



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 – October 24, 2016

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

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

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper

7:05

5. Volunteer Hours
6. Donation Envelope

7. Minutes of the September 26 Board Meeting (*attached*): to be accepted

7:15

8. Finance
 - 8.1. 2016 Year-to-Date Statistics (*attached*): for information
 - 8.2. 2016 Year-To-Date Financial Report (*attached*): to be accepted

7:30

- 8.3. 2017 Program Budgets (*attached / details to be available at the meeting*): to be endorsed as a preliminary budget

7:45

- 8.4. 2017 Holiday Camp (*attached*): for discussion and decision

9. Revenue Generation Report (*did not meet*)

7:50

10. Community Integration Committee (*attached*): for information

8:00

11. Directors' Concerns
12. Adjournment



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Board of Management Meeting AGENDA -- Monday, October 24, 2016

8:05

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the September 26 Board of Management Meeting (*attached*): to be accepted

8:10

- D. Personnel Committee Report (*attached*): to be accepted

8:30

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

8:40

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

8:45

- G. Adjournment

Next Meetings and Events

Punkin-Grove: November 1

Pasta Fest: November 5

Next regular Board meeting: December 12 at 7 p.m.



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting September 26, 2016

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

Present: Pierre Bois, Sabrina Dias, Vai Teng Law, Mercedes Lee, Jean Lim-O'Brien, Ann McKechnie (Chair)
Regrets: Chris Sulway, Jim Valentine
Absent: Neil Sinclair
Staff: Susan Fletcher, May Seto (Recorder)
Guest: Ed Birnbaum

1. Call to Order/Adoption of Agenda/Introductions

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

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper - Pierre

5. Volunteer Hours – hours were recorded.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the June 20 Board of Directors Meeting

MOTION (Lee/Bois)
To accept the minutes of June 20.
Carried

8. Finance

8.1. 2016 Year-To-Date Statistics
Susan provided an overview.

8.2. 2016 Year-to-Date Financial Report
Susan provided an overview.

MOTION (Lim-O'Brien/Law)
To accept the August 30 YTD financial report as accepted.
Carried

9. Revenue Generation Committee Report

9.1. 2016 Revised Program Budget

Susan provided an overview and answered questions.

MOTION (Bois/Lim-O'Brien)

To endorse the revised program budget.

Carried

9.2. Reserve Fund Policy

Susan provided an overview.

MOTION (Lee/McKechnie)

To endorse the Reserve Fund Policy.

Carried

MOTION (Law/Bois)

To accept the September Revenue Generation report as presented.

Carried

10. Community Integration Committee Report

MOTION (Dias/Lim-O'Brien)

To accep the Community Integration report as presented.

Carried

11. Directors' Concerns - None

12. Adjournment

The meeting was adjourned on a motion by Mercedes Lee, seconded by Ann McKechnie.

Chair

Secretary

Applegrove Statistics		2016 Printed October 14, 2016										
Cumulative different people		January	February	March	April	May	June	July	August	September		
Applegrove Parent/Child Drop-in												
Children	486	739	715	867	807	677	686	491	533	0		
Parents	416	229	220	264	243	182	165	124	139	0		
Caregivers		270	263	304	283	257	260	190	174	0		
Subtotal		1,238	1,198	1,435	1,333	1,116	1,111	805	846	0		
The Applegrove Connection (previously Edgewood)												
Children	157	209	140	186	203	183	151	0				138
Parents	114	32	23	23	22	39	27	0				27
Caregivers		83	65	93	103	62	72	0				78
Subtotal		324	228	302	328	284	250	0	0			243
Helping Our Babies Grow												
Infants and Children	37	26	58	32	58	57	68	53	58	53		
Moms	56	31	61	34	60	67	76	60	69	46		
Subtotal		57	119	66	118	124	144	113	127	99		
Therapeutic Play												
Children		4	13	11	5	17	14	0	0	0		
Adults		4	13	12	5	18	16	0	0	0		
Subtotal		8	26	23	10	35	30	0	0	0		
Children and Youth												
Summer Camp												
After4, PA, March	68	1,005	991	981	1,029	1,052	1,119			1,081	1,042	
Leadership								237	83			
Teen	23	66	95	91	139	49	0					0
Subtotal		1,391	1,086	1,072	1,168	1,101	1,119	1,318	1,125	1,236		
Adult Programs												
Seniors	181	190	183	231	228	229	180	168	87	195		
Committee/Board hours		40	36	72	81	30	15	0	0	41		
Other*		6	150	153	202	0	9	0	0	0		
Subtotal		236	369	456	511	259	204	168	87	236		
Outreach Events												
# of events	n/a					1						2
Contacts	n/a					10						75
Phone and e-mail		315	387	359	353	336	303	291	239	245		
Total exc outreach	1,538	3,569	3,413	3,713	3,821	3,255	3,161	2,695	2,424	2,059		
Cumulative		3,569	6,982	10,695	14,516	17,771	20,932	23,627	26,051	28,110		
*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic, Board Hours shown in month recorded, n												
2015 comparison												
Monthly		3,334	2,831	3,646	3,548	2,868	2,896	2,967	2,225	2,964		
Cumulative	2,150	3,334	6,165	9,811	13,359	16,227	19,123	22,090	24,315	27,279		

Note: with the PC vacancy, new staff, vacations and other work, staff were not able to enter the PC September statistics. Even without these, we are about 1,000 ahead of 2015.

