



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

**Board of Management Meeting
July 8, 2025**

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 May 26 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)

7:20

Motion needed to discuss the next item in camera, as it deals with confidential information.

- G. In Camera Minutes of May 26 Meeting

Motion needed to return to the public meeting.

7:25

- I. Board
 - I.1. Board Learning Moment
 - I.2. Board Orientation (*sent separately*)
 - I.3. Board Meeting Schedule
 - I.4. Board Committee Terms of Reference Updates (*attached*)
 - I.5. Officers and Committees
 - i) Select Officers
 - ii) Select Committee Members

7:50

- J. Policy
 - J.1. East End Food Hub Space Use Policy and Fees Update (*sent separately*)

8:00

- J. Program Update (*attached*)
- K. Executive Directors Report
- L. Correspondence Received

8:15

- M. Adjournment

**Minutes of the Board of Management Meeting
May 26, 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, Brian Wood, Camille Bettonville
Regrets: Sarah Lasch, Sara Ehrhardt, Councillor Fletcher, Kirsten Vanderpark
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela
Guests: Kashif Khan, Senior Manager, Assurance - Doane Grant Thornton LLP, David Fioretti, Principal, Assurance - Doane Grant Thornton LLP, David Hoang (board candidate), Juanita Morris (board candidate)

A. Call to Order/Adoption of Agenda

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

B. Introductions

Susanne introduced the meeting guests.

C. Indigenous Land Acknowledgment

Camille reflected on a 2023 Indigenous food sovereignty report that calls for inclusive policy reform, greater consultation and recognition of traditional practices to support Indigenous food sovereignty. Camille will circulate the report to the board.

D. Declaration of Conflicts of Interest

No conflicts of interests declared.

E. Minutes of May 5 Board of Management Meeting

1 error identified by Susan – Susanne provided the reflection on Red Dress Day, not Susan. Susanne will amend the minutes accordingly.

MOTION (Lim O’Brien/Buchan)

To accept the minutes of the May 5, 2025 Board of Management meeting as amended.

Carried

F. Finance

F.1. Audited Financial Statements

David F. and Kashif presented the audit report. David expressed appreciation for the finance team. It’s strong understanding of Applegrove’s finances supported a

smooth audit process. The audit opinion remains unchanged and Kashif confirmed that there were no major concerns. Management letter recommendations cover typical small-organization risks. A new accounting policy on revenue recognition was included but does not materially impact Applegrove.

Monica presented the audited 2024 Statement of Operations, highlighting increased cash and reduced investments. Accounts receivable rose slightly and asset changes were minimal aside from amortization. Grant revenues in part reflected deferral of grants from 2023. Program income from fees and donations was increased. Expenses rose in salaries, services, and benefits. Additional savings came from lower relocation-related permit fees and staffing transitions.

Members discussed subsidy tracking. Monica confirmed that a new mechanism in the financial system now allows for real-time tracking and clarified for Jean that this will allow for ongoing monitoring of subsidy distribution and balances.

F.2. Year to Date Financial Report

Monica presented the year to date financial report. She reviewed the Admin and Program Statement of Operations and the Statement of Financial Position. There were no questions from members.

F.3. Summer Camp Staffing and Summer Day Programs Budget Submission

Susanne shared that the submission to Toronto Children's Services requires a 3-year budget. Due to increased Canada Summer Jobs funds the camp budget will be updated in the upcoming forecast to increase the Child & Youth Coordinator by 70 hours for transition, add a Sports Specialist position and increase funds for trips, food, training and materials. Jean asked about permit fees and Susanne shared that they will be waived due to loss of our school space over the summer.

MOTION (Lim O'Brien/Buchan)

To approve the 2024 audited financial statements.

Carried

MOTION (Jordan/Bettonville)

To accept the year to date financial report.

Carried

G. Personnel & Policy Committee

Susan reported that based on board evaluation feedback a board-led "Board Learning Moment" will be added to board meeting agendas as a standing agenda item as of July. The goal is to present key information, policies and processes in manageable formats to support board understanding and engagement. Updates to reflect feedback are underway to the board manual and orientation materials.

