

THE HELICONIAN CLUB

Meeting of the Board

January 22nd, 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 - and Mairi Demings, Communications and Office Manager (to the end of her report)

Location: Heliconian Hall

1. Call to Order

The President called the meeting to Order at 4:54 p.m., and read the Land Acknowledgement.

2. Prior to the meeting, Kathleen Lapointe from the Heliconian Foundation did a presentation at 4:00 p.m. Kathleen Lapointe, President of the Heliconian Hall Foundation presented background information on the Foundation and its work. Handouts were circulated including the Foundation’s Constitution, amendments to the Constitution, and a memorandum of agreement between the Heliconian Hall Foundation and the Toronto Heliconian Club.

Kathleen also presented a report, entitled Building Condition Review, Heliconian Club, August 2023, prepared by architect, David Sin, a fellow board member of the Heliconian Hall Foundation. Kathleen noted that the roof replacement will be the next project the Foundation will focus its fundraising efforts on.

While the relationship between the Foundation and the Heliconian Club has previously been at ‘arms length’ according to Kathleen, a discussion followed that a ‘building committee’ with members from both the Foundation’s and the Heliconian Club’s boards would be beneficial, especially with the current project to replace the roof. However the committee could remain in place as a standing committee moving forward. Angie Littlefield and Laura Liu agreed to serve on this committee on behalf of the Heliconian Club. Kathleen Lapointe noted David Sin and Eve Guinan would be excellent members from the Foundation’s board.

Angie Littlefield noted we can apply to the Trillium Grant for capital improvement projects. The grant offers \$10k – 200k with the upcoming deadline on March 6, 2024. The Foundation and Heliconian Club can work together on the priorities of the capital improvements with the application being submitted by Heliconian Club as it is a not-for-profit.

3. Approval of the Agenda

The President requested two additional items be added to the agenda under Other Business: 1) Missing Minutes Pre-Election and 2) Ramp Railing. Two additional items were proposed to be put on February's agenda: 1) The Bar/Smart Serve and 2) Holiday Dinner.

Action: Laura Liu to put on the Agenda for the February 26th 2024 Board meeting.

Rosemary Tannock made a Motion for approval of the Agenda as revised for the meeting, seconded by Angie Littlefield. Attached as Appendix "A" is the approved Agenda.

4. Approval of the December 11th, 2023 Minutes of the Board

Laura Liu made a Motion for approval of the Minutes and Rosemary Tannock seconded it. Attached as Appendix "B" are the approved Minutes.

5. The Communication and Office Manager's Report

Mairi Demings noted she has sent out the media consent form, internal and external communications, and two public newsletters. She has met with Christine Arthurs, Chair of the Communications Committee and they would like to revive Member Highlights on social media. She also noted that the Board could post internally and share the Minutes from board meetings on the website.

6. Treasurer's Report

Angie Littlefield had circulated the Treasurer's Report to the board via email prior to the meeting. Attached as Appendix "C" is the Treasurer's Report.

She noted, having very carefully gone through the excel spreadsheet from the former treasurer, it is unclear where discreet items are being entered as well as what some of the items refer to, i.e. item entered as "Deferred Contribution Recognition" appears to be the "Capital Improvement Fund".

There was a discussion regarding the issue of checks and balances. Two areas identified that need attention are as follows:

- 1) HR – Due to the nature of events at the hall, which run during the daytime as well as evenings and late nights, staff are often working after hours and are banking overtime hours. The issue was raised that there is currently no system to track the overtime hours. Additionally, the rentals calendar only indicates when the hall is 'busy' and needs to be more detailed to track the rentals and activities at the hall. Vivian East made a Motion to put a hold on staff overtime until the time banking system is reviewed, Marg Wilson seconded it, and all approved.

