

## **THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES**

Wednesday, March 12, 2025

### **PRESENT:**

Bruce Matheson, President

Jane MacIsaac, Vice President

Stephen Yarrow, Secretary

Sherry Spence, Treasurer

Allan Trainor, Membership Chair

Mary-Beth Maclean, Entertainment Chair

Michael Cairns, House Chair

David Cairns, Director-at-Large

Chris Matheson, Director-at-Large

Jamie Trainer, Past President

### **ABSENT:**

Scott Stevens, Pond Chair

### **PLUS:**

Mark Belfry, Chair of the Trustees

Daniela Belcran, Manager – for the manager's report.

### **Proceedings:**

- The meeting was called to order at 4:05pm by Bruce.
- Bruce suggested that we follow the usual agenda, with committee chairs highlighting anything of note.
- Concerning the minutes of the December 2024 AGM, no need to do anything with them for now – they will be presented to members at the next AGM later this year.
- There have been a number of motions expressed recently. These provide clarity on policy decisions – vital that they are captured accurately for the record.
- Directors had submitted reports on their respective areas for this meeting (attached below these minutes), and Bruce went round the table inviting the directors for highlights:

o **Daniela, Manager:**

- See report.
- Activity in March has been really slow. Many members away on winter trips.
- Looking for direction on the purchase of replacement things for the Haviland, e.g., new vacuum cleaner, table clothes, etc.
- Vacuum has been repaired several times over the years – reaching the end of its life. Whole house could do with a deep cleaning when resources are available. We will limp along for another month or so with the current vacuum.
- Also need clarity on which member categories are entitled to rental discounts – getting different views from different sources – becoming awkward for Daniela to respond to members. Bottom line, the board has yet to make decisions on these sorts of things, but is making progress.
- Speaks to upcoming motions designed to provide clarity.

**Mary-Beth, Entertainment:**

- See report.
- Expressed a motion to provide clarity on whether non-members can attend member activities, and which ones:

Moved by Mary-Beth, seconded by Jane:

*That non-members are not permitted to attend regular member activities nor receive the newsletter - The Updater. Activities and events that non-members are permitted to attend must be approved by the board. Members can bring a guest up to three times after which the guest must buy a membership to continue attendance.*

One nay, all others aye – motion carried

- Mary Beth also suggested the launch of a 50/50 draw:

Moved by Mary-Beth, seconded by Chris:

*That we begin a monthly 50/50 draw as soon as the Haviland has the appropriate license. Tickets would be sold at the bar for 1 for \$2 and 3 for \$5 and open to members and non-members.*

All approved, motion carried

- In addition, Mary-Beth expressed the need to adjust a motion from the February 2025 Board meeting concerning member discounts on rentals:

Moved by Mary Beth, seconded by Allan:

*Individual Haviland members (singles and couples) can request a 33% discount on rentals. No discount for other member classes, such as not-for-profits and corporates, effective after membership runs out as of October 1, 2025. The Haviland will honour any existing agreements already negotiated except for the bridge ventures that are currently actively under negotiation.*

All approved, motion carried

- Further discussion was had on clarifying the status of discounts for rental clients who are viewed as multiple booking clients, recurring booking clients, long term clients, etc. It was agreed to postpone further discussion and resolution until the next board meeting in April. It's complicated, and needs more analysis,

#### **Allan – Membership**

- See report.
- Discussed individuals who have recently applied to be members of the Haviland.

Moved by Allan, seconded by David:

*That we accept the membership applications for Paul C, Jean W and Mike Morrison – the latter's fee prorated effective March 25, 2025*

All approved, motion carried

- Subject of a potential future category of membership to cover members with disabilities was discussed. Further discussion and decisions on this will wait until the June timeframe, when the annual review of memberships writ large will take place.

