

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES

Wednesday, June 18, 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

Scott Stevens, Pond Chair

PLUS:

Mark Belfry, Chair of the Trustees

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

ABSENT:

Jamie Trainer, Past President

Proceedings:

- The meeting was called to order at 3:59 pm by Bruce.
- Committee reports had been emailed to all board members and are below these minutes.
- Motion to approve the minutes from May 18, 2025, moved by Sherry, seconded by David, all approved, motion carried.
- Discussion on whether to include contracts in minutes going forward. Mike moved that these should not be included. Seconded by Allan, all approved, motion carried.

Daniela, Manager

- New assistant manager on board, Noah Visser. 40 hours/week

- Touch Bistro system now operational for the bar. Training will be necessary for bartenders. Square system will only be used for rentals.
- Discussion on whether the Haviland is operation as a club vs. a bar. The former. Liquor licensing has rules.
- It was noted by the board that the Haviland has rentals each Saturday through to October. Much improved from last year's position.

Mary Beth, Entertainment

- Need to highlight the 50/50 draw more effectively to increase ticket sales.
- The Canada Day celebrations at the Haviland are taking shape – all encouraged to attend. Participants will be asked to make donations rather than a fixed ticket cost.
- The Body in the Belvedere – clarification that Mark owns the script, but he is sharing it with the Haviland at no charge. Exploring whether to convene six performances in the fall. Previous performances were “proof of concept”, now moving to “proof of market”. Will need to juggle performances with the other rental activities such as the Bridge Club and the PEI Symphony.

Jane, Vice-Chair

- Assistant manager could do tours over the summer. Farringford House and the Haviland are of historical significance.
- Working with Experience PEI for advice.
- Tours by donation for this year.
- Discussion on precautions necessary to minimize the risk of wall decoration picture disappearing (particularly those that are on loan) – always a risk with rentals and other activities.

Mike, House

- Discussion on staining the lounge floor as an interim upgrade. Need to be careful with timing re. people wanting to use the lounge.
- Will be seeking estimates for painting the window frames and the Great Room – to be brought back to the board for decisions.

Sherry, Treasurer

- Sherry is cautiously optimistic with the state of affairs of the finances of the Haviland.
- Financial statements were shared and discussed. Only the income statement – year to date – should be shared via the minutes going forward.

- It was noted that the income (significant) from the Body in the Belvedere shows is missing from the accounting. Not unusual that not all the numbers are reconciled by the time the financial statements are prepared. Will be caught up next month.

Allan, Membership

- Allan will be reviewing the membership fees for 2025/2026 for the next board meeting.
- Discussion on what percentage to increase the fees, re. inflation. It was noted that members will be expecting commensurate increase.
- Also discussed was the need to “round-up” the post-tax membership fees, to avoid surprises and confusion – taxes should be included in the numbers going forward.
- Allan noted that the 2025 Military Dinner is booked for November 15th.

Next meeting scheduled for Wednesday, July 16, 2025, 4:00pm

Meeting adjourned 5:04pm

Manager Report

Deliverables:

- Noah Visser: Our new assistant manager
- After several issues at the bar, the Touch Bistro system was acquired.
- Working with Mary Beth to plan Canada Day.
- We also painted the tables, chairs, and BBQ.
- An Alzheimer fundraiser organized by the Bridge Club raised \$1,460.
- A general inventory of the bar was taken: we currently have \$4,024.10 in liquor.
- I made a wedding flyer and printed 100 copies to distribute.
- attached copy Noah resumes, bar inventory and Touchbistro information

To Review by The Board Executive

- Rental Policy: Are we want to rent for everybody?
- Non-member Policy
- Dog's Policy inside / Outside

Entertainment Chair Report June 18, 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 second monthly draw of the 50/50 on June 6th..
2. Planning to hold up to six shows of The Body and The Bevedere in November. This will be a test of a longer run next summer with paid actors.
3. Upcoming Canada Day BBQ. The entertainment committee would appreciate if as many board members as possible could attend. Cost is by donation with music by Lucy Lu. Della Wood offered to donate the strawberries.
4. Yoga offering this fall. 8 weeks / \$80. Would like to use the great room. Have about 12 people. A couple of non-members are interested. Will be charging them more.

