



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

**Board of Management Meeting
April 29, 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 March 25 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. Year to Date Finance Report (*attached*)
 - F.2. Audit Update
 - F.3. Term Deposit Renewal (*sent separately*)

7:25

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

- G. In Camera Minutes of March 25 Board of Management Meeting (*sent separately*)
- H. Online Registration / CRM System Report (*sent separately*)
- I. Memorandum of Understanding with Neighbourhood Food Project (*sent separately*)

Motion needed to return to the public meeting.

7:45

- J. Personnel & Policy Committee (*Apr 22 minutes attached*)

7:55

- K. Board
 - K.1. Recruitment Update
 - K.2. Annual General Meeting Update

8:10

- K. Executive Directors Report
- L. Summer Camp Approval
- M. Correspondence Received

8:15

- M. Adjournment

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

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

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

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

Susanne introduced Daniel

C. Indigenous Land Acknowledgement

Sarah shared that she has been reviewing the City's Reconciliation Action Plan. She provided a brief overview of the 7 Grandfather Teachings: humility, bravery, honesty, wisdom, truth, respect, and love. She provided a reflection on each one.

Councillor Fletcher shared that the former Red Door Shelter location is now Woodgreen "First Steps to Home" housing for women and children. Staff will reach out to connect with them. The Councillor is helping Na-Me-Res Indigenous Housing with permitting and other issues. There will be an official opening and opportunities for Applegrove to support.

D. Declaration of Conflicts of Interest – None

E. Minutes of the February 26, 2024 Board of Management Meeting

MOTION (Munn/Karim)

To accept the minutes of the February 26, 2024 Board of Management Meeting.

Carried

F. Finance

F.1. Year to Date Finance Report

Susanne provided an update. Revenue is on track. Expenditures are slightly down in part because salary cost of living adjustments and pay for performance have not been implemented and permit fee payment timing. She highlighted the new cybersecurity line

added to track those expenses. The draft 2023 statements show more surplus than expected, in part an effect of deferred grant funding from 2023. Monica will give more information at a future meeting. The admin budget shows a deficit due to unexpected lease and audit fees, as projected and previously approved by SDFA.

F.2. Audit Update

Susanne shared that the audit has started. Staff have been sending information and site work will happen this and next week, where they will pull samples and ask questions.

MOTION (Lasch/Munn)

To receive the year to date financial report.

Carried

MOTION (Lasch/Munn)

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

Carried

G. In Camera minutes from Feb 26 meeting

Susanne provided an overview of the in camera notes from February which focused on facility issues. Councillor Fletcher provided an update also.

H. 2023 Management Performance Evaluation

See confidential notes.

MOTION (Karim/Lasch)

To return to the public meeting.

Carried

MOTION (Karim/Munn)

To approve the in-camera minutes from the February 26, 2024 Board of Management meeting.

Carried

MOTION (Karim/Munn)

To direct the Executive Director to implement the management cost of living adjustments and performance pay as presented.

Carried

I. Personnel & Policy Committee

Jim highlighted key points from the report. He noted that the City is harmonizing AOCC job descriptions and doing a pay equity exercise. Once the jobs are harmonized pay equity will happen. The goal is to complete the process by end of 2024. The City would cover pay equity

costs for admin staff but it is not know if support will be available for program costs which may be significant. Susanne will keep the board informed as pay equity work moves along.

MOTION (Lasch/Rogers)

To accept the Personnel & Policy Committee report.

Carried

J. Food Hub Presentation

Daniel Taylor from the Neighbourhood Food Project (core partner in the East End Food Hub) provided a presentation on Food Hub programs, outcomes, impact summaries and statistics for the past year., next steps and plans for the future. 2023 work was focused on the partnership model showing that there are lots of opportunity to work together for the community. The 2024 work plan was circulated. Susanne presented slides with discussion points on what is going well and some of the challenges, such as few available grants and revenue generation challenges. Applegrove is a partner to East End United on a Trillium Capital Grant. The Councillor suggested that S DFA be invited to visit the Food Hub. Lastly, Susanne reminded members that the Food Hub lease will be up for renewal in 2025.

