



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

**Board of Management Meeting
March 25, 2024**

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 February 26 Board of Management Meeting (*attached*)

7:15

- F. Finance
 - F.1. Year to Date Finance Report (*attached*)
 - F.2. Audit Update (*sent separately*)

7:10

Motion needed to discuss the next items in camera, as they deal with confidential information.

- G. In Camera Minutes of February 26 Board of Management Meeting
- H. 2023 Management Performance Evaluation

Motion needed to return to the public meeting.

7:30

- I. Personnel & Policy Committee (*Mar 18 minutes attached*)

7:40

- J. Food Hub Presentation

8:00

- K. Board
 - K.1. Secretary Vacancy
 - K.2. Recruitment Update
 - K.3. Annual General Meeting Update
 - K.4. June Board Meeting

8:15

- K. Executive Directors Report
- L. Correspondence Received

8:25

- M. Adjournment

**Minutes of the Board of Management Meeting
February 26, 2024**

*A vibrant and welcoming place that delivers programming to
foster joy, promote wellbeing, enrich lives and build community.*

Present: Camille Bettonville, Brian Buchan, Shirin Karim, Susan Munn, Jim Valentine (Chair)
Regrets: Tammy Rogers, Councillor Paula Fletcher
Absent: Sara Ehrhardt, Sarah Lasch, Moneca Yardley
Guests: Catherine LeBlanc Miller, Alexandra Kidman
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 circulated.

B. Welcome and Introductions

Introductions were done. Guests were Catherine LeBlanc Miller from Councillor Fletcher's office and Alex Kidman who is doing her placement at Applegrove.

C. Indigenous Land Acknowledgement

Brian shared that his employer, Human Resources Professional Association, has developed a TRC self guided journey which he will share with members. He was involved and shared that the process includes the concept of "etuaptmumk" or "two eyed seeing", which looks at learning by using Indigenous knowledges and ways of knowing as well as non-Indigenous knowledges and ways of knowing, and bringing them together for the benefit of all. Members discussed the idea of plurality, and how to represent it and acknowledge absent voices.

D. Declaration of Conflicts of Interest – None

E. Minutes of the January 29, 2024 Board of Management Meeting

MOTION (Munn/Buchan)

To accept the minutes of the January 29, 2024 Board of Management Meeting.

Carried

MOTION (Bettonville/Munn)

To discuss the next items in camera, as they deal with identifiable individuals and confidential information.

Carried

F. In Camera minutes from January 29 meeting

MOTION (Buchan/Munn)

To approve the in-camera minutes from the January 29, 2024 Board of Management meeting.

Carried

MOTION (Buchan/Lasch)

To return to the public meeting.

Carried

G. Finance

G.1 Admin Budget Update

Susanne shared that Council approved the City budget last week, and that Applegrove was approved for what it requested. The budget has an increase of 17% increase over last year to cover cybersecurity work, additional TDSB permit fees for evening leased space use, current admin retiree health and dental benefits as well as legislated wage increases, applied increased costs, and the increased audit fees.

G.2 Preliminary Statement of Operations

Monica shared that we are starting our audit during last week of March. We have not yet closed the books and still have to issue a few receipts. We expect an admin budget deficit, which was anticipated and for which an over-expenditure form had been submitted to and approved by the City in advance.

On the program side the expected surplus is larger than projected, primarily due to deferrals from 2022 to 2023, including the Seniors funding, prenatal funding and food hub grants. Staff will determine a more effective way to monitor funds in both the budget and the balance sheet to provide a better overall financial picture over the course of the year. Staff will speak to the auditor as well to help work through this.

G.3 Amended Finance Policies

Susanne provided an overview and highlighted the proposed amendments, as circulated and recommended by the Strategy & Finance Committee, to the following policies: 1) Credit Card Use Policy, 2) Board Member Reimbursement Policy; 3) Capitalization Policy.

H. Personnel & Policy Committee Report

Jim highlighted key points from the report.

MOTION (Buchan/Lasch)

To accept the Personnel & Policy Committee Report.