Action: Marg Wilson and Angie Littlefield to review time banking system

- 2) Angie Littlefield raised the issue that there is currently no accountability for the cash being handled at the club (i.e. at the bar, entrance fee, rentals, etc.). A process where two signatures on cash envelopes with the total amount sent to the Treasurer by email within two business days would put the club on track to have accurate accounting of cash.

Additionally, there needs to be an accounting of monies spent i.e. for purchasing alcohol for the bar to create the checks and balances. Velma Ko, with her experience with the bar offered to work on the protocol for managing the bar.

Action: Velma Ko to prepare protocol for the bar

There is a need for an asset inventory- to be discussed at next meeting.

Action: Laura Liu to put on the Agenda for the February 26th 2024 Board meeting.

Angie Littlefield provided an update that the club is in the process of hiring an accountant. She spoke to Darren Lee, who was recommended by Velma, and informed us that Darren's services did not meet the scope of services the club would need. However, Darren offered to send two recommendations for an accountant who would be a better fit for the reporting required.

Angie Littlefield noted that she is still awaiting passwords of the club's accounts from Emma Walker, who is working as a consultant until the end of the fiscal year this April. Signing power will be given to the four executive members of the Board, Marg Wilson, Kye Marshall, Laura Liu, and Angie Littlefield.

7. Club Committees

7.1 Membership Committee

Rosemary Tannock noted that in their upcoming meeting on January 24th, they will be working on drafting a template to improve communications with new applicants to reduce the timeframe. Applicants currently are waiting many months to hear back. She also mentions there are three member applications in process, two of which are under review by the exhibition committee and fees need to be paid for all three. There are a total of 14 applications in process.

Angie Littlefield raised the idea of providing online programs to attract out of town members i.e. workshops. It was agreed that the Communications Committee should work on this.

Action: Laura Liu to contact Christine Arthurs on suggestion of online programing

7.2 Planners Committee

Joan Woodward has provided the draft Terms of Reference, which was circulated to the Board prior to the meeting. It was discussed and agreed that Board members would review it and put it on the Agenda for the February 26 2024 Board meeting.

Attached as “Appendix D” is the draft Terms of Reference for the Planners Committee.

Action: Laura Liu to put on the Agenda for the February 26th 2024 Board meeting.

7.3 House Committee

Marg Wilson noted that she is setting up a meeting for the committee to meet. About the replacement of the chairs, Mairi Demings noted that there are currently 76 chairs in the hall. Laura Liu researched and presented options for chair replacement. Marg noted she will be visiting the Cobourg Community Centre before the next Board meeting and can report back about their chairs, which may be another option.

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

Attached as “Appendix F” are chair options.

7.4 Health and Safety Committee

This committee has a TOR, which Jan Garvey had circulated to the Board; however it needs to be revised to comply with ONCA. It was agreed that this can wait until Amos Boratto returns from his vacation.

Mairi Demings provided an update of building improvements. Non-slip grip treads have been added to the front steps to the building and a second non-slip tread will be added soon for added safety. She also reports that the health and safety training is scheduled for February 17th and there are six people registered (a total of 11 people can be registered).

7.5 Constitution Review Committee

Marg Wilson noted that the writing committee for the Constitution is made of Leslie MacIntosh, Patty Stamp and Marg Wilson. She reports they have a work plan and copies of previous constitutions of the club.

7.6 Outreach Committee

Vivian East noted that the committee had its first meeting and reviewed their goals for this year and is working on a few events. There is an opportunity to participate in Nuit Blanche under their ‘Major Institution Program’ and Vivian noted she will be able to join the session to learn more.

Action: Vivian to attend the session and report back to the Board.

International Women’s Day is also in the works with Toronto Poet Laureate, Lillian Allen, and a film screening from ‘Women’s Adventure Film’. Angie Littlefield will find out if we need to pay an honorarium and how much. It was discussed that if the cost is too high, we can consider reducing the program. The film costs around \$400.

Action: Angie Littlefield to find out info on honorarium

7.7 Communications Committee

There was a discussion about purchasing a used laptop for use by Amos Boratto and for meetings at the hall by committees and the board. Marg Wilson has a source she can contact for a refurbished used laptop.

