

## **THE HAVILAND ANNUAL GENERAL MEETING**

Wednesday, December 4, 2024, 7:00 pm

### **AGENDA**

Call to Order  
Roll Call of Delegates  
Financial Reports  
Officers and Committee Chair Reports  
President's Report  
Election of Executive and Board of Trustees  
Adjournment

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Meeting called to order at 7:11 pm by President Jamie Trainor.

### **PRESENT:**

#### **Executive**

Jamie Trainor, President  
Jane MacIsaac, Vice President  
Nelson Hagerman, Treasurer  
Stephen Yarrow, Secretary  
Jake Baird, Fundraising Chair – Absent  
Mary Beth Maclean, Entertainment  
Allan Trainor, Membership Chair  
Mike Cairns, House Chair  
Rosalind Drewery, Member-at-Large and Senior's Friendship Days  
Scott Stevens, Pond Chair

#### **Trustees**

Bruce Matheson, Chair of the Trustees - Absent  
Irene MacArthur  
Doug Thompson  
Harold McGuigan  
Alice Whitty  
Frances Evans

#### **Nominating Committee**

Aidan Sheridan, Chair of the Nominating Committee

#### **President, Jamie:**

- Welcomed everyone – it's been an up and down year but ended well. More later. Now, straight to the committee chair reports:

## **COMMITTEE REPORTS (written reports attached below):**

### **Treasurer's Report – Nelson Hagerman**

- Nelson presented the Annual Financial Statements as September 30, 2024. See attached.

Questions from the floor:

Q. Can you give us an idea of the level of government assistance and if we can expect the same next year?

A. \$28393. Expenses and government assistance are embedded into the financial information.

Q. Where can one see in the statements where the assistance \$\$ were spent? What did this assistance pay for – no obvious in the statements?

A. Wages for Shona, \$10K, two heat pumps, approx. \$14k, Senior's Friendship Days New Horizons funding for 10 events – some completed, others for 2025). We can adjust the way the statements are organized to provide the needed detail.

Q. What about the loan?

A. \$125,365, 25 yr term negotiated with the Credit Unions, 6.7% interest, \$881 per month. Budget will be prepared. Now earning more rental income than in the past.

Nelson made a motion to approve the financial statements. Seconded by Allan. All were in favour, motion carried.

### **Fundraising Report – Jamie Trainor, in Jake Baird's absence**

- Charitable status, seeking external funding, direct fundraising through a lottery, were the three main activities. See attached.

Barb moved to approve the report, seconded by Bruce Speers. All were in favour, motion carried.

### **Entertainment – Mary Beth Maclean**

- See report. Have expanded the Entertainment Committee. Aiming for a music type event for each month on a Friday, in 2025.

Q. Coffee and Conversations have contributed funds?

A. Contributed to the new ice machine. Funds raised somewhat separate to other fund raising.

Q. Have we thought about relaunching the bottle draw?

A. All ideas are welcome, thank you.

Motion to approve the report from Mark, seconded by Jude. All were in favour, motion carried.

Senior Friendship Days – Rosalind Drewery

- See report. Federal funded through the New Horizons program. Great team of volunteers, Diane Porter, David Cairns, Heather Rix, Irene McArthur, Frances Evans, and Mike Cairns. Heat pumps and hosting events for seniors.

Q. Correct that the program also led to new members?

A. Yes.

Motion to approve the report from Mo, seconded by Nina. All were in favour, motion carried.

House – Mike Cairns

- See report. This is a building from the 1800s, not like a house built in the 80's. So, lots of challenges absent major funding. Also need to follow today's codes. E.g., over \$100k to put in appropriate sprinklers into this room. A balance between the modern and the aesthetics of the building. Contractors who can do the work are rare. David and Mike, however, have done their best with what they could work with. Thanks to the Bridge Club who raised funds for the new outside lights. Approx. 200 hours of work this year.

Q. What is the problem with the windows.

A. Windows need renovation, painting, etc. to maintain them.

Q. Front steps are treacherous.

A. Grit paint and different colours are planned.

Q. Holland College programs could be used?

A. We have no funds to proceed.

Motion to adopt the report from Marvin, seconded by Mark. All were in favour, motion carried.

**Membership – Allan Trainor**

- See report. Acknowledge Harold M is in hospital – stalwart member of the club. Best wishes to Harold.
- Membership numbers fluctuate over a year, and from year to year.
- New membership types and rates.
- Big thanks to Jamie over the last five years.

Q. Between 130 and 140 members currently – did it help reinstating the couple category or hurt re. bringing in more membership \$\$\$?

A. Anecdotally, it appears to have helped. Long term members were concerned when the couple category was removed last year.

Q. What is the retention with new members? And do you follow up with people who did not renew – exit interviews?

A. Good question, hard to say. I will not do the follow up – takes too much time.

Q. Members for this year, compared to last year – do you know who renewed, are new members, or left?

A. Do not have the numbers yet.

Q. I believed we would grandfather existing couples, but from then on, singles only. Why did we not do this? I heard that single people have left due to the inequality.

A. I can only speak to the current sign-up members.

Q. I renewed but not receiving the Updater. Why?

A. Still need to update the email list re. members vs non-members.

Q. What is the ideal maximum number of members?

A. 223 was the highest recently. Perhaps 300 max.

Q. Any incentive for joining early?

A. Thinking of pulling names out of a hat to reward early membership.

Motion to accept the report from Allan, seconded by Nelson. All were in favour, motion carried.

Jamie, big thanks to Allan for jumping in on this committee.

