



60 Woodfield Road, Toronto, Ontario M4L 2W6  
Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

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

**AGENDA**

**7:00**

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Calls to Action
- D. Declaration of Conflicts of Interest
- E. Minutes of October 28 Board of Management Meeting (*attached*)

**7:10**

- F. Finance
  - F.1. Year-to-date Financial Report (*attached*)
  - F.2. Audit Update
  - F.3. 2025 Program Budget (*report sent separately*)

**7:50**

- G. Personnel & Policy Committee (*Nov 22 minutes sent separately*)

**8:00**

- H. Program Update (*attached*)

**8:10**

- I. Executive Directors Report
- J. Review - [Code of Conduct for Local Boards](#)
- K. Correspondence Received

**8:25**

- L. Adjournment

**Minutes of the Board of Management Meeting  
October 28, 2024**

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

Present: Brian Buchan, Brian Wood, Camille Bettonville, Jean Lim O'Brien, Kirsten Vanderpark, Pat Jordan, Susan Munn, Tammy Rogers  
Regrets: Sara Ehrhardt, Councillor Fletcher  
Absent: Sarah Lasch  
Staff: Susanne Burkhardt, May Seto (Recorder), Monica Vela

**A. Call to Order/Adoption of Agenda**

Susan M. called the meeting to order. Quorum was met and the agenda was adopted as circulated.

**B. Introductions**

**C. Indigenous Land Acknowledgment**

Susan M. read the Land Acknowledgement. There is no reflection this month.

**D. Declaration of Conflicts of Interest**

No conflicts of interests declared

**E. Minutes of Sep 23 2024 Board of Management Meeting**

**MOTION** (Buchan/Lim-O'Brien)

*To accept the minutes of the September 23 2024 Board of Management meeting.*

**Carried**

**F. Finance**

**F.1. Year to Date Financials**

Monica presented the financials and shared that the 9-month variance report was submitted to the City with some small changes. She shared that Applegrove shows a favourable variance in the admin budget which is primarily due to calendarization and it is expected to use all funds.

The program budget overview shows an unfavourable variance in revenues, largely due to overbudgeted revenues. The favourable variance in expenses is due to a

variety of reasons including reduced program costs and lower that anticipated benefit costs. Overall, Applegrove is showing a healthy balance sheet.

**F.2. *Term Deposit Renewal***

Susanne provided an overview of the briefing note and term deposits with Alterna. Susanne and Monica shared that there are challenges with online banking at Alterna and that they plan to explore other options. Members discussed the recommendations, had questions on term lengths and felt that there may be higher rates at other banks. Susanne shared that a longer renewal period for one deposit reflected falling interest rates and Applegrove's lack of cash flow issues. Members suggested looking at other banks to get better rates. Pat volunteered to do some research on other options and will work with staff.

**F.3. *Draft 2025 Program Budget***

Susanne reviewed the program budget process and reminded members that 2025 is a bargaining and pay equity year that will result in staffing cost increases. Susanne clarified that consistent operating and confirmed grants were included in the budget, but unlike in previous years no unconfirmed project grants were included. This contributes to a lower 2025 budget, as does the fact that more Food Hub grant funds are now coming in through partners vs Applegrove.

Susanne provided highlights from the briefing note, went through the program revenues and expenses, and provided an overview of proposed fee and subsidy increases which will be adjusted if we get additional EarlyON funds and once the Music Fest fundraising amount has been confirmed. Staff just heard about another proposed increase to TDSB permit fees, and will adjust the budget accordingly.

***MOTION*** (Rogers/Jordan)

*To receive the year to date financial report.*

***Carried***

***MOTION*** (Buchan/Bettonville)

*To direct staff to work with Pat on exploring higher GIC investment rates for recommendation to the board for approval via email at a later date.*

***Carried***

**G. *Personnel & Policy Committee***

Susan M. highlighted the committee notes and shared that the committee discussed revising its work plan to change policy work timelines. Members also discussed items on succession planning.

