

JOINT HAVILAND BOARD OF DIRECTORS AND TRUSTEES MEETING MINUTES - FINAL

March 25, 2026

Directors present: Bruce Matheson, Mary Beth Maclean, Mike Cairns, Linda Irvine, Sherry Spence, , , , Dale Cole, Stephen Yarrow

Trustees present: Mark Belfry, Ed Lawlor, Tom Burke

Regrets: Scott Stevens, David Cairns, Chris Matheson, Allan Trainor, Irene MacArthur

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

Proceedings:

Bruce called the meeting to order at 4:05 pm

Minutes of the February 25, 2026, joint meeting – approval moved by Mike, seconded by Linda, all approved, carried.

Manager: Daniela:

- Kitchen inspection was successful. Only need to spray the bar fridge shells
- Bar and kitchen license renewal until March 2027
- Bridge negotiations for the renewal contract started with the first meeting. See Mary Beth's report
- Planning summer activities open to the public. Thinking music & oysters on Fridays. Pending meeting with Mary Beth to discuss
- April: planning a deep cleaning month. Clean chairs, windows, ceiling, lamps, etc, looking for some members volunteering and a contractor.
- Bilingual exchange on Wednesday night.
- Yacht club looking for a collaborative membership
- Working with Laura Ono to participate in Fall Flavours in collaboration with the symphony. Planning chocolate, music, and sensations.

Committee reports:

Dale, Membership:

- 145 memberships to date
- Membership list – registrations vs. payments – data base to be reconciled
- Eight new members to be reviewed:
 - Discussion on the potential new members, their sponsors and payment status, and a recap on new membership approval process re. what is in the constitution vs. actual practice – should follow the former.
 - Six memberships approved – moved by Dale, seconded by Mike, all approved, carried.

Sherry, Finances:

- Income in February was exceptionally poor.
- Only 3 rentals.
- \$5800 in the red.
- Commentary on the economy in general being very slow, perhaps due to world state of affairs.
- See report below.

General discussion:

- Delayed Christmas bonus situation sorted out. Moved by Stephen, seconded by Mike, all approved, carried.
- Cleaner – paid per hour. Decided to maintain the current minimal wage level for now.
- Tea and Tales proposal. See proposal below. Motion made by Mary Beth to negotiate the MOU, for Bruce's signature. Seconded by Mike, all approved, carried.
- Trust concept. Bruce reported that three members had asked whether this was actually happening – recognition that this process needs to proceed a.s.a.p.
- To that end, discussion on the need for clear motions to proceed:

Motions concerning the establishment of the Trust and charitable organization status

1. MOVED THAT the name of the intended charitable organization be 'ESTHER LOWDEN HERITAGE TRUST'. *Motion from Mary Beth, seconded by Mike, all approved, motion carried.*
2. MOVED THAT the Haviland Club Board of Directors authorizes the Chairperson and the Treasurer to incorporate the "ESTHER LOWDEN HERITAGE TRUST". *Motion from Sherry, seconded by Dale, all approved, motion carried.*
3. MOVED THAT the Chairperson and the Treasurer be authorized to negotiate a payment schedule with P.E.I. Dept of Finance regarding outstanding Property Arrears. *Motion from Sherry, seconded by Linda, all approved, motion carried.*
4. MOVED THAT the Chairperson and Treasurer be authorized to begin the process to negotiate an increased mortgage facility with Provincial Credit Union, to be under the "ESTHER LOWDEN HERITAGE TRUST". *Motion from Mike, seconded by Dale, all approved, motion carried.*
5. MOVED THAT, subject to the approval of the Haviland Club membership, the Haviland Street property will be transferred/sold to the "ESTHER LOWDEN HERITAGE TRUST", once the Trust has been set up, and is available to assume operation of the property. *Motion from Mike, seconded by Dale, all approved, motion carried.*
6. MOVED THAT the Haviland Club recognizes a credit facility exists between The Haviland Club Inc and Matheson & Associates, in the amount of \$15,793.37. The Vice-Chairperson and Treasurer are authorized to sign a Promissory Note with Matheson & Associates in that amount, with the interest rate set at 3.0% until September 30, 2026, increasing thereafter to 10.0% until the note is repaid in full. *Motion from Mike, seconded by Stephen, all approved, motion carried.*

Next meeting:

