

# THE HELICONIAN CLUB

## Meeting of the Board

March 25th, 2024

### MINUTES

**Present:** Marg Wilson – President, Kye Marshall – Vice President, Laura Liu – Secretary, Angie Littlefield - Treasurer, Vivian East – Director-at Large, Rosemary Tannock – Director-at-Large, and Velma Ko – Director-at-Large

**Location:** Virtually via Zoom

**1. Call to Order**

The President called the meeting to Order at 6:33p.m.

**2. Approval of the Agenda**

Communications Committee report and Historical year plans were added to the agenda under Club Committees 7.10 and Other Business 9.9 respectively. Rosemary Tannock made a Motion for approval of the Agenda as revised, seconded by Kye Marshall. Attached as Appendix “A” is the approved Agenda.

**3. Approval of the February 26, 2024 Minutes of the Board**

Kye Marshall made a Motion for approval of the Minutes, seconded by Laura Liu. Attached as Appendix “B” are the approved Minutes.

**4. Approval of Board Resolutions No 1-8**

Velma Ko noted that her name needs to be removed from Resolutions 1-3 as she was not on the Board at the time. She also noted that the year should be added in the body of the text.

**Action:** *Marg Wilson to revise Resolutions of the Board.*

**5. President’s Report**

**5.1 Membership Fees Increase**

There was a discussion on increasing the membership fees, which has not seen an increased for years. There was consensus that the fees are due for an increase however further discussion followed regarding the amount. Angie Littlefield made a Motion to increase the membership fees for the coming year (2024-2025) by 1.5%, seconded by Laura Liu. Six members votes “yes” and one member abstained from voting. **Motion passed.**

**5.2 In camera**

Board members held an in camera session.

## 6. Treasurer's Report

### 6.1 Banking Update

Angie Littlefield reports that Marg Wilson and herself will receive bank cards from RBC as well as an RBC Visa. They now have signing power for both RBC and Meridian. Opening the RBC Safety Deposit Box (not opened since the 1990s) is in process. Kye Marshall and Laura Liu need to establish profiles with both Meridian and RBC.

**Action: Kye Marshall and Laura Liu to set up profile with Meridian and RBC.**

Angie Littlefield circulated via email a letter of direction for Meridian, which needs signatures from each director. She said she will be mailing a copy to each Board member to sign and return to her home address.

**Action: All Board members to sign and return the letter of direction to Angie Littlefield.**

### 6.2 Insurance Update

Angie Littlefield noted she has been working to get the Club a better insurance rate. She has been in contact with John Thomas a DesLauriers agent who is willing to work to get us a better insurance quotation as part of becoming members of the Ontario Business Directory. Angie noted the fees to become members costs \$55. Rosemary Tannock made a Motion to become a member of the Ontario Historical Society, seconded by Vivian East. **Motion Passed.**

John Thomas is requesting a "broker of record" letter, so that the Club's policy would be moved from the current broker, Baird MacGregor, to Jones DesLauriers. Following this, he would be able to get a quote through the OHS program for renewal in December.

Rosemary Tannock made a Motion to send a broker of record letter to move our policy from Baird MacGregor to Jones DesLauriers, seconded by Velma Ko. **Motion Passed.**

**Action: Angie Littlefield to send broker of record letter to change broker**

### 6.3 CRA Update

Angie Littlefield reported that she sent a certified copy of the Ontario Business Registry information to the Business Department of CRA in Sudbury. This should put her on the Heliconian Club CRA account. She will then be able to invite our CPA, Maureen Wei, so that she may start our 2023 tax return. We have six months from April 31, 2024 to file.

### 6.4 Bookkeeping Services

Angie Littlefield reported that she interviewed Song Lin and had circulated to the Board her resume and that of her backup bookkeeper, Jiee Li, who are both very qualified. Song Lin is a CPA and a tax specialist. She would do the general ledger, monthly reports, reconciliation of bank statements, payroll and T4 slips. Kye Marshall made a Motion to retain Song Lin as the

Heliconian Club bookkeeper with the start date to be determined, seconded by Rosemary Tannock. **Motion Passed.**

### **6.5 The “Illusion” of Money**

Angie Littlefield brought to the attention of the Board that the budget/Excel spreadsheet makes it look as if there is money to spend in the various line items; While in reality we only have money to spend if we earn money. She explained, if we have expenses that surpass what we earn, we are in deficit, no matter what the line items say. We are not bankrupt if in deficit because we have various “reserves” but each deficit depletes our long term reserves and thus impacts the Club’s chances of survival. Angie noted that she would like to hold off on purchasing new chairs for the Club until after the fundraiser in order to assess how much money we have for the project.