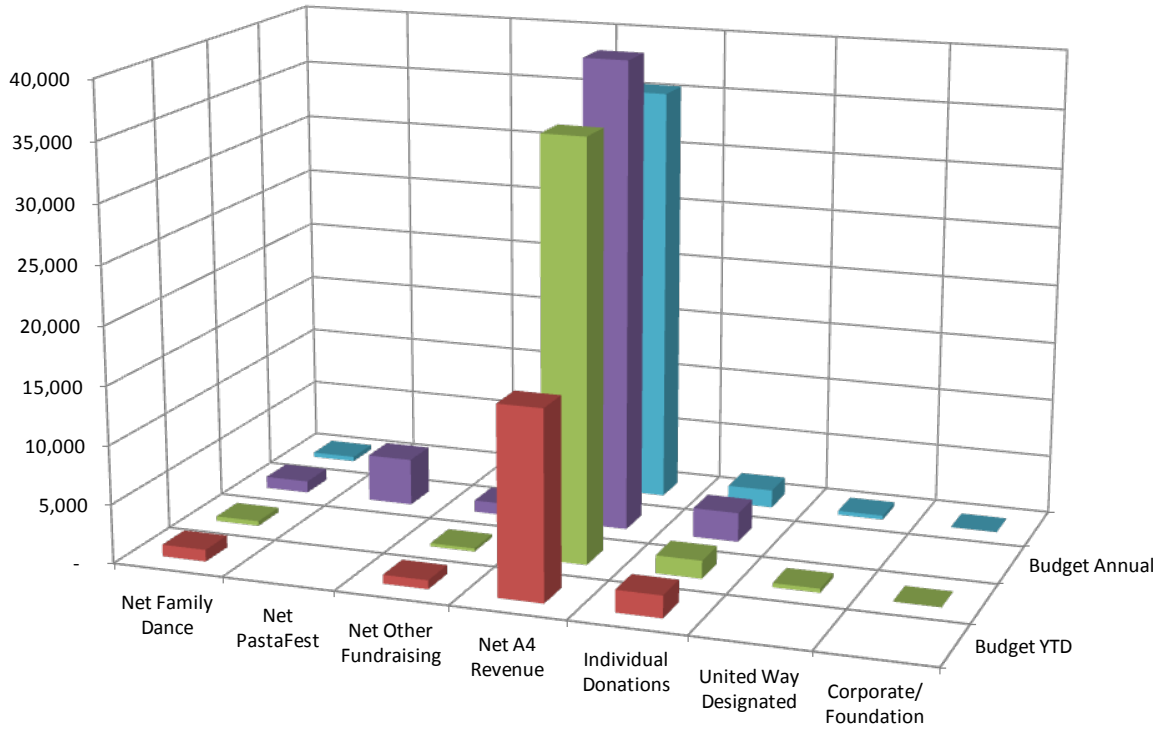
September 30, 2016 YTD Financial Report

- 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 may need additional page
 - Favourable variance of 20% or more = highlight in blue and may need additional page.

		YTD Budget	YTD Actual	Difference from budget	Common Issues	Special Notes	
City Funded Administration	Expense	265,508	270,193	4,685	2%	Slightly over budget due to EHT and database	
	Income	278,955	278,998	43	0%		
Families with Young Children	HOBG	Expense	25,197	21,908	-3,289	-13%	§
		Income	19,937	23,225	3,288	16%	
	PC	Expense	99,718	97,699	-2,019	-2%	Q
		Income	94,528	98,734	4,206	4%	
	AC (formerly EW)	Expense	22,052	21,731	-321	-1%	Q
		Income	21,347	20,364	-984	-5%	
	Therapeutic	Expense	19,147	16,143	-3,004	-16%	Lower expenses due to low take-up of program supports
		Income	13,375	13,375	0	0%	
Children and Youth	After School including March Break	Expense	110,776	104,367	-6,409	-6%	Includes March Break expense and income budgeted to break even with actuals showing \$400 net proceeds In addition, staff are thrifty! And there was a lower take-up for benefits than budgeted
		Income	147,312	140,177	-7,135	-5%	
	Teen	Expense	9,288	4,568	-4,720	-51%	Reduced staff hours to reflect funding issues Alterna grant; 2nd half of grant to be transferred from leadership. We budgetted 0 income
		Income	0	1,250	1,250	1250%	
	Camp	Expense	80,021	77,529	-2,492	-3%	Note: additional expenses (pinnies and bags) to come, as well as some income not yet received
		Income	63,666	74,389	10,723	17%	
	Leadership	Expense	14,988	11,501	-3,487	-23%	Lower enrollment meant lower costs. Staff illness reduced salary cost. Additional CSJ funding means we can move Alterna grant to teen
		Income	12,167	12,822	655	5%	
	Seniors	Expense	31,029	33,947	2,918	9%	§
		Income	30,783	41,175	10,392	34%	
Fundraising general program	General programming	Expense	21,815				Program Assistant and relevant expenses. Funded via After-school proceeds
	Agency fundraising and donations	Revenue	4,028		3,078	Net Proceeds (Revenue - Expense)	Includes income from United Way, individual donations, Family Dance and some info fair income. Expense includes Family Dance and some info fair costs and annual Directors and Officers insurance premium @ \$765
	Expense		951				
§ = Special April-March financial year		Q = Funding received quarterly		ƒ = Funding received twice annually			

