

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES

Wednesday, January 15, 2025

PRESENT:

Bruce Matheson, President

Jane MacIsaac, Vice President

Stephen Yarrow, Secretary

Sherry Spence, Treasurer

Allan Trainor, Membership Chair

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

- The meeting was called to order at 4:01pm by Bruce.
- A question was asked about the thinking on the governance structure project – Bruce stated that the core executive will meet separately to decide on how to move ahead, soon.
- Bruce asked that two additional subjects be included in the agenda (i) staff bonuses, and (ii) “Coffee and Conversation” day-of-the-week concerns.
- Bruce asked for a motion to approve the agenda – moved by David, seconded by Sherry, all approved.
- Bruce asked for a motion to approve the minutes of the last Board meeting, December 14, 2024 – moved by Mike, seconded by Mary Beth, all approved.
- Directors had submitted reports on their respective area for this meeting – attached below these minutes, and Bruce went round the table asking for highlights:
 - **Daneila, Manager:**
 - Bar hours and sales are good, more bookings resulting from the Levee – bookings now in the books through to November.
 - MOU with Irene for Bridge lessons, for Wednesdays. If Haviland has a rental of \$300 or more, Bridge can cancel to make room. Four-year agreement – already two years in.

- Board discussed the need to review all contracts, particularly the longer-term contracts.
- Bridge has contributed majorly over the years and has been a source of new members. Need to discuss expectations with all players involved in contracts.
- Irene has asked for June 16th, all-day fund-raising event.
- Bar hours are 6:00- 9:00 pm, Mon – Thurs, 4:30pm till closing for Fridays.
- Question on whether the not-for-profits members have renewed. Daniela and Allan will review.
- Shona has the list of current members, but the Updater is going out to 300+ members. Allan will contact Shona to remove the non-members for the Updater distribution.
- Daniela is going on vacation soon, returning February 1st. Mary Beth will manage the phone calls, and Daniela will continue to monitor email traffic.
- Mary Beth raised that the Snug room was for members only, but it has been rented out from time to time. All agreed that at least one room, not necessarily the Snug, should be available for members. However, there are weddings booked that will use the entire house. Concerns that a staff member be present to monitor who goes where, e.g., basement should be off limits to non-members (supervised house tours being an exception).
- Perhaps designate the Military Room as the members room, when the house is occupied by renters.
- Bruce suggested that a small group be struck to review room and house usage. A note will be sent out to that effect.
- **Bruce, President:**
 - Congratulations to Chris and Mary Beth for establishing the new pool table.
- **Jane, Vice President:** nothing to raise today.
- **Sherry, Treasurer:**
 - Books behind by two months – work in progress.
 - Mary Beth raised that members are unclear on our current financial picture – well in the black, but not clear on longer term. Perhaps have an update in the Updater soon.
 - Jane raised that a review engagement was promised in lieu of an audit.
 - Jane – we now have two major rental agreements in place that will make a significant difference to our financial picture.
- **Allan, Membership:**

- Honourable members: 2
 - Life members: 4
 - Regular members (single): 65
 - Regular members (couples): 78 (representing 39 couples)
 - Students: 2
 - Out-of-province: 1
 - Not-for-profit: 1
 - Spring and Summer: 9
 - Total 153
 - This time last year, total was 163.
 - The Membership Board in the hallway needs to be addressed, to remove non-members and add new ones.
 - Sorting through a handful of membership payment complications.
 - Ten new member applications in hand, to vote in.
 - Allan made a motion to vote the new members in, pending payments in a couple of cases. Seconded by Scott, all in favour.
- **Mary Beth, Entertainment:**
 - See report – particularly pleased with the levee.
 - Bruce has been asked re. Coffee and Conversations: why now on a Wednesday?? A couple of members were disappointed as Wednesday did not work for them. Tuesday conflicted with maintenance and Thursday with a major rental.
 - Agreed that a simple explanation will be provided in the Updater.
- **Mike, House:**
 - All in his report.
 - New freezer's placement was discussed and the need to be able to lock it.
 - Scott raised some questions on the need for some specific roof repairs.
 - Allan raised the need to replace some rotten boards on the deck and to inspect the carrying beams.
 - Mike is seeking funds for ongoing projects. To be discussed at the next meeting.
 - Discussion on how to raise \$\$ for the routine maintenance of the pool table, e.g., a small fee per game, or a fund raiser.
- **Scott, the Pond:** see report
- **New business:**
 - **Recognition of volunteers:**
 - A list of around 70 was made in a recent Updater, but people were missed. Recruit, retain and recognize volunteers needs to be better organized. Perhaps a dinner for volunteers, as recognition.