Carried

I. Board

I.1 Board and Office Vacancies

Jim reminded members that the board can appoint someone to fill the vacancy left by Ann's resignation. Any individual appointed will hold the position until the end of Ann's 2-year board term i.e. the AGM in 2025. An email was sent to members asking for suggestions. As there are no immediate candidates, members are asked to continue giving it thought.

Jim shared that Tammy may be interested in the secretary position and will follow up with her when she returns from vacation.

1.2 Annual General Meeting

Susanne shared that she and Josh are working on planning for the Annual Meeting and the theme will be a celebration of Applegrove's 45th birthday. More details to follow.

Jim shared that that the original date set for the Board meeting was June 6, but there has been a request for it to be held one day earlier on June 5.

1.3 2024 Recruitment Priorities

Shirin provided an update on board recruitment priorities which include the following:

- Differing abilities
- Finance
- Fundraising
- Older adult population
- Diversity in general

Susanne reminded the board that in addition to the existing vacancy left by Ann's resignation, there will be 3 vacancies for which new members need to be elected at the AGM. At least 2 of the 4 total vacancies need to be filled by members who live in the catchment area.

MOTION (Karim/Bettonville)

To change the AGM date from June 6 to June 5

Carried

J. Executive Directors Report

Applegrove programs and office will be relocated in summer due to HVAC work in the school. A site visit is planned to confirm Roden school as a location for summer camps. Admin office staff will move to the Food Hub and the seniors program will be at various locations (Food Hub, school, library). We will rent Toronto Formosan Presbyterian Church for the last week of camp in August. The next piece is to work out how the accounting work out for the lease. If we are getting a similar amount of space then no costs should be affected. There be some cost savings because we are moving our office to the Food Hub.

Susanne noted that Daniel will provide a year end Food Hub report at the next board meeting. East End United is applying for capital grant with Ontario Trillium with Applegrove as an

advisory partner. The grant is to renovate the stage area, adding another walk-in fridge, storage and washer/dryer. The upper floor as a multi use space is also on the radar for future work. The grant limit is \$200,000 and the request will likely be close to the maximum.

A letter of interest is being prepared for the Metcalf Foundation inclusive economies fund to advance the Food Hub as part of a local food ecosystem by making the space more user-friendly for vendors/low income entrepreneurs and better engaging Food Hub users in it's planning and decision-making. If invited to submit a full application, Applegrove will do so in partnership with the Leslieville Market. Metcalf has funded the Food Hub in the past.

The City Community Service Partnership (CSP) program provides core operating funds to the Food Hub. Susanne was notified of a 4.2% cost of living increase and that the grant is confirmed to end 2025. The City is reviewing the program and in 2026 will issue a new open call. Susanne will continue to work with partners to position the Food Hub as best possible to continue to receive funds at that time. Susanne asked the board to approve an advance from CSP funds for the Neighbourhood Food Project as 2024 CSP funding is now fully confirmed.

K. Correspondence and Information Received – none to report

MOTION (Munn/Bettonville)

To accept the Executive Director's Report.

Carried

MOTION (Buchan/Munn)

To approve the submission of a funding proposal to the Metcalf Foundation to support the ongoing work at the Food Hub.

Carried

MOTION (Buchan/Bettonville)

To approve an advance of \$10,000 to the Neighbourhood Food Project, to come out of the Community Service Program (CSP) funding.

Carried

L. Adjournment

The meeting was adjourned on a motion by Shirin Karim, seconded by Sue Munn.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX
REVENUE & EXPENDITURE STATEMENT
CORE-ADMINISTRATIVE BUDGET
AS AT February 29, 2024

