

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

November 29, 2021

This virtual meeting is open to the public. Members of the public who wish to are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by Zoom: <https://us02web.zoom.us/j/83545100619?pwd=WVpXSDEU1QOW1DNnpJRIBJY2diZz09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 835 4510 0619

AGENDA

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement and TRC Recommendation (*attached*)
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of October 25 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. 2022 Program Budget (*briefing note sent separately*): for approval
 - 6.3. Reserve Funds (*briefing note sent separately*): for approval

7:30

7. Standing Committees
 - 7.1. Strategy & Finance Committee Report (*draft Nov 15 notes attached*)
 - i) Strategic Planning
 - 7.2. Membership, Outreach & Inclusion Committee Report (*draft Nov 17 notes attached*)
 - i) Board Recruitment

7:50

8. Program Update (*attached*)
9. Neighbourhood Food Hub Update (*attached*)
10. Don Summerville Update

8:05

11. Relocation Update

8:10

12. Directors' Concerns

8:15

13. Adjournment

CALL TO ACTION #16 - Language and Culture

Truth and Reconciliation Commission (TRC)

We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal languages.

What's happened?

Many post-secondary institutions offer courses in Indigenous languages, included in larger Indigenous studies programs. Some offer degree or diploma programs in Indigenous languages.

For example, the [First Nations University of Canada's Department of Indigenous Languages](#) offers bachelor degrees in Cree, Saulteaux or Linguistics and a master's degree with specialization in Indigenous languages.

The University of British Columbia has an undergraduate degree program in [First Nations and Endangered Languages](#).

The University of Victoria offers undergraduate and graduate degree programs in [Indigenous Language Revitalization](#).

In June 2021, the [University of Winnipeg announced the creation of an Indigenous language program](#). It is the first and only one of its kind in Manitoba.

The University of Regina offers a [Master of Indigenous Language Education program](#).

Simon Fraser University offers a [Certificate in Indigenous Language Proficiency](#), and a graduate [Certificate in Linguistics of a First Nations Language](#). SFU is also in the process of developing a Master of Arts in Indigenous Languages and Linguistics (INLLMA).



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"TOGETHER, BUILDING OUR COMMUNITY"

Minutes of the Board of Directors Meeting October 25, 2021 – by Zoom video conference

*A neighbourhood partnership fostering community
through social and informative programs for individuals and families.*

Present: Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Tim McNab (Chair), Sue Munn, Eadit Rokach, Jim Valentine
Regrets: Councillor Paula Fletcher
Absent: Hamdi Abdo, Andre Riolo
Staff: Susanne Burkhardt, May Seto (recorder), Monica Vela

1. Call to Order/Adoption of Agenda/Introductions

Tim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as amended

2. Indigenous Land Acknowledgement

Tim highlighted TRC Call to Action #15 – Language and Culture. Tim shared information on language of two of the peoples that are referenced in the land acknowledgement.

Anishinaabe people speak Anishinaabemowin language, also called Ojibwe/Ojibwa language or Chippewa. It is a Central Algonquian language spoken throughout much of Canada throughout much of Canada and US border states. The Huron-Wendat people speak Wyandot language, part of the Iroquoian language family.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of September 20 Board of Directors Meeting

MOTION (Rokach/Lim-O'Brien)

To accept the minutes of September 20, 2021 Board Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach - yes

6. Finance

6.1. Year-to-date Financial Report

Monica provided an overview of the variance report and balance sheet. She shared that the bank accounts continue to be in a healthy position. The admin revenue has been updated which will result in a \$2600 change. Program revenue variance of \$114,808 is due primarily to the afterschool program. However, there is \$41,000 in deferred revenue which improves the bottom line. Admin expenses show a variance of \$7820 due to calendarization, permit fees not being used, and SAGE licensing still to be paid out. The program expense variance is \$79,000 and is due to lower income and expenses in the afterschool program. We expect to do some year-end spending. Monica reviewed the balance sheet and shared that overall Applegrove is in a good position.

Susanne reviewed the current and proposed balance sheet templates. The proposed version is condensed and aligned with audited financial statements. It is also designed to have comparative numbers, category grouping, and net assets will be reduced to one line that accumulates all program numbers. Monica shared that it is best practice to not have more funds in net assets and reserves than cash. Staff will bring to the board a motion to transfer funds into reserves and show it on the balance sheet to see impacts.