### **6.6 Opportunities**

Angie Littlefield noted that the successful Internation Women’s Day event made Poet Laureate Lillian Allen enthusiastic to continue with the Club on future poetry events starting in the fall of 2024. Since Angie told her we do not have the resources to pay honoraria, Lillian Allen suggested Bushra Junaid and OAC - the Ontario Arts Council. Lillian will put her name to this project and promises to recruit youth from OCAD so that this will be an intergenerational venture. It was discussed that the Outreach Committee can solicit interest from the members to participate in the organization and grant writing for the Poetry/Spoken Word Project.

***Action: Laura Liu and Vivian East to solicit interest from members for the Poetry/Spoken Word Project.***

Angie Littlefield noted that Marg Wilson and herself has been in touch with John Caliendo, co-chair of ABC, the 66-year-old local neighbourhood organization. The organization has provided the funding for the assessable washroom and [unbuilt] ramp. He is keen to work in partnership with the Club on the building’s 150th anniversary and wants to help with funding the roof replacement if we do not get the funding through the Trillium grant. Angie brought up that we will need a 150<sup>th</sup> Anniversary Committee.

## **7. Club Committees**

### **7.1 Membership Committee**

Rosemary Tannock provided an update that the Club has grown to 104 members. She noted that the new protocol for processing applications and the willingness of section heads has improved the timelines for onboarding new members.

### **7.2 Planners Committee**

Velma Ko noted that the Planners meeting in March was cancelled.

### **7.3 House Committee**

Marg Wilson noted that she spoke to Mary Perdue, who was the Chair of the committee but has now resigned from the committee altogether. Marg said she is planning to meet with Mary Perdue and will be carrying on for her. Marg is also planning on meeting with Deb Cotton, who is a member of the committee.

### **7.4 Constitution Review Committee**

Marg Wilson reports that she met with Leslie MacIntosh and Patty Stamp last week and they had gone over more items, finishing the first draft of the Constitution. They are arranging a presentation with the beta reviewers, Board members and section heads on April 13<sup>th</sup> at 10am.

### **7.5 Outreach Committee**

Vivian East noted that she is working on the planters for the front of the building. She is trying to source pillars, which her husband can make but needs reimbursement for the material; Vivian will get an estimate. Velma will contact her garden club to see if they have anything we can use.

***Action: Vivian East to get estimate for planters***

***Action: Velma Ko to contact garden club for donations to garden***

Vivian offered to host workshops in July and August at her art school, Freehand School of Art, on Saturdays or Sundays. This can be announced in the Bulletin. Vivian East and Laura Liu will take it back to the committee to come up with ideas for the workshops.

***Action: Vivian East and Laura Liu to prepare ideas for summer workshops and put announcement in Bulletin***

Angie noted that she will have each committee and section prepare a budget; Profits from events i.e. concerts or salon goes back to the section as an incentive to support the event.

### **7.6 Human Resources Committee**

Marg Wilson noted that she had revisited the draft of the Terms of Reference and passed it on to Leslie MacIntosh to review. Marg will follow up with Leslie MacIntosh and will be working on the next iteration with Leslie and Rosemary Tannock in the next couple of weeks.

***Action: Marg Wilson, Leslie MacIntosh, and Rosemary Tannock to prepare draft of the HR Terms of Reference.***

### **7.7 Nominations Committee**

This item was tabled – to be discussed at the Board Strategic Planning Meeting.

## **7.8 Board Strategic Planning Committee**

The Board Strategic Planning Committee meeting is schedule on April 13<sup>th</sup> from 1pm - 3:30pm at the Hall.

## **7.9 Promotional/Design Committee**

Kye Marshall proposed a new committee for promotional design, noting that the Communications Committee hasn't held a meeting yet however there's promotional work that needs to be done for the Showcase event in June. It was discussed that this committee can be a sub-committee under the Communications Committee; Kye Marshall to speak to Christine Arthurs. Vivian East showed interest in joining such a sub-committee and noted there are recent new members with graphic design skills.

***Action: Kye Marshall to speak to Christine Arthurs regarding new Promotional/Design sub-committee.***

## **7.10 Communications Committee**

Christine Arthurs shared a report to the Board with updates from the committee. She noted Mailchimp e-blasts to our extensive list of more than 2000 subscribers resumed in January including monthly ones and reminders of individual events. A QR code for Mailchimp is displayed at all public events to sign up new subscribers.

