

## THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES - FINAL

Monday, March 18, 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  
Michael Cairns, House Chair  
Frances Evans, acting Chair of the Trustees

### ABSENT:

Scott Stevens, Pond Chair

1. The meeting was called to order at 10:02 am by President Jamie Trainor.
2. The agenda was approved – moved by Jane, seconded by Ross.
3. Minutes from February 19, 2024, board meeting were approved – moved by Mike, seconded by Jane.
4. Managers/President's report by Jamie:
  - Jamie is the manager! Until Susan returns from sick leave. Brandy starts her new government job later in the month and will be available only occasionally afterwards at the Haviland.
  - There have been issues with phone-ins from time to time, despite the Google Message system in place. This will be investigated and rectified – cannot afford to lose rental clients.
  - Craig has been doing a great job but needs to take some extended leave.
  - Management duties to be shared between Jamie, Mike, and David, on an interim basis.
  - There have been problems with the daily sales report (DSR) process, weekly and monthly. To be rectified a.s.a.p.

### Chair reports:

5. Treasurer, Nelson:
  - Financial statements not available for the meeting – Nelson to make them available to the board by email.

- Nelson is seeking the financial statements from the last ten years to clarify when the Haviland was making a profit or not, and to adjust perceptions of the financial history of the organization.
- The end of fiscal financial statement (Sept 30, 2023) has now been edited appropriately to remove information relating to the Pond.
- We need to emphasize with members that the membership dues provide just 17% of the income to the Haviland, therefore rental income, etc., is essential.

#### 6. Membership, Allan:

- Currently 155 regular members, 4 lifers and 3 corporates. One additional regular member to be added shortly.
- 68 members did not renew for the 2023/2024 year, for various reasons (moved from PEI, died, etc.) – typically lose 30-40 members in previous years. We had just over 200 members total at the end of the last fiscal.
- Discussion on the question of the ideal number range of members. Where to put people, and what to offer?
- Seniors are our current demographic but would like to attract younger adults going forward.
- Allan shared information about the upcoming military mess dinner in May.

#### 7. Entertainment, Mary-Beth:

- I would like to see a policy on pricing for events: members versus non-members or no difference in pricing and at what point, and which events should be open to the public? I propose that we make the non-member price 20% higher than the member price (\$20 would be \$24), and open select events (2-3 per year) up to the public as a way to attract new members with the same price for members and non-members. We could revisit the policy at year's end. Each public event would include some encouragement to join the Haviland as is the case at the coffee and conversation.
- The survey now has 39 responses plus about 15 paper ones. The most popular event is \$10 Fridays at 75%, followed by wellness activities (60%), Saint Patrick's Day event (~ 60%) and Mother's Day Tea (47%). Almost all were interested in volunteering for events.  
Survey: [https://docs.google.com/forms/d/1UobITYShZlluXurwN5q89RPRZv5fzPd00m1NK1\\_pFKU/edit?ts=65da1389#responses](https://docs.google.com/forms/d/1UobITYShZlluXurwN5q89RPRZv5fzPd00m1NK1_pFKU/edit?ts=65da1389#responses) Need to find a better survey mechanism open to all not through Google.
- The second \$10 Friday was February 23, hosted by The Bridge Club. There were 30 signed up but only 20 participated. We decided to collect money ahead of the event as much as possible. At this point, we don't have another volunteer.
- Friday, March 15 Agatha Christie Murder Mystery Dinner Theatre sold out almost three weeks before the event (Mark and Mary).
- St. Patrick's Day Spring Fling (Brenda and Mary Beth).
- Saturday, April 6 New Orleans Dinner Theatre (Sue and her band). Sue would like profits to go toward a keyboard piano for the club estimated to cost \$800.

- The Inclusivity Committee, which had a meeting on March 15th, needs a board member lead - Allan agreed to chair.

#### 8. Fundraising, Jake:

- Met with Service Canada to establish Grants and Contributions Online Services (GCOS) account. This is the vehicle the government of Canada uses to apply for funding under various programs. We have had difficulty with this process in the past, hopefully all of that has been rectified and our next application process will go smoothly.
- Developed presentation for a meeting with the Minister of Workforce, Advanced Learning and Population scheduled for March 20th. This is the Department in the Province that has most of the employment and training programs that may assist us as we go forward. Our objective with this meeting is to create awareness of the Haviland along with support for our plans as we go forward.
- Researched the criteria and application process for the Summer Student Hiring Programs of the Provincial government. The deadline for proposals is March 29th. We applied last year but were not successful but will submit again. Students who could serve as Tour Guides and act as hosts for summer events would be useful.
- Spoke with John MacAleer, Chair of Finance for Charlottetown City Council regarding the flow through agreement between ourselves, the Community Foundation and City. He originally wanted to meet in May/June period but with some urging has agreed to meet in early April. I emphasized the importance of this initiative for the Haviland, and he seems supportive.

#### 9. House, Mike:

- A trial Blind was installed in the Lounge Room on the window to the right of the fireplace. A random survey was conducted of members and of the president of the bridge club and the consensus is that they are suitable. Seven additional blinds have been purchased and will be installed on all the windows in the Lounge and the three front windows in the Great Room. The total cost for all the blinds including hardware was \$493.75. The bridge Club has agreed to cover the cost with their April Fundraiser so I have past the receipt on to Irene and she will reimburse the Haviland.
- Bert Christie has offered to pay for the replacement of the large sign located on the front yard of the Haviland. Mike did A rough estimate last year to replace the sign, and with David and himself doing the installation, it would cost somewhere in the range of \$600.00. The board supported this initiative, and the style and wording of the new sign was discussed.
- The next two large tasks that will be completed in the coming year are the installation of new lamps on the front walk of the Haviland which will be paid for by the bridge club and the refurbishment of the front steps and entrance that had funding approved last year for \$500.00 dollars.
- The dishwasher/sanitizer needs to be fixed as it is constantly leaking and creating a slipping hazard with the water. The President is scheduling an Appliance Technician to fix it. In the long term we should start saving for a new one. The cost will be over \$5000.00.

- The Haviland application for a grant from the New Horizons for Seniors Program has been approved and funding has been allocated to install a heat pump in the Great Room for air conditioning. This will be excellent for the summer weather and will eliminate the requirement to put the window air conditioners in the Great Room. Mike can manage the contract but needs to know how to access the funds and exactly how much funding has been allocated.

10. VP, Jane:

- Jane reviewed the recent work on the governance documents (Constitution, Bylaws and Policy Manual), where the board convened special meetings March 5 and 12. Outstanding work is to review the Haviland Manager piece in the manual, that will be achieved by email reviews rather than another meeting. Stephen to implement this process.
- Board to then sort out next steps regarding consulting the larger membership and legal processes.

11. Director-at-large, Ross:

- Haviland friendship days (possibly a name):
- Ross's initiative is ten outreach events to take place within the next year here at the Haviland.
- These events are for the community outreach to senior members of the community who could come to the club and enjoy company with others for a few hours of food, information sessions, and entertainment.
- Currently Ross has assembled a team and has a pretty good outline of events to try to schedule.
- Ross has had one meeting to outline steps needed to get started, i.e., most importantly media coverage, food sources, event planner schedule and presenters for the day.

All reports approved.

12. New business: None.

13. Next meeting of the board is scheduled for Monday, April 22, 2024, at 10:00 am.

14. Meeting adjourned at 12:08 pm.