

# HAVILAND CLUB ANNUAL GENERAL MEETING

Wednesday November 16, 2022 at 7:00 pm

## AGENDA

Call to Order  
Roll Call of Delegates  
Minutes of the 2021 Annual General Meeting  
Business arising therefrom  
Financial Reports  
Reports of Officers and Committee Chairs  
Board of Trustees Report  
President's Report  
Election of Executive and Board of Trustees  
New Business  
Adjournment

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Meeting called to order at 7:00 pm by President Jamie Trainor.

### **PRESENT:**

42 Members were present including:

#### **Executive**

Jamie Trainor, President  
Irene MacArthur, Vice President  
Bruce Matheson, Treasurer  
Jill Trainor, Secretary  
Jane MacIsaac, Fundraising Chair  
Allan Trainor, Membership Chair  
Scott Stevens, Pond Chair  
Helen Bernstein, Member at Large

#### **Trustees**

Doug Thompson, Chair of the Trustees  
Harold McGuigan, Trustee

#### **Nominating Committee**

Aidan Sheridan, Chair of the Nominating Committee  
Laurent Beaulieu, Committee Member

### **REGRETS:**

Susan Stanger, Entertainment Chair  
Jim Ross, House Chair  
Bert Christie, Trustee  
Charlie Trainor, Trustee  
Alice Whitty, Trustee  
Aidan Sheridan, Nominating Committee

## **Minutes of the 2021 Annual General Meeting**

There were no objection or correction to the minutes of 2021 AGM.

### **COMMITTEE REPORTS:**

#### **Treasurer's Report - Bruce Matheson**

Bruce presented the Annual Financial Statements. Bruce's Financial Report is attached.

Questions from the floor.

Q. How did we handle the accounting for the grants that the Feds gave us that were tied into the loans (CEBA) and how did we look at revenues/liabilities. You put the grant piece as a revenue although we hadn't earned it because you typically haven't earned it until you pay it back. How are you going work this getting through?

A. The Club received a loan of \$60,000. \$20,000 of the loan will be deemed to be a grant if the balance of \$40,000 is paid back by December 31, 2023.

In the meantime, the Canada Tax Act dictates that such a contingent grant must be recognized as income in the year that the funds are received and not in the year that the \$40,000 balance is repaid. Should the \$40,000 not be repaid by December 31, 2023, then the full \$60,000 will be repaid over three years at a 5% interest rate, and the \$20,000 grant will now be reported as an expense.

Q. How did the cleaning expenses go up from \$1300 to \$8415?

A. I can't speak to that because I was not involved in the decision making.

A. The reason for it being increased was because we didn't have a paid cleaner last year. This year we have a paid cleaner who comes in 3 times a week.

Q. We made twice the profit on the rentals but the bar revenue is flat. Why?

A. The people we rented to did not drink booze.

Q. So, twice as many rentals (this year) are drinking the same amount as half the amount of rentals (last year)?

A. Several people gave speculation of possible causes such as renting to groups who do not drink. Another reason is we rented the Haviland to the TV show 'Diggstown'. They rented the Haviland for three days for \$13,000.

Q. Do you have any idea why the utilities are up so much?

A. There is an increase, certainly, in the telephone and internet costs. I think it is because we have a new internet service. Also, the heating costs went up substantially, as well.

A. We have a package where your telephone, cable, internet are all packaged together.

Q. What benefits do you get for being a Heritage building from the Government? Any?

A. I don't know if there are any grants from the Government. We may qualify for some programs from the Government for Capital expenses but not for Current Operating expenses.

Bruce commented that it is a huge loss that we have, however, he sent out a very similar document to the board in June for the period ending in May of this year. The loss is virtually the same in the last 4 months so we are operating on a breakeven situation which is a very encouraging thing.

Scott commented that the club should ask the province to wave the property tax. It won't make the whole \$9000 go away but will take a good portion of it. Mr President, could you look into that? I (Scott) would be more than happy to help it along.

### **Fundraising Report – Jane MacIsaac**

I am a retired Federal Public Servant with over 30 years experience. My last 10 years were spent in Ottawa where I lead a team responsible for program operational policy, program guidelines and accountability. My background also included Treasury Board submissions, and operational reviews. Early in my working career, I was a Program Officer in delivery student and youth programs, and other work experience programs.