Action: Marg to source cost of computer and report back.

Vivian noted she is redoing the Heliconian postcard. There was a discussion about the official name of the club per the constitution and the name it may be referred to in a colloquial sense. Marg Wilson said she will research the club's name.

Action: Marg to research Club's name and report back.

Christine Arthurs will be joining the February 26 2024 Board meeting and providing an update then.

7.8 Human Resources Committee

The TOR for the committee was circulated prior to the meeting. Rosemary Tannock noted she will make edits and have it put on the Agenda for the February 26, 2024, Board meeting.

Attached as "Appendix G" is the draft Terms of Reference for the HR Committee.

Action: Laura Liu to put on the Agenda for the February 26th 2024 Board meeting.

7.9 Artists-in-Residence Committee

Leslie MacIntosh has provided the draft Terms of Reference, which was circulated to the Board prior to the meeting. Angie Littlefield made a Motion to approve as an ad hoc committee, and Marg Wilson seconded the Motion. Motion was passed.

Attached as "Appendix H" is the approved Terms of Reference for the Artists-in-Residence Committee

Action: Marg Wilson to inform Leslie MacIntosh that the Terms of Reference for the Artists-in-Residence Committee have been approved.

7.10 Nominations Committee

This item is to go on the Agenda for the February 26 2024 Board meeting.

Action: Laura Liu to put on the Agenda for the February 26th 2024 Board meeting.

8. Reports from Sections

8.1 Music Section

Velma Ko reports that the section will discuss the concerts coming up in March and April in their next meeting

8.2 Humanities Section

Velma Ko reports that their next meeting is on January 30th when they will go through the calendar and outings for this year.

9. Other Business

9.1 Fundraiser for new chairs

Kye Marshall notes the event planning is in progress and that she will be asking people to donate food, run the bar, and set up ticket sales. There was a discussion about ticket pricing at \$25 for members and \$30 for the public. Kye requested this item be on the February agenda.

Action: Laura Liu to put on the Agenda for the February 26th 2024 Board meeting.

9.2 Open House

Velma Ko and Rita Greer are on the committee and notes they have notes from the last open house.

9.3 Neighbours of Yorkville & the Annex, March Issue

Marg Wilson notes we are awaiting the draft of the article to come back to us. We will receive 10 copies of the publication and additional copies are \$3 each. There was discussion about ordering a copy for each member and Marg Wilson said that she would see if she could negotiate a bulk deal with the publisher.

Action: Marg Wilson to negotiate a bulk deal with the publisher.

9.4 Donated painting by club member M. Child

Laura Liu brought up a correspondence to the club regarding a painting that the owners wish to donate. The owners and artist of the painting are former members of the club. Angie Littlefield raised the issue of insurance, storage, tax receipt if the club is to receive artwork. It was discussed that the Board needs to develop protocol for donations.

Action: Board to prepare protocol for donations to the club.

9.5 Missing minutes pre-election

The item was brought up that we are missing some pertinent Minutes from 2022-2023.

Action: Marg Wilson to ask Mairi to track down the missing Minutes.

9.6 Ramp Railing

There was a high and low estimate of the cost of the railing; it was discussed that we will proceed with the design that included an etched section, which would be more expensive. The Board requires an updated quote for the railing.

Action: Mairi Demings to get updated quote on ramp railing.

10. Actions List

Board members reviewed the Actions List updated from the last meeting.

Attached as Appendix "I" is the updated Actions List from the December 11th, 2023, meeting.

11. Next Meeting

The next meeting is scheduled for February 26, 2024 at Vivian East's house and also by zoom from 4:30 p.m. to 6:30 p.m.

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

February 26, 2024, 4:30pm – 6:30pm at Vivian East's house via zoom

March 25, 2024, 1–3pm via zoom

April 22, 2024, 1 – 3pm at the Hall

May 27, 2024, 1 – 3pm at the Hall

June 24, 2024, 1 – 3pm at the Hall.

