

HAVILAND CLUB ANNUAL GENERAL MEETING – DRAFT (approved by the Executive to go forward to all members for review and approval at the next AGM later in 2024)

Friday November 24, 2023

AGENDA

Call to Order
Roll Call of Delegates
Minutes of the 2022 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

Meeting called to order at 7:02 pm by President Jamie Trainor.

PRESENT:

Executive

Jamie Trainor, President
Irene MacArthur, Vice President
Nelson Hagerman, Treasurer
Stephen Yarrow, Secretary
Jane MacIsaac, Fundraising Chair
Laurent Beaulieu, Membership Chair
Scott Stevens, Pond Chair
Helen Bernstein, Member at Large

Trustees

Bruce Matheson, Chair of the Trustees
Doug Thompson
Harold McGuigan
Alice Whitty
Frances Evans

Nominating Committee

Aidan Sheridan, Chair of the Nominating Committee

REGRETS:

Susan Stanger, Entertainment Chair
Mike Cairn, House Chair

Minutes of the 2022 Annual General Meeting

There were no objections or corrections to the minutes of 2022 AGM. Scott Stevens moved to approve, and Bert Christie seconded, motion carried, no objections from the floor, minutes approved.

COMMITTEE REPORTS:

Treasurer's Report – Nelson Hagerman

Nelson presented the Annual Financial Statements – 2022/2023.

Questions from the floor:

Q. Where are the Chase the Ace numbers?

A. These numbers were not included in time for the report.

Q. Re. the Pond, why is this still an expense?

A. The Pond is not part of the Haviland. It used to be a separate expense with separate reports. Nelson has taken out the numbers remaining from last year's year-end report since there was not actual cash in the Haviland bank account linked to the Pond. Think of it as a depreciation – written off.

Q. What is the strategy for paying the Federal government Covid-19 business loan (\$60K)?

A. \$40K will be paid back mid-December, allowing the Haviland to retain the \$20K – it is forgiven if the \$40K is paid in time. The Credit Union consolidation loan established this year - \$120K – has the \$40K set aside in a separate sub-account specifically for the repayment. The \$40K is not a liability until it is, in terms of accounting.

Q. What is the \$19,271 as an asset?

A. This a combination of Federal Government grants specifically for the Strategic Plan work by Volume 18.

Q. Why are the repair and maintenance expenses for 2022/2023 higher than the previous fiscal year?

A. Due to expenses relating to roof damage by Hurricane Fiona in September 2022. The Haviland's insurance policy covered most of this.

Q. What is a prepaid membership?

A. Membership \$\$ paid in the fall, prior to Sept 30th, for the 2023-2024 fiscal.

- Comments from several members that there are still too many issues with the statement (i.e., with how the Pond is currently included in the Haviland's numbers) for it to be approved as presented. There are prior year entries in this year's statement – confusing and unclear. Perhaps add a note on this year's statement to provide an accounting trail and disclosure - then approve the statement with this addition.
- Motion by Doug Thompson and seconded by Rosalind Drewery: that the financial statements be accepted with the following amendment: that the line item and expenses re. Pond operations be removed from the expenses and put at the bottom of the expense

table shown as a correction from prior year's expenses. No objections from the floor, so approved.

Q. When will there be an audit of the financial statement, as mandated by the constitution?

A. In the past few years an "internal audit" has sufficed, alleviating the costs (\$6-10K) of an external audit. That said, going forward once the Haviland's account balance is more robust, external audits will be considered. Notes to reader, review engagement or an audit are the options. We will be revisiting the constitution in the next couple of months anyway.

Membership Report – Laurent Beaulieu

Laurent presented his report.

The last 12 months has seen a surge in our membership, we have several not for profit (NFP) groups who use the Haviland on a regular basis. At the end of our fiscal year 2022-2023, we had 203 members. Since October 1, 2023, the number of members has been readjusted to 142.

This decrease can be explained as follows; Annually we lose some members due to various personal reasons mostly due to re-locations out of PEI or due to other reasons having to do with change in lifestyle.