6.2. 2022 Draft Program Budget

Susanne provided an overview, shared that it was reviewed at the Strategy & Finance Committee meeting. The projected deficit of \$11,645 reflects:

- i) Lower registration fees for afterschool because we are not back to full capacity
- ii) Increase in CPP rates and 1.25% cost of living
- iii) Loss of one-time funding and plans to resume Teen program for 2 days per week
- iv) The Child and Youth Worker will be re-instated to 30 hours from 25 hours

Both revenues and expenses figures are increased in 2022, primarily due to the Food Hub and other resumed program operations that were suspended due to COVID.

6.3. Transfer of funds

Susanne reminded members of the loan made from the program account to the admin account due to City cash flow issues during COVID. The City reimbursed Applegrove and staff will transfer owing funds in the amount of \$51,268 back to the program account.

MOTION (Lim-O'Brien/Rokach)

To approve transfer of \$51,268 from the admin account to the program account.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

7. Standing Committees

7.1. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the committee notes. The Diversity, Equity and Inclusion (DEI) contract with Lunaria Solutions will be signed this week. Work will start immediately to create a DEI snapshot of Applegrove. Some surveys will be conducted with staff and board members. They will provide recommendations when the work is complete. There was a soft reminder that board recruitment will start again soon. Also discussed was a board/staff holiday event at Glen Rhodes. Tentative dates are December 14, 15 or 16.

MOTION (Rokach/Munn)

To accept the Membership, Outreach and Inclusion Report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

7.2. Strategy and Finance Committee Report

Jim provided meeting highlights. The committee met with Chris Govern from MAS and recommend her as our strategic planning consultant. There is no fee but MAS requests a donation to support their organization. Next steps are for Susanne to fill out an application. Chris recommends three 3-hour board planning sessions, one week apart over Zoom and some members expressed concern about the time commitment. This will be flagged when planning with Chris begins early in the new year. The Customer Relationship Management (CRM) system is advancing. Staff are waiting to hear back from the City's Privacy Assessment team and hope to sign with Amilia soon. Set up and testing will be in December, with the hope to be operational in January 2022.

MOTION (Lim-O'Brien/Munn)

*To direct the Executive Director to submit an application to MAS in order to secure Chris Govern as a strategic planning consultant. **Carried***

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

MOTION (Law/Hodgson)

To accept the Strategy and Finance report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

8. Ontario Not-For-Profit Corporations Act

Susanne shared that a new act has been passed to govern provincially incorporated non-profits and charities, and that Applegrove will be impacted. There is a 3-year transition period and many changes are positive. It will require changes to our incorporation and by-law documents. They have created an Ontario Business Registry which distributes information. Susanne will monitor and keep the board informed of any relevant information.

9. Program Update

May highlighted items from the program report. EarlyON will start indoor programming next week and will now be offering all 3 program models (virtual, outdoor and indoor). The seniors program started some in-person programming, which is well attended. It is working with OACAO on a new initiative, Links-2-Wellbeing, through which East End Community Health Centre will refer socially isolated seniors to Applegrove. This provides an opportunity to gain new members and connect them to our programs. The youth program started in-person activities after Thanksgiving and will run one night per week until demand increases. A Don Summerville tenant and Queens University Youth Ambassador representative reached out to offer workshops to youth on navigating postsecondary education. We hope to work with them to offer some workshops to our youth program or youth in general.

10. Food Hub

Susanne provided highlights from the report. Two organizations are using the kitchen. Staff are finalizing a space use agreement with Club Sandwich, a local volunteer group that will take over food program and food bank deliveries. Susanne reminded members of the mixer event on Friday. Proof of vaccination is required and capacity restrictions will only allow 50 people. Please register if you plan to attend. A microgreens project at the Food Hub should be up and running in the near future. Green Belt Markets is now officially a registered non-profit. To better reflect the working relationship with Applegrove, we are exploring a partnership relationship based on what is permitted by the CRA. The facility still needs work but the Church has removed most of their items and the air conditioner has been installed.

11. Don Summerville

Susanne shared that a demolition ceremony is happening this week, and will feature speeches, tour of the hoarding, giveaways to tenants, and art activities. The artists and Councillor will be in attendance. Scholarship recipients will be honoured at a holiday party.

12. Facility Relocation

MOTION (Lim-O'Brien/Law)

To discuss the next item in camera as it deals with real estate and confidential information.

