



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Management Meeting – May 11, 2026

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Reflection
- D. Declaration of Conflicts of Interest
- E. Minutes of April 13, 2026 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. 2025 Audited Financial Statements (*sent separately*)
 - F.2. Year to Date Financial Report (*attached*)
 - F.3. Program Reserves
 - F.4. Deferred Program Funds Proposal

8:05

- G. Personnel & Policy Committee – no meeting

8:05

Motion needed to discuss the next items in camera.

- H. 2026 Board Recruitment
- I. Neighbourhood Food Project Agreement

Motion needed to return to the public meeting.

8:15

- J. Q1 Risk Management Report (*sent separately*)
- K. Program Update (*attached*)
- L. Executive Directors Report
- M. Correspondence Received
 - M.1. Interpretation Bulletin: Political Activity Rules for Members of Local Boards (*sent separately*)

8:35

- N. Adjournment

Minutes of the Board of Management Meeting

April 13, 2026 – In-Person

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

Present: Brian Buchan, Brian Wood, David Hoang, Emily Cho, Jean Lim O'Brien, Kirstin Vanderpark, Pat Jordan, Tammy Rogers

Regrets: Juanita Morris, Sara Erhardt, Councillor Fletcher

Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela

A. Call to Order/Adoption of Agenda

Tammy called the meeting to order. Quorum was met. The agenda was adopted as circulated.

B. Introductions

None.

C. Indigenous Land Acknowledgment

The board discussed the Truth and Reconciliation Commission Call to Action 92, focusing on corporate emphasis on policies, events, and donations vs addressing systemic barriers that limit Indigenous participation and representation. Diminishing DEIB work in some sectors increases the need for individual responsibility in advancing reconciliation through everyday practices, learning and relationship building. Grassroots approaches in community organizations like Applegrove were noted as effective in fostering genuine engagement. Members discussed barriers to entry, placements and training for staff working with Indigenous communities, normalizing conversations about Indigenous identities, and sharing personal learning journeys to strengthen workplace culture.

D. Declaration of Conflicts of Interest

A conflict of interest was declared. It was confirmed that the declaring member would abstained from discussion and voting for in-camera item *J. Management Performance Evaluation Report*.

E. Minutes of March 9 Board of Management Meeting

MOTION (Buchan/Vanderpark)

To approve the minutes of the March 9, 2026 Board of Management meeting.

Carried

F. Financial

F.1. Year to Date Financial Report

The balance sheet has been reformatted to align with the structure of the monthly financial statements. The board discussed adding a brief narrative to explain differences between the two years shown for future reporting.

F.2. Proposed Financial Reporting Cycle

A proposal was presented to revise the financial reporting cycle to provide monthly year to date reports for City Administration and overall program budgets, along with quarterly reports showing results on a program by program basis.

F.3. Audit Update

The auditors did not require information from prior years in Schedule A. It was confirmed that the lease will be removed going forward, making the issue immaterial for future statements. The audit work is complete, and the financial statements are being finalized.

MOTION (Buchan/Jordan)

To receive the year to date financial report.

Carried

MOTION (Lim O'Brien/Cho)

To update the financial reporting cycle to include:

- a) monthly year to date financial reports for City Admin and Program budgets as a whole;*
- b) quarterly financial reports that show financial results on a program by program basis.*

Carried

G. Personnel & Policy Committee

The draft Succession Plan for the Executive Director role is moving forward. The DEIB Policy was reviewed and proposed edits have been returned to the committee for further refinement. The draft Food Safety Policy remains under review.

H. Policy

H.1. Diversity, Equity, Inclusion and Belonging Policy

The board reviewed the DEIB Policy, which affirms the organization's commitment to equity, outline expectations for leadership and staff supports and consolidates relevant elements of the Human Rights and Anti-Discrimination Policy to make it more accessible and easier to apply in practice. Minor amendments are needed to the table of contents and main title.

It was recommended to strengthen language on accessibility, adding a clear statement that barriers will be removed at each stage of the job application process prior to referencing accommodation procedures. Concerns were also raised about ongoing accessibility issues within program areas, noting that compliance gaps remain.

MOTION (Jordan/Buchan)

To accept the Personnel & Policy Committee Report.

Carried

MOTION (Vanderpark/Hoang)

To approve the Diversity, Equity, Inclusion and Belonging Policy with minor amendments as discussed.

