photobooth area with backdrop and props where characters would circulate in and out. Families would pay for admission to photobooth area and could take their own pictures. Each of our volunteer photographers would have a trained volunteer who would record the photo number, name of the child(ren) and parent's e-mail, and we would e-mail the pix after the event.
 - finding a sponsor for a rental photo booth (at least \$500 for 3 hours) so people can take their own pix! Issues: cost

c. Membership

- note: the new Ontario Non Profit Corporation Act cannot come into force until:
 - the Legislative Assembly passes a number of technical amendments to the legislation and related acts
 - technology is upgraded to support these changes and improve service delivery
- A bill containing these amendments died when the 2014 provincial election was called.
- The government is fully committed to bringing ONCA into force at the earliest opportunity and will provide the sector with at least 24 months' notice before

proclamation. Existing corporations will have a three-year transition period once ONCA is in force and assistance will be available to ensure a smooth transition to implementation.

- which seems to say
 - first they have to pass a bill.
 - then 2 years before proclamation
 - then 3 year transition period
 - so although it will be at least 3 years before Applegrove may require a new membership structure, one of the strategic priorities for this committee for 2015-16 is developing a membership plan. Which could include implementation in 2017 or 2018
- d. Community Information Fair
- worked on business contact list (see attached)
 - the next step will be to draft involvement packages and test them (ask a local business contact for advice) before starting to send them to businesses.
- e. Community Festival Grant
- Notes:
 - Summer Solstice is June 20, 2016
 - National Aboriginal Day is Tuesday, June 21 2016
 - The 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.
 - 2014 grant deadline was Nov. 17; working around vacations, we would need a draft proposal before Oct 29 for May/Janina to finalize during Susan F's vacation Nov. 1-13.
 - "Spring Applicious"? "Apple Blossom theme?"
 - thoughts from prior discussions included
 - an "art bash" which is similar to a poetry slam; we provide materials and artists create pieces during event. Items can be auctioned at the end. Janina noted a contact at the Art Lounge who might be interested in sponsoring something like this. Susan noted our connection with the Department of Imaginary Affairs which produced East End Stories for Nuit Blanche
 - "dish crawl"
 - if we assume we will not be allowed to have bouncies in parks
 - what locations make sense?
 - what activities make sense?
 - members asked whether bouncies might be allowed at other parks such as Woodbine or Fairmount or Orchard Park
 - a lively discussion of a non-bouncy event resulted in the following suggestion:
 - an art and history "scavenger hunt" (tentatively called The Amazing Game)
 - teams (family-based, corporate, etc.) visit sites in the neighbourhood where they have to, for example
 - paint a picture
 - recite a poem

- write a story
- find a geocache
- sites can be existing history/art sites (such as the Ashbridge House or Measurement Park <http://www1.toronto.ca/parks/prd/facilities/complex/2284/>)
- or cafés, etc. that could be sponsors
- other businesses could sponsor specific sites.
- we would provide team kits; teams could get pledges.

f. Pasta Fest:

- November 7 at Baron Byng hall: posters and tickets available shortly.
- programs are working on collaborative art pieces
- ideas for unique experiences: have asked
 - commander of 55 Division for tour of the police station, “coffee with a cop”
 - local councillors and MPPs for “backstage” tour of City Hall or accompanying you for “a day in the life”, a walking or cycling tour of the ward
 - magazine editor for a “backstage tour”, “editor for a day” (or excess swag!)
- what have you always wanted to do / know / explore??
 - Escape room experience
 - Ride with the captain of a Toronto Island ferry
 - Small plane flight

4. Other Business

- a. From 2015-16 priority actions: develop fundraising goal for calendar 2016

Activity	Prior info	2016 target
Pasta Fest	2014 and 13 actuals were \$3850 and \$4200 respectively	\$4500
Family Dance	2015 net proceeds were \$575	\$650
Community Info Fair		\$1400
Individual donations including net of CanadaHelps and United Way	YTD as of Aug 31 \$1700 non-designated \$4000 including designated	\$8,000
Total		\$14,550

b. Other info

- visit Susan’s Pinterest fundraising page for info and ideas! <https://www.pinterest.com/susanapplegrove/fun-and-friend-raising/>

5. Next Meeting

Tuesday, November 24 @ 7 p.m.