Carried

Board of Directors Minutes

October 25, 2021

5

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Susanne provided an update on a briefing held with the General Manager of Parks, Forestry and Recreation (PF&R) and the Executive Director of Social Development, Finance and Administration (SDFA) on facility relocation options. Susanne shared the board's feedback with City staff at that briefing. Susanne shared a slide deck with more details on programming and answered questions from Members.

MOTION (Law/Lim-O'Brien)

To return to the public meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

13. Directors' Concerns

None

14. Adjournment

The meeting was adjourned on a motion by Sue Munn, seconded by Jean Lim-O'Brien.

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach – yes

Chair

Secretary



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FINANCIAL VARIANCE REPORT

For the period ended October 31, 2021 (January 1 to October 31)

REVENUE

Admin - City of Toronto Budget

Total budget revenue for 2021= **\$571,379 (568,694 + \$2,685)**

YTD budget gross revenue = **\$467,222**

YTD actual gross revenue = **\$467,870**

We have a slight difference of \$648 due to the interest earned on the Administration bank account and an increase \$255 funding because of the retro increase of union Admin employees.

Programs

Total budget revenue for 2021 = **\$842,317**

YTD budget gross revenue = **\$676,630**

YTD actual gross revenue = **\$627,250**, a difference of **(\$57,045)**

The actual and budget program revenue variance is due to the following:

Our After-School Program has a positive surplus of \$9,209; the variance to budget is a negative (\$59,929) other programs that did not run totaling a variance of (\$23,558), Summer Camp has a negative variance of (\$14,418) for a combined negative variance of (\$107,195). This negative variance is reduced by an increase in Food Hub and other revenues totaling \$167,402 (some deferred revenue). We received \$9,000 in October that is currently deferred until we allocate it to the assign program.

Highlights of revenues:

- Second Harvest Food Support \$19,600
- Revitalization \$21,120
- In total, we deferred \$106,276 last year; this has helped with mitigating the other programs loses

EXPENSES

Admin - City of Toronto Budget

Total budget expenses for 2021= **\$571,379 (568,694 + \$2,685)**

YTD budget gross expense = **\$467,222**

YTD actual gross expense = **\$460,437**, a difference of **\$6,785**

The actual and budget Admin expenses variance is due to \$4,833 Permit fees not paid because programs were not run. Timing is the reason for the other variances.

Programs

Total budget expenses for 2021= **\$885,744**

YTD budget gross expense = **\$645,199**

YTD actual gross expense = **\$566,592** a difference of **\$78,607**

The actual and budget expenses variance is due to:

The \$51,729 savings on salaries and benefits; we did pay some employees' benefits as per of the Union agreement. Our materials and supplies are \$8,751 below budget.

Purchase services and furniture and equipment net out to a below budget expenditure of \$8,504; we expect to use the funds in the coming months.

Applegrove Community Complex Admin - Statement of Operations For the period ending October 31, 2021				
	Actual	Budget	Variance \$	Variance %
EXPENSES				
Salary	272,711	267,504	5,207	2%
Benefits	70,763	71,822	-1,059	-1%
Materials & Supplies	940	1,137	-197	-21%
Furniture & Equipment	6,788	4,333	2,455	36%
Purchased Services	109,235	122,426	-13,191	-12%
Total	460,437	467,222	(6,785)	-1%
INCOME				
Government Funding				
City of Toronto	467,870	467,222	-648	0%
Total Government	467,870	467,222	-648	0%
Others				
Misc.	393	0		
Total Others	393	0		
TOTAL INCOME	468,264	467,222	-1,042	-0
SURPLUS(DEFICIT)	7,827	0		

Applegrove Community Complex
Program - Statement of Operations
For the period ending October 31, 2021