Carried

I. Board

I.1. 2026 Board Recruitment

One application has been received to date. It was confirmed that BoardShift will not be used this year due to challenges encountered in the previous cycle.

MOTION (Vanderpark/Buchan)

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

Carried

J. Management Performance Evaluation Report

K. Applegrove Relocation

MOTION (Jordan/Buchan)

To return to the public meeting.

Carried

MOTION (Buchan/ Lim O'Brien) Abstention: Hoang

To:

- a) Implement the management Cost of Living Adjustment (COLA) of 1% for 2025; and*
- b) Approve the 2025 management performance evaluation findings and implement the applicable performance-based wage adjustments in accordance with direction provided by the City.*

L. Program Updates

A program update was provided, noting recent improvements to program room storage and updates to the archive room. The board was asked to approve the purchase of an industrial fridge to meet the growing need for safe cold food storage, particularly for the expanding after school program. Josh highlighted the success of the Seniors Thriving

Together project and a recent bake sale fundraiser by the Youth Leadership Program. The EarlyON Saturday Gross Motor program continues to see strong attendance.

M. Executive Directors Report

An update was provided on discussion with the church regarding a partnership agreement to accompany the new lease. The Councillor has requested this agreement be completed before the lease is finalized.

Office Coordinator hiring is almost complete with recruitment for the Volunteer Coordinator to follow. Office space has been reorganized to accommodate these roles.

Challenges with the CRM system continue. A meeting was held with Social Development staff to discuss barriers to acquiring digital systems and the need for a centralized approach to advancing digital tools for AOCCs. Discussion is required with the City Manager's Office regarding what acceptable levels of risk the board can approve in relation to such tools.

Updates were provided on Food Hub planning, including upcoming discussions about use of the sanctuary space, plans to replace the floor in the coming months, and ongoing work to consolidate plaques and church items.

N. Correspondence Received

N.1. Carbon Budget 2027

The correspondence was presented for information. Susanne shared that the City already asks for reports around paper product usage and distribution.

MOTION (Vanderpark/Cho)

To accept the Program Update.

Carried

MOTION (Vanderpark/Cho)

To approve the purchase of an industrial fridge.

Carried

MOTION (Hoang/ Wood)

To accept the Executive Director's Report

Carried

O. Adjournment

The meeting was adjourned on a motion by Kristin Vanderpark, seconded by Brian Buchan.

Chair

Secretary

FINANCIAL VARIANCE REPORT
For the period ended March 31, 2026 (January 1 to March 31)

City of Toronto Admin Budget

REVENUE

Total budget revenue for 2026	\$830,441
YTD budget gross revenue	\$207,807
YTD actual gross revenue	\$208,890 a favourable variance of \$1,083

The favourable variance reflects:

- \$85 bank interest
- \$998 increase in budget funding received from the City

EXPENSES

Total budget expenses for 2026	\$830,441
YTD budget gross expense	\$206,097
YTD actual gross expense	\$157,697 a favourable variance of \$48,400

The positive favourable variance reflects:

- 20.1% and 16.3% underspending in salary and benefits due to:
 - Office Coordinator hiring (new person hired as of May 4 will work additional hours until the end of August)
 - Timing of Volunteer Coordinator hiring (additional hours will be allocated for onboarding, training and getting the program up and running)
 - Timing of management cost of living and performance pay adjustments (these were paid on April 10, 2026)
- 34.9% underspending in operating expenses primarily due to:
 - timing of expenditures on furniture/equipment and purchased services (permit fee expenses will rise in summer due to camp, contracted services includes funds being held for implementation of the new CRM system)

Applegrove Community Complex

Admin

March 31, 2026

	101 Administration			
	Actual	Budget	Variance	%
Revenue				
City of Toronto	208,610.25	207,612.00	998.25	▲ 0.5%
Miscellaneous	280.01	195.00	85.01	▲ 43.6%
Total Revenue	208,890.26	207,807.00	1,083.26	▲ 0.5%
Expenses				
Furniture and Equipment	241.06	875.01	-633.95	▼ -72.5%
Materials and Supplies	3,097.65	1,146.78	1,950.87	▲ 170.1%
Purchased Services	36,483.32	56,559.24	-20,075.92	▼ -35.5%
Benefits	32,675.36	39,020.46	-6,345.10	▼ -16.3%
Salary	85,199.62	108,496.17	-23,296.55	▼ -21.5%
Total expenses	157,697.01	206,097.66	-48,400.65	▼ -20.1%
Excess of revenue over expenses	51,193.25	1,709.34	49,483.91	