Since joining the Haviland Club, I have enjoyed the gatherings at this delightful venue. As of last year, I became a member of the Board as FundRaising Chair.

As stated in the minutes of our meetings, we have started to move forward and have had some success in securing funds to develop a strategic plan for the Haviland Club and to conduct an assessment of the building structure.

To achieve this milestone we formed a working group/steering committee which met regularly from April to late August.

We;

1. made contacts with ACOA
2. met with the Province,
3. solicited 3 proposal and met with the 3 applicants,
4. assessed the proposals and identified Volume 18 as the successful Facilitator for the strategic planning process. Further we assessed a single proposal from Greg Munn, Architect, who will conduct a structural assessment of the building.

These proposals and a detailed application process was completed. Funding was awarded for both the proposals.

I see this as initial steps...thank you to all committee members and the generous support of Jamie Trainor and Jake Baird, to Brian Sanderson for technical support...and the list goes on...

For more details on the process, please watch the Newsletter...and please participate in the planning exercises and the survey.

Respectfully Submitted,

Jane MacIsaac

Questions from the floor.

- Q. In the evaluation of the building, how many stages of repairs are planned to make the building affordable and feasible for the members to use the place?
- A. Modifications have to be made to make sure the building is structurally sound, the electrical is up to date, the plumbing is up to date, etc. We have contacted and contracted with Gregg Munn who is a member and an experienced architect specializing in Heritage buildings. He will be working with his colleague who is a structural engineer to identify and prioritize what needs to be done and how much will it cost. At the same time, Greg will be working with the Board and with Heather MacAulay who is the chief facilitator for the Volume 18 strategic plan. The whole purpose of this is to submit applications for funding to pay for the work that needs to be done. If we can't afford it, we won't do it.
- A. Jake Baird, who is part of the committee, stated that when applying for funding, they were always asked 'What is your plan?' The assessment is needed to identify what needs to be done to devise a plan to apply for funding.

Q. Will the membership be asked to contribute their ideas to the Strategic Plan?

A. The process is just starting but members will be contacted and asked to contribute.

### **Membership Report – Allan Trainor**

Allan presented his report.

He stated that we now have 142 paid members in the club, 3 life members, 2 honorary and 6 not for profit corporate for a total of 153.

The last 2 years have been busy. In 2020, we initiated on the Executive a study to modernize the definitions of membership and updates were put into place. Unfortunately, due to Covid, the club was closed for half the year in 2020. So, in 2021, I did not suggest to the Executive to do a review of the membership.

We tried monthly payments two to two and a half years ago for members to pay their membership on a monthly basis. This failed. I suggest that the new Executive look at this again. New Membership cards have been initiated and are in full force this year. There will not be email reminders sent to members who have not renewed so please remind members you know who have not renewed.

Allan personally thanked Laurent for all the assistance he provided to him during his tenure as Membership chair. Allan also thanked Susan and her staff for all their continuing support.

Questions from the floor.

Q. What is the single membership compared to couples?

A. The single membership is \$185 and the couple membership is \$225. This was reviewed in 2020 and the price for a couples membership was increased. The plan was to look at again in 2021 but due to Covid restrictions and club closures, this was not done. The goal is to achieve more parity between membership costs.

Q. What are the rules for bringing guests?

A. Members are allowed to bring a guest a maximum of 3 times a year.

Q. How is that monitored?

A. The bar staff are aware of who are members or will ask. It is up to them to raise a flag on it. If there is an issue, discretion is the better part of valour in this place. Try to reach out to the Membership chair or anyone on the Executive.

Q. Is there a seasonal membership?

A. Yes, there is a 6 month seasonal membership for those who do not live on the Island.

Comment

In 1999, a single membership was \$240. It is now \$185. It was noted that in 1999 the membership also included a membership to the Pond.

### **House Report – Jim Ross**

Jim was not able to attend. Jamie presented the House report.

Most of the work done has been in the basement. The 8 inch main sewer line that runs diagonally through the wall and then goes out to the street had a 2 inch gap that ran for about 6 feet. The water main pipe was corroded. Both were fixed.