12. Adjournment

The meeting adjourned 8:03 p.m.

Appendices of Attachments

Appendix A – Approved Agenda of January 22, 2024 Board Meeting

Appendix B – Approved Minutes of December 11, 2023 Board Meeting

Appendix C – Treasurer’s Report, January 2024

Appendix D – Draft Terms of Reference for the Planners Committee

Appendix E – Terms of Reference for the Planners Committee

Appendix F – Chair Options, January 2024

Appendix G – Draft Terms of Reference for the Human Resources Committee

Appendix H – Approved Terms of Reference for the Artists-in-Residence Committee

Appendix I – Updated Actions List from the December 11th, 2023, meeting

TORONTO HELICONIAN CLUB
Board of Directors Meeting
Monday, January 22, 2024

4:00 – 6:00 p.m.

Agenda Approved

1. Call to Order – Marg Wilson
2. Heliconian Foundation Presentation – Kathleen LaPointe, President
3. Approval of Agenda
4. Approval of December 11, 2023 Minutes of the Board
5. Communication and Office Manager’s Report – Mairi Demings
6. Treasurer’s Report – Angie Littlefield
7. Club Committees
 - 7.1 Membership Committee – Update, Rosemary Tannock
 - 7.2 Planners Committee – Update, ToR – Velma Ko
 - 7.3 House Committee – Update, ToR – Marg Wilson
 - 7.4 Health and Safety Committee – Update – Mairi Demings
 - 7.5 Constitution Review Committee – Update – Marg Wilson
 - 7.6 Outreach Committee – Update Vivian East/Laura Liu
 - 7.7 Communications Committee – Update
 - 7.8 Human Resources Committee – ToR
 - 7.9 Artists-in-Residence Committee – Update
 - 7.10 Nominations Committee – Board Discussion
8. Reports From Sections
 - 8.1 Music Section – Update -Velma Ko
 - 8.2 Humanities Section – Update – Velma Ko
9. Other Business
 - 9.1 Fundraiser for new chairs
 - 9.2 Open House
 - 9.3 Neighbours of Yorkville & the Annex, March issue
 - 9.4 Donated painting by club member M. Child
 - 9.5 Missing minutes pre-election
 - 9.6 Ramp Railing
10. Actions List
11. Next Meeting
12. Adjournment

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.

Treasurer's Report, Angie Littlefield, Interim Treasurer, January 2024

Opening

I present my first report as interim treasurer and welcome your input to start a financial reporting process that best suits the current board of the Heliconian Club.

I am relying on the previous treasurer's report that reflected the Club's finances to the end of October 2023. The report was presented as an Excel spreadsheet at the October meeting and provided a snapshot of the Club's finances at the half-way point of the fiscal year.

I will conclude with some key concerns regarding continuity of financial information and challenges ahead.

Mid-Fiscal Year Financial Summary

- Total income received: \$162,524
- Total expenses \$111,703
- Current cash balance \$50,822
- Preliminary Revenue projections \$244,644
- Preliminary Revenue expenses \$296,866
- **Projected LOSS \$19,609**
- Changes in regular income: The following are down from what was projected: Rental are down roughly \$45,000, Club events down \$4000, Life Drawing down by about \$10,000, fundraisers by about \$15,000. Changes in regular expenses: Audit and Legal projected \$17,000 and this has never gone above \$3,000. **There is a new projection of \$6,240 for Bookkeeper/Finance but the Board has no knowledge about the parameters of this position.**

Budget and Expenses Overview

The Excel Spreadsheet that the former treasurer presented required data input for the line items from the Office Manager, Building Manager, Head of the Literary Lecture Series, Head of the Music Section and Head of the Visual Arts Section. It is currently unclear how the current treasurer is to acquire this data. Suggestions are welcome.

Since the creation of a new Bookkeeper/Finance position, it is unclear on which LINE ITEMS that position reports, when and to whom and which line items fall within the purview of the Office Manager and Building Manager. We must establish clear reporting duties as soon as possible.

It is too early to project accurately with only half-year data but it seems apparent that large shortfalls promise to lead to a larger loss for the 2023-2024 year than the one projected.

Concluding Remarks regarding continuity of financial information and challenges

I plan in person meetings with the Office Manager, Building Manager, Literary Lecture Series representative, Music Section representative, Visual Arts Representative and hopefully with the Bookkeeper/Finance to finalize who provides monthly data for budget line items and when.

There is a pressing need to:

- Establish signing powers
- Secure passwords for financial matters (banks, CRA et al) and for grant accounts such as Trillium
- Select and consult with an accounting firm
- Create data flow for the treasurer's reports
- Increase rental income
- Increase income-generating events and fundraisers
- Project a budget for 2024-2025

THE HELICONIAN CLUB

Planners Committee

TERMS OF REFERENCE

1.0 Delegation of Authority

The Planners Committee was established by the Heliconian Board of the Heliconian Club in (date unknown). It is a Standing committee with recommending powers.

2.0 Mandate

The mandate of this committee is to:

- 2.1 manage Club Calendar for equitable distribution of events and activities throughout the year
- 2.2 encourage Club members to bring event ideas with convenors and proposed budget to the committee, either individually or through their section representative
- 2.3 assess feasibility and suitability of proposed events and make recommendations to the Board

3.0 Membership - minimum one representative from each section; quorum is three

* Planners meetings have always been open for any Club member to attend.

Chair: Joan Woodward, Humanities

Email: jwoodward51@yahoo.com Tel: 416-221-3774

Members: Velma Ko, Music

Email: velmako@gmail.com Tel: 416-421-2240

Dougal Haggart, Visual Arts

Email: dougal@bucky.ca Tel: 416 537-3364

Marg Wilson, Literature

Email: marg.wilson@rogers.com Tel: 416-694-4459

Jane Spooner, Dance/Drama

Email: janegall_s@yahoo.ca Tel: 416-465-9677

4.0 Goals

- 4.1 make recommendations to the Board
- 4.2 ensure vibrant calendar of interest to all members
- 4.3 communicate information on events to the office in a timely manner
- 4.4 ensure events meet requirements to have safety attendants present
- 4.5 provide list of attendants for convenors and include names in the Calendar
- 4.6 monitor progress of event plans through meeting reports from section reps

5.0 Meetings

The committee meets monthly, currently on the third Wednesday. Additional meetings will be called when necessary. Prior to being put forward to the Board, decisions or recommendations are finalized through consensus of the majority 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. Meeting minutes and updated Calendar will be submitted by Planners chair. Major recommendations are sent to the Board for approval. Committee reps report back to their respective sections.

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: _____ (Board Authority)

Date:

House Committee (HC)

Terms of Reference

Mandate. The HC makes decisions and recommendations on behalf of all stakeholders to the Board on purchases and/or renovations to improve the aesthetic appearance and/or function of the Club. Funds from the Capital Improvement Fund are the source of financing for such projects, but funds may come from other sources if available.

Members. The HC is chaired by a senior member of the Club, such as a Past President or Section Chair. Members include at least two additional members from various Sections. The General Manager and the Technical and Facilities Manager are non-voting members. New committee members are selected by the Chair with input from existing members. The appointment of a new Chair is based on recommendations from existing committee members and must be ratified by the Board.

Meetings. Meetings are held as needed to address specific concerns. Some meetings may be virtual, by Zoom or similar technology.

Decisions. Minor and emergency repair/maintenance issues do not require HC input. Minor decisions involving costs of \$2000 or less can be made by the HC without Board approval, providing that there are sufficient funds in the Capital Improvement Fund. Major renovations, repairs, and aesthetic changes must be approved by the Board; decisions that involve costs of more than \$2000 must be approved by the Board.