The Suffolk Pond – Scott Nelson

- See report.

Scott made a motion to adopt the report, seconded by Allan. All were in favour, motion carried.

**Vice-President – Jane McIsaac**

- See report. It has been a challenging year. Now have a new manager – consequently the phone is being effectively answered re. rental bookings. Marked increase in rentals already.

Q. Does the club have any legal exposure following the departure of the former manager?

A. We did seek legal status and no issues for the Haviland. The manager left on stress leave and indicated that a return was not wanted, hence the Haviland proceeded to hire a new manager. This is a personnel matter and not appropriate to discuss further.

Q. Are there digital copies of the draft governance documents available?

A. The current board has not yet had an opportunity to finalize the drafts of the constitution, bylaws and policy documents before sharing with the members. Now up to the new board to determine how to proceed.

Q. Who is drafting the MOUs that you mentioned?

A. Mary Beth, Entertainment and Jane on behalf of Jamie – has the signing authority. MOUs and long-term rental contracts in general should be reviewed by the board, to keep the directors in the loop. MOUs are a new process, so procedures need to be ironed out.

Q. Some issues with rentals that occur on a Friday evening, Happy Hour.

A. Noted.

Q. Daily sells reports – possible with Square?

A. Yes, daily, weekly, monthly reports can be generated via Square, that can be linked to generating the financial reports. Need to also update email addresses of members.

Q. Issues with bar tenders not using the payment systems properly.

A. Going forward, bartenders will only be the ones manning the bar – staff no longer.

Jane moved that the meeting accept her report, seconded by Andy Gallant. All were in favour, motion carried.

Jane wished to thank her board colleagues for all the work they have put into the Haviland. Jamie, in turn, also very thankful to Craig Macdonald who was a great help.

### **President – Jamie Trainor**

- After five years as President, time for me to step down. The years went by quickly.
- Seen so many changes of the five years – good changes and great members helping out. It's your place.
- Will enjoy the Haviland going forward unencumbered as President.
- Very unfortunate to lose Susan – so well liked and worked hard.
- Welcome to Daniela, our new manager – managing everything. Great start.
- We have clubs within the club. Mary Beth has done a great job after Sue Stanger.
- Best wishes to Harold, long time member – good health.
- Received a letter from Antoinette Perry, former Lieutenant Governor, spoke of the honour of her vice-regal patronage at the Haviland. Amazed about the work of the Haviland contributing so much to the community – thank you for that.
- Thank you to you all.

Q. Will you stay on the board as the former President, given your extensive experience and knowledge?

A. Yes, of course!

- Thanks to Aiden for his work on the nomination process.

### **NOMINATIONS OF NEW EXECUTIVE AND TRUSTEES**

The purpose of the Nomination Committee is to ensure that names are being forwarded for vacancies on the Executive and Board of Trustees.

The Nomination Committee was chaired by Aidan Sheridan who conducted the election process. Mark Belfry has volunteered to take over the process.

### **Mark Belfry:**

- Past presidents formed the Nomination Committee: Mark, Trish, Scott, with Aiden chairing.
- Couple of elections this evening. Single ballot, as per the process with the chips handed out this evening as you entered the room.

- Scrutineers: Bert and Cathy, as the three nominating committee members do the counting.
- Executive and the directors – four club chairs and two without portfolio.
- Incoming board determines the roles of the chairs, etc., but in practice the committee will be mindful of what directors want to do.
- Some board members entering their second years.
- Two nominees for President: Jane McIsaac and Bruce Matheson
- Both have prepared letters to outline their interests in the President position.
- Mark read out the letters.
- Stephen offered to return as Secretary. Asked three times for nominees. No one else offered, so Stephen acclaimed.
- Vice President – Jane is the current VP and has another year to go. Has not resigned. Up in the air, regarding the President election. Committee did not act on nominating a new VP. May have to revisit this.
- Proxies are not allowed. But one proxy was signed off for Harold, so what to do? The room agreed to allow this.
- Treasurer – with Nelson stepping down, hard to find a new one.
- Sherry Spence has offered. Sherry has just joined the Haviland. Asked three times for other nominees. None forthcoming, so Sherry acclaimed.
- Mike Cairn, House, has reoffered, plus two directors without portfolio to be filled.
- David Cairns, Martin Watsen and Chris Matheson have offered to fill the two directors-at-large.
- Asked three times for nominations for director without portfolio – no one else, so the three offers will be subject to the election this evening.
- Election for President and the two directors-at-large.
- Three vacancies for the Trustees. Ed Lawlor, Harold McGuigan and Mark Belfry offered so far. Two still active – Irene and Francis. Bruce had already resigned from being a trustee.
- Asked three times for nominees.
- Round of applause to Rosaland, Jake and Nelson for their work over the last years.
- David, Chris, Martin were given an opportunity to introduce themselves.
- Ballots handed out and members asked to proceed with voting.

