

THE HAVILAND BOARD OF DIRECTORS MEETING MINUTES

September 17, 2025

Present: Bruce Matheson, Mary Beth Maclean, Mike Cairns, Sherry Spence, David Cairns, Mark Belfrey (for Trustees), Allan Trainor, Scott Stevens, Jane MacIsaac, Stephen Yarrow.

Regrets: Chris Matheson

Manager, Daniela Belcran, present at the front end of the meeting

Bruce called the meeting to order at 3:58pm

Review of minutes of July 16, 2025 – approval moved by David, seconded by Mary Beth

Reports

Manager - Daniela

- See report below, with the committee reports
- Discussion on the idea of creating a flyer to advertise the Haviland, for distribution by Canada Post in central PEI. Cost of printing? Canada Post will not mail flyers. Bruce suggested instead using FaceBook's Market Place or Kijiji. In conclusion, all agreed that a more comprehensive approach to advertising needs to be developed, with pros and cons identified for the different approaches, plus costs and logistics.
- Halloween party proposal was discussed – two bands, DJ, \$20 charge towards the band. Income generated at the bar will be directed to the Haviland. Concerns about the need for extra staff.

House - Mike

- Not much to report – quiet summer, except for the deck repairs, fly infestation in the ground floor bathroom (dealt with successfully).
- Regular maintenance will resume this week.

Membership – Allan

- Two new couples for consideration for membership:
 - Michael Smith/Amanda McDonald
 - Edward Lenin/Eve Goodman (endorsed by Bruce)
- Motion to approve from Allan, seconded by Mike, all approved, carried.
- Two weeks ago, a non-member was approached for undesirable behaviour. Person is not welcome at the Haviland.
- November 15th – the Military Dinner. Lieutenant Governor and Mayor invited. Price tbd, but towards \$75, limit of 45 participants. Formal wear required.

Vice President – Jane

- Working with Mary Beth on renewing a New Horizons project – federal funding.
- Sean Casey and the Mayor written letters of recommendation.
- Theme linked to seniors, meals and connections to resources.
- Plan to link in part with Coffee and Conversations, i.e., some of the Conversations will relate to senior's needs and could be catered around lunches – emphasis on menus that are nutritious for seniors.
- Also target accessibility at Farringford House, e.g., grips for steps, improved access to the ramp, upgrades to the kitchen.
- Funding application was submitted just in time.
- Recognize that such projects are sometimes too much for volunteers – need more assistance.

Entertainment – Mary Beth

- Firming up the Entertainment Committee, with a meeting scheduled in the near future.
- The goal is to enhance current activities. E.g., for the City Cinema activity, encourage participants to get together at the Haviland before the film, for pizza and drinks.
- Contemplating a catered dinner once a month instead of the \$10 Friday events.
- Have now 18 signed up for yoga – starting soon.
- Live music events would be desirable.
- There will be a Halloween members costume party.
- Also, as per previous years, there will be events for Christmas, New Year's, Valentines, St. Paddy, etc.

Suffolk Pond – Scott

- There is very little to report on the Pond this month. The water level is very low and algae is covering half of the pond.
- No plans for an open house at this time.
- Risk of fire will restrict activity at the Camp.
- Hunting season opens October 1, therefore there will be more activity at the venue.

Treasurer - Sherry

- See report below, with the committee reports
- Financial picture is improving. \$7400 profit this month.
- But some outstanding accounts payable remain of approx. \$50k.

Meeting adjourned 4:55pm

Date for the next board meeting was not identified but landed on October 22nd after the meeting.

THE HAVILAND CLUB

MANAGER REPORT

September 17th, 2025

- I ordered some signs for the members-only parking lot.
- An email was sent from MailChimp to all nonprofit organizations in PEI advertising long-term rentals.
- I plan to create a flyer like the one for weddings, but with all the general information (rentals, memberships, activities) and send it to all of Central PEI via Canada Post. It will cost approximately \$1,500.
- I spoke with PEI Wedding Magazine, and it's a good opportunity to advertise the club for weddings. It's \$500 for a half-page. next Magazine will be in march 2026
- I'm working on social media.
- I need to sit down with Mary Beth to plan upcoming events.
- I plan to have a Halloween party open to the public with three or four bands/DJs. The bar profits will go to the club, and the hat money will cover the bands' fees. Since it's separate for the club, do I have to pay rent?
- The Rotary Club sent me the calendar for this year's photo.

Haviland Club Income Statement
Year-to-Date (for the period Oct 1 - Aug 31), 2025

	2025	2024
REVENUES		
Food & Beverage	55,008	60,089
Membership	32,064	30,813
Entertainment	13,878	13,285
Rentals	59,410	30,373
Government Assistance	3,994	33,497
Apartment Rent	4,097	3,059
Draws & Raffles	6,572	-
Other Income	11,283	4,634
	<u>186,306</u>	<u>175,699</u>
 Cost of Sales		
Food & Beverage	22,592	29,034
Entertainment Costs	12,125	10,603
	<u>34,717</u>	<u>39,637</u>
GROSS MARGIN	<u>151,589</u>	<u>136,062</u>
 OPERATING EXPENSES		
Cleaning costs	10,027	8,210
Utilities	21,317	23,980
Repair & maintenance	5,316	8,689
House Supplies	4,295	4,122
Property Tax	6,655	10,080
Advertising & Promotion	1,029	1,828
Bank charges & interest	10,454	10,206
Insurance	7,321	7,570
Office, Postage and Printing Costs	2,162	718
Accounting and Legal Fees	6,135	14,375
Wages & benefits	65,436	46,237
Pond	2,000	-
Other Expenses	1,965	4,246
Total Expenses	<u>144,113</u>	<u>140,260</u>
NET INCOME (Loss) for the period	<u><u>7,476</u></u>	<u><u>- 4,198</u></u>