[Approved March 15, 2022]



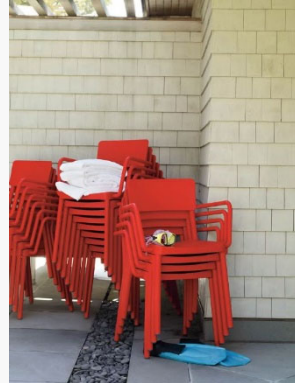
#1 Staples deluxe chrome stacking chair
 Cost: \$99.99
 Notes: - Very similar to current chairs



#2 Staples Gry mattr lola stacking side chair
 Cost: \$89.99
 Notes: - Stacks up to 8 chairs



#3 DWR Sustainable Lisboa chair
 Cost: ~~\$305.00~~ \$244.00 with trade discount
 Notes: - Further 3% trade discount available for limited time
 - Light weight
 - 100% recycled and recycleable fiberglass-injected polypropylene
 - Stacks up to 8 chairs



#4 DWR Note side chair
 Cost: ~~\$350.00~~ \$280.00 20% off sale
 Notes: - Further 3% trade discount available for limited time
 - Heavier but durable and more comfortable than #3
 - Recommend in ash wood finish will age well over time!
 - Elegant seats for concerts and weddings, etc
 - Stacks up to 6 chairs



Chair Replacement Options for Heliconian Hall

Prepared by Laura Liu
 Jan 21 2024



#5 Herman Miller Pronta stacking chair

Cost: \$294.00 USD / ~\$395 CAD

Notes: - Discounts may be available
- There's a prona cart that stacks 36 chairs!!!

General Notes:

- Chairs need to be stackable, lightweight, and durable
- Consider practicality ie space saving qualities and ease of use. Can members easily lift and move chairs?
- Are the chairs comfortable? Is there good back support? Are there good ergonomics and cushioning of the seat bottom?
- Consider appeal to renters ie concerts, weddings, lectures, church service, art shows, etc and what are attractive qualities to them
- How do chairs look side-by-side and when scaled up to fill the hall?
- Consider aesthetic/finish with hall, including possible replacement of flooring in the future with hardwood
- Think about maintenance and sanitation. Fabric/upholstered chairs may be harder to clean compared to plastic and wood.
- I can help set up a trade discount at Design Within Reach and other retailers, which would save 20% off retail as well as get bonus discounts ie an additional 3% off when such promotions are offered. There is currently a 3% additional discount at DWR until Jan 24 2024

Chair Replacement Options for Heliconian Hall

Prepared by Laura Liu

Jan 21 2024

THE HELICONIAN CLUB
HUMAN RESOURCES COMMITTEE
TERMS OF REFERENCE(Draft1)

1.0 Delegation of Authority

The Human Resources Committee was established by the Heliconian Board of the Heliconian Club in November, 2023. It is a standing Committee with advisory powers by majority vote.

2.0 Mandate

The mandate of this committee is to:

- 2.1 Ensure the Heliconian Club fulfills its legal, ethical and fiduciary responsibilities through adequate human resources policy development and retention;
- 2.2 Ensure linking of staffing plans with organizational directions and goals;
- 2.3 Ensure the Heliconian Club is on track with contemporary workplace fair and equitable practices such as employee recruitment, retention, (including compensation), and training;
- 2.4 Assist the Board in monitoring and evaluating the performance of staff and make recommendations through a yearly process;
- 2.5 Assist the Board in recruiting and releasing of staff and make recommendations;
- 2.6 Determine the process the Board would follow to resolve grievances brought to its attention;
- 2.7 Assist the Board in making decisions to resolve grievances.

3.0 Membership

The Committee shall be composed of three members from the Board and of whom at least one shall have knowledge and experience of human resources issues and matters. This will include a Chairperson who is appointed by the Board of Directors.