Result:

**President: Bruce Matheson**

**Directors without portfolio: David and Chris**

**House chair: Mike Cairns to continue.**

Therefore:

Your Haviland Club Board of Directors for 2024-25:

President: Bruce Matheson

Vice President: Jane McIsaac

Treasurer: Sherry Spence

Secretary: Stephen Yarrow  
Entertainment: Mary Beth MacLean  
House: Mike Cairns  
Membership: Allan Trainor  
Pond: Scott Stevens  
David Cairns  
Chris Matheson

Board of Trustees:

Frances Evans  
Ed Lawlor  
Irene MacArthur  
Harold McGuigan  
Mark Belfry

AGM adjourned at 10:23 pm

**THE HAVILAND CLUB INC.**

**FINANCIAL STATEMENTS**

**September 30, 2024**

**STATEMENT OF FINANCIAL POSITION  
AS SEPTEMBER 30, 2024**

	<u>2024</u>	<u>2023</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and deposits	-\$ 15879	\$ 18599
Accounts receivable	-	2410
Inventory	3238	3546
<b>Total current assets</b>	<u>- 12641</u>	<u>24555</u>
<b>Property and Equipment</b>		
Building	159950	149156
Equipment	3158	3947
<b>Total property and equipment</b>	<u>163108</u>	<u>153103</u>
<b>Total Assets</b>	<u><u>\$ 150467</u></u>	<u><u>\$ 177658</u></u>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 17913	\$ 19440
Prepaid memberships	6166	14835
Deferred grant	7000	-
Current portion - term loan	6358	5886
<b>Total current liabilities</b>	<u>37437</u>	<u>40161</u>
<b>Long-Term Liabilities</b>		
Canada Emergency Business Account	-	40000
Term Loan - Credit Union	119007	81395
<b>Total long term liabilities</b>	<u>119007</u>	<u>121395</u>
<b>Total Liabilities</b>	<u>156444</u>	<u>161556</u>
<b>SHAREHOLDER EQUITY</b>		
Retained Earnings	16102	28951
contributed surplus		18850
Current Earnings	- 22079	- 31699
<b>Total Equity</b>	<u>- 5977</u>	<u>16102</u>
<b>Total Liabilities and Equity</b>	<u><u>\$ 150467</u></u>	<u><u>\$ 177658</u></u>

**STATEMENT OF EARNINGS**

Year Ended September 30, 2023

	<b>2024</b>	<b>2023</b>
<b>REVENUES</b>		
Food and beverages	<b>64978</b>	78167
Membership	<b>30860</b>	26249
Entertainment	<b>14570</b>	7056
Rentals	<b>34748</b>	41156
Pond Operations		-
Chase the Ace		
Government assistance	<b>28393</b>	-
Other income	<b>5282</b>	26043
	<b>178831</b>	178671
<b>COST OF SALES</b>		
Food and beverages	<b>29747</b>	34654
Entertainment costs	<b>10856</b>	6358
	<b>40603</b>	41012
	<b>Gross Margin</b>	<b>138228</b>
		137659
<b>OPERATING EXPENSES</b>		
Repair and maintenance	<b>20366</b>	27692
Cleaning costs	<b>8938</b>	6637
Utilities	<b>26272</b>	21728
Office costs	<b>1957</b>	4479
Professional fees	<b>14875</b>	6620
Insurance	<b>8218</b>	7460
Bank charges and interest	<b>11112</b>	9251
Wages and benefits	<b>47443</b>	69265
Property taxes	<b>11031</b>	10204
Write off accounts receivable	<b>1820</b>	-
Amortization	<b>8275</b>	6022
	<b>Total expenses</b>	<b>160307</b>
		169358
<b>NET (LOSS), for the year</b>	<b>-\$ 22079</b>	<b>-\$ 31699</b>

**NOTES TO FINANCIAL STATEMENTS**

Year ended September 30, 2024

**1 Description of business**

The Haviland Club Inc. was incorporated under the Companies Act of the Province of Prince Edward Island on October 17, 1997, and is engaged primarily in providing services to its membership.

**2 Accounting policies**

The financial statements have been prepared in accordance with generally accepted accounting principals and include the following accounting policies:

**Capital Assets**

The capital assets are recorded at cost and amortized using the following rates and methods:

- Building
- Equipment

**3 Inventory**

Inventory is recorded at the lower of cost and fair market value

	<b>2024</b>	<b>2023</b>
Present value	<b>\$ 3238</b>	<b>\$ 3546</b>

**4 Capital Assets**

	<b>Cost</b>	<b>2024 Net Book Value</b>	<b>2023 Net Book Value</b>
Building	246339	<b>\$ 159950</b>	<b>\$ 120853</b>
Equipment	63289	<b>3158</b>	3947
	<b>309628</b>	<b>\$ 163108</b>	<b>\$ 124800</b>

**5 Term loan - Provincial Credit Union**

\$125365

25 year term; repayable @ \$881 (Principal + Interest) monthly, fixed rate of 6.74%.

	<b>2024</b>	<b>2023</b>
Total Payable	<b>\$ 125365</b>	<b>\$ 60431</b>
Current Portion	<b>6358</b>	3534
Long term portion	<b>\$ 119007</b>	<b>\$ 56897</b>







haviland club, trial balance, sept 30, 2024

acct #	acct name	debit	credit	adjustments		income statement		balance sheet	
				debit	credit	debit	credit	debit	credit
1005	interim cash		-						
1010	bar cash on hand	77650						77650	
1012	pond cash	-							
1015	petty cash	20500						20500	
1020	bank acct oper		1860050						1860050
1090	shares #1	1363						1363	
1095	shares #2	34696						34696	
1110	deposit receipt	6959						6959	
1200	invent liq beer	320962						320962	
1230	invet canteen	2875						2875	
1300	gst pd purchases								
1350	prepaid								
1400	accts rec	181975			181975			-	
1410	pond rec								
1025	capital project	92783						92783	
1030	chace the ace	38205						38205	
1449	trans from other								
1510	house	17021079		7612781				24633860	
1511	ad house		7890299		748600				8638899
1530	furn/equip	6328934						6328934	
1531	ad furn/equip		5934248		78900				6013148
1540	renovs	7612781			7612781			-	
1541	ad renovs								
2100	accts pay		1962604						1962604
2200	prepd rents/member		616631						616631
	deferred revenue				700000				700000
2300	gst payble								
2350	hst on sales	600						600	

