



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Management Meeting

February 24, 2025

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Call to Action
- D. Declaration of Conflicts of Interest
- E. Minutes of January 27, 2025 Board of Management Meeting (*attached*)

7:10

- F. Don Summerville Relocation Presentation (Toronto Community Housing Corporation)

7:40

- G. Finance
 - G.1. Admin Budget Update
 - G.2. Year-to-Date Financials Recommendation

7:55

- H. Personnel & Policy Committee (*Feb 13 min attached*)
 - H.1. Cybersecurity Policy

8:10

- I. Program Update (*attached*)

8:15

- J. Executive Directors Report
- K. April Board Meeting Date
- L. Correspondence Received

8:25

- M. Adjournment

**Minutes of the Board of Management Meeting
January 27, 2025 - Virtual**

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

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

A. Call to Order/Adoption of Agenda

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

B. Indigenous Land Acknowledgment

Tammy shared an experience of learning that someone she knows is Indigenous and comes from a large family, as she does. Their experience was a stark contrast to hers, as the individual's family experienced many traumas. Tammy had an uncle who was a church minister and a director of Indian Affairs in the 1960s. At the time it was seen as respected charitable work. He is no longer alive and she was unable to reflect with him on his experience, and thinks about how it would be seen today. Tammy also spoke to Call to Action 92 on corporate policy.

C. Declaration of Conflicts of Interest

No conflicts of interests declared

D. Minutes of November 25, 2024 Board of Management Meeting

MOTION (Lim O'Brien/Rogers)

To accept the minutes of the November 25, 2024 Board of Management meeting.

Carried

E. Program Director Acknowledgement

Susan thanked May for her contributions to Applegrove, for her warm and welcoming approach as Program Director, and wished her all the best in her retirement. Other members echoed this sentiment. May shared that it was a privilege to serve the community and that much Applegrove's success is thanks to great board members.

F. Finance

F.1. *Year to Date Financials*

Monica reported that large deviation from the preliminary reports is not expected. She presented a preliminary Admin report, noting that the projected surplus is largely due to unused benefits, lower permitting and cybersecurity costs due to summer relocation and City provision of cybersecurity services. In response to questions, Monica explained that any surplus will go back to the City, which also covers AOCC deficits. Susanne explained that surplus Program funds are managed using the Program Reserves Policy.

Monica presented a preliminary Program report, noting that the projected surplus is largely due to summer relocation, fundraising and deferred 2023 funds. Brian B. and Jean asked about rationale and accounting for deferring fundraising revenue.

Monica responded that reasons include general vs specified donations, not being tied to a grant, and that the funds were not budgeted and came in late in the year. Members discussed revenue recognition.

Monica reviewed the balance sheet and highlighted assets purchased in 2024 and deferred revenues. Camille B asked about the GICs with Tangerine and Susanne stated that the process is ongoing. Jean asked if the funds were in short term savings and Monica confirmed that they were. Jean asked about signing authority. Susanne will confirm this when the investments are made.

F.2. *Audit Update*

Susanne reported that the audit was rescheduled from mid March to mid April. She emphasized to the auditors that timing is tight. Jean asked if there were issues with timing. Susanne confirmed that in the past the audit was in February and that statements have been due to the City in July.

F.3. *Grant Submission Authority and Advance*

Susanne asked the board to approve submission of Applegrove's recurring grants. There are plans to also submit a grant to support the Food Hub to the Metcalf Foundation. As in previous years an advance is requested for the Neighbourhood Food Project to support ongoing Food Hub project management.

MOTION (Lim O'Brien/Buchan)

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

Carried

G. 2024 Management Vacation Report

MOTION (Jordan/Lasch)

To return to the public meeting.

Carried

MOTION (Lim O'Brien/Buchan)

To approve of the following recurring and regular funding applications in 2025: Canada Summer Job, Canada Volunteer Income Tax Program, EarlyON, New Horizons for Seniors, Seniors Active Living Centres, Summer Experience, Seniors Community Grant, Seniors Active Living Fair, and to approve submission of an application to the Metcalf Opportunities Fund.