- Trustees charged with considering how to organize a process for recognition. To bring back to the next meeting – for Frances to follow up. Chris expressed an interest to provide some ideas.
 - Mary Beth motioned the idea to explore the feasibility to organize tea and tours, haunted house, Ceilidh, etc. – three ideas but could be others, to generate income. Mike has submitted a paper on this last year and asked all to revisit it. Need a plan, including how to fund it, hire students, etc. – perhaps assign a Director-at-large to lead this? Or a regular member. Mike seconded, all in favour.
 - Jane could be a co-lead. Will use the Updater to solicit a volunteer lead.
- **Bonuses for staff:**
 - Bonus or a Christmas (2024) appreciation gift - nominal. Discussion on which staff, and consideration on how long staff members have been on the pay roll.
 - Need to establish a policy for the future.
 - Mike made a motion to give a Christmas gift to any staff who had worked at the Haviland at least a month prior to Christmas - \$100 each. Seconded by Allan. All approved, but with one abstaining.
 - Still need a policy established for the longer term.
- **Next meeting:** Tuesday, February 18, 2025, 4:00pm.

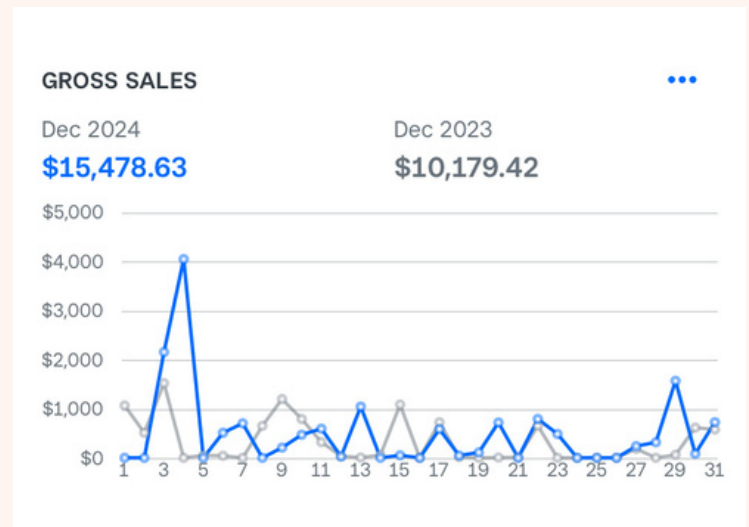
THE HAVILAND CLUB

MANAGER REPORT

JANUARY 15th, 2025

Key Highlights:

- Total Bar Sales Revenue: \$7,833.75* (Net Bar sales, not including memberships, rentals, tickets)
- Staff: Hired Sophie Trainor as Bartender to work Monday, Wednesday 6-9pm and Events.
- Rentals: 9 non-member events during December. PEI Sheriff Services, PEI Mental health Association and CBC were some of the renters.
- Events brought 3 new members.



Total Square sales Dec 01 - 31st including Bar, Tickets, Memberships, Food (pizza \$5)

January is looking good!

- CBC covered New Year Levee, that helps to increase rentals for the next months.
- Rentals confirm for January : 7 (non-members)
- Charlottetown Yacht Club renting library one or 2 days per week
- Pilot Daily Open Bar Plan: Increasing sales, increasing members during the week.
- keep working with Entertainment Chair for future events, tickets sales, member activities.
- Cash Control: Bar tips now are paying every 2 weeks so keep control to the cash float and doing cash deposit every day .
- Feeling pretty happy about last Friday January 10th (Happy hour). Full house with three new members around

To Review:

- Contracts
- Bridge Club June 16 Day
- Manager Vacations
- Laura Ono (Casino night / Auditions/ Star Wars Party)

Committee Reports January 2025

Sherry/Jane:

Below is an update from Jane on the current account situation at the Credit Union. We're working on getting the financial authorities and books up to date to permit a more fulsome financial picture going forward.

