



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

**Board of Management Meeting
May 27, 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 April 29 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. 2023 Audited Financial Statements and Report to the Board (*sent separately*)
 - F.2. Year to Date Finance Report (*attached*)

7:40

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

- G. In Camera Minutes of April 29 Board of Management Meeting
- H. Recruitment Update

Motion needed to return to the public meeting.

7:45

- I. Personnel & Policy Committee (*May 21 minutes attached*)

7:55

- J. Board
 - J.1. Annual General Meeting Update
 - J.2. Board Training Discussion

8:05

- K. Executive Directors Report
- L. Correspondence Received

8:10

- M. Adjournment

**Minutes of the Board of Management Meeting
April 29, 2024**

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

Present: Brian Buchan, Moneca Yardley Tammy Rogers, Councillor Paula Fletcher, Shirin Karim, Sarah Lasch, Susan Munn, Jim Valentine (Chair)
Regrets: Camille Bettonville, Sara Ehrhardt
Guest: Susan Ling
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

Jim welcomed Susan Ling, who is interested to join the board and observing the meeting.

C. Indigenous Land Acknowledgement

Jim read the land acknowledgement. Shirin reflected on an article about a Mohawk artist whose art has been seen as not 'Indigenous enough', though it is inspired by his way of life and the stories that come to him. Looking at the term 'indigenous' reveals that it means different things to different people and has different connotations, often not positive. She encouraged members to think about where they have made assumptions, where we apply pre-set ideas about cultures because it makes things simpler for us, and to consider how we can create spaces for people to tell nuanced stories.

D. Declaration of Conflicts of Interest – None

E. Minutes of the March 25, 2024 Board of Management Meeting

MOTION (Lasch/Munn)

To accept the minutes of the March 25, 2024 Board of Management Meeting.

Carried

F. Finance

F.1 Year to Date Finance Report

Monica reviewed the admin budget financials, highlighting favourable variances due to calendarization. She reviewed the program budget, which shows favourable revenue and expenditure variances, however because the budget is not yet entered into Sage this is based on estimated equal monthly distribution of revenues and costs. Work is underway to restructure a new, more structured reporting framework that integrates grant level

reporting. Monica provided an overview of the balance sheet and shared that staff are working to improve reporting for deferred revenues and reserve funds in order to provide a better sense of the full financial picture vs just looking at the program budget.

F.2 Audit Update

Susanne reported that the auditors are delayed and will provide the statements on May 5. The review process is ongoing. Monica is responding to occasional questions from the auditors. The statements will come to the Strategy and Finance Committee, then to the Board in May.

F.3 Term Deposit Renewal

Susanne provided an overview of the briefing note shared. Brian noted that the maturation date for Term Deposit 23 looked incorrect and Susanne confirmed that it should be in 2024. Susanne shared that some AOCCs have investment policies, and that she will share an example with the Strategy and Finance Committee for its consideration.

MOTION (Buchan/Rogers)
To receive the year to date financial report.
Carried

MOTION (Munn/Buchan)
To direct staff to renew term deposits #18 and #20 as 1-year non-redeemable Guaranteed Investment Certificates (GICs) through Alterna Savings.
Carried

MOTION (Buchan/Karim)
To discuss the next items in camera, as they deal with identifiable individuals and confidential information.
Carried

G. In Camera minutes from March 25, 2024 meeting

Members reviewed the minutes.

H. Online Registration / CRM System Report

See confidential notes.

I. Memorandum of Understanding with Neighbourhood Food Project

See confidential notes.

MOTION (Yardley/Lasch)
To return to the public meeting.
Carried

MOTION (Rogers/Lasch)

To approve the in-camera minutes from the March 25, 2024 Board of Management meeting.

Carried

MOTION (Karim/Munn)

To direct the Executive Director to:

- a. complete the Risk Treatment Plan for the proposed customer relationship management (CRM) solution to the Office of the CISO's satisfaction, and to
- b. work with City staff to finalize a service agreement for Board review.

Carried

MOTION (Buchan/Lasch)

To approve the 2024 Memorandum of Understanding between Applegrove and the Neighbourhood Food Project.

Carried

J. Personnel & Policy Committee Report

Jim provided an overview and highlighted key points. He noted that a performance evaluation discussion was done with Susanne and that the committee recommends that a working group be established to focus on revenue generation in order to provide her with more guidance. The committee has reviewed the 2024 Board manual and orientation plan and is reviewing a draft Program Director job posting. Finalization of the draft updated Police Reference Check policy will take place at the next meeting.