The website and LinkedIn have been updated with the revised Mission and Vision statement that was approved at the previous Board Meeting in February. They are also working to upload Board minutes to the members section of the website this week. A budget for the committee is in progress and will be ready for the Board Strategic Planning Meeting in April.

## **8. Reports from Sections**

### **8.1.1 VAIR search & Committee Chair resignation**

Laura Liu reported that Simone Lehmann has resigned from Visual Artist-in-Residence (VAIR) Chair. Dougal Haggart has kindly sent out the VAIR application to the section in absence of a Chair to encourage applicants. Marg Wilson noted that Leslie MacIntosh, Chair of the Artists-in-Residence Committee, has also seen low interest in participants. This issue will be added to the Board Strategic Planning Meeting agenda.

### **8.1.2 Renting the walls to other arts organizations**

Laura Liu reported that the VA section is proposing to change club policy and allow another arts organization (i.e. Women's Art Association of Canada, Don Valley Art Club, etc.) to rent the walls in the hall for a month next Spring 2025. As the Club faces current low membership numbers, filling the hall with a new show every month has been a challenge for the section. The Board showed much interest in the opportunities working with another arts organization as part of

outreach and the potential income from rentals however many logistical questions arose from discussion and will need further details from the section (i.e. insurance, proposed hours, etc.) in order to make a Motion for approval.

**Action: Laura Liu to take the proposal back to the VA section to provide further details**

## **8.2 Humanities Section – April Agenda**

### **9. Other Business**

#### **9.1 Fundraiser for new chairs**

Seating capacity for the event was discussed with 95 persons max if the bar is open. It was discussed that if there aren't a sufficient number of seats available folding chairs can be rented for the event.

#### **9.2 Open House "Showcase 2024"**

Kye Marshall noted that she plans on sending the promo out to the section heads for members to invite one or more people to come. The event will have time for section heads to speak on their activities and what they have planned for next year. Tables will be set up for each section with the list of events for each and where people can ask questions. Marg Wilson suggested that the invite also get sent out to renters.

#### **9.3 Fundraiser with Foundation**

Marg Wilson noted that Chrystia Freeland's assistant initially turned down the speaking engagement for the fundraiser however Jennifer Carroll is going back to her office to ask again. There is no back up speaker for the event.

#### **9.4 Ramp Railing**

Marg Wilson and Angie Littlefield will approach John Caliendo [from ABC] to see if they are interested in funding the ramp railing.

#### **9.5 Bar/Smart Serve**

There was discussion regarding the Club paying the \$45 fee for Smart Serve certification instead of the members paying for it out of pocket. Marg Wilson spoke to Christine Arthurs, who bartended the past four Club events, and discussed how each section should have one person do the bar at their event. Another idea discussed by the Board was outsourcing the job. Vivian East said she used someone from the Wine Rack for the Freehand School.

Marg Wilson made a Motion to pay the \$45 Smart Serve fee for one person from each section, seconded by Angie Littlefield. **Motion passed.**

#### **9.6 Protocol for donations to Club**

Marg Wilson noted that she spoke to Leslie MacIntosh regarding accepting donations to the Club and she suggested a release. Marg will follow up with her on this item. Currently Angela Fosco has offered the Club a painting called 'Angels and Stars" by M. Child and Barbara Mitchell from WAAC has offered a portrait of Bessie Bonsall Barron by Owen Staples Osa.

***Action: Marg Wilson to follow up with Leslie MacIntosh for release***

***Action: Marg Wilson to get back to Angela Fosco on donation***

***Action: Rosemary Tannock to get back to Barbara Mitchell on donation***

### **9.7 Recommendations for Events Promotion and Management**

This item was tabled for April's Board meeting.

***Action: Laura Liu to put on Agenda for April Board meeting***

### **9.8 Rental Sponsorship Application by Opera Queens**

This item was tabled for the next Board Meeting.

***Action: Laura Liu to put on the Agenda for April Board meeting.***

### **9.9 Historical year plans**

Marg Wilson and Angie Littlefield brought up creating a steering committee for the planning of the Club's 150<sup>th</sup> year anniversary. Considerations to be made about who should be part of the committee i.e. the Foundation, residents associations, etc. This items will be discussed at the Board Strategic Planning Meeting.

## **10. Actions List**

Actions List was not reviewed at the meeting. Laura Liu has updated the list.

Attached as Appendix "C" is the updated Actions List from the February 26, 2024 meeting.

