

## THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES - FINAL

Monday, April 22, 2024

### PRESENT:

Jamie Trainor, President  
Jane MacIsaac, Vice President – via phone  
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  
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 Ross, seconded by Jake.
3. Minutes from March 18, 2024, board meeting was approved – moved by Mike, seconded by Ross.
4. Manager's report Susan:
  - Jamie welcomed Susan back to the Haviland.
  - Transitioning back into the groove.
  - Have met with Brandy to go over bookings and tracking information for payments, and to hand over information.
  - Working on getting more staff with several leads in hand.
  - Question about what to do about Monday thru Thursday evenings. Currently Tuesday is snooker night, Wednesday is fireside chat, and Thursday is just the bridge club unless there is a booking.
  - Have met with Shona about passing over the booking and event duties to her, leaving Susan responsible for staffing events, etc. Plan on working together to increase bookings and exposure of the club for potential bookings.
  - Working with Mary-Beth and Brenda on a social meeting plan.
  - Have gone over club events with Mary-Beth, plus times and dates for club summer events such as Canada Day, Gold Cup and Saucer, potentially with music on the lawn. Will be checking for alcohol license for the lawn – previously based on Covid19 restrictions, not sure of the regulations presently.
  - Bridge fundraiser raised \$305, over, and above paying for the new blinds and vacuum cleaner.
  - Discussion on how to gather fundraising monies for club events vs for certain items – create a separate account from regular operations account.

- Susan and Shona are monitoring e-transfers to ensure \$\$ go to the correct purpose.
- Hoping to acquire a complete Square system from a catering business that is winding up.
- Mary-Beth is developing a social media plan (re. the Website, Facebook, etc.) for approval by the board. Susan will be responsible going forward, while Shona will take over the Updater from Jamie.
- Two wall hanging pictures have gone missing recently, plus the Ukrainian flag – a mystery.

## 5. Chair reports:

President, Jamie:

- Shona, Susan, and Jamie recently met with the PEI Symphony Orchestra leadership to make a deal with the Haviland, towards a one-year contract where the PEISO will rent the Haviland each Sunday for an Education Outreach program for young musicians. Part of the agreement is that two pianos will be lent to the Haviland. This agreement will be a win-win for the two parties, where the PEISO gains a home and the Haviland receives significant rental income for at least one year. Joint fundraisers will be part of the mix. The board unanimously agreed to the proposal.
- Discussions are beginning with the Charlottetown Rotary Club for an arrangement along the same lines, starting next year.
- Jamie and Jake met recently with city officials to advance the charitable status position for the Haviland, via the PEI Community Foundation. Unexpectedly, support was not forthcoming, after almost three years of discussions. Next steps will be to lobby the mayor.
- Given the above development, the Haviland will initiate acquiring charitable status under its own steam. A retired lawyer has signalled support to assist the Haviland. If successful, the Haviland will need to pay its own legal counsel to finalize the paperwork.

Treasurer, Nelson:

- YTD March 31, 2024, and balance sheet financial statements were presented.
- Overall, the Haviland is doing pretty well.
- Nelson will assist in the preparation of a budget next month.
- Rentals are increasing. 14% of income.
- Bar prices will be increased shortly, first time since 2020. 40% of income. Board agreed to a 20% increase immediately, with a potential extra 10% early next year.
- Now that we have an events coordinator, expect an increase in volume of rentals, and bar sales.
- Nelson will complete the 2023 books after the busy tax filing season.
- Still seeking the last ten years of financial data to enable more thorough analysis.
- The Haviland will need a CPA to do the year-end review engagement.

Membership, Allan:

- Currently 160 members, with two applications in hand – approved by the board.
- The Diversity Committee meeting scheduled for March was postponed due to illness – aiming to reconvene later this month, and to report back to the board in May.
- Will need to conduct some analysis on membership patterns following last year’s changes such as the elimination of the couple category.
- Re. the Military dinner/formal gala, 40/45 seats are sold.