MOTION (Lasch/Yardley)

To accept the Personnel and Policy Committee report.

Carried

K. Board

K.1 Recruitment Update

Shirin shared that recruitment materials have been shared in multiple ways, including online postings (e.g. Charity Village, City of Toronto), via Applegrove and neighbourhood social media, Applegrove newsletter, and in the Beach Metro News. It was submitted but has not yet been shared in the Councillor's newsletter. Some applications have been submitted, and other individuals have shown interest. The deadline for applications is May 5. Shirin encouraged board members to circulate the information to their contacts.

K.3 Annual General Meeting Update

AGM planning is progressing well. Invitations will go out this week and the Annual Report is partially completed.

L. Executive Directors Report

Susanne reported that May will be away for the next month, that she will be away for much of June, and that Monica is taking vacation in July. She shared that the mural in the lounge looks great, engaged many children and some seniors and resulted in good learnings that will help inform future work with Indigenous partners. The Don Summerville redevelopment includes a publicly accessible open space (POP) and the developer has engaged an Indigenous artist to create the public art, which will include tenant engagement. Tenants are projected to relocate back in 2025. Our server has been having issues and we are working to figure it out. Planning for the summer relocation is underway and involves many details e.g. operations, supervision, storage, privacy, security, etc. Susanne reminded members that the City is taking a close look at the AOCC model and plans to consult with Executive Directors. She reminded members about the ongoing pay equity process which may have significant financial implications for the AOCCs.

M. Summer camp Approval

Susanne shared that every year City requires a letter of intent from Applegrove with respect to its intention to run a summer camp. The letter has been drafted.

N. Correspondence and Information Received

None received this month. Susanne noted that today she she received a letter from the City regarding a Council motion from October 2023 requiring members of local boards to receive training on anti-harassment/discrimination. She will provide updates as they become available.

MOTION (Munn/Lasch)
To accept the Executive Director's Report.
Carried

MOTION (Rogers/Karim)
To approve the operation of a summer camp in 2024.
Carried

O. Adjournment

The meeting was adjourned on a motion by Tammy Rogers, seconded by Sarah Lasch.

Chair

Secretary



FINANCIAL VARIANCE REPORT
For the period ended April 30, 2024 (January 1 to April 30)

Admin - City of Toronto Budget

REVENUE

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

YTD budget gross revenue = **\$219,600**

YTD actual gross revenue = **\$219,634** a favourable variance of **\$34**.

The \$34 favourable revenue variance is due to interest received on the Admin/Core account.

EXPENSES

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

YTD budget gross expense = **\$230,803**

YTD actual gross expense = **\$229,521** a favourable variance of **\$1,283**.

The \$1,283 favourable variance is due to budget calendarization (expenses divided by 12 months).

Expenses to date exceed revenue by \$9,887, an unfavourable variance. The main reason for this is calendarization - the audit fees were budgeted to be paid out in June (based on payment timing from last year), however more than 50% of the fees have already been paid out to date.

Program Budget

REVENUE

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

YTD budget gross revenue = **\$320,626**

YTD actual gross revenue = **\$382,277** a favourable variance of **\$61,651**.

The favourable variance reflects various factors including deferred revenue from 2023 for 2024 activities, e.g., Healthy Communities, New Horizons for Seniors, and other grants totalling \$57,492. Camp and Leadership registration revenue, totalling \$18,078, is also included. We have not completed entry of the 2024 budget on Sage for the switch to the new reporting setup. The total budget revenue was therefore calendarized (divided by 12 months) and multiplied by three months to give an idea of where we are. By next month entry of the budget will be completed and revenue will be added according to the cycle.

EXPENSES

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

YTD budget gross expense = **\$316,545**

YTD actual gross expense = **\$265,098** favourable difference of **\$51,447**.

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 \$51,447 at this time.