Key Businesses to Approach for Community Info Fair

Category	Business	Contact Person and Title	Offer
Banks	Bank of Montreal		
	TD Canada Trust		
	CIBC		
	Royal Bank		
	HSBC		
	Alterna		
Mortgage Broker	Wellbanks		
	Oriana Financial Group of Canada Ltd./ My Mortgage Expert		
	The Mortgage Centre		
	Dominion Lending Centres		
	Mortgages.ca		
	Mortgage Depot		
Financial Advisors	Edward Jones		
	RBC Dominion Securities		
Insurance (companies and brokers)	State Farm		
	Baird McGregor		
	Murtaugh and Smith		
	Skilton		
	London Life		
	Manulife		
Real Estate	Kellor Williams		

Category	Business	Contact Person and Title	Offer
	Mike Clark		
	Realosophy		
	Jillinda Greene		Advertising sponsor
Construction/ Renovation and Contractors	Avonlea Kitchens		Sponsor
	Natale and Scott Architects		Sponsor
	Darby Design and Build		Sponsor
	Plumbers		Sponsor
	Window Washers		Sponsor
	Carpet Cleaners		Sponsor
	Homeservice Club		Workshop
	Homestars	http://homestars.com/about	Workshop
	Landscaping / leaf blower / snow removal		
Home Inspection	Canadian Home Inspection	http://www.canadianhomeinspectioncorp.ca/	
	National Home Inspection	http://nationalhomeinspection.ca	
	ACV Home Inspections	http://acvhomeinspections.com	
	Ontario Association of Home Inspectors	http://www.oahi.com/english/main/contact-us.html	
	List of Toronto East registered inspectors	http://www.oahi.com/ontario-home-inspection/Central/Toronto-East/#down2map	
Daycare	Busy Bee		maybe staff the "playcare area"?
Healthcare providers			
Event Planners / Catering			
Phones	Bell		
	Rogers		
	Wind		

<http://www.vangophotobooth.com/home.html>



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Minutes of the Board of Management Meeting September 28, 2015

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

Present: Tolga Ay, Matt Kindbom, Vai Teng Law, Jean Lim-O'Brien, Neil Sinclair, Chris Sulway (Chair)
Regrets: Irene Buncel, Sabrina Dias, Councillor McMahon, Antoine Tedesco
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 June 22 Board of Management Meeting

MOTION (Ay/Law)
To accept the minutes of June 22.
Carried

D. Personnel Committee Report: For information

Chris provided an update.

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

E. Executive Director's Report: For information

Susan provided an update on the construction throughout the summer.

E.1. Dates for Personnel and Community Integration meetings
Community Integration Committee meeting will remain on October 13 and the Personnel Committee meeting will be rescheduled.

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

F. Correspondence/Information

Susan provided information.

MOTION (Ay/Kindbom)
To accept the suggested actions.
Carried

G. Adjournment

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

Chair

Secretary

Next Meetings

Board Meeting – October 26 at 7 p.m.

Community Integration Committee – October 13 at 6:30 p.m.

Revenue Generation Committee – October 5 at 7 p.m.

Personnel Committee - TBA



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Executive Director's Report

October 15, 2015

All Candidates Meeting

About 80 people attended Applegrove's "Fan"-tastic meeting on Oct. 6. The gym was so hot that our Applegrove fans were a popular accessory!

Many thanks to

- Neil as moderator
- former Board Chair Ann as timekeeper
- youth volunteer Marvin who set up chairs,
- Program Assistant Janina and social work student Stephanie who helped to plan the meeting, put up posters, print the materials, set up the room, ensure the candidates had water, and clean everything up at the end of the evening
- and the 5 candidates who attended.



Plus thanks to Chris for the photo!

Yes In My Backyard

Irene and Janina will staff Applegrove's table at this event on October 31 at the Ted Rogers School of Management at Ryerson University, 55 Dundas St. W. The annual YIMBY Festival provides an inclusive space for people and groups involved in grassroots community development to gather; exchange ideas, skills and strategies; and collectively imagine our future city.

Board Development / Program Presentation

Now that the Applegrove Connection (formerly Edgewood) has been operating in its new location for 6 weeks, I assumed that Board members would want to hear how it is going. Consequently, I asked Louise to talk about the program. The statistics show a huge increase in usage over winter and spring.

