



60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

## **Board of Management Meeting - May 5, 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 March 31, 2025 Board of Management Meeting (*attached*)

#### **7:10**

- F. Finance
  - F.1. Year-to-Date Financial Report (*attached*)
  - F.2. Audit Update
  - F.3. Summer Camp Staffing Budget and Summer Day Programs submission
  - F.4. Term Deposits (*sent separately*)

#### **7:30**

- G. Personnel & Policy Committee (*Apr 10 min attached*)
  - G.1. 2025 Policy Work Plan Report

#### **7:40**

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

- H. 2024-2025 Board Self Evaluation Results
- I. 2024 Management Performance Evaluation Report

Motion needed to return to the public meeting.

#### **8:05**

- J. Board
  - J.1. Board Recruitment and AGM Planning
  - J.2. Strategic Plan Implementation

#### **8:15**

- K. Program Update (*attached*)

#### **8:25**

- L. Executive Directors Report
- M. Correspondence Received

#### **8:30**

- N. Adjournment

**Minutes of the Board of Management Meeting  
March 31, 2025 – Virtual**

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

Present: Brian Buchan, Pat Jordan, Susan Munn (Chair), Jean Lim O'Brien, Tammy Rogers (Recorder), Brian Wood, Kirsten Vanderpark  
Regrets: Camille Bettonville, Sara Ehrhardt, Councillor Fletcher  
Staff: Susanne Burkhardt, Liliana Sanchez-Valdez, Monica Vela  
Guests: Daniel Taylor, Executive Director, Neighbourhood Food Project

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

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

**B. Introductions**

Susan introduced Liliana and Daniel.

**C. Indigenous Land Acknowledgment**

Susan reflected on the upcoming federal election, the ongoing talks about pipelines and resource extraction and the need to consider United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and the right to self-determination and governance.

**D. Declaration of Conflicts of Interest**

No conflicts of interests declared

**E. Amendments to Minutes of January 27, 2025 Board of Management Meeting**

***MOTION*** (Jordan/Lim O'Brien)

*To approve the amendments to the minutes of the January 27, 2025 Board of Management meeting.*

***Carried***

**F. Minutes of February 24 Board of Management Meeting**

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

*To approve the minutes of the February 24, 2025 Board of Management meeting.*

***Carried***

**G. Program Update**

Liliana presented the program update. She highlighted the prenatal needs assessment, EarlyON east end participation trends, staff-led Eid clothing and toy drive, outreach for the youth leadership program and camp planning. Pat asked about the low youth participation and Liliana shared that there are various reasons e.g. this time of year some are preparing for exams. Susanne added that overall youth participation has been declining, especially since the pandemic. Jean asked about the risk that the TDSB camp permit for Roden may not be approved. Susanne felt that the risk of this was low.

**MOTION** (Jordan/Lim O'Brien)

*To accept the program update.*

**Carried**

#### **H. East End Food Hub Presentation**

Daniel presented the draft 2024 East End Food Hub Annual Report. He provided an overview of food hub space use and participation, which are trending well with weekly indoor markets emerging as a key way to engage people. He highlighted programming and social enterprise as areas of future focus. East End Regional United Ministry is leading a process to re-vision the Sanctuary, with some steps already taken to improve it as a multipurpose space. Jean noted that summer market traffic could be reflected in Food Hub stats. Daniel felt that this would skew actual traffic numbers at the Hub but that there are links. There was discussion on "connecting the dots" to create an eco-system that balances serving basic food needs in the community with programming designed to increase revenue. Daniel thanked the board for its support of the Food Hub.

#### **I. Finance**

##### **I.1. Year to Date Financial Report**

Monica presented the year to date financial report and statement of financial position. She noted that for the first time Applegrove has assets of more than \$1,000,000. Members discussed that the delay in planned investment of cash at Tangerine due to communication and logistics challenges. Jean suggested looking elsewhere, Brian noted that interest rates have dropped over 1% since November and Monica added that rates will change again in April. Members requested more information on rates at Alterna and Pat suggested looking at EQ Bank.

