

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES - FINAL

Thursday June 20, 2024

PRESENT:

Jamie Trainor, President – via phone
Jane MacIsaac, Vice President
Stephen Yarrow, Secretary
Nelson Hagerman, Treasurer
Jake Baird, Fundraising Chair
Allan Trainor, Membership Chair
Rosalind Drewery, Director-at-Large
Bruce Matheson, Chair of the Trustees
Scott Stevens, Pond Chair
Susan Macdonald, Manager – for the house report

Regrets:

Mary-Beth Maclean, Entertainment Chair
Michael Cairns, House Chair

1. The meeting was called to order at 10:10 am by Vice-president Jane MacIsaac.
2. The agenda was approved.
3. Minutes from April 22, 2024, board meeting was approved.
4. Manager's report Susan:
 - Shona has been away but still meshing roles together, working well. Invoices, bookings, etc., shared between Shona and Susan.
 - Some confusion about where key items for Haviland activities are stored – challenging when other people get involved. Essential to be consistent.
 - Square system will greatly assist with tracking financial matters.
 - Rosalind's next Sunday event is strictly limited to 40 participants.
 - Licensed premise, so need to keep licenses up to date and available, re food related activities.
 - Liquor license also up to date.
 - Part Two of the Corporations Act – we were two years behind, but not resolved. \$20 per year.

- All licensing is now up to date, as a non-profit organization.

5. Chair reports:

Senior Friendship Days, Rosalind:

- The Friendship Days have been successful, with the next on July 14th.
- Additional “Days” are being scheduled, considering conflicts with time and space of other events, e.g., the PEI symphony.

Membership. Allan:

- Military dinner was a great success. 46 participants. \$200 profit.
- Confusion with who paid and how. Paying on-line is difficult to manage and monitor. Some people sign up, and did not show up, having not paid. Others paid at the bar. Solution, perhaps next time, Allan could use e-transfer to his own account, in order to know who has paid and is likely to participate – as a process.

Pond chair, Scott:

- The Pond Camp was opened for the opening of fishing season. A traditional breakfast was held for those in attendance. The fish catch was average.
- Memberships are up over last year therefore, I am forecasting a surplus for the year, assuming we do not run into unusual repairs, etc.
- We hosted another successful Lobster Dinner for members and a few Haviland Club members who asked to attend. We served 35, 2 lb lobster plates, which are always popular out there. (primarily all take out)
- Some repairs to boats and painting to the building will take place when volunteers are lined up.

Fundraising, Jake:

- There have been some ups and downs on approaches to get charitable status for the Haviland.
- Using the PEI Community Foundation with the City as an intermediary is no longer an option. However, Jamie has brokered a meeting with the mayor next week to seek clarification.
- The Haviland will now seek charitable status for itself.
- The current draft revised constitution will need a few tweaks following the review of the constitution of other entity’s that have charitable status – the key element is the theme of “in the public’s interest”.

- A good example is the Beatty Heritage House in Rimbey, Alberta – an entity that is very similar to the Haviland re heritage status and use by the community. It was successful in acquiring charitable status by the CRA.
- Jake has been able to engage retired lawyer Jim Macnutt to assist us with reviewing our governance and associated draft documentation, towards approaching the CRA to request charitable status for the Haviland.

Vice-president, Jane:

- As you may or may not know, some of the roles and responsibilities of the director of the board have been detailed in the work done on the governance structure:
- Please consider the following thinking on roles and responsibilities:

The Executive:

The roles and responsibilities of the Treasurer and the Secretary are as outlined in the draft documents.

The Role of President will be as stated however, it will be enhanced to include the outward face of the Haviland in the community, to include but not limited to a leading a charitable campaign, representing the Haviland at Rotary, and Chamber of Commerce and meeting with representatives of various levels of government.

The Past President is an oversight and advisory role only. That position can be an ex-officiant role or a voting role. It is there to ensure consistency in transition from one president to the next.

