

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.

