

THE HELICONIAN CLUB

Meeting of the Board

December 11th, 2023

MINUTES

Present: Jan Garvey – President, Kye Marshall-Vice President, Laura Liu – Director-at Large, Vivian East - Director-at Large, Rosemary Tannock - Director-at-Large , Marg Wilson-Secretary and Mairi Demings, Communications and Office Manager

Location: Zoom Meeting

1. Call to Order

The President called the meeting to Order at 7:35 p.m.

2. Approval of the Agenda

The President requested a Motion for approval of the Agenda for the meeting. Marg Wilson requested that In Camera be added to Agenda item 13 Other; Jan Garvey requested that Holiday Bonus be added to In Camera; and, Kye Marshall requested that Spring Open House be added to Other. Kye Marshall approved the Motion and Rosemary Tannock seconded it.

3. Approval of the November 27th, 2023 Minutes of the Board

The President requested a Motion for approval of the Minutes as corrected. Vivian East approved the Motion and Rosemary Tannock seconded it. Attached as Appendix “A” are the approved Minutes.

4. The President’s Report

The President reserved her report for the In Camera discussion.

5. The Communication and Office Manager’s Report

Mairi Demings informed members that the Club had purchased the basic Mail Chimp package and that the Instagram account was growing. She is also working on a form for media consent for internal and external communications, and that she has added text to photo images to the @torontoheliconianclub Instagram account.

6. Treasurer's Report

There was no report on this item due to the fact that it was a mid-month meeting and monthly actuals were not available.

7. Update on Replacement for Treasurer

The President informed members that Nomination Committee members Mary Jane Warner and Janet Dea had proposed two names as candidates for the Board Treasurer. Marg Wilson and Rosemary Tannock proposed that Angie Littlefield be considered as the candidate for Board Treasurer due to the closeness of the election results for that position. Following brief discussion, Marg Wilson made a Motion that Angie Littlefield be invited to be the Board Treasurer, and Rosemary Tannock seconded the Motion. Five members voted "Yes" and one member abstained from voting. Motion approved.

Action: Jan Garvey to offer Angie Littlefield the position of Board Treasurer for 2023-2024.

8. New (and Revived) Committees

8.1 Constitution Review Committee

Following brief discussion about expected legal costs, Marg Wilson made a Motion that the draft Terms of Reference be approved, and Kye Marshall seconded the Motion. Five members voted "Yes" and one member abstained from voting. Motion carried.

Attached as Appendix "B" is the approved Terms of Reference for the Constitution Review Committee.

8.2 Human Resources Committee

The Board agreed to discuss this proposed committee In Camera.

8.3 Communications Committee

Kye Marshall requested to be added to this proposed committee and Marg Wilson requested to be removed from the membership of this committee. Following brief discussion, Rosemary Tannock made a Motion that this Committee be approved with an edit in 2.3, and Laura Liu seconded the Motion. Five members voted "Yes" and one member abstained from voting. Motion carried.

Attached as Appendix "C" is the approved Terms of Reference for the Communications Committee.

Action: Jan Garvey to inform Christine Arthurs that the Terms of Reference for the Communications Committee has been approved.

8.4 Outreach Committee

Following brief discussion about the Mandate, Laura Liu made a Motion that these draft Terms of Reference be approved, with corrections, and Rosemary Tannock seconded the Motion. Five members voted “Yes” and one member abstained. Motion carried.

Attached as Appendix “D” is the approved Terms of Reference for the Outreach Committee.

8.5 Membership Committee

Following brief discussion about the Mandate and some minor editing suggestions, Marg Wilson made a Motion that these draft Terms of Reference be approved, with corrections, and Kye Marshall seconded the Motion. Five members voted “Yes” and one member abstained. Motion carried.

Attached as “Appendix “E” is the approved Terms of Reference for the Membership Committee.

Action: Jan Garvey to inform Jocelyn Paul that the Terms of Reference for the Membership Committee have been approved.

8.6 Artists-in-Residence Committee

This item is to go on the Agenda for the January 22nd, Board meeting.