The role of Vice President is as stated in the documents however, with additions. They include, Human Resources including staffing coordinator and acting as a direct report for the General Manager. Further, this position will be responsible for the implementation of actions required for staff and members under the code of conduct.

The Directors:

In general, the directors will attend meetings of the board called by the President and duties as stated in the draft documents. In addition, each director will strike a committee and will report on the actions and actives of said committees. It is envisioned as follows:

- The Membership director will ensure members number are maintained are up to date. Will form a committee to facilitate the integration of new members and highlight achievements of existing members. Will report/action any request from members and be the first point of contact for all members.
- The Programs director will report on all current and planned activities/ offerings at The Haviland. This will ensure all planned and new activities from card games, board games and entertainment are well advertised and if these activities are open to the public that is well communicated.
- The Planning and Development director will coordinate the fund-raising efforts of the Haviland. This will include completing applications for fund to all levels of government and

other available opportunities. It could mean co-chairing a media and funding campaign for future operations and building maintenance and reporting on the progress of each new development.

-The Facility/House will ensure the necessary maintenance and repairs are completed in accordance with the rules and regulations to meet health, safety and historic requirements. If house emergencies arise the director will apprise the President and the executive immediately and will monitor all remediation activity. Further, the Facility/House directors will be responsible for honouring the historical significance attached to the building and its former owners and occupants.

The Member at Large will lead or co- chair special initiatives of The Haviland at the request of the President.

- Furthermore, I have assumed an oversight/ directional role in the operations. This means I have met with Susan and Shona a number of times to clarify their roles and responsibilities. They work well together, and there are areas where crossover has required intervention.
- Susan and I have been to the bank twice to deal with fallout from lack of oversight and our current credit situation.... areas requiring intervention included transferring funds from one account to another to cover NSF cheques written, certificates and registrations were overdue, kitchen needed to be inspected and registered (done) Part 2 of companies act for nonprofits was 3 years late (now updated) and Rita provided by the PEI Liquor Control Commission.
- Have been on site for two of Rosalind's Sunday events, community engagement/ gatherings. Rosalind will fill in the details... well done Rosalind!
- Attended the Mess dinner, a great opportunity to engage Mayor Brown and the city in our future and meet our Honorary Patron, the Honourable Antonette Perry.
- Met with Sally Goddard to obtain paraphernalia related to Captain Nicola Goddard... very useful conversation and information. Sally and Tim are more than happy we have dedicated the room in their daughter's name
- Jake and I met with Jim Macnutt to further discuss options and next steps to gain charitable status.

President, Jamie:

- Bottom line, the Haviland needs steady rental income, and the manager, Susan will carefully be monitoring the bank balance before writing cheques.
- The Square system will be able to follow and monitor all payments and generate reports.
- The current Square, the free version, has limitations. The monthly fee version will allow forecasting – need to marry forecasting with the financial reports.
- Susan is expected to be able to manage the Square system by the fall.
- Shona's time with us ends in August, so by the end of July or sooner, we need to get organized.

Treasurer, Nelson:

- April and May reports were reviewed.
- Absent incoming grants, the Haviland is operating at a loss of \$12,000. Jamie's previous message underscores the state of affairs – additional rental income and tight financial management is key at this time.
- Jamie discussed the new agreement with the PEI Symphony, to use the Haviland as a base for a music school for children. An excellent fit for the Haviland going forward and welcome rental income.
- The recent casino event was successful but did not generate as much \$\$ as anticipated.
- Mary Beth had raised the notion of selling the empty lot adjacent to Farringford House to raise needed funds. This could significantly take away the heritage aspect of the house and the Haviland as an entity. Plus, there is a right of way on the property for the steam system. More discussion will be needed.
- In general, we need to prioritize fund raising activities for specific items versus raising funds for the Haviland's revenue requirements – Scott made a motion to review the business arrangements with the various committees. Seconded by Jake.

All reports approved.

6. New business: None.

7. Next meeting of the board is scheduled for **Monday, July 29, 2024, at 4:00 pm.**

8. Meeting adjourned at 12:23pm