G.1. Proposed Amendment to IT & Cybersecurity Policy

Susanne reported that the City recommended the proposed amendment and provided the copy, which was adjusted. Brian asked about operational impacts. Susanne understood that there would be no significant impact and that most software providers have appropriate security protocols in place. Susan asked if City-provided software would automatically comply with the new policy. Susanne noted that while the City provides the software, Applegrove often installs and configures it so internal compliance measures are still necessary. Jean raised a concern about potential impacts on volunteer activities such as tax clinics where USBs are used. Susanne shared that minimal disruption is expected.

MOTION (Bettonville/Jordan)

To accept the amendment to IT & Cybersecurity Policy as circulated.

Carried

MOTION (Wood/Buchan)

To accept the Personnel & Policy Committee Report.

Carried

MOTION (Jordan/Bettonville)

To discuss the next item in camera, as it deals with identifiable individuals and confidential information.

Carried

H. Agreement – Neighbourhood Food Project (in camera)

MOTION (Buchan/Bettonville)

To return to the public meeting.

Carried

MOTION (Buchan/Bettonville)

To approve the 2025 Memorandum of Understanding between Applegrove and the Neighbourhood Food Project.

Carried

I. Board

I.1. Board Recruitment Update

Camille shared that all the board nominee interviews were completed and recommended that three new nominees and two existing board members be presented as a slate to members at the AGM. Members were in agreement.

J. Program Update

Josh presented the Program Update. The Prenatal Program resumed in-person with a Mother's Day event. EarlyON added new relief staff and a placement student, and

Afterschool registration is nearly full. Youth staff have been doing outreach at the Leslieville Farmers' Market and camp planning is in full swing with hiring done and permits nearly sorted. Older Adults enjoyed an opera trip and a cooking workshop with a guest Persian chef. At the Food Hub regular programming is steady and collaboration with WoodGreen may support single mothers through food and childcare services. Work continues to improve shared equipment access and governance systems.

K. 2024 Program Statistics

A five-year summary review was presented. EarlyON participation has not fully recovered post-pandemic—a trend seen in other centres. Other factors to impact attendance over the years include full day kindergarten and \$10-a-day daycare. Jean noted interest in exploring demographics to better understand programming for the 0–6 population. Susanne highlighted that rapid growth in older adult/seniors programming exceeds available resources. A strategy is needed to meet demand in a sustainable way.

MOTION (Rogers/Wood)
To accept the Program Update.
Carried

L. Executive Director's Report

Planning is underway for the June 27 move. The East End Music Fest will be on October 25 and the committee is now focused on sponsorships and booking musicians. AGM registration is at 42 and we expect to have about 100 people attend. Progress continues on the CRM agreement and we are hopeful for a rollout in the new year. A staff training and strategic plan engagement session will take place on June 20. The City has initiated work on the food hub lease renewal. The City Admin budget is due September 10.

M. Correspondence Received

Susanne noted correspondence on incorporating carbon budgeting into operations, and a new Mayor's Award to recognize AI innovation within municipal initiatives.

MOTION (Buchan/Lim O'Brien)
To accept the Executive Director's Report.
Carried

N. Adjournment

The meeting was adjourned on a motion by Camille Bettonville, seconded by Pat Jordan.

Chair

Secretary



FINANCIAL VARIANCE REPORT
For the period ended May 31, 2025 (January 1 to May 31)

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2025	\$798,066
YTD budget gross revenue	\$332,528
YTD actual gross revenue	\$332,889 a favourable variance of \$361 .

The favourable variance is due to \$361 bank interest received on the Admin/Core account. The extra payments received from the City of Toronto at the beginning of the year have been deferred to avoid confusion.

EXPENSES

Total budget expenses for 2025	\$798,066
YTD budget gross expense	\$349,054
YTD actual gross expense	\$290,221 a favourable variance of \$58,833 .