	BUDGET APPROVED	BUDGET AS TO- DATE	ACTUAL UP TO- DATE	VARIANCE AS TO- DATE	BALANCE OF THE YR
REVENUE					
	(726,771.00)				(633,965.00)
City of Toronto)	(92,806.00)	(92,806.00)	0.00)
Admin Revenue - Long-Term Benefits	0.00	0.00	0.00	0.00	0.00
Due from City - Sick Pay Gratuity	0.00	0.00	0.00	0.00	0.00
Admin Revenue - Vacation Accrual	0.00	0.00	0.00	0.00	0.00
Admin Expense Recovery	0.00	0.00	0.00	0.00	0.00
Interest on Admin. account	0.00	0.00	0.00	0.00	0.00
Admin Funding Total	726,771.00	92,806.00	92,806.00	0.00	633,965.00
EXPENDITURE					
ADMINISTRATION					
Salaries & Wages	372,914.58	62,127.56	54,689.99	7,437.57	318,224.59
Benefits	124,397.05	20,724.54	18,894.69	1,829.85	105,502.36
Sick Pay Gratuity	0.00	0.00	0.00	0.00	0.00
Admin Expense - Vacation Accruals	0.00	0.00	0.00	0.00	0.00
Long-Term Employee Benefits Expenses	0.00	0.00	0.00	0.00	0.00
	497,311.63	82,852.10	73,584.68	9,267.42	423,726.95
<i>Materials & Supplies:</i>					
Office Supplies	2,612.75	435.28	216.34	218.94	2,396.41
Postage	1,326.00	220.92	0.00	220.92	1,326.00
	3,938.75	656.20	216.34	439.86	3,722.41
<i>Furniture & Equipment:</i>					
Office Equipment	1,511.50	251.82	0.00	251.82	1,511.50
Computer Software	6,794.60	0.00	20.35	(20.35)	6,774.25
	8,306.10	251.82	20.35	231.47	8,285.75
<i>Purchase Services</i>					
Advertising	600.40	100.02	0.00	100.02	600.40
Computer Services Contracted Services	22,797.18	4,000.00	783.30	3,216.70	22,013.88
License/Permit Fees	154,961.55	25,816.68	18,971.58	6,845.10	135,989.97
Telephone & Internet	4,918.30	819.64	662.67	156.97	4,255.63
Cellular Phones	1,345.00	224.08	201.55	22.53	1,143.45
Other Expenses	5,292.09	881.66	399.39	482.27	4,892.70
IT Expenses Admin	0.00	0.00	0.00	0.00	0.00
Audit Fees	27,300.00	0.00	0.00	0.00	27,300.00
Amortization of tangible assets	0.00	0.00	0.00	0.00	0.00
	217,214.52	31,842.08	21,018.49	10,823.59	196,196.03
Expenditures Total	726,771.00	115,602.20	94,839.86	20,762.34	631,931.14
Surplus/(Deficit)	0.00	(22,796.20)	(2,033.86)	(20,762.34)	2,033.86

APPLEGROVE COMMUNITY COMPLEX

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"COMMUNITY AT ITS CORE"

Personnel and Policy Committee

Meeting Notes

March 18, 2024 - 5:00 pm

Present: Jim Valentine (Chair), Camille Bettonville
Regrets: Sara Ehrhardt
Staff: Susanne Burkhardt (recorder)

1. Notes from February 12 Meeting

No changes needed.

2. Staffing

a) Updates

Susanne provided updates on current staffing issues, hiring processes and placement students. She reminded the committee of the job harmonization process that is underway, which will be followed by a pay equity exercise which may have financial implications for all AOCCs. This was flagged to Social Development, Finance & Administration (SDFA) at the City by the AOCC Executive Directors.

3. Performance Evaluation

4. ED Performance Evaluation

a) The 2023 ED performance evaluation has been completed. Susanne thanked the Committee for its support.

b) Updates

Susanne shared that she is drafting a briefing note on the outcomes of the management performance evaluation for the Board, for approval and implementation.

5. Succession Planning

Susanne reported that May plans to retire in early 2025, which means that hiring will take place in late 2024. The goal is to secure funds to be able to have an overlap period of at least 3-4 weeks once the new person is hired. May continues to share knowledge and document key job tasks in a Program Director manual. Susanne will prepare a draft job posting for the next committee meeting.