**G.1. *Program Director Hiring Process***

Susanne provided an update on the hiring advisory committee, timeline and process. The process includes an initial job application with some specific

questions to get more info, followed by interviews. This allows for a more inclusive perspective through which applicants can share their experiences. The job posting highlights lived experience within a community facing systemic barriers as an asset. The posting will be up in the next few days and circulated to the board. May is working on a Program Director manual to support knowledge transfer and will stay until the end of January to support the transition.

**G.2. Board Training Framework**

Susan M. shared that the framework outlines various training categories, topics and priorities, and emphasizes training approaches that support relationship and capacity building.

**MOTION** (Jordan/Vanderpark)

*To accept the Personnel and Policy Committee report.*

**Carried**

**H. Program Update**

May provided an overview of the Program Update report.

**I. East End Music Fest Review**

Susanne shared that at least \$13,000 was raised by the event. She provided an overview of ticket sales, attendance and volunteers. Overall, it was great event. It was labour intensive for staff and committee members, but much was ground work laid that will support future years. Member feedback and suggestions included ending earlier and having 3 vs 4 performances. The idea of offering childcare to encourage more participation from afterschool parents was discussed, but it does present some challenges. The committee can explore this idea for next year's event.

**MOTION** (Rogers/Vanderpark)

*To accept the Program Update.*

**Carried**

**J. Executive Director's Report**

Susanne shared that on November 15 Applegrove's annual Seniors Active Living Fair will be held in the school gym. She will circulate the poster and all are welcome to attend. The board/staff holiday party will be on December 4 at the Food Hub, with activities and food. It's a good opportunity for board and staff to get to know each other better. The November board meeting is in-person, on the same day as the Community Dinner which will be hosted by Applegrove. Susanne encouraged board members come early to volunteer, then attend the board meeting afterwards. She will send details.

A number of key program grants will end in 2026 including Prenatal (Canada Prenatal Nutrition Program - CPNP), Youth (Toronto Urban Health Fund - TUHF), Food Hub (City – Community Service Partnerships - CSP). TUHF will be in its final year and the two others

are being reviewed by the funder, after which open calls will be issued. There is no guarantee that we will get continued funds. This underscores the need for diversification and enhancement of revenue generation in other ways.

Construction at the school is ongoing so we have not yet been able to fully move our furniture back. Susanne and Monica are working on submitting the required data for City actuarial cost calculations and for bargaining. The collective agreement expires at the end of this year and bargaining will start some time in 2025.

**K. Correspondence Received**

None that requires board attention was received since the last board meeting

**MOTION** (Buchan/Wood)  
*To accept the Executive Director's report.*  
**Carried**

**L. Adjournment**

The meeting was adjourned on a motion by Tammy Rogers, seconded by Camille Bettonville.

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Chair

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Secretary



## FINANCIAL VARIANCE REPORT

For the period ended October 31, 2024 (January 1 to October 31)

### Admin - City of Toronto Budget

#### REVENUE

Total budget revenue for 2024	<b>\$728,382</b>
YTD budget gross revenue	<b>\$599,982</b>
YTD actual gross revenue	<b>\$600,127</b> a favourable variance of <b>\$145</b> .

The \$145 favourable variance is due to bank interest received on the Admin/Core account.

#### EXPENSES

Total budget expenses for 2024	<b>\$728,382</b>
YTD budget gross expense	<b>\$604,399</b>
YTD actual gross expense	<b>\$570,880</b> a favourable variance of <b>\$33,519</b> .

The \$35,519 favourable variance is comprised of:

Cybersecurity	17,916.00	Funds are still available.
License/Permit Fees	8,800.00	TDSB permit fees.
Various	<u>6,800.00</u>	
	33,516.00	