The positive favourable variance reflects:

- Underspending in materials and equipment, underspending in salary for unionized staff due to timing of bargaining, and accrual of the 2025 audit fee (\$28,650).

Applegrove Community Complex Admin Statement of Operations As of May 31, 2025 Admin					
	Actual	Budget	\$	%	
EXPENSES					
Salary	152,098	172,991	20,893	12%	Moved from accruals \$13,200
Benefits	62,165	61,711	-453	-1%	
Materials & Supplies	730	1,702	972	57%	
Furniture & Equipment	1,702	4,332	2,630	61%	
Purchased Services	73,526	108,318	34,792	32%	AGCC will be accruing \$28,650 for the 2025 audit
Total	290,221	349,054	58,833	54%	
INCOME					
Government Funding					
City of Toronto	332,527	332,528	0	0%	
Total Government	332,527	332,528	0	0%	
Others					
Misc.	361	0	(361)		
Total Others	361	0	(361)		
TOTAL INCOME	332,889	332,528			
SURPLUS(DEFICIT)	42,668	(16,527)	-59,195	358%	

Program Budget

REVENUE

Total budget revenue for 2025	\$906,706
YTD budget gross revenue	\$316,399
YTD actual gross revenue	\$384,415 a favourable variance of \$70,016

The favourable variance reflects:

- Admin funding availability to support Afterschool permit costs from Jan-Apr
- Unbudgeted new grant for Income Tax Clinic (\$3,500)
- Deferred 2024 income that was not yet known when budget was approved (\$54,639)

EXPENSES

Total budget expenses for 2025	\$906,704
YTD budget gross expense	\$337,288
YTD actual gross expense	\$310,958 favourable variance of \$26,330 .

The positive \$26,330 variance reflects:

- 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
- Underspending in salary and benefits for union staff, due to timing of bargaining
- Admin funding availability to support Afterschool permit costs from Jan-Apr

Applegrove Community Complex Program Statement of Operations As of May 31, 2025					
	Actual	Budget	Variance		
			\$	%	
EXPENSES					
Salary	183,520	199,655	16,136	8%	Expected salaries to increase after union negotiations
Benefits	33,888	48,648	14,760	30%	Expected benefits to increase after union negotiations
Materials & Supplies	26,881	32,602	5,721	18%	Most of the programs with the exception of Seniors have under spend
Furniture & Equipment	1,882	237	-1,646	-696%	Two Seniors grants have spend on furniture one of the grants was not in the program budget
Purchased Services	64,788	56,147	-8,641	-15%	AS permit was paid by the Admin budget for the first four months of 2025
Total	310,958	337,288	26,330	8%	
INCOME					
Government Funding					
City of Toronto	143,844	126,468	-17,376	-14%	CSP \$10K defer from 2024 remaining small increase in EarlyON and CSP from 2024 to 2025
Province of Ontario	16,650	12,500	-4,150	-33%	\$4,200 OACA Social prescribing brought from 2024
Federal Government	6,984	10,449	3,465	33%	Prenatal not received until June 2025
Total Government	167,478	149,417	-18,061	-0	
Non-Government Funding					
Charitable Organizations	167	833	666	80%	
Foundations/Corporations	500	0	-500	0%	
Total Non-Government	667	833	166	0	
Donations/Fundraising					
Charitable Donations-individual	18,902	275	-18,627	-6774%	\$10,000 Defer from 2024
Charitable Donations-Business	3,500	0	-3,500		Defer from 2024
Fundraising	3,730	263	-3,467	-1321%	\$2,400 Defer from 2024
Total Donations/fundraising	26,132	538	-25,595	-4762%	
Others					
User Fees	174,793	157,085	-17,708	-11%	AS fees + 6,999, PA Day -8,160, MB - 2,850, Sr. + 1,058, FH +5,301, Board + 7,300 defer from 2024
Misc.	17,344	8,526	-8,818	-103%	AS permit was paid by the Admin budget for the first four months of 2025
Total Others	192,137	165,611	-26,526	-16%	
TOTAL INCOME	386,415	316,399	70,016	22%	
SURPLUS(DEFICIT)	75,456	(20,889)	-96,345	461%	

PERSONNEL AND POLICY COMMITTEE

Terms of Reference

Approved by the Board November 30, 2020

1. Purpose

To provide overall strategic direction to development and management of personnel structures, systems and policies that align with Applegrove's mandate, strategic plan and City of Toronto (City) policy where applicable.