K. Board

K.1 Secretary Vacancy

Jim shared that Tammy is interested in filling the secretary position and recommended that the Board appoint her for the balance of Ann's term, which was scheduled to end at the meeting after this year's AGM in June.

MOTION (Munn/Lasch)

To appoint Tammy Rogers as Board Secretary to fill the vacancy for the balance of the 2023-2024 term, which will expire when a successor is appointed after the Annual General Meeting.

Carried

K.2 2024 Recruitment Update

Shirin shared that all recruitment materials are ready. Materials were prepared with a diversity, equity, inclusion and belonging (DEIB) lens. Recruitment will be launched on the website and via an e-blast to membership. Staff will also do some targeted outreach and put an ad in the Beach Metro News. Susanne will send a copy to the board as well.

K.3 Annual General Meeting

AGM planning is well underway. The theme will focus on Applegrove's 45th anniversary. Councillor Fletcher suggested integrating the Na-Me-Res Indigenous Housing into the agenda.

L. Executive Directors Report

Susanne provided an update on the summer relocation. The office and some seniors programs will run out of the Food Hub. Other seniors programs may run out of the Ashdale library. The Summer Camp and possibly EarlyON will relocate to Roden School. Another option for the

EarlyON program is the Applegrove Connection space at the Food Hub. Susanne is doing a comparison and cost analysis of our leased space compared to what we are getting for the summer.

Susanne shared that the Don Summerville Scholarship is launching for 2024. Applegrove usually sits on the selection panel to review applications and assist with selection of candidates. The review and scoring of applications will happen mid-May to early June. Sarah would like to sit on the evaluation panel this year.

Susanne informed members that the Board of Directors Liability Insurance has been renewed for another year.

M. Correspondence and Information Received

MOTION (Rogers/Fletcher)
To accept the Executive Director's Report.
Carried

N. Adjournment

The meeting was adjourned on a motion by Sue Munn, seconded by Tammy Rogers.

Chair

Secretary



FINANCIAL VARIANCE REPORT
For the period ended March 31, 2024 (January 1 to March 31)

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2024= **\$726,771**

YTD budget gross revenue = **\$156,203**

YTD actual gross revenue = **\$156,226** a favourable variance of **\$23**.

The \$23 favourable variance is due to interest received from Alterna on the Admin/Core account.

EXPENSES

Total budget expenses for 2024= **\$726,771**

YTD budget gross expense = **\$173,102**

YTD actual gross expense = **\$169,122** a favourable variance of **\$3,980**.

The \$3,980 favourable variance is due the calendarization of the budget (expenses divided by 12 months).

Program Budget

REVENUE

Total budget revenue for 2024 = **\$961,879**

YTD budget gross revenue = **\$240,471**

YTD actual gross revenue = **\$325,857** a favourable variance of **\$85,386**.

Variances include deferred revenue from 2022 for 2024 activities, e.g., Healthy Communities, New Horizons for Seniors, and other grants totalling \$57,492. We have not been able to input the 2024 budget on Sage due to the coming switch to the new reporting setup. The total budget revenue was calendarized (divided by 12 months) and multiplied by three months to give you an idea of where we are. Once the budget is entered in Sage, revenue will be added according to the cycle.

EXPENSES

Total budget expenses for 2024= **\$949,635**

YTD budget gross expense = **\$237,408**

YTD actual gross expense = **\$191,080** favourable difference of **\$46,328**.

The same is true for the expenses. 2024 budget expenses are not yet entered in Sage. Some expenses may not be in the correct cycle because they are on a calendar cycle instead. We do see a favourable variance equal to \$46,328 at this time.

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
ADMIN ACTUAL VS BUDGET
As of March 31, 2024

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	96,621	93,191	-3,430	-4%
Benefits	31,413	31,087	-327	-1%
Materials & Supplies	216	984	768	78%
Furniture & Equipment	61	378	317	84%
Purchased Services	40,810	47,462	6,652	14%
Total	<u>169,122</u>	<u>173,102</u>	<u>3,980</u>	<u>2%</u>
INCOME				
Government Funding				
City of Toronto	156,203	156,203	0	0%
Total Government	<u>156,203</u>	<u>156,203</u>	<u>0</u>	<u>0%</u>
Others				
Misc.	23	0	-23	
Total Others	<u>23</u>	<u>0</u>	<u>-23</u>	
			0	
TOTAL INCOME	<u>156,226</u>	<u>156,203</u>	<u>-23</u>	<u>0%</u>
SURPLUS(DEFICIT)	<u>(12,896)</u>	<u>(16,899)</u>	<u>-4,003</u>	<u>24%</u>