## **11. Next Meeting**

The dates for the remainder of the Board meetings are as follow:

April 22, 2024, 6 – 8pm at Rosemary Tannock's home

May 21, 2024, 6 – 8pm at the Hall - TBD

June 21, 2024, 6 – 8pm at the Hall - TBD

## **12. Adjournment**

The meeting adjourned 9:27pm

## **Appendices of Attachments**

Appendix A – Approved Agenda of March 25, 2024 Board Meeting

Appendix B – Approved Minutes of February 26, 2024 Board Meeting

Appendix C – Updated Actions List from the February 26, 2024 Board Meeting

**TORONTO HELICONIAN CLUB**  
**Board of Directors Meeting**  
**Monday, March 25, 2024**

**6:30 – 8:30 p.m.**

**Agenda**

1. Call to Order – Marg Wilson
2. Approval of Agenda
3. Approval of February 26, 2024 Minutes of the Board
4. Approval of Board Resolutions No 1– 8
5. President’s Report
  - 5.1 Membership Fees Increase
  - 5.2 In camera
6. Treasurer’s Report – Angie Littlefield
  - 6.1 Banking update
  - 6.2 Insurance update
  - 6.3 CRA update
  - 6.4 Bookkeeping services
  - 6.5 The “illusion” of money
  - 6.6 Opportunities
7. Club Committees
  - 7.1 Membership Committee – Update, Rosemary Tannock
  - 7.2 Planners Committee – Update, ToR – Velma Ko
  - 7.3 House Committee – Update Marg Wilson
  - 7.4 Constitution Review Committee – Update – Marg Wilson
  - 7.5 Outreach Committee – Update Vivian East/Laura Liu
  - 7.6 Human Resources Committee – ToR
  - 7.7 Nominations Committee – Board Discussion
  - 7.8 Board Strategic Planning Committee – April 13, 1:00 – 3:30 p.m.
  - 7.9 Promotional/Design Committee – Proposal, Kye Marshall
  - 7.10 Communications – Update
8. Reports From Sections
  - 8.1 Visual Arts
    - 8.1.1 VAIR search & Committee Chair resignation
    - 8.1.2 Renting the walls to other arts organizations
  - 8.2 Humanities Section – Update, Velma Ko - **April Agenda**
9. Other Business
  - 9.1 Fundraiser for new chairs

- 9.2 Open House "Showcase 2024"
- 9.3 Fundraiser with Foundation (guest speaker Chrystia Freeland)
- 9.4 Ramp Railing
- 9.5 Bar/Smart Serve
- 9.6 Protocol for donations to club
- 9.7 Recommendations for Events Promotion and Management
- 9.8 Rental Sponsorship Application
  - 9.8.1 Application by Opera Queens
  - 9.8.2 Application by Liz Craig
- 9.9 Historical Year Plans
- 10. Actions List
- 11. Next Meeting
  - 11.1 April 22, 6:00 – 8:00pm at Rosemary Tannock's home
  - 11.2 May 21, 6:00 – 8:00pm in the Club - tbd
  - 11.3 June 21, 6:00 – 8:00 in the Club - tbd
- 12. Adjournment

# THE HELICONIAN CLUB

## Meeting of the Board

February 26th, 2024

### MINUTES

**Present:** Marg Wilson – President, Kye Marshall – Vice President (via Zoom), Laura Liu – Secretary, Angie Littlefield -- Treasurer, Vivian East – Director-at Large, Rosemary Tannock – Director-at-Large, Velma Ko – Director-at-Large, and Christine Arthurs (for Communications Committee report only)

**Location:** Vivian East’s home and virtually via Zoom

**1. Call to Order**

The President called the meeting to Order at 4:44 p.m.

**2. Approval of the Agenda**

Velma Ko made a Motion for approval of the Agenda, seconded by Angie Littlefield. Attached as Appendix “A” is the approved Agenda.

**3. Approval of the January 22, 2024 Minutes of the Board**

Marg Wilson requested clarification one item under 7.1 Membership Committee. Rosemary Tannock provided clarification and made a Motion for approval of the Minutes with revision and Velma Ko seconded it. Attached as Appendix “B” are the corrected approved Minutes.

**4. Approval of the January 2, 2024 Minutes of the Special Meeting of the Board – Board Vacancy**

Kye Marshall made a Motion for approval of the Minutes, seconded by Angie Littlefield. Attached as Appendix “C” is the approved Minutes.

**5. Approval of the January 12, 2024 Minutes of the Special Meeting of the Board – Sponsorship Process**

Marg Wilson made a Motion for approval of the Minutes, seconded by Velma Ko. Attached as Appendix “D” is the approved Minutes.

**6. President’s Report**

Marg Wilson circulated an assessment form from the *Nonprofit Leadership Lab* titled ‘The 14 Attributes of a Healthy Nonprofit’ to track how we are doing as a board. Board members are to take the assessment now and again at the end of the year.