2360	cpp payble				
2370	ei payble				
2380	inc tax pyble				
2385	staff paybles				
2390	vac payble		246		246
2400	visa payble		423157		423157
2405	covid loan				
2410	prop tax payble	591853		591853	
2420	accting/legal pay				
2430	water/waste pay	32270		32270	
2450	payab pond		30000		30000
2510	bank loan		12536537		12536537
3100	contri surplus		2034500		2034500
3200	r/e	424310		424310	
3250	pond re				
	current earnings	498477			
4010	bar sales		5930298	5930298	
4020	canteen sales		156165	156165	
4100	membership dues		3085961	3085961	
4150	reno fund				
4170	dishwasher donation				
4171	window cleaning donation				
4180	tv purchase				
4200	house enter		1457054	1457054	
4202	wed nite bridge				
4300	chace the ace	23752		23752	
4203	thur nite bridge				
4210	funct events non mem				
4220	club rental		3168918	3168918	
4400	renov fund		10000	10000	
4450	draws/raffles	5100		5100	
4480	other sales/income		539755	539755	

4530	int bank acct		7354		7354
4600	apt rent		305928		305928
4620	grants/funding		3539310	700000	2839310
5010	bar stock liq	2619987			2619987
5012	bar stock cant	87599			87599
5020	bare supplies	267109			267109
5028	house ent exp	978614			978614
5040	enter	106972			106972
5050	cleaning	893833			893833
5060	heat	1070172			1070172
5070	elect	525925			525925
5080	house r/m	877975			877975
5085	house supplies	443292			443292
5200	prop taxes	1103116			1103116
5205	water/waste	491606			491606
5210	pond				
5310	adver promo	120541			120541
5320	bnk charges	317388			317388
5330	bnk loan int	783065			783065
5335	lmda priject				
5340	insur	821756			821756
5350	office/post/print	75187			75187
5360	tel cable	539455			539455
5370	acct/legal	1487500			1487500
5385	pena/int	10717			10717
5390	misc exp	715349			715349
5395	cash over/short		411373		411373
5396	gift cer redeemed				
5509	wages cleaning				
5510	wages bar	2712117			2712117
5515	wages mgmt	1724922			1724922
5516	wages spec				
5520	cpp exp	175369			175369
5530	ei exp	102553			102553

5540	wcb	29622				29622			
5550	travel								
5700	depre			827500		827500			
	loss		498477						
	write off acc rec			181975		181975			
		52398865	52398865	9322256	9322256	20120068	17912116	32607820	34815772
							2207952	2207952	
							20120068	34815772	34815772

haviland club  
30-Sep-24

journal entries

	debit	credit
1		
5700 depre	827500	
1511 acc depre bldg		748600
1531 acc depre equip		78900
to set up depre		

2

4620 grants	700000	
2250 deferred revenue		700000
set up deferred		
5750 w/o acc rec	181975	
1400 acc rec		181975
1510 house	7612781	
1540 renovs		7612781
	9322256	9322256

haviland club grouping schedules  
30-Sep-24

revenues

food & beverage

bar sales	5930298
canteen sales	156165
cash over/short	411373
	6497836

club rentals

club rentals	3168918
apartment rentals	305928
	3474846

other income

draws & raffles	-	5100
interest earned		7354
other income		539755
chace the ace	-	23752
renov fund		10000
		528257

expenses

repairs& maint

house repairs	877975
house supplies	443292
miscellaneous	715349
	2036616

utilities

heat	1070172
elect	525925
water	491606
telephone	539455
	2627158

office

office	75187
advertising	120541
gift cert redeemrd	-
	195728

bank chgs & interest

bank charges	317388
loan interest	783065
penalties	10717
	1111170

wages& benefits	
wages bar	2712117
wages mgmt	1724922
cpp	175369
ui	102553
wcb	29622
	4744583

cash and ddeposits	
bar cash on hand	77650
petty cash	20500
bank operating	- 1860050
shares #1	1363
shares #2	34696
deposit receipt	6959
capital pro	92783
chace the ace	38205
	- 1587894

inventory	
liq/beer	320962
canteen	2875
	323837

accts payable	
prop tax pay	
a/p	1962604
vac pay	246
visa pay	423157
prop tax pay	- 591853
hst on sales	- 600
water/ waste	- 32270
pond	30000
	1791284

food/beverages	
bar liq	2619987
canteen	87599
bar supplies	267109
	2974695

entertainment	
house enter	978614
enter	106972
	1085586

## Haviland Membership Chair AGM Report 2024

### By Al Trainor

In the last 12 months membership at the Haviland has fluctuated due to changes introduced and enacted October 2023 by the previous Board plus the normal seasonality experienced yearly. This included cancelling Couples Memberships which had caused much debate and arguing despite a plan by the previous membership chair to gradually equalize rates/membership types in the past.

January 2024 the file I was handed had x223 names listed from the previous membership year but x68 (>30%) decided not to renew. Of those x68, x32 were couples (47%) of those that left.

This was reported at our February Board Meeting where approval was given to launch a new membership review to best support our members, possibly bring back couples, and sustain the Haviland with a reasonable rate increase.

New membership types/rates were drafted in June and presented and approved August by the Board.