Please note that there is an expense of \$29,839 from the accumulated Program Surplus to cover the vacation liability. As a one-time, exceptional expense funded from the accumulated surplus, it does not appear in this monthly report.

Fundraising and Revenue Generation



	Net Family Dance	Net PastaFest	Net Other Fundraising	Net A4 Revenue	Individual Donations	United Way Designated	Corporate/Foundation
■ Budget YTD	1,000		750	15,965	1,875		
■ Actual YTD	401		271	35,460	1,521	348	-
■ Budget Annual	1,000	4,000	1,000	39,913	2,500		
■ Actual Annual	401		271	35,460	1,521	348	-

**APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
September 30, 2016
ASSETS**

Alterna - Admin Account	45,677.62
Alterna - Program Account	120,107.89
Alterna - Trust Account	403.85
Alterna - Member Shares	152.68
Alterna Term Deposits - Program	84,253.72
Petty Cash Float - Admin	150.00
Petty Cash Floats - Program	1,260.00
Outstanding Transfers Between Accounts	0.00
Accounts Receivable - Admin	0.00
Accounts Receivable - Program	8,837.49
Long-term Receivable - City of Toronto	304,032.83
HST Receivable - Admin & Program	2,854.85
Prepaid Expenses	4,094.25
	<u>571,825.18</u>

LIABILITIES

Accounts Payable	272.72
Long-term Benefits Payable	134,597.00
Unrealized Actuarial Gain	120,952.00
Income Taxes Payable	8,975.39
CPP Payable	4,503.22
EI Payable	2,486.46
OMERS Payable	9,273.32
WSIB Payable	784.03
Union & COTAPSAI Dues Payable	859.32
EHT Payable	1,483.01
Vacations Accrued - Admin	48,483.83
Vacations Accrued - Program	9,512.72
City of Toronto Payable (Receivable)	1,101.00
Advance Repayable to City of Toronto	10,871.22
	<u>354,155.24</u>
Accrued Expenses - Admin	9,288.64
Deferred Income - Program	360.00
Funds held in trust	0.00
Retained Surplus (Deficit): P/C	0.00
Afterschool	95,059.14
Teen Program	0.00
Seniors Programs	23,143.78
Board/Management	31,418.17
Summer Programs	17,800.88
HAIG	(85.29)
The Applegrove Connection	0.00
HOBG	10,817.12
Over the Rainbow	35,661.47
Current Program Income	432,142.22
Current Program Expenses	(446,740.58)
	<u>(14,598.36)</u>
Admin:	
Current Admin Funding - City of Toronto	278,955.00
Interest on Admin Account	42.81
Current Admin Expenses	(270,193.42)
Current Admin Surplus/Deficit	8,804.39
	<u>571,825.18</u>

Afterschool - SAT

APPLEGROVE COMMUNITY COMPLEX REVENUE & EXPENDITURE STATEMENT AS AT September 30, 2016

	BUDGET SUBMITTED	BUDGET AS TO-DATE	ACTUAL UP TO-DATE	VARIANCE AS TO-DATE	BALANCE OF THE YR
REVENUE					
Registration Fees Afterschool SAT	0.00	0.00	1,800.00	(1,800.00)	(1,800.00)
	0.00	0.00	(1,800.00)	1,800.00	1,800.00
EXPENDITURE					
Afterschool SAT salaries	0.00	0.00	1,284.52	(1,284.52)	(1,284.52)
Vacation Pay Afterschool SAT	0.00	0.00	11.61	(11.61)	(11.61)
CPP Afterschool SAT	0.00	0.00	56.69	(56.69)	(56.69)
EI Afterschool SAT	0.00	0.00	34.06	(34.06)	(34.06)
WSIB Afterschool SAT	0.00	0.00	13.35	(13.35)	(13.35)
EHT Afterschool SAT	0.00	0.00	25.27	(25.27)	(25.27)
Craft Supplies Afterschool SAT	0.00	0.00	5.68	(5.68)	(5.68)
Rent & Utilities Afterschool SAT	0.00	0.00	1,200.00	(1,200.00)	(1,200.00)
	0.00	0.00	2,631.18	(2,631.18)	(2,631.18)
SURPLUS/DEFICIT	0.00	0.00	(831.18)	831.18	831.18

Please note that there is an expense of \$29,839 from the accumulated Program Surplus to cover the vacation liability. As a one-time, exceptional expense funded from the accumulated surplus, it does not appear in this monthly report.