Program Budget

REVENUE

Total budget revenue for 2026	\$1,065,639
YTD budget gross revenue	\$ 266,146
YTD actual gross revenue	\$ 265,636 an unfavourable variance of \$510

The unfavourable \$510 variance reflects:

- Two grants received that had not been budgeted for as they were not known:
 - \$3,500 TNC Tax grant
 - \$25,000 Ecclesiastical corporate donation
- Timing of revenue allocation in the budget:
 - EarlyON one-time grant has not yet been calendarized for the full year (resulting in \$33,086 overstated revenue for the Jan – Mar period)
 - Community Services Program (CSP) first payment from the City (\$56,956 budgeted to be received in March but not received until April)

Notes:

- \$48,058 Deferred revenue from 2025 was not included in this report

EXPENSES

Total budget expenses for 2026	\$1,065,216
YTD budget gross expense	\$ 246,507
YTD actual gross expense	\$ 212,675 favourable variances of \$33,322

The \$33,322 expense variance reflects:

- 10.9% underspending in salaries
 - EarlyON (Gross Motor program did not start until late March, additional staff hours have been allocated and will help to balance this expense,
 - After-school salaries are lower than budgeted (costs being reviewed for forecast)
- 3.2% underspending in benefits due to timing of payroll source deductions and allocation between budgets (a portion of the benefit costs for staff in both program and admin positions will be moved to the admin budget through a quarterly re-allocation process)

Applegrove Community Complex
Programs

March 31, 2026

	Programs				Notes
	Actual	Budget	Variance	Total %	
Revenue					
Charitable Donations - Business	3,500		3,500 ▲		Grant was not budgeted
Charitable Donations - Individuals	2,398	4,513	-2,115 ▼ -46.9%		Lower than budget
Charitable Organizations	748	125	623 ▲ 498.0%		Lower than budget
City of Toronto	87,908	108,023	-20,115 ▼ -18.6%		See the explanation above
Federal Government	1,050	6,887	-5,837 ▼ -84.8%		
Foundations / Corporations	25,000		25,000 ▲		
Fundraising	556	1,975	-1,419 ▼ -71.9%		
Miscellaneous	473	4,207	-3,734 ▼ -88.8%		
Other Income	1,840		1,840 ▲		Food Hub rental income not calendarized
Province of Ontario	28,609	27,759	850 ▲ 3.1%		
User Fees	113,556	112,657	899 ▲ 0.8%		
Total Revenue	265,636	266,146	-510 ▼ -0.2%		
Expenses					
Furniture and Equipment	2,197	1,665	532 ▲ 32.0%		
Materials and Supplies	31,515	32,370	-855 ▼ -2.6%		
Purchased Services	30,065	47,637	-17,573 ▼ -36.9%		CSP payment will be made in April
Benefits	25,128	25,964	-836 ▼ -3.2%		
Salary	123,770	138,870	-15,100 ▼ -10.9%		See the explanation above
Total Expenses	212,675	246,507	-33,832 ▼ -9.7%		
Excess of revenue over expenses	52,961	19,639	33,322		

APPLEGROVE COMMUNITY COMPLEX

Statement of Financial Position

Month ended March 31

	YTD		Variance		Notes
	2026	2025	Value	Percentage	
Assets					
Cash	421,268	699,818	-	278,550	(39.80%) Moved to Short Term Investments
Short Term Investments	613,934	96,604	517,330	535.51%	Purchased new term deposit
Due from the City of Toronto - vacations payable	21,124	17,913	3,211	17.93%	
Due from the City of Toronto - deficits	-	-	-	0.00%	
Accounts Receivable	47,246	92,180	-	44,934	(48.75%) In 2026 will record Camp revenues as the program runs vs. in advance
Prepaid Expenses	-	24,621	-	47,077	(209.65%) Credit card is prepaid and will match the April statement
Current Assets	1,078,950	928,970	149,980	16.14%	
Tangible Capital Assets	14,409	20,576	-	6,167	(29.97%)
Other Assets	161,244	175,538	-	14,294	(8.14%)
Total Assets	1,254,603	1,125,084	129,519	11.51%	
Liabilities					
Due to the City	74,458	11,352	63,106	555.90%	2024 and 2025 Admin Surplus payable to City
Accounts Payable and accrued liabilities	138,695	149,695	-	11,000	(7.35%)
Deferred revenues	208,683	153,972	54,711	35.53%	2026 Camp deferred revenue
Total Current Liabilities	421,836	315,019	106,817	33.91%	
Post-Employment Benefits Payable	161,244	175,538	-	14,294	(8.14%)
Amortization of Deferred Capital Contributions	5,555	13,592	-	8,037	(59.13%)
Total Current and Long Term Liabilities	588,635	504,149	84,486	16.76%	
Net Assets					
Unrestricted program funds	368,756	294,084	74,671	25.39%	Reflects 2025 Program surplus
Contribution/Deficit in current year	162,212	181,851	-	19,639	(10.80%)
Internally restricted - reserves	135,000	145,000	-	10,000	(6.90%)
	665,968	620,935	45,033	7.70%	
	1,254,603	1,125,084	129,519	11.51%	