#### APPLEGROVE COMMUNITY COMPLEX

#### STATEMENT OF OPERATIONS

#### ADMIN ACTUAL VS BUDGET

As of October 31, 2024

	Admin		Variance	
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	305,990	310,638	4,648	1%
Benefits	97,386	103,623	6,236	6%
Materials & Supplies	907	3,281	2,374	72%
Furniture & Equipment	8,255	1,259	-6,996	-556%
Purchased Services	<u>158,343</u>	<u>185,598</u>	<u>27,255</u>	<u>15%</u>
Total	570,880	604,399	33,519	6%
<b>INCOME</b>				
Government Funding				
City of Toronto	<u>599,982</u>	<u>599,982</u>		
Total Government	599,982	599,982		
Others				
Misc.	<u>145</u>	<u>0</u>	<u>-145</u>	
Total Others	145	0		
<b>TOTAL INCOME</b>	<u>600,127</u>	<u>599,982</u>		
<b>SURPLUS(DEFICIT)</b>	29,247	(4,417)	-33,663	

## Program Budget

### REVENUE

Total budget revenue for 2024	<b>\$961,879</b>	
YTD budget gross revenue	<b>\$899,775</b>	
YTD actual gross revenue	<b>\$860,803</b>	an unfavourable variance of <b>\$38,972.</b>

The negative variance in revenue primarily reflects lower than anticipated grant and fundraising revenue.

### EXPENSES

Total budget expenses for 2024	<b>\$949,635</b>	
YTD budget gross expense	<b>\$828,228</b>	
YTD actual gross expense	<b>\$757,456</b>	favourable variance of <b>\$70,771.</b>

The positive \$70,771 variance includes:

- Reduced salary costs due to Teen Program running 1 (vs 2) nights, EarlyON position vacancy
- Reduced benefit costs of \$11,115 due to staff not signing with OMERS at anticipated levels, and one fewer employee with full benefits
- Reduced TDSB permit fees due to summer relocation

APPLEGROVE COMMUNITY COMPLEX  
STATEMENT OF OPERATIONS  
Program ACTUAL VS BUDGET

As of October 31, 2024

	Program		Variance	
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	425,705	427,688	1,983	0.5%
Benefits	84,975	96,090	11,115	11.6%
Materials & Supplies	94,916	86,281	-8,636	-10.0%
Furniture & Equipment	4,478	0	-4,478	
Purchased Services	147,383	218,170	70,787	32.4%
<b>Total</b>	<b>757,456</b>	<b>828,228</b>	<b>70,771</b>	<b>8.5%</b>
<b>INCOME</b>				
Government Funding				
City of Toronto	247,362	309,978	62,616	20.2%
Province of Ontario	78,929	42,495	-36,435	-85.7%
Federal Government	75,119	53,230	-21,889	-41.1%
<b>Total Government</b>	<b>401,410</b>	<b>405,703</b>	<b>4,293</b>	<b>1.1%</b>
Non-Government Funding				
Charitable Organizations	1,971	3,333	1,362	40.9%
Foundations/Corporations	6,556	49,126	42,570	86.7%
<b>Total Non-Government</b>	<b>8,527</b>	<b>52,459</b>	<b>43,932</b>	<b>83.7%</b>
Donations/Fundraising				
Charitable Donations-individual	21,201	3,572	-17,630	-493.6%
Charitable Donations-Business	4,000	0	-4,000	
Non-charitable Donations-Indiv.	100	0	-100	
Non-charitable Donations-Bus,	1,000	0	-1,000	
Fundraising	7,637	34,445	26,808	77.8%
<b>Total Donations/fundraising</b>	<b>33,939</b>	<b>38,017</b>	<b>4,078</b>	<b>10.7%</b>
Others				
User Fees	381,419	381,109	-310	-0.1%
Misc.	35,509	22,487	-13,022	-57.9%
<b>Total Others</b>	<b>416,928</b>	<b>403,596</b>	<b>-13,332</b>	<b>-3.3%</b>
<b>TOTAL INCOME</b>	<b>860,803</b>	<b>899,775</b>	<b>38,972</b>	<b>4.3%</b>
<b>SURPLUS(DEFICIT)</b>	<b>103,347</b>	<b>71,547</b>	<b>-31,799</b>	<b>-44.4%</b>