**MOTION** (Jordan/Buchan)

*To direct the Executive Director to report back to the board with current GIC options and interest rates, in order to inform a decision on completing the planned investment.*

**Carried**

**MOTION** (Jordan/Vanderpark)

*To accept the year to date finance report.*

**Carried**

**J. Committee Reports**

**J.1. Personnel & Policy (PP) Committee**

Susan provided an overview and highlighted the identification of board recruitment priorities, which include current program participants, young adults and seniors, experience with child and youth work or seniors' issues and increasing board diversity.

**MOTION** (Buchan/Wood)

*To accept the Personnel & Policy Committee Report.*

**Carried**

**K. Board**

**K.1. Policy**

i. Capitalization Policy

Susanne provided rationale for the proposed minor amendment.

ii. Credit Card Use Policy

Brian B. and Susanne provided rationale for the proposed minor amendments.

iii. Investment Policy

Brian B. presented the policy and noted that it's conservative approach to investments reflects the approach Applegrove has taken to date.

iv. Police Reference Check Policy

Susanne provided an overview of the revised policy. She noted efforts made to determine the City's position on police reference checks (PRC) checks for board members. Jean asked if the policy is in line with City policy and Susanne confirmed that it is, also with TDSB requirements. Brian B. asked if the PRC requirement is on job postings. Susanne stated that it is, and also in all offers of employment. Kirsten asked if current volunteers get a PRC. Susanne shared that those who work with vulnerable populations do. Jean added that the CRA requires income tax volunteers to submit a PRC. Susanne reminded members of 2025 plans to invest in modernizing and strengthening volunteer management.

**MOTION** (Rogers/Buchan)

*To approve the amended Capitalization Policy as presented.*

**Carried**

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

*To approve the amended Credit Card Use Policy as presented.*

**Carried**

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

*To approve the Investment Policy as presented.*

**Carried**

**MOTION** (Vanderpark/Rogers)

*To approve the revised Police Records Check Policy as presented.*

**Carried**

**K.2. Board Recruitment and AGM Planning**

i. Boardshift

Susanne shared that membership includes signing on to the Boardshift Inclusivity Charter, which is intended as a set of best practices vs formal commitments.

**MOTION** (Vanderpark/Rogers)

*To direct the Executive Director to enroll Applegrove in Boardshift.*

**Carried**

**L. Executive Director's Report**

Susanne provided updates on cybersecurity. Applegrove will implement the City-approved Password Keeper tool. Based on discussion with the Office of the Chief Information Security Officer (CISO) on rightsizing AOCC risk assessments she plans to submit a simplified review request for a survey tool, Moneris vault and point of sale (POS) system. Susanne shared that mental health first aid training was held with participants from Don Summerville, Applegrove, Nourish East End and East End United Regional Ministry. She will circulate a call for Don Summerville scholarship and grant programs evaluators.

It is increasingly challenging to accommodate all staff and placement students in the office. We are adding a small desk, creating an overflow touchdown in the Archive Room and using remote shifts and scheduling to make it work. Susanne noted that she has contacted SDFA to inquire about the status of the facility relocation efforts and about lease renewals. They plan to do a site visit in mid-May.

The staffing transitions are going well and people are doing a great job in their new positions. Bargaining is expected to start soon. At a recent Toronto Neighbourhood Centres meeting for Executive Directors discussion was focused on concern about the sector due to ripple effects of the current political climate in the US, uncertainty about the federal election and the economy, rising costs and the challenges that some agencies are experiencing with government funders.