Preliminary Program Budgets Draft 1

Summary

October 14, 2016

REVENUE	PC	AGC	HOBG	OTR	After4 and PD	March Bk	Teen	Camp	Leader ship	SR & CTT	PA	Board	Totals
City grants, Children's Services	111,704	26,996						8,615					147,315
Provincial grants										38,781			38,781
Federal grants			28,808					18,306	6,102				53,216
EYET	15,050												15,050
Charitable donations	1,000	500	1,000						500	1,000		4,500	8,500
Program fundraising projects	1,500	1,000						1,000	200				3,700
United Way grant				26,750									26,750
Fees from users					207,410	2,125		48,636	4,532	6,040			268,743
Corporate donations							1,400		1,250				2,650
Foundation grants								5,500					5,500
Net proceeds from Wellness Fair										800			800
Net proceeds from PastaFest												4,500	4,500
Net proceeds from Family Dance												650	650
Net proceeds from Info Fair												1,400	1,400
Total Revenue	129,254	28,496	29,808	26,750	207,410	2,125	1,400	82,057	12,584	46,621	0	11,050	577,555
EXPENSES													
Salaries & Benefits	128,387	24,742	13,784	23,196	142,060	1,423	7,068	71,143	11,024	33,184	22,638	1,000	479,649
Program Expenses	9,318	7,993	21,606	5,200	31,467	675	5,432	17,403	3,985	14,905	1,200	920	120,105
Total Expense	137,705	32,735	35,390	28,396	173,527	2,099	12,500	88,546	15,009	48,089	23,838	1,920	599,754
NET SURPLUS/DEFICIT	-8,451	-4,239	-5,582	-1,646	33,883	26	-11,100	-6,489	-2,425	-1,468	-23,838	9,130	-22,198

Notes:

- COLA for 2016 and 2017 estimated at rates for Locals 416 and 79, i.e.
 - Jan/16 = 0.75%
 - July/16 = 0.5%
 - Jan/17 = 0.75%
 - July/17 = 0.5%
- No fee increases
- Holiday Camp not included

Relevant staff still need to do a detailed review, but this draft shows the scale of the budget. Details will be available at the meeting.

Holiday Break Camp - Draft Budget (4 days) with 2 staff and 1 volunteer

Applegrove Only @ \$110.00 per week

14-Oct-16

Subsidy spaces/week 1

Applegrove staff salaries at		10 hours/day	
before & after care		hours/day	
2	Leaders @	4 days	1,168
2	before & after c	days	0
Placement students		days	
1	volunteer		
Vacation @		4%	47
TOTAL Salaries			\$1,215
Benefits			
(CPP, UI, Workers Comp, EHT) est. @		10%	\$125
Materials, Supplies and Purchased Services			\$775
Total Expense			\$2,114

# campers	19	
B&A care #s	10	
Potential fees @	\$110.00	2090
before & after care fees	\$15	\$143
Subsidy		-110
Net fees anticipated		-110
Fundraising and donations		
By organization	\$0	
By participants		
Total fundraising		0
TOTAL INCOME		
		\$2,123
SURPLUS/DEFICIT		\$8

Number of staff = 3 per day

DETAIL of Afterschool Program expense

MATERIALS, SUPPLIES and PURCHASED SERVICES

Program Supplies			
Food			
	Snack @		200
	Cooking @		\$150
	Total Food		\$350
Program Supplies (crafts, photography, sports)			
	Craft Supplies		\$100
	Video rental		
	gym rental		
	Total program supplies		\$450
Travel and admissions			
Admissions for 1 trip		1 trips per year	
3	Staff @	\$14 per trip	42
19	Kid @	\$14	266
	Total staff travel and admissions		\$308
	19 kids TTC @	1 trips	\$0
	3 staff TTC @	1 trips	2.8 \$17
	Total travel and admissions		\$325
Advertising			
Staff T-shirts		1 each @	\$10
Police Checks			
Rent to TDSB			\$0
TOTAL Supplies, Materials and Purchased Services			\$775

Notes:

A poll was taken via email to inquire who might need to enroll their child in a holiday break camp. The proposed days would be January 2-6 and the cost would be \$110 for 9 a.m. to 5 p.m. and \$125 if they needed before and after care. Out of 68 participants, I received 32 responses.

Poll results for Holiday Camp	Yes	Maybe	No
	21	2	9

19 registered participants would be needed to break even, with half of the participants paying for before or after care.