6. Board

a) Board Self-Assessment Findings

Six (of 11) board members completed the survey. This response rate is typical for surveys sent to the board. The committee discussed possible reasons for low response rates to surveys and other requests. Members felt that more discussion is needed to understand barriers to board response and engagement overall.

The following measures were recommended to support improved board engagement and accountability:

- Emphasizing the importance of commitment (in terms of engagement and time), starting at recruitment and with regular reminders go-forward
- Having a committee member do a scheduled follow-up reminder after surveys and requests go out
- Having the Chair follow up individually with those who have not responded

The committee reviewed the survey findings. The responses suggest that overall the board is functioning effectively. There were no survey sections in which ratings were low across the board, and few ratings showed disapproval/disagreement. Understanding of vision and mission is strong, and trust and communication with the ED is high. Sections in which scores were more variable (i.e. not uniformly high) include board member knowledge of specific topics such as conflict of interest, succession planning and ensuring that legal filings are current.

The committee discussed the fact that many topics are covered in orientation and in the board manual, but some board members may not have participated in all orientation activities. Also that work on some topics is done at the committee level, and that members who sit on different committees may be less aware of that work, which is often communicated through committee reports.

The committee discussed that board members are required to process a high volume of information and that there is a significant learning curve for new members. The following measures were recommended to support board learning and access to information:

- A central place where board documents can be stored and accessed. Susanne shared that she has already sent an inquiry to the City on whether there is a City approved file-sharing system that could be used for this purpose, and to share documents in a similar way with agency partners.
- Provide all board members with an electronic folder that has key board documents in it
- Have a board learning moment as a standing agenda item, to remind board members of key board policies and topics

b) Board Manual Review

The committee reviewed the manual and made the following recommendations:

- Provide board members with a print copy of the table of contents from the board manual, so that they are aware of what is in it
- Offer print copies to board members by request
- Post the manual on the website

c) Board Orientation Process

The committee reviewed the orientation process. Susanne shared feedback from the Membership, Outreach & Inclusion Committee, about the need to provide more support for new board members and others as needed. The committee made the following recommendations:

- Hold the Applegrove 101 session in-person
- Add a virtual Board Manual Review session
- Strengthen the language in the board orientation document to make it clear that orientation activities are a requirement/mandatory
- Assign board mentors to new board members, to do periodic check-ins and generally provide one-on-one information and support

Susanne will update the board manual and orientation process documents for committee review.

7. Policy – deferred

Susanne reported this policy is not yet ready for committee review due to delays in receiving City feedback.

8. Other Business

Susanne will look into whether the next committee meeting could be held earlier in the day as that would work for Camille, who may otherwise not be able to participate.

Applegrove Community Complex
Correspondence / Information Received
March 2024

From (Date Received)	Regarding	Action(s)
Jean Abou Saab - Deputy Chief of Staff, Intergovernmental & Agency Relations City Manager's Office (Mar 13, 2024)	AU3.4 - Audit of the Enterprise Work Management Solution (EWMS): Lessons Learned for Future Large Information Technology Projects	Receive for information & file

**R&F = Receive and File*



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Board of Directors Meeting

March 25, 2024

AGENDA

8:25

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of February 26 Board of Directors Meeting (*attached*)
4. Homologation of March 25 Board of Management resolutions

8:30

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Mar 19 minutes attached*)
 - 5.2. Strategy & Finance Committee Report (*Mar 13 minutes attached*)
 - i) ONCA Update (*sent separately*)

8:45

6. Program Update (*attached*)

8:55

7. Directors' Concerns

9:00

8. Adjournment

Next Meetings and Events

April 29	(in-person)
May 27	(virtual)
June 5 AGM	(in-person)

Minutes of the Board of Directors Meeting
February 26, 2024

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Present: Camille Bettonville, Brian Buchan, Shirin Karim, Susan Munn, Jim Valentine (Chair)
Regrets: Tammy Rogers, Councillor Paula Fletcher
Absent: Sara Ehrhardt, Sarah Lasch, Moneca Yardley
Guests: Catherine LeBlanc Miller, Alexandra Kidman
Staff: Susanne Burkhardt, May Seto (recorder)

