

THE HELICONIAN CLUB

Special Meeting of the Board – Sponsorship Process

February 12, 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, Velma Ko – Director-at-Large

Location: Via email

1. Rosemary Tannock requested a Special Meeting of the Board for approval of “New Sponsorship Protocol for New Member’s Application.” Attached as Appendix “A” is the proposal. Moved by Marg Wilson, seconded by Velma Ko; Rosemary Tannock recuse herself from the vote. Six members voted “yes.” Motion passed.

Appendices of Attachments

Appendix A – Approved Proposed Changes to the Sponsorship Process

Proposed Changes to the Sponsorship Process:

To expedite the application process for new members, we are requesting Board approval for a change in the sponsorship component of the process. We do so because we are aware that this new procedure might be seen to deviate from the Constitution [Bylaw 2b], although each new applicant will still have the necessary two sponsors.

Rationale

Specifically, each proposed new member must be sponsored by two members of the Club [as stated in the Constitution [Bylaw #2b], one of whom will act as a mentor/buddy during the first year to shepherd the applicant into the Club.

Existing Process

Currently, the following steps are required:

- a) Membership Committee must secure two members from the relevant section to act as sponsors, with one agreeing to be the primary sponsor & act as mentor . This step can take considerable time.
- b) Both sponsors are required to review the candidate's application form, meet with the applicant, complete the sponsorship form and submit it to the membership committee.
- c) After approval by the Membership Committee, the Committee submits the application form plus two sponsor forms to the Board for ratification
- d) Following Board approval, the Chair of the Membership committee sends the applicant a welcome letter of invitation to join the club...by paying the dues.
- e) Upon receipt of dues, the Office Manager then adds the applicant's name to the Member Directory.
- f) N.B. The Constitution also states that 'the name of new members shall be announced in the monthly Bulletin'. (We are not aware this has been done routinely.)

It is unclear in the current procedures, at what stage the Section Head is notified of the approval of the new member,

Proposed New Process

We are requesting changes to the first 2 steps [a, b].

a) Membership Committee to secure 1 sponsor from the relevant section to act as mentor/buddy; the Section head will act as the second sponsor.

b) Only the primary sponsor will meet with the applicant and complete the sponsor form. The Section head will review the Applicant's Form plus the completed Sponsor Form, to ensure the applicant meets the criteria for that specific section as well as for the Heliconian Club.

The Section Head will then email the Membership Committee, the primary sponsor's completed form, along with a written explicit statement confirming that she [section head] has reviewed the two forms and approves the applicant as a member in the section.

Once the applicant's membership application has been ratified by the Board, the Membership Committee will ask the Office & Communications Manager to add the name to the Directory of Members, and ask the relevant Section Head to also add the name to the Section Email List

We believe this change in procedure will not only expedite the process, but also will involve the section head much earlier in the process, so that she is aware of the applicant and her volunteer interests, as well as being actively involved in the approval process. We do not believe this new responsibility is onerous for the section heads.

We have sent a notification of the proposed change to all Section Heads for their information, review, and agreement. **We have received agreement from all Section Heads:** Deb Cotton - Humanities; Caitlin Holland - Music; Christine Arthurs - Literature; Brianna Caryl Visual Arts; & Jane Spooner - Dance & Drama.

We have conducted a test-trial of this process with 3 applicants and are delighted with the simplicity and rapidity of this process. Pending the Board's approval of this new sponsorship process, we will be able to forward these applications to the Board for ratification.

Submitted to the Board by the Membership Committee, February 12, 2024

Jocelyn Paul: Chair
Donna Wootton
Rosemary Tannock