**M. Correspondence Received - none**

**MOTION** (Lim O'Brien/Jordan)

*To accept the Executive Director's report.*

**Carried**

**N. Adjournment**

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

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Chair

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Secretary

## FINANCIAL VARIANCE REPORT

For the period ended March 31, 2025 (January 1 to March 31)

### Admin - City of Toronto Budget

#### REVENUE

Total budget revenue for 2025	<b>\$798,066</b>
YTD budget gross revenue	<b>\$199,517</b>
YTD actual gross revenue	<b>\$298,533</b> a favourable variance of <b>\$99,017</b> .

The favourable variance is due to \$212 bank interest received on the Admin/Core account and timing of monthly payments received from the City.

#### EXPENSES

Total budget expenses for 2025	<b>\$798,066</b>
YTD budget gross expense	<b>\$192,691</b>
YTD actual gross expense	<b>\$173,331</b> a favourable variance of <b>\$19,360</b> .

The positive favourable variance is due to:

- Staffing changes, 2024 performance pay and 2025 cost of living adjustment timing
- Underspending in materials and purchased services.

Applegrove Community Complex Statement of Operations Admin Actual Versus Budget				
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	93,978	103,794	9,817	9%
Benefits	36,267	37,027	760	2%
Materials & Supplies	336	1,021	685	67%
Furniture & Equipment	1,488	2,379	891	37%
Purchased Services	41,262	48,470	7,208	15%
Total	173,331	192,691	19,360	10%
<b>INCOME</b>				
Government Funding				
City of Toronto	298,321	199,517	(98,804)	-50%
Total Government	298,321	199,517	(98,804)	-50%
Others				
Misc.	212	0		
Total Others	212	0		
TOTAL INCOME	298,533	199,517	(99,017)	-50%
SURPLUS(DEFICIT)	125,202	6,825		

## Program Budget

### REVENUE

Total budget revenue for 2025	<b>\$906,706</b>
YTD budget gross revenue	<b>\$222,054</b>
YTD actual gross revenue	<b>\$222,955</b> an favourable variance of <b>\$1,099</b> .

### EXPENSES

Total budget expenses for 2025	<b>\$906,704</b>
YTD budget gross expense	<b>\$206,177</b>
YTD actual gross expense	<b>\$165,155</b> favourable variance of <b>\$41,022</b> .

The positive \$41,022 variance includes:

- Reduced salary costs due to short term vacancies in the Child and Youth Coordinator Program Assistant and Afterschool Lead positions as a cascading result of the transition to the new Program Director
- Lower than budgeted spending on materials and supplies in some programs, such as EarlyON

Applegrove Community Complex  
Statement of Operations  
Program Actual Versus Budget

	Program		Variance	
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	102,108	122,037	19,929	16%
Benefits	18,759	29,548	10,789	37%
Materials & Supplies	16,437	20,220	3,783	19%
Furniture & Equipment	718	142	(577)	-406%
Purchased Services	27,133	34,230	7,097	21%
Total	165,155	206,177	41,022	20%
<b>INCOME</b>				
Government Funding				
City of Toronto	56,410	97,893	41,483	42%
Province of Ontario	16,650	12,500	(4,150)	-33%
Federal Government	6,984	6,269	(715)	-11%
Total Government	80,044	116,662	36,618	0
Non-Government Funding				
Charitable Organizations	167	500	333	67%
Foundations/Corporations	500	0	(500)	
Total Non-Government	667	500	(167)	-33%
Donations/Fundraising				
Charitable Donations-individual	16,340	148	(16,192)	-10941%
Charitable Donations-Business	3,500	0	(3,500)	
Non-charitable Donations-Indiv.	0	0	0	
Non-charitable Donations-Bus,	0	0	0	
Fundraising	3,643	158	(3,486)	-2213%
Total Donations/fundraising	23,483	306	(23,178)	-7587%
Others				
User Fees	116,288	99,471	(16,817)	-17%
Misc.	472	5,115	4,643	91%
Total Others	116,760	104,587	-12,174	-0
TOTAL INCOME	220,955	222,054	1,099	
SURPLUS(DEFICIT)	55,800	15,877	-39,923	-3

