

## THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES - FINAL

Saturday December 14, 2024

### PRESENT:

Bruce Matheson, President

Jane MacIsaac, Vice President

Stephen Yarrow, Secretary

Sherry Spence, Treasurer

Scott Stevens, Pond Chair

Mary-Beth Maclean, Entertainment Chair

Michael Cairns, House Chair

David Cairns, Director-at-Large

Chris Matheson, Director-at-Large

Frances Evans, Chair of the Trustees

### Regrets:

Allan Trainor, Membership Chair

- The meeting was called to order at 10:33 by Bruce.
- Scott raised issues with the phone message box being full, and that Co-operators Insurance had contacted the Haviland about the state of the roof shingles. General conclusion is that the shingles were replaced sometime in the last ten years – this will be communicated with the insurance company.
- In Sherry's absence, the board discussed her membership application to the Haviland, and unanimously approved it. Sherry was welcomed back to the meeting. She will be the Haviland's treasurer.
- Bruce welcomed everyone to the board and expressed his enthusiasm for taking on the role of President.
- Going forward, Bruce stated that board meetings should be no longer than 55 minutes, and if additional discussions are necessary, separate meetings can be called to cover the subject in question.
- In addition, in the role of President, Bruce will not participate in discussions or debates but will temporarily relinquish the chair to weigh in when necessary.
- Bruce stated that an important characteristic of leadership, is not to be inconsiderate or uncaring, using a phrase out of the New Zealand's All Blacks' playbook.

- The table discussed their current roles, as listed above. There remains two Directors-at-Large.
- Signing authorities were discussed. Moved by David, seconded by Mike, that the signing authorities on the Haviland Club accounts with Provincial Credit Union, be amended to include only the following officers: Bruce Matheson, President; Jane MacIsaac, Vice-President, Stephen Yarrow, Secretary; Sherry Spence, Treasurer; and Daniela Beltran, Manager. Any other signatories previously authorized and not included in the fore-going names are to be removed as signatories on those accounts. MOTION CARRIED. Two signatures are required per transaction.
- Chris made the following motion concerning a pool table for the basement:
  - That the Board of the Haviland Club appoint a working group to secure a professional-quality pool table (used, up to \$1500) and ensure its proper setup, enhancing members' enjoyment and creating a comfortable setting for casual play, friendly matches, and the opportunity to organize a regular playing group.
  - That Mary Beth, Chris and Steve Matheson (brother of Chris and Haviland member) be appointed to the working group, and that Chris functions as the appointed board member lead.
  - **Composition:**  
The working group shall consist of two (2) Club members and one (1) Board member, all appointed by the Board.
  - **Procurement and Budget:**
  - The working group may acquire the pool table either by purchase or through a suitable donation.
  - Up to \$500 is authorized for accessories, installation, repairs, or other related expenses, regardless of whether the table is purchased or donated.
  - **Recognition of Donations:**
  - For a donated table or donation valued at \$500 or more, the Club may provide a permanent plaque on the table to acknowledge the donor.
  - For donations valued under \$500, a simpler form of recognition (such as a mention in Club communications) may be offered.
  - **Authority and Reporting:**
  - With approval from its Board-appointed member, the working group is empowered to make all necessary acquisition and setup decisions.
  - The working group will provide brief verbal progress updates at each Board meeting.
  - Upon successful installation of the pool table, the working group shall submit a final report summarizing the purchase or donation process, final

costs or arrangements, and offering general recommendations for table use, upkeep, and member engagement.

- **Term:**

The working group shall complete its tasks within three (3) months from its establishment or once the pool table is fully set up and ready for use, whichever comes first. The group will then be dissolved unless the Board decides to extend its term.

- Moved by Chris, seconded by Mike. MOTION CARRIED.
- It was noted that Nelson has donated \$500 already, and Bruce matched this at the meeting. Scott volunteered to work with the Pond members to raise the outstanding \$500.
- Also, \$\$ had been fund-raised recently for an electronic piano, however, this may no longer be required, so additional funding maybe available.
  
- Bruce raised the fact that the Federal government's HST tax break from mid-December to mid-February will apply to beer and wine sold at the bar, but not mixed drinks. He will discuss the necessary payment adjustments with Daniela.
  
- Mary Beth informed the meeting of some changes that Daniela and she are making to a few rooms at the Haviland with the prior approval of Jane. No money has been spent and nothing can't be undone. The objective is to improve the house for members, potential renters and students as we have new rates for them. We have started consultations with the various users of the club to get their feedback.
  - Basement room to right—Laurie Murphy is in the process of moving out of the basement. Ideas for that room so far are cards, a movie theatre, and rehearsal space for in-house dinner theatres or other groups such as ACT. Sorting is going on there now, but the plan is to have minimal storage at the back of the room covered by a curtain.
  - Greenroom (to the right of the stairs on the second floor)—We are looking at a games room with seating for at least 12 people and fold-out tables. The poker table from the basement has been moved up there. I am looking for a large bookcase to hold games, puzzles, cards, etc.
  - The Snug (room to left of the stairs on the second floor)—We have created a conversation area for seven around the fireplace and extra seating that is moveable to expand that conversation area to 12 people.
  - Military room - need to chat with Allan T. about any potential changes there.
  - Billiards Room - Chris Matheson and his brother Steve are looking at creating a seating area in the room to the left in the basement and getting a pool table.

The aim is to have most of the changes done by January 1st for the levee where we will be giving tours and trying to attract new members. Comments and suggestions are very welcome.

Discussion commenced on the need to clarify the fire regulations for the basement.

- Marie Beth also provided information about the upcoming New Year's levee. We are using the levee to recruit new members. Bert and Mark are giving tours. Three of us are wearing Victorian dresses to represent Ester at different ages. We will be greeting people at the front door and will serve an alcoholic and non-alcoholic punch. The executives (Bruce, Stephen, Sherry, and Jane), if available, are to be in a receiving line. Others on the board can serve alcoholic and non-alcoholic punch, put out food being prepared by Terry and Jill, and mingle and point people to the membership table and the bar. Allan is asked to person the membership table. This should be fun! I hope you can all participate.
- Business was concluded and individual board members were invited to briefly introduce themselves, background, etc.
- Date of next meeting: Wednesday, January 15, 2025, 4:00pm.
- Meeting adjourned 11:40am.