Program Update – April 2026

Prenatal Program

- Underspent at end of fiscal period, returned amount to Coalition.
- Combined in-person session with EarlyON gross motor during Pancake Fundraiser – gave away diapers, wipes and outreach materials to EarlyON families.

EarlyON Programs

- Saturday Gross Motor Program continues to be steady with an average of 75 people per session (highest session 112). Successful pancake breakfast fundraiser raised \$600+ in collaboration with prenatal program.
- Drag Story time being planned for June at the Food Hub.
- Cooking activities have been introduced into the regular schedule.

Afterschool

- Planning to order a freezer to go along with the new fridge – delayed purchase due to this and recent electrical issues in the Archive Room.
- Continues to offer successful fundraisers – Bake Sale in April raised \$500.
- Mother's day celebration planned for May with gift basket raffle.

Summer Programs

- Spots still remain in camp and Leadership.
- Permits almost finalized. Total permit costs will be \$36,000. This is a 36% increase over projected budget due to extra camp week, new requirement to permit cafeteria, and extra caretaking fees to remain in Duke for the 2nd last week of camp.
- Interviews for camp positions in progress.
- Canada Summer Jobs funded more positions than expected (10).

Youth Programs

- Planning Community Bingo night at the Food Hub – Free to play with prizes, concessions will be offered as fundraiser.
- Hired new Program Worker.

Older Adults

- New Bingo program is a big success seeing 20 participants weekly - workshops and Movie Matinees continue to operate at capacity as well due to limited space in the Lounge.
- New partnership formed with Nourish Board Member to offer tech-related workshops for the seniors.



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**Board of Directors Meeting
May 11, 2026**

AGENDA

8:35

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of April 13, 2026 Board of Directors Meeting (*attached*)
4. Homologation of May 11, 2026 Board of Management resolutions

8:40

5. 2025 Audited Financial Statements (*sent separately*)

8:45

6. Standing Committees
 - 6.1. Membership, Outreach & Inclusion Committee Report (April 22 *minutes attached*)
 - 6.2. Strategy & Finance Committee Report (*Apr 22 minutes attached*)

8:55

7. Directors' Concerns

9:00

8. Adjournment

Next Meetings and Events

May 11	Board Meeting (virtual)
Jun 10	AGM (in person)



Minutes of the Board of Directors Meeting

April 13, 2026 – In-Person

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

Present: Brian Buchan, Brian Wood, David Hoang, Emily Cho, Jean Lim O'Brien, Kirstin Vanderpark, Pat Jordan, Tammy Rogers

Regrets: Juanita Morris, Sara Erhardt, Councillor Fletcher

Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela

1. Call to Order/Adoption of Agenda

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

2. Declaration of Conflicts of Interest

A conflict of interest was declared and the declaring board member will abstain from discussion and voting for Item 4. *Homologation of Board of Management Resolution.*

3. Minutes of February 9, 2026 Board of Directors Meeting

MOTION (Buchan/Vanderpark)

*To accept the minutes of the March 9, 2026 Board of Directors meeting.
Carried*

4. Homologation of Board of Management Resolutions

MOTION (Lim O'Brien/Cho) Abstention: Hoang

To homologate the resolutions made by the Board of Management at its March 9, 2026 meeting as presented:

- *To receive the minutes of the March 9, 2026 Board of Management meeting.*
- *To receive the Year to Date Financial Report.*
- *To update the financial reporting cycle to include:*
 - a) monthly year to date financial reports for City Admin and Program budgets as a whole;*
 - b) quarterly financial reports that show financial results on a program by program basis.*
- *To receive the Personnel & Policy Committee Report.*
- *To approve the Diversity, Equity, Inclusion & Belonging Policy with minor amendments as discussed.*

- *To receive the Program Update.*
- *To approve the purchase of an industrial fridge.*
- *To receive the Executive Director's Report.*

5. Standing Committees

No discussion or questions followed the report.