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM ACTUAL VS BUDGET

As of March 31, 2024

	Program Total	Prg. Bud. Total	Variance \$	%
EXPENSES				
Salary	120,616	0		
Benefits	25,222	0		
Materials & Supplies	30,621	0		
Furniture & Equipment	916	0		
Purchased Services	13,706	0		
Total	191,080	237,408	46,328	20%
INCOME				
Government Funding				
City of Toronto	155,620	0		
Province of Ontario	34,986	0		
Federal Government	24,448	0		
Total Government	215,054	0		
Non-Government Funding				
Charitable Organizations	147	0		
Foundations/Corporations	0	0		
Total Non-Government	147	0		
Donations/Fundraising				
Charitable Donations-individual	4,910	0		
Charitable Donations-Business	4,000	0		
Non-charitable Donations-Indiv.	100	0		
Non-charitable Donations-Bus,	0	0		
Fundraising	256	0		
Total Donations/fundraising	9,266	0		
Others				
User Fees	100,653	0		
Misc.	737	0		
Amortization of tangible capital assets				
Amortization of tangible capital :	0	0		
Total Others	101,390	0		
TOTAL INCOME	325,857	240,471	-85,386	-36%
SURPLUS(DEFICIT)	134,776	3,063	-131,713	-4300%

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
March 31, 2024

	2024	2023
CURRENT ASSETS		
Cash	360,153	573,072
Short-term investments	199,315	146,009
Due from the City of Toronto - vacations payable	21,677	27,833
Accounts Receivable	19,644	22,180
Prepaid Expenses	8,341	8,346
	609,130	777,440
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leashold improvements	-24,001	-16,001
Equipment - EarlyON	2,103	0
Equipment - Safe Start	8,034	8,034
Accum. Amort. Safety Start	-4,017	-2,410
Equipment - Seniors	4,014	4,014
Accum. Amort. Seniors	-3,024	-1,814
Equipment - Food Hub	4,738	0
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-607	-87
Tangible Capital Assets	29,843	34,340
Long-term Receivable - City of Toronto	186,704	197,359
	825,678	1,009,139

LIABILITIES, NET ASSETS AND RESERVES

Current Liabilities

Due to the City	(17,644)	(21,024)
Accounts payable and accrued liabilities	166,706	214,226
Deferred revenues	3,444	127,882
	152,506	321,084

POST-EMPLOYMENT BENEFITS PAYABLE

	186,704	197,359
--	---------	---------

Deferred Capital Contributions

Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leashold Impr.	(16,001)	(8,000)
Deferred Capital Contributions - EarlyON	2,103	-
Deferred Capital Contributions - Safe Start	8,034	8,034
Accum. Amort. Deferred C.C. - Safe Strat	(4,017)	(2,410)
Deferred Capital Contributions - Seniors	4,014	4,014
Accum. Amort. Deferred C.C. - Seniors	(3,024)	(1,814)
	23,110	31,824
	362,321	550,268

Net Assets

Program funds	(19,889)	(24,002)
Parent/Child Drop-in	13,986	(9,529)
Afterschool	114,922	86,919
Teen program	733	2,148
Seniors programs	(55)	3,106
Summer programs	45,639	43,972
The Applegrove Connection	(11,791)	9,123
HOBG	4,657	10,425
Food Hub	4,620	(1,592)
Core Etransfer Account	(11,487)	7,645
Agency level funds	55,141	66,171
Program current period un-distributed	134,776	114,419
Admin current period	(12,896)	5,066
	<u>318,357</u>	<u>313,872</u>

680,678 864,139

Reserves

Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	10,000
	<u>145,000</u>	<u>145,000</u>

825,678 1,009,139

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

“COMMUNITY AT ITS CORE”

Personnel and Policy Committee

Meeting Notes

April 22, 2024 – 10:30 am

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

1. Notes from March 18 Meeting

No changes needed. Camille noted that it would be helpful to identify how the committee would ensure follow up on surveys, that are sent to the board. The committee determined that the chair would designate someone to do this task.