Action: Marg Wilson to put on the Agenda for the January 22nd, Board meeting.

8.7 Planners Committee

This item is to go on the Agenda for the January 22nd, Board meeting.

Action: Marg Wilson to put on the Agenda for the January 22nd, Board meeting.

9. Planners Committee Update

9.1 Heliconian Holiday Dinner

Marg Wilson reported that despite some bumps, the Heliconian Holiday dinner was a success and although all the receipts were not in yet, it appears that the dinner did make a profit of about \$1,500.00 without the bar profits. She thanked Rosemary Tannock, Vivian East and Laura Liu for the outstanding décor and all their assistance

with the dinner. Laura Liu suggested to get feedback from participants in order to prepare and assist the planning committee for the 2024 dinner. Marg Wilson agreed to do so.

Action: Marg Wilson to get feedback from participants about the 2023 Heliconian Holiday dinner.

10. House Committee

10.1 Ramp Handrail Update

The President informed members that she had made a request to the Foundation to financially support the purchase of the etched handrail, and expects to hear back from the Foundation in January.

Action: Marg Wilson to put this item on the Agenda for the January 22nd Board meeting.

10.2 Stacking Chairs

Mairi Demings reported that she is waiting to hear about quotes from two companies about the purchase of stacking chairs. It was estimated that the Club would need between 120-150 new stacking chairs.

Action: Marg Wilson to put this item on the Agenda for the January 22nd Board meeting for an update.

10.3 Exterior Improvements

Board members commented on the state of the exterior of the building stating that the building and grounds do not look inviting or enhance the beauty of the building. The President informed Board members that David Sin, a member of the Foundation, had prepared an updated study of the building which would be presented to the Board in due time.

Marg Wilson stated that the outside stairs were unsafe and needed some sort of non-slip solution for the treads because they were slippery in rainy and snowy weather. Mairi Demings undertook to mention this matter to the Facilities and Technical Manager.

Action: Mairi Demings to inform Amos Borrato about the need for a non-slip solution for the treads on the exterior stairs.

Brief discussion followed about the Terms of Reference for the House Committee and members requested that the President forward the Terms of Reference to all the Board members for review. She agreed to do so.

Action: Jan Garvey to forward the Terms of Reference for the House Committee to all Board members.

Action: Marg Wilson to put this item on the Agenda for the January 22nd, Board Meeting.

11. Health and Safety Committee

11.1 Safety Training

Mairi informed the Board that the Club target is to have three safety attendants for each section. Some members expressed that they wanted to take the training as soon as possible.

Action: Mairi to set up the training program and let Club members know the date.

11.2 Emergency Communications Tree

Mairi informed members that there is a call system set up for emergencies. Marg Wilson requested that a hard copy be prepared so that Board members can have it on hand in case of emergencies.

Action: Mairi to prepare a draft emergency communications protocol and tree and present it to the Board for approval.

12. Goals for the Board 2023-2024

Following lengthy discussion amongst all members, Rosemary Tannock made a Motion that the following goals for the Board be approved, and Kye Marshall seconded the Motion:

1. The Club meets all obligations for ONCA.
2. The Club grows the membership to 120, with an emphasis on diversity.
3. The Club fosters and supports Board activities to encourage engagement across Club Sections.

It was further discussed and agreed to self-evaluate these goals at the end of the year in accordance with the Constitution.

13. Other

13.1 Open House

It was noted that the potential date of June 2, 2024, might interfere with the date of the Annual BBQ, June 4th, 2024. It was discussed and agreed that Kye Marshall should confer with Joan Woodward, Chair of Planners, to confirm an agreeable date for the Open House.

Action: Kye Marshall to discuss dates with Joan Woodward of Planners to confirm a date for the Open House.

Action: Marg Wilson to put on this item on the Agenda for the January 22nd, Board meeting.

13.2 In Camera

Board members held an In Camera session.

14. Actions List

Board members reviewed the Actions List and all actions arising from the November 27th, 2023 meeting were either done or accounted for. Kye Marshall raised a point on Item #5, Sign-in sheets for Heliconian events and suggested the QR codes be used as a pilot test project and all members agreed.