**Action:** Board members to take nonprofit assessment

A strategic planning meeting is being planned to take place sometime in March to forecast the budget for the next year and election plans.

Meeting minutes will be made available to members on the website this coming April. Marg Wilson noted that the format of the Club Minutes, as they are done currently and, in the past, only document 'Motions' but no 'Resolutions.' Resolutions shall be used when it is deemed necessary to formalize a decision from the Board i.e. hiring the new accountant. Moving forward, the Board will be diligent to make this distinction in the Minutes.

**Action: Laura Liu to ask Mairi Demings to prepare Resolutions for Minutes from this current year (from Oct 2023) to present.**

Marg Wilson noted that the President's Award of Merit will be in effect this year [the award was not awarded last year] and an announcement for calls for nominations will be in the April Bulletin.

**Action: Marg Wilson to announce the President's Award of Merit in the Bulletin**

Marg Wilson brought up an appreciation lunch for staff, section heads, and committee chairs for mid-June.

Marg Wilson provided an update that the Trillium Grant application is underway. Three contractors were on site last Friday the 23<sup>rd</sup> of February for a walkthrough. Laura Liu noted the Building Committee (joint committee between members of the Foundation and the Heliconian Boards) are meeting on February 29<sup>th</sup> to review the bids that are due that day.

## 7. In Camera

There was discussion regarding the basis for expulsion, which occurred in Spring 2023 by the previous Board. Marg Wilson noted that there was no Resolution and therefore the expulsion is not valid. It was determined that the current Constitution is inadequate in providing a fair and due process, nullifying the expulsion. Vivian East made a Motion to nullify her expulsion, seconded by Angie Littlefield, and all approved. **Motion passed.**

**Resolution:** Be it resolved that the expulsion be nullified and her membership with the Heliconian Club to be effective immediately without remittance of membership fees for the remainder of the 2023-2024 year.

**Action: Marg Wilson to send a letter to nullify her expulsion and welcome her back to the Heliconian Club.**

## 8. Treasurer's Report

### 8.1 Banking/Signing Power

Angie Littlefield reports that the Club has two Heliconian accounts at Meridian. Angie Littlefield and Marg Wilson had visited Meridian and signing power is under way for them; the two other signatories, Kye Marshall and Laura Liu, will need to make an appointment to set up a profile.

**Action: Kye Marshall and Laura Liu to set up profile with Meridian.**

Angie Littlefield prepared a letter of direction to RBC to change the signing authority of the Club's account. The letter was circulated and signed by all Board members present and by Kye Marshall remotely. Angie noted she will be scoping out other banks walking distance to the Hall and make a recommendation on what bank to use moving forward.

### **8.2 Ontario Business Directory**

Angie Littlefield noted she updated the Ontario Business Directory so that the names of the Board members are current and four are on another profile as officers. She said our profile on Ecore is also up to date.

### **8.3 New Accountant**

Angie Littlefield reported that she met with CPA Maureen Wei, who is very knowledgeable in not-for-profits. Maureen Wei provided an estimate of \$4500 to do the assessment review and \$500 for the tax return, with a \$2500 retainer. Maureen Wei will need to work/liaison with the previous Club accountant, Stephanie Chung from Pennylegion Chung. Angie got in touch with Stephanie Chung on the phone and noted that she was very helpful.

Kye Marshall made a Motion to hire a Maureen Wei as our new accountant. Seconded by Vivian East, and all approved. **Motion passed.**

**Resolution:** Be it resolved that Maureen Wei CPA be hired as the accountant for the Heliconian Club.

**Action: Angie Littlefield to contact Maureen Wei and onboard as new accountant.**

### **8.4 Insurance**

Angie Littlefield reported her progress on obtaining a better insurance rate for the Club. She has been in touch with John Thomas who works with Ontario Historical Society members to obtain a reduced rate for non-for-profit. She also met with Daniel Disshaw Executive, Director of Ontario Historical Society for more information.

### **8.5 Trillium Grant**

Angie Littlefield noted she is working with the Foundation on the grant writing. She has attended a webinar and will be on two "coaching calls" to ensure we are on track with the deliverables. The deadline is March 6<sup>th</sup>.

## **8.6 Legal Fees WeirFoulds**

WeirFoulds, lawyers retained by Jan Garvey in July of 2023, have not appeared in any Board Meeting Minutes as approved by the Board. After Angie Littlefield assumed the Treasurer position, she has been working to sort out any monies owing and now reports that WeirFoulds has invoiced the Heliconian Club a total of \$10,893.20 for services rendered.