- Capital Projects balance is \$7,804.30... there are commitments made against this
- Senior Friendship Days
- Regular Operating account is \$15,845.37
- Lottery account is \$93.00
- Loan/mortgage is \$125,191.33 (balance owing)
- Bills are up to date; credit card has a \$0 balance (limit is \$5,000);
- Overdraft/line of credit is \$15,000, nothing owing.

We are in the black.

Allan - Membership

I'm attempting to update the Membership Board and it is a challenging task since applications have come in many ways:

Unrecorded in Square

Hearsay

Pieces of paper

an email from a friend

applications found on the counter at bar etc.

This is going to take some time to fix, appreciate your patience.

From this day forward I will only accept **completed membership cards** from the inbox located at the bar.

Online applications, I will forward to Daniella who will print off for me and those will also go into the inbox at the bar.

New members names will be posted in lieu of applications cards in the cabinet seeing there were complaints last year that too much info was exposed before the Board meeting.

Daniella please remind the bar staff that the Registry is updated when payment is received. This is our bible for keeping an accurate count of paid members.

Shona- once I have a sufficient update done, I'll have some more email addresses for you for the Updater. We may send a message out to membership for any missing members not updated on the membership board to speak up and I'll add them.

I don't want anyone to feel left out if their name is not on the board.

Thanks All

Entertainment Chair Report January 2025 - Mary Beth

1. 55 people attended the Murder Mystery. We netted about \$500. Three new members joined the club at this event.
2. 48 (26 members and 22 non-members) people attended The Weir. We made \$1,180 in ticket sales. There were no expenses as the show was free in exchange for space to practice.
3. The Christmas party was attended by over 60 people December 20th.
4. There were about 25 people on New Year's Eve where finger food was provided and games were played.
5. The New Year's Levee was attended by 456 people. Details were provided in the Updater. <https://www.cbc.ca/news/canada/prince-edward-island/pei-2025-levee-day-new-year-1.7421400>
6. We added cribbage on Tuesdays at 1 pm.
7. We are also adding a board games afternoon on Saturdays from 1 to 4 starting January 18th.
8. Upcoming events include an in-house Columbian potluck on Jan 11, Scotch tasting on Jan 17, an Iranian Dinner night on Jan 31, and Wine and Chocolate Tasting on Feb 14
9. Coffee and conversation was moved to Wednesdays at 10:30 from Thursdays and is now led by Dale Cole and Shane Coady.
10. Terry Woodhouse and Tricia Belfrey are selling tickets for a dinner for 6 in front of the fireplace to raise money for the club. Tickets are \$20 each and a draw date is January 31, 2025.
11. The decorating of the games room is complete. Other rooms that have seen some improvements include the bride's room, the snug, the military room, the billiards room, and the room opposite the billiards room. There are extra items in the room to the right

of the stairs in the basement to be offered up to members to buy and then put up for sale to the public.

HOUSE CHAIR UPDATE JAN 2025 - Mike

GENERAL POINTS

1. The following major maintenance items were completed over the last month:
 - a. A lot of work was completed in preparation for the New Year's Levi such as repairing furniture, picture hanging, placing curtains etc.
 - b. The ceiling at the bottom of the stairs was temporarily repaired with a texture material. This repair was meant to be temporary and was done as a cost saving measure as new tiles for the ceiling would cost over \$500.
 - c. The ceiling in the corner of the snooker room was repaired because it was caving in. It still looks in poor shape because most of the tiles are broken and cannot be properly fixed to the ceiling. The House Committee is looking at how this can be made more aesthetic, using a low-cost method.
 - d. Two light fixtures were installed and the large light fixture removed in the snooker room. This was done in preparation for the installation of the pool table.
 - e. A new doorbell was installed at both the front and back door. Each bell has a different ring: for the front door it is the Big Ben chime and for the back door is just a single "ding".
 - f. A china cabinet was purchased for \$200 (donated by the Bridge Club) and installed in the hallway. Some work was completed to fix damage on the back of the unit and to fix some minor scratches. This will allow the storage and display of the Haviland China on the main floor.
 - g. A new chandelier, purchased by Mary Beth, was installed in the Brides Room on the second floor.
 - h. The Housing Committee has spent approximately \$200 dollars over the past quarter. An invoice for that amount will be submitted in the near future.