Wednesday, April 22, 2026, at 4:00pm

Meeting adjourned at 5:14 pm

Report from VP on Rentals: March 25, 2026

- Membership with Chamber of Commerce - held a mixer February 26th with over 60 people in attendance - hoping to increase rentals through this membership
- Membership in Meetings PEI is up for renewal soon.
- Teas and Tales - we have reached an agreement on a daily rental rate of \$600 plus HST. This covers up to 9 hours use of the Great Room and the kitchen from 9 am to 6 pm from Tuesdays to Thursdays. Over the duration of the MOU (May 12 to November 12th, 2025), this is projected to result in up to \$36,000 in revenue.
- Seniors New Horizon's grant money has been deposited \$22,353 to our chequing account. We have about \$5,000 for kitchen renovations which Mike is leading and \$17,000 for the program, for 14 catered buffet lunches for an estimated 60 people each. We would do the renovations in April, before Tea and Tales, and start the program in the fall. It will be called Coffee, Conversation and Community Meals.
- The Bridge Club - Daniela and I met with Irene and Carol on March 17. In addition to rent of \$100 per session, the Bridge Club agreed to pay \$3,500 by the end of their MOU (\$2,000 from fund raising and \$1,500 from lessons). However, due to over 20 cancellations of bridge so far this year (mainly Thursdays), revenue has been down and also attendance is dropping. Therefore, the Bridge Club is unable to pay the \$1,500 of proceeds from bridge lessons as outlined in the MOU (see below) nor going forward next year. However, they have raised the remaining \$2,000

which will be sent to us soon. Their MOU is up for renewal on June 1, 2026. The rent will increase with inflation. For Thursdays, they are considering summer evenings at 7 pm and winter afternoons at 1 pm to avoid cancellations.

Submitted by Mary Beth MacLean

Report of the Entertainment, Membership and Fundraising Committee

Held first meeting of combined Entertainment, Fundraising and Membership Committee on March 2.

Entertainment (Linda)

We have agreed to look into having another Tea maybe in May.

Recent events:

- St. Patrick's Day was sold out. It was a fun evening for all who attended
- March 20 \$10 dinners with potatoes with fibs, lies and tall tales was a success with about 27 people
- Greek night was well attended and the food was excellent
- March 27 we will celebrate Jan, Feb and Mar birthdays
- Dinner at Esther's March 21 potluck with Danish theme was a fun evening with lots of pickled herring. There were fewer people there than had signed up, probably due to the inclement weather

Planned events:

- New Members night is on Wednesday April 1 at 6.
- Open House at 4 in mid-September to see if we can encourage new members. We can give tours and maybe open the bar.
- In April we are planning a \$10 Mediterranean Meze on a Friday, and possibly baked beans or pulled pork in May.
- Seven people joined the new writing club.

Fundraising (Mary Beth)

- Performances of the Body and the Belvedere for October or November
- We discussed that a number of our members have items that they have made that they might sell at the Club.
 - Gary Woodhouse makes jewellery that he would like to sell as a fundraiser.
 - We are considering a split of the sale price between the artist or craftsperson and the Club.
- Dan has offered to do another hockey pool this spring.
- We have accepted a grant of \$22,353 for a program called Coffee, Conversation and Community Meals. ~\$17,400 for buffet lunches, ~\$4,200 for kitchen renovations, ~\$800 for marketing. The money should be deposited in April. We plan to start renovations in April and the program in the fall.

Membership (Dale)

- Mary Beth is following up with those who came to the Victoria Tea on Valentines Day to see if any are interested in becoming members.
- We've agreed to encourage non-members who participate in some of the events at the Haviland to consider membership.
- Student membership should be encouraged.
- Reviewing the electronic membership list to include birth months and update with any new members and membership renewals. Also developing a process to collect membership information and fees at the same time. Possibly by using 3Common.

- As of March 24, we have 145 paying members plus 12 non-paying members (10 life-time and 2 honourables) for a total of 157 members.
- An additional six people have applied and been approved but unpaid.
- In addition, there are 7 new people to approve today. 1 paid and 6 have not.
- We have reconciled the membership lists into a spreadsheet and have entered birth months.

Memorandum of Understanding
Tea and Tales
Zeynep Dilek Yeşil
May 12 to November 30, 2026
Draft

Zeynep Dilek Yeşil and her team will host “Tea and Tales” at the Haviland Club from May 12 to November 30, 2026. There will be a separate MOU for the fall of 2026.

Tea and Tales will provide:

1. Promotion of the events.
2. Handling of ticket sales.
3. Clean up the kitchