



60 Woodfield Road, Toronto, Ontario M4L 2W6
Tel: 416-461-8143 www.applegrovecc.ca

**Board of Management Meeting
November 27, 2023**

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Reflection
- D. Declaration of Conflicts of Interest
- E. Minutes of October 30 Board of Management Meeting (*attached*)

7:05

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)
 - F.2. 2024 Program Budget (*sent separately*)
 - F.3. 2023 Funds Transfer (*sent separately*)
 - F.4. Admin Budget Update

7:35

- G. Personnel & Policy Committee (*Nov 13 notes attached*)

7:40

- H. Draft Strategic Plan (*sent separately*)

8:35

- H. Executive Directors Report
- I. Correspondence and Information Received (*attached*)

8:40

- J. Adjournment

**Minutes of the Board of Management Meeting
October 30, 2023**

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

Present: Camille Bettonville, Brian Buchan, Shirin Karim, Sarah Lasch, Sue Munn, Tammy Rogers, Jim Valentine (Chair), Moneca Yardley
Regrets: Sara Ehrhardt, Councillor Paula Fletcher, Ann McKechnie
Staff: Susanne Burkhardt, May Seto (recorder), Monica Vela

A. Call to Order/Adoption of Agenda/Introductions

Jim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as amended.

B. Welcome and Introductions

C. Indigenous Land Acknowledgement

Susanne shared a video on the One Dish with One Spoon Wampum Belt Covenant.

D. Declaration of Conflicts of Interest – None

E. Minutes of the October 2, 2023 Board of Management Meeting

MOTION (Buchan/Bettonville)

To accept the minutes of the October 2, 2023 Board of Management Meeting.

Carried

Recorded Vote:

*Valentine – yes
Munn – yes
Karim – yes
Buchan – yes
Bettonville – yes
Rogers – yes
Lasch – yes*

F. Finance

F.1. Year to Date Financial Report

Monica presented the report. The admin budget is on budget with small variance in revenues and expenses. The program budget shows a favourable revenue variance, largely due to some revenues brought over from last year along with some extra grants. Program expenses show a favourable difference, including some savings in benefits costs. For the program budget, donations are down but fundraising revenue is up. Applegrove is in a surplus position as of Sept 30.

MOTION (Rogers/Lasch)

To accept the year-to-date financial report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

F.2. Term Deposit Renewal

Susanne provided an overview of the briefing note. Monica asked the bank for a higher interest rate but their best offer remained at 4.9% for a 1-year non-redeemable rate. Monica recommended that the board consider placing additional funds from the Program account into a term deposit in order to take advantage of high interest rates.

MOTION (Buchan/Rogers)

To direct staff to renew term deposit #19 as a 1-year non-redeemable GIC at the promotional 4.9%.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

MOTION (*Buchan/Bettonville*)

To direct staff to open a new 1-year non-redeemable GIC for \$50,000 at 4.9%.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

F.3. 2024 Draft Program Budget

Susanne presented the draft program budget. Staff recommend a small increase in afterschool fees, and a more significant increase in summer day camp fees due to the fact that in 2023 our Canada Summer Jobs funding was reduced by half. Overall budget revenues and expenses are slightly lower than in 2023, primarily due to lower levels of confirmed grant funding for Applegrove and the Neighbourhood Food Hub. Members suggested the budget should factor in strategic planning activities. Staff revise the budget accordingly before bringing it back to the board for approval.

F.4. 2024 Admin Budget Update

Susanne reported that the City asked AOCCs to make some budget reductions. The new benefit rates result in some reduction and Applegrove has deferred some of its cybersecurity request to 2025 in order to achieve the requested reduction.

G. Personnel & Policy Committee Report

Jim provided an overview of the committee notes. Susanne's performance discussion took place. Instead of an annual evaluation, City has gone to a new model of regular check-ins. A succession planning process has been initiated for the Program Director position. The Board diversity questionnaire is going out soon. The cybersecurity policy was sent to the City and Applegrove is waiting for feedback.

G.1. Smoke and Vape-Free Policy

The committee updated this policy, formerly named the Tobacco Free Policy, for clarity and now that vaping and cannabis use are more prevalent. The policy has been modernized and some information has been added about substance abuse. Exemptions are provided for Indigenous ceremonial use e.g. smudging, and for medical/disability accommodation. It was suggested that use of prescription drugs be considered also.

MOTION (Lasch/Yardley)

To accept the Policy and Personnel Committee report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

MOTION (Yardley/Lasch)

To approve the amended Tobacco-Free Policy, now titled Smoke and Vape-Free Policy, with one possible minor amendment and effective circularion of the final copy to the board.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley – yes

H. Procedural By-law Amendment

City Council passed a motion to allow for electronic meetings to be permanent at the City and its agencies. This allows us to continue with electronic meetings. The report sent outlines the changes that are proposed and shows revised text for the bylaws. Susanne will look into how and when to best sharing the updated bylaws with the City.

MOTION (Bettonville/Munn)

To amend the Procedural By-law for the Board of Management of Applegrove Community Complex and adopt the drarft bill in Attachment 1 of the report to:

a. Permit electronic participation in meetings and

b. Allow 30 minutes in stead of 15 to achieve quorum.

The Procedural By-law will apply with any other minor modifications as may be required to facilitate meetings in accordance with a. and b. above

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley – yes

I. Executive Directors Report

Susanne shared that staff are monitoring the possible teacher labour disruption. In the event of a strike we will be able to use our space but there may be delays for people to enter the building. We will run a camp if there is demand and we can get space at Toronto Formosan Church.

Management met with the principal and learned that TDSB plans to replace the HVAC system. They will do one building summer 2024 and the other summer 2025. If they start in our building we will not be able to use our space and do not know if the TDSB would offer alternate space. We asked for as much notice as possible. If they start in the other building it could still impact on us as they may use the basement hallway to remove items, which would affect use of our basement rooms.

An offer of employment was made for a bookkeeper-information clerk, but is not yet accepted.

Susanne met with SDFA on how permit costs for our leased own space will be covered and hopes to have this resolved soon.

Susanne reminded members of the Staff/Board social on December 14 at the Food Hub.

MOTION (Lasch/Buchan)

To accept the Executive Director's report.

Carried

J. Correspondence and Information – received

K. Adjournment

The meeting was adjourned on a motion by Camille Bettonville, seconded by Susan Munn.

Chair

Secretary



FINANCIAL VARIANCE REPORT

For the period ended October 31, 2023 (January 1 to October 31)

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2023= **\$618,705**

YTD budget gross revenue = **\$515,588**

YTD actual gross revenue = **\$516,823** a favourable variance of **\$1,235**.

The \$1,225 favourable variance is due to interest received from Alterna on the Admin/Core account accounts for the \$188 plus Workers' Compensation expense recovery of \$1,047.

EXPENSES

Total budget expenses for 2023= **\$618,705**

YTD budget gross expense = **\$519,976**

YTD actual gross expense = **\$509,754** a favourable variance of **\$10,223**.

The \$10,223 favourable variance is due to accrual of expenses and the calendarization of the budget (expenses divided by 12 months). While not seen in the salary line due to accrual for calendarization, within this variance is some salary under-expenditure which will be reduced now that we have a bookkeeper again). There is also over-expenditure in furniture/equip and purchased services.

Note: Our budget does not yet reflect City-approved adjustments necessary to accrue funds for 2023 audit fees (significantly increased) and unanticipated TDSB permit costs for our leased space.

Program Budget

REVENUE

Total budget revenue for 2023 = **\$1,004,221**

YTD budget gross revenue = **\$827,780**

YTD actual gross revenue = **\$970,716** a difference of **\$142,936**

Variance includes deferred revenue from 2022 for 2023 activities e.g. Healthy Communities & Metcalf grants for food hub, New Horizons for Seniors. It also includes approximately \$51,000 received for EarlyON and Seniors that needs to be deferred 2024 in order to cover 2024 costs.

EXPENSES

Total budget expenses for 2023= **\$1,004,173**

YTD budget gross expense = **\$835,543**

YTD actual gross expense = **\$792,794** a favourable difference of **\$42,749**.

This favourable expense variance has been decreasing over time, a trend expected to continue to year end and primarily due to purchased services being paid out over time, most related to the Food Hub. There is a small unfavourable variance due to increased staffing costs. Benefits have been lower than budgeted all year as fewer employees joined OMERS that expected.

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
ADMIN ACTUAL VS BUDGET
As of October 31, 2023

	Actual	Budget	Variance	
			\$	%
EXPENSES				
Salary	290,359	290,359	0	0%
Benefits	86,104	86,104	0	0%
Materials & Supplies	1,686	3,283	1,596	49%
Furniture & Equipment	(558)	7,395	7,953	108%
Purchased Services	132,163	132,836	673	1%
Total	<u>509,754</u>	<u>519,976</u>	10,223	<u>0</u>
INCOME				
Government Funding				
City of Toronto	<u>515,588</u>	<u>515,588</u>	-0	0
Total Government	515,588	515,588		
Others				
Misc.	<u>1,235</u>	<u>0</u>	-1,235	100%
Total Others	<u>1,235</u>	<u>0</u>		
TOTAL INCOME	<u>516,823</u>	<u>515,588</u>	-1,235	
SURPLUS(DEFICIT)	7,069	(4,389)		

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM ACTUAL VS BUDGET
As of October 31, 2023

	Actual	Budget	Variance	
			\$	%
EXPENSES				
Salary	418,469	410,633	(7,836)	-2%
Benefits	80,996	94,134	13,138	14%
Materials & Supplies	78,896	65,091	(13,804)	-21%
Furniture & Equipment	2,760	8,667	5,907	68%
Purchased Services	211,673	257,018	45,345	18%
Total	792,794	835,543	42,749	5%
INCOME				
Government Funding				
City of Toronto	369,097	254,347	(114,751)	-45%
Province of Ontario	81,557	43,917	(37,640)	-86%
Federal Government	126,059	132,289	6,229	5%
Total Government	576,714	430,552		
Non-Government Funding				
Charitable Organizations	5,712	4,333	(1,379)	-32%
Foundations/Corporations	35,804	31,996	(3,808)	-12%
Total Non-Government	41,516	36,329		
Donations/Fundraising				
Charitable Donations-individual	5,314	24,047	18,733	78%
Non-charitable Donations-Indiv	2,015	0	(2,015)	
Fundraising	6,320	7,917	1,597	20%
Total Donations/fundraising	13,649	31,964		
Others				
User Fees	321,456	322,147	691	0%
Misc.	17,381	6,788	(10,593)	-156%
Total Others	338,837	328,935	(9,902)	-3%
TOTAL INCOME	970,716	827,780	(142,936)	-17%
SURPLUS(DEFICIT)	177,922	(7,762)	-185,685	

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
October 31, 2023

	2023	2022
CURRENT ASSETS		
Cash	506,523	417,632
Short-term investments	146,009	145,791
Due from the City of Toronto - vacations payable	27,833	17,122
Due from the City of Toronto - deficits	21,024	0
Accounts Receivable	-12,427	39,868
Prepaid Expenses	13,970	27,387
	<hr/> 702,932	<hr/> 647,799
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leashold improvements	-16,001	-8,000
Equipment - Safe Start	8,034	8,034
Accum. Amort. Safety Start	-2,410	-803
Equipment - Seniors	4,014	4,014
Accum. Amort. Seniors	-1,814	-605
Equipment - Summer Camp	2,603	0
Accum. Amort. Summer Camp	-87	0
Tangible Capital Assets	<hr/> 34,340	<hr/> 42,641
Long-term Receivable - City of Toronto	<hr/> 197,359	<hr/> 206,173
	<hr/> 934,632	<hr/> 896,613

LIABILITIES, NET ASSETS AND RESERVES

Current Liabilities

Due to the City	0	5,902
Accounts payable and accrued liabilities	175,614	56,748
Deferred revenues	19,619	41,572
	<hr/> 195,234	<hr/> 104,222

POST-EMPLOYMENT BENEFITS PAYABLE

197,359 206,173

Deferred Capital Contributions

Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leashold Impr.	(8,000)	-
Deferred Capital Contributions - Safe Start	8,034	8,034
Accum. Amort. Deferred C.C. - Safe Strat	(2,410)	(803)
Deferred Capital Contributions - Seniors	4,014	4,014
Accum. Amort. Deferred C.C. - Seniors	(1,814)	(605)
	<hr/> 31,824	<hr/> 42,641
	424,417	353,036

Net Assets

Program funds	(24,002)	957
Parent/Child Drop-in	(9,529)	352
Afterschool	86,919	60,518
Teen program	2,148	7
Seniors programs	3,106	4,687
Summer programs	43,972	27,715
The Applegrove Connection	9,123	(246)
HOBG	10,425	9,249
Food Hub	(1,592)	(5)
Core Etransfer Account	7,645	(3,828)
Agency level funds	66,171	56,266
Program current period un-distributed	177,922	227,401
Admin current period	7,069	15,454
	<hr/>	<hr/>
	379,378	398,527

803,795	751,563
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Reserves

Emergency Operating	120,000	120,000
Infrastructure	15,000	15,000
Organizational Planning	(4,164)	10,000
	<hr/>	<hr/>
	130,836	145,000
	<hr/>	<hr/>
	934,632	896,563

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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"COMMUNITY AT ITS CORE"

Personnel and Policy Committee

Meeting Notes

November 13, 2023 - 5:00 pm

Present: Jim Valentine (Chair), Camille Bettonville, Sara Ehrhardt

Staff: Susanne Burkhardt (recorder)

1. Notes from October 23 Meeting

No changes needed.

2. Staffing

a) Hiring Reports

Susanne noted report highlights. She shared that the youth program runs on Mondays and Thursdays, but that the Mondays drop-in participation has been very low despite outreach efforts. The program may therefore be discontinued. Sara suggested connecting with student councils to support outreach, which in high schools also have social media. Sara will help source their contact information.

b) Updates

Susanne provided updates on current hiring processes and staffing issues.

c) Management Vacation

The committee discussed the approach to be taken to address management vacation rollover.

3. Succession Planning

The committee discussed the AOCC ED succession plan example that had been previously shared, and found the step by step approach useful. Susanne reported that the AOCCs EDs are working on an ED orientation document/plan with City staff. It was determined that at this time, it makes sense for Applegrove to develop a plan for how to address unplanned absences in key positions. From there a more comprehensive document can be built out as needed.

4. Board

a) Board Skills & Diversity Assessment

The questionnaire has been adapted based on feedback from Camille and will be sent out within the next week. There is not the same timing urgency as in past years because the AGM will be taking place in June instead of March next year due to ONCA. This means that recruitment will start somewhat later.

b) Board Evaluation Questionnaire

The committee reviewed the questionnaire and felt that it remains a good tool, and that the ability to compare to previous years is helpful. The survey will be sent to the board toward the end of the year.

5. Policy

a) Smoke and Vape-Free Policy

Susanne shared that the updated policy was distributed to staff and presented at a staff meeting.

b) Draft Privacy Policy

The committee reviewed the draft policy and recommended that the policy:

- In the policy statement, references that Applegrove serves children and may receive private information from children
- Acknowledge that Applegrove gathers some health information (e.g. special needs, mental health, gender)
- States who staff can reach out to with questions/for guidance
- In the breach of privacy protocol, include gender and mental health history
- Include an example of a privacy breach that relates to social media

Applegrove Community Complex
Correspondence / Information Received
November 2023

From (Date Received)	Regarding	Action(s)
City Clerk (Nov 16)	<p>Striking Committee Item 3.1 - 2024 Schedule of Meetings</p> <p>City Council on October 11 and 12, 2023, approved the 2024 schedule of meetings for City Council and its Committees.</p> <p>City agencies are asked to:</p> <p>a. Avoid scheduling meetings, whenever possible, that conflict with the approved schedule; and</p> <p>b. Avoid scheduling public meetings, forums, public consultations and large scale meetings on days of cultural or religious significance as noted in the approved schedule</p>	<p>Susanne to factor this request into the schedule for 2024 board and committee meetings</p>

**R&F = Receive and File*



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**Board of Directors Meeting
November 27, 2023**

AGENDA

8:40

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of October 30 Board of Directors Meeting (*attached*)
4. Homologation of November 27 Board of Management resolutions

8:45

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (Nov 15 *notes attached*)
 - 5.2. Strategy & Finance Committee Report (Nov 15 *notes attached*)

8:50

6. Program Update (*attached*)

8:55

7. Directors' Concerns
8. 2024 Board Meeting Calendar (*attached*)

9:00

9. Adjournment

Next Meetings and Events

Board Meeting

**Minutes of the Board of Directors Meeting
October 30, 2023**

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

Present: Camille Bettonville, Brian Buchan, Shirin Karim, Sarah Lasch, Sue Munn, Tammy Rogers, Jim Valentine (Chair), Moneca Yardley
Regrets: Sara Ehrhardt, Councillor Paula Fletcher, Ann McKechnie
Staff: Susanne Burkhardt, May Seto (recorder)
Guest: Susan Fletcher

1. Call to Order/Adoption of Agenda/Introductions

Jim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

2. Declaration of Conflicts of Interest

None

3. Minutes of October 2, 2023 Board of Directors Meeting

MOTION (Yardley/Bettonville)

To accept the minutes of the October 2, 2023 Board of Directors Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Yardley)

To homologate the resolutions made by the Board of Management at its October 30, 2023 meeting, as presented.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

5. Standing Committees

5.1. Membership, Outreach and Inclusion Committee Report

Sue provided highlights of the committee meeting notes.

5.2. Strategy and Finance Committee Report

Susanne provided highlights of the committee meeting notes.

MOTION *(Buchan/Lasch)*

To accept the Membership, Outreach and Inclusion Committee report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

MOTION *(Yardley/Rogers)*

To accept the Strategy & Finance Committee report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

6. Strategic Planning Update

Susanne provided an update. A staff engagement meeting took place and reviewed the draft strategic plan, providing input on the vision, mission, values and strategic goals and objectives. A final draft of the strategic plan will be reviewed by the Staff-Board Strategic Planning Working Group. The consultants proposed an implementation plan which includes a framework with KPI's, key deliverables, and basic communications planning. Members discussed the proposal and cost, felt it was reasonable and wanted to move forward with the consultants on this work.

MOTION (Bettonville/Munn)

To approve the engagement of SN Management for the development of an implementation and monitoring framework for the new strategic plan, as circulated and presented.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley - yes

7. Ontario Not-for-Profit Act (ONCA) Discussion

The charitable objects proposed by the board were shared with our lawyer, with provided some recommendations. She suggested to lead with the word “social”. Brian provided an overview of the key ONCA issues for board discussion – including membership of elected representatives on the non-profit/charity board and percentage (vs number as in current bylaws) of members needed to a member's meeting. The board agreed that 3% makes sense for Applegrove.

8. Program Update

May reported that after months of having a full team in our PC drop-in, one of the staff is resigning due to finding full-time work, so we will need to hire again for our EarlyON program. We started the Youth programs and Thursdays continue to be well attended. The Older Adults programs are going really well and we have seen many new participants. We will be hosting a Seniors Active Living Fair on Friday, November 17 from 10:30 – 2:30 at Applegrove. We are expecting 25 vendors and over 100 participants.

MOTION (Buchan/Lasch)

To receive the program update.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Bettonville – yes

Rogers – yes

Lasch – yes

Yardley – yes

9. November 17 Nourish Community Dinner

Susanne provided an overview of the event and asked for volunteers to help out before our in-person board meeting. Dinner is from 5 – 6:30 pm and Applegrove will be hosting. May was able to get a donation of Chinese food. This is the last dinner for takeout service.

Tammy, Camille (after 5 pm), Brian, Jim and Sarah expressed an interest in volunteering.

10. Directors' Concerns – none

11. Adjournment

The meeting was adjourned on a motion by Camille Bettonville and Sarah Lasch.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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“COMMUNITY AT ITS CORE”

Strategy & Finance Committee Notes

November 15, 2023 – 5:00 p.m.

Board Members: Brian Buchan, Moneca Yardley, Ann McKechnie

Staff: Josh Grainger, Jared Calder Floirendo, Susanne Burkhardt (recorder)

Guests: Sonja Nerad, Soha Mohamed (SN Management)

Strategy & Finance Committee portion of meeting

1. Oct 11 Meeting Notes – no changes needed

2. Final Draft 2024 Program Budget

The committee reviewed the briefing note and budget summary. In response to questions, Susanne reported that the Neighbourhood Food Hub and Seniors budgets are lower because there are fewer confirmed grants at this point than in 2023 and the budget includes only confirmed grants or those that staff feel highly confident will be secured.

Susanne also noted that the final draft for board approval needs to be adjusted to include new EFT transaction fees to be implemented as of January, which will increase budgets for programs with fee transactions and the admin budget. It was suggested that the agency could look at what other banks offer as our banking costs rise.

2024 funds allocated to strategic plan implementation represent dedicated funds available through our partnerships budget. Additional funds will be available through the organizational planning reserve fund based on board approval of 2023 interfund transfers, and the infrastructure reserve fund. Some implementation activities can also be integrated into ongoing administrative and program activities (and budgets). With the plan's focus on fundraising, additional funds could become available over the year.

Josh and Jared joined for:

3. Board-Staff Strategic Planning Working Group – Review of Final Draft Strategic Plan

Sonja presented the final draft of the strategic plan, to be recommended for approval to the board by the working group. She noted that Applegrove had the strongest client engagement she has seen, which is a testament to its relationships.

The plan is packaged for presentation to the board. Additional design work will be done for public and online consumption.

APPLEGROVE COMMUNITY COMPLEX

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“COMMUNITY AT ITS CORE”

The working group reviewed the proposed vision, mission, values and strategic objectives, made recommendations for improvement, and identified points for further board discussion. Overall it felt that the plan is representative of where Applegrove is at and that it reflects the conversations that they have been part of and feedback they have heard in the strategic planning process.

Sonya will share an updated version for circulation to the board.

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee - NOTES

November 15, 2023 at 7:00 p.m.

Present: Shirin Karim, Tammy Rogers, Sarah Lasch, Pierre Bois, Susan Munn
Staff: Josh Grainger, May Seto (recorder), Susanne Burkhardt
Guests: Andy Yan, Todd Toso

- Welcome and Introductions
Susanne introduced Andy and Todd from Honest Impact and gave a history of their relationship with Applegrove.
- Board-Staff DEIB Committee
 - a. Oct 11 Meeting Notes
 - b. Activities
 - i. Book Club – Next meeting is Jan 24 and book is “From the Ashes”. The first session went well, increased personal connections and had good discussion.
 - ii. Communications Training
As a follow-up to communications and conflict training with camp staff more training is planned with a larger group of staff. More in-depth training using a train-the-trainer approach training will follow with the Afterschool Leads and Youth Program staff to further build internal capacity. Sessions are proposed for December and January, using available year-end funds.
 - c. Evaluation and Reporting Update
Members were briefed on and viewed the draft work plan developed by the sub-committee, which is grounded in the themes and recommendations from the DEI Plan from Lunaria. It will support reporting. Staff have already started to roll some of these tasks. In the 2024 Program Budget \$4000 is earmarked for DEIB, with a spending plan to be informed by the work plan. The sub-committee will complete a final draft of the work plan and bring it back to the committee.
 - d. DEIB Definition
The group looked at the sample definitions document shared by Susanne. Pierre shared some definitions from York and committee members liked some of the descriptions. Members will keep compiling definitions and discuss at a future meeting. Susanne will compile everything into a Google doc so others can add.
- October 11 MOI Committee Meeting Notes – no changes needed

- Events

- a. Movie Night - Josh provided an update. The event is this Saturday at 5:30 pm. Staff have done quite a bit of outreach, including in TCHC communities. We will sell food and it will be “pay as you can” for entrance.
- b. Toy Drive - Promotion underway and donation box is in the office. Spin Master is donating toys also and any excess toys will go to the Don Summerville holiday event. This event supports relationship building with TCHC communities. Families will pick up toys at an event on December 16 at the Food Hub.
- c. Staff-Board Winter Social - The event is December 14 at the food Hub. Staff plan to order food from Tea and Bannock, a local indigenous restaurant. Staff still have to plan the details.
- d. Nourish Community Dinner - Applegrove is hosting the Nov 27 dinner. We will serve Chinese food, with much donated and the rest covered by Applegrove. We have sent out donation request letters to local bakeries for dessert donations.
- e. Additional Events
Dec 16 will be the Don Summerville Tenant Holiday party
Nov 17 - Seniors Active Living Fair from 10:30 am – 2:30 pm in the Duke gym
- f. Annual Event(s) – Planning Discussion
Previous annual event was Pastafest. It was a successful intergenerational community event but only raised c.a. \$4000 (less if we include staff time). It was discontinued for various reasons including space access/cost, loss of pasta donation and the pandemic more generally.

Could Applegrove attract enough donations through an event? If we are looking to raise a significant amount of funding, events may not be the way to go as it takes a lot of time and staff resources.

It was suggested to tie our inaugural event at our 45th birthday. Could bring a musician as entertainer at the AGM.

The discussion brought up the following:

Goals/Objectives

- Cultivate relationships for:
 - future fundraising/donating opportunities and donors
 - encouraging engagement in our programming
- Engage small businesses to give back to their community
- Recognize staff and program participants
- Showcase our successes
- Increase membership.

Ideas

- Trivia nights
 - o Were fun online during pandemic; could do in-person at local venue
 - o Sidekick or The Duke as possible locations
- Community concert
 - o East end artists and musicians, sell tickets, have a bar and food, consider 50/50 draw/raffle/silent auction
 - o Tammy and Sarah have connections to artists and can reach out
 - o A local teacher would love to put on a concert for the community
 - o Could be linked to community dinner
 - o Food truck or vendors could sell food
 - o Solicit sponsorship from local businesses & gives opportunity for promotion for them – Andy would work on this
 - o If successful, then artists can partner with our youth to produce something to showcase
 - o Next steps: have a working committee, plan of action, etc
 - o Have family friendly acts early on and then more adult friendly acts
 - o An annual east end music night has potential as a tradition tied to AG
 - o Honest Impact willing to donate funds to kick off an event

Timing

- Don't want anything in May or June because our AGM will be in June; summer not good time;
- Look at fall (could link to harvest theme)

Next Steps

- New subcommittee: Sarah, Tammy, Pierre, Josh, Susanne, Andy and Todd
- Work on a budget as a start.

- Other Business

Susanne shared that AOCC ED's met with the staff team from the City's Office of Indigenous Affairs for a tea ceremony. Attendees got to know one another and identified areas of shared interest and opportunities to work together. They shared the City's Reconciliation Action Plan (RAP) and asked the AOCCs where they fit in and how we can support them.

Next meetings - December 13 (if needed)

Program Update – Nov 27, 2023

Prenatal Program

- Looking to transition the program to in-person once a month
- 2 new clients starting

EarlyON Programs

- We have hired an internal candidate for the 27-hour RECE EarlyON position
- The program holiday activities will be during the week of December 11
- The placement students are finishing up their placements at the end of November.

Afterschool

- We are not full and still have some spaces available.
- The bake sale fundraising event in early November was a huge hit. The event raised over \$500.
- Most programming is indoors as the weather starts to get colder. We have permitted the gym for active play each day for an hour.

Youth Programs

- Mondays are not well attended so staff have made the decision to discontinue the Monday drop-in program.
- Thursdays are still going well with an average of 8 youth attending regularly.

Older Adults

- Applegrove's Seniors Active Living Fair on Friday, November 17 was a huge success. We had over 22 vendors and with representation from some of our elected reps.
- We had 125 registered for the event and over 100 attend.
- The event offered:
 - Hearing screening tests
 - Flu shots
 - Food and yoga demo
 - Winter driving safety tips and General Insurance workshops
- Both for profit and non-profit vendors were present at the fair.
- Applegrove ran a Good Food Market in addition to promoting senior program activities.

APPLEGROVE COMMUNITY COMPLEX 2024 BOARD & COMMITTEE MEETING SCHEDULE

Board

**Meetings take place on Monday evenings from 7-9pm*

**Meetings are open to members of the public*

January 29	(virtual)	June 6 AGM	(in-person)
February 26	(in person)	June 24	(in-person)
March 25	(virtual)	September 23	(in person)
April 29	(in-person)	October 28	(virtual)
May 27	(virtual)	November 25	(in person)

Committees of the Board

Membership, Nominations & Outreach Committee

Wednesday evenings from 7:00-8:30pm

Meetings are open to members of the public

January 17	June - TBC
February 7	September - TBC
March 11	October - TBC
April 29	November - TBC
May 15	December - TBC

Strategy & Finance Committee

Wednesday evenings from 5:30-6:30pm

Meetings are open to members of the public

January 17	June - TBC
February 7	September - TBC
March 11	October - TBC
April 17	November - TBC
May 15	December - TBC

Personnel & Policy Committee

Monday evenings from 5:00-6:00pm

Permission must be requested by members of the public who wish to participate

January 15	June - TBC
February 12	September - TBC
March 13	October - TBC
April 15	November - TBC
May 13	December - TBC