Chair:	Rosemary Tannock
Members:	Kye Marshall Marg Wilson
<i>Ex Officio</i>	Jan Garvey

4.0 Meetings

The Committee will meet, at a minimum, four (4) times a 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.

For confidentiality purposes, only members of the Committee have the right to attend Committee meetings, although other members may be invited to attend all or any part of any Committee meeting when deemed appropriate by consensus of the Committee.

5.0 Reporting

- 5.1 Following each Committee meeting, the Chair of the Committee shall provide a formal update to the Board on its proceedings and all matters falling within the scope of its duties and responsibilities.
- 5.2 The Committee shall make whatever recommendations to the Board it deems appropriate in respect of any area within its remit where action or improvement is needed.
- 5.3 A formal report on the Committee's activities and how the Committee has discharged its duties and responsibilities shall be included in the Annual General Report and shall include:
 - 5.3.1 Details of the Committee's membership, number of meetings held over the course of the year;
 - 5.3.2 A summary of the role and work of the Committee, including the principal issues considered and resolved;
 - 5.3.3 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.
- 6.2 This Committee is authorized to seek any information it requires from any member in order to ably perform its duties and responsibilities.
- 6.3 This Committee is authorized to review all legal contracts, (written or oral), pertaining to current and past employees of the Club as needed to perform its duties and responsibilities.
- 6.4 This Committee is authorized, at the Club's expense, outside legal or other professional advice on any matter that falls within its scope of its Terms of Reference.
- 6.5 This Committee is authorized to call any member or staff to attend any Committee meeting as and when required.

Approved By: (Board Authority)

Date:

THE HELICONIAN CLUB
Artists-in-Residence Committee

TERMS OF REFERENCE

1.0 Delegation of Authority

The Artists-in-Residence Committee is established by the Board of Directors of the Heliconian Club in accordance with the *Ontario Not-for-Profit Corporations Act*. It is an Ad Hoc committee with the power to make recommendations to the Board with respect to matters within its Mandate.

2.0 Mandate

The mandate of this Committee is to coordinate among the Sections of the Club the recruitment, appointment and management of issues relating to the Artists-in-Residence.

For the purpose of clarity, it is not the mandate of this Committee to select the Artist-in-Residence for any Section.

3.0 Membership

The membership of the Committee is the Chair and one representative from each Section.

The Chair of the Committee shall be appointed by the Board. The representative of each Section shall be the head of the Section or her delegate.

The current members are:

Chair:	Leslie McIntosh	lawles@sympatico.ca
	(647) 523-8765	

Members:

Dance and Drama	Mary Jane Warner (647) 929-3997	mjwarner@yorku.ca
Humanities	Deb Cotton (416) 557-2221	cottonsmyth@bellnet.ca
	Velma Ko (416) 421-2240	velmako@gmail.com
Music	Caitlin Holland (416) 908-5815	caitlin.m.holland@gmail.com
Visual Arts	Brianna Caryl (647) 629-4399	brianna.caryl@gmail.com

4.0 Goals

The goals of this Committee are to:

- 4.1 Develop policies relating to the recruitment and appointment of Artists-in-Residence for the various Sections of the Club.
- 4.2 Develop templates for the various documents relating to the recruitment and appointment of Artists-in-Residence, including the open call for applications, the assessment process, correspondence with applicants for the positions of Artists-in-Residence and the Artist-in-Residence agreement.
- 4.3 Share best practices for managing issues relating to the position of Artist-in-Residence in order to achieve consistency among the Sections insofar as possible.
- 4.4 Assist in coordinating Club-wide events involving the Artists-in-Residence.
- 4.5 Once the goals in sections 4.1 to 4.3 have been accomplished, make a recommendation to the Board as to whether the Committee continues to be necessary or whether the ongoing role can be filled by a Co-ordinator.