2. Staffing

a) Updates

Susanne provided updates on current staffing issues, hiring processes and placement students.

3. Performance Evaluation

a) ED 2024 Performance Discussion

Susanne provided an update on her 2024 performance goals. The committee discussed progress to date and identified that additional information and support is needed to advance Susanne's goals in relation to revenue generation. The committee recommends a small group meeting focused on revenue generation and fundraising, with possible creation of an ad hoc working group.

4. Succession Planning

a) Draft Program Director Job Description

Susanne provided an update on the status of the draft job description for the Program Director position. She will send a copy to committee members for review once the draft is completed.

5. Board

a) Board Manual Update

Susanne reported that the board manual update is almost complete. Members felt that it would be helpful to post the manual on the website if possible. It was also recommended that a cover sheet noting the updates be provided along with the manual. The manual will be distributed once the new board is elected.

b) Board Orientation Process

The committee reviewed the updated orientation process. She noted that the date of the City Board of agreement orientation will be changed to fall. Members suggested adding information on attendance and participation expectations for existing board members – it was determined that the Board Job Description will be provided to all board members as a reminder.

c) Committee Terms of Reference Review

The committee reviewed the Terms of Reference and made the following suggestions:

- Clarify that membership includes the board chair (section 2.1)
- Specify that the board chair generally chairs the committee (section 3.1)
- Strengthen the language on committee responsibility for implementation of board development and evaluation activities i.e. that it will be led and done by committee members themselves.

6. Policy – deferred

a) Draft Police Reference Check Policy

The committee reviewed the policy noted that procedures have changed since the previous version of the policy. Susanne explained that the reference check system and process has changed, and that references are now applied for online by individuals vs being submitted to police by Applegrove.

Committee members felt that it makes sense to have police reference checks done for Board members, and asked that Susanne check in with other AOCCs on whether they do this. Susanne noted that Board members may not be expected to do a Vulnerable Sector Screening, as this is specific to individuals who work directly with vulnerable individuals.

Camille asked whether additional security measures may be needed for individuals who send their completed checks to Applegrove by email. Susanne shared that generally these are received in hard copy, but that it is more likely that some would be received electronically nowadays and that she will look into this further.



60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 www.applegrovecc.ca

Board of Directors Meeting

April 29, 2024

AGENDA

8:15

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of March 25 Board of Directors Meeting (*attached*)
4. Homologation of April 29 Board of Management resolutions

8:25

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Apr 16 minutes attached*)
 - i) DEIB Definition
 - 5.2. Strategy & Finance Committee Report (*Apr 19 minutes attached*)

8:45

6. Program Update (*attached*)

8:55

7. Directors' Concerns

9:00

8. Adjournment

Next Meetings and Events

May 27 board meeting	(virtual)
June 5 AGM	(in-person)
July 8 board meeting	(in-person)

**Minutes of the Board of Directors Meeting
March 25, 2024**

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

Present: Tammy Rogers, Councillor Paula Fletcher, Shirin Karim, Sarah Lasch, Susan Munn, Jim Valentine (Chair)
Regrets: Camille Bettonville, Brian Buchan, Sara Ehrhardt, Moneca Yardley
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 February 26, 2024 Board of Directors Meeting

MOTION (Karim/Munn)

To accept the minutes of the February 26, 2024 Board of Directors Meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Lasch/Rogers)

To homologate the resolutions made by the Board of Management at its March 25, 2024 meeting, as presented:

- *To accept the minutes of the February 26, 2024 Board of Management Meeting.*
- *To receive the year to date financial report.*
- *To approve the in-camera minutes from the February 26, 2024 Board of Management meeting.*
- *To direct the Executive Director to implement the management cost of living adjustments and performance pay as presented.*
- *To accept the Personnel & Policy Committee report.*
- *To appoint Tammy Rogers as Board Secretary to fill the vacancy for the balance of the 2023-2024 term, which will expire when a successor is appointed after the Annual General Meeting.*
- *To accept the Executive Director's Report.*

Carried

5. Standing Committees

5.1. Membership, Outreach and Inclusion Committee Report

Shirin provided highlights of the committee report and shared that a lot of diversity, equity, inclusion and belonging (DEIB) work and activity is underway. The DEIB library is growing and book donations can be dropped off to the office. Training has also been happening, with another communication and conflict resolution workshop for staff.