DISCUSSION

2. The Bridge Club has donated \$750 to purchase a stand-up freezer for the Haviland. The idea location for the freezer would be by the closet near the kitchen entrance from the patio. Some major construction work (interior) would have to be complete to put the freezer there so the House Committee would like permission to proceed with the purchase of the freezer and the preparation.
3. The next large task that needs to be completed is the building of a closet at the bottom of the basement stairs to provide more storage and make the basement look more presentable. This would cost approximately \$500.00 dollars for materials to frame in the closet.

Haviland Club Board Update re. Pool Table

Date: January 13, 2025

Submitted by:

Chris Matheson

On behalf of the Pool Table Acquisition Subcommittee

1. Project Overview

We are pleased to announce that the **professional-quality pool table** has been successfully installed at Haviland Club. This addition enhances our recreational facilities and provides members with opportunities for casual play, friendly matches, and the formation of regular playing groups.

2. Financial Summary

Total Income: \$1,900

Total Expenses: \$2,196.73

Balance: -\$296.73

Pool Table Income

What	Date	Total (\$)
Nelson Hagerman Donation	11 Dec 2024	500
Bruce Matheson Donation	14 Dec 2024	500
Haviland Budget Allocation	14 Dec 2024	500
Pond Donation	16 Dec 2024	200
45s Club Donation	16 Dec 2024	200
Total Income		1,900

Pool Table Expenses

What	Total (\$)
Table - Kijiji	900
Lighting	100
Disassemble	172.75
Reassemble	717.60
New Felt	156.38
Moving Truck	150
Donation Plaque TBD	

Total Expenses 2,196.73

Notes:

- **Donation Plaque:** The cost for the donation plaque is yet to be determined (TBD).
-

3. Completed Tasks

- **Installation:**
The pool table has been fully installed and is operational.
 - **Levee Day Preview:**
The new pool table was showcased during our Levee event, receiving positive feedback from members.
-

4. Upcoming Tasks

- **Demo Evening:**
Organize a demonstration evening to showcase the pool table's features and provide a hands-on experience for members.
 - **Shore Up Donations:**
Address the current deficit of **-\$296.73** by seeking additional donations or reallocating funds to cover pool table expenses.
 - **Donation Plaque:**
 - **Requisition:** Initiate the process to commission a donation plaque for Nelson Hagerman and Matheson, acknowledging their generous contributions of \$500 each.
 - **Installation:** Plan the installation of the plaque in a prominent location within the club.
 - **Pool Group Leader:**
 - **Search:** Begin the search for a dedicated pool group leader to organize regular playing sessions, leagues, and training opportunities for members.
 - **Recruitment:** Reach out to interested members and promote the leadership role within the pool group.
-

5. Additional Notes

The **Pool Table Acquisition Subcommittee** will continue to oversee the remaining tasks related to the pool table project. We anticipate no further expenses beyond sourcing and installing the donation plaque and seeking additional donations to cover the existing deficit.

6. Acknowledgments

We extend our heartfelt thanks to **Nelson Hagerman, Bruce Matheson**, the **45s Club** via Joe Pierce and **Pond** via Scott Stevens for their generous donations. Your support has been instrumental in bringing the project to fruition.

Thank you for your continued support and dedication to the Haviland Club. We look forward to enjoying many great games together!

SUFFOLK POND REPORT - Scott

Jan 15, 2025

The Pond is weathering winter well.

Some of our members have been out to experience the camp with their families.

Two of our members decided to join The Haviland to participate in Auction 45's.

The Pond Camp is in good condition. Some maintenance issues are still outstanding.

We will be Hosting a Scotch Tasting Function Jan 17, 2025. It is a SOLD-OUT event.

It is something that a number of people have been asking for since September.