To support the review and updating of existing organizational policies and the drafting of new policies, and to recommend them to the Applegrove Board for approval.

2. Composition

- 2.1 The committee includes at least two board members, plus the board chair ~~as an ex-officio member~~.
- 2.2 The Executive Director staffs the committee, but is not a voting member.
- 2.3 For issues such as the Executive Director's Performance Review, the Executive Director may be excluded from meetings.
- 2.4 A staff representative and/or a management representative may be invited to attend specific meetings.

3. Chairperson

- 3.1 ~~The committee will select a chairperson from among its members, to be appointed by the board.~~ The chairperson of the committee is appointed by the board, must be a board member, and should be the board chair.

4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.
- 4.2 Within the framework of the Municipal Freedom of Information and Protection of Privacy Act, issues of a confidential or sensitive nature will be first discussed within the committee meeting. Anyone outside the board of directors must request permission to attend and permission is not automatically granted.
- 4.3 Minutes of committee meetings, draft policies and drafts of other organizational documents will be circulated with the monthly board package.
- 4.4 Information concerning current and potential staff will be considered confidential within the committee.
- 4.5 The Executive Director or other staff representatives may be excluded from discussions on certain issues.
- 4.6 After all hiring, relevant staff will submit hiring reports to the committee for information, to be part of the committee report to the Board of Management.

5. Responsibilities

Key areas of responsibility with respect to personnel are focused on staffing, board sustainability and succession planning, and development of personnel structures and systems that comply with applicable requirements and support agency resilience.

- 5.1 Complete the Executive Director performance review in accordance with City policies and procedures.
- 5.2 Review job description of the Executive Director, recommends changes to the board, and make recommendations to the board on Executive Director recruitment and transition processes as needed and in alignment with City policy-
- 5.3 Participate as part of a second interview panel in hiring core administrative staff, if requested by the Executive Director.
- 5.4 Make recommendations on personnel issues and staff composition to the board for approval, specifically proposed restructuring or other matters requested by the Executive Director.
- 5.5 Receive reports on personnel hiring, performance and policy and make recommendations to the board on new or updated policies in line with City parameters.
- 5.6 Identify and make recommendations regarding staff and board sustainability, and succession planning.
- ~~5.7~~ Establish and implement ~~oversee~~ board development and evaluation and ~~evaluation~~ processes.

Key areas of responsibility with respect to policy are focused on reviewing, updating and recommending policy for board approval to minimize risk to the agency.

~~5.75.8~~ Update existing and recommend new organizational policies that align with Applegrove's mandate, strategic plan and City of Toronto policy, comply with applicable laws and regulations, and minimize organizational risk and exposure.

~~5.85.9~~ Consult with other board committees on policies that address issues within their purview.

~~5.95.10~~ As appropriate review City policy requirements and provide strategic advice to the board on such matters.

6. Work Plan

- 6.1 Establish an annual work plan that is aligned with the agency's personnel requirements and policy review cycles.

MEMBERSHIP, OUTREACH AND INCLUSION COMMITTEE

Terms of Reference

Approved by the Board November 30, 2020

1. Purpose

To provide overall strategic direction and support to the agency's community outreach and communications planning processes and activities.

To oversee and implement Applegrove strategies to recruit new members, retain current members and engage the membership.

To act as the Nomination Committee for the Annual Meeting.

To advise on and support the advancement of diversity, equity, inclusion and belonging (DEIB) ~~anti-discrimination, anti-oppression, anti-racism and anti-Black racism~~ at and through Applegrove.