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 January 29, 2024 Board of Directors Meeting

MOTION (Karim/Munn)

To accept the minutes of the January 29, 2024 Board of Directors Meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Karim)

To homologate the resolutions made by the Board of Management at its January 29, 2024 meeting, as presented:

- *To accept the minutes of the January 29, 2024 Board of Management Meeting.*
- *To approve the in-camera minutes from the January 29, 2024 Board of Management meeting.*
- *To accept the Personnel & Policy Committee Report.*
- *To change the AGM date from June 6 to June 5.*
- *To accept the Executive Director's Report.*
- *To approve the submission of a funding proposal to the Metcalf Foundation to support the ongoing work at the Food Hub.*
- *To approve staff to provide advance funding of \$10,000 to the Neighbourhood Food Project to come out of the Community Service Partnerships (CSP) funding.*

Carried

5. Standing Committees

5.1. Membership, Outreach and Inclusion Committee Report

Shirin provided an overview and shared that Black History Month and Lunar New Year activities and celebrations took place at both the program and agency levels.

Staff attended a train the trainer conflict resolution workshop using a circle format. The Diversity, Equity, Inclusion and Belonging (DEIB) work plan was shared with staff and is posted in the office to show activities and progress. DEIB definitions are underway and should be finalized. The staff board retreat will be planned once the new board starts.

Applegrove will host a Nourish community dinner on March 26. Those who volunteer can join the board meeting in-person upstairs. It was decided that March's board meeting will be in-person and April online. Annual event planning is ongoing, for a fall music and art festival at the Food Hub with fundraising through different activities.

Committee members looked at the current subsidy model and were in agreement with using a mechanism to cap subsidy but to also work with families on a case by case basis. Other things under consideration include looking at how to define household income definitions, proof of income, etc.

Strategy and Finance Committee Report

Brian provided an overview of items not already discussed during the meeting. He shared that the risk register, while detailed, is missing other important information. The committee will look at it again and include other risk factors, limit the mitigation factors, make it more just in time and present an updated approach at a later date.

i) ONCA Update

Susanne provided an update. She met with City legal and governance staff, shared our draft ONCA bylaws and procedural policies, and highlighted key questions, which centre around the relationship between Board of Management and Board of Directors. Once feedback is provided from the City, staff will also amend the Board of Management Constitution and bylaws for City review and member approval. If it is not possible to have all documents ready in time for the AGM there is still time to hold a special member's meeting if necessary to approve the ONCA documents prior to the October 18 ONCA deadline.

Brian noted that with Ann's resignation the committee may need another member to meet quorum for the committee. Susanne noted that the board has authority to appoint a director to serve until the end of the term. This requires more thought.

MOTION (Buchan/Bettonville)

To accept the Membership, Outreach & Inclusion Committee Report

Carried

MOTION (Munn/Karim)

To accept the Strategy & Finance Committee Report

Carried

6. Draft Charitable Objects

At its October meeting, the board was in agreement with draft charitable objects, which were sent to the CRA for pre-approval. To formalize the process of governance changes, Susanne suggest that the board pass a resolution on this matter and distributed a draft resolution for review. Given the vacancy in the office of Secretary Members agreed to delegate the signing of this document on behalf of the Secretary to the Board Vice-Chair.

MOTION (Buchan/Bettonville)

To confirm Board authorization on October 30, 2023 for Susanne Burkhardt, Executive Director, to submit the draft revised charitable objects below to the Office of the Public Guardian and the Canada Revenue Agency for pre-approval as part of the process of transitioning to the ONCA, and to perform any and all responsibilities in relation to this process.

Carried

MOTION (Buchan/Bettonville)

To delegate signing authority of the resolution document from Board Secretary to Vice Chair.

Carried

7. Program Update

May provided highlights and shared that increased outreach for all programs have been happening which included a meeting with the Property Manager at the Wigwamen Residences on Coxwell. Tonight was the prenatal program's first session in-person. It was well attended and the families benefited from meeting each other for the first time. We will continue to offer in-person programming once a month.