In the fiscal year 2022-2023, the Executive changed several areas of the Membership class, the corporate designation was abolished due to lack of interest and benefit for this membership class. The definition of non-resident member was also refined to avoid any misunderstanding. The prorated fees were reviewed completely to close the loophole where the finances of the Haviland were negatively affected. As a long-standing request by a majority of members and for the sake of equity the membership was redefined to one member, one fee.

The membership fee was also raised to meet our expenses as a Club and reflect the high rate of inflation which affects our operations. To note the membership fees are still very low if compared to other clubs in all categories. Further membership fee increases should and must be considered for the health of the Haviland in general and reflect operational cost generally.

The strategy of asking members to invite friends and family to the Haviland worked very well in recruiting new members. We should continue to encourage members to do so to boost our membership numbers. In the last year dozens of new members were recruited this way. Also, as Membership Committee Chair, Laurent tried to develop a sense of belonging amongst members and foster the notion that Members are shareholders in a very real sense.

It is important to remember that individual membership makes the Club, No Members = No Club.

As of the current review of the membership roll, the Haviland has:

142 paid members, including NFP member class.

4 Life Members

2 Patrons
Total 148 active members

Others:
23 Persons who never replied to the invoice or messages on renewal.
48 who have indicated they are NOT renewing.
Total 71

Questions from the floor:

- Q. When are adjustments in annual fees generally discussed and set by the Executive?
A. The Executive discusses this in June and accepts that this would be good to continue with this timeframe going forward.
- Q. How are guests handled?
A. We encourage the bringing of guests to the Haviland as this is an effective way to solicit new members, however, the membership as a whole will monitor to ensure that this policy is not abused.
- Q. One member has observed that when passing Farringford House the lights are on, doors are open, etc. – who is using the building?
A. Mostly rentals during the day, plus Bridge Club sessions. Concerning the latter, members of the Bridge Club, which is separate to the Haviland Club, pay rent to the Haviland for the use of the space, plus it often convenes fundraisers towards the upkeep of the Haviland. Some members of the Bridge Club are also members of the Haviland.

Fundraising Report – Jane Maclsaac

Jane presented her report:

The key activities related to Fund Raising since the last AGM are as follows:

1. The Haviland Club Strategic Plan was developed and presented to the membership with the assistance of consultant company Volume 18 and its team. The outcome of that plan indicated there was need for change. The future vision for the Club was to be PEI's premier gathering place with a mission to protect and preserve the historic house, to foster an environment that is inviting for members and community users in an inspired and sustainable manner. Essential to honour the past members, particularly those in the armed forces, and to honour the former property of Esther Lowden – Farringford House. Also, important to engage the community, plus adjust the constitution and governance structure as a non-profit organization.
There were four key priorities identified: i. Financial Viability, ii. Inclusiveness, iii. Awareness, and iv. Historical Integrity. Committees have been struck in each of these priority areas and operational plans are in process.
We received \$13,500 funding for this project from the Central Development Agency (ACOA assisted with and facilitated this process)
2. Assessment of the physical structure of Farringford House (a.k.a. the Haviland Building) was conducted by Greg Munn of Munn Architecture Inc. He was assisted by experts in

heritage home restoration, namely Heritage Standings Inc. (Tom Morrison), EA Engineering and Orange Door Engineering for the mechanical and electrical components of the assessment.

The assessment was very thorough and identified needs and priorities of work to be done. These priorities were divided into high, medium, and low priorities. The total cost to bring Farringford House back to its original design is definitely very expensive (approx. \$1.8M) and will require significant fund raising. In the meantime, day-to-day maintenance is becoming very expensive. A special mention must go to Mike Cairns and his team who ensure maintenance is well looked after. Thanks Mike.

We received \$13,500. In funding for this assessment from Central Development Agency again with the assistance and facilitation of ACOA.

3. Other applications for funding... while we were not successful in receiving other funds, applications were developed and submitted to both the Federal and Provincial governments for funding for special projects. A follow up with these governments was conducted to seek assistance on future applications. One of the key findings was the community perception of the Haviland Club – perceived as being for the rich and is exclusive. The Strategic Plan is designed to debunk this perception. We currently have an application in process with the Federal Government's New Horizons for Seniors program, a program that provides funding for projects that make a difference in the lives of seniors and in their communities.