Public Service Bylaw (PSB) Update

This month's agenda includes policies related to the PSB. I have a great deal of policy review to accomplish, and will be on vacation for 3 weeks of the next 4 (working Oct. 26-29 for the Board meeting, etc.) So it made sense to get started now on the policy work.

On the agenda, I have separated the policies into the ones that require action and the ones that City staff said the Board does not have to adopt¹. However, most of the second group have implementation procedures. City staff noted that AOCCs have the authority via Procedures, to operationalize the policies. I have not included the City procedures but would be happy to bring hard copies to the Board meeting if individual Board members want to see them. In November, the Personnel Committee and I will have to identify changes in the procedures to make them suitable for Applegrove.

The Board agenda package is slightly different this month. There were many, many policies. Instead of putting them into the agenda package, I put them into a separate folder. And I did not put them into one large PDF. Although we have a Pro version of Adobe Acrobat that allows us the combine multiple documents into one, it does not allow page number or table of contents. So I assumed Board members would prefer to look at specific policies and left them as separate files.

In addition, for the Wrong Doing and Reprisal policy, we will need an anonymous reporting mechanism for staff to report wrong doing by other staff, the Executive Director or Board members. One of my AOCC colleagues researched the issue and arranged for a presentation to the Oct. 7 AOCC meeting by the company that provides this service for the TTC. I will have a copy of the presentation at the Board meeting and will explain the pricing, options and timeline at that time.

Program Budgets

I have included a preliminary draft of Program Budgets in this Board package. The budgets for the Parent/Child and Applegrove Connection programs are due to the funder (Toronto Children's Services) immediately after I return from vacation in November and require a sign-off that the Board is aware of them. Consequently, I needed to put this information together in time for the October Board meeting. The PC and AC budgets are close to final; other budgets, such as Seniors and Over The Rainbow, still require discussion with relevant staff.

However, I did incorporate the full year Child and Youth Worker as well as the Program Assistant costs into the relevant budget, included break-even March Break and PA day programming, and ensured that the After-school and camp budgets reflected pension costs for part-time staff who now qualify.

Complaints and Grievances

There have been no additional complaints or grievances since my September report. As previously reported, we are proceeding to arbitration on an alternate rate grievance; the arbitration is scheduled for April 2016.

Respectfully submitted,

Susan Fletcher.

¹ I assume this is because the City policies cover all employees including AOCC staff.



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Applegrove Events and Board / Committee Meetings – October 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.

October	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday 18	Monday 19 Federal Election	20	21	22	23	24
25	26 Board	27	28	29	30	31

November	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sunday 1	Monday 2	Tuesday 3	Wednesday 4	Thursday 5	Friday 6	Saturday 7 Pasta fest
8	9	10	11 Applegrove Closed for Remembrance Day	12	13 PA Day	14
15	16 SPACE Coalition Policy Breakfast on Community Hubs	17 7 p.m. Personnel	18 Community Integration?	19	20	21
22	23 Community Integration?	24 7 p.m. Revenue Generation	25	26	27	28
29	30 Board					

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

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 – October 15, 2015
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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 PA Day	23
24	25 Board	26	27	28	29	30
31						

February Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6 Family Dance?
7	8	9	10	11	12 PA Day	13
14	15 Applegrove Closed for Family Day	16	14	15	19	20
21	22 Board	23	24	25	26	27
28	29 Leap Day!					

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 Community Info Fair
6	7	8	9	10	11	12
16	14	15	16 Seniors Wellness Fair	17	18	19
March Break						
20	21 Board?	22	23	24	25 Applegrove Closed for Good Friday	26

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 – October 15, 2015
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March	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Happy Easter		28 Applegrove closed for Easter Monday <u>AGM?</u>	29	30 <i>AGM?</i>	31		

April	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 Board	26	27	28	29	30	

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

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
5	6	7	8	9	10 PA Day	11	
12 Toronto Seniors Challenge	13	14	15	16	17	18	

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 – October 15, 2015
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June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19		20	21	22	23	24	25
26		27 Board?	28	29 Last Day of School	30	Applegrove Closed for Canada Day	

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