Carried

MOTION (Jordan/Lasch)

To approve an advance payment of \$15,000 from the 2025 Community Service Partnerships Grant which has been approved by the City of Toronto, to the Neighborhood Food Project to support the operation of the East End Food Hub.

Carried

MOTION (Bettonville/Wood)

To approve the management vacation report.

Carried

H. Personnel & Policy Committee

Susan reported that the board exit survey feedback was reviewed. Recommendations included working harder on building a culture of involvement and email check-ins for new board members. The committee welcomes new ideas.

H.1. Board Training

The committee proposed that the board do a FoodShare workshop where members cook together and discuss food justice issues. Members agreed and recommended doing it in spring. Camille felt that regularly scheduled training would be good. Jean noted that there are considerations e.g. members who work have more constraints.

H.2. Remote Work Policy

Susanne provided an overview and shared that reasons for the revision include that it was developed in the early days of COVID (2020) and was out of date, supports stronger alignment with the City's remote work policy, including the requirement for employees to sign a remote work attestation.

I. Program Update

Josh provided an overview of the Program Update report. Susan M asked what the Homeward Bound Program is. Susanne explained that it is a housing program for single mothers operated by Woodgreen located on Gerrard Street near the Food Hub.

MOTION (Lim O'Brien/Rogers)

To accept the program update.

Carried

J. Executive Director's Report

Susanne shared that she is prioritising the implementation plan for the Strategic Plan. She shared that the Articles of Amendment have still not been processed by the province, and that the lawyer's clerk will look into it. Susanne provided an update on a recent AOCC meeting with the Executive Director with the City's Social Development, Finance and Administration Division (SDFA) on shared AOCC priorities including IT/technology, better access to digital tools and capital repair issues. At the next board meeting, the Don Summerville Relocation Team will come and present to the board. Susanne reported that manner of the recent removal of pews at the Food Hub by the Leslieville Market has upset some members of the East End United Ministry. The Leslieville Market sent a letter of apology and the issue is being considered by the church council. Due to construction at the school, Applegrove will relocate again next summer. Plans are for admin staff, Seniors and EarlyON to move to the Food Hub, and for camp to be at Roden School again.

K. Correspondence Received

Susanne reported that two items were received:

- Policy Framework on City Response to Demonstrations, for agencies to consider
- The City of Toronto Reconciliation Equity and Learning team requires a board contact and an alternate in relation to Council's mandate for addressing workplace harassment and discrimination at local boards. Susan Munn and Pat Jordan will be the contacts.

MOTION (Wood/Rogers)

To accept the Executive Director's Report.

Carried

L. Adjournment

The meeting was adjourned on a motion by Camille Bettonville, seconded by Jean Lim O'Brien.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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"COMMUNITY AT ITS CORE"

Personnel and Policy Committee

Meeting Minutes

February 13, 2025 – 5:00 pm

Present: Susan Munn (Chair), Tammy Rogers
Regrets: Sara Ehrhardt
Staff: Susanne Burkhardt (recorder)

1. Notes from January 16 Meeting

No changes needed.

2. Staffing

a) Staffing Updates

Susanne updated members on how the snow day closures were managed from a staffing perspective. She shared that the transition process is going well for the Program Director and the Child and Youth Coordinator positions, with more transition to come as the Program Assistant and Afterschool Lead positions have been posted. Susanne provided additional staffing updates.

b) Hiring Reports

An overview of the hiring reports for the Program Director and Child and Youth Coordinator was provided by Susanne, and the report documents were forwarded to members for review.

c) 2024 ED Performance Review Discussion/Review Process

The 2023 ED performance evaluation has been completed. Once the remaining management performance evaluations have been completed Susanne will prepare a briefing note on the outcomes of the management performance evaluation for the Board.

d) 2025 ED Performance Goals

Susanne presented her 2025 performance planner, which was confirmed by the committee. She will work with management to complete their planners.