Need to ensure that the community is engaged with our processes on changing the constitution and the governance structure - and, is using the building too. Have contacted a number of agencies that are experienced with the development of governance structures and what is acceptable in the community for non-profit organizations. Will assist when approaching federal and provincial governments for support. A Governance Committee has been struck comprised of current and past lawyers and members, plus contracted with MRSB to assist. A revised governance structure product is very close to completion and will be shared with the new board in January and then the membership in general shortly afterwards for feedback.

Questions from the floor.:

Q. Has the Strategic Plan been published?

A. Yes, it is available on the Haviland's website. The review and redrafting of the constitution along with the governance structure will be shared with members early in the New Year.

Q. Will the constitution and bylaws be replaced?

A. Yes, as two separate documents – it needs to be two separate documents.

Entertainment Report – Susan Stanger

Susan was not in attendance. Jamie presented her report.

Sue is stepping down from the chair position unfortunately, due to her own increasingly busy schedule, however – fortunately for the members - she will continue to actively contribute to the Haviland's entertainment activities. Sue has provided the Haviland with a summary list of activities and "clubs within the club" (with member leads in brackets):

Book Club (Barbara Bovaird)

Writing Club (Mark Belfry)
Singing Circle (Jude Driscoll)
Coffee and Conversation (Jude Driscoll/Bert Christie/Barbara Flanagan-Rankin)
Play Reading (Terry Pratt)
Cinema Club (Martin Rutte)
Find Dining Club (Helen Bernstein)
Gourmet Foodies Club (Laurent Beaulieu)
Conversation (Lloyd Leamon and Jude Driscoll)
Walking Club (Denise Pearse)
Cards – 45, Euchre

Up and coming events tbc

Trivia night

Scotch tastings (Scott Stevens)

Wine tastings (Mark Belfry)

Chocolate event in February

Story telling

The Sky's the Limit!!!!!!! drone visits to wonderful places (Mark Belfry).

We had a great year with club entertainment.

There were no questions from the floor.

House Report – Mike Cairns

Mike was not able to attend. Jamie presented the House report:

The major accomplishments for 2023 are as follows:

- Complete renovation of the daughter's room upstairs;
- Complete overhaul of the lighting system;
- Letting contracts - Window cleaning, water system fixes including a new water heater, general maintenance, welding the front railing;
- Various maintenance tasks - Doing four hours of maintenance every Tuesday with the help of David Cairns; and
- Winterizing the facilities.

The following tasks are being planned:

- Clean and fix the eavestroughs - This will be completed by a professional eavestrough installer using a hydraulic lift truck from the Browns (there was a meeting with David Brown last week on this);
- Refinish the front stairs and landing; repaint handrails, sand and paint stairs and landing. Five hundred dollars was approved for this activity at the April 23 Executive meeting;
- Replace and install new lamp poles at the front entrance (with funds raised from the bridge club November lunch); and
- Assessment and overhaul of the Haviland computer network;

Historical Integrity Committee chaired by Mike:

The committee will have its first meeting in December to go over terms of reference and have a presentation on the two reports completed by the Engineers and Architects earlier this year (The Haviland Club Conservation Master Plan and the Haviland House Condition Assessment). No funding to complete projects has been made available to this point.

Questions from the floor.

Q. Any thoughts on “greening” the building, e.g., solar panels, insulation, etc.?

A. We are looking into opportunities, however solar panels specifically are not a feasible option, neither situating them on the roof or the vacant land adjacent to the house.

Regarding the roof, prior to Fiona it was found to be slumping and after the hurricane cracks were found in the key roof supporting beams. We are currently “band-aiding” until funds are available for more extensive roof structural repairs.

Q. Perhaps we could sell the vacant lot, given it would be worth a lot of money that could go towards the renovations of Farringford House?

A. This is not being considered and would require zoning changes anyway.

Q. Any comment on heating expenses?

A. Yes, the building is linked to the Charlottetown steam system. This is a good system and is considered a green source of heat in terms of the waste products used to generate the steam. The system is at a fixed price, set by the square footage of the building, regardless of the internal temperature setting.

