

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES

Wednesday, May 14, 2025

PRESENT:

Bruce Matheson, President

Jane MacIsaac, Vice President

Stephen Yarrow, Secretary

Sherry Spence, Treasurer

Allan Trainor, Membership Chair

Michael Cairns, House Chair

Mary-Beth Maclean, Entertainment Chair

Chris Matheson, Director-at-Large

ABSENT:

David Cairns, Director-at-Large

Scott Stevens, Pond Chair

Mark Belfry, Chair of the Trustees

Jamie Trainer, Past President

PLUS:

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

Proceedings:

- The meeting was called to order at 3:58pm by Bruce.
- Committee reports had been emailed to all board members and are below these minutes.

Daniela, Manager

- See her report below, with the committee reports

Bruce, President

- Bruce reviewed the draft minutes from the last meeting, April 9, 2025. Chris made a motion to approve the minutes, seconded by Sherry, all approved, motion carried.

Jane, Vice-Chair

- Jane reported that funding was approved for an assistant manager.
- Jane outlined the status of the negotiations with the Bridge club contract renewal.
- Bottom line: \$15,000 annual rent, plus commitment to fundraise \$3,500 per year – all funds towards the Haviland's operation costs.
- Bridge Club will provide a certified bar tender for each of the bridge groups/sessions.
- Daily sales report to Daneila is essential.
- Motion from Mike, to approve the MOU as was discussed, developed by Jane, shared with the Executive, seconded by Mary Beth. All approved, motion carried.

Mary Beth, Entertainment

- See report below
- Reviewed the plans for Canada Day – will be scaled back from last year's event. Request approval of a budget of \$200 for the event, with expectation that bar sales will exceed that. Potluck idea was discussed. Mary-Beth to discuss with the Entertainment Committee.
- Body in the Belvedere murder mystery went well. Possibility of a repeat in the fall. TBD. Financial report to come from the event. Ticket sales, bar sales minus expenses netted \$2300 for the club. Great news. The use of a video instead of physically climbing up to the belvedere worked well. The video could be used in the future for Haviland tours, etc. Jim McNutt may be the tour guide for Experience PEI.

Chris, Director at large

- Has heard concerns about the Haviland not being welcoming when large rentals are taking place.
- Options for members to use specific rooms when the rest of the house is unavailable.

Mike, House

- Deck boards need some repairs, patio furniture to be brought up. Pressure washing to be done.

Allan, Membership

- Honourary 2, Life 4
- Regular members 76
- Couples 94
- Students 2
- Out of province 1
- Not for profit 3
- Plus, a couple applied for the summer
- Total 184
- 3 new, 4 returns
- New applicants Karen, Alina W, Valery B and Paul M
- One returning, online applicant
- Allan motioned to approve the new applicants, seconded by Jane, all approved, carried.
- Next month, annual renewal of membership, including annual inflation rate, and ideas of categories. Couples have come back strongly. We need to consider cancelling the online application since it is not the same as the card. Not getting timely information to track people. Application process used to be simple and easy to track with card and registry at the bar. Currently not working.
- Also need to review memberships renewal coming in months after the deadline Oct. How much do we charge? Doesn't seem right to charge full membership to a returning member 6 mths after the deadline - should be pro-rated by the month like a new member.
- Summer membership is more than half full membership – to encourage full membership.

Sherry, Treasurer

- See Sherry's committee report below - financials
- Analysis not done yet, but we appear to be doing okay.
- Compare 2024 to this year – we received \$25,000 for New Horizons last year, but still landed in the red. This year much better situation. Rentals are significantly higher. Women's Network, PEI Symphony, great rentals. Bar sales a bit lower. Weddings need more encouragement to use the Haviland.
- But need to invest \$\$ to improve the paintwork and flooring, etc. House is looking a bit shabby. \$4,000 minimum to replace the flooring in the lounge. Needs to be done in a day, due to rental traffic.

Stephen, Secretary

- Communiqué is delayed due to not having an accurate up-to-date member list, with email addresses. Had been much confusion with the membership renewal beginning of the year re. payments to the bar vs online, and recording who paid what, and email information. AGM list was supposed to help.
- To be fixed next time around. The minutes of the past two Haviland board meetings need to be reviewed and approved, before they can be posted to the Haviland website member's only section.
- Online applications must cease until a robust system is established. Stick to membership renewal at the bar, via paper, for the foreseeable future. Hard copy process for 2025/2026, then hope for something more efficient and effective going forward.

Other business:

- The Haviland website needs to be updated. Perhaps the new assistant manager could tackle this.
- The annual traditional lobster supper was discussed. Details to be announced soon.
- Need to proceed with another New Horizons application.

Next meeting scheduled for Wednesday, June 18, 2025, 4:00pm

Meeting adjourned 5:22pm

THE HAVILAND CLUB

MANAGER REPORT

M A Y 1 4 T H , 2 0 2 5

Pretty good in general!

