

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES - FINAL

Monday, February 19, 2024

PRESENT:

Jamie Trainor, President
Jane MacIsaac, Vice President
Stephen Yarrow, Secretary
Nelson Hagerman, Treasurer
Mary-Beth Maclean, Entertainment Chair
Jake Baird, Fundraising Chair
Allan Trainor, Membership Chair
Rosalind Drewery, Director at Large
Scott Stevens, Pond Chair

ABSENT:

Michael Cairns, House Chair
Bruce Matheson, Chair of the Trustees

1. The meeting was called to order at 10:03 am by President Jamie Trainor.
2. The agenda was approved – moved by Jane, seconded by Mary-Beth.
3. Minutes from January 22, 2024, board meeting were approved – moved by Ross, seconded by Jane.
4. Governance project presentation:
 - Aidan Sheridan participated in this part of the meeting, as a member of the Governance Project Steering Committee
 - Jane introduced Maria Sanderson, an external expert on governance, who, with the Governance Committee, has been reviewing the current governance structure at the Haviland with the goal to modernize it towards current practices for not-for-profit organizations in PEI and Canada, compliant with the PEI Companies Act, Part III re. establishing a corporation.
 - Maria presented proposed revised governance, constitution, bylaws, and policy documents for the board to discuss.
 - Next steps: now that the committee has shared the proposals to the board, in the coming weeks directors will be discussing how and when to move forward.
 - All recognized that updating the governance of the Haviland will be essential for its survival and success on all levels.
 - The board thanked Maria for her contribution to this important work.
5. President's report by Jamie:
 - Craig has been doing a crack up job over the last few weeks.

- January and February are typically slow months, but we have brought in some good rentals.
- The Black Cultural Society is planning on joining the Haviland – have been convening Saturday luncheon meetings at the Haviland and looking for a permanent home.
- Discussions continue with the PEI Symphony Orchestra on a partnership with the Haviland. Very promising.
- Day to day, Brandy will be less available as she has been promoted to a position with the PEI Health Department.
- Meanwhile, Marshall Ryan is being groomed to take on more responsibilities. He can also assist with IT matters.
- Susan Macdonald is to return in March; however, her duties will be somewhat different from before her departure now that the Haviland has significantly revamped operational procedures and taken on additional staff.
- Need to differentiate the role of manager and an events coordinator.
- Survival of the Haviland is contingent on robust management going forward.
- We need to have a clear operational policy concerning employees doing voluntary activities while on sick leave.

Chair reports:

6. Treasurer, Nelson:

- Nelson tabled YTD and balance sheets.
- Discussions on:
 - Application to IRAC on rent increase for the apartment.
 - Potential reduction in property taxes as a not-for-profit entity.
 - Bar prices have been increased incrementally over the last few years and will continue re. inflation.
 - Function and room rental rates have been revised, but not yet posted on the Haviland website.

7. Membership, Allan:

- Currently 165 members
- 157 regular members, 2 corporate and 2 for life members
- Voted on the inclusion of three new members.
- Discussed ideas for additional categories of members, such as student membership, associate membership with no voting rights, encouraging members of the forces to join. No decisions made.
- Allan shared that a military mess dinner is in the works for May 18th. Very successful a couple of years ago.

8. The Pond, Scott:

- January 24, some clean up work was carried out at the pond.
- The camp was winterized prior to freeze up.

- A Scotch tasting function was held this month – at the Haviland. It was another sold out event and was one of our more successful events, therefore we plan to make a donation to the Haviland. Bar sales for that night were above average for a Friday.

9. Entertainment, Mary-Beth:

- January Joke Slam was successful. An estimated 30 people attended.
- February Chocolate Obsession (Terry and Anne) was cancelled due to low number of tickets sold (less than 20). Cost may have been too high at \$30. Reduced the cost of the March event to \$20 for members and \$40 for non-member guests. Maximum 35 people. A basket of Anne of Green Gables Chocolate was donated by myself and raised almost \$200. The organizers would like it to go toward the restoration of the front steps, estimated to cost \$500.
- The first \$10 Fridays on Feb. 2 hosted by Diane Porter was attended by 30 people. The event netted over \$200 as Dianne donated the rolls and dessert. The next one is scheduled for February 23 and hosted by The Bridge Club. There are several other people willing to host.
- Upcoming special events.
 - Friday March 15 Agatha Christie Murder Mystery Dinner Theatre (Mark and Mary)
 - Saturday April 6 New Orleans Dinner Theatre (Sue and her band). Sue would like any profits to go toward a keyboard piano for the club estimated to cost \$800.
 - The May Victorian Festival (Brenda and Mary) has been scaled back to a member's event, details to follow.
- Added ongoing event of Improv which Laura Murphy will host in the basement on Tuesday evenings to the poster.

10. Fundraising, Jake:

- In collaboration with Jane MacIsaac submitted application for the Canada Summer Jobs program on Jan 8th. Applied for an Event Coordinator and Accounting Technician, still awaiting information on the status of our proposal. If approved they would start mid-June.
- Met with Brenda Norman and David Ewart of the Social Committee to discuss their concept of a Victorian themed festival on the long weekend in May. It was determined that, while the idea had merit, what was being proposed was not doable this year. That feedback was provided to Brenda along with the suggestion that if their committee wanted to do something smaller in scale and focused on members this year that would be fine.
- In anticipation of mounting a Victorian Festival on a larger scale focusing on tourism I spoke with a couple of potential funding sources that may support such an initiative. Wayne Long, responsible for Economic Development and Tourism at the City of Charlottetown, indicated their call for proposals is not until October-November 2024 in support of activities the following year. Talked with Ryan Duffy at TIAPEI about a program they have to support festivals and events. They were prepared to accept a proposal from us for this round of funding, however we were not ready. They expect another round of funding in the coming year.

- Managing our events and functions is important for us as a significant portion of our revenue comes from this source. It will be important to focus on and grow that activity as we go forward. To support our efforts, I have secured a tentative commitment from Skills PEI for 16 weeks of wage subsidy to hire someone who can devote to full time to managing events at the Haviland Club. The start date is somewhat flexible and I recommend we wait until we get a little closer to our busier season.
- We have been working with Kent Hudson, Community Foundation of PEI, on an arrangement that would allow the Haviland Club to establish a fund at the Foundation where they would receive donations on our behalf and issue a charitable tax receipt. It would be a “flow through” agreement between ourselves, the Foundation and City of Charlottetown. The City has the draft agreement for review and I spoke with Betty French, Manager of Finance, at the City regarding the status of the agreement. She advised me it has been to Committee and they would like a policy around this before they sign off. She doesn’t expect we will hear anything before April 2024.
- The Seniors Secretariat of the Provincial government has opened their grant applications for this year. Will be reviewing the criteria and their priorities to determine if we might submit a proposal to support our activities at the Haviland Club. More to report next month.

11. VP, Jane:

- Exploring a Sunday afternoon event for seniors in the community as a mixer, to help address senior isolation – another opportunity for the Haviland to serve the community.

All reports approved.

12. New business: None.

13. Next meeting of the board is scheduled for Monday, March 18, 2024, at 10:00 am.

14. Meeting adjourned at 12:53 pm.