Strategy and Finance Committee Report

Susanne shared the key points from the committee report. The bulk of the meeting was spent reviewing the Applegrove draft bylaws under the Ontario Not-for-Profit Corporation Act (ONCA). Susanne is waiting to hear back from the City for feedback on the draft bylaws and procedural policies, and on overall governance questions.

i) ONCA Update

The ONCA working committee is completing draft revisions to Applegrove's City Agency governance documents so that they align with the new ONCA bylaws as best possible. These will also be informed by the feedback that is to come from the City, and will be shared with the City for review.

MOTION (Lasch/Karim)

To accept the Membership, Outreach & Inclusion Committee report

Carried

MOTION (Munn/Karim)

To accept the Strategy & Finance Committee report

Carried

6. Program Update

May provided highlights. The summer camp and leadership programs are full. The income tax clinic is in full swing with three volunteers preparing returns for a steady flow of clients. The seniors' programs remain popular with many new members. The Spring High Tea was a highlight, and many seniors dressed up and brought fancy tea cups for the event.

MOTION (Rogers/Lasch)

To receive the program update.

Carried

7. Directors' Concerns – none

8. Adjournment

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

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee Notes

April 9, 2024 at 7:00 p.m.

Present: Pierre, Shirin, Sarah, Sue, Tammy
Staff: Liliana, May (recorder), Susanne
Regrets: Hamdi, Josh

1. Welcome and Introductions

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

- a. March 19 Meeting Notes – no changes
- b. DEIB Activities Update

Liliana provided an update. There is quite a bit of activity in the afterschool program. A celebration for HOLI was planned with colour, with a staff originally from Nepal taking the lead. We are also doing a food drive to celebrate Eid this week.

Susanne shared that we are going ahead with our Mural Project with Mo Thunder, and that a TNC event on Indigenizing Human Resources will be hosted at the Food Hub. At the last board meeting, Councillor Fletcher spoke about Na-Me-Res and that she will follow up about the idea of including them at the AGM. The DEIB book club scheduled for next week.

- c. 2024 Monthly Work Plan Report

Susanne provided an update and shared that 10-12 staff had their headshots done by Liliana who did an amazing job. We have 1 completed and 5 staff development plans in progress and management have DEIB learning goals in their performance planners. There are some funds to DEIB training, and it was suggested to do some consultation with staff and look at DEIB priorities and then decide what can be offered.

With respect to board training providers Sarah has a friend at Brock University and will ask for ideas, and Susanne will ask the AOCC ED's and the Neighbourhood Group who has a management team member focused on DEIB. There should be a parallel discussion to see what the board thinks is a priority as well. Susanne shared that the City has online training modules, and that she and May will follow up with ELI to see if board can access these. We are in good shape with all the other items in the workplan

- d. DEIB Definition

Sue, Shirin and Susanne met to finalize the DEIB definitions. They referred to the City of Toronto's reconciliation, and adjusted the language in relation to the concept of decolonization. The term stakeholders was changed to collaborators. Once the committee approves these changes, it will go to the board for discussion.

e. Terms of Reference

Susanne shared that the follow-up items were reviewed and three points were added on making sure that DEIB is a priority, high level recommendations for planning projects and education. Additional recommendations from the committee were:

- Bullet d - inform and support ongoing education
- Act in an advisory capacity
- Bullet b – mention hiring practices and training
- Bullet g – change wording... implementation and impact and how we are monitoring and what tools are needed to stay on track with audits

The committee discussed the frequency of DEIB audits. Susanne will consult with other agencies and review available information on this, and will report at the next meeting.