**APPLEGROVE COMMUNITY COMPLEX**  
**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2025**

	<b>2025</b>	<b>2024</b>
<b>CURRENT ASSETS</b>		
Cash	700,077	361,853
Short-term investments	96,604	199,315
Due from the City of Toronto - vacations payable	17,913	21,677
Due from the City of Toronto - deficits	18,852	36,794
Accounts Receivable	92,183	27,040
Prepaid Expenses	22,455	8,341
	<hr/> 948,084	<hr/> 655,020
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leashold improvements	-32,002	-24,001
Equipment - EarlyON	2,103	2,103
Accum. Amort. EarlyON	-421	0
Equipment - Safe Start	8,034	8,034
Accum. Amort. Safety Start	-5,624	-4,017
Equipment - Seniors	4,014	4,014
Accum. Amort. Seniors	-3,725	-3,024
Computers	1,614	0
Accum. Amort. Seniors	-404	0
Equipment - Food Hub	6,547	4,738
Accum. Amort. Food Hub	-1,038	0
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-1,128	-607
Tangible Capital Assets	<hr/> 20,576	<hr/> 29,843
Long-term Receivable - City of Toronto	<hr/> 175,538	<hr/> 186,704
	<hr/> 1,144,198	<hr/> 871,568

**LIABILITIES, NET ASSETS AND RESERVES**

**Current Liabilities**

Due to the City	30,204	-
Accounts payable and accrued liabilities	150,806	178,497
Deferred revenues	52,572	3,444
	<hr/> 233,582	<hr/> 181,941

**POST-EMPLOYMENT BENEFITS PAYABLE**

175,538      186,704

**Deferred Capital Contributions**

Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leasehold Impr.	(24,001)	(16,001)
Deferred Capital Contributions - EarlyON	1,682	2,103

Deferred Capital Contributions - Safe Start	8,034	8,034
Accum. Amort. Deferred C.C. - Safe Strat	(5,624)	(4,017)
Deferred Capital Contributions - Seniors	1,614	-
Accum. Amort. Deferred C.C. - Safe Strat	(404)	-
Deferred Capital Contributions - Seniors	4,014	4,014
Accum. Amort. Deferred C.C. - Seniors	(3,725)	(3,024)
	13,592	23,110
	422,712	391,755
<b>Net Assets</b>		
Program funds	(42,806)	(19,889)
Parent/Child Drop-in	21,470	13,986
Afterschool	182,527	114,922
Teen program	1,456	733
Seniors programs	(262)	(55)
Summer programs	65,861	45,639
The Applegrove Connection	(21,390)	(11,791)
HOBG	3,776	4,657
Food Hub	4,620	4,620
Core Etransfer Account	(337)	7,663
Agency level funds	71,169	55,141
Program current period un-distributed	157,200	142,583
Admin current period	133,202	(23,397)
	576,486	334,813
	999,198	726,568
<b>Reserves</b>		
Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	10,000
	145,000	145,000
	1,144,198	871,568

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

**"COMMUNITY AT ITS CORE"**

## **Personnel and Policy Committee**

### **Meeting Minutes**

April 10, 2025 – 5:00 pm

Present: Susan Munn (Chair), Tammy Rogers, Sara Ehrhardt

Staff: Susanne Burkhardt (recorder)

#### **1. Notes from March 13 Meeting**

No changes needed.

#### **2. Staffing**

##### *a) Staffing Updates*

Susanne provided staffing updates. She reported on the status of the summer camp hiring process and that we expect to hire the same number of counsellors as last year.

##### *b) Hiring Reports*

Susanne provided an overview of the hiring reports for the Program Assistant and Afterschool Program Lead positions. Members noted that it was positive that internal applicants were applying for new positions.

##### *c) Management Performance Evaluation Report*

Susanne will circulate a draft of this report to members for review prior to the Board meeting.