#### **Sherry – Treasurer**

- See report.
- Sherry has done a thorough and detailed analysis of the current bar prices and products available, highlighting which drinks we are losing money on today – all based on 3 times the retail cost (hospitality industry practice) for non-members, and 2.5 times for members.
- Included in the analysis are proposed drink prices to make the bar more profitable.
- After much discussion, Sherry made three motions:

1. Moved by Sherry, seconded by Jane:

*That Sherry and the bar committee be empowered to make appropriate changes to bar prices and product selection.*

All approved, motion carried.

2. Moved by Sherry, seconded by Allan:

*That the Friday “Happy Hour” be limited to two hours, exact timing to be left to the discretion of the manager.*

All approved, motion carried.

3. Moved by Sherry, seconded by Mike:

*That pricing on all drinks offered during the assigned “Happy Hour” be reduced by \$1.00, for members only.*

One nay, all others aye – motion carried.

### **Chris – Director-at-large**

- Chris discussed the idea of a quarterly member communiqué, separate from the information shared in the Updater.
- This translated into the following motion:

Moved by Chris, seconded by Mary-Beth:

*That the Board establish a quarterly communiqué to members, providing brief updates on operations, finances, successes, policy reminders, and changes under consideration, as priorities dictate.*

*All communiqués shall be clearly dated and include instructions on how to communicate with the Board.*

*Further, that key items for inclusion be flagged during this and future board meetings, with a designated board member (or members) responsible for drafting and distributing the communiqué. The designate shall note flagged items that were generally agreed upon. The President shall review and approve the communiqué before sending and may veto any items at their sole discretion.*

All approved, motion carried.

It was agreed that the first communique be drafted around mid-April, and Bruce and Stephen will sort out the content, tone, etc.

#### **Bruce – President**

- Bruce introduced the subject on next steps on the bridge enterprises.
- Bruce has spoken with Irene and Carol and explained the situation with the Haviland's finances and current rental rates, with the view to revisit the arrangement between the Haviland and the bridge activities.
- The board recognizes the long and productive history of the bridge clubs that have taken place at the Haviland. Irene had shared historical information with the board for context.
- Jamie provided context of how the bridge clubs have raised funds for the Haviland over the years, as a backdrop to the rate of rent that bridge has been paying. In the order of \$7000 to \$8000 annually has been fund raised by our bridge colleagues – directed to the Haviland.
- This is very much appreciated. However one school of thought is that this level of money could be raised through rental rates that are closer to the rates paid today at the Haviland, and that the rental income should be allocated to immediate financial priorities such as salaries, property taxes, etc., rather than, for example, new lamp posts.
- We must treat this subject with sensitivity given the history, working relationships and the priorities of the Haviland.
- Bruce had anticipated a proposal from Irene and Carol for discussion at this board meeting. That said, we now know that a proposal is being drafted, and that Bruce will provide assistance by outlining a desired \$\$ starting point.

**Other business:**

- A letter will be written to the tenant of the apartment, stating that the rent is increased, according to IRAC rules.

**Next meeting:** Wednesday, April 9, 2025, 4:00pm

Meeting adjourned at 5:32pm

**COMMITTEE CHAIR REPORTS SUBMITTED IN ADVANCE OF THE BOARD MEETING:****MANAGER REPORT - Daniela**

1. 2025 has been incredibly slow. It's a time when many people travel abroad. We've had good sales days at the Friday bar in January and February. However, March has been incredibly slow.
2. This month, we had nine rentals, which is very few compared to previous months. Therefore, we didn't meet the weekly quota planned at the last Board of Directors meeting.
3. I continue to receive bookings for the following months.
4. I've worked with Mary Beth on various events that can attract new members, rentals, and community recognition.
5. I've worked with Scott Steven, Sherry Spence, and Mark Belfry on new pricing, happy hour prices, and bar merchandise.
6. I met with Jane MacIsaac and other members to discuss tours and refreshments over the summer.
7. I'm working with Jane M. and Jake B. to hire two students and an assistant manager with government assistance for the summer.
8. After analyzing bar sales on Wednesdays, which were 0% on some days, I decided to use the entertainment chair to organize an event to increase sales. Last Wednesday was a success.
9. Although I know we're not in a very stable financial situation, some club supplies (e.g., a new vacuum cleaner, microphone stand, and tablecloths) need to be evaluated.
10. I heard different opinions about non-profit organizations and member discounts, Friday happy hour, rental protocol, summer projects, and more.