	Actual	Budget	Variance \$	Variance %
EXPENSES				
Salary	301,626	353,355	-51,729	-17%
Benefits	69,184	78,807	-9,623	-14%
Materials & Supplies	165,477	174,228	-8,751	-5%
Furniture & Equipment	11,153	2,918	8,235	74%
Purchased Services	19,152	35,891	-16,739	-87%
Total	566,592	645,199	(78,607)	-14%
INCOME				
Government Funding				
City of Toronto	337,900	348,773	-10,873	-3%
Province of Ontario	34,374	40,818	-6,444	-19%
Federal Government	34,083	64,428	-30,345	-89%
Total Government	406,357	454,019	(47,662)	-12%
Non-Government Funding				
Charitable Organizations	3,819	0	3,819	
Foundations/Corporations	31,029	6,000	25,029	417%
Total Non-Government	34,847	6,000	28,847	83%
Donations/Fundraising				
Charitable Donations-individual	25,017	6,047	18,971	76%
Charitable Donations-Business	29,120	0	29,120	
Non-charitable Donations-Indiv.	1,125	0	1,125	
Non-charitable Donations-Bus,	0	0	0	
Fundraising	10,129	2,300	7,829	77%
Total Donations/fundraising	65,392	8,347	57,045	87%
Others				
User Fees	120,122	207,435	-87,312	-73%
Misc.	532	830	-298	-56%
Total Others	120,654	208,265	-87,611	-73%
TOTAL INCOME	627,250	676,630	(49,380)	-8%
SURPLUS(DEFICIT)	60,658	31,431	29,227	48%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
October 31, 2021

	2021	2020
CURRENT ASSETS		
Cash	383,068	333,216
Short-term investments	145,102	143,690
Due from the City of Toronto - vacations payable	18,108	17,479
Accounts Receivable	16,759	12,394
Prepaid Expenses	5,713	5,868
	<u>568,750</u>	<u>512,647</u>
Long-term Receivable - City of Toronto	<u>219,133</u>	<u>231,602</u>
	<u>787,883</u>	<u>744,249</u>
LIABILITIES, NET ASSETS AND RESERVES		
Current Liabilities		
Due to City of Toronto	8,637	(14,535)
Accounts payable and accrued liabilities	145,174	51,332
Deferred contributions	46,749	-
City of Toronto working capital advance payable	10,871	10,871
	<u>211,432</u>	<u>47,668</u>
POST-EMPLOYMENT BENEFITS PAYABLE	<u>219,133</u>	<u>231,602</u>
	<u>430,565</u>	<u>279,270</u>
Net Assets		
Program funds		
Parent/Child Drop-in	(2,374)	-
Afterschool	176,182	216,823
Seniors programs	13,526	15,010
Summer programs	44,406	39,392
The Applegrove Connection	(397)	(11)
HOBG	4,563	4,343
Agency level funds	52,927	42,803
Program current period un-distributed	60,658	96,051
Admin current period	7,827	50,568
	<u>357,318</u>	<u>464,978</u>
	<u>787,883</u>	<u>744,249</u>
Reserves		
Operating	\-	\-
Infrastructure	\-	\-
Strategic plan	\-	\-
	<u>-</u>	<u>-</u>
	<u>787,883</u>	<u>744,249</u>
	<u>-</u>	<u>-</u>

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee

November 17, 2021 at 6:00 p.m.

Meeting Notes

Present: Pierre Bois, Vai Teng Law,

Staff: Susanne Burkhardt, Janina De guzman, May Seto (recorder)

Regrets: Simone Hodgson, Jean Lim-O'Brien, Moneca Yardley

1. Welcome

2. September Meeting Notes Follow Up

No follow up required

3. Activities & Events

a. Holiday Event

The event is on December 9 from 7 – 8:30 pm. Janina shared an Indigenous group will do drumming and storytelling and Nancy Dutra, musician will perform. Susanne noted that the fee for the Indigenous group is significantly higher than for the musician so we raised her honorarium. Pierre suggested buying some of her CDs to hand out as prizes also. Janina shared that this event will also recognize other cultural holiday celebrations. Josh will be the MC and we are expecting elected reps from all levels of government. Pierre is available to help if needed and suggested a short activity where children can send messages to Santa. We can ask Josh to facilitate this.

b. Staff-Board Holiday Event

The in-person event will be on December 16 at the Food Hub. Dinner will be catered by a Food Hub partner and we hope to have some interactive activities so board and staff members can mingle. Pierre recommended caution with activities that involve people handling items, and staff will consider this. One activity will aim to kick off visioning for strategic planning. Susanne will send out an Outlook invitation to the board.

4. Diversity, Equity and Inclusion

a. Diversity, Equity and Inclusion Assessment

The agreement is been signed and 50% of payment has been sent. The intake form is being completed and the consultant will review and set up a kick off meeting to discuss how to proceed with Susanne and Vai, the representative from this committee.

b. Land Acknowledgement

Susanne and Louise attended a great workshop on creating land acknowledgements and would like to engage interested staff/board in crafting one that is meaningful to Applegrove. Suggestions from members included making it shorter, having it at the end of the meeting instead of beginning, etc. Susanne will follow up with other AOCCs and contact the City's Office of Indigenous Affairs to further inform our process.