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
ADMIN ACTUAL VS BUDGET
As of April 30, 2024

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	125,924	124,255	-1,669	-1%
Benefits	41,221	41,449	228	1%
Materials & Supplies	216	1,312	1,096	84%
Furniture & Equipment	672	504	-168	-33%
Purchased Services	61,487	63,283	1,796	3%
Total	<u>229,521</u>	<u>230,803</u>	1,283	1%
INCOME				
Government Funding				
City of Toronto	<u>219,600</u>	<u>219,600</u>	0	0%
Total Government	<u>219,600</u>	<u>219,600</u>	0	0%
Others				
Misc.	<u>34</u>	<u>0</u>	-34	
Total Others	<u>34</u>	<u>0</u>	-34	
TOTAL INCOME	<u>219,634</u>	<u>219,600</u>	-34	
SURPLUS(DEFICIT)	<u>(9,886)</u>	<u>(11,203)</u>	-1,317	12%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM ACTUAL VS BUDGET
As of April 30, 2024

	Program Total	Prg. Bud. Total	Variance	
			\$	%
EXPENSES				
Salary	156,943			
Benefits	33,119			
Materials & Supplies	31,274			
Furniture & Equipment	1,244			
Purchased Services	42,517			
Total	265,098	316,545	51,447	16%
INCOME				
Government Funding				
City of Toronto	157,620			
Province of Ontario	34,986			
Federal Government	24,448			
Total Government	217,054			
Non-Government Funding				
Charitable Organizations	147			
Foundations/Corporations	0			
Total Non-Government	147			
Donations/Fundraising				
Charitable Donations-individual	5,440			
Charitable Donations-Business	4,000			
Non-charitable Donations-Indiv.	100			
Non-charitable Donations-Bus,	0			
Fundraising	332			
Total Donations/fundraising	9,872			
Others				
User Fees	146,739			
Misc.	8,466			
Total Others	155,205			
TOTAL INCOME	382,277	320,626	-61,651	-19%
SURPLUS(DEFICIT)	117,179	4,081	-113,098	-2771%

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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“COMMUNITY AT ITS CORE”

Personnel and Policy Committee

Meeting Notes

May 21, 2024 – 5:15 pm

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

1. Notes from April 22 Meeting

No changes needed.

2. Draft IT/Cybersecurity Policy

Jakub shared that the policy was developed based on City policy, as we are required to meet the same standards. He noted that some City policies do not apply to Applegrove, and were therefore not included. The draft policy was reviewed by the City's Office of the Chief Information Security Officer (CISO) and their feedback has been incorporated. Jakub and Susanne highlighted:

- Sections that impact day to day operations, including Access Management and Passwords (Section 11), Security Awareness and Training (Section 16), Physical Security (Section 20) and Encryption, Removable Storage (Section 17) and Wireless Local Area Network Security Standard (Section 21).
- Vulnerability Management (Section 14) for which Applegrove enrolled in a service provided through the City, Mobile Device Management (Section 15) which Applegrove does not have the capacity to do centrally, and Exceptions to Compliance (Section 8) which requires that Applegrove submit a request to the Office of the CISO, with a plan for becoming compliant.

Members felt that they need more time to review the policy and for discussion at the next meeting. Jakub left the meeting at this point. Camille asked about implications of implementation and Susanne responded that consistent access to IT support will be necessary, which is currently provided by the IT Worker position. Susanne noted that this position is currently paid for by administrative fees from grant revenues, and that she feels that it should be an admin/core budget item.

3. Staffing

a) Updates

Susanne provided updates on current staffing issues and hiring processes.

4. Succession Planning

a) Draft Program Director Job Posting

Members reviewed the draft posting and provided feedback. Susanne will make the changes and circulate a final version to the committee.

5. Board

a) Draft Revisions to Committee Terms of Reference

The draft amendments made based on committee feedback at the April meeting were reviewed and members agreed that this is the final draft.

b) Board Training Discussion

The committee discussed planning for training and priority topics. Camille noted that the Membership, Outreach and Inclusion Committee should be engaged re. diversity, equity, inclusion and belonging (DEIB). Members identified preliminary topics to be further discussed with the board – finance, risk assessment (including compliance) and DEIB. It was suggested a training framework be developed with a training cycle for all board members (e.g. on a 2-year schedule) and smaller groups of members. Members felt that an accountability mechanism is needed to track participation. Susanne noted that she asked the City about a shared file service that meets cybersecurity standards but has not heard back. She will follow up.

c) Fundraising Working Group

This group should have members knowledge about fundraising so that a realistic plan is developed, with staff being engaged through consultation. Once the new board is in place we can see who may be appropriate. A volunteer posting could be created also. Susanne will prepare a draft description of the working group and circulate it to committee members for further development.