#### **3. Board**

##### *a) Board Self-Evaluation Results*

Members reviewed and discussed the survey results. Some results were surprising as the information in question is covered in the orientation process and in the board manual. Members discussed potential issues like email fatigue and information overload. Strategies for sharing the information in a more effective way were discussed. Ideas included a staged approach to providing information and having more information available on the website. It was noted that a relationship to the programming is important, as Board members who are not involved in programming can feel disconnected. Staff has done a good job of providing opportunities for engagement, and work should continue on that.

##### *b) Board Manual Review*

Members felt that generally the manual is comprehensive. The Diversity, Equity, Inclusion and Belonging (DEIB) section should be updated to better reflect ongoing

work. It was also recommended that an image be added for the strategic plan, and photos or a map to where Applegrove is and where it lies in the catchment.

*c) Board Orientation Process Review*

Members reviewed the orientation process and recommended that the Applegrove 101 session be held in person, and that the board manual session be held in fall. It was also suggested that board members be encourage to drop in to committees that they do not sit on to get a sense of the details of the work being done.

**4. Policy**

*a) 2025 Policy Work Plan Report*

Members reviewed the report and agreed that good progress is being made. Susanne will add a legend to the report prior to sharing it with the board. Sara noted that she is available to review draft policies if helpful.

**5. Other Business**

Susanne shared that the AOCC liaison person from Social Development, Finance and Administration (SDFA) division came to Applegrove for a site visit, as part of a series of visits to all AOCCs.

April 1, 2025

## 2025 Policy Work Plan Report – Q1

Completed
Initiated/underway
Not yet initiated

Category	Policy	Outcome	
Draft (finalize)	Food Handling and Safety Policy		
	Incident Management and Reporting Procedure	Finalized Mar 19, 2025 (MOI)	
	IT and Cybersecurity Policy	Approved Feb 24, 2025	
	Investment Policy	Approved Mar 31, 2025	
	Acceptable Use of Technology		
Existing (review)	Behaviour Guidance Policy (2009)		
	Board Reimbursement Policy (2024)	No changes required	
	Capitalization Policy (2024)	Amended Mar 31, 2025	
	Credit Card Use Policy (2024)	Amended Mar 31, 2025	
	Police Records Check Policy (1997)	Revised Mar 31, 2025	
	Program Reserves Policy (2024)		
	Remote Work Policy (2020)	Amended Jan 27, 2025	
	Student Placement Policy (1993)		
	Volunteer Policy (1993)		
New (create)	Diversity, Equity, Inclusion & Belonging (DEIB) Policy		
	Procurement & Purchasing Policy		
Food Hub	Alignment of Partner Volunteer Programs		
	Joint Fundraising Approach/MOU		
	Data Sharing Protocol		
	Food Hub Space Use Policy & Fees		

## **Program Update – April 2025**

### **Prenatal Program**

- Completed the Needs Assessment and the application for funding renewal for 2026-2030, as part of the coalition.
- Submitted the annual reports (April 1, 2024 – March 31, 2025) and created a new budget to reflect the increase in allocated funding for the upcoming funding year.

### **EarlyON Programs**

- Attendance has been steadily high at the East End Food Hub location.
- Cooking and yoga sessions continue to draw new participants.
- Planning external speakers/workshops/experiences for May and the summer.

### **Afterschool**

- The staff organized a large Easter egg hunt for all the kids in the program
- We are in the process of filling spots for September. Not as much turn over as usual and many younger siblings will be joining the program.

### **Youth Programs**

- Hired a new Peer Support Worker.
- Staff and youth supported the Spring Planting Workshop at Leslieville Market at the Food Hub.
- We are planning a door-to-door outreach campaign to local TCHC buildings.