Attached as Appendix "F" is the updated Actions List from the November 27th, 2023, meeting.

15. Next Meeting

The next meeting is scheduled for January 22, 2024 at the Club, weather permitting, from 4:00 p.m. to 6:00 p.m.

16. Adjournment

The meeting adjourned 10:45 p.m.

THE HELICONIAN CLUB

Meeting of the Board

November 27, 2023

MINUTES

Present: Jan Garvey – President, Kye Marshall-Vice President, Laura Liu – Director-at Large, Vivian East - Director-at Large, Rosemary Tannock - Director-at-Large (attended by Zoom), Marg Wilson-Secretary and Minute Taker

Absent: Erika Yost

Location: The Heliconian Club

1. Call to Order

The President called the meeting to Order at 3:40 p.m. and read the Land Acknowledgement.

2. Approval of the Agenda

The President requested a Motion for approval of the Agenda for the meeting. Marg Wilson requested that Spring Open House be added under Agenda item 13. Other. Kye Marshall approved the Motion and Laura Liu seconded it.

3. Approval of the October 23, 2023 Minutes of the Board

The President requested a Motion for approval of the Minutes as corrected. Vivian East approved the Motion and Kye Marshall seconded it. Attached as Appendix "A" are the approved Minutes.

4. The President's Report

4.1 Replacement for Treasurer's Position on the Board

The President circulated a letter of resignation from Board member Erika Yost and proposed that the Nomination Committee conduct a search for a new Treasurer. The Board accepted Erika Yost's resignation. Jan Garvey informed members that one member of the Nomination Committee had resigned, (Dorothy DeVal), and would need

to be replaced. She further informed members that Mary Jane Warner and Janet Catherine Dea had agreed to stay on the Nominations Committee, and with Dorothy DeVal's replacement, conduct the search for a new Treasurer.

Following brief discussion, members of the Board agreed that Jan Garvey should obtain names to replace the member on the Nomination Committee and present them to the Board.

Action: Jan Garvey to seek out names for replacement on the Nominations Committee and present them to the Board at the December 11th meeting.

4.2 Artist-in-Residence – Literature Section

The President spoke to the history of the Artists-in-Residence program and its importance to the Club. At the last Board meeting, a Motion was made and passed to declare Kate Marshall Flaherty as Artist-in-Residence for the Literature Section and comp her member's fees for the 2023-2024 year. Jan Garvey undertook to obtain information from the Board's accountant about the feasibility and process with which to action this.

Action: Jan Garvey to speak to the accountant on the feasibility and process to action Kate Marshall Flaherty's comped membership fees for 2023-2024.

4.3 Smart Serve Fees

Christine Arthurs raised the question about members being reimbursed for the payment of \$45.00 for their Smart Serve certification fees. The President informed the Board that is not in our policies to reimburse members for this certification. Laura Liu requested that the President consult our accountant about this practice and she agreed to do so.

Action: Jan Garvey to speak to the accountant on the feasibility of reimbursing members for obtaining their Smart Serve certification.

5. The Communication and Office Manager's Report

Mairi Demings spoke to plans to improve communications for the Club by building on Instagram and digital marketing. She informed members that email was still the most common means of communication for Club members to communicate with the Club office. She also informed members that the Club was close to the limit with free Mail Chimp and suggested an upgrade to the basic package for \$45.00 per month. Brief discussion followed and members agreed that the Club should purchase the upgrade.

Action: Mairi Demings to upgrade Mail Chimp package for \$45.00 per month.

Kye Marshall requested Mairia Demings to prepare Sign-In sheets for each Club event for better data management of the names and numbers of members and guests who attend Club events.

Action: Mairi Demings to prepare Sign-In sheets for each Club event and to maintain a posting schedule.

Mairi Demings informed the Board that the Club is now part of the Yorkville BIA and will be included in future communications from the Yorkville BIA. Kye Marshall requested Mairi Demings to find out the requirements to become part of the Bloor Corridor communications and she agreed to do so.