Program days and times

Jan. 2017	2, 3, 4, 5	9 a.m. to 5 p.m. (core)	
		8-9 a.m. or 5-6 p.m. (before/after)	



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Community Integration Committee Meeting Notes Tuesday, October 4 @ 6:30 p.m.

Present: Vai Teng Law (Chair), Ann McKechnie

Regrets: Sabrina Dias, Jim Valentine, Natasha Graham

Staff: Janina DeGuzman, May Seto (Recorder), Susan Fletcher

1. Notes from August 17 meeting – Accepted by consensus

2. Plan Punkin-Grove

Susan contacted Big Ben's Disposal but hasn't heard back as of yet

- Ann said there were other options in the neighbourhood (Jay Co) but if we didn't get anyone, cost would be minimal for disposal of pumpkins.
 - Pumpkin owners will be encouraged to take their pumpkin back for disposal, but will have a cleaning crew on hand at the end of the event.
 - The event will not have snacks or refreshments.
 - The event will have a DJ, but need to ask the Heritage Estate if there is an outlet that we can use.
 - Susan has lighting for a pathway which will help with lighting. The group thought it would be a good idea to ask participants to bring a flashlight and make sure to include it in the flyer. Another suggestion would be to purchase battery operated tea lights and use for pastafest decor afterwards.
 - Proposed Schedule:
 - 5:30 to 6:15 p.m. – Bring pumpkins/set-up
 - 6:15 to 6:30 p.m. – Designated viewing and judging
 - 6:30 to 6:45 p.m. – Prizes
 - 6:45 to 7:00 p.m. – Clean up
 - Ask the following to be Judges: Chris Sulway, Councillor McMahon, Ashbridge Estate Representative.
 - Ann and Vai Teng will ask Diane Walton and Vai Yu, respectively to see if they would be interested in taking pictures of the event.
 - Categories for judging:
 - Teal pumpkin
 - Scariest
 - Happiest
 - Most Artistic
 - Luckiest (random draw)
- a. Event plan - layout
- Members thought the valley part of the Heritage Estates was suitable but members will take a look at the area in the front by the parking lot. It might be more suitable for safety (no hill) and visibility from the road.
 - We will try to get a suitable sound system depending on use of outlet.
 - See if we know anyone who can bring some camping lanterns for extra lighting.

Community Integration Committee Notes

October 4, 2016

2

b. PR plan

- A banner will be made and will be hung on the Heritage Estate fence. If this is not possible, we have a contact across the street and can hang the banner there.
- Create a handout which includes bring your own flashlight and bring pumpkin home with you and ask East End Garden Centre if we can leave handouts for pumpkin purchasers
- Mobile sign will promote Punkin-Grove and Pasta Fest
- Advertise at Leslieville Market on October 23 and 30.
- Janina will promote on Facebook, Duke Need to Read, SNAP, Mirror, AG website
- No rain plan. If weather is really bad, event will be cancelled.

c. Prizes

- Pair of pastafest tickets – luckiest (random draw)
- AG lunch bag
- AG water bottle
- AG drawstring backpack

3. Follow-up on Logo

Board members decided to keep the current logo.

4. Follow-up on CRM

- Several staff did training.
- System is purchased.
- Louise will view video on data migration
- On Thursday, October 13, Susan, Louise and Janina will meet to make decisions on data migration.

5. Branding and PR

a. Community Integration

i. Participant Demographics

CRM will help us with participant demographics once it's in full operation.

ii. Brand recognition

- Invest in PR materials (we will have our agency logo on waterbottles, drawstring backpacks and tattoos.)
- Outreach locally at community venues
- Sidewalk signs for events
- Communication plan will continue to be an agenda item and reviewed at each meeting.

Next Meeting: Monday, November 28 at 6:30 p.m.



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Minutes of the Board of Management Meeting September 26, 2016

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

Present: Pierre Bois, Sabrina Dias, Mercedes Lee, Jean Lim-O'Brien, Ann McKechnie (Chair)
Regrets: Vai Teng Law, Chris Sulway, Jim Valentine
Absent: Neil Sinclair
Guest: Ed Birnbaum
Staff: Susan Fletcher, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the June 20 of Management Meeting

MOTION (Bois/Dias)

To accept the minutes of June 20.

Carried

D. Personnel Committee Report

D.1. Next Steps on Vacation Liability – no update

D.2. Provincial Plans for FRPs – Susan provided an update.

D.3. Applegrove Connection After-school – May provided an update.

D.4. Employee Engagement Survey Results

Susan highlighted our highest and lowest scores from the survey results. In our last staff meeting, the results were shared and staff made some suggestions for recognition and physical surroundings.

MOTION (Lee/McKechnie)

To accept the Personnel Committee report.

Carried

E. Executive Director's Report: For information

E.1. Wrong Doing Policy

MOTION (Lim-O'Brien/Bois)

To endorse the recommended change to the Wrong Doing Policy.