3. Board

a) Board Training

i. FoodShare Workshop

Susanne is in contact with FoodShare to get details and a quote for the session.

ii. Finance Training

The Strategy and Finance Committee is reviewing the proposed training and will make a recommendation to the board.

b) Board Evaluation

i. Board Skills & Diversity Assessment Results

ii. Board Self-Evaluation Process and Tool Results

Sue will send one more reminder for board members to complete the surveys.

Susanne will figure out how to share access to the survey results with committee members. The committee will review the findings in the next week or two so that they can be shared in time to inform board recruitment planning.

4. Policy

a) 2025 Policy Priorities

Susanne presented her recommendations and rationale for 2025 policy work prioritization, which includes finalization of draft policies, review of existing policies and development of new policies for Applegrove and the Food Hub. Members agreed with the identified priorities.

b) Draft IT/Cybersecurity Policy

This policy will come to the next board meeting for approval. It is already being implemented. Sue asked about challenges with its implementation and Susanne noted that without having an IT Worker on staff she would find implementation and monitoring challenging, but that to date it has worked well and much has been accomplished. She shared that work is underway on formalizing agreements with Applegrove's long-time third-party IT vendors.

5. Other Business

Susanne provided an update on pew removal at the East End Food Hub.

Program Update – Feb 24, 2025

Prenatal Program

- We are seeing better participation after requesting camera's being on and letting the participants know they won't receive grocery gift cards if they do not participate.
- Louise has started taking attendance at the end of the class rather than the beginning.
- Working to make these requirements part of registration and program materials.
- Susanne is working with the Canadian Perinatal Nutrition Program (CPNP) coalition members to coordinate a needs assessment, required for the application for continued funding until 2030 and a plan for funding after 2030.

EarlyON Programs

- Toddler and Baby Yoga with Laurie have been popular and has attracted new groups of participants to the centre.
- Team is feeling more connected with new consistent staffing schedule.

Afterschool

- Program had to relocate to the 3rd floor of the Duke building due to construction in our regular classrooms. The lounge is also closed after school for a few weeks.
- We have 2 new participants starting in March.
- We have sent out an email to current parents with their intention to return for September. We will start filling spots from the waitlist for September.
- Interviews were done last week for a new Program Lead.

Youth Programs

- Loss in participants for this session.
- Outreach materials have been sent to TCHC contacts.
- Staff have called past participants and plan to outreach to local schools in the coming weeks.

Summer Programs

- We are awaiting confirmation that we can relocate to Roden School again. We don't foresee any problems securing this location.
- Most weeks are full already for summer camp, once Liliana gets through the registration emails we expect to be full.
- We have set aside and budgeted for more subsidy spots this summer, we have received some donations to support the program during registration.
- Leadership is about half way full.

Older Adults

- Social Prescribing: Josh, Aida and Trishni (student) have met with a large Health Team in the east end to promote our social prescribing program for the Seniors. Trishni is presenting to our seniors program this week to increase awareness of the program.

- Walking and Yoga has been suspended until the warmer months due to low attendance.
- Games remains popular since the addition of puzzles and Mahjong.
- Movie Matinees have been selling out. Josh and Aida came up with a better seating arrangement to allow more seniors to attend. Considering adding a second movie/month if demand remains high.
- Trip to the Canadian Opera Company had to be cancelled this month due to the singer falling ill.
- Appointments for income tax have been slower than normal. There was an issue with us appearing on the CRA website. Software has arrived and has been installed on computers for volunteers to use. Online trainings have been shared with volunteers.