Action: Mairi Demings to find out the requirements to become part of the Bloor Corridor and to report back to the Board.

6. Treasurer's Report

In the absence of the Treasurer, Mairi Demings had circulated the Oct. 31, 2023 Profit and Loss Summary to Board members. Attached as Appendix "B" is a copy of the Summary. She informed the Board that the membership was down, rentals were starting to come back up and the Literary Series was doing very well in the fall. Marg Wilson requested detailed information about the costs of the legal fees year-to-date, and Mairi Demings was asked to find out that information and report back to the Board.

Action: Mairi Demings to determine the actuals for legal fees year to date and report back to the Board.

7. New (and Revived) Committees

7.1 Terms of References

Marg Wilson circulated a template for the Terms of Reference to be used by all Club Committees to comply with ONCA requirements of completeness and standardization. Attached as "Appendix C" is a copy of the template.

7.2 Membership Committee

Marg Wilson, on Rosemary Tannock's behalf, circulated a draft Terms of Reference for the Membership Committee. It was discussed and agreed by the Board that Board members would review it and put it on the Agenda for decision at the December 11, 2023 Board meeting.

Action: Marg Wilson to put on the Agenda for the December 11th Board meeting.

7.3 Outreach Committee

Rosemary Tannock informed the Board that it was in the final stages of drafting and would be ready for review and decision at the December 11th Board meeting.

Action: Marg Wilson to put on the Agenda for the December 11th Board meeting.

7.4 Human Resources Committee

Marg Wilson circulated the draft Terms of Reference for the Human Resources Committee. It was discussed and agreed that Board members would review it and put it on the Agenda for decision at the December 11th, 2023 Board meeting.

Action: Marg Wilson to put on the Agenda for the December 11th Board meeting.

7.5 Constitution Review Committee

Marg Wilson circulated the draft Terms of Reference for the Constitution Review Committee. It was discussed and agreed that Board members would review it and put it on the Agenda for decision at the December 11th, 2023, Board meeting.

Action: Marg Wilson to put on the Agenda for the December 11th Board meeting.

7.6 Artists-in-Residence Committee

The President had requested Leslie McIntosh to Chair this committee and she agreed to do so. The President also requested Leslie McIntosh to prepare Terms of Reference for this committee.

Action: Marg Wilson to request the draft Terms of Reference for Board review as soon as possible and to put on the Agenda for the December 11th Board meeting.

7.7 Communications Committee

The President had requested Christine Arthurs to Chair this committee and she agreed to do so. Christine Arthurs is in the process of drafting the Terms of Reference and will

submit them for review by Board members before December 11th, 2023. This item is to be put on the December 11th, 2023, Agenda for decision.

Action: Marg Wilson to request the draft Terms of Reference for Board review as soon as possible and to put this item on the December 11th, 2023, Board Agenda.

8. Nominations Committee

See item 4. 4.1. Kye Marshall stated that as part of the Constitution Review the Terms of Reference for the Nomination Committee needs to be revised for greater clarity.

9. Planners Committee

9.1 Role

Marg Wilson questioned the role and mandate of the Planners Committee. Some members felt that it had a “gate keeping” function and was useful in doing that. Following brief discussion it was agreed that the Terms of Reference for that committee should be on the Agenda for the December 11th, meeting.

Action: Marg Wilson to forward the Terms of Reference template to Joan Woodward, Chair of the Planners Committee, and ask her to complete it for review at the December 11th, 2023, Board meeting.

9.2 Heliconians at Play

Kye Marshall informed the Board that the Heliconians at Play was a successful and enjoyable event for those who attended. It brought a number of members from different sections together, and gave an opportunity to appreciate the various talents of Club members. She also informed the Board that the clothing drive was very successful and would be much appreciated by Jessica’s House. She suggested that this become a yearly event and other Board members agreed.

9.3 Holiday Dinner

Marg Wilson reported that 48 members and guests had registered for the event and that the various components of the dinner were on track. Kye Marshall suggested that for next year’s dinner the Club move away from a religion based theme, and perhaps celebrate the winter solstice. After a brief discussion, Board members agreed to look at other themes.