### **Summer Programs**

- We have submitted summer permits for Roden and are still awaiting confirmation.
- Finished hiring for the summer camp positions.
- Received 8 Canada Summer Jobs positions, which is an increase from the 5 positions we received last year, and for which we had budgeted this year.
- Spots are still available in week 1. Liliana is working hard on filling a few other weeks from the waitlists due to cancellations.

### **Older Adults**

- Social Prescribing – seen 6 referrals in March/April alone, which is up from 1 in the prior year. Allows access to subsidies for seniors.
- Income Tax – the clinic is wrapping up. Double the capacity from last year and were full most days. Totals to be reported in May.
- St. Jacob's trip and Mennonite tour – On April 17 the seniors went on their first bus trip of the year. We increased the fee due to the high cost of the bus and based on seniors' feedback, and did not see a drop-in registration. Our trip fees remain very reasonable in comparison with what other organizations charge. One social prescribed senior attended for free.

- Active Living Survey Results – Chair yoga began again and we launched a pulse survey to find out what kind of physical activities the seniors were interested in. Yoga (floor and mat), Gentle Fitness classes and Pickleball were the top 3 responses.

**Food Hub** <https://www.eastendfoodhub.org/>

- Programming:
  - A joint program planning meeting was held on April 14 with Applegrove, Nourish East End, Leslieville Farmers Market and East End United Regional Ministry. A number of strong ideas emerged for joint programming to be initiated in 2025.
  - The April 14 Spring Planting Event at the Food Hub was successful. It was a beautiful day, so the event took place outdoors and many people came by to plant spring greens.
  - The April Seniors Community Café is cancelled because the Food Hub will be used as a polling station for the federal election.
- Grants:
  - Applegrove and Nourish submitted a grant application to the HelpAge Canada grant program to support the Community Café, Community Dinners and test out a variety of new monthly activities for vulnerable seniors.
  - Applegrove, in partnership with Neighbourhood Food Project, East End United Regional Ministry (EEURM) submitted a 2-year grant application to the Metcalf Foundation application to improve the Sanctuary as a multi-purpose market hall. This ties into an ongoing EEURM process to re-vision the Sanctuary for the future, which is engaging all Food Hub partners.
  - We have updated our City of Toronto Community Service Program (CSP) grant objectives and budget for the first time since 2020. This grant provides core operating funding for the Food Hub, and is confirmed until December 2026.



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**Board of Directors Meeting  
May 5, 2025**

**AGENDA**

**8:30**

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of March 31, 2025 Board of Directors Meeting (*attached*)
4. Homologation of May 5, 2025 Board of Management resolutions

**8:35**

5. Standing Committees
  - 5.1. Membership, Outreach & Inclusion Committee Report (*Apr 16 min attached*)
    - i) Q1 DEIB Work Plan Progress report (*sent separately*)
  - 5.2. Strategy & Finance Committee Report (*Apr 16 min attached*)

**8:55**

6. Directors' Concerns

**9:00**

7. Adjournment

**Next Meetings and Events**

May 26, 2025            (virtual)  
Jun 12, 2025 AGM      (in person)

**Minutes of the Board of Directors  
Meeting March 31, 2025 – Virtual**

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

Present: Brian Buchan, Pat Jordan, Susan Munn (Chair), Jean Lim O'Brien, Tammy Rogers (Recorder), Brian Wood, Kirsten Vanderpark  
Regrets: Camille Bettonville, Sara Ehrhardt, Councillor Fletcher  
Staff: Susanne Burkhardt, Liliana Sanchez-Valdez, Monica Vela  
Guests: Daniel Taylor, Executive Director, Neighbourhood Food Project

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

Susan 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. Amendments to Minutes of January 27, 2025 Board of Directors Meeting**

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

*To accept the amended minutes of the January 27, 2025 Board of Directors meeting.*

**Carried**

**4. Minutes of February 24, 2025 Board of Directors Meeting**

**MOTION** (Jordan/Rogers)

*To accept the minutes of the February 24, 2025 Board of Directors meeting.*

**Carried**

**5. Homologation of Board of Management Resolutions**

**MOTION** (Buchan/Vanderpark)

*To homologate the resolutions made by the Board of Management at its March 31, 2025 meeting as presented:*