6. Policy

a) Draft Police Reference Check Policy

Susanne reviewed the additional changes made. She shared that she asked the other AOCCs whether they require police reference checks for board members, and that some do and some don't. One AOCC noted that Board of Management members are not considered volunteers as they are appointed by the City. Board of Director members are however, serving as volunteers. Members confirmed that Board members should be included in the list of volunteers for whom police reference checks are required. There was discussion on the logistics of receiving and reviewing police reference checks for board members. Susanne will draft additional revisions accordingly and circulate them to the committee.

7. Other Business

The committee will meet in late June or early July in order to finalize the Police Reference Check and IT/Cybersecurity policies. Another meeting to orient the new committee members may also take place after the July 8 board meeting.



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Board of Directors Meeting

May 27, 2024

AGENDA

8:10

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

8:15

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*May 14 minutes attached*)
 - i) Final DEIB Definition (*attached*)
 - ii) Staff-Board DEIB Committee Terms of Reference (*sent separately*)
 - 5.2. Strategy & Finance Committee Report (*May 15 minutes attached*)
 - i) Program Reserves Policy (*sent separately*)

8:45

6. Program Update (*attached*)

8:55

7. Directors' Concerns

9:00

8. Adjournment

Next Meetings and Events

June 5 AGM (in-person)

July 8 board meeting (in-person)

**Minutes of the Board of Directors Meeting
April 29, 2024**

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

Present: Brian Buchan, Tammy Rogers, Shirin Karim, Sarah Lasch, Susan Munn, Moneca Yardley, Jim Valentine (Chair)
Regrets: Camille Bettonville, Sara Ehrhardt, Councillor Paula Fletcher,
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 (Munn/Karim)

To accept the minutes of the March 25, 2024 Board of Directors Meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Munn)

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

- *To accept the minutes of the March 25, 2024 Board of Management Meeting.*
- *To receive the year to date financial report.*
- *To direct staff to renew term deposits #18 and #20 as 1-year non-redeemable Guaranteed Investment Certificates (GICs) through Alterna Savings.*
- *To approve the in-camera minutes of the March 25, 2024 Board of Management meeting*
- *To direct the Executive Director to:*
 - a. complete the Risk Treatment Plan to the Office of the CISO's satisfaction; and*
 - b. work with City staff to finalize a service agreement for review.*
- *To approve the 2024 Memorandum of Understanding between Applegrove and the Neighbourhood Food Project.*
- *To accept the Personnel & Policy Committee report.*
- *To accept the Executive Director's Report.*
- *To approve the operation of a summer camp in 2024.*

Carried

5. Standing Committees

5.1. Membership, Outreach and Inclusion Committee Report

Shirin provided highlights of the committee report. She noted the various Diversity, Equity, Inclusion and Belonging (DEIB) activities taking place, the increase in staff development opportunities and the ongoing planning for the annual event in fall. She noted that Applegrove has budgeted some funds for staff and board training on DEIB and that discussion is needed on identifying priorities and planning for training.

i. DEIB Definition

Shirin reviewed the DEIB definitions with members, noting that these have been approved by the Staff-Board DEIB Committee. Based on board and staff feedback will be used as Applegrove's working definitions. This will facilitate a shared understanding across the agency, and can inform more detailed communications and policy work.

5.2. Strategy and Finance Committee Report

Brian noted that members discussed details of the Risk Treatment Plan from the City, and staff plans for improved reporting of deferred revenue and grant level funding. The Program Reserves Policy and fund replenishment priorities were reviewed and will come to the board once the audited statements are finalized. The Committee also reviewed and recommended updates to its terms of reference.

MOTION (Yardley/Buchan)

To accept the Membership, Outreach & Inclusion Committee report

Carried

MOTION (Rogers/Munn)

To accept the Strategy & Finance Committee report

Carried

6. Program Update

May provided highlights. She noted that the Prenatal and EarlyOn program funders are undertaking funding model reviews and we do not yet know what this means for Applegrove. Summer camp and leadership are full and families were notified about the move to Roden. Jim asked about outdoor space at Roden was raised, and members confirmed that the school has a field/outdoor space. We received 5 Canada Summer Jobs positions is 5 positions again, compared to 8 during and 10 prior to the pandemic. There will also be placements through TDSB Focus on Youth and our youth leadership program. The seniors programming continues to do well. The Food Champions program will break over the summer and as dedicated funding is no longer available with next steps to be determined by staff. Planning is underway for a new community café at the food hub.