10. House Committee

10.1 Handrail Ramp

Jan circulated a photocopy of an etched section of a railing and a draft specification for the handrail project. She said the project could be articulated as a building improvement project and thus be eligible for funding from the Foundation. The last estimate was between \$1,800.00 and \$2,500.00. [This item requires an action and accountability.]

10.2 Chairs

The President raised the question of new stacking chairs and voiced that the situation is becoming dire for both Club events and rentals. The last estimate was approximately \$150.00 each chair and the Club needs 100 chairs.

Kye Marshall offered to host a fundraiser dedicated to raising money for the chairs in the spring. Following brief discussion, Board members agreed that this was an excellent idea.

Action: Kye Marshall to book a date for the fundraiser and to set up a planning committee for the fundraiser.

11. Health and Safety Committee

11.1 Safety Training

Mairi informed the Board that the next dates for training were in January and February 2024. She also informed the Board that there has to be a Fire Attendant at every Club event.

Action: Mairi to set up the training program and let Club members know the date.

11.2 Keys to the Building

Board members were informed that once they had received their safety training, they would be eligible for keys to the building, with certain restrictions and limitations, with time and use recorded.

11.3 Emergency Communications Tree

Marg Wilson suggested that an emergency telephone numbers protocol and communications tree be set up for Board members in cases of emergencies. Mairi offered to prepare one.

Action: Mairi to prepare a draft emergency communications protocol and tree and present it to the Board for approval.

12. Adoption and Implementation of Vision Statement

Following brief discussion, it was agreed that each Board member would come to the next meeting with four concrete goals that they would like to see the Board accomplish for 2023-2024 for discussion at the December 11, 2023, Board meeting.

Action: Each Board member is to prepare four goals for the Board for 2023-2024 and circulate to all Board members for the December 11th, 2023 meeting.

13. Other

Kye Marshall stressed the need to initiate awareness about the Club to obtain new members and proposed holding an Open House in late spring or early summer. She informed members that she had booked a spot for the Club in the Toronto 2025 Open Doors event. The President suggested that a planning committee should be struck to start planning the event and that Mairi Demings should be invited to sit on that committee. All Board members agreed with that suggestion.

Action: Kye Marshall to set the date for the Open House and strike a planning committee which includes Mairi Demings on it, and update the Board at the December 11th, meeting.

14. Next Meeting

The Board agreed to have a Zoom meeting at 7:30 p.m. on December 11th, 2023.

15. Adjournment

The meeting adjourned at 6:45 p.m.

THE HELICONIAN CLUB
CONSTITUTION COMMITTEE
TERMS OF REFERENCE

1.0 Delegation of Authority

The Constitution Committee was established by the Heliconian Board of the Heliconian Club on November 27, 2023. It is a Special committee with recommending powers to the Heliconian Board and to the members of the Heliconian Club.

2.0 Mandate

The mandate of this committee is to:

Review and revise the current Heliconian Club Constitution to ONCA standards, and to meet the deadline of October 19th, 2024, for submission to ONCA.

3.0 Membership

Chair: Marg Wilson

Working Committee: Marg Wilson, Leslie McIntosh

Beta Committee: Rosemary Tannock, Marg Wilson, Patty Stamp, Christine Arthurs, Laura Liu, Velma Ko (and other members as requested).

4.0 Goals

- 4.1 Review the current Constitution and update it to meet ONCA obligations
- 4.2 Obtain Board approval of the revised Constitution
- 4.3 Obtain appropriate legal advice of the revised Constitution
- 4.4 Obtain membership approval of the revised Constitution
- 4.5 Submit the revised Constitution to ONCA before the October 19th deadline.

5.0 Meetings

The Committee will meet at least once a month and/or on an ongoing basis when necessary. Prior to being put forward to the Board, decisions or recommendations are finalized through consensus of the Committee. Minutes for the meetings are taken by a delegated member.

6.0 Reporting

The Committee will report to the Board on a monthly basis.