Trustee Report – Bruce Matheson (chair)

Bruce presented his report:

The trustees met twice this past year. At their second meeting concerns were raised about the state of the finances. However, they have some ideas to fix this and will be sharing this information to the executive later.

President’s Report – Jamie Trainer

Jamie presented his report:

Susan Macdonald, the house manager, has been on sick leave for some time, but is recovering. Meanwhile Craig MacDowall has stepped up to assist along with the help of members, thank you. Two new people have been hired, Lori Babineau, who has been in the hospitality business for many years, and Brandy Beazley who has lots of expertise in administration, invoicing, etc. Also, how things are done at the Haviland have been dissected in detail and new processes put into place, re. rentals, contracts, invoicing, etc.

Many associations and organizations are using the Haviland space, including: the Women’s Network PEI, PEERS Alliance, Music PEI, FilmPEI, Discover Charlottetown, Family Violence Protection Services, Mi’kmaq Confederacy of PEI, PEI Association for Community Living, Gifts from the Heart Inc. – just to name a few of our regular weekly or monthly rentals at the Haviland. This is their home for their organizations. We are busier now than ever with

rentals, with bookings well into 2024 – word is out now, about our space for the community. Have already spoken about our clubs within the club.

Over the past year the Haviland completed its Strategic Plan and the house assessment. The latter was completed by Greg Munn and he has spoken about Farringford House, home of the Haviland, at several events – the word is spreading. The number of \$1.8 million was identified as being necessary to bring Farringford House back to a fully healthy state – crazy number yes, but we can prioritize infrastructure projects of \$80K here, and \$100K there, to complete the work over the next few years – roof, plumbing, electrical, etc. Jamie is confident that the Haviland will qualify for government funding as a heritage building – a landmark in Charlottetown.

The financial situation is now well known to the members and there will be additional special meetings with the membership from time to time to keep everyone up to speed.

The PEI Community Foundation has been approached to enable charitable benefits for the Haviland, i.e., where donations to the Haviland can be made with tax receipts. This process requires a third party and two avenues have been identified. The Haviland is also seeking our own charitable status, as a non-profit organization.

Another example of the word getting out was the October Scarecrow Festival that took full use of the Haviland – the Haunted Haviland - via Discover Charlottetown.

Of significance is that the rental procedure system at the Haviland has been revamped which should ensure greater numbers of rentals in the future.

Jamie took this opportunity to recognize the work of the executive members who are stepping down: Irene MacArthur – big boots to fill, thanks so much for her hard work and dedication; Sue Stanger – Jamie reflected great events, music etc., that Sue has brought to the Haviland. Who would have thought that we did movies?! Great fun, and new movies are in the works. Laurent Beaulieu – Jamie noted that Laurent did a good job, and that the membership file is always a tough one; and finally, thanks to Helen Bernstein as Director-at-large.

Pond Report - Scott Stevens

Scott presented his report:

Financial:

The Pond showed a profit this year of \$ 1,764, and hosted three events which were all sold out, and profitable.

The Pond operation has a healthy cash position totaling \$ 5,750.

Premises.

Hurricane Fiona presented some challenges as the road into the pond camp was completely blocked with fallen trees. With volunteers 50 trees were removed from the road to the

camp, to re-establish power to the camp. The camp and piers were not damaged in any way.

The opening day of fishing (April 15th) had several fishers participate. The fishing was good for some and slow for others. The traditional breakfast was hosted.

A new pier was built this year to replace an old one. This was built by volunteers and donated wood at a minimal cost to the Pond club.

Pond Use:

Visits to camp	154
Fish caught	310
Fish released	81

Members of the Pond will be meeting to discuss and 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 that Haviland Club members have little interest in this type of venue.

Questions from the floor.