5.1. Strategy & Finance Committee Report

i) Fundraising Strategy Framework

An overview of the Fundraising Strategy Framework was presented. The discussion included potential giving opportunities, such as legacy or estate donations. It was noted that the incoming Volunteer Coordinator will have responsibilities related to supporting fundraising activities.

MOTION (Vanderpark/Buchan)

To accept the Membership, Outreach & Inclusion Committee Report.

Carried

MOTION (Cho/Hoang)

To accept the Strategy & Finance Committee Report.

Carried

MOTION (Vanderpark/Jordan)

To approve the Fundraising Strategy Framework as presented.

Carried

6. Directors and Officers Liability Insurance Renewal

The annual policy with Cooperators has been renewed. The provider had requested an organizational review as this had not been done in at least 8 years. This results in higher premiums, reflecting our increased organizational budget and larger staff complement. The policy will be brought to the board for review in advance of the 2027 renewal.

7. Directors' Concerns

None.

8. Adjournment

The meeting was adjourned on a motion by Kristin Vanderpark, seconded by David Hoang.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee – Meeting Minutes

April 22, 2026 at 7:00 p.m.

Present: Brian Wood, David Hoang, Juanita Morris, Fode Bangoura, Josh Grainger (staff, recorder), Maryam Bhayat (DEIB Committee- staff)

Regrets: Susanne Burkhardt (staff), Shernel Monlouis (DEIB Committee - staff)

1. Welcome and Introductions

Introductions were made.

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

a. March 25 Meeting Notes

No changes required.

b. Q1 DEIB Work Plan Report

The committee reviewed results and reflected on the scope of planned data collection. Members questioned whether three pulse surveys were necessary, noting that efforts to gather stories and explore experiences of sense of belonging may provide qualitative insight. Discussion continued on what belonging looks like/does not look like within the organization and how these insights could inform future initiatives. Members emphasized the value of fostering organic discussion after data collection and the importance of shared definitions for key concepts. Identifying both examples and non-examples would help create a balanced understanding of current experiences e.g. situations in which individuals feel unable to bring concerns to administration vs spaces where staff feel safe and included. The group discussed frameworks e.g. the Fraier model in guiding this work.

c. DEIB – OWL Modules & Reflection Questions for Staff Meetings

The committee suggested revisiting the OWL model to determine whether broad model-based questions remain appropriate or more tailored questions would better serve *our* needs. There was support for using the belonging snapshot tools to foster meaningful discussion and connection with the materials at staff meetings.

d. DEIB Policy Roll Out

The committee discussed DEIB policy rollout and explored how board and staff could engage with the material in meaningful ways. It was felt that the board may benefit from a specialized training plan within the MOI structure, with recurring opportunities to revisit elements of the policy and reflect on its implementation. There was interest in having the board complete the OWL modules and designing questions to connect modules directly to the policy. For staff, members emphasized the importance of interactive and accessible approaches. Suggestions included trivia or hands-on activities, using posters or group discussions during camp or training

days, and creating opportunities for staff to explore the policy through artifacts such as books, images, or scenario-based examples. Members also discussed backward planning for the summer to ensure that activities and expectations align with the policy. Additional ideas included asking staff to visually interpret a section of the policy, using scenarios from previous training sessions to spark conversation, and providing concrete examples and non-examples to support understanding.

e. Core DEIB Training Module for Board Roll Out

Members agreed that board members should watch an assigned OWL module in advance of meetings, then engage in guided discussion at meetings. A rotating board member will introduce each module with a reflection question, beginning in May with belonging. The committee noted that resources like Power to Fly could support a specialized training plan. Integrating training, policy and meeting structures to collect DEIB artifacts over time could help identify growth and gaps.

A belonging snapshot and a postcard activity will be piloted in three stages: committee, board, and participants. Members agreed that the goal is to capture diverse interpretations of belonging vs a single definition, emphasizing the importance of documenting intentional and unintentional practices that contribute to sense of community. The committee will meet in early May to review belonging postcards and OWL training questions, with scheduling coordinated by email.