7.0 Further Delegation of Authority

This committee has no delegated powers to another Committee. It has the power to create subcommittees on an as-needed basis.

Approved By: The Board
Date: December 11th, 2023

THE HELICONIAN CLUB
Communication Committee
TERMS OF REFERENCE

1.0 Delegation of Authority

The Communications Committee is a standing committee.

2.0 Mandate

The mandate of this committee is to:

- 2.1 Facilitate all modes of communication, both internal and external, that pertain to Club membership, activities and programs and special projects (e.g. fundraising drive, Doors Open or membership drive) in conjunction with the Office and Communications Manager.
- 2.2 To assist with establishing procedures and execution of promotion of all Club events including public and club-member-only events taking into consideration fairness, ease of use and consistency in a proactive way (to minimize individual member and section extra work)
- 2.3 To regularly review Club communication policies and guidelines to attain best practices, to improve member experience and to raise the Club’s profile with the wider public.

3.0 Membership

Membership would not be based on a specific number of individuals from each section but on the skillset of volunteers. Members of the Communications committee are required to have a background in communication (writing/editing), public relations, digital media expertise, photography and/or graphic design. Membership would also include Bulletin editor, yearbook editor, website editor, poster editor (seasonal poster)

Chair: Christine Arthurs

THE HELICONIAN CLUB

OUTREACH COMMITTEE

TERMS OF REFERENCE

1.0 Delegation of Authority

The Outreach Committee was established by the Heliconian Board of the Heliconian Club in December 2023. It is a Standing committee with recommending powers.

2.0 Mandate

The mandate of this committee is to:

- 2.1 Ensure the Heliconian Club presents a positive, informative and inviting image to the public;
- 2.2 Facilitate communication within local and larger community institutions (eg arts organizations, schools, colleges and universities, libraries, etc.);
- 2.3 Plan and execute events aimed at bringing in new members from those community institutions and from the wider public through the Planners Committee;
- 2.4 Identify and research in participation with the Planners Committee to participate in planned community events [e.g., Doors Open Toronto, Nuit Blanche, Toronto walking tours, etc.]

3.0 Membership

The Committee shall be composed of a minimum of three members, with the aim of representation of as many sections of the Club as possible. The President is an ex officio member.

The Committee will recruit and appoint new members as needed. It will also report any new appointments or resignations from the committee to the Heliconian Board.

Outreach Committee for 2023-24

Co-Chairs: Vivian East [VA], Laura Liu [VA]

Members:, Kye Marshall [Music], Rosemary Tannock [VA], Marg Wilson [Lit, Dr]

Ex Officio: Jan Garvey

4.0 Meetings

The committee meets at least four times per year. Additional meetings will be called when necessary. Prior to being put forward to the Board, decisions or recommendations are finalized through consensus of the committee. Minutes for the meetings are taken by a delegated member.

5.0 Reporting

The committee will report to the Board on a monthly basis. Major recommendations are sent to the Board for approval.

6.0 Further Delegation of Authority

This committee has no delegated powers to another committee. It has The power to create subcommittees on an as-needed basis.

7.0 Current Goals

As a new committee, these are our goals for the year 2023-2024.

8.1 Organize and execute a yearly joint event with an external organization[s]

8.2 Develop events and programs for the summer months when the club is typically closed [e.g., en plein air sketching, with meeting in specified local venues, such as Yorkville, Riverdale Farm]

8.3 Track and assess breakdown of public vs members attending events to indicate the effectiveness of our outreach efforts and inform decisions about future events.



Approved By:
Date:

The Board
December 11th, 2023

Appendix “E” to the Dec.11,2023 Board Meeting, Agenda item 8.5

THE HELICONIAN CLUB

MEMBERSHIP COMMITTEE

TERMS OF REFERENCE

1. Delegation of Authority

This is a standing Committee of the Heliconian Club with advisory powers by majority vote. This Committee is governed by the Constitution of the Heliconian Club and Ontario Not-for-Profit Act [ONCA], 2023.