## Entertainment Chair Report March 12, 2025 - Mary Beth MacLean

1. February 14 - 37 people attended the Wine and Chocolate tasting
2. February 21- 30 people attended the \$10 Friday hosted by Nora Nicholson
3. March 5 - over 40 people attended the new members and intro to billiards evening
4. March 7 - 50 people attended the \$10 Friday hosted by the PEISO. The symphony donated the food.
5. Other upcoming events include:
  - a. March 15 - St. Patrick's Day Levee (asking for at least 3 board members to attend and provide a receiving line for the first 30 minutes, no need to stay)
  - b. End of April/early May - Murder Mystery Dinner Theatre - based on the history of Farringford (set in the time of Ester and her family) and at a galla ball
6. We are adding another billiards night (Thursday) and trying to increase participation in various activities by having sign-up sheets at the club.
7. We would like approval to start a hockey pool in April. This will be coupled with hosting hockey play-off watching in the military room or the basement.

### Membership – Allan

Honourable 2

Life 4

Single 73

Couple 90

Student 2

Out-of-province 1

Not-for-profit 2

Spring/Summer 0

**TOTAL 174**

### Treasurer – Sherry

Update on the financial picture:

Capital Project's Balance is \$5,385.30 (there are commitments for this money)

Operating Account is \$10,741.11

Lottery Account is \$86.00

Loan/mortgage is \$124,815.02

Overdraft is \$15,000 (nothing owing)

## Analysis of Bar Costs and Suggested Recommendations for Improvements

Thanks to Scott, Daniela and Mark who assisted in this process. This analysis consisted of a compilation of current bar costs, prices and potential increases required to make the bar profitable. In addition, the following is offered for consideration of the Board:

- Eliminate draft beer given continuous problems with equipment (already implemented).
- Purchase beer and other canned products in cases of 24 vs. 12 as more cost-effective (already implemented).
- Shrink liquor selection to better control costs and ensure movement of product.
- Offer a limit of two boxed wines and two bottled wines in both red and white. Could also offer a featured wine (bottled) that would change periodically to increase variety.
- Be strategic when purchasing wine so the Club is still seen as offering a good selection but focus on “more economical” priced wines. In so doing the Club could try to price maintain wine prices at \$8 for members and \$10 for non-members. Since wine is popular, this would be a good display of member value.
- If a specialty product is requested (for example Prosecco) where practical, the Club could maintain an inventory of single-serving sizes - priced accordingly; and/or sold by the bottle to avoid waste.
- Eliminate current liquor products which are not selling (per discretion of manager and bar staff).
- Eliminate Friday Night Happy Hour as the purpose of such an offering is to draw patrons into an establishment during off peak hours (i.e., 3:00 – 5:00 p.m.). The Haviland Club is not that type of facility and members aren’t really incentivized to come to the Club because of a reduced drink price given they are already receiving preferential pricing. If desired and in future, the Board could consider whether there’s merit in re-creating Happy Hour(s) on a quieter weeknight to entice people to come to the Club.
- For non-member **rentals**, offer one price for drinks (using non-member pricing) which would be more profitable. Member pricing would be reserved for member events (already implemented).
- Before raising bar prices, advise the membership via the Updater with rationale as to the reason for increases - i.e., to ensure that the Club keeps pace with inflation and pricing for non-members in line with market pricing.
- Look into improving the Square Point of Sale (POS) system to properly manage a “tab” basis of payment system. The Board would have to implement a commercial

paid version of Square (could cost in the vicinity of \$70 - \$100/month); along with installing a printer that can print receipts.