Vice President Report

Applications for Funding:

1. NHSP.. project application for funding was not recommend for funding this year.
2. Applications for funding to Provincial Senior Sect .. senior/ children lunch gathering .. not approved
3. Second application to Senior Sec't funding decision still outstanding

Staffing ... Assistant Manager started ...wage subsidy funding received from Prov program

Decision required.. Bert has agreed to train Noah to conduct tours while he is here, board decision required...

HOUSE CHAIR UPDATE JULY 2025

GENERAL POINTS

1. There is a plan, in coordination with the Entertainment Committee and the Haviland Manager, to stain the Lounge Room floor. A test area was completed and it made an improvement to the look of the floor but does not cover the scratches. It is worth a try to improve the look of the floor. We are currently looking for a timeframe that does not interfere with club activities or rentals. The whole process should take about 24 hours.
2. Damage to the back deck that occurred over the winter has been repaired. The deck hasn't been power washed but power washing wasn't effective last year so I am not sure if it is required.
3. Maintenance will be slowing down over the next few months, however we plan to complete the following over the summer months:
 - a. Get an estimate for painting the windows frames.
 - b. Get an estimate for painting the great room or at least come up with a plan to make it look more presentable.
 - c. Stain the Lounge floor.
 - d. Repaint the walking surface of the front deck. This involves applying a bonded undercoat to help the paint from wearing.

Prepared by: Mike

Date prepared: 15 Jul 2025

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

	2025	2024
REVENUES		
Food & Beverage	38,361	42,732
Membership	31,132	30,139
Entertainment	12,739	9,213
Rentals	49,249	18,485
Government Assistance	-	33,497
Apartment Rent	2,576	2,300
Other Income	15,558	4,492
	<u>149,614</u>	<u>140,857</u>
 Cost of Sales		
Food & Beverage	18,517	22,371
Entertainment Costs	10,657	6,999
	<u>29,174</u>	<u>29,370</u>
GROSS MARGIN	<u>120,439</u>	<u>111,487</u>
 OPERATING EXPENSES		
Cleaning costs	7,204	5,924
Utilities	16,290	17,967
Repair & maintenance	4,404	7,869
House Supplies	3,392	3,226
Property Tax	6,655	7,228
Advertising & Promotion	856	1,659
Bank charges & interest	6,369	7,169
Insurance	4,600	5,030
Office, Postage and Printing Costs	1,035	711
Accounting and Legal Fees	4,660	12,765
Wages & benefits	44,556	27,899
Pond	2,000	-
Other Expenses	1,479	3,563
Total Expenses	<u>103,500</u>	<u>101,011</u>
NET INCOME (Loss) for the period	<u><u>16,940</u></u>	<u><u>10,476</u></u>

Membership, Allan Trainer

18 May 2024:

Hon	2
Life	4
Regular	79
Couple	96
Student	2
Out of Prov	1
MOU	3
Spring/Summer	3
Total	190

PEI Annual Inflation Rate 0.6% in April

Couples Membership a success this year since returning
Suggest we keep Student and Spring/Summer as well

HAVILAND CLUB
SUFFOLK POND REPORT
June 15,2025

The Pond Membership is strong with people contacting me asking about membership.

The prime fishing season has slowed with the warming weather and water, however the water is clear to allow fishing and boating.

Recently we hosted our annual lobster dinner, which was another success. All who attended enjoyed a 2lb lobster, Salades with an unlimited supply of mussels, supplied by Mussel King.

Our Property Tax Assessment increased by 93%, therefore we will be dealing with that in the near future. (no effect on the Haviland Club)

We hope to organize another Open House for Haviland Club and Pond members. More information to follow.

The Venue is in good repair with all services operational.

K. Scott Stevens
Pond Chair.