

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES

Wednesday, April 9, 2025

PRESENT:

Bruce Matheson, President

Jane MacIsaac, Vice President (by phone)

Stephen Yarrow, Secretary

Sherry Spence, Treasurer

David Cairns, Director-at-Large

Chris Matheson, Director-at-Large

Scott Stevens, Pond Chair

Jamie Trainer, Past President

ABSENT:

Allan Trainor, Membership Chair

Mary-Beth Maclean, Entertainment Chair

Michael Cairns, House Chair

PLUS:

Mark Belfry, Chair of the Trustees

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

Proceedings:

- The meeting was called to order at 4:07pm by Bruce.
- Committee reports had been emailed to all board members, and are below these minutes.

Jane, Vice-Chair

- Jane was invited to outline the tourism options arising from the work of the Tourism Products Committee. The recommendations reflect the consensus of the committee and in the best interests of the Haviland:

Tourism Products Study

A committee was stuck to review the feasibility of a number of suggested options related to tourism activities and the Haviland as a possible venue. The committee

consisted of members, Bert Christie, Dianne Porter, Gordon Bird, Jake Baird and Jane MacIsaac.

There were 4 suggested options for the committee review:

- 1- Teas and Tours*
- 2- Summer Ceilidhs*
- 3- Scare Crow Festival/ Haunted House*
- 4- Summer Staffing*

TOURS

Considerations:

The committee examined possible options to operate tours of the historical building. Bert has developed a package that is a possible teaching tool for potential guides / tour directors ...

An application is in process to hire 2 students to act as tour guides/ hosts.

Possible Revenue House Tours- \$10.00 per person

Recommendation

Tours should only be supported if we are approved under our student application. It is not recommended we try to manage this with volunteers.

A further suggestion was to create a video, 10 minutes in length of a Club member giving a tour of the house- and create a QR code for scanning so individuals can take the virtual tour. There is an amateur video taken by a member; it is not a commercial product. With a professional video, Individuals can do a self-guided tour after viewing the video. Further the suggestion was to have Bert Christie be the principal spokesperson, thereby honouring his contribution to the Haviland over the years. The cost of production is approx. \$800.

Recommendation

The Haviland spend the \$800.00 and have a professional video produced. It would be an excellent multimedia tool to showcase the Haviland.

The bridge club owns the rights to the Ester Lowden book. In the past they have reprinted the book for sale at the Haviland and the revenue from the sale of books has been contributed to the Haviland's income. It is time to reprint the book, it is well written and accurately tabulate s the historic significance of the Haviland. The bridge clubs are not prepared to absorb the cost of reprinting. Reprint the Ester Lowden Book- 500 copies could be printed at \$8.00 per copy and sold at the Haviland for \$15.00 ... An ideal sale opportunity would be at the conclusion of tours and generate approx. \$3500. 00 over a period of time.

Recommendation

Do not order the reprint at this time until the challenges with the bridge clubs are resolved.

TEAS

Consideration

The committee discussed options for size, frequency and style of teas. Contact was made with John Connolly at the Georgetown Playhouse. His response was very insightful. The Playhouse offered high teas last Summer. They had the support of 2 students funded through the Federal Student Program. It was organized and managed by volunteers. The cost was \$40.00 per person. The teas were financially only marginally successful, however, The Playhouse will be offering them again this year... as it was felt it was an attraction to bring people/tourists to the area.

With the above information, and feedback on the potential for volunteer burnout, it was determined that this is not the appropriate time to introduce high teas at the Haviland.

Recommendation

There is potential to offer a light non-alcoholic refreshing beverage (e.g., cold lemon water) and a Dixie cup of ice cream at the conclusion of a tour - suggested price \$5.00. This activity could be part of the responsibility of the students should we be successful. Otherwise, it could be offered at part of a virtual tour process.

THE HAVILAND SUMMER SEASON -- Wednesdays July and August

Considerations

The purpose/objective of this proposal was to examine the opportunity with the assistance of summer students to create a music venue for the Haviland on Wednesday evenings. Music PEI is a thriving organization with excellent relationships with its members, funders, local media and organizations and events. The vision is in developing a foundation to develop a thriving music community so members can enhance and build their careers and income.

Within Music PEI's strategic plan there is an increased focus on inclusivity which will identify specific diversity groups and artists seeking an opportunity to showcase their art. A notice to Music PEI to promote the Haviland as a venue for artists can be promoted through the Music PEI email contact list.