We were meeting with the contractor on a weekly basis.

The railing on the back deck is fixed.

The Contractor does good work and we can call them to fix things that need immediate attention.

The back deck railing that blew down in the storm is an example.

Any major work will go through the motions of three different quotes from three different contractors.

We will know more about the house after the Engineer and Structural Assessment is done. Once we find out the work that needs to be done, it will all be prioritized.

Questions from the floor.

Q. The ramp still needs attention. Will that be fixed?

A. Yes. It will be paved to the ramp where it is gravel now.

**Entertainment Report – Susan Stanger**

Susan was not in attendance. Jamie presented her Report.

We had a great year with club entertainment.

There were 3 silent movies filmed and viewed last fall.

The Halloween party was small but we were all well fed and entertained by club members.

The Christmas party was also smaller than planned due to Covid resurgence. We had Chili by Ray and entertainment supplied by our club people.

We had 3 dinner theatre productions, Michelangelo Masterpiece, Michelangelo Master Pizza and The Traveller's Caravan. They were smaller than planned due to Covid.

This fall we had a much larger Halloween party and we were able to invite guests which was so nice.

We have initiated some new clubs within the club and are hoping that this will give our faithful members much more community and, of course, fun to be had activities.

Jake Baird organized a formal dinner at the Culinary Institute with a reception back at the club.

This event was fun and well attended.

There were no Questions from the floor.

**Vice President Report – Irene MacArthur**

The third Ace is underway. The payout is starting at \$3000.

The first Ace netted \$12,000 and \$3000 for the second. This \$3000 is starting the third Chase.

The bridge group is steadily coming back to normal numbers, many players have had COVID.

The rental from the bridge accounts for 1/3 of the rentals.

25 bridge players are members of the Haviland and sit on various committees.

Their bridge game fee is reduced and they enjoy the drinks at a lower price at the bar after the game.

The remaining bridge players come from the community.

June 21 we raised \$450 for the PEI Alzheimer Society.

Jamie, Susan and I set the parameter for raising the wedding rental. Effective immediately, the room rates have increased. Helen and Diane will be the event planners for the weddings.

These new measures should result in increased rental revenue.

Irene

Questions from the floor.

Q. Irene, when you put this Wedding Planner in place, does that mean that the members are not allowed to use the Club?

A. The Tap Room is always open to members. The basement will be available to the 45/bridge groups.

Q. Will the basement be rented for the weddings?

A. No

Q. Will we be renting the basement? We spent a lot of money on the basement and I presumed it would be rented.

A. Yes. We had the Fire Marshall in and he didn't like what he saw as far as renting the basement. We had to put in a new set of stairs and some other work to bring it up to code.

Q. Is he happy now with the way it is?

A. From what I understand, he is. We are able to rent the basement but there is still work that needs to be done.

**Pond Report - Scott Stevens**

Scott Stevens report is submitted is below.

HAVILAND CLUB INC  
SUFFOLK POND  
ANNUAL REPORT  
SEPTEMBER 30, 2022

The Pond experienced a disappointing year, financially. We had a significant reduction in members this year. Membership is down to 14 from 26 last year.

This resulted in a reduction in membership revenue. In addition to this, we did not host as many fund raising events due to scheduling conflicts and club closures.

The Pond operations resulted in a loss of \$1,555.

On a positive note, the Pond has sufficient cash to meet its financial obligations for next year.

The year started off with the annual fall close up duties. In February, we hosted a card game with snacks, and in April the camp was made ready for the opening of the fishing season.

Pond Use:

<u>Visits to camp</u>	<u>Fish caught</u>	<u>Fish released</u>
127	398	278

The Pond Committee hosted 2 Scotch Tasting Events and a Lobster Party at the Pond. All were well attended.

Hurricane Fiona presented some challenges to us. The road into the Pond camp was completely blocked with fallen trees. With volunteers, we removed 50 trees from the road to the camp to reestablish power to the camp. The camp and piers were not damaged in any way.

Members of the Pond will be meeting to discuss an action a go forward plan for the facility. The winding down of the Pond operations is an option which will be considered. It appears that the Haviland Club members have little interest in this type of activity.