MOTION (Buchan/Lasch)

To receive the program update.

Carried

Board of Directors Minutes

April 29, 2024

3

7. Directors' Concerns – none

8. Adjournment

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

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee Minutes

May 14, 2024 at 7:00 p.m.

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

1. Welcome and Introductions

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

a. April 9 Meeting Notes – no changes

b. DEIB Activities Update - Presented in tandem with Monthly Work Plan Report Below.

c. 2024 Monthly Work Plan Report

Liliana shared that the DEIB library is growing and being used more frequently by staff. Josh added that the Book Club has gained some new members and has generated good discussions among members regarding DEIB issues. Liliana shared that the mural was completed and that participants really enjoyed their experience working with Mo. Josh highlighted some learnings he acquired working with an indigenous and neurodivergent artist. Josh described the staff development opportunities completed this year to date and explained the new Public Wifi Consultation opportunity.

d. DEIB Definition Update

Liliana stated that a staff member shared that they felt the definition for equity sounded like Applegrove was guaranteeing advancement in the agency. The committee discussed this concern and emphasized that the intent was to say employees would have access to fair opportunities for advancement. They agreed that the structure of the sentence did not emphasize the word *fair* as a modifier and could understand the staff member's interpretation. The committee suggested the definition be changed to: "The guarantee of *fairness with respect to* treatment, access, opportunity and advancement, while at the same time striving to identify and eliminate barriers that prevent full participation".

e. Terms of Reference

The committee approved the addition of the responsibility to "Assess and recommend a DEIB audit cycle/schedule for the agency" to the Terms of Reference. Shirin posed how frequently pulse surveys should be done to the committee. Pierre suggested half way through a Strategic Planning cycle (every 18 months) because of the resources required and that the results might not vary much in a shorter period of time. The committee agreed on this timeframe. It was also suggested a pulse survey be

implemented in the fall with the roll out of the new Strategic Plan as the Lunaria surveys were done a few years ago. Liliana left the meeting at this time.

3. April 9 MOI Committee Meeting Notes

No changes

4. Events

a. Annual Event

Josh provided an update on the Annual Event and that the work on the Sponsor and Donor Framework is almost finalized. The planning committee will meet this week to discuss artists and outreach and look at the space. Tammy shared that she visited the site with Jen and her friend (musician and carpenter). They feel the stage size is comparable to other venues and no additional construction is required. Shirin asked about outreach to diverse artists or communities. Josh replied that no outreach had taken place yet but this would be a good consideration. Tammy, Pierre and Sarah and Pierre have contacts in the community, including for diverse artists and recommended approaching the BIA as they have had good artists in their recent festivals. Tammy and Josh shared Food Hub construction updates (pew removal, elevator). Josh noted that staff are looking into liquor licencing, alignment with the City's policies and that SmartServe training may present an opportunity for staff development.

5. Subsidy Discussion - deferred

6. AGM Planning

a. Update

Josh reported that planning was on track and highlighted the 45-themed activities planned, including Pierre willing to DJ. He shared that RSVPs are coming in after the mail out, newsletter and email promotions. Josh noted that staff hope to have Casa DiGiorgio donate pasta as an homage to Pasta Fest. Josh also conveyed that the Annual Report was on track for completion.

7. Board Recruitment

a. Update

Shirin shared that there were several strong candidates. Three committee members will score the candidates, and additional feedback is welcome. Shirin asked for clarification around voting in regards to presenting a slate or voting on the floor. Pierre explained the differences and pros and cons of each. Shirin will consult with Susanne on these options also.

8. MOI Committee Terms of Reference Review

Shirin shared Susanne's notes with the committee regarding the need to review the Terms of Reference. Josh to follow up with Susanne if the Terms of Reference will be shared via email for review before the next meeting.