House, Mike:

- The following major maintenance items were completed over the last month:
  - Eight blinds were installed in the Lounge and Great Room at total cost of \$495 which was covered by the Bridge Club.
  - The Dish sanitizer is almost repaired. The maintenance brothers installed a new hose to the dish washing detergent bucket (it was not working for quite a while). Atlantic Handyman did an initial inspection of the leak and ordered the parts to fix it. When the parts arrive, they will be installed by Atlantic Handyman.
  - The deck and front step have been power washed by Bobby. The back deck will more than like need to be done again with cleaning solution as there are still some “green” areas that didn’t come clean. Some minor repairs will also be required.
  - The heat pump has been installed and units are in the Great Room and the library. The remote for the Great Room will be stored in the bar and the library remote is mounted on the wall by the light switch at the entrance.
- The Historical Integrity Committee is currently working on the design and wording for a new Haviland Sign. This project will be paid for by concerned members who would like the sign changed to reflect the history and current ethos of the Haviland.
- 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 new heat pump has the capability to have up to four units connected to it. A member suggested that one could be installed in the bar area as there is a five-foot drop space above the bar which can be easily accessed from the downstairs bathroom. Is this something worth pursuing?

Entertainment, Mary Beth:

- April 6 was the New Orleans Dinner Theatre (Jazz Avenue and Will Hobbs). We had a full house at 58 people and netted almost \$1,400. The new digital piano will cost around \$1,000.
- So far this year the entertainment committee has netted almost \$2,500 which includes \$400 from 2 X \$10 Fridays, \$200 from the Chocolate basket raffle, \$300 from the Murder Mystery, and \$100 from the St Patty’s Day event. We are planning to

have a separate account for entertainment in order to ensure that we can keep track of sales and expenses.

- Mary Beth is combining the paper versions of the entertainment survey (about 12) with the on-line version (39) and will report the results next month.
- The third \$10 Friday is April 26, hosted by Mary Beth and Allan Hughes. At this point, we don't have another volunteer for other planned dates (May 24 and June 28). We do not require sign-up. We will make enough for 30 on a first come first served basis. We are planning to start ordering pizza from Famous Peppers on Fridays that are not hosted.
- We are planning the president's lobster supper for June 7th and considering outdoor music for Fridays in the summer.

Fundraising, Jake:

- Jamie, Jane, and I met with a provincial minister and deputies to advocate for support for initiatives in the future. A good, well received meeting and hopefully support for initiatives in the future.
- Prepared proposal under the Special Projects Program of Skills PEI for an Events Coordinator. Received funding for 15 weeks of wages with a start date of May 6, 2024.
- Submitted application for funding under the Summer Student Hiring Programs of the Provincial government. The proposal was for two students to serve as Tour Guides and act as hosts for summer events such as high tea, socials, and luncheons. No word on the status of this yet.
- Submitted application for funding under the Canada Summer Jobs Program of the Federal government. The proposal was for an Accounting Technician and Events Coordinator. No word on the status of this yet.
- Jamie and I met with senior officials from the City of Charlottetown regarding the flow-through agreement with the Community Foundation on charitable status. The meeting was not positive, and it is apparent we will not receive any support from the City on this initiative. We will have to seek another avenue to allow us the gain charitable status.

Senior Friendship Days, Rosalind:

- As of today, we have four events scheduled and arranged except for final food ordering. I will have details on that as we go forward after getting an idea of numbers attending.
- The next four events are:
  - April 28 afternoon guest speaker Bert Christie on the history of the building - lunch included.
  - May 19 afternoon guest speaker RCMP Const. Gavin Moore on the issues of senior's fraud occurring - lunch included.
  - June 9 afternoon guest speaker Angela McCarthy, Service Canada on roll out of new dental plan and how to access. As well on this event I am partnering with Mary Beth EV bike event. We will each have our sessions and join up for entertainment and BBQ. Music from Sheila Smith Jazz Trio.

- July 14 afternoon HIGH TEA with violin and piano music. Not planning on a speaker.
- I have dates reserved up to and including December 15, 2024. No plans yet and I have no idea of numbers to expect.
- Planning for 40 on April 28<sup>th</sup>.

Governance, Jane and Stephen:

- Still need to review the duties of the President vs. Vice-President.
- General manager wording also needs review.
- Will convene another special meeting of the board, Thursday May 16<sup>th</sup>, 10:00am for one more overview of the Constitution, Bylaws and Policy Manual, plus a discussion on how and when to share with the wider membership for approval.

All reports approved.

6. New business: None.
7. Next meeting of the board is scheduled for Monday, May 27, 2024, at 10:00 am.
8. Meeting adjourned at 11:55am.