Carried

E.2. Heat Complaints

Susan's report outlines the issues around effective air conditioning of the classrooms and gym that summer programs use, as well as the PC program. The PC air conditioner stopped working entirely on Aug. 30. A work order has been requested, but a technician has not been by to assess. The office A/C began leaking this week and produces about 1 litre per hour.

E.3. November/December Board Meeting Date

Susan requested a change from the November Board meeting to early December. Members agreed that December 12th would work best. This change in date would also allow for members to express their concerns to the Board after the City public budget launch which is scheduled for December 2.

MOTION (Lee/Dias)
To accept the Executive Director's Report.
Carried

F. **Correspondence/Information**

F.1. Modernizing the Relationship with Toronto's Community Based, Non-Profit/Voluntary Sector: for information

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

G. **Adjournment**

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

Chair

Secretary

Next Meetings and Events:

Revenue Generation Meeting – October 11 at 6:30 p.m.

Personnel Committee – October 13 at 7 p.m.

Board Meeting – October 24 @ 7 p.m.

Community Integration Meeting – November 28 @ 6:30 p.m.

Punkin-Grove – November 1 @ 6:00 p.m.

Pasta Fest – Saturday, November 5 @ Beaches Baron Byng Legion Hall - 5 p.m.



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www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Personnel Committee Notes

October 13, 2016

Present: Chris Sulway (Chair), Jim Valentine, Susan Fletcher (recorder)

Regrets: Neil Sinclair

1. Next Meeting Date

Thursday, November 3 @ 7 p.m.

2. Notes from October meeting

- accepted by consensus.

3. Vacation Liability Update

- No news

4. Hiring

- a. 2 vacancies in the PC program
 - Susan reported informally on one completed hiring and progress on the RECE hiring
- b. Applegrove Connection After-School
 - Susan reported on the current enrollment and plan.

5. Leadership volunteers

- one of this committee's responsibilities during the year is identifying and recruiting possible leadership volunteers to work on other committees or special projects.
- because the committee is responsible for the ED's Performance Review between January and March, the Community Integration Committee acts as the Nominations Committee for the AGM.
- members discussed the kinds of individuals and skills that Applegrove needs and drafted a plan including
 - goal: to recruit people who are "Passionate about Community" and/or have specific skills that the organization needs
 - develop a one-page (or two one-pagers) describing
 - the type of person
 - roles
 - time commitment: suggest 1 year or completion of a specific project
 - difference from Board responsibilities: e.g., not carrying the legal/financial responsibilities of Board members. Not expected to stand for board nomination, but not prohibited from it.
- skill/project areas include:
 - social media
 - demographics/neighbourhood knowledge
 - HR for succession planning

- because Chris received Neil's resignation from the Board effective Dec. 31, members discussed whether it would be appropriate to recruit to fill that vacancy; however, with the AGM in March, a January appointment may not be a good practice.

6. Succession planning

- Susan circulated a planning resource.
- members agreed this would be a standing item on the committee agenda, and anticipated significant work on it in 2017.

7. New Business

- provincial Bill 132 adds new human rights and anti-harassment requirements for organizations effective early September.
- the City adopted a new policy.
<https://wx.toronto.ca/intra/hr/policies.nsf/a8170e9c63677876852577d7004f8/c8c007fd9cd24c6585257d4e00653676?OpenDocument>
- Susan will bring revised Human Rights and Anti-Harassment/Discrimination Policy (HRAP) and procedures when available.

8. Standing Item: Overtime and Workload

- the committee noted the ED's overtime and workload as part of the board's ongoing monitoring of these issues.

9. Next Meeting Date

Thursday, November 3 @ 7 p.m.

Agenda to include

- further work on leadership volunteers and succession planning
- update on employee engagement
- hiring report on PC Program Workers
- revised PC Program Worker job description



APPLEGROVE COMMUNITY COMPLEX

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Executive Director's Report

October 14, 2016

Although the Board meeting is a week early, it feels like a lot has happened since the September Board meeting.

Events

Punkin-Grove!

The "mobile" sign is up at Woodfield and Queen and the banner is on order. Big Ben confirmed he will supply a bin for pumpkin disposal. We have posters and hand-outs printed. If you would like to go for a walk (or two) and drop off flyers in your neighbours mail boxes or at stores, please call Janina to arrange for posters. And please plan to decorate your "punkins" – for inspiration, check Applegrove's Facebook page or my Pinterest "Some Punkins" board <https://www.pinterest.com/susanapplegrove/some-punkins/> (SusanApplegrove is my Pinterest name)

Did you know that teal pumpkins signify that you have non-food Halloween treats for kids? Please consider a teal pumpkin, and then bring it to Punkin-Grove where there will be a prize for a teal pumpkin!

PastaFest

On November 5, Baron Byng will be the place to go for amazing food donated by Casa di Giorgio, including an alfredo option.

But Louise needs your help for amazing auction items – if you have contacts who can donate services or items, or if you can arrange for an "experience" (e.g., lunch with the Mayor, a backstage tour of the Royal Alex, etc.), please contact Louise.