- *To approve the amendments to the minutes of the January 27, 2025 Board of Management meeting.*
- *To approve the minutes of the February 24, 2025 Board of Management meeting.*

- *To accept the program update.*
- *To direct the Executive Director to report back to the board with current GIC options and interest rates, in order to inform a decision on completing the planned investment.*
- *To accept the year to date finance report.*
- *To accept the Personnel & Policy Committee Report.*
- *To approve the amended Capitalization Policy as presented.*
- *To approve the amended Credit Card Use Policy as presented.*
- *To approve the Investment Policy as presented.*
- *To approve the revised Police Records Check Policy as presented.*
- *To direct the Executive Director to enroll Applegrove in Boardshift.*
- *To accept the Executive Director's report.*

***Carried***

## **6. Standing Committees**

### **6.1. Membership, Outreach & Inclusion Committee Report**

Kirsten presented the report. She shared that the Diversity, Equity, Inclusion and Belonging (DEIB) work plan is promising, sets realistic objectives and will help to build a good spirit of inclusion and belonging. Kirsten reminded members of the ongoing board recruitment process and encouraged them to reach out to people they feel may be good candidates.

### **6.2. Strategy & Finance Committee Report**

Brian B. presented the report. He noted that work was underway on the Metcalf grant and an application for seniors funding in partnership with Nourish East End. He reminded members of the call for Fundraising Working Group participants. Susanne provided an update on people who have expressed interest so far.

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

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

***Carried***

***MOTION*** (Vanderpark/Munn)

*To accept the Strategy and Finance Committee report.*

***Carried***

## **7. Directors' Concerns - none**

## **8. Adjournment**

The meeting was adjourned on a motion by Jean Lim O-Brien, seconded by Brian Wood.

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Chair

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Secretary

## APPLEGROVE COMMUNITY COMPLEX

### Strategy and Finance Committee Minutes

April 16, 2025 at 5:00 p.m.

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

Staff: Susanne Burkhardt (recorder), Monica Vela

#### 1. March 26 Meeting Minutes

No changes required.

#### 2. Finance

##### *a. Year to Date Financial Report*

Monica presented the report. Brian noted that he expected to see the higher revenues highlighted in the previous report carry through to this month. Monica responded that the reasons behind the numbers involve timing of payments and reflects Community Service Partnership (CSP) funding that has been advanced for the Food Hub but not yet received. Monica reviewed the statement of financial position and noted that the GIC investment has not yet been made. Members had no questions.

##### *b. Audit Update*

Monica shared that the audit went smoothly and no adjustment entries were required. The statements are being reviewed by Grant Thornton and we expect to receive them by May 9 for review by this Committee before going to the board.

##### *c. Grant Updates*

Susanne shared that the required adjustment were made to the CSP budget and the amendment is ready to be signed. Funding applications have been submitted to the Metcalf Foundation and HelpAge Canada to support the market and seniors programming at the Food Hub.

#### 3. Policy Development

##### *a. Draft Procurement and Payments Policy*

Members reviewed and discussed the procurement quotation process and thresholds, and felt that their progression and the ability to source quotes in different ways makes sense for Applegrove. Brian asked whether AOCCs have access to City of Toronto RFP distribution sites. Susanne responded that she was not sure but that it would make sense to reference liaison with City staff on larger RFPS.

#### 4. Revenue Generation

##### *a. Fundraising Working Group*

Brian and Susanne will work together to set a date and agenda for the first meeting of this group.

## **5. Strategic Plan Implementation**

Members reviewed and discussed the draft quarterly report template. Recommendations were to streamline the level of detail and to adjust the template so that it sets a planned timeline and shows progress in relation to that. One suggestion was to show quarterly milestones. Susanne will revise the template and circulate it to committee members.