**APPLEGROVE COMMUNITY COMPLEX  
STATEMENT OF FINANCIAL POSITION  
October 31, 2024**

	<b>2024</b>	<b>2023</b>
<b>CURRENT ASSETS</b>		
Cash	399,429	506,523
Short-term investments	199,315	146,009
Due from the City of Toronto - vacations payable	21,677	27,833
Accounts Receivable	-16,883	-12,427
Prepaid Expenses	6,092	13,970
	609,630	681,908
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	6,547	0
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-607	-87
Tangible Capital Assets	31,653	34,340
Long-term Receivable - City of Toronto	186,704	197,359
	827,987	913,607
<b>LIABILITIES, NET ASSETS AND RESERVES</b>		
<b>Current Liabilities</b>		
Due to the City	298	(21,024)
Accounts payable and accrued liabilities	170,501	175,614
Deferred revenues	4,852	18,325
	175,651	172,915
<b>POST-EMPLOYMENT BENEFITS PAYABLE</b>	186,704	197,359
<b>Deferred Capital Contributions</b>		
Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leasehold 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
	385,465	402,098
<b>Net Assets</b>		
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	71,798	179,114
Admin current period	29,247	7,172
	<u>297,522</u>	<u>380,673</u>
	<u>682,987</u>	<u>782,771</u>
<b>Reserves</b>		
Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	(4,164)
	<u>145,000</u>	<u>130,836</u>
	<u>827,987</u>	<u>913,607</u>



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## **Board of Directors Meeting**

November 25, 2024

### **AGENDA**

#### **8:25**

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of October 28 Board of Directors Meeting (*attached*)
4. Homologation of November 25 Board of Management resolutions

#### **8:35**

5. Standing Committees
  - 5.1. Membership, Outreach & Inclusion Committee Report (*Nov 13 min attached*)
  - 5.2. Strategy & Finance Committee Report (*Nov 13 min attached*)

#### **8:50**

6. East End Music Fest Report (*sent separately*)

#### **8:55**

7. Directors' Concerns

#### **9:00**

8. Adjournment

### **Next Meetings and Events**

#### Events

- December 4, 6pm                      Staff-Board Holiday Event

**Minutes of the Board of Directors Meeting  
October 28, 2024**

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

Present: Brian Buchan, Brian Wood, Camille Bettonville, Jean Lim O'Brien, Kirsten Vanderpark, Pat Jordan, Susan Munn, Tammy Rogers  
Regrets: Sara Ehrhardt, Councillor Fletcher  
Absent: Sarah Lasch  
Staff: Susanne Burkhardt, May Seto (Recorder)

**1. Call to Order/Adoption of Agenda**

Susan M. called the meeting to order. Quorum was met and the agenda was adopted as circulated.

**2. Declaration of Conflicts of Interest**

No conflicts of interests declared.

**3. Minutes of September 23 2024 Board of Directors Meeting**

**MOTION** (Bettonville/Buchan)

*To accept the minutes of the September 23, 2024 Board of Directors meeting.*

**Carried**

**4. Homologation of Board of Management Resolutions**

**MOTION** (Buchan/Lim-O'Brien)

*To homologate the resolutions made by the Board of Management at its October 28, 2024 meeting as presented:*

*To accept the minutes of the September 23, 2024 Board of Management meeting.*

*To receive the year to date financial report.*

*To direct staff to work with Pat on exploring higher GIC investment rates for recommendation to the board for approval via email at a later date.*

*To accept the Personnel and Policy Committee report.*

*To accept the Program Update.*

*To accept the Executive Director's report.*

**Carried**

**5. Standing Committees**

**5.1. Membership, Outreach & Inclusion Committee Report**

Camille provided an overview of the committee notes. They discussed the 2025 work plan and a sub-group will work on this. The committee is exploring a membership in BoardShift to further support recruitment of a diverse board. There has been another request for subsidy for the 2024-25 school year, which the program can manage for this year due to reduced summer permitting costs. The recommends that subsidy limit be increased again to accommodate the request and recognizes that subsidy demands are something we will have to deal with moving forward.

**5.2. Strategy & Finance Committee Report**

Brian B. shared highlights from the report. The Committee recommends establishing a fundraising working group with members from the board, staff and a subject matter expert. He asked if any board members were interested. The is working on an updated Enterprise Risk Management (ERM) system that makes sense for Applegrove.