Pond Chair. K. Scott Stevens

Questions from the floor.

Q. You say the pond may close. Do you mean in the next 6 month...the next year?

A. We will wind down operations over the next year. Closure is not our game plan but is an option. We will see about how many members are interested. Decision should be made by June/July.

**Trustee Report – Doug Thompson**

The Trustees had a pretty quiet year. The mandate of the Trustees is fairly well defined and we did not have events happen that called on us to decide on things within the mandate.

Jamie and I talked and going forward, with things that happen with the property, there is a possibility that we will be doing something. One thing that was done which is within the Trustee's mandate was to ensure that the insurance assessment was up to date on the property.

That has been completed.

The Trustees met once to elect the Chair. Doug was re-elected.

Doug commented that he hosted an event here this year and would like to say that Susan and staff did an excellent job. People came from as far away as Maine and New York and they really enjoyed the place. We really do have something very positive to offer here.

There were no Questions from the floor.

### **President's Report – Jamie Trainor**

I would like to thank the members of the Executive that are stepping down this year. These include Bruce Matheson, Treasurer; Jill Trainor, Secretary; Allan Trainor, Membership Chair; and Jim Ross, House Chair. I look forward to working with the new Executive.

Irene and I completed a job evaluation for Susan for this year.

The first stage of the work in the basement has been completed. There still is more work to be done.

I would like to take this opportunity to say that the Strategic Planning Committee is doing great work. I sit in on the regular meetings with them and the Government meetings as well.

We have had a director from ACOA sit in with us and she had a tour of the Haviland. She was really enthusiastic about the Haviland and our valued Strategic Committee. We have our foot in the door now with our Evaluation and Strategic Plans coming together. It is going to be an exciting couple of years and we will be looking for input from all members for these plans. Stay tuned.

Members of the Strategic Planning Committee are Jane MacIsaac, Jake Baird, Jim Ramsey, Mary Beth MacLean, Laurie Pendleton, Bruce Matheson and Jamie Trainor.

I would like to thank everyone for taking part in making a wonderful and exciting year for the Club.

There were no Questions from the floor.

### **NOMINATIONS OF NEW EXECUTIVE AND TRUSTEES**

The purpose of the Nomination Committee is to ensure that names are being forwarded for vacancies on the Executive and Board of Trustees.

The Nomination Committee was made up of Chair Aidan Sheridan and Committee Member Laurent Beaulieu.

The Nominating Committee got together eight weeks ago. The focus was to look for people who had the time, knowledge in the specific field they would be working in, belong to the club and know how things work here at the club.

Executive members are elected for a 2 year term.

Incumbent Executive members are:

Irene MacArthur, Vice President  
Susan Stanger, Entertainment Chair  
Scott Stevens, Pond Chair  
Jane MacIsaac, Fundraising Chair  
Helen Bernstein, Member at Large

Nominations by the Nomination Committee included:

**President:** Jamie Trainor was nominated by Laurent, seconded by Allan.

**Treasurer:** Nelson Hagermen was nominated by Val MacLean, seconded by Al Johnston and Irene MacArthur.

**Secretary:** Steven Yarrow was nominated by Jill Trainor, seconded by Grant Honeyman.

#### **Membership**

**Chair:** Laurent Beaulieu was nominated by Frances Evans, seconded by Allan Trainor.

**House Chair:** There were no nominations for the House Chair.

There were no nominations from the floor.

Executive Nominations were uncontested.

Trustees are elected to a five year term.

Incumbent Trustees are:

Chair Doug Thompson, 4<sup>th</sup> year

Harold McGuigan, 4<sup>th</sup> year

Alice Whitty, 2<sup>nd</sup> year

Nominations by the Nomination Committee included:

**Trustee:** Frances Evans was nominated by Judy Praught, seconded by Bob Jones.

The position for the fifth Trustee was opened for nominations from the floor.

**Trustee:** Bruce Matheson was nominated by Jill Trainor, seconded by Fred Brown.

Trustee Nominations were uncontested.

**NEW BUSINESS:**

No New Business

Allan Trainor moved that the meeting be adjourned, seconded by Carmen Dolan.

Meeting adjourned at 8:17 pm