4.6 Undertake any other duties as directed by the Board relating to the Artists-in-Residence program.

5.0 Meetings

Initially, the Committee shall meet monthly. Thereafter, meetings will be called by the Chair when necessary. Minutes of the meeting will be taken by a designated member of the Committee.

6.0 Quorum

A majority of the members of the Committee present at a meeting shall constitute a quorum. Recommendations of the Committee shall be approved by a majority of the Committee prior to being presented to the Board.

7.0 Reporting

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

8.0 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:

(For the Board)

Date:

THE HELICONIAN CLUB

Board Meeting January 22, 2024

Action Items Carried Over from Nov. 27th, 2023

#	Agenda Item	Topic	Accountability	Action	Done	Comments
1.	4.1	Board Member replacement - Treasurer	Board	-seek out names for replacement member on Nominating Committee	Not Done	Feb. 26, 2024 Agenda
2.	6.	Legal Fees – report on year to date	Angie Littlefield	-inform Board members of actuals – year to date	Done	To be reported at January 22, 2024 meeting
3.	7.6	Artists-in-Residence Committee	Leslie McIntosh	-draft Terms of Reference and submit to the Board for review	Done	TOR approved
4.	9.	Planners Committee	Joan Woodward	-prepare draft ToR and submit to the Board for review	Not Done	Feb. 26, 2024 Agenda
5.	10.2	New Chairs-Fundraiser	Kye Marshall	-book a date for the fundraiser - Done -set up a planning committee for the fundraiser	Done	Date booked: April 28, 2024 Need to set up Committee
8.	13.	Other – Club Open House	Kye Marshall	-book a date for the Open House-done -set up a planning committee	Done	Date Booked: June 2, 2024 -need to set up Committee

Action Items Carried Over from Dec. 11, 2023

#	Agenda Item	Topic	Accountability	Action	Done	Comments
1.	10.1	Ramp Handrail Update	Mairi Demings	-get feedback from Foundation about request		Mairi to get updated quote Feb. 26, 2024 Agenda
2.	10.2	Stacking Chairs	Mairi Demings	-obtain quotes from 2 companies	ongoing	Feb. 26, 2024 Agenda
3.	10.	ToR – House Committee	Marg Wilson	-forward ToR to Board members		Marg to follow up with Mary Perdue

Action Items January 22, 2024 Board Meeting

#	Agenda Item	Topic	Accountability	Action	Done	Comments
1.	3.	Agenda items	Laura Liu	- put on Feb 26 Agenda Bar/Smart Serve and Holiday Dinner	Done	
2.	6.	Time banking system	Marg Wilson, Angie Littlefield	- review time banking system		
3.	6.	Bar	Velma Ko	- prepare protocol for bar		
4.	6.	Asset inventory	Laura Liu	- put on Feb 26 Agenda	Done	
5.	7.1	Online programming	Laura Liu	- Contact Christine Arthurs on suggestion of online programming		
6.	7.2	ToR- Planners	Laura Liu	- put on Feb 26 Agenda	Done	
7.	7.6	Nuit Blanche	Vivian East	- Attend info session and report back		
8.	7.6	International Women's Day	Angie Littlefield	- find out honorarium for speaker		
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		
11.	7.8	ToR – Human Resources	Laura Liu	- put on Feb 26 Agenda	Done	
12.	7.9	Artist-in-Residence	Marh Wilson	- notify Leslie MacIntosh of approved ToR		
13.	7.10	Nominations Committee	Laura Liu	- put on Feb 26 Agenda	Done	
14.	9.1	Chair Fundraiser	Laura Liu	- put on Feb 26 Agenda	Done	
15.	9.3	Neighbours of Yorkville & the Annex	Marg Wilson	- negotiate bulk deal with publisher		
16.	9.4	Protocol for donations to club	Board	- prepare protocol for donations to club		
17.	9.5	Missing minutes from 2022-23	Marg Wilson	- ask Mairi to track down missing minutes		
18.	9.6	Ramp Railing	Mairi Demings	- get updated quote for railing		