### Propose New Type Memberships & Fees:

#### **New Couple**

1.5 x Regular = 1.5 x \$207 = \$ 310.50                      **\$310**

#### **New Student\***

**\$100**                      \*requires proof student ID #

(based on Amazon Prime Membership = 50% of Regular Fee for Students)

### Propose New Spring/Summer (Apr-Sept) Membership

Based on 50% fee more per month but for shorter time period to promote annual membership

#### **Regular**

At \$207/ 12 mths = \$17.25/mth --- add 50% \$8.62 = \$25.87 x 6 mths = \$ 155.22 **\$155**

#### **Couple**

At \$310/12 mths = \$25.83/mth --- add 50% \$12.91 = \$38.74 x 6 mths = \$ 232.44

**\$232**

Despite some grumbling, couples' memberships is generally accepted and welcomed back along with the Student type. Cost increase was based on avg inflation rate for PEI in June 2024. As of 27 Nov, we have x27 couples signed up of the approx. x120 members (42%).

**Some new/old members joined the club throughout the year as expected and by September end we were x178:**

Honorary	2	Lt Gov & Mayor
Life	4	Bert Christie, Len Hynes, Grace Nicholson, Norma Lee Story
Regular	168	
Not For Profit	4	
	<b>x178</b>	

**In the new reporting year, we currently stand:**

Honorary	2	Lt Gov & Mayor
Life	4	Bert Christie, Len Hynes, Grace Nicholson, Norma Lee Story
Regular	66*	being confirmed due to Square issues
Couples	54*	being confirmed due to Square issues
Student	2	

Out of province 1

Not For Profit 1 last year's NFP were reminded to pay

Spring/Summer 0

**x130\* \*Renewals & New dues continue to come in daily**

Moving forward with the new Bar Manager we are setting up a new simpler system to pay and account for dues and to have the appropriate changes to our By Laws since the current process requires updating.

Allan Trainor

Membership Chair

## **Fundraising Report – Annual General Meeting – December 4, 2024**

Fundraising focused on three primary activities during the last year 1) charitable status 2) seeking external funding to support Haviland programs and activities 3) direct fundraising through a lottery.

### Charitable Status

There is no doubt that achieving charitable status would benefit the Haviland in any effort to launch a major fundraising campaign. There are two pathways to charitable status and over the past year we have spent considerable time exploring both of them.

The first one would be an arrangement that involves us working through an Intermediary where they would flow charitable donations to us through a third party. After much discussion and several months, we thought we had such an arrangement in place. The Community Foundation of PEI would receive charitable donations on our behalf, issue tax receipts and then flow the money to us through an Intermediary, namely the City of Charlottetown. We had a draft agreement in place and while it was working its way through the approval levels of the other parties it became undone. In the end the Community Foundation felt the proposal would not meet CRA requirements and the City of Charlottetown did not feel comfortable serving in the role of Intermediary. A considerable amount of time and effort with no results.

The second avenue we explored was for the Haviland to become a registered charity on its own. Considerable research was undertaken to identify the Canada Revenue Agency criteria for registered charities and the process to apply for charitable status. We consulted with a retired lawyer, conducted an environmental scan looking for similar organizations to the Haviland who were charitable, and consulted with a lawyer on process. All of this was done at no cost to the Haviland and takes a little more time. While it may be possible for the Haviland to become a registered charity, there are some key factors that need to be considered. These factors include a) a new governance model including adjustments to the objects and purpose of the organization (social clubs are not charitable), a continued outward community focus versus that of a private member social club (registered charities are “in the public interest”), and enhanced financial management and accounting ( we will be subject to audit by CRA ). As an alternative, it may be possible for the Haviland to set up a separate arm such as a trust, focused on preservation and protection of Farringford House, but governance and financial considerations will still need to be addressed.

Special thanks to Charitable Status Working Group – Stephen Yarrow and Jane MacIsaac.

## External Funding

There was a continuous search for government programs that may support activities at the Haviland, as a result proposals for funding were submitted under several programs :

- New Horizons for Seniors Program, received \$25,00 for Senior Friendship Days and heat pump
- Canada Summer Jobs, not approved
- PEI Student Summer Employment, not approved
- Employment Development Agency Special Projects, received \$10,000 for Events Coordinator
- New Graduate Mentorship Program, funding approved but did not proceed as we could not identify a qualified candidate.

A meeting was held with Jennifer Redmond, Minister of Workforce, Advanced Learning and Population, including her senior staff. Our purpose was to create awareness of the Haviland and our direction and support for our funding proposals. Such meetings with officials from various levels of government should continue as we try to generate support for the Haviland funding proposals.

Special thanks to Jane MacIsaac.

## Direct Fundraising

In mid-August we launched the Friends of Farringford 50/50 Lottery. The draw date was Friday, November 8, 2024, and the pot had accumulated to \$6,600. The winner was Mary Beth MacLean with a prize of \$3,300, leaving the balance of \$3,300 to the Haviland. There were no expenses associated with this initiative as the lottery licence was donated by the fundraising chair and the cost for printing tickets was donated by Edna Reid through her company, Benefits Plus Inc. While the total amount raised fell short of our original goal this initiative can be considered moderately successful.

The advantages of this type of fundraising are little or no start-up costs, relatively easy to administer and no risk. The challenge is to get people engaged and motivated to either buy or sell tickets. With some minor tweaking the lottery could be repeated in the coming year.

Special thanks to the Lottery Working Group – Irene MacArthur, Jane MacIsaac, Scott Stephens and Brian Sanderson.

Respectfully submitted,

Jake Baird, Fundraising Chair

## Vice President's Report.

Dec. 4, 2024

This past year has been challenging on all fronts, the good news is we have survived, lived up to the challenge, and we moved through the tunnel ...there is light!