The Older Adult programs continue to do well. This month included a Lunar New Year/Valentine's event and Vietnamese Cooking which were well attended. Upcoming is a Food Handler's Certification course with 24 people attending.

Annual Income Tax Clinics have started and is busy with appointments every Wednesday. We will do two sessions at the Food Hub to serve food bank clients. We have three volunteers and May is focusing on transferring knowledge to staff so someone can take the lead next year.

8. Program Statistics

Susanne shared a 2023 statistics summary, which showed that programs are recovering well

but still not where they were before the pandemic. School age programs bounced back and prenatal has grown since being online. Demand for seniors programs is high and we only have part-time staff so need to look at finding more funding. Income tax numbers are high and good volunteers keep it going. EarlyON drop-in and agency events are slowest to bounce back. While we have fewer individual volunteers, total hours are similar due to more placement students. Overall things look good and are moving in the right direction. Susanne also shared that EarlyON is looking at their funding framework and has hired KPMG to do some consultations, which may result in different outcomes for the program.

9. Program Budget Update

Susanne presented an overview of the current subsidy maximum amounts and asked that increases be approved so staff have more flexibility with providing subsidy:

- Subsidy for Afterschool – from \$15,000 to \$20,000
- Subsidy for Summer Camp - from \$5,000 to \$7,000

MOTION (Munn/Buchan)
To receive the program update.

Carried

MOTION (Karim/Bettonville)
To authorize staff to exceed the budgeted amounts for subsidy in the Afterschool and Summer Camp programs, to a maximum of \$20,000 and \$7,000 respectively.

Carried

10. Directors' Concerns – none

11. Adjournment

The meeting was adjourned on a motion by Camille Bettonville and Sue Munn.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

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“COMMUNITY AT ITS CORE”

Strategy & Finance Committee Minutes

March 13, 2024 – 9:00 a.m.

Board Members: Brian Buchan, Moneca Yardley, Jim Valentine, Susan Munn

Staff: Susanne Burkhardt (recorder)

Guests: Susan Fletcher

1. February 13 Meeting Notes – no changes needed

2. Ontario Not-For-Profit Corporations Act (ONCA)

Susanne presented on the status of Applegrove’s overall ONCA transition process, and noted what has been done and what remains outstanding with respect to the updated Articles of Incorporation and development of the new Bylaws and Procedural Policy.

Susanne reminded the committee that the draft Bylaws and Procedural Policies were provided to the City for review, along with key questions about Applegrove’s governance model. Susan shared that the current model was proposed by Chris Brillinger, who was Executive Director of the City’s Social Development, Finance & Administration (SDFA) division at the time, and that other City departments were aware of it at that time also.

Susanne also shared with the City our proposed timeline for this work (with members adopting the new documents at the June 5 AGM) and an alternate timeline (with members approving the new documents at a special member’s meeting in the fall).

Susanne further noted that the proposed changes will require some changes to the City Agency constitution and procedural bylaws, for alignment. She reported that to date the changes to the constitution have been drafted. When complete, these documents will also be shared with the City.

The committee reviewed the draft Applegrove Bylaws and Procedural Policy. Susanne highlighted the key differences between Applegrove’s current constitution and the proposed bylaws, with additional information provided by Brian and Susanne. Susanne, Brian and Susan answered member questions, including questions relating to membership, board member termination, notice periods and quorum at members meetings.

The committee thanked the ONCA Sub-Committee for it’s work. It was also noted that the format of the presentation would be useful in presenting this large volume of information to the board.

APPLEGROVE COMMUNITY COMPLEX

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“COMMUNITY AT ITS CORE”

3. Finance

a. Audit Update

Susanne and Monica reported that the auditors have been provided with almost everything they need – the rest will be provided based on their request. Fieldwork is scheduled for the week of March 25.