An application to the Festival of Small Halls was made. The Haviland was accepted as a venue for the festival however, there was no artist match.

Contact was made with Gerry Hickey on the formation of a new group called Phase 111. This group has a popular following and would be a crowd pleaser. They have been in the business for over 50 years. His recommendation was not to compete

with Ceilidh in the City that operates from May to December in the city every Wednesday evening.. they have the crowds. His suggestion .. wait until the Fall... the venues are booked now for the Summer. His group may be interested to do something on Thursday or Friday nights in the Fall.

Recommendation

Contact Gerry Hickey for the Fall... Friday night music.

The Bar at the Club could be open an hour before and after the event. The group has a specific fee structure and offer a variety of special guest artist with each episode.

The cost to attend is \$15.00 per person. They have additional options, but would like to view the venue before committing.

SCARECROW FESTIVAL

After careful consideration, the committee felt it was not appropriate to decorate and have the Haviland fully commit to participate in the full festival. However, as was the case last year, we could decorate for "The day of the Dead" that was fun and entertaining for the members.

SUMMER STAFFING

Applications to hire 3 students for the summer months are in process. Two high school students to be trained by Bert as guides/hosts and general staff for activities. One graduate student in a career related work experience to act as an assistant to Daniela. The applications have been submitted to the Provincial Government. Thanks Daniela!

- Next steps: Jane made the motion for the board to accept the above report, and that the committee had completed its work, thank you very much, plus more information will be required relating to costs/benefits, before proceeding. Scott moved, Sherry seconded, all approved – motion carried.
- Jane also shared that two funding applications have been submitted relating to future activities with seniors, such as body motion activities, and box lunches.

Daniela, Manager

- See her report below, with the committee reports
- The kitchen license has been updated, for the preparation of food in house
- Jane reminded everyone that a second-round funding request of the New Horizons Program (Federal funding) is in play towards updating the kitchen and enabling meals to be prepared for seniors, and under emergency conditions. The former New

Horizons program funded the installation of the mini-split heat pump units last year, to effectively air condition the Great Room (and boardroom) for the seniors events.

- Much discussion ensued concerning the food preparation license – what it will allow vs. not allow, i.e., we will not be preparing food and selling it, like a restaurant, but will be warming pre-cooked food, meals, etc., such as potluck occasions, etc.
- We need clarification on precisely what we can and cannot do re. food, at the Haviland.
- Concerning the last New Horizons program, Sherry clarified that approx. \$1400 is in the balance, and that it is free and clear to go towards the Haviland's general operations account.

Sherry, Treasurer

- See Sherry's committee report below
- Concerning the last New Horizons program, Sherry clarified that approx. \$1400 is in the balance, and that it is free and clear to go towards the Haviland's general operations account.
- The Bridge Club rental question remains with Sherry who will continue the discussions over the next few weeks. Again, the board grappled with the great contribution that the Bridge Clubs have made to the Haviland over many years, versus the need for cost effective rentals to keep the Haviland afloat going forward.

Mark, Chair of the Trustees

- Mark was invited to outline "The Body & The Belvedere Murder at the Haviland?" murder mystery play that will be presented at the Haviland on May 10th and 11th (matinee). More information will be forthcoming in the Updater. Mark will be one of the four actors. Depending on the success, there may be additional shows in the fall.

Chris, Director at large

- Chris had shared a draft of the first agreed to quarterly Communiqué, for distribution to all members, to provide information on the status of the Haviland. The board was invited to provide input before it will be mailed out.

David, Director at large re. House

- See Mike's committee report below
- David highlighted concerns with the state of the window frames of Farringford House, i.e., peeling paint, plus the need to professionally clean the chairs in the Great Room.

Stephen, Secretary

- 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.
- Motion to approve the minutes from February 15th moved by Sherry, seconded by Jane, all approved, motion carried.
- Motion to approve the minutes from March 12th moved by David, seconded by Jane, all approved, motion carried.