2. Composition

2.1. The committee consists of at least two board members, plus the board chair as an ex officio member.

2.2. The Executive Director staffs the committee.

2.3. The Finance Manager, Program Director and/or Program Assistant may be asked to attend meetings as resource persons.

2.4. Additional committee members can include appropriate community volunteers who are not board members.

3. Chairperson

3.1. The committee will select a chairperson from among its members, to be appointed by the board.

3.2. The chairperson must be a board member.

4. Responsibilities

Key responsibilities with respect to community outreach and communications are focused on the planning and implementation of these activities.

4.1. Identify, assess, review and recommend media, policies and strategies for outreach and communications.

4.2. Identify and recruit volunteer leaders and Applegrove champions.

4.3. Support and help to implement organizational outreach and communication activities.

4.3.4.4. Advise and support organizational events and fundraising initiatives.

DRAFT amendments, based on feedback from June 2024 MOI Committee meeting

Key responsibilities with respect to membership are to strengthen Applegrove by developing and operating a dynamic membership system that fosters inclusive program participation that reflects the diversity of our community and raises awareness of Applegrove.

4.4.4.5. Develop and guide the implementation of an appropriate membership structure.

4.5.4.6. Monitor the demographics of Applegrove's catchment area, participants, staff and leadership volunteers, and identify strategies to enhance Applegrove's reflection of the catchment area within its membership.

4.6.4.7. Identify community need through program review, evaluation and appropriate research mechanisms that includes a range of community perspectives including: staff, members, volunteers, groups, and the community to ensure that programs and services are effectively meeting the needs of the community.

Key responsibilities as the Nomination Committee are focused on recruiting nominees that reflect the diversity of the community and offer knowledge skill sets and contributions that will equip the board to undertake its duties, and to support a successful Annual Meeting.

4.7.4.8. Act as the Nomination Committee for the Annual Meeting and ensure that the process complies with the Applegrove constitution and other governing requirements including the City's public appointments process, Relationship Framework, etc.

4.8.4.9. Consult with the board regarding board succession planning and recruitment priorities.

4.9.4.10. Recruit, screen and recommend qualified board nominees that fill gaps identified by the board and advance board succession planning objectives.

4.10.4.11. Advise on the structure and purpose of the Annual Meeting.

Key responsibilities with respect to the advancement of diversity, outreach, inclusion and belonging (DEIB) are focused on proactively advancing DEIB at and through Applegrove in a thoughtful and coordinated way.

4.12. Provide leadership on organizational planning, work plans, initiatives and reporting focused on DEIB.

4.13. Research and recommend strategies and initiatives to support organizational learning, relationships and action in support of Truth and Reconciliation.

4.14. Make recommendations to the board on DEIB policies, reports, issues and actions.

4.15. All committee members will be members of any Diversity, Equity, Inclusion and Belonging Committee established by the board.

DRAFT amendments, based on feedback from June 2024 MOI Committee meeting

~~In order to support the advancement of anti-oppression, anti-racism and anti-Black racism the committee will work with staff, board, community members and other stakeholders to proactively address anti-discrimination, anti-oppression, anti-racism, and anti-Black racism.~~

5. Work Plan

- 5.1. Establish an annual work plan that is aligned with the agency's program and board election cycles.

STRATEGY AND FINANCE COMMITTEE

Terms of Reference

Approved November 30, 2020

1. Purpose

To provide strategic advice and oversight related to finance responsibilities including annual budget cycles, audit, ~~risk management~~, policy, charitable status, and reporting obligations.

To provide planning and oversight across the agency for all categories of risk in order to ensure that proper practices are in place to assess, understand, monitor and manage priority risks.

To guide the development, inform the implementation, and monitor and report on the progress of Applegrove's strategic plan, and related strategic initiatives.

To link 'mission and money' i.e. help ensure that financial planning and management, financial policies and controls, and risk management support the agency's strategic objectives.

To serve as a sounding board for developing new initiatives and approaches.