3. March 19 MOI Committee Meeting Notes – no changes

4. Events

a. Annual Event

Pierre shared that the committee met to see the space and how to arrange the different activities, ie., food, drink, silent auction items of art work. The focus will be a music and art fest. Planning is going well. Honest Impact Initiative will make a donation as seed funding to kick start the hunt for bands. Susanne reported that there is discussion at the Food hub on removal of a few rows of pews, which would create more space for events. Josh will put a band recruitment questionnaire online. There will be an advance prepay ticket system for food and drink. Susanne is working with the City to see if Applegrove can get a point of service machine, which would help.

5. Subsidy Discussion - deferred

6. AGM Planning

- a. Work Plan Status – on target
- b. Update – The skeleton document is in place and content if being created. It looks like the audit will be completed in time this year.
- c. Agenda - the agenda is set and in good shape.

7. Board Recruitment

a. Update

Susanne shared that materials have been promoted to Applegrove's membership, City's website, charity village, and ads will be submitted to Beach Metro News and Councillor Fletchers newsletter. One person has expressed interest to date. Other ideas for recruitment were suggested as follows:

- Board members reach out to their contacts (Shirin to send email)
- Further recruitment at Don Summerville

- Email to former board members
- Post on Facebook community groups

Next steps in the recruitment process:

- May 5 deadline for applications
- Preliminary screening done for eligibility
- Committee creates shortlist and does phone or a zoom interviews (questions form last year are available to updated is/as needed)
- Committee creates a shortlist/slate for the board
- Slate goes to AGM for the elections (if have more interested and qualified people, may hold election)

Ideally the nominees attend board meeting before the AGM. Applegrove is looking for 4 board members and 2 have to be in our catchment.

b. Boardshift

There's a \$200 fee and it may be too late to use for this year. Susanne will look at it some more and it can be an option for next year's board recruitment.

8. Committee Annual Work Plan

This item is brought to each meeting so we can monitor and make sure we are on track. Susanne has updated it and members reviewed April and May items.

9. Other Business - None

Next meetings

May 7

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Notes

April 19, 2024 at 12:00 p.m.

Board Members: Brian Buchan, Moneca Yardley

Staff: Susanne Burkhardt (recorder), Monica Vela

1. **March 13 Meeting Notes** – no changes needed

2. **Online Registration/CRM System Update**

Susanne reviewed the draft board report, which outlines the City cyber and privacy assessment of the proposed CRM system and the Risk Treatment Plan received by Applegrove. The committee discussed next steps, which include sign off and working toward an agreement with the proposed vendor. Susanne will continue working with City staff on this. She plans to look into requirements for use of the facility booking module.

3. **Finance**

a. Audit Update

Monica reported that the auditor required that an adjustment be made to account for the strategic plan reserve fund spending in the statement of operations. This does not change the agency's net assets, but it does impact the year end surplus, which is therefore lower than projected. This was the first year that Applegrove has made use of its reserve funds.

The audited statements were prepared by Monica and are now being reviewed by the auditors. Monica reported that two adjusting entries were required. We expected to have the statements available for this meeting, however this has been delayed and the draft statements will be provided to us by May 5, for review by this committee in May, and to be presented to the board at its meeting in May. The committee agreed that the timing is tight with respect to the AGM.

b. Financial Reporting Update

Monica consulted the auditor on accounting for deferred revenue as part of our overall budget i.e. not only on the balance sheet, which does not provide a fulsome understanding of available funds and spending for the board. They recommend continued use of our continuity schedule and showing/accounting for it separately within program budgets. Committee members agreed that this will allow a clearer ongoing understanding of revenues and expenditures, by year.

Susanne reported that management has been working with the Sage provider to create consistent expense categories for our budgets and financial reports, and to also structure our accounting system so that individual grants can be tracked and

rolled up into a program e.g. Seniors has 4 grants – each would be tracked individually and then roll up into the report for that program. It is due to this ongoing process, which was delayed due to the audit and Sage provider illness, that a YTD finance report vs budget has not yet been possible for the program budget.

c. Program Reserves Policy

Susanne shared that the operating amount for 2024 includes projected termination costs (these make up over 50% of the total) for program staff. The monthly operating amount calculation includes a factor to reduce salary and materials costs because it is expected that in an emergency or closure situation some funding would continue to flow and activities may be adjusted. Costs for admin activities and staff would be expected to be covered by the City. The committee discussed that the policy sets fund replenishment priorities and that the board will need to determine where to allocate the 2023 surplus in light of the status of the reserve funds.