### Key Activities & Outcomes

#### 1- Operational Reorganization/ Challenges and Outcomes

While the role of the Vice President traditionally is to support the president, President Jamie and I (Vice President) agreed the best support would be assistance with the overall business operation and that would free the president to focus on the outward face of the organization.

Our manager was off on sick leave for an extended period during the first half of the year, while this presented staffing challenges, Jamie and Craig McDowell pitched in to cover operations and keep the business afloat. It was during that period changes were implemented to streamline the duties and responsibilities of the manager. As an outcome of these challenges, and, in effort to assist the manager in her return to work, the decision was taken to pursue the possibility of hiring an event coordinator. With the financial assistance from the Provincial government (see Jake Baird's report) Shona Wagner was hired as a student event coordinator and as support to the manager. In early Fall, the manager left her position to assist with the care of her elderly father. The position of manager has been filled by Daniela Beltran.

BTW... Daniela has been a great addition to the Haviland.

In addition to staffing challenges, we had the unusual situation of revoking a membership. While this was unpleasant for the individuals involved the Haviland, and your board fully supported the recommendation to revoke the former member.

#### 2- Members Special Meetings

The board had two special update meetings with the members. The original purpose of the special meetings was to provide the members with an update on the financial situation, and to honor the commitment made to members during the previous year. The meetings were held in the form of "Town Hall" updates with time for members to ask questions and seek understanding.

The meetings were well attended, there were questions asked by concerned members and for the most part we were able to respond. In addition, with the support of your board and the compilation of the questions and answers a hard copy of the responses was made available to all members. There were additional copies made available in the bar area.

A special thank you to the board members who sat at the tables to provide answers and ensured the issues raised were captured. In addition to Mary Beth MacLean who developed the side presentation and compiled the paper copies. Your board members are volunteers, and they have dedicated many hours to facilitate the wants of the membership.

#### 3-Financial Support

There were financial challenges experienced this year. Our credit card was maxed out, our line of credit was exceeded, and cheques were returned. While this was unfortunate it was also a learning opportunity. The outcome of the situation called for action.

Issues were identified as the root cause for the lack of funds... some of the issues included a) rental income was down, and it seemed inquiries were not being responded too...therefore the hiring of a student event coordinator, b) staffing and membership challenges. For example, the Haviland had missed opportunities as a wedding and celebration of life..

Further it was discovered some bookings were non-paying events, for example the Fringe Festival...a full weekend opportunity, and Improv shows... (corrected, but certainly caused challenges between board members and host of event. The outcome of these situations identified a need to introduce Memorandums of Understanding... no longer are we in the business of giving away our valuable resource for free...

Assisted with the development and implementation of the;

(a) New Horizon's for Seniors Program. \$25,000 for the purchase and installation of heat pumps for the building and the operation of senior friendly programs for address social isolation. This also addresses the Strategic Planning Committee commitment of community interaction with the Haviland. (see Rosiland's Report)

(b) assisted with the application to the Provincial Government for wage subsidy for student event coordinator. \$10,275... Wages and ER related costs.

(c) with the assistance of Scott Stevens applied for and made application for property tax relief to the Provincial government. To date we have not had a reply. Non-profit organizations are eligible for this relief... the decision rests with the Minister of Finance.

#### 4- Governance Structure

Work continues with the Governance Structure. The board has had an overview presented by Maria Sanderson. She is the legal expert who worked with the committee to establish a new governance structure for the Haviland. This new structure will enable the Haviland to move forward in sustainable and inclusive manner... it aligns well with the Strategic Plan commitments...

(a)While a draft new Constitution has been developed it is not ready to come to a vote. The reason for this is dependent on a requirement for a special meeting and approval with the membership. Minor changes may be required if the decision is taken to pursue charitable status.

(b)By-Laws... the By Laws have been developed, reviewed, and minor adjustments incorporated by the Board of Directors. They have also been approved by the board and are ready for implementation. They will form the foundation of an operational manual to be developed for the management of the Haviland for the future. Copies of the Bylaws are available for your review and will be the subject of a future meeting with members in the new year.

(c) Code of Conduct will be included with the Bylaws are packages

(d)Mangers Job Description have been developed and implemented.

## 5- Charitable Status update

As you are aware, much work has been done and work continues on the Haviland's pursuit of a capacity to issue charitable receipts.

(a) Past efforts to work with the Community Foundation and the city of Charlottetown have met an unsuccessful conclusion. (Jake Baird's report)

(b) Stephen Yarrow, Jake Baird and I have had several meetings with Jim McNutt to pursue the possibilities of seeking charitable status ourselves... further we met with Andrew Sapiano an expert with Stewart McKelvey on charitable status and application

(c) Jake and I contacted a sister organization in Alberta that obtained charitable status... this may or may not be a blueprint in the move forward position...

## The 2024/2025 Action Plan

When I become President, I commit to the following with the formation of a new board of directors:

- 1- Financial Accountability and Stabilization
- 2- Quarterly all members update meetings
- 3- Complete Governance including new Letters Patent
- 4- Application for Charitable Status (or not)

Respectfully submitted

Jane MacIsaac

## **Entertainment Committee Report 2023-24, Submitted by Mary Beth MacLean**

I would like to thank the entertainment committee members. Mark Belfry, Mary Gerard, and Terry Woodhouse who are original members. More recently, Dan Robson, Health Ribson, Gordon Cobb, and Nora Nicholson have joined us. Together we hosted several special events including a murder mystery dinner theater, a New Orleans-themed dinner theater, and events for St. Patrick's Day and Canada Day. For the Friday Social, we reintroduced \$10 Fridays and held 5 during the year. We have been ordering pizza on the nights we don't have a host for \$10 Friday. Both have proven to be very popular. While we set out to breakeven on most of these events as you can see in the financial statements we netted about \$3,700 on ticket sales.