2.0 Mandate

The mandate of this committee is to:

- 2.1 Be responsible for the development, sustainability, and well-being of the Club’s membership at large, which currently includes four categories: full members, non-resident members, those under-35 years and younger, and Honourary Life-Time members. Also this Committee recognizes and supports the two categories of members differentiated in the Visual Arts Section: exhibiting and non-exhibiting members
- 2.2 Review membership categories
- 2.3 Review membership privileges
- 2.4 Review the obligations associated with membership
- 2.5 Review the application and sponsorship procedures
- 2.6 Assist applicants with completion of the application procedures through the website, Wild Apricot
- 2.7 Ensure applicants meet the Heliconian Club’s criteria for membership
- 2.8 Ensure sponsors understand and fulfill their obligations to support and steward new members into the Club
- 2.9 Assist the Board in ongoing support of members
- 2.10 Assist the Board and Outreach Committee develop membership recruitment drives and develop incentives for membership

2.11 Upon resignation from the Heliconian Club, the member's contribution to the club is acknowledged in a letter written by this committee, specifying her contributions, which is then to be sent to the Board for their signature and mailing.

2.12 Send exit surveys to members who decide to leave the Club and review those surveys annually [typically, in the September meeting of this Committee].

3.0 Membership

The Committee shall be composed of at least one member of the Board plus at least three additional Club members to allow for a broader voice from all sections of the Club [Dance & Drama, Humanities, Literature, Music, Visual Arts [General and Exhibitions]. Also, a member of the Outreach Committee shall be on the Membership Committee to help coordinate planned membership drives and develop incentives for membership.

The membership committee will recruit and appoint new members as needed. It will also report any new appointments or resignations from the committee to the Heliconian Board.

Membership Committee for 2023-24

Chair: Jocelyn Paul [Dr, H]

Committee Members: Joanne Kwok, (H), Rosemary Tannock [Director at Large, VA, Outreach], Donna Wootton [L], Maria Soulis [M], Liz Smart [L]

4.0 Meetings

The Committee will meet, at a minimum, 6 times a year. Additional meetings will be called as needed. Prior to being put forward to the Board, decisions or recommendations are finalized through consensus of the Committee. Minutes for the meetings are taken by a delegated committee member.

For purposes of confidentiality, only members of the Committee have the right to attend the Membership Committee meetings, although the Office and Communications Manager may be invited to attend, with consensus of the Committee, to ensure the Directory of Members and Membership Committee section of the club website [Wild Apricot] is kept up to date.

5.0 Reporting

5.1 The Membership Committee reports to the Heliconian Board.

5.2 Committee Members will also report to each Section at the Section Meeting

5.3. It will also link with the Outreach Committee about membership drives

5.3 The Chair of the Committee will provide a formal annual written report to the Board prior to the Annual General Meeting, which should include, but not be limited to

5.3.1 Details of the Committee's membership and number of meetings held over the course of the year

5.3.2 A report of net growth or loss in membership figures

5.3.3 How it has discharged its duties and responsibilities.

5.3.4. A summary of any exit surveys or any other form of communication [e.g., email, telephone calls] from members to the Membership Committee

5.3.5. Any other material issues on which the Board has requested the Committee's consideration

5.4. The Chair of the Committee or designate shall be required to attend the AGM to speak to the report and be prepared to answer any questions

5.5 The Committee's Terms of Reference shall be made available on the Club's website.

6.0 Further Delegation of Authority

6.1 This committee has no delegated powers to another committee other than the Board. It has the power to create subcommittees on an as-needed basis.

7.0 Goals for 2023-2024

7.1 To appoint new members to this Committee to reach its minimum level of 4 members

7.2 To clarify and specify the role of sponsors

7.3 To develop strategies for increasing the number of volunteer-sponsors

7.4 To increase membership [to at least pre-covid numbers of about 120]

7.5. To improve communication with new applicants by developing the following generic letters to be placed on the Club's Wild Apricot website:
7.5.1 *Letter of acknowledgement* of the application with brief description of the next steps

- 7.5.2. *Letter to Sponsors* describing their role and responsibilities; key information about the club to convey to the applicant; the applicant's contact details; to whom to send the completed Sponsor Form. The applicant's Application PDF is to be attached to the Letter to Sponsors.
- 7.5.3 Review the letter of invitation to the applicant once the Board has approved her application.
- 7.5.4 *Detailed Welcome Letter* to be sent to the approved applicant once fees have been paid, which includes how to access Wild Apricot and the Member's Handbook, the Members' Code of Conduct, as well as other key details about the Club.