**MOTION** (Vanderpark/Lim-O'Brien)

*To approve the additional expenditure of \$3198 to accommodate a new family subsidy request for the 2024-25 school year.*

**Carried**

**MOTION** (Rogers/Lim-O'Brien)

*To accept the Membership, Outreach and Inclusion Committee report.*

**Carried**

**MOTION** (Bettonville/Lim-O'Brien)

*To accept the Strategy and Finance Committee report.*

**Carried**

**6. Ontario Not-for-Profit Act (ONCA) Update**

Susanne shared that the lawyer filed the articles of amendment on October 18 but the province is backlogged with its processing. Once it has been processed, Susanne must send the required documents to the CRA, and copies of all documents will go to the City.

**7. Directors' Concerns**

None

**8. Adjournment**

The meeting was adjourned on a motion by Brian Buchan, seconded by Camille Bettonville.

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Chair

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Secretary

## Program Update – November 2024

### Prenatal Program

- The program continues to be online with the last Monday of the month in-person.
- The Nov. 25 in-person meeting will be online due to lack of staff availability and they will have a final in-person session on December 16 to celebrate the holiday season together.
- May attended a GTA-CPNP (Canadian Perinatal Nutrition Program, which funds the program) committee meeting last week. This group meets quarterly for programs across the GTA to share how and what programs are doing and addresses concerns as a group. At its last meeting there was discussion on how to approach the next round of funding applications in April 2026. There is a 3-part information webinar presented by Public Health Agency of Canada which outlines what is needed for the application. We plan to meet with Eastview who is the lead agency for our funding to discuss next steps.
- TPH (Toronto Public Health) nurses will start offering workshops once a month again. They were re-assigned during COVID and are now back. Our nurse reached out last week and we should have her on our calendar as a speaker starting in December.

### EarlyON Programs

- Both programs continue to operate as scheduled. We are seeing an increase of participants at the Applegrove Connection.
- We have received confirmation that one staff will be on extended leave until at least January. We have casual/relief staff in place to cover.
- Staff met with the EarlyON consultant and reviewed our 2025 EarlyON budget. They suggested we apply for a one-time grant to cover unfunded benefit and supply costs. We received the good news that EarlyON will cover our entire cost for the program on a one-time basis as the funding model for the whole EarlyON system is restructured.
- Our EarlyON budget is due on Nov 30. It's done but we have to confirm a few more things and it will be submitted on time.
- We got funder approval to purchase a washer and dryer and installation costs, to be located at the Food Hub. This is great news – it's something we've wanted for years.

### Afterschool

- Program is running well. PA day on Nov 15 was held at the Food Hub and it went well.
- Applegrove hosted 3 students from Royal St. George's College at the Nov 15 PA day who helped in the morning for volunteer hours.
- We have had some more withdrawals from the program due to people moving out of the area, and some older age kids looking for more independence (this happens regularly) and are currently not full. Josh is promoting the program to fill the spaces.

### Youth Programs

- The program is running smoothly. We have a good group attending and the program is full. The past month, they worked on resumes and interview skills.

- May met with the lead partner and funder to ask a question about the budget for this year and also to provide some knowledge about reporting because many of the Ralph Thornton staff are new.

### **Older Adults**

- The older adult program is going really well. Lots of participation and new members joining. The group went to the Royal Winter Fair and the walking program has finished for the season. We had our quarterly birthday celebration in October as well and over 50 people attended. Aida celebrated the Day of the Dead by dressing up and sharing some Mexican Sweet bread with staff and Spanish class.
- The Active Living Fair took place on Nov 18 and was a great success. We had over 30 exhibitors and elected reps represented at and dropping the event. There were 4 workshops - food prep, osteofit, finances and naturopathic medicine. The Applegrove table included outreach and the program evaluation survey, and a Good Food Market. There were approximately 115 participants in attendance. We had 4 students from the St. George Royal College volunteer and help out during the morning. This event was funded by the OACAO.
- Upcoming events in December include our birthday/holiday party celebration, a workshop on finances and our usual yoga, Spanish, movie matinee and book club.
- Staff are starting volunteer recruitment for our Income Tax Clinic and will be working with Nourish to get a volunteer trained for their site. We currently have 1 new volunteer and the Social Services placement student will also be supporting the clinic this upcoming tax season. May will volunteer her time as well.

### **Food Hub**

- We ran our Nov 15 PA program at the Food Hub and the focus was on cooking. The families also brought in non-perishable canned items to donate to the Food Bank.
- Our Seniors Café on October 28 saw some new faces and most attended the Community Dinner afterwards. Our next Seniors Café will be on Nov 25.
- We continue to offer Food Champions monthly and Cooking quarterly for our Older Adults. Due to lack of funding, we have had to decrease number of times the program is offered each month. We are waiting to hear back from New Horizons for Seniors funding to see if our application we submitted is successful and will continue to look for other opportunities

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee Minutes

November 13, 2024 at 7:00 p.m.

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Present: Camille, Pierre, Brian W.  
Staff: Susanne, May, Josh, Shernel, Liliana  
Absent: Sarah  
Regrets: Kirsten

#### 1. Welcome and Introductions

Introductions were done.

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

a. *October 16 Meeting Notes* – no changes

b. *BoardShift Update*

Susanne emailed Boardshift to find out some more information but hasn't heard back from them yet. She will follow up again.

c. *2024 Monthly Work Plan Report*

Liliana, Josh and Susanne shared that

- The Afterschool program had a Halloween party with staff dressed up as minions. It was a great idea from Shernel and kids loved it. The PA Day program will be at the Food Hub. The program is doing a food drive. Liliana put up an altar in her classroom to celebrate Day of the Dead. It was a good experience and some children shared and remembered loved ones they lost.
- Aida dressed up and bought pan de muerto (bread of the dead) to share with staff and seniors. Other celebrations included Diwali and staff birthdays.
- Susanne reported that the incident reporting procedure is in the works and will be reviewed by May and Josh before coming to the committee. It includes DEIB incident reporting.
- Book club is on Monday evening. Many of the staff read the book, a short graphic novel on gender, a relevant topic in our Afterschool program.
- There are currently staff training opportunities for Standard First Aid and the Health & Safety Committee.
- Applegrove has connected with Ojibiikaan through an afterschool parent, which may present opportunities to work together. Susanne has also connected with Ojibiikaan separately.
- Josh and May met with a local TCHC Coordinator to discuss outreach and the toy drive. They will send information about the buildings in our community and are on board with promoting our program information and events.
- May reconnected with the Wigwamen Residence for outreach.



- A CILT workshop on International Day of Disabilities will be shown in the office on December 3.

*d. 2024 DEIB Report Update*

Susanne shared that they found a good template to work with. Josh is starting to work on it, with the idea that it goes out with the pulse survey.

*e. Toronto Neighbourhoods Centre Relationship Audit Tool Update*

Liliana shared that she and Susanne met and did some brainstorming. They recommend TRC activities for 2025 focus on mapping, integrated learning, more intentional programming and developing a land acknowledgement specific to Applegrove and/or this community. This can inform the 2025 DEIB workplan.

*f. 2025 Work Plan Update*

Susanne shared that a planning meeting is set for tomorrow. They may have an early draft available soon and will work toward a budget for the \$4000 included for DEIB activities in the proposed 2025 Program Budget.

*g. City of Toronto Engagement Survey*

Susanne provided some background information and shared that the report reflects AOCCs because of the small sample size of individual AOCCs. She took notes on analysis when the findings were presented to AOCC EDs and will share them when she is able. The committee reviewed the first 25 pages of the deck with discussion on key areas, including comparisons from the 2019 survey and benchmark comparisons to other cities. The report shows top 5 responses and bottom 5 responses. Susanne also has data from the City as a whole and can share it. Applegrove will use what is most relevant to inform the 2025 DEIB workplan.

**3. October 16 MOI Committee Meeting Minutes - no changes**

**4. Events**

*a. East End Music Fest Review*

Josh presented a draft report. The event went really well with good volunteer engagement. It raised c.a. \$15,000, including a seed donation from Honest Impact Initiative and sponsorships. Josh have an overview of the revenue and expenses. Staff are working on follow up thank you's, social media highlights and tax receipts.

Other benefits of the event were that it:

- Was attended by a diverse group of people
- Highlighted the Food Hub
- Created new connections with businesses, etc.
- Was led by a great staff-community committee
- Brought in unexpected donations by suppliers/vendors

Learnings for next year include:

- Approaching sponsors/donors earlier in the year
- Working on sound - it was noisy with people in the back talking
- Streamlining the food and drink payment system
- Revisiting pricing and ticket sales

*b. Toy Drive update*

Spin Master is on board to donate toys again this year, and we are working TCHC, Don Summerville and Wigwamen communities will be involved. The info should be out next week and donations will be accepted for the next 3 weeks. The priority is on infants and teens because Spin Master will cover toys for children 3-10 years.

*c. Staff-Board Holiday Event Update*

The event will be at the Food Hub on Dec. 4. It will be similar to last year with staff/board getting to know one another with some food, games and a gift swap.

**5. Draft Incident Reporting Procedures – see above**

**6. Programs**

*a. 2024 Program Evaluations Update*

Susanne share that some are completed, some are out being done and other evaluations are about to go out. All programs will have them completed in the next few weeks with a report coming to the January committee meeting.

*b. Afterschool Policy - deferred*

Next meetings

Dec 18, 2024 (if needed)

## APPLEGROVE COMMUNITY COMPLEX

### Strategy and Finance Committee Minutes

Nov 13, 2024 at 5:00 p.m.

Board Members: Brian Buchan, Jean Lim O'Brien  
Staff: Susanne Burkhardt (recorder)  
Regrets: Pat Jordan

#### 1. October 16 Meeting Notes – no changes needed

#### 2. Finance

##### a. 2025 Program Budget

Susanne reviewed the final draft of the 2025 Proposed Program Budget report. She highlighted a new one-time EarlyON grant and East End Music Fest revenue, which made it possible to reduce the initially proposed Afterschool Program fee increase. The committee felt that the proposed fee changes are relative to other local comparables and with the proposed subsidy investments. Brian asked if is a contingency plan for the IT Worker position if more time is needed to implement the CRM system. Susanne shared that time needed for cybersecurity is starting to wane and that she feels that implementation will be feasible. She noted that a minor adjustment needs to be made to the budget based on information from a funder, but that it will not change significantly before coming to the board for approval.

##### b. YTD Finance Report

Susanne provided an overview of the draft year to date statement of operations. The statement of financial position was not available. The committee had no questions.

##### c. Term Deposits

Susanne shared that the term deposits will be moved to Tangerine as per board approval. The committee discussed the possibility reducing bank fees by considering other banking options. Susanne and Monica will explore this in the new year.

##### d. Draft Investment Policy

Jean noted that the City's policy provides good guidance on appropriate investment, and could be rightsized for Applegrove. Brian agreed, and will work with Susanne on bringing an updated draft of the policy to the next committee meeting.

#### 3. Board

##### a. East End Music Fest Report

Susanne reviewed the draft report and noted that the event had exceeded its fundraising target. The committee agreed and had no questions.

##### b. Fundraising Working Group

Brian asked whether any other AOCCs had terms of reference for a similar committee – Susanne will ask. It was agreed that the committee should get started in the new year, with the goal of developing a multi-year fundraising plan. Next steps on membership include creating and posting/circulating a volunteer job posting for someone with fundraising experience and asking the board if they have contacts with expertise in fundraising. Susanne will contact Pierre and Jim also. The question was raised of whether our elected reps could provide any support.

#### **4. Risk Management**

Brian presented the proposed risk categories and the thresholds for severity levels developed to date. Jean agreed with the risk categories selected, and asked how external events like the pandemic or loss of a facility space would fit in. Brian explained that the next level of discussion would be to look at individual risks. Members confirmed that the December meeting will focus on risk management.

#### **5. Strategic Plan Implementation Update**

This item was deferred, and will be discussed at the December meeting also.