So far this fiscal year (Oct. 1, 2024, to Sept. 30, 2025), we hosted a Halloween party, a murder mystery, a play by ACT, and two \$10 Fridays and recently added regular afternoon cribbage. For the rest of the year, we have plans for a Christmas Party, a New Year's Social, a Levee, and a chocolate and wine pairing. For the Levee, we plan to use it as an opportunity to recruit new members with the help of the membership chair. We are also joining forces with the Foodie Group and providing tours. Finally, we are planning to convert the green room into a board game cafe.



Esther Lowden built Farringford House in 1869 for herself and her daughters, defying societal norms of the time



# THE HAVILAND

~ A GATHERING PLACE ~

## NEW MEMBERS WELCOME

## House Member AGM Report 2024

### I. Summary

- Maintaining historic buildings such as Farringford House presents many challenges, including:
  1. **Funding and Resources:** Securing sufficient funding for restoration and ongoing maintenance can be difficult, as costs for specialized materials and skilled labor often exceed operations budgets. The Haviland has no budget for maintenance or capital projects at this time and addresses maintenance on an ad-hock bases. The Haviland spent 22K in 2024 on ad-hock maintenance not including any donations that were received for special projects.
  2. **Regulatory Restrictions:** Historic preservation regulations impose limitations on modifications or restorations, requiring compliance with strict standards that complicate renovation efforts. Even beyond historic preservation, the Haviland must follow and comply with existing health, safety and code guidelines which can be a challenge for the historic property. Anything that is modified must comply with current codes.

3. **Aging Infrastructure:** Farringford House has outdated electrical, plumbing, and fire safety systems that need upgrading, all which must be done carefully to preserve historical integrity. All these systems are very costly to update. As an example; installing a fire suppression system at the Haviland would cost over \$100,000.
  4. **Material Constraints:** Finding authentic materials that match the original construction can be challenging, as many historic materials are no longer produced or readily available.
  5. **Structural Issues:** As buildings age, they face foundation problems, roof leaks, and structural degradation all of which require careful monitoring, assessment and repair to avoid compromising their historical significance. A report commissioned by the Haviland in 2022 outlines the importance of addressing issues before they become major problems. It would currently cost over one Million dollars to address all the issues outlined in the report.
  6. **Balancing Modern Needs:** Incorporating modern amenities while respecting historical aesthetics can be a tricky balance, leading to potential conflicts between preservation and functionality.
  7. **Lack of Skilled Labor:** There is a shortage of craftsmen skilled in traditional techniques and materials, making it difficult and expensive to ensure high-quality repairs and restorations. This being said, The House Chair does have the ability to manage large projects if required.
- Addressing all these challenges requires careful planning, collaboration, and commitment to preserving the historical and cultural significance of the building.

## II. Accomplishments in 2024

### A. Promises Completed from the 2023 AGM Report.

- Refurbishing the front stairs and entrance - The front stairs, landing and handrails were sanded repaired and repainted. Thanks to Mark Belfry for donating the paint and to Nelson Hagerman for donating a hundred dollars to buy the supplies needed.
- Replacement and installation of new light standards and poles. – The light standards at the entrance of the Haviland were replaced and install at a cost of \$920.00. The cost was covered by funds raised from the bridge club November Luncheon and installation was done by Mike and David.
- Cleaning the Gutters - The gutters were cleaned and they now drain well which should prevent the buildup of soil and debris that we were experiencing.

## **B. Addition Work Completed in 2024**

- Over 200 hours of free maintenance was completed by the House Chair Mike Cairns and David Cairns. This represents a huge saving to the Haviland club. Repairs that were required encompass a wide range of tasks aimed at maintaining the structural integrity and livability of the building including;
  1. Repairs to the electrical system including replacing receptacles and installing new fixtures.
  2. Plumbing repairs, addressing issues such as leaking pipes, clogged drains, and outdated faucets to ensure a reliable water supply.
  3. Heating, ventilation, and air conditioning systems including installing and removal of air conditioners, replacing filters, and checking for proper airflow. Windows often need repairs as well, with tasks involving sealing drafts, repairing or replacing broken glass, and restoring wooden frames to improve energy efficiency
  4. Sanding and painting to enhance aesthetics and functionality including patching holes, repainting, and addressing issues with plaster or drywall. Also replacing broken tiles, patching floors, or refinishing surfaces to revive their appearance.
  5. Fixing and installation of appliances.
  6. Painting, siding repairs, and maintaining porches and decks to enhance curb appeal and protect against the elements.
  7. Maintenance of all the furniture.
- Eight blinds were installed in the Lounge and Great Room at total cost of \$495.00 which was covered by the Bridge Club as well as sheers for the windows in the lounge.
- A Heap pump compressor and heat exchanger was installed on the back patio deck and in-house heat exchangers were installed in the Great Room and Library. These units function as heating, dehumidifying or cooling for the areas where they are installed. The overall cost was approximately 14K which was covered by the grant we received for the Seniors Horizons Program.
- The Dish sanitizer was repaired. The feed-line from the washing detergent supply to the sanitizer was replaced and Atlantic Handyman fixed a leak at the front of the water pump which cost \$450.00.
- Improvements have been made to the attic. There is now power in Attic independent of the switch going up the stairs. The attic hatch has been repaired and now provides a seal to keep the warm air from escaping through the roof. Also a light was installed in widow's watch that can be 'programmed' to display different colours. It is connected to the internet and can be controlled remotely. The Widow's Watch has been scraped and painted as well as the back stairs to the 3<sup>rd</sup>

floor apartment.