9. Other Business

None

Definitions for Applegrove:

- **Diversity:** The psychological, physical and social differences that occur among any and all individuals, including but not limited to race, ethnicity, nationality, religion, socioeconomic status, education, marital status, language, age, gender, sexual orientation, mental or physical ability, and/or learning styles. (2023, September 15, *Importance of Diversity, Equity and Inclusion (DEI) in the Nonprofit Sector*, <https://www.sdfoundation.org/news-events/sdf-news/dei-in-the-nonprofit-sector/>)
- **Equity:** The guarantee of fairness with respect to treatment, access, opportunity and advancement, while at the same time striving to identify and eliminate barriers that prevent full participation. Adapted from (2023, September 15, *Importance of Diversity, Equity and Inclusion (DEI) in the Nonprofit Sector*, <https://www.sdfoundation.org/news-events/sdf-news/dei-in-the-nonprofit-sector/>)
- **Inclusion:** The act of creating environments in which any individual or group can feel welcomed, respected, supported and valued to fully participate at Applegrove Community Complex, both as a workplace and community organization. Applegrove acknowledges that it is part of a colonial system, and is committed to recognizing and redressing how we perpetuate colonialism through our structures, processes and ways of working. Adapted from (2023, September 15, *Importance of Diversity, Equity and Inclusion (DEI) in the Nonprofit Sector*, <https://www.sdfoundation.org/news-events/sdf-news/dei-in-the-nonprofit-sector/>)
- **Belonging:** Belonging takes the form of employees, volunteers, participants, partners and other collaborators actively wanting to bring their true selves, and have a meaningful voice because they know it will be celebrated, respected, and admired. Adapted from Bloznalis, S. (2023, January 10), *What is DEIB?*, <https://www.workhuman.com/blog/deib/>)

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Notes

May 15, 2024 at 5:30 p.m.

Board Members: Brian Buchan, Moneca Yardley, Jim Valentine
Staff: Susanne Burkhardt (recorder), Monica Vela

1. April 19 Meeting Notes – no changes needed

2. Finance

a. Draft Audited Financial Statements

Susanne provided an overview of the documents from the auditors: 1) Report to the Board/Audit Strategy, 2) Internal Control Deficiencies, and 3) Financial Statements.

Members found the Report to the Board clear and appreciated it's use of plain language to provide relevant information about the audit process and findings. Susanne noted that the report shows that one adjustment was made to reflect the 2023 Admin budget deficit, and that the risk of understatement of fundraising revenue is not uncommon for not-for-profit organizations.

Monica presented the draft financial statements. She highlighted that most non-profits receive qualified statements and that few changes had been made to the statements Applegrove had provided to the auditor. Some changes were to present information differently than in past audits i.e. the numbers previously reviewed with the committee have not changed, and others were to include adding new notes e.g. on financial instrument risks and on deferred contributions. Monica also flagged that the auditor separated the accounts for capital assets purchased with grants vs those purchased with Applegrove revenue. Susanne noted that the auditors confirmed Applegrove's governance model as referenced in the statements.

Members reviewed the internal control deficiencies letter. Monica presented the draft management response for segregation of duties. She noted that the part time bookkeeper generally does entries for accounts receivable, accounts payable and payroll but that journal entries are an issue. She reviewed controls already in place, as outlined in the management response. Brian asked if the auditor was made aware of these controls. Monica felt that they were, but that perhaps they could be documented more fully. She and Susanne will review the current procedures document with this lens. In response to a question on who enters registration information, Monica shared that for the most part this is done by the Child and Youth Worker in Sumac, who then provides Finance with a list of registrants to reconcile against payments received. Susanne noted that a challenge is to meet segregation of duties requirements in a way that is realistic within our staffing model and systems.

This could support a request for more Finance staff hours. Brian agreed that finding the balance between oversight and operational realities is a challenge at the agency.

Susanne presented the draft management response for risk assessment, which was flagged as a deficiency across other AOCCs also. She noted that Applegrove has not documented its risk management process but she did provide information on it to the auditor. The committee discussed the growing awareness of the importance of risk management. Members agreed that the draft response accurately reflects that steps being taken by this committee to improve risk management at Applegrove.

b. Investment Policy

Susanne shared that some AOCCs have investment policies. She noted that Applegrove's investment practices are generally aligned with the measures outlined in these policies, and suggested that the committee consider development of an Applegrove investment policy. Moneca noted that this would support risk management as flagged by the auditor. Members agreed that a policy should be developed. Susanne will draft a policy for committee review.

3. Draft Committee Terms of Reference Updates

The committee reviewed and approved the draft updates. Susanne will prepare and circulate a final draft. Members felt that it makes sense for the updated terms of reference for all committees to be approved by the board together with the updated procedural bylaws, as part of the transition process to the Ontario Not-for-Profit Corporations Act.