Jan Garvey had paid a retainer of \$10,000 into a trust account at WeirFoulds. There is an invoice for \$10,893.20 dated October 17, 2023. There is an amount owing of \$129.95 from a final invoice dated December 21, 2023. All Board members agreed the amount owing is to be paid to WeirFoulds.

Angie Littlefield made a Motion to pay the outstanding balance of the WeirFoulds account. Seconded by Laura Liu, and all approved.

**Resolution:** Be it resolved that the outstanding balance of the WeirFoulds account be paid.

**Action:** *Angie Littlefield to pay balance to WeirFoulds.*

## **8.7 Restructuring/Checks and Balances**

Angie Littlefield noted that when she spoke to accountants Maureen Wei, Darren Lee and Stephanie Chung, they all noted that we have not been meeting accounting standards regarding internal controls i.e. checks and balances. With some advice of the accountants, Angie Littlefield presented what the checks and balances could look like as follows.

### Internal Controls - Separation of Financial Operations

**Bookkeeping, Payroll (and perhaps General Ledger)** – outsourced

**General Manager** – cash custody, rental contracts, wild apricot

**Facilities Manager** – Honeybooks and rental contracts but with two signatures

**Treasurer** – banking and cheques

**Accountant** – Review Assessment and Tax Return

Rosemary Tannock made a Motion to restructure the human resources with the “Internal Controls – Separation of Financial Operations.” Seconded by Kye Marshall, and all approved.

**Motion passed.**

**Resolution:** Be it resolved that human resources is restructured according to the “Internal Controls – Separation of Financial Operations” and the needs of the Club as determined by the Board.

## **9. Club Committees**

### **9.1 Membership Committee**

Rosemary Tannock noted that two more members have joined the committee and now they have representation from each section. She explained a new system that allows VA applicants who also wish to be exhibiting with the Club to become members immediately while their exhibiting status is pending until the Exhibiting Committee reviews their credentials. Rosemary reports that membership is at 102, three applicants just need to pay the dues and ten more are in various stages of the process. She also notes the 'welcome package' will be ready soon and will be reviewed by the Communication Committee as a final step.

## **9.2 Planners Committee**

Marg Wilson noted this can go on the Agenda for the strategic planning meeting in March

**Action: Laura Liu to put on the Agenda for the Strategic Planning meeting.**

## **9.3 House Committee – March Agenda**

### **9.4 Constitution Review Committee**

Marg Wilson reports that the committee have been working on the following items: expulsion, nominating committee, artist-in-residence, and junior membership. Also, there will be an info session for the Constitution with the Board and the beta reviewers.

### **9.5 Outreach Committee**

Vivian East noted that there is a floral event in Yorkville the Club could have participated in except the fees were \$3500 and so not feasible. She notes that concurrent with her solo art show in May she is working on planters for the outside of the Hall as part of her solo exhibition. The committee is also gathering contacts, including renters, which may be used when considering a promotional discount for return renters of the Hall.

### **9.6 Communications Committee**

Christine Arthurs joined the meeting to report updates from the Communications Committee.

## **Mission and Vision Statement**

She noted that back in 2019 the committee decided it wanted to improve the mission statement and vision statement that is currently used by the Club, which currently reads as follows:

Mission: "Women supporting, championing and providing inspiration in the arts."

Vision: "The Heliconian Club is a hub of arts-based activity and appreciation that reveres quality, respects tradition and welcomes innovation. It plays an active role in wider community initiatives and maintains multiple outreach programs."

A new mission and vision statement was being worked on by a subcommittee from the Literature section in March 2020. While this was presented to the Board, the item was tabled for a 'retreat', which did not end up happening.

There was discussion regarding the statements and one word change was made. The proposed new mission and vision statement reads as follows:

**Mission:** “Supporting, Inspiring, and Championing Women Living in the Arts”

**Vision:** “The Heliconian Club, one of the oldest associations of its kind in Canada, brings together women living and working in the arts and letters for their artistic, intellectual, and social interaction. It plays an active role in wider community initiatives and maintains an outreach program.”

Rosemary Tannock made a Motion to approve the new mission statement and vision statement. Seconded by Kye Marshall, and all approved. **Motion passed.**

**Resolution:** Be it resolved the acceptance of the new mission statement and vision statement for the Heliconian Club.

### **Website Overhaul**

Christine noted that the committee has made significant updates to the ‘Foundation’ and ‘rentals’ pages on the website. She notes that changes to the website have been funneled through to Mairi because Christine does not have administrator status.