- A new Ice Maker was purchased and installed in the bar area at a cost of \$600.00. It was purchased with funds donated by the Bridge Club.
- A new hot water heater was install at a cost of approximately \$4000.00, as the old hot water heater developed a leak and had to be replace. The new hot water heater is integrated into the plant heating system and is a larger capacity than the old heater.
- The Haviland computer network was investigated and a reconditioned laptop (donated by David Cairns) was installed for use in the bar. The upstairs computer was repaired and is currently functioning well.

### III. Work Planned for Next Fiscal Year

- **New sign.** The sign on the front lawn of the Haviland needs to be replaced as it does not reflect the current ethos of the Haviland Club. The cost for replacement of the sign would be approximately \$1000.00 and would be installed by Mike and David Cairns.
- **Purchase of a new stand up Freezer.** The Bridge Club has donated funds to purchase a new stand up freezer to replace the old freezer in the basement. The stand up freezer would allow for easy access to item in the freezer and should substantively reduce electrical consumption.
- **Renovation of the kitchen.** This will include renovating the kitchen with basic shelving, laminate flooring, and a basic appliance package (including a range, refrigerator, and microwave). The renovation will offer multiple benefits that will significantly enhance both functionality and aesthetics of the kitchen and it will also help us meet health regulations/standards. This will be funded by a Grant from the New Horizons for Seniors Program if The Haviland is successful in being awarded the grant in 2025.

### IV. Capital Projects

- A Capital budget for an aging building plays a vital role in ensuring its sustainability, safety, and overall value, allowing for strategic and effective management of resources over time. The vision for the house is to uncover its detail, and restore and revitalize its grandeur, while positioning the house to successfully serve the mandate of the Haviland Club in the future.
- Currently the Haviland does not have a capital budget and not having a capital budget for an old building such as Farringford House can lead to several dangers and challenges. Here's an outline of the key concerns:
  1. Deferred Maintenance - Neglecting necessary repairs can result in more severe damage and

- small issues can escalate into major problems, leading to expensive fixes.
2. Safety Hazards - Lack of budget can prevent addressing structural issues.
  3. Increased Costs - Emergency repairs tend to be more expensive than planned maintenance and relying on reactive rather than proactive spending can strain finances.
  4. Loss of Historical Value - Failing to maintain historic features can diminish architectural significance.

## **V. Recommendations**

The Haviland needs to consider having both a current maintenance budget and a capital projects budget. Currently neither exists and this may lead to major problems in the future. There were two reports commissioned and completed by Engineers and Architects in 2022 (The Haviland Club Conservation Master Plan and the Haviland House Condition Assessment). No funding to complete projects has been made available to this point.

## **V. Conclusion**

Farringford House has been effectively maintained with prompt attention given to necessary repairs and proactive improvements as allowed in the budget (mostly through donations from members, patrons and especially from the bridge club). Continued vigilance and proactive maintenance are crucial to upholding property standards and to maintain the vision for the house which is to; uncover its detail, and restore and revitalize its grandeur, while positioning the house to successfully serve the mandate of the Haviland Club in the future.

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Rosalind Drewery - Seniors Friendship Days

New Horizons Seniors Program

Report to the 2024 AGM

Good evening,

I want to begin by acknowledging my great team of volunteers.

Dianne porter

Anne Cairns

David Cairns

Heather Rix

And special help from Mike Cairns with the art work.

Irene MacArthur for her support in presenting the High Tea event in July.

Thanks to Frances Evan's who was on the team for first few events.

The program provided us the funds for two heat pumps,,as well the funds to help us to host events for seniors.

Our mission was for ten events and we have finished six .

December, January, February and March are in the planning stage.

The average attendance has been 45 to 50.

The guest presenters have been

Bert Christie, history of the building

RCMP educating on the fraud schemes targeting seniors

Government of Canada presenting the new dental plan

Nicole Geoffrion and Lise Morin music for the afternoon high tea

Greg Gallant and Joyce Phillips from PEI military Museum on history of PEI in WW1 and WW2.

Honourable Antionette Perry spoke on her time as Lieutenant Governor.

And of course always lunch!

The total spent from our fund is \$4605.58 leaving us a balance of

This ends my report.

HAVILAND CLUB INC  
SUFFOLK POND ANNUAL REPORT  
SEPTEMBER 30, 2024

Pond Members enjoyed another successful year, although the fishing was challenging with the dry season which resulted in lower than usual water levels.

Opening fishing day at the camp was well attended, members enjoyed a breakfast put on by a group members. We hosted our annual lobster dinner and a corn boil this year.

Pond Membership totaled 26. I am happy to report that 3 individuals from the club joined the pond for boating and use of the club house to enjoy a rural setting.

The Pond Committee maintains a Member Register, all visits to the pond are to be entered in the Register.

Fishing Statistics

2024 Register:

Visits	Fish Caught	Fish Released
170	187	96

FINANCIAL INFORMATION:

Pond Operations resulted in a \$2,379. profit

Bank and cash balance \$8112.

Building and Piers cost. \$10,000.

Total. \$18,112.

Liabilities \$0.

Reserve for Lease Termination \$18,112.

Total. \$18,112.

Submitted by K. Scott Stevens. Pond Chair.