Next meeting scheduled for Wednesday, May 14, 2025, 4:00pm

Meeting adjourned 5:10pm

April 09, 2025

Manager Report

Deliverables:

- Applications were submitted for two students and an assistant manager during the summer with Jane M.
- A new microphone stand was purchased.
- We introduced new organizations such as Steam PEI: Indigenous Group, UPEI Music, and UPEI History Society.
- March 16th was the last Senior Friendship Days with a totally success. Jane, Rosalind, and I submitted the final report to the government.
- The first meeting was held between the Rental Committee (Jane M, Mary Beth, Sherry S, and me) and the Bridge Club (Irene and Carol R), where potential opportunities were discussed. The next meeting will be in May 8th.
- Membership for Meet PEI done.
- Bar prices / products review and update
- Meeting with PEISO for the new year contract

To Review by The Board Executive

- Murder Mystery at the attic.
- Volunteer recognition program.
- PEISO new contract

Budget:

- Square NET SALES during March 01st - March 31st \$13,951.79 (including tickets, bar sales, rentals, apartment rental)
- April 01st to 08th: \$2,557.19 already

April goals:

- We're starting to get bookings for the summer. We'll start working with MEET PEI to generate more rentals.
- I'll start working with House Chair to begin quoting what will be done during the next season and which ones are a priority.
- I'll equip the kitchen with a good set of pots and pans.
- I'll take inventory of the bar during the month of April. The last one was in October (6 months ago).

Vice President Report – Jane McIsaac

Since our last meeting I have:

1- participated with Mary Beth in the development and submission of 2 application for financial to the provincial government's Senior Secretariat. If approved these applications a) under the direction/ lead of Laura Ono will support the Dance/Movement and healthy lunch for 15 seniors. The 2nd project will facilitate a senior mentoring project where seniors will mix with young people and box lunch will be provided.

2 - Finalized and forwarded the Tourism Products Report

3 - with the assistance of Daniela, submitted applications for the hiring of 3 students for the Summer months, 2 students to act as tour guides/ host for tours of the Haviland during the Summer months (training provided by Bert) and a second application for funding for assist manager.

4- participated on the newly structured committee that will review and develop a process for current and future rentals.

5- with Sherry and Daniela, met with Irene MacArthur and Carol Reid (bridge clubs) to start negotiations to amend existing agreements and to develop a new one. Next meeting scheduled for May 8.

House chair update APRIL 2025

GENERAL POINTS

Improvements have been made to the Haviland as follows:

Large curtains were installed in the closet at the end of the stairs to the basement to reduce the draft.

The hole in the wall by the radiator that was leaking and was fixed by a plumber, has been fixed. There is still a section by the radiator that needs to be repaired but additional material is required to complete that job.

The hole in the carpet by the new pool table has been covered over by rubber matting.

A new facet was installed in the main floor bathroom because the old faucet was leaking and in poor shape.

The bottom lock on the front door has been removed to prevent it from being locked from the inside. This was causing problems because when both the top and bottom locks were locked you couldn't open the door from the outside. The outside keyhole has also been blocked to prevent the bottom lock from being locked from the outside.

1. The Canadian flag was destroyed by the current wind storms we are having. A new one was purchased as a replacement. The PEI flag was also replaced as it is fraying on the end. The cheap flags from Canadian Tire only last about 6 months. Consideration should be given to buying better quality ones that are more expensive.
2. The outdoor patio needs to be repaired before we start putting the outdoor furniture back. It needs a few new boards and needs to be power washed.
3. The bridge chairs need to be clean as they are getting very dirty and stained. This should be done by a contractor that can properly clean both the cloth and metal components of the chairs. **Permission is requested to go ahead with this project.**

Prepared by: Mike

Date prepared: 9 April 2025

Entertainment Chair Report April 9, 2025 – Mary Beth Maclean

1. March 15 - St. Patrick's Day Levee was well-attended (around 80), people we well entertained, food was great, and a few board members were in attendance. Next year we would charge more (only \$10 for members and \$20 for non-members) and potentially have food catered or hire someone to set out food and wash dishes.
2. Two \$10 Fridays held. One March 28 by Shona and the other April 4 by Mike and Anne. Both were well attended.
3. The Hockey pool started in March and 50/50 started April 4th. Proceeds to go to the maintenance and restoration of the Haviland.
4. April 26 - Jazz Avenue (Sue Stanger and 2 band members) to present Moonlight Sinatra. Appetizers being catered. \$25 and \$45
5. May 10 and 11 - Murder Mystery - based on the history of Farringford. Dessert buffet. \$25 members and \$45 non-members. Need to use attic space for murder scene (10 -15 minutes). This will serve as a pilot of potentially a more frequent offering during the summer and fall for tourists.
6. The House Dining Group (now calling itself "The Comfort Cooking Group") is planning an event for the end of May. They will be providing a Greek meal and movie after (possibly " My Big Fat Greek Wedding").