Susanne reported that she and Monica are looking into whether Applegrove may have to do a separate audit for the not-for-profit corporation after the ONCA transition, as the current auditors told her this would be required.

b. Draft 2023 Year-End Statements

Monica provided an overview of the draft financial statements. She highlighted and provided explanations for variances from 2022. Monica noted that in past years, the auditors prepared the actual financial statements, but that under the new contract with Grant Thornton AOCCs are responsible for doing this. It is possible to have Grant Thornton create the statement for an additional fee.

4. Financial Policies – deferred

Susanne reported that she requested and has received procurement policies from a few other AOCCs and will start work on a document for Applegrove soon.

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee

March 19, 2024 at 7:00 p.m.

Present: Sarah Lasch, Shirin Karim (Chair), Sue Munn, Tammy Rogers

Regrets: Pierre Bois

Absent: Hamdi Abdo

Staff: Josh Grainger, Liliana Sanchez-Valdez, May Seto (recorder), Susanne Burkhardt

1. Welcome and Introductions

2. Board-Staff Diversity, Equity, Inclusion & Belonging (DEIB) Committee

a. February 20 Meeting Notes – No changes

b. DEIB Activities Update

Josh provided an update. The schedule for professional head shots is in the office. This opportunity offers photos of staff and board for personal use and Applegrove use. Susanne will send an email to the board members with the details.

We held another communications training session with Anke and 5 staff attended. Staff feedback included a desire for more practical tools. Sue attended the school council's gender inclusion workshop. It covered gender inclusion, allyship, definitions, discussion on ways to talk about identity more broadly and scenarios e.g. on bullying and gender identity. The speaker was welcoming and engaging.

Liliana attended the TNC disability justice initiative workshop and shared that it was very informative and interactive. She was left feeling that it is possible to make change and think about accessibility for everyone – there are ways to change how we see and do things. They also did an exercise to highlight disadvantages for those with accessibility issues. Liliana is trying to bring some of the information to her afterschool group. Josh felt it was good to see how other centres are doing with their accessibility journey.

c. 2024 Monthly Work Plan & Quarterly Financial Report

Josh provided an update on other items from the DEIB work plan:

- The DEIB library is growing and staff are using it
- The lounge mural scheduled this week is postponed due to artist availability. Prep work was done, everyone is looking forward to it and we hope for a good turnout.
- Lunar New Year and Black History Month activities took place in programs, and we celebrated with staff with food.
- Liliana shared that a co-worker is excited to share the custom of Holi with Applegrove.
- Applegrove is working on growing a collection of banners for the office art wall. Shirin suggested getting one to celebrate Nowruz (Persian New Year).

- Susanne shared that all 2024 management performance planners will include DEIB learning goals.
- Staff advancement plans are getting underway.
- Staff development opportunities include recruitment of a Health and Safety committee representative, mural documentation and social media, and personal income tax training). For each, postings were created and circulated to all staff.
- The monthly reports that show progress of DEIB work is posted in the office

Approximately \$200 was spent in the first quarter.

d. DEIB Definition

No further work has been done. At the last meeting there was a recommendation to look at some documents from York University. Susanne will schedule a meeting with Shirin, Sue and Sarah to finalize it.

e. Terms of Reference

Susanne highlighted minor changes and the added responsibilities for discussion. Members recommended that the committee's role in engagement be broader, and to be clear that its role is to inform planning from a DEIB perspective for any kind of organizational engagement and planning. An example of this is discussion around subsidy, which should come to the DEIB committee which can ask critical questions and bring it back to the MOI committee. This would result in a richer discussion. Susanne will add examples of this to the document.

It was noted that the Terms of Reference can evolve over time. Susanne will make updates and circulate a final copy, which once approved will be deemed the Terms of Reference for the committee.

f. Staff-Board Retreat

Nothing to report

3. February 20 MOI Committee Meeting Notes – No changes

4. Events

a. Nourish Community Dinner

May is coordinating the dinner with the Food Bank lead. Pizza, salad and dessert will be served and the activation table will host a rep from the CRA

b. Annual Event

The committee is meeting regularly and will do a site visit to see the space. The group is close to finalizing the outreach package to find sponsors, donors, artists etc. An initial donation will generously be provided Honest Impact Initiative to help with start up costs. The committee landed on an evening adult event and it will take place on October 19 at the Food Hub.