4. Strategic Plan Implementation

Susanne reported that she and Josh are working on this and that she has been in touch with the consultant. This will be an area of focus in the coming weeks. A session will be planned in the next month with the board-staff Strategic Planning Working Group.

5. Committee Terms of Reference

The committee reviewed the terms, and suggested updates. These included adding risk management as a primary responsibility of the committee, expanding the language on strategic planning to include other types of planning and revising the responsibility to create a financial plan to describe financial planning as an activity. It was also suggested that when a committee loses a member that the board chair participate more actively in their ex officio capacity.

6. Risk Management

Brian will prepare materials for discussion on Applegrove's approach to risk management for the next committee meeting.

Program Update – April 29, 2024

Prenatal Program

- The Public Health Agency of Canada (funder) has extended our current funding until March 31, 2026. When this agreement expires, they will invite all agencies to apply for new program funding for April 1, 2026 – March 31, 2030.
- The Prenatal Program is part of an East End CPNP coalition made up of 5 agencies who run Canada Prenatal Nutrition Programs in the east end. For the next fiscal year (2025-2026), the group agreed to look at the funding model (based on the number of women registered) and allocate funds based on registration. The current allocation of funds was decided on over 20 years ago.
- The program is going well and the participants are really enjoying the in-person sessions.

EarlyON Programs

- At the last EarlyON Leadership meeting they announced that a new funding model will be rolled out in fall. This new model will take effect for the 2025 budget. More information will follow in the upcoming months. This info has been shared with staff to let them know that this is happening.
- The EarlyON staff are scheduled to visit the Roden EarlyON space on April 23 to see the space and to determine if the space is feasible.
- Staff submitted the permit for the Roden EarlyON space and library to see what the costs would be.

Afterschool

- No new changes to the Afterschool program. Program continues to do well.
- Josh is checking in with parents to see who will be returning next school year and continues to fill in vacancies with the waitlist spots
- The afterschool participants played a big part in the Mural Project which is now completed. All groups were able to contribute ideas as well as be a part of the painting process.

Summer Camp & Leadership

- All summer camp and leadership spaces are full.
- The permit department confirmed that we have summer space at Roden Public School and is working on finalizing the permit. Josh sent an email to notify parents of our summer location.
- We did interviews for our summer camp positions in late March and provided offers of employment before the Easter Break. Most staff accepted with the exception of one person. We will have to post again to fill a Junior Counsellor position.
- Canada Summer Jobs approved 5 students for this summer which was the same as last summer and down from the previous year of 10 students.

- May submitted a request for Focus on Youth students from the TDSB once again this year. She also requested funding from the Toronto Star Fresh Air Fund which helps support subsidies.
- Applegrove will accommodate youth placements again this year during the summer.

Youth Programs

- One of our youth staff has resigned. We have casual/relief staff to fill in until the program ends in late May. Josh will check in with staff to make sure they are on track with programming and let them know they will have to run an event before the end of May.
- Josh connected with the Ashdale Librarian to do a joint youth book club. A meeting on May 1 has been scheduled to discuss further.

Older Adults

- The older adult programs continue to do well and are well attended.
- Seniors Community Grant and New Horizon for Seniors Grant funds ended on March 31. Reports will be submitted by the end of April.
- The Cooking and Food Champions program will be taking a break for the June to August as we are without dedicated program funding and the staff has requested a break for personal reasons.
- A Seniors Café will be starting up at the Food Hub. Staff have to meet to discuss details.
- There is a new grant for seniors and Applegrove is hoping to apply. The Inclusive Community Grants allow for up to \$60,000 and offered through the Provincial Government.

Income Tax Clinic

- Income tax appointments have been busy. We have served over 90 returns so far this year and there is one more week to go.
- We had 2 volunteers and 1 placement student help out with appointments.
- 3 staff also took advantage of the staff development opportunity, did some online training and prepared their own returns.
- On May 1, CVITP funding applications will open on a first come first serve basis for agencies to apply for funding to help pay for expenses incurred.
- Applegrove also received \$4,000 from the TNC for income tax expenses. We were able to pay staff for the staff development opportunities, purchase a laptop, portable printer, etc.