5. Updates

a. Outreach

Staff have been asked to provide outreach information to see where duplication occurs and coordination is required. Susanne shared that she finally made some progress with TCHC. She now has a list of staff at TCHC for all the nearby buildings.

b. Website

The website is basically done and can go live any day now. We will tweak and maintain it. There is a temporary calendar for now. Will do a soft launch and something more formal at the AGM.

c. Online Registration

The City's Privacy Impact Assessment for this project is going well and should be finished by the end of November and will provide guidance and recommendations for protecting data security and privacy. Jade signed up for a 90-day sandbox Amilia membership so we can look at the system and test it. It has a space booking module that might be useful to the Food Hub. Susanne shared that Monica has been shifting our payments to EFT and now can receive e-transfers via her Applegrove email address.

d. Strategic Planning

The consulting agreement is formalized with MAS and the consultant will meet with the Strategy and Finance Committee in January to plan the process. There will be 6 weeks of pre-work and consultations with board planning sessions scheduled for March. The trend of a 3-year strategic plan may be too short for Applegrove. We might consider a 5-year strategic plan with a mid-way check-in.

6. Board Recruitment and Nominations

a. AGM date - March 31st was confirmed. In-person or virtual will be decided later.

b. Board Member Job Description

Members reviewed the job description and suggested adding a section on training, that no board experience is required, looking for varying skills and add that the Board has a social element.

c. Recruitment Methods

Current methods include posters, an ad in Beach Metro, e-networks, and our newsletter. Other suggested methods include TCHC buildings and to review our promotion with an equity lens. There are 5 members whose terms are up. Susanne has to confirm if a member can do a one-year term if they are in their 7th year.

7. Annual Committee Work Plan

The Annual Committee was reviewed.

8. Other Business

Janina announced that this will be her last meeting as she is leaving Applegrove to pursue a full-time position at Evergreen. Members congratulated her and wished her well.

Next Meetings: January 19, February 16, March 16

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance - Notes

November 15 at 6:30 p.m.

Present: Hamdi Abdo, Andre Riolo, Eadit Rokach, Jim Valentine (Chair)

Staff: Susanne Burkhardt, May Seto (Recorder), Monica Vela

1. Welcome

2. Notes from October 18 Meeting

No changes required.

3. Partnerships and Grants Update

a. Grants

Susanne provided an update of the grant tracking form and highlighted that two grants were received: 1) a \$16,040 Seniors Community Grant for a cooking series workshop, and 2) a \$2,000 Rotary Club of Toronto grant to support senior volunteers with the Wellness Line Project. East End United also received a grant of \$60,000 to make accessibility improvements at the Church which Applegrove helped to write.

b. Neighbourhood Food Hub

Susanne provided an update. The Food Hub social mixer was well attended and was a good opportunity for partners to connect. Current work includes painting and furnishing rooms, bringing in partners to use the kitchen and space rental to generate revenue. Jade is finalizing a Space Use Policy that will come to the Board for approval. Staff are still wrestling with some logistics e.g. insurance for space users and Susanne is in discussion with City insurance to explore options. For 2022 a detailed partnership agreement is needed with Greenbelt Markets, which should be reviewed by a lawyer.

c. Don Summerville

The demolition event took place with good tenant turn out. There will be a December 2 event to honour scholarship recipients. The employment program is still rolling out.

4. Organizational Planning

a. Strategic Planning

Chris Govern will be the consultant helping us with strategic planning. Chris will attend the January meeting of this committee to plan the process details. Board planning sessions will be scheduled for March, with pre-work to happen before. Staff are currently pulling together some materials as part of the pre-work such as Applegrove program info, program evaluations and the data work from Eva and Vai.

b. Facility planning

Susanne followed up with SDFA and PF&R and got more info on the cost to run the SH facility. SDFA is planning a briefing with the Deputy City Manager. Susanne is trying to keep it moving and has asked SDFA if there is a hard deadline with CreateTO.