Marg Wilson made a Motion to allow the Chair of the Communications Committee full administrator status on the website. Seconded by Rosemary Tannock, and all agreed. **Motion passed.**

Christine Arthurs also noted that the website does not look professional i.e. there is language and visuals that do not meet the Club’s artistic standards and does not represent the Club well to the general public. There was discussion about the need to vet the content of the public part of the website before changes occur.

Laura Liu made a Motion that all changes to the public part of the website must be reviewed by the Communications Committee in order to guarantee they meet professional standards. Seconded by Angie Littlefield, and all approved. **Motion passed.**

### **Proposed Communications Budget**

Christine Arthurs noted that public events receive a Facebook boost that was paid for by the Club but there was never a clear layout for how this was done from the data she collected. Marg Wilson asked Christine Arthurs to prepare a proposed budget for the following 2024-25 year to be reviewed at the Strategic Planning Meeting in March. Christine noted she is already working on gathering info with Mairi and is preparing a budget.

**Action:** *Christine Arthurs to prepare a proposal for the Communications Budget*

### **9.7 Human Resources Committee**

This item was tabled for the next Board Meeting.

**Action:** *Laura Liu to put on the Agenda for the March 25 2024 Board meeting.*

### **9.8 Artists-in-Residence Committee – March Agenda**

### **9.9 Nominations Committee – March Agenda**

## **10. Other Business**

### **10.1 Fundraiser for new chairs**

Kye Marshall noted the event planning is in progress and the promo is up on the website.

### **10.2 Open House**

Kye Marshall noted each section head is preparing a blurb for the event. There will be a time of Q&A with the section heads and refreshments. She is also asking section heads to prepare their contacts for who to invite.

### **10.3 Fundraiser with Foundation**

Marg Wilson noted that the event is set for June 14<sup>th</sup>. In addition to the guest speaker Chrystia Freeland the event will be a dinner and music by a string quartet. Marg Wilson noted that the Club is looking after the money for the event. Angie Littlefield noted that if the Club manages the money, they will not be able to issue a tax deductible receipt however it would be possible if the Foundation managed the money.

### **10.4 International Women’s Day Event**

Rosemary Tannock noted that she received a package from the organizers of the IWD film. There is a URL link for the film however it has not been opened yet as she is unsure if it can only be played once. More volunteers are still needed to help out. Angie Littlefield noted Lillian Allen has not confirmed her guests but is working on it. Marg Wilson noted that we have wonderful door prizes lined up for the draw prize; ‘Collected Joy’ has provided a charcuterie board and there are also 2 t-shirts, mugs and glasses.

### **10.5 Ramp Railing**

Laura Liu noted the ramp railing is included in the scope of work for the Trillium Grant. We have the latest drawings and estimate from 2020 from the architecture consultant of the project.

### **10.6 Bar/Smart Serve**

This item was tabled for the next Board Meeting.

**Action: Laura Liu to put on the Agenda for the March 25 2024 Board meeting.**

#### **10.7 Asset Inventory**

Angie Littlefield noted that the asset inventory is part of the taxes as it accounts for the depreciation. She believes an asset inventory may already exist.

**Action: Angie Littlefield to ask Amos Boratto for asset inventory of IT**

#### **10.8 Holiday Dinner – March Agenda**

#### **10.9 Rental Sponsorship Application by Opera Queens**

This item was tabled for the next Board Meeting.

**Action: Laura Liu to put on the Agenda for the March 25 2024 Board meeting.**

### **11. Actions List**

Actions List was not reviewed at the meeting. Laura Liu has updated the list.

Attached as Appendix “I” is the updated Actions List from the January 22, 2024 meeting.

### **12. Next Meeting**

The next meeting is scheduled for March 25, 2024 by zoom from 1-3pm.

Laura Liu noted that she will be starting a new full time job on March 12<sup>th</sup> and will need the meeting times for the remainder of the Board meetings to be changed in order to attend.

The dates for the remainder of the Board meetings are as follow:

March 25, 2024, 1–3pm via zoom - **TBD**

April 22, 2024, 1 – 3pm at the Hall - **TBD**

May 27, 2024, 1 – 3pm at the Hall - **TBD**

June 24, 2024, 1 – 3pm at the Hall - **TBD**

### **13. Adjournment**

The meeting adjourned 7:57pm

## **Appendices of Attachments**

Appendix A – Approved Agenda of February 26, 2024 Board Meeting

Appendix B – Approved Minutes of January 22, 2024 Board Meeting

Appendix C – Approved Minutes of Special Meeting of the Board – Board Vacancy, January 2, 2024

Appendix D – Approved Minutes of Special Meeting of the Board – Sponsorship Process, February 12, 2024