Treasurer's Report – Sherry Spence

April 8, 2025

Update on the financial picture of the Club as of today's date:

Capital Project's Balance is \$3,274.15 (need to confirm whether there is any further commitment for this funding as Seniors Friendship Days have concluded until Fall)

Operating Account is \$9,270.57

Lottery Account is \$82.50

Loan/mortgage is \$124,579.12

Overdraft is \$15,000 (nothing owing)

Update on Development of a Long-Term Rental Plan:

- Initial meeting of the Committee held with three members in attendance (myself, Mary Beth and Jane) along with Daniela. Committee to meet periodically over the next 1 – 2 months to draft plan but these are the key objectives.
- All new rental agreements to be governed by an MOU which will be in place **for a maximum period of one year** so as not to tie future boards to current arrangements.
- MOU template to be developed with standardized clauses (where practical)
- MOU to be used for both cash and “in-kind” rentals (i.e., previous MOU with ACT)
- Discounts if any, to be offered as “goodwill” as opposed to a “member” rate.
- MOUs to be brought to the attention of the Executive prior to being signed (giving a maximum of 24 hours to provide comments). Signed MOU's to be brought to the Board for information purposes.
- Look to attracting more weddings (consult with bridal shops, wedding planners, use social media, etc.)
- Plan to host a luncheon for Executive Assistants (EAs) from Federal, Provincial and Municipal levels of Government – and a tour of the facility.
- Contact Volunteer organizations (Rotary, Kiwanis, Kinsmen, etc.) to make them aware of Haviland venue.
- Join several of the below noted organizations (as funding permits) that promote tourism and business to generate new contacts/partnerships which will hopefully bring in new business. This could include:

1. Meetings PEI – partner with events planner to bring events to the Haviland

2. PEI Businesswomen's Association

3. Charlottetown Chamber of Commerce
4. Tourism Industry Association of PEI (TIAPEI)
5. Discover Charlottetown

Update on Progress Re-Negotiating MOUs with the Bridge Clubs and the PEISO (for Board Discussion)

Bridge Clubs

Met with Irene and Carol regarding re-negotiating MOUs with the Bridge Clubs. We made them an offer of three options (\$240/session for the Great Room, \$100/session for two rooms upstairs or free rental for the basement). Use of the upstairs rooms or the basement was not viable due to the stairs given the age of some of the bridge players, and the size of the rooms.

The Bridge Groups did offer to pay the following increased rent payment(s)/changes in their current arrangement:

Irene's group "Over the Bridge" (a sanctioned club that pays costs to their governing body) is willing to pay \$75/session plus HST (a 50% increase), plus provide bartender coverage to generate bar sales.

Carol's group "Happy Bidders" (a purely social club not sanctioned) is willing to pay \$100/session plus tax (a 100% increase), plus provide bartender coverage to generate bar sales.

In addition, the Bridge Clubs offered to continue to do other fundraising as noted below, the proceeds of which they agreed to turn over to the club in cash, rather than purchasing items - but there's no guarantee on amounts raised as it depends on participation/outside entities:

1. Two bridge luncheons \$1,000 - \$2,000
2. Bridge lesson series (\$800 @ 3 sessions = \$2,400)
3. Grant funding of \$2,400 (if provincial funds are secured)
4. Esther books – purchase from Bridge Clubs for \$8 and re-sell over summer during tours for \$15.

Need Board direction to either resolve the rent situation; or terminate their agreements before Summer. We agreed to meet again with them on May 8th.

PEISO

PEISO is operating an Academy Program at the Haviland for young musicians (18 and under) looking for experience in ensemble coaching. They approached the Haviland as they knew it was under-utilized. The existing agreement allows them to utilize the lounge and Great Room for 4 hours on Sunday afternoon (16.5 sessions between September and April).

Their current rental rate is \$825/session less 30% (member discount) which equates to \$1,296.05/month for eight months. There is no cost for piano storage - pianos belong to the Confederation Centre and are on free loan to the PEISO as the Centre needed to find a home for them while renovations are ongoing at the Centre.