5. Subsidy Discussion

Staff have not had time to advance this. May is tracking subsidy requests and the program will remain as is for summer, as we expect to be able to cover the current requests with the enhanced budget approved by the board. We hope to have revisions ready for fall afterschool program registration. Josh shared that another AOCC has reserved spots for subsidy. The committee felt this may be a good approach. It could also help with financial projections.

6. AGM Planning

a. Work Plan

Susanne provided an overview and shared that we are on track overall.

b. Draft Agenda

Susanne presented the AGM agenda. She suggested asking someone involved with the mural do the land acknowledgement. Dinner will be from a local business. Josh noted that trivia will also be included.

7. Board Recruitment

a. Update

Susanne highlighted the changes to the board member job description and outreach flyer. Sarah suggested adding more language about “what’s in it for people who join the board”. Another suggestion was to demystify what a board is. Staff will create a simpler, engaging flyer that directs people to where they can get more information and circulate it for feedback.

b. Boardshift – not discussed

Next meetings

April 9

May 15

Program Update – March 25, 2024

Prenatal Program

- Our first in-person session was on Feb 26 and was a huge success. Many of the women met each other for the first time and there was a lot of connections made and networking. We will continue with in-person sessions on the first Monday of the month. Our placement student will do a short presentation at our next in-person program.

EarlyON Programs

- Both EarlyON programs have seen increased attendance in the last few months. We are hoping this is due to increased and targeted outreach by staff and placement students.
- Due to the summer construction project, the PC drop-in will be relocating. Staff have looked at the space at Roden and will decide on whether Roden or the Food Hub is better. We are trying to schedule a time for EarlyON staff to see the space at Roden to make a final decision.

Afterschool

- No new changes to the Afterschool program. Program continues to do well.

March Break Camp

- We had full enrollment with 35 attendees for the March Break Camp. It was a busy week with a trip to the Science Centre, movies and a dance special event.

Summer Camp & Leadership

- Summer Camp registration is full.
- 1st session of the Leadership camp is full, with only a few spaces left in the 2nd session.
- We are opening up spaces for another camp group for 2 weeks in the summer due to demand and availability of staff.
- We are hoping to confirm Roden Public School very soon for summer camp. Staff have visited the space and it is a great space.
- Summer camp job applications were due March 15. Many staff from last summer are returning. Interviews and selections will be completed prior to the Easter break.

Youth Programs

- The youth program is running smoothly.
- We have hired another Youth Program Worker to replace the staff who is taking a break from the program. However, we just received notification that the other Youth Program Worker is resigning at the end of April, to take another position that is out of town.

Older Adults

- The older adult programs continue to do well and are well attended.
- Lots going on in the March calendar with two bus trips, a birthday celebration, Income tax clinics and a Spring High Tea.

- Our Seniors Community Grant and New Horizons project funding will be ending at the end of March. We are looking to apply again to the Seniors Community Grant and will wait until the next round for the New Horizons grant
- The Art Mural Project has been rescheduled due to the artist cancelling on the Friday before the week of activities. We hope to reschedule for the week of April 15.
- The Vietnamese cooking session was a huge success and approximately 20 seniors attended. They made fresh spring rolls and a dessert.

Income Tax Clinic

- Income tax appointments are under way and we have been preparing income tax returns for low income individuals, families and seniors.
- We will be also offering two sessions to Food Bank clients on March 20 and April 17.

Food Hub

- The Food Hub offered another session of Kitchen Party cooking workshops and the group made orange marmalade. The activity was a huge success and everyone learned a lot and had a great time cooking together in the community.
- The Mindfulness-Meditation pilot has come to a close. Participation was low but seemed to be picking up toward the end. It is possible that more time is needed to build connections with the food bank clientele. We will meet with Nourish to determine next steps.
- Plans are underway to offer a monthly community café for seniors.