Food Hub

- The monthly Seniors Café is doing well and participation continues to increase.
- We are working with Nourish to provide more engagement/animation at the monthly community dinners, which are attracting more people.
- The Food Champions Program is currently offered monthly because dedicated grant funding is no longer available.
- We are waiting to hear whether we were successful in securing a New Horizons for Seniors grant focused on financial health and literacy, which would run at the Food Hub.
- The Leslieville Farmers Market weekly market was cancelled on Sunday February 16 due to the winter storm. It will resume on February 23 and as of May 11 it will move to Greenwood Park for the warm weather months.
- The Food Hub core partners have created a draft joint work plan for 2025, which will be finalized in the coming weeks.
- A joint program planning meeting will be held in March with the Food Hub core partners (Nourish East End, Leslieville Farmer's Market, East End Regional United Ministry). An area of focus is programming to address social isolation of vulnerable community members, including food bank clients.
- If there is a city worker strike, we plan to move the line dancing program from SH Armstrong to the Food Hub.



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Board of Directors Meeting

February 24, 2025

AGENDA

8:25

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of January 27, 2025 Board of Directors Meeting (*attached*)
4. Homologation of February 24, 2025 Board of Management resolutions

8:30

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Feb 12 min attached*)
 - 5.2. Strategy & Finance Committee Report (*Feb 12 min attached*)
 - i) Fundraising Working Group
 - ii) Enterprise Risk Management (*sent separately*)

8:55

6. Directors' Concerns

9:00

7. Adjournment

Next Meetings and Events

Mar 31, 2025	(virtual)
Apr 28, 2025	(in-person)
May 26, 2025	(virtual)
Jun 12, 2025 AGM	(in person)

**Minutes of the Board of Directors Meeting
January 27, 2025**

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

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

1. Call to Order/Adoption of Agenda

Susan called the meeting to order. Quorum was met. The Strategy & Finance Committee added draft Terms of Reference for a Fundraising Working Group to agenda item 5.2, as circulated in the second email of materials. The agenda was adopted as amended.

2. Declaration of Conflicts of Interest

No conflicts declared.

1. Minutes of the January 27 Board of Directors Meeting (attached)

MOTION (Buchan/Jordan)

To accept the minutes of the November 25, 2025 Board of Directors meeting.

Carried

3. Homologation of Board of Management Resolutions

MOTION (Buchan/Bettonville)

To homologate the resolutions made by the Board of Management at its January 27, 2025 meeting, as presented:

- *To accept the minutes of the January 27, 2024 Board of Management meeting.*
- *To approve of the following recurring and regular funding applications in 2025: Canada Summer Job, Canada Volunteer Income Tax Program, EarlyON, New Horizons for Seniors, Seniors Active Living Centres, Summer Experience, Seniors Community Grant, Seniors Active Living Fair, and to approve submission of an application to the Metcalf Opportunities Fund.*
- *To approve an advance of \$15,000 from the 2025 Community Service Partnerships Grant which has been approved by the City*

of Toronto, to the Neighborhood Food Project to support the operation of the East End Food Hub.

- *To approve the management vacation report.*
- *To accept the program update.*
- *To accept the Executive Director's Report.*

Carried

4. Standing Committees

4.1. Membership, Outreach & Inclusion (MOI) Committee Report

Camille shared that the committee is looking at BoardShift as a tool to support diversification in board recruitment. Susanne added that the City recommended Applegrove get its own membership, and that BIPOC board members can do the BoardShift training. Camille shared that planning for the 2026 East End Music Fest is beginning. Last year we saw an increase in partner development and engagement of new populations, this year will focus on revenue generation.

i) DEIB Report

The board felt that the 2024 DEIB Report is well presented, digestible and inviting. Susanne shared that it will be rolled out to staff and the public.

4.2. Strategy & Finance (SF) Committee Report

Brian B. shared that there was rich discussion on risk management, and consultation with management and staff for input. The East End Food Hub terms of reference were received. The committee is discussing revenue generation in relation to a Fundraising Working Group. Susanne noted that this aligns with a Strategic Plan priority. An investment policy is under development and the Committee is reviewing financial trainings to add to the board training schedule.

i) Fundraising Committee Terms of Reference (new item)

Brian B shared that Susanne researched other Terms of Reference from other agencies which aided in the creation of Applegrove's. Camille B asked if there was any training needed for the members as she knows someone who could provide some in the area of Fundraising. Brian B responded that they are hopeful the committee will be formed by board and community members so training would be of interest. Susanne B said once the committee is formed they will assess the needs for training. There is a training through Charity Village on Non-Profit Fundraising.