2. Composition

- 2.1. The committee consists of at least three board members, plus the board chair as an ex officio member.
- 2.2. The Executive Director and Finance Manager staff the committee, but are not voting members.
- 2.3. The Program Director may be asked to attend meetings as a resource person.
- 2.4. The committee may recruit appropriate community volunteers who are not board members and who bring additional relevant skills, however appointed members from the board must always form the majority of the committee.

3. Chairperson

- 3.1. The chairperson of the committee is appointed by the board, must be a board member, and should be the board treasurer.

4. Procedures

- 4.1. The committee should set a regular meeting date convenient to its members.
- 4.2. Minutes of committee meetings, draft policies and drafts of other organizational documents will be circulated with the monthly board package.

5. Responsibilities

Key areas of responsibility with respect to strategy are focused on the development and implementation of Applegrove's strategic plan and related strategic initiatives.

- 5.1. Ensure relevant and effective consultation strategies with stakeholders, community, and key informants.
- 5.2. Ensure that the strategic plan effectively addresses associated risks and that the risk/opportunity is appropriately balanced.
- 5.3. Consider, research, recommend, and oversee strategic initiatives that align with the strategic plan and promote the long-term sustainability of the agency.
- 5.4. Determine the financial implications of the strategic plan and other strategic initiatives.
- 5.5. Review, monitor and report to the board on the progress of strategic plans and initiatives.
- 5.6. As needed, recommend and guide a process for amendments to the strategic plan.

Key areas of finance responsibility are focused on finance policies and internal controls, compliance, financial planning and oversight, and building the board's financial knowledge.

- 5.7. Identify, assess and recommend ~~risk management policies,~~ financial policies and internal controls.
- 5.8. Monitor adherence to policies and compliance with other requirements such as funder restrictions and remittance of payments, government reporting and funder reporting.
- 5.9. Make recommendations to the board on key issues including budget, financial goals and status, cash flow, reserves, and long-term financial planning.
- 5.10. Inform and monitor ~~Establish a short and long-term~~ financial ~~plan~~planning, with short and long-term financial goals for the agency, which incorporates financial implications of the strategic plan and supports a business model that strengthens the organization's resilience.
- 5.11. Receive, review and recommend financial reports, financial statements and annual budgets to the board, and ensure that these are understood by the board.
- 5.12. Proactively anticipate financial challenges and deficits, notify the board and work with the Executive Director to develop corrective strategies to protect the agency.
- 5.13. Support the annual audit process, receive the Auditor's report, and present the audited financial statements to the board and membership for approval.

Key areas of responsibility with respect to risk management are focused on identification, assessment, monitoring and management of organizational risks.

- 5.14. Monitor compliance with federal, provincial and legislative requirements, and with City of Toronto policies that are applicable to Applegrove.

5.15. Recommend organizational risk management policies and measures.

5.14-5.16. Proactively identify areas of risk, establish a strategy to identify, prioritize, monitor and mitigate risks, and continually assess the effectiveness of ~~the~~ risk management policies and measures.

5.17. Monitor and inform insurance coverage for the agency.

6. Work Plan

6.1. Establish an annual work plan that sets organizational priorities and is aligned with the agency's financial and strategic planning cycles.

Program Update – June 2025

Prenatal Program

- First in-person session was not well attended.
- Testing earlier in-person sessions for the summer which includes some park picnics.

EarlyON Programs

- The Woodfield (main) location has moved to the food hub for the summer.
- The Applegrove Connection satellite location at the food hub) is not operating in the summer – it runs Thursdays and Fridays at the Food Hub during the school year only.
- Park Days (Wednesdays), local trips, fire truck visit and yoga (baby and family) activities happening in July. Visits are often lower in the summer, these activities are aiming to encourage more attendance during this period.

Afterschool

- Payments are being processed for September.
- A few spots remain to fill from waitlist, will be filled by end of June. Waitlist continues to grow.
- End of year Ice Cream Sale raised ~\$525 for the program.