Although an increase in rental costs is not out of the question, the PEISO won't know their funding situation until June after they hold auditions for the next term to determine how many students & teachers will be involved.

Need Board direction on desire to maintain current agreement with PEISO, with the understanding that the Haviland Rental Committee is hopeful to secure a small increase in rental rate. Important to remember that PEISO rents space approximately two Sunday afternoons per month during the off-peak season and the Haviland is unlikely to secure other rentals during the same time frame.

Also, the PEISO would like to remind the Board that they are charity and must cover costs although are open to discuss one or more new joint opportunities for fundraising (they can provide tax receipts).

Membership Report – Allan Trainer

Hon x2

Life x4

Regular x73 plus x2 voted in 12 Mar = now x75

Couples x90

Students x2

Out of Prov x1

NFP x2

Spring/Summer 0

Total x176*

The number maybe higher since we had some members return like Will & Laurent (x178 +/-). I need to check the Registry.

SUFFOLK POND MONTHLY REPORT - Pond Chair, K. Scott Stevens

The Pond facilities are in good condition.

New keys are available for purchase.

A number of members have paid this year's fees.

We will be hosting our annual breakfast for fishers, on Opening Day

A Message from the Board

Welcome to the first of our new quarterly updates. While *The Updater* provides great detail about activities and news, this communiqué offers a snapshot of what the Board is working on behind the scenes — areas we're accountable for, and decisions that impact your membership experience.

We also want every member to know how to communicate with the Board — it's your club, and we're here to serve it together.

What's Changing Around the Club?

Some of the changes happening at the club are exciting upgrades — others are adjustments we're making to reflect practical realities:

- **Draught beer system** will be removed due to ongoing maintenance and reliability issues.
 - **Summer plans:** As we approach the seasonal transition, many members will be away — but rentals and public service activity will continue.
 - **Rental policy clarity** is underway to streamline discount categories.
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Do I Need to Know Anything New?

- **Non-members** may attend only Board-approved events — those that the Board has specifically designated as open to guests. This helps maintain the value of member-only spaces while still welcoming new faces.
 - **Guests** are an important part of how our community grows. Each member may bring the same guest up to three times per year. While multiple members may invite the same guest, if someone is attending frequently, we encourage them to consider joining the Haviland. Members can unintentionally enable non-members to bypass this rule by repeatedly inviting the same guest, so we ask everyone to use good judgment. Membership is the strength of our club and helps keep The Haviland viable for everyone.
 - **Friday Happy Hour** is now limited to two hours, with \$1 off drinks for members only.
 - **Welcoming new faces:** We've introduced a Friday night Welcomer — someone available to greet and tour non-members, even if they aren't attending with a member. If you know someone who's casually considering a rental or exploring the club, they're welcome to drop by for a look around without needing an appointment with Daniela.
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What Can I Do to Help Out?

- **Volunteer** for events, committees, or short-term projects.
- **Share** your ideas to improve The Haviland experience.

- **Support** the bar and attend club programming when you can.
 - **Encourage new members!** Our numbers are lower than usual. If you know someone who'd enjoy and enhance the club community, please invite them to join.
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You Asked — We're Answering

- **How can I reach the Board?** This quarterly communiqué was created to keep you informed and involved. Board member names are posted in the main hallway and on our website. You can view meeting minutes using your member login at thehavilandclub.com. We're always happy to hear your questions, ideas, or concerns — just send us a message anytime at thehavilandclub@gmail.com
 - **Where do things stand financially?** The Board is actively working to improve The Haviland's financial sustainability. We've begun identifying areas for efficiency and long-term health. Recent actions include reviewing bar pricing for equitable margins and reevaluating rental rates. These changes aim to ensure our club remains financially viable and member focused.
 - **Is the club in financial trouble?** Not currently — but like most community organizations, we face ongoing financial pressures. We're actively managing this through cost savings, membership drives, and better rental revenue.
 - **Can I see what the Board is doing?** Yes — minutes of Board meetings are available through the member login at thehavilandclub.com.
 - **Why are some drinks more expensive?** Prices have been adjusted to reflect costs and industry norms, ensuring the bar remains sustainable for the future.
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Issued: April 2025 For questions or suggestions, contact your Board via thehavilandclub@gmail.com.

The Haviland – A place to gather, grow, and enjoy