- Summer is around the corner! Member activities start to slow down
- Can I get approval for a new vacuum, which costs \$952.00?
- On April 10th, we had a large wedding, which brought in \$2,500 in bar sales plus a \$1,300 rental fee (for the main floor only). About big events: How many people am I authorized to hire (to not affect the rental profit), or do I have a specific group of volunteers?
- We have a complaint about the bar sales regarding the price of Prosecco. Everyone has probably heard it; it's a misunderstanding, and the person who complained doesn't want to understand, even though several people have explained it to her.
- PEISO will renew the academy's contract for eight months. The rental committee has decided to give them the same 30% discount plus a 3% inflation increase.
- We had a meeting with Bridge Club, and after mutual agreement, they will charge \$100 per session (\$300 per week), plus they will continue to fundraise for the club, which should total \$3,400 per year. There is no limit on cancellations for rentals.
- looking for an assistant manager, posted on UPEI, Holland College, Job Bank and Indeed. A couple of potential interviews are coming.
- Membership for Discover Charlottetown was renewed.

Entertainment Chair Report May 14, 2025

1. The Hockey pool started in March and 50/50 started April 4th. Proceeds to go to the maintenance and restoration of the Haviland. We had our first monthly draw of the 50/50 on May 4th which raised \$135.
2. April 26 - Jazz Avenue (Sue Stanger and 2 band members) presented Moonlight Sinatra. 33 people attended with an estimated profit of \$300 including bar sales. Appetizers were catered. \$25 and \$45
3. May 10 and 11 - The Body and the Belvedere - based on the history of Farringford. Dessert buffet. \$25 members and \$45 non-members. This serves as a pilot of potentially a more frequent offering to meetings and conventions and a public offering in the fall. 50 and 48 people attended with an estimated profit was \$2,300 including bar sales.
4. The House Dining Group (now calling ourselves The Comfort Cooking Group) was planning an event for the end of May but canceled due to questions surrounding food service. Speaks to needing a policy on food service posted in the kitchen that is in line with our license and insurance.
5. Upcoming Canada Day BBQ. Can we have \$200 for hamburgers, hotdogs, and chips to provide for free? Should be able to make this back on bar sales.
6. Yoga offering this spring or fall. 8 weeks/\$80. Would like to use great room. Have 4 people but need at least 5 to start the program.

Message from Mark Belfry, passed onto Mary Beth:

I would like to share with the board comments that were made to me after the substantial wedding held at the club in April. I came in for rehearsal for the play on Sunday, the day after the wedding, to find the family clearing out their materials with Daniela helping them.

When they were done, a man came to me and said, "Who do I speak to about the wedding?" I said he could tell me and I would pass it along. Indicating Daniela, he said, "This woman did a great job. The whole day was perfect. Everything was exactly right, not a single issue or problem. Perfect."

To me, this is a remarkable accomplishment, and very good for future wedding rentals. We all know how touchy people are around weddings, with little issues becoming crises. Congratulations, Daniela, for a job very well done.

Haviland Club Income Statement
Year-to-Date (for the period Oct 1 - Mar 31)

	2025	2024
REVENUES		
Food & Beverage	35 098	37 957
Membership	30 925	29 708
Entertainment	11 706	7 603
Rentals	47 590	15 978
Government Assistance	-	25 000
Apartment Rent	2 109	2 300
Other Income	15 614	4 355
	143 042	122 900
 Cost of Sales		
Food & Beverage	15 991	19 027
Entertainment Costs	8 518	3 192
	24 509	22 219
GROSS MARGIN	118 532	100 681
 OPERATING EXPENSES		
Repair & maintenance	4 404	7 265
Cleaning costs	6 209	5 214
Utilities	11 761	15 633
House Supplies	2 808	2 826
Office Costs	1 012	689
Professional Fees	4 090	12 245
Insurance	4 600	4 382
Bank charges & interest	6 076	6 114
Wages & benefits	36 493	19 309
Property Tax	6 655	6 278
Other Expenses	1 075	4 131
Total Expenses	85 182	84 085
NET INCOME (Loss) for the period	33 350	16 595

HAVILAND CLUB
SUFFOLK POND REPORT
May 14,2025

The Pond Season has started, membership fees are being collected. We expect approximately 20 members to join this year. We have interest from fishers from New Brunswick and Quebec for next year.

We held a breakfast for 20 fishers on Opening Day, contributions paid for the supplies.

Fish being caught started off slow for most, but has picked up and is quite active at this time.

We will be hosting our Annual Fund Raiser Lobster Dinner May 24, at the Suffolk Pond. Lobster, Salades and Mussels will be served. Some Tickets are available to Haviland Members at the Bar.

K. Scott Stevens
Pond Chair.