5. Finance

a. YTD Financial Report

Monica presented the YTD Financial Report and highlighted revenues and expenses for both admin and program. There are not many changes from the previous month. Monica also shared the new balance sheet that was extracted from SAGE. Applegrove is ready to move with SAGE consultants on next set of reports which include the Statement of Operations and the budget, hopefully by the end of December.

b. 2022 Program Budget

Minor revisions were made to the 2022 program budget to reflect the 2022 EarlyON budget and the minimum wage increase, which impacts summer camp. In summary, revenue will be \$946,385 and expenses \$954,542, creating a deficit budget of \$8,157 to come to the board for approval. Members asked where we compare with other AOCCs and Susanne shared that Applegrove has a good ratio of funds raised vs admin funding. Susanne will share relative proportions compared to other AOCCs at the next meeting.

c. Reserves

Susanne highlighted the reserves policy targets of 2 to 3 months of operating reserves, \$15,000 for infrastructure, and \$15,000 for strategic planning. She shared that our program operating costs currently run about \$60,000 per month. We can currently cover two months of emergency funds and allocate \$15,000 in each of the other funds. Monica recommended being careful where we pull it from so no programs are jeopardized in case of further losses due to COVID. Susanne reminded members of a possible pay equity payout next year and that securing reserve funds may be important. Monica recommended moving some funds now and the rest in January or February prior to the audit. A recommendation will come to the next board meeting.

6. Registration/CRM System

Jade is currently getting all the Privacy Impact Assessment forms completed and as soon as they are reviewed, they will be submitted to the City. They will give us guidance and recommendations but cannot tell us not to go with Amilia. So Applegrove will be getting a Sandbox membership for 90 days which is free to check out the system and test things out.

7. Annual Committee Work Plan

There is no meeting scheduled for December. Susanne will add for January a retroactive look at what the committee did this past year.

8. Other Business

a. Diversity, Equity & Inclusion Assessment

The DEI agreement with Lunarias is signed. Vai and Susanne will meet with them.

b. Other news

Janina will be leaving Applegrove for a full-time position with Evergreen. She will be working in their Markets Division and will be the Market Coordinator.

Next Meetings: January 17, February 21, March 21

PROGRAM UPDATE

November 29, 2021

EarlyON

- Indoor programming is now being offered 3 days per week and has been well-attended.
- Outdoor programming is offered on Mondays.
- Virtual programming remains on Zoom and includes reading and sing song circle.
- Instagram live is offered each week and recorded sessions done each week by staff which participants can view at their own leisure; much more popular option for families.
- Budget submissions for 2022 due November 30.
- We are exploring a possible EarlyON location change from the Formosan Church to Glen Rhodes. Our consultant has moved it up the channels to see what next steps may be.

Seniors

- Online programs continue: Yoga, Seniors social, Spanish, and workshop speakers.
- In-person programming includes a walking program, monthly movie matinee.
- A new dance program is starting. We were approached by a community member and were able to make it happen. It runs Tuesday & Thursday 10-12 at SH and we expect 50 new participants.
- We received two grants - \$16,040 Seniors Community Grant for a weekly Zoom cooking workshop series and \$2000 from the Rotary Club for our Seniors Wellness Line, where two of our seniors make check-in calls to isolated seniors.

Afterschool

- Everything is going well at both programs and no additional news to report.
- More indoor programming taking place with the colder weather. Groups will try to get out as much as possible. The gym is permitted from 5-6 pm for each group to use.
- The first PA day program ran November 19. It was well attended with 23 participants.
- After sending out an email about a holiday camp, we had only 5 families interested. We decided that there was not enough interest and our break-even budget was 15.

Helping our Babies Grow

- Program is going well. We will do something special for the holidays.
- Program is well attended and new participants are inquiring about the program.

Youth Program

- Offered in-person on Tuesday evenings from 6:30 – 8:30 in the Lounge
- Attendance is lower than expected. Staff will outreach to nearby schools to promote it.

Income Tax Clinic

- Applegrove will offer free income tax preparation through the Community Volunteer Income Tax Program via Canada Revenue Agency (CRA)
- Emails have been sent to past volunteers and new volunteers to get their registration and efile credentials set up and updated. Through our newsletter call out we have two new volunteers that May will interview. Our Social Service Worker placement student and Seniors Worker will help as well.
- We will reach out to seniors buildings, food bank, TCHC and Indigenous residence on Coxwell.
- The clinic will run February to April. Staff will decide what method works best to do returns.