Youth Programs

- Final report submitted to Ralph Thornton, for submission to funder, which is the Toronto Public Health – Toronto Urban Health Fund.
- Youth Leadership Market fundraiser, aimed at the Afterschool parents, raised ~\$300

Summer Programs

- Summer Camp and Summer Leadership has started at Roden, after 2 weeks of training.
- Lots of new staff this summer, including a new Camp Coordinator.
- Training included a new workshop on working with and planning for children with neurodiversity. This was presented by David Hoang and was very well received.

Older Adults

- July will be a busy month with trips to Camp Sunshine on the Toronto Island and a bus trip to Elora. A new gentle fitness is starting up to replace chair yoga which has not been well attended the last two sessions.
- 2024 final report was submitted to funder (Provincial Government, Seniors Active Living Centre a.k.a. SALC Program).
- Received confirmation of funding for our annual Seniors Active Living Fair, scheduled for November 14. The permit request has been submitted to the TDSB for this date.
- Approved for a Seniors Community Grant project titled Thriving Together: Empowering Diverse Leadership. The grant provides funding to train 20 seniors to become peer leaders and plan for 8 advisory meetings, 8 activities and 4 bus trips from June 2025-March 2026. It also includes funds to increase the Seniors Coordinator's hours for the project duration.

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

- Applegrove office staff, EarlyON and Seniors programs have moved to the Food Hub. The move went fairly smoothly in the second year.

Programming

- Regular programming offered onsite by all partners is going well
- The Food Hub partners are looking at hosting a community conversation on food insecurity in the fall.

Joint Fundraising

- A subgroup of partners is working on an approach to joint fundraising. We are planning a campaign to raise funds for a new commercial stove and a social event for food hub stakeholders and supporters in fall to build a base of support for the food hub specifically. A consideration is how to maintain a distinction from the fundraising that each partner also does independently.

Grants

- We did not receive 2 grants that we applied to with the Food Hub partners, and plan to look for other potential funders for both proposals:
 - HelpAge Canada to support seniors programming,
 - Metcalf Foundation to improve the Sanctuary as a multi-purpose space and market hall.

Space Use & Rental

- Demand for using space booking/rental is starting to grow. Recent events include a community meeting held by City Planning and a Sound Bath.
- Leslieville Market and East End United Regional Ministry (EEURM) attended a City of Toronto event aimed at promoting alternative performance spaces in the City. there was interest in the Food hub facility.
- As an event venue, the Sanctuary is now being branded as “Sanctuary.TO”

Facility

- A design visioning/charette session for the Sanctuary is scheduled for July 8. It will involve all of the key partners using the space and aims to create a shared vision and design direction for the future.
- Discussion on removing more of the remaining pews is ongoing, as a way to increase the flexibility of the space for different types of activities/use.

Governance

- East End Food Hub Governance Committee quarterly meeting is scheduled for July 15.
- Operations Committee meets biweekly and is key to successful operations, space sharing and programming. A Terms of Reference has been drafted for this committee.
- We now have a shared asset inventory which documents information and ownership of equipment and items in the space. Our next step is to create an online sign-out system to facilitate more and better shared use of smaller pieces of equipment (e.g. chafing dishes, coffee urns, mixers, etc.)



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Directors Meeting – July 8, 2025

AGENDA

8:15

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of May 26 Board of Directors Meeting (*attached*)
4. Homologation of July 8, 2025 Board of Management resolutions

8:20

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report – no meeting
 - 5.2. Strategy & Finance Committee Report – no meeting
 - i) Fundraising Working Group Update

8:25

8. Board
 - 8.1. Board Meeting Schedule
 - 8.2. Board Committee Terms of Reference Updates (*attached*)
 - 8.3. Officers and Committees
 - i) Confirm Officers
 - ii) Confirm Committee Members

8:30

6. Directors' Concerns

8:35

7. Adjournment

Next Meetings and Events

TBD

**Minutes of the Board of Directors Meeting
May 26, 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, Brian Wood, Camille Bettonville
Regrets: Sarah Lasch, Sara Ehrhardt, Councillor Fletcher, Kirsten Vanderpark
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela
Guests: Juanita Morris (board candidate)

1. Call to Order/Adoption of Agenda

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

2. Declaration of Conflicts of Interest

No conflicts of interests declared.