3. March 25 MOI Committee Meeting Notes – No changes.

4. Engagement

- a. Capturing Belonging at Applegrove*
Discussed during previous items.

5. Board

- a. Recruitment Update*
The committee received an update on the two current candidates and discussed their general experience, familiarity with the community, and alignment with the organization's needs. Members noted that there are six days remaining in the posting period and that one candidate will be contacted for further conversation. The group reflected positively on the joint interview approach used previously, observing that having multiple interviewers provided broader perspectives and supported stronger responses to applicant questions. It was also noted that candidates with prior experience in similar collaborative interview formats appeared comfortable with the process.

b. AGM Planning

i. Awards Update

The committee discussed the approach to service awards and considered whether formal recognition should be based on continuous employment or broader

involvement with the organization. Members reflected on the purpose of an honourable mention and whether such recognition could create perceptions of special treatment among staff. The group explored lighter forms of acknowledgment such as sending a card or letter, while noting the importance of clarifying the meaning behind any honourable mention. The committee agreed to defer the final decision to senior leadership and identified the need to determine what criteria would meaningfully signify this type of recognition.

ii. Councillor Fletcher Recognition

The committee discussed a slideshow with short video reflections, photos, and messages from multiple people. A brief video could also be shared afterward. This could be a model for future award recognitions.

iii. Activities

The committee discussed translating motions, board information and belonging activities into Chinese. Members suggested adding a belonging prompt to the email invitation and incorporating two or three interactive installations open during dinner. Ideas included a speakers corner or photo and video booth, dot voting, and belonging postcards. The group also raised considerations around consent for photo or video components. Members were encouraged to continue sharing ideas to refine the plan.

6. Programs

a. Seniors Participant Survey Results

The committee reviewed results of the Seniors Program annual survey, which were largely positive. Accessibility emerged as a key area for improvement, and participants expressed interest in additional art programming and more afternoon program options. The group discussed the importance of sharing survey results back with participants to acknowledge their time and close the feedback loop. One member asked if the dataset could be used for creating infographics as part of their educational activities with their students, with the intention of sharing these visual summaries with the organization and survey participants.

Next meetings

May 27

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Minutes

April 1, 2026 at 5:00 p.m.

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

1. Welcome

Brian welcomed members and requested that training be added to the agenda under other business.

2. February 25 Meeting Minutes

No changes required.

3. Finance

a. Audit Update

Monica shared that the audit is complete with the exception of two items that the auditor needs to resolve. One is the inducement relating to capital improvements made when the Food Hub lease was first signed. The other is the presentation of the reserve funds by the auditor last year. It is not known whether these can be addressed with a note or whether restatement may be required.

b. New Financial Reports

Members reviewed the statement of financial position data available (balance sheet) and requested that the new report include the percentage of assets and liabilities per item and the previous year amounts for comparison. It was noted that tables and graphics would be most useful for measures in which the board is trying to effect change such as diversification of revenue.

Staff recommended a statement of operations reporting cycle with monthly reporting on the admin and program budgets overall, and quarterly reporting that includes a program by program breakdown. Members agreed with this approach.

c. Program Reserves

Susanne suggested that the board consider establishing a reserve fund for relocation to cover associated expenses the City would not be responsible for. Members agreed to discuss this at a future meeting. The committee confirmed that reserve fund contributions would be discussed once the audit is finalized.

4. Planning

a. Fundraising Strategy Framework

Brian reminded members that once this framework and the direction it sets out is approved by the board, the fundraising strategy will be drafted. It was confirmed that the framework could move forward to the board for approval.

b. Draft 2025 Strategic Plan Report

Susanne presented the report structure and rationale. Members felt that the report of progressing well. It was recommended that a color-coded summary of progress on individual objectives be provided and that more information on mitigation measures for objectives that were not achieved be provided. Members discussed reviewing and updating KPIs and targets at an upcoming meeting.

The committee discussed the ongoing challenge of not having appropriate digital tools, which presents a significant barrier to gathering and analysing data for multiple strategic priorities. Susanne shared that a meeting has been set with City staff to discuss the challenges being encountered in securing these tools due to the extensive privacy and cybersecurity review processes that are not scaled to suit a small organization like Applegrove.

5. Other Business

a. Training

Brian asked Susanne to re-send out the links to the finance training required by members of this committee. He asked that all members complete the training before the next committee meeting, or contact him if they cannot comply.

b. HST Audit

Monica reported that Applegrove went through an HST audit and that it went well with no issues identified.