Applegrove Board Updates					
Date:	November 19, 2021				
Report by:	Greenbelt Markets				
Report Sent to:	Susanne (ED, Applegrove)				
Updates from Last Report:					
Facility	New EEU Management	Former Property Manager Karl Shuler is no longer with EEU. New Facilities Director and Liason for EEU and the Food Bank, Pino Spano has taken over maintenance and custodial staffing for Glen Rhodes Campus.			
	Community Microfarm	The Neighbourhood MicroFarm is on schedule to be ready for use by November 30th. We will be hosting two weeks of community classes from December 6th - December 18th with the goal of building out an engaged volunteer roster and provide participation opportunities for future users.			
	Room Transformation	The Parent Resource Room is now a hot desking space with room for 6 users and a meeting room has been established off the Basement Hall. Office furniture was purchased through Applegrove (rent deductions and CSP). White boards will be installed in each room before the end of the month. Plans to have to Barbara Christie Room cleared out and refurbished for the end of January.			
Partners	Fjallraven	Fjallraven, a clothing company that produces backpacks, parkas, and other items, has supported the NFH in various ways (providing freshly grown greens from their window garden @ their Toronto store, backpacks for emergency food program family recipients, etc.) and is donating 5% of proceeds from the sales of their Parkas to the NFH throughout December. A QR code will be live at their events to guide shoppers to learn more about us on the new NFH website.			
	Partnership Interviews	Partner interviews with existing partners continue, opportunities for further collaborations are emerging: Space use, program development, food sharing, events, etc.			
	New Partners	New partnership opportunities are being pursued with community groups ie. Uplift Kitchen and similar; potential long-term program-based partnerships with Workman Arts via shared program delivery with East End Arts.			
Programs	Kitchen Use	Continued bookings and partners using the kitchen: Club Sandwich will be operating weekly to prepare their sandwiches for distribution. Foodbank operates weekly. Building Roots (NFH Partner) has started using the kitchen weekly to prep meals for their Saturday markets			
	Sanctuary + Narthex	Greenbelt Markets has hosted their first successful community event (October 29th) and will be hosting the next one on November 26th. Several holiday booking have come in including, Applegrove! The Narthex is being used as a meeting soace for partners and soon the Girl Guides			
	Basement Hall	Monthly Seniors movie matinee, weekly food bank operations and Club Sandwich operations. Soon to be weekly harvesting and planting of microgreens in the Neighbourhood MicroFarm. One-time events booked via partners: East End Arts, Building Roots.			
Other	Metcalf Opprotunities Fund	Letter of Interest has been submitted on behalf of a new incubation program for community level users of the Neighbourhood Food Hub			
	Trillium Foundation	A large Trillium grant is being pursued by Greenbelt Markets to increase operational capacity			
	PollinateTO grant	A grant was submitted to PollinateTO to develop a pollinator garden featuring both edible and medicinal plants on the lawn exterior at Glen Rhodes Campus. Partnership between EEU/Glen Rhodes team and Applegrove/Greenbelt Markets.			
WINS					
OPPORTUNITIES					
FEEDBACK					

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

November 29, 2021

This virtual meeting is open to the public. Members of the public who wish to are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by Zoom: <https://us02web.zoom.us/j/83545100619?pwd=WVpXSDIENU1QOW1DNnpJRIBJY2diZz09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 835 4510 0619

AGENDA

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of October 25 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee (*draft Nov 15 notes attached*)

8:45

- E. Records Retention Policy

8:55

- F. Executive Director's Report (*attached*): for information
- G. Correspondence and Information Received (*attached*): for information

9:00

- H. Adjournment

Next Meetings and Events

December 9 Virtual Community Holiday Event

December 16 Staff Board Holiday Event



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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting October 25, 2021 – by Zoom video conference

*A neighbourhood partnership fostering community through
social and informative programs for individuals and families.*

Present: Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Tim McNab (Chair), Sue Munn,
Eadit Rokach, Jim Valentine
Regrets: Councillor Paula Fletcher
Absent: Hamdi Abdo, Andre Riolo,
Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

Tim called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the September 20 Board of Management Meeting

MOTION (Rokach/Lim-O'Brien)

To accept the minutes of September 20 Board of Management Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach - yes

D. Personnel and Policy Committee

Tim provided an overview of the committee notes. A lot of the meeting covered HR planning. Applegrove has a thin management team and needs to look at different staffing models to improve the situation. A pay equity exercise for unionized staff is being conducted by the City and there may be retroactive impacts to Applegrove. Upcoming policies for review include the Food Hub Space Use Policy and an updated Privacy Policy. Members will also be asked to do an Orientation, Skills and Diversity Assessment and Board self assessment/evaluation in the coming months.