Approved By: The Board
Date: Dec.11,2023

THE HELICONIAN CLUB

Board Meeting November 27, 2023

Action Items

#	Agenda Item	Topic	Accountability	Action	Done	Comments
1.	4.1	Board Member replacement - Treasurer	Jan Garvey	-seek out names for replacement member on Nominating Committee	Not Done	
2.	4.2	Artist-in-Residence- Literature Section	Jan Garvey	-speak to accountant on feasibility and process to reimburse Kate Marshall Flaherty	Done	Fees forecast to 2024-25
3.	4.3	Smart Serve Fees	Jan Garvey	-speak to the accountant on the feasibility and process of reimbursing members for obtaining certification	Done	Board voted against reimbursement
4.	5.	Mail Chimp Basic Package	Mairi Demings	-order upgrade to basic package for \$45.00 per month	Done	
5.	5.	Sign-in sheets for events	Mairi Demings	-prepare Sign-in sheets for events and track data	Done	Pilot project with QR codes
6.	6.	Legal Fees – report on year to date	Mairi Demings	-inform Board members of actuals – year to date	Not done	To be reported at January 22, 2024 meeting
7.	7.2	Membership Committee ToR	Marg Wilson	-put on Dec. 11, 2023 Board Agenda	Done	
8.	7.3	Outreach Committee ToR	Marg Wilson	-put on Dec. 11, 2023 Board Agenda	Done	
9.	7.4	Human Resources Committee ToR	Marg Wilson	-put on Dec. 11, 2023 Board Agenda	Done	
10.	7.5	Constitution Review Committee ToR	Marg Wilson	-put on Dec. 11, 2023 Board Agenda	Done	
11.	7.6	Artists-in-Residence Committee	Leslie McIntosh	-draft Terms of Reference and submit to the Board for review	Not done	For January 22nd meeting
12.	7.6	Artists-in-Residence Committee	Marg Wilson	Put on the Dec. 11, 2023 Board Agenda	Done	For January 29nd meeting

13.	7.7	Communications Committee	Christine Arthurs	-draft Terms of Reference and submit to Board for review	Done	
14.	7.7	Communications Committee	Marg Wilson	-put on the Dec. 11, 2023 Board Agenda	Done	
15.	9.	Planners Committee	Marg Wilson	-forward ToR template to Joan Woodward and request ToR	Done	
16.	9.	Planners Committee	Joan Woodward	-prepare draft ToR and submit to the Board for review	Not Done	To put on January 22 nd , 2024 Agenda
17.	9.	Planners Committee	Marg Wilson	-put on the Dec. 11 th , 2023, Board Agenda	Done	
18.	10.2	New Chairs-Fundraiser	Kye Marshall	-book a date for the fundraiser -set up a planning committee for the fundraiser	Not Done	Date temporarily booked: April 26, 2024 Need to set up Committee
19.	11.1	Health and Safety Training	Mairi Demings	-set up a training session and inform Club members	Not Done	
20.	11.3	Emergency communications tree	Mairi Demings	-draft an emergency protocol with contact numbers and present to the Board to review	Not Done	
21.	12.	Board goals for 2023-2024	All Board Members	- Prepare 4 goals for the Board and send to each other	Done	
22.	12.	Board goals for 2023-2024	Marg Wilson	-Put on the Agenda for the Dec. 11, 2023 Board meeting	Done	
23.	13.	Other – Club Open House	Kye Marshall	-book a date for the Open House -set up a planning committee	Not Done	Date temporarily Booked: June 2, 2024 -need to set up Committee