4. Risk Management Discussion

A dedicated meeting will be scheduled on June 4 at 10am for an in-depth discussion on Applegrove's risk management process. Other board members will be invited to participate also.

5. Next Meetings

Susanne noted that the AGM is on June 5 and that she will be away for much of June. The board will include discuss whether summer meetings will take place. If so, an introductory committee meeting with new board members could be scheduled for mid July.

Program Update – May 27, 2024

Prenatal Program

- The program is going well. Participants are really enjoying monthly in-person sessions.
- Based on participant feedback, we will be exploring whether to add additional in-person sessions.

EarlyON Programs

- Staff visited the Roden EarlyON space on April 23 and confirmed that it will work as a summer location.
- The permit is being finalized by the TDSB. It will operate at the Food Hub for the last 2 weeks of August because the TDSB does not allow any permits during that period.
- An EarlyON staff member will meet with the TDSB EarlyON staff on May 28 to finalize preparations for the summer move.

Afterschool

- No changes to report at the Afterschool program, which 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, and the program is filling up.

Summer Camp & Leadership

- All leadership spaces are full. All camp spaces were full, but some people withdrew before the deadline. We are therefore working to fill about 20 spots (1 spot = 1 camper for 1 week) over the course of the summer. Some weeks are full and others are not.
- The TDSB permit department is finalizing the permit, which was delayed because room numbers had to be confirmed and an updated City insurance certificate was required.
- We received a grant from the province's Summer Experience Program to hire a part-time Sports Specialist for camp. Interviews were done for this position, and to fill a counsellor position for which the successful candidate did not accept the position. Offers of employment will be made by May 24.
- Eastview, Ralph Thornton and Applegrove sent a joint letter to MP Julie Dabrusin expressing our concern over the decrease in Canada Summer Job positions we received. Applegrove received 5 students this summer, which was the same as in 2023 and down from 10 students in 2021 and 2022. Before the pandemic we typically got 8 students.
- We have not yet heard about whether we will receive TDSB Focus on Youth placement students this year. We have also not yet received confirmation of funds from the Toronto Star Fresh Air Fund, which helps support subsidies.

Youth Programs

- The youth program will end in the week of May 27. As a final activity they will host an Applegrove fundraiser with the Afterschool Program on May 23.
- Staff are in discussion with the Gerard-Ashdale librarian about a partnership for additional youth programming.

Older Adults

- The older adult programs continue to do well and are well attended.
- The May 22 trip to Elora was fully booked. It was a beautiful day and the seniors had a wonderful outing.
- Trips and cooking workshops continue to attract participants who are new to Applegrove.
- Seniors Community Grant and New Horizon for Seniors Grant funds ended on March 31 and reports have been submitted to the funders.

Income Tax Clinic

- In 2024 our weekly clinic filed 109 returns for low-income adults, seniors and families, with the following results:
 - Refund total – \$44,708
 - Ontario Trillium Benefit Total – \$105,041
 - GST Benefit Total - \$59,294
 - Canada Carbon Tax Benefit - \$64,006
 - Child Tax Benefit - \$253,815
 - Ontario Seniors Property Tax Grant total - \$2,705
- On May 1 we submitted a funding application to the Community Volunteer Income Tax Program (CVITP) for funding to support our Income Tax Clinic.

Food Hub

- We expect notification soon about our funding request for a Seniors Café at the Food Hub. If we do not receive the funds, we will look at alternative options for running the café, for example through community partnerships.
- Our Cooking and Food Champions program will have its last session on May 21 before taking a break for the June to August.
- The monthly Kitchen Party Workshop Series has been a huge success. We are looking at options to expand the program and include a revenue generation component.
- On May 28 the Food Hub partners will visit Cecil Street Community Centre to learn more about their social enterprise, which is focused on generating revenue by using their space (former synagogue) as an event venue. We are working to set up the food hub as a community venue to generate additional revenue to support food hub operations.
- On May 22 East End United applied to the province's Inclusive Communities grant for funds to secure a consultant for stakeholder and community engagement on a vision for redesigning the Sanctuary and making the main floor more accessible, functional and multi-purpose as a community space. This could then inform additional grant applications for capital funding.
- The 2023 Annual Report for the Food hub has been finalized and will be available online before the Applegrove AGM.