MOTION (Law/Lim-O'Brien)

To accept the Personnel & Policy Committee meeting notes as presented.

Carried

Charitable Number: 10671 8943 RR0001

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach - yes

E. Pay Equity

Susanne provided an overview. AOCCs were asked to provide gender data for October 1, 2015 and October 1, 2021. Susanne discovered that Applegrove went through a pay equity exercise for the period of 1991 to 1996 and there was a retroactive payout in 2002.

F. City of Toronto Cybersecurity Risk Assessment

An auditor's report required all agencies to go through a cybersecurity assessment. Susanne did the survey with our IT consultant and Applegrove did not do very well. She anticipates getting feedback that will require or trigger necessary upgrades to our technology systems. If there is a cost implication the AOCCs may collectively advocate to the City for funds.

G. Executive Director's Report

Susanne reminded Members that Jennifer Story resigned from the Board. She is still our trustee and can provide support to Applegrove. We are waiting to hear from the TDSB about a new appointment. Susanne shared that work is busy, particularly with so many layers of COVID-19 policy and different rules for different programs but she can see the light at the end of the tunnel. She is working on getting the website up and running. Susanne had a good conversation with a strategic human resource specialist at the City to help with figuring out the best staffing model for Applegrove at this time.

H. Correspondence & Information Received

No actions required.

I. Adjournment

The meeting was adjourned on a motion by Jean Llim-O'Brien, seconded by Vai Teng Law.

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Rokach - yes

Chair

Secretary



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"TOGETHER, BUILDING OUR COMMUNITY"

Personnel and Policy Committee

Draft Meeting Notes

November 15, 2021 - 5:00 pm

Present: Tim McNab, Susan Munn

Staff: Susanne (recorder)

1. Notes from October 18 Meeting

All follow up actions to be addressed through today's meeting agenda items.

Susan Munn shared that does not have any pro bono legal contacts who could provide support for developing a food hub partnership agreement. Susanne will continue to work on securing legal services for this.

2. Staffing

a. Staff Update

Janina DeGuzman has resigned and her last day is November 26. She has found a full-time position with growth potential. Janina is a valued member of staff and has been with Applegrove for 16 years. We are sad to lose her and excited for her as she moves on to a new phase. We will review the Program Assistant job description and post it in the coming weeks.

b. Human Resource Planning

The committee discussed positions at the centre that provide administrative support. The committee reviewed and provided feedback on a preliminary new job description with an administrative focus. Susanne will seek additional feedback from the City prior to taking any next steps.

2. Management Overtime & Workload

Members of management continue to manage their time to ensure that they do not accumulate excessive lieu or vacation time, however this remains a significant challenge due to their current workload.

3. Policy

a. TDSB Vaccination Policy

Susanne reported that as requested, Applegrove has provided the TDSB with an attestation to confirm the vaccination status of all staff working in EarlyON and after school programs. No details have yet been provided on how Applegrove is to report compliance with the TDSB vaccine policy for other staff and frequent visitors.

b. Records Retention Policy

Susanne shared that the City provided minor feedback on the draft policy and that it has been revised accordingly. The committee reviewed the draft policy and will recommend it for approval by the board at its next meeting.

c. Policy Review and Development Procedure

Deferred to next meeting. Susanne has not had time to complete it.

4. Board

a. Board Skills & Diversity Assessment

Only four members have completed the questionnaire to date. Susanne will send a reminder to board members. It would be helpful for people to have completed it so that a preliminary discussion on board recruitment priorities can take place at the next board meeting.

b. Board Self-Assessment

The committee reviewed the draft questionnaire and made suggestions for improvement. Susanne will revise the questionnaire accordingly and will transfer it into a Google form so that it can be tested out by committee members in preparation for implementation in the new year.

5. Annual Work Plan

Committee members reviewed the workplan and made suggestions for updating it. Susanne will revise the work plan accordingly.

6. Other Business

- a. Susanne clarified that the City does not have a performance evaluation program in place for 2021, but that informal evaluations are encouraged. In preparation for the 2021 ED performance evaluation, Susanne will share her performance goals with the committee, which were developed early in 2021 and are based on the previous system's template.

Next Meeting – December 13