

THE HAVILAND EXECUTIVE MEETING MINUTES - FINAL

Wednesday November 15, 2023

PRESENT:

Jamie Trainor, President
Irene MacArthur, Vice President
Stephen Yarrow, Secretary
Nelson Hagerman, Treasurer
Jane MacIsaac, Fundraising Chair
Scott Stevens, Pond Chair
Sue Stanger, Entertainment Chair
Helen Bernstein, Director at Large

ABSENT:

Laurent Beaulieu, Membership Chair
Michael Cairns, House Chair
Bruce Matheson, Chair of the Trustees

1. The meeting was called to order at 5:04 pm by President Jamie Trainor.
2. The agenda was adopted. Moved by Scott, seconded by Nelson.
3. Minutes from October 25, 2023, meeting were approved. Moved by Scott, seconded by Jane.
4. Manager's report by Jamie:
 - Crazy busy at the Haviland – Jamie, Craig and Irene all weighing in to help out. Bookings filling up for January, February, and March.
 - Suggestion that going forward we need to ensure non-refundable deposits – say 25% - to secure bookings and minimize cancellations.
 - The Haviland requires experienced, dependable and available bartenders. Glenn is back in the fold, and Lori has been helping too.
 - A new bartender has been approached, who can also assist with book-keeping, invoicing, and rentals – all critical to the success of the Haviland.
 - In addition, legally the Haviland requires two bartenders on hand when there are over 35 people in the building. Concerns also raised when a single female bartender is working later in the evening.
 - The phone messaging issue has been resolved now that the Haviland can use messages linked to Gmail.
 - New protocols and strategies have been put in place re. future rentals, to facilitate the functioning of the Haviland with the changes in staff.

Chair reports:

Entertainment, Sue:

- Mark Belfry has come forward with suggested plans for entertainment at the Club – this is very welcome as we transition from Sue's role away from Entertainment chair.
- Some ideas that are surfacing:

- December 22, Christmas party with a brass quartet.
- December 31 – Mark is organizing an event.
- January 2024 – one evening to conduct a virtual drone tour of a location of interest.
- Mid-February – a chocolate tasting is being planned.
- Later in February – a Scotch tasting to coincide with Robbie Burns night.

President, Jamie:

- The 2023 AGM takes place on Friday, November 24 at 7:00pm
- Aiden is reaching out to members for their interest in filling vacant board positions such as VP, Membership, Director-at-large. Candidates are being fielded.
- On another note, Jamie has had ongoing discussions with the PEI Symphony Orchestra towards an arrangement to use the Haviland space for teaching high school students. Could be a significant win-win going forward.

Treasurer, Nelson:

- Tabled both income and balance sheet statements up to October 31, 2023.
- A full financial picture is being prepared for the AGM.

Suffolk Pond, Scott:

- The Pond is essentially closed for the winter.

Fundraising, Jane:

- Application was submitted for New Horizons for Seniors.
- Time to think about summer applications for funding - usually a January deadline for that process.
- Governance structure is almost ready (MRSB assisting) process complete...final feedback to be made. Briefing to the board of directors will happen after AGM, with a plan for a special meeting with all members to follow.

VP, Irene:

- Ace is at \$5597.52 including the \$3000 seed money.
- Mary Beth will keep the Ace going in Irene's absence, November 28 to December 22.
- Sunday November 19th Bridge luncheon has 13 tables reserved, and this should cover the cost of the two lampposts.
- Wednesday, November 29th Frances Evans will coordinate the Christmas decorating - Diane Porter has bought a new Christmas tree for the Haviland – thank you.
- Jamie took this occasion to greatly thank Irene for helping out over the last few weeks.

House, Mike (report submitted in Mike's absence):

- David Cairns and Mike have been going to the Haviland every Tuesday to do any routine maintenance that is required. So far, they have accomplished a lot. Hope to carry this on throughout the winter period.
- The Bridge Group is planning another fund-raising luncheon, and the goal is to purchase two lamps and posts to replace the ones at the main entrance walkway. They will be installed either in November or next year, weather depending.

- The president and Mike are working on getting the gutters cleaned before the winter.
- Mike would like to thank Irene and her handyman for cleaning up the basement. They did an excellent job!

Membership, Laurent (report submitted in his absence)

- Laurent's final membership report, as of the current review of our membership roll, our Club has:
 - 142 paid members
 - 4 Life Members
 - 2 Patrons
 - Total 148 active members
- Others:
 - 23 persons have not replied to the invoice or messages on renewal.
 - 48 have indicated they are NOT renewing.

All reports approved.

Next regular meeting of the board is scheduled for Wednesday December 13, 2023.

Meeting adjourned at 6:30 pm