Appendix A – Proposed New Sponsorship Process

Appendix E – Updated Actions List from the January 22, 2024 Board Meeting

**THE HELICONIAN CLUB**

**Board Meeting February 26, 2024**

**Action Items Carried Over from Nov. 27<sup>th</sup>, 2023**

<b>#</b>	<b>Agenda Item</b>	<b>Topic</b>	<b>Accountability</b>	<b>Action</b>	<b>Done</b>	<b>Comments</b>
1.	4.1	Board Member replacement - Treasurer	Board	-seek out names for replacement member on <b>Nominating Committee</b>	Not Done	March Agenda
4.	9.	Planners Committee	Joan Woodward	-prepare draft ToR and submit to the Board for review	Not Done	March Agenda

**Action Items Carried Over from Dec. 11, 2023**

<b>#</b>	<b>Agenda Item</b>	<b>Topic</b>	<b>Accountability</b>	<b>Action</b>	<b>Done</b>	<b>Comments</b>
1.	10.1	Ramp Handrail Update	Mairi Demings	-get feedback from Foundation about request	ongoing	Scope included in Trillium Grant
2.	10.2	Stacking Chairs	Mairi Demings	-obtain quotes from 2 companies	ongoing	March Agenda
3.	10.	ToR – House Committee	Marg Wilson	-forward ToR to Board members		Marg to follow up with Mary Perdue

### Action Items Carried Over from Jan 22, 2024 Board Meeting

#	Agenda Item	Topic	Accountability	Action	Done	Comments
2.	6.	Time banking system	Marg Wilson, Angie Littlefield	- review time banking system		
3.	6.	Bar	Velma Ko	- prepare protocol for bar		
9.	7.7	Computer for Amos	Marg Wilson	- source cost of computer and report back		
10.	7.7	Communications	Marg Wilson	- research name used for club	Done	
16.	9.4	Protocol for donations to club	Board	- prepare protocol for donations to club	In progress	

### Action Items Carried Over from Feb 26, 2024 Board Meeting

#	Agenda Item	Topic	Accountability	Action	Done	Comments
1.	6.	Non-profit assessment	Board	- Take nonprofit assessment		
3.	6.	President's Award of Merit	Marg Wilson	- Marg to put announcement in Bulletin		
4.	7	Sara Craig Expulsion	Marg Wilson	- Marg to send letter to Sara Craig		
5.	8.1	Banking	Kye Marshall, Laura Liu	- Set up profile with Meridian	In progress	
9.	9.6	Communications Budget	Christine Arthurs	- Prepare budget for committee for Strategic Planning Meeting		
12.	10.7	Asset Inventory	Angie Littlefield	- Ask Amos for asset inventory of IT		

### Action Items March 25, 2024 Board Meeting

#	Agenda Item	Topic	Accountability	Action	Done	Comments
1.	4.	Board Resolutions	Board	- Marg to revise Resolutions No 1-8		
2.	6.1	Signing Power	Laura Liu Kye Marshall	- Set up profiles with Meridian and RBC	In progress	
3.	6.1	Letter of Direction	Board	- Sign and return letter of direction to Angie Littlefield	Done	
4.	6.2	Insurance	Angie Littlefield	- Send broker of record letter to change broker		
5.	6.6	Poetry/Spoken Word Project	Vivian East, Laura Liu	- Outreach committee to solicit interest from members for the Poetry/Spoken Word Project.		
6.	7.5	Planters	Vivian East	- Get estimate for planters		
7.	7.5	Planters	Velma Ko	- Contact garden club for donations		
8.	7.5	Summer Workshops	Vivian East, Laura Liu	- Outreach committee to prepare ideas for summer workshops and put announcement in Bulletin		
9.	7.6	HR ToR	Marg Wilson, Leslie MacIntosh, Rosemary Tannock	- Prepare draft of the HR Terms of Reference		
10.	7.9	Communications sub-committee	Kye Marshall	- Speak to Christine Arthurs regarding new Promotional/Design sub-committee.		
11.	8.1.2	Renting the Walls	Laura Liu	- Request further details from section		
12.	9.6	Donations to Club	Marg Wilson	- Follow up with Leslie MacIntosh for release		
13.	9.6	Donations to Club	Marg Wilson	- get back to Angela Fosco on donation		
14.	9.6	Donations to Club	Rosemary Tannock	- get back to Barbara Mitchell on donation		
15.	9.7	Recommendations for Events Promotion and	Laura Liu	- Put on April agenda		

		Management				
16.	9.8	Rental Sponsorship Application	Laura Liu	- Put on April agenda		