May will have tickets at the Board meeting, for a special price of just \$12 for adults, \$6 for children. Okay, that is the advance price for everyone!

Budget 2016

Please note that the ratification vote for the collective agreement is scheduled for October 18, with a City Council vote to follow, probably on November 8-9. After the Council vote, we will learn about any 2016 union COLA¹.

Also please note that AOCC² managers' COLA was approved by Council last week as part of the 6 month variance report. We expect that the City will revise the Admin budget and will forward relevant funds payable to Applegrove managers, retroactive to January 1, 2016.

Budget 2017

Admin

The public launch of the City budget is scheduled for December. This month, the Budget Committee members are informally reviewing budgets. I received a draft of the AOCC

¹ COLA = Cost Of Living Adjustment

² AOCC = Association Of Community Centres

report going to the informal review on October 19 (date to be confirmed, as is whether AOCC staff are expected to attend). The report includes information provided by centers such as:

- key service accomplishments in 2016,
- key issues and challenges for 2017,
- 2017 service objectives,
- base budget submissions by centre,
- new requests, and
- how they would meet the 2.6% target.

The draft does not give any indication whether the reduction activities are recommended.

Since I will be on vacation on October 19, May is prepared to attend on Applegrove's behalf if required.

Program Budgets

Susan H has drafted the 2017 program budgets based on assumptions including:

- union COLA similar to CUPE 416 and 79.
- staffing levels similar to current staffing.
- the same fees as this year.

Based on Susan's prior experience, she recommends that the Board endorse the program budget proposals as a preliminary budget, with a revised program budget to come to the June or September Board meeting.

Post-New Year Camp

With the 2 week school break including the week after New Year's Day, May and I realized that Applegrove should consider holding a camp January 3-6. January 2 is the designated holiday for New Years. She did a quick survey of parents for a 4 day camp for \$110. Although only half of the 68 participants responded, 21 confirmed interest in a holiday camp.

The agenda allows time for discussion and a decision.

FRP³ System Transformation

Given the importance of this issue to Applegrove, I will include it as a regular item in my monthly reports.

I attended the 3rd "conversation" organized by the City Children's Services division. Although they presented little new information, they did report:

- the needs assessment will include a variety of inputs including focus groups and will be conducted by an external organization.
- an RFP⁴ for the needs assessment was expected to be issued in early October but I do not see it on the City website today.
- the needs assessment will be completed in time for the City to submit it with recommendations for the new system in May 2017.

³ FRP = Family Resource Programs

⁴ RFP = Request For Proposals

- while the recommendations will have to be endorsed by Council, probably the “draft” recommendations will be submitted and Council endorsement will follow.
- the Advisory Committee members were introduced. I applied but was not accepted.

CRM

Implementation was slightly delayed by minor computer issues. I expect that Janina and Louise will work on data migration next week.

Looking Ahead

I will be on vacation from October 15 to 23 inclusive, and from November 13 to 24 inclusive. As agreed at the September Board meeting, the meeting originally scheduled for November 28 has been moved to December 12.

Grievances, Complaints and Compliments

As agreed some years ago, the Executive Director's monthly report includes complaints and grievances. There have been no grievances since my September report.

Complaints Process: As noted previously, when staff members resolve a complaint at the first or “informal” level, they document it, including documenting when they are not sure whether or not an interaction is a complaint. This report includes the one complaint received since my September report.

When I met with staff in April to review the complaints form and the complaints, they asked for a method of recording compliments! I agreed enthusiastically and designed a form. However, many staff forget to record compliments; as an alternative, I grabbed some compliments from participant surveys completed in June and over the summer.

Stroller Parking Complaints

Please note that we are likely to receive a number of complaints from Parent/Child program participants. For many years, participants have been able to leave their strollers at the top of the stairs or by the caretakers' office. On October 5, the principal advised that she understood that strollers (and anything else) in stairwells and hallways would be a fire code violation. She indicated that there would be an inspection during a fire drill during the week starting October 16. As a result, May and I examined options, quickly realizing that probably stroller parking outside would be the only option. We briefed the staff, arranged for info hand-outs and signage, and planned implementation for Wednesday, October 11. We also purchased a long chain to attach to the railing so participants could lock their strollers to it.

In addition, I asked the principal to check during the inspection specifically whether

- a. strollers could be parked under the stairs outside the PC room and
- b. we could put seating outside the lounge (see complaint).

As it turned out, Wednesday's weather was lovely and there were fewer PC participants than usual, most of whom understood the fire code issue. There was a fire drill on Wednesday afternoon, after all the PC participants had departed. Afterwards, the principal reported that neither stroller parking in the stairwell nor seating outside the lounge were allowed under the fire code.

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The next day, the weather was not so cooperative and many participants attended for the monthly PC Advisory meeting. May reported to me that a number of participants were unhappy. They made several suggestions, some of which are not practical or possible. We will consider options and information to bring to the next PC Advisory meeting, scheduled for November 3.