MOTION (Wood/Rogers)

To accept the Membership, Outreach & Inclusion Committee Report.

Carried

MOTION (Lim O'Brien/Jordan)

To accept the Strategy & Finance Committee Report.

Carried

Board of Directors Minutes

January 27, 2025

3

MOTION (Bettonville/Buchan)

To approve the Terms of Reference for the Fundraising Working Group.

Carried

1. Director's Concerns

The Board had no concerns.

2. Adjournment

The meeting was adjourned on a motion by Camille Bettonville, seconded by Jean Lim O'Brien.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee Minutes

February 12, 2025 at 7:00 p.m.

Present: Camille Bettonville, Brian Wood, Kirsten (K) Vanderpark
Staff: Susanne Burkhardt, Liliana Sanchez-Valdez, Josh Grainger, Shernel Monlouis
Regrets: Pierre Bois, Sarah Lasch

1. Welcome and Introductions

Introductions were done.

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

a. *January 15 Meeting Minutes*– no changes

b. *BoardShift Update*

Susanne learned that existing BIPOC board members can register and do the training, which is quite robust. Camille felt that training on Finance and Fundraising would benefit the board. Susanne shared that the City recommends we create our own account, and that candidates can only be filtered by city in the GTA. Camille asked about cost and access. Susanne shared that the cost is about \$250/year and access will be figured out once the account is created. The committee recommended that Applegrove register with BoardShift.

c. *Board Recruitment Process & Materials.*

Members reviewed the 2024 recruitment flyer and discussed language to make it more accessible and decrease perceived or actual barriers for application. Susanne noted that recruitment priorities change every year based on board need. Members discussed whether the messaging of sitting on two boards could be a deterrent, and made suggestions to update the document. Susanne and Josh will update the flyer and circulate it once all relevant deadlines and information have been confirmed.

d. *Draft Incident Reporting Procedures.*

Susanne presented the procedures, explaining the changes and rationale. They integrate procedures for reporting discrimination, harassment, complaints as well as other types of incidents. They include an avenue for reporting anonymously and clearer direction for follow-up procedures. Camille asked if reporting incidents involving management to another manager was best practice. Susanne responded that it provides more options and may be easier logistically, Josh added that staff may feel more comfortable with some managers than board members, and K said it is best practice to offer multiple options. K noted that there are online platforms for anonymous reporting and Susanne will explore this but felt that cybersecurity requirements may make our ability to use these more challenging. Suggestions to invite anonymous reporting/feedback were a drop-box for office related communication and clear instructions on how to mail a report anonymously.

K asked how the procedures would be disseminated to staff. Susanne and Josh shared that the process includes an emailed memo which is also posted in the office with copies of the procedures, reviewing the procedures at an all-staff meeting and individual team meetings, and adding it to onboarding and camp/afterschool training. Brian inquired about a timeline for follow-up so staff feel more empowered to report and supervisors/management are accountable. K felt that hyperlinks to other referenced policies would facilitate access. Shernel asked if the new forms are only for incidents regarding staff. Josh explained they would be used for all types of incidents and would replace the old reporting form. K and Camille suggested defining what constitutes an incident and adding that into the roll out and training. It was suggested to keep talking about it and be proactive in its introduction to the agency. A slide deck for orientation, training and staff meetings will help with this.

e. 2025 Work Plan Update

Josh shared that several staff expressed interest in helping create the 2025 work plan. A planning meeting is being set for the last week of February.

3. January 15 MOI Committee Meeting Minutes - no changes

4. Events

a. East End Music Fest Planning

Josh reported that the planning committee would be forming soon. Board members will be encouraged to reach out to Josh if they plan to join.