## **6. Other Business**

### *a. Food Hub Reporting*

Susanne shared that a detailed report to the Board on the Food Hub is being planned. The report will provide an overview/review of the Food Hub to date and plans for the future.

### *b. AOCC Site Visit*

Susanne reported that Shahina from SDFA is doing site visits to all of the AOCCs. She came to Applegrove on April 14 and Susanne provided a tour at the Woodfield site and Food Hub.

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee Minutes

April 16, 2025 at 7:00 p.m.

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Present: Camille, Kirsten, Sarah  
Staff: Susanne, Josh (recorder), Shernel  
Regrets: Pierre, Liliana, Brian W.

#### 1. Welcome and Introductions

Introductions were done.

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

a. *March 19 Meeting Minutes*– no changes

b. *DEIB Work Plan Q 1 Report*

Susanne spoke to the joint-training offered with Don Summerville for Mental Health First Aid, attended by two managers and three staff from Applegrove. Kristin asked if key takeaways could be shared and Susanne agreed that would be good for a staff meeting. Josh shared that the DEIB book club meets next month and the committee confirmed the book. Josh shared updates from the day's all-staff meeting, including introduction of the 'communication' category from the DEIB work plan and a DEIB reflection, provided by Susanne. Staff enjoyed the reflection and agreed to continue it at staff meetings with staff participation. The City's African Ancestral Acknowledgement was shared. Some staff agreed to be interviewed to create staff profiles. Susanne reminded members of May 20 food justice training for the board.

c. *Board Orientation Process.*

Susanne presented the process for review with a DEIB lens. It was identified that the DEIB orientation will need to be updated to include the annual work plan. The Applegrove 101 training is to be in-person, which Camille felt will help members to connect. A Board Manual review session was recommended for September. Kristin appreciated the first board meeting in July as it was helpful to meet the board. The Applegrove 101 meeting should be before the first board meeting, at which officers and committee members are chosen. The AODA training is a legal requirement, and therefore a priority. Kristin asked if a training module existed for DEIB or Finance training. Susanne responded that there are no internal modules but the Strategy & Finance committee has identified online financial training. The committee agreed to look at DEIB training modules and create a suggested reading list for DEIB topics.

d. *Staff Pulse Survey.*

It is time to do another pulse survey. Josh suggested a survey around developing the house rules/values per the DEIB work plan. Shernel believes the staff will have strong opinions on this topic and felt it was a good idea. The committee agreed and will move ahead on creating the survey.

### **3. March 19 MOI Committee Meeting Minutes - no changes**

### **4. Board Recruitment and AGM Planning**

#### *a. Board Recruitment Update*

Susanne shared that no applications have been received to date, which is similar to last year. She recommended more targeted outreach; emailing afterschool parents and identifying individuals who may be of interest.

#### *b. Boardshift*

Susanne shared the dashboard. Camille and Kirsten volunteered to look through the applicants and invite them to apply. Susanne will connect Camille Boardshift to facilitate this. Susanne reviewed methods for selecting board members, either through a vote or through a slate of candidates. The committee determined that putting forward a slate makes sense for Applegrove. Susanne reminded members that there were five vacancies, with two board members standing for re-election.

#### *c. AGM planning*

Susanne shared that dessert is planned, with thinking on dinner and entertainment still underway. The new Program Assistant, Jakub, will be looped in to future meetings and will oversee organizing the event. Susanne also shared that the award winners have been chosen and will receive notice shortly.

### **5. Programs**

#### *a. 2024 Program Statistics – Deferred to next meeting*

### **6. Other business**

Susanne shared that the AOCC liaison person from Social Development, Finance and Administration (SDFA) division came to Applegrove for a site visit, as part of a series of visits to all AOCCs. It was a helpful opportunity to share Applegrove facility challenges.

### Next meetings

May 14, 2025