3. Minutes of May 5, 2025 Board of Directors Meeting

MOTION (Jordan/Bettonville)

To accept the minutes of the May 5, 2025 Board of Directors meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Rogers/Lim O'Brien)

To homologate the resolutions made by the Board of Management at its May 26, 2025 meeting as presented:

- *To accept the minutes of the May 5, 2025 Board of Management meeting as amended.*
- *To approve the 2024 audited financial statements.*
- *To accept the year to date financial report.*
- *To accept the Personnel & Policy Committee Report.*
- *To approve the 2025 Memorandum of Understanding between Applegrove and the Neighbourhood Food Project.*
- *To accept the Program Update.*
- *To accept the Executive Director's report.*

Carried

5. Standing Committees

5.1. Membership, Outreach & Inclusion Committee Report

Camille presented an update on upcoming DEIB activities, including a staff pulse

survey on shared values. She reminded the board that all members are welcome to participate in the Staff-Board DEIB Committee. Discussions began on the membership model and transferring membership data into the new CRM system.

5.2. Strategy & Finance Committee Report

Brian B. presented the report. The committee had a robust discussion on several items, including the audited financial statements and procurement policy which is currently in draft form. The Fundraising Working Group will meet on June 3. Brian acknowledged the committee's efforts over the year, with special thanks to Jean and Pat for their leadership in advancing significant policy revisions and reforms.

i) Proposal for 2024 Deferred Fundraising Revenues

Josh presented a proposal to allocate \$18,775 in deferred 2024 funds to the following initiatives that aim to strengthen programming, address community needs, support staff capacity and advance Applegrove strategic and equity goals:

- expanding the Seniors Program;
- supporting the Holiday Toy Drive;
- reinvesting in the East End Music Fest;
- launching a new community event; and
- hosting a DEIB workshop on developing a Land Acknowledgement.

Camille and Susan supported and appreciated the proposal. Susanne noted that c.a. \$4,000 would remain, providing a cushion for emerging needs.

MOTION (Lim O'Brien/Buchan)

To accept the Membership, Outreach and Inclusion Committee report.

Carried

MOTION (Wood/Jordan)

To accept the Strategy and Finance Committee report.

Carried

MOTION (Bettonville/Buchan)

To accept the Proposal for 2024 Deferred Fundraising Revenues.

Carried

6. Directors' Concerns

None.

7. Adjournment

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

Chair

Secretary

**Minutes of the Board of Directors Meeting
May 26, 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, Brian Wood, Camille Bettonville
Regrets: Sarah Lasch, Sara Ehrhardt, Councillor Fletcher, Kirsten Vanderpark
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela
Guests: Juanita Morris (board candidate)

1. Call to Order/Adoption of Agenda

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

2. Declaration of Conflicts of Interest

No conflicts of interests declared.

3. Minutes of May 5, 2025 Board of Directors Meeting

MOTION (Jordan/Bettonville)

To accept the minutes of the May 5, 2025 Board of Directors meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Rogers/Lim O'Brien)

To homologate the resolutions made by the Board of Management at its May 26, 2025 meeting as presented:

- *To accept the minutes of the May 5, 2025 Board of Management meeting as amended.*
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- *To accept the Program Update.*
- *To accept the Executive Director's report.*

Carried

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Camille and Susan supported and appreciated the proposal. Susanne noted that c.a. \$4,000 would remain, providing a cushion for emerging needs.

MOTION (Lim O'Brien/Buchan)

To accept the Membership, Outreach and Inclusion Committee report.

Carried

MOTION (Wood/Jordan)

To accept the Strategy and Finance Committee report.

Carried

MOTION (Bettonville/Buchan)

To accept the Proposal for 2024 Deferred Fundraising Revenues.

Carried

6. Directors' Concerns

None.

7. Adjournment

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

Chair

Secretary