Q. Is there a per use charge?

A. No, there is simply the annual Pond Club membership charge.

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 chaired by Aidan Sheridan who conducted the election process as follows:

Aiden first congratulated and thanked the current and departing executive members for their work over the past year – they are volunteers and have given a tremendous amount of time to the cause. Aiden followed by a description of how potential candidates for vacant positions were identified prior to the AGM. As per the constitution a report on this exercise was filed on the bulletin board in the taproom a week ago. For the election of each position in question, as per standard practice, Aiden asks for additional nominations from the floor at the AGM - three times - before the result of each position election is declared.

Trustees:

Trustees are elected to a five-year term. Incumbent Trustees are:

Chair Bruce Matheson, 1st year; Doug Thompson, 5th year; Harold McGuigan, 4th year; Alice Whitty, 3rd year, Frances Evans, 1st year.

Doug Thompson's five years are up, but he indicated that he would be willing to do another five years. No further nominations came from the floor, so Doug was acclaimed.

Alice Whitty has resigned, leaving a replacement vacancy with three years left. Irene MacArthur was nominated. No further nominations came from the floor, so Irene was elected.

It was noted that the Trustees need to ensure that their members do not end their terms at the same time, i.e., need to stagger the five-year terms going forward.

Conclusion, the trustees for 2023/2024 are Bruce Matheson, Doug Thompson, Harold McGuigan, Irene MacArthur and Francis Evans.

Executive:

Aiden explained that the process sought the interest of candidates for specific vacant positions and/or Directors-at-large.

According to the constitution and by-laws the Executive is as follows (incumbents in brackets), each with two-year terms:

President (Jamie Trainor)
Vice President (vacant)
Secretary (Stephen Yarrow)
Treasurer (Nelson Hagerman)
Chair of the House Committee (Mike Cairns)
Chair of the Membership Committee (vacant)
Chair of the Entertainment Committee (vacant)
Chair of the Fundraising Committee (vacant)
Chair of the Pond Committee (Scott Stevens)
One individual elected from the membership at large (vacant)

Election of the VP position - two candidates were identified: Mary-Beth Maclean and Jane MacIsaac. Just prior to the AGM being called to order, Mary-Beth informed Aiden that she was more interested in a different position on the Executive. No further nominations came from the floor, so Jane was elected. This now leaves the Fundraising Committee chair vacant, to be drawn from the two Director-at-larges at a later date after consultation with the President.

Two Director-at-large positions/committee chairs: Jake Baird and Rosalind Drewery had been identified. No further nominations came from the floor, so both Jake and Rosalinds were elected.

Mary-Beth had expressed interest in the Entertainment Committee Chair, so Aiden nominated her to this position. No further nominations came from the floor, so Mary-Beth was elected.

Concerning the position of Chair, Membership, Allan Trainor had expressed an interest, so Aiden nominated Allan. No further nominations came from the floor, so Allan was elected.

Once again, Aiden recognized the departing executives and trustee for their work, and Jamie thanked Aiden for the election process.

NEW BUSINESS:

Questions and comments from the floor:

Q. Is the Haviland a scent-free building? If yes, we need posters stating this policy.

A. Yes, the Haviland has a scent-free policy, and a poster exists on the wall in the hallway. This will be looked into further.

Q. The ramp at the back entrance has no working lighting, making it treacherous at night – also difficult for snow shoveling.

A. Noted – this will be addressed shortly. Also, thanks to one member who has offered to pay for non-slip pads for the front stairway.

- Jamie noted that Jude has taken on the FaceBook page for the Haviland, to provide notification of not-for-profit events, e.g., Coffee and Conversation sessions.
- One member noted that the Haviland needs to fix how process are set and increased at the bar.
- A question was raised from a new member about wedding rentals. The Haviland hosts all kinds of wedding related events, from the use of just one room, to renting the whole house, so prices will vary depending on the scale of the event. Minimum four-hour bookings at the hourly rate.
- One member noted that last year a small reception took place at the Haviland and the guest loved it.
- It was noted that the Haviland needs to ensure that Conventions PEI has the house listed as a venue – to increase profile and potential rentals.
- The recent dinner-dance at the Haviland hosted by Jamie and Jill was recognized with a big thanks.

Approval of the reports presented earlier:

Doug Townsend moved to approved, Jake Baird seconded, motion carried.

AGM adjourned at 8:58pm