Respectfully submitted,

Susan Fletcher.

Complaints Summary

“footnotes” are on the last page.

Incident Date	Issue ⁱ				Outline Issue	Topics								
	Another	Staff	Facility	Other		access	time liness	out comes	quality	stan dards	fee	H&S ⁱⁱ	Other	
Oct. 7			✓		Participant thought there should be seating outside the lounge for adults to wait for their program				✓					

ⁱ Another = one participant’s concern about another participant
 Staff = participant’s concern about staff
 Facility = participant’s concern about the facilities

ⁱⁱ H&S = Health and Safety

Compliments Report

Summer Camp 2016

Benefits of Program

1. My children leave more confident and happier each week.

They can't wait to come back

2. It made her respectful to her brothers and sisters

3. I feel like the swimming has been great and he is much more confident so that is wonderful for all of us

4. Let her discover herself well

5. very affordable program providing a terrific range of interesting activities

6. Yes

7. affordable and care. The fee of this program is very helpful summer childcare is stressful and we really enjoyed Emersons experience at Applegrove.

8. She grew stronger as a swimmer and learned to beat me at connect 4

Staff

1. Very friendly, good connections were made

2. So kind with the participants. Friendly and helpful

3. Amazing- always kept up to date on behaviour - good or otherwise.

Afterschool 2015- 16

Benefits of Program

1. Confidence, More social
2. Great , consistent, cost effective care
3. I am able to go to school and my children learn new things and socialize.They've progressed in all aspects of life
- 4. Friendships, Peace of mind,kids are gainfully engaged afterschool**
5. Blank
6. She made lots of friends. Seems to have a lot of free outside Play time which is great
7. I think it's great that there are a lot of outdoor activities.
It's been a great program
- 8. Good for kids confidence, socializing, reasonable fee, safety, great for parents**
- 9. Tomi is very happy at Applgrove and has said it is the best/least stressful of her day**
10. convinient, affordable, well programmed
- 11. I have felt a great relief at knowing my kids are in a safe fun environment with lots of activities and other kids to play with**
- 12. Invaluable! , Wonderful program that kids enjoy right in the school. Reasonably priced. Don't know what I'd do without it**

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From PC Participant Survey

Are the staff supportive of you, the children and your family?

Yes	No	Left Blank	Comments
---	---	----	-----
Y			Always did their best to answer my questions.
Y			
Y			
Y			
Y			
Y			
Y			Here to answer questions.
Y			
Y			Staff are always friendly and remember names of children.
Y			
Y			
Y			
Y			Very supportive, very helpful
Y			All very nice, Children love them
Y			
Y			
Y			
Y			
Y			couldn't ask for a better staff
Y			Fantastic!
Y			
Y			
Y			
Y			
Y			
Y			
Y			
Y			the staff here make the program wonderful. friendly. helpful and laid-back
Y			always say hello - welcoming
Y			
Y			

Y The staff always connects with me & take an interest in my grandkids
Y
Y
Y very helpful with integrating, find our nanny
Y always helpful + informative
Y
Y they're very welcoming
Y
Y
Y
Y
Y

Executive Director's Report

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From Applegrove Connection Participant Survey

Are the staff supportive of you, the children and your family?

Yes	No	Left Blank	Comments
---	---	-----	-----
Y			
Y			
Y			
Y			
Y			Get to know the kids, suggest programs that would benefit me.
Y			Louisei s fantastic and very supportive. She has helped me connect with the community and its resources.
Y			Very cooperative and friendly all the time. Approachable too.
Y			Very welcoming and informative.
Y			When needed.
====	====	=====	=====
Count: 9	0	0	5



Applegrove Events and Board / Committee Meetings – October 14, 2016
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 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24 Board	25 6:30 RevGen	26	27	28	29
30	31 Happy Halloween!	<u>Punkin-Grove!</u>				

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 5:30 Punkin-Grove @ Ashbridge Estate	2 7:00 Personnel	3	4	5 <u>Pasta Fest</u>
6	7	8 6:30 RevGen	9	10	11 Applegrove Closed for Remembrance Day	12
13	14	15	16	17	18 PA Day	19
20	21	22	23	24	25	26
27	28 <i>6:30 ComInt</i>	29	30			

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

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

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January 2017 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove Closed for New Year's Day	3	4	5	6	7
Proposed Holiday Camp						
School Holiday						
8	9	10	11	12	13	14
15	16	17	18	19	20 PA Day	21
22	23	24	25	26	27	28
29	30 Board	31				

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

March Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 Seniors Wellness Fair	16	17	18
March Break						
19	20 Board?	21	22	23	24	25
26	27 AGM?	28	29	30	31	

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

June	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2	3
4		5	6	7	8	9 PA Day	10
11		12	13	14	15	16	17
18		19 Board?	20	21	22	23	24
25		26	27	28	29 Last day of school	30	

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