5. Programs

a. 2024 Program Evaluation Reports

i. Prenatal

Josh presented the report. K asked if families from prenatal were streamed into the EarlyON program. Josh shared with the virtual model there has been less continuity. Louise and Josh are revamping the post-natal process and will include promotion for the EarlyON. Susanne provided an update on an ongoing process to evaluate needs and apply for new funding with the CPNP Coalition. Applegrove is a part of.

ii. EarlyON

Josh presented the report. The committee was happy to see that some concerns have already been addressed. Shernel added that if the report were done now, it would be more favourable as participation has increased since November. Josh explained there has been a good number of views on Google Maps which should help improve visibility. K asked how we outreach to Facebook groups and other channels. Josh explained the traditional outreach channels, including local Facebook groups. Susanne added that there has been more outreach at local parks in summer but that word of mouth remains the most effective outreach method for all programs.

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Minutes

February 12, 2025 at 5:00 p.m.

Board Members: Brian Buchan, Jean Lim O'Brien, Pat Jordan

Staff: Susanne Burkhardt (recorder)

1. January 22 Meeting Notes

No changes required.

2. Finance

a. Year to Date Financial Reports – Recommendation

Susanne requested that the idea of shifting the Board meeting schedule forward by one week, so that Board meetings happen in the first week of the month. This would more consistently provide staff with enough time to get the bank report and prepare draft year to date financial reports for committee review prior to board meetings. Committee members agreed with making this recommendation to the Board.

b. Audit Update

Susanne shared that the audit will take place over 2 weeks in mid-April and that she confirmed with the auditors that the statements must be presented for approval at the May Board meeting.

c. Admin Budget Update

Susanne shared that the City budget has been deemed approved by the City, and that formal notification confirming our approved budget is expected soon.

d. Annual Financial Policy Review

- i. *Board Reimbursement Policy* – No recommended changes.
- ii. *Capitalization Policy* – Members felt that the threshold could be revisited in light of rising costs. Susanne will consult with Monica and share any recommendations with the Committee.
- iii. *Credit Card Use Policy* – Members recommended that additional sign off on purchases by a Board signing officer reference requirements set out in the Purchasing and Procurement Policy to be developed in 2025.
- iv. *Program Reserves Policy* – Susanne reported that Monica will update the average annual operating and employee termination cost calculation. Brian noted that information on where the reserve funds stand relative to the policy targets would be useful. Susanne will prepare a report.

3. Ontario Not for Profit Corporation Act (ONCA) update

Susanne reported that the certificate of amendment for the articles of amendment have been received. She is working with the lawyer who prepared the articles to have them submitted to the CRA as required, along with the new corporate bylaws. Members noted that this is a milestone achieved.

4. Fundraising Working Group

Members identified that next steps in creating the Working Group are to reach out to the Board to confirm members interested to participate. In order to recruit community members, staff will draft a volunteer job description and flyer/social media post which can be circulated via Applegrove and other relevant networks and channels, and shared with individuals who have expressed interest. Susanne noted that fundraising expertise could be considered as the Board identifies its recruitment priorities.

5. Risk Management

a. Enterprise Risk Management

Brian and Susanne provided an overview of the revised documents, which were updated based on committee feedback and staff inputs. Members agreed with the approach taken. Jean noted that financial risk in the risk landscape was not aligned with how it was represented in the risk categories table – one speaks to policy and the other to funding levels. Members therefore recommended amending the risk landscape to categorize financial management as a reputational and technology risk.

b. Investment Policy

Pat reviewed other policies and did not identify content changes or additions. Brian recommended that the list of approved investments include guaranteed investment vehicles (term deposits and bonds) because that is where Applegrove has invested to date, and that it be simplified by bundling together government investment vehicles.

c. Board Finance Training

Susanne will re-circulate the links to the training for training that Brian identified. Brian recommended that training be required for the Chair and members of the Strategy and Finance Committee, and a learning option for other Board members.

6. Strategic Plan Implementation Update

Susanne reported that she is working on the template, will reach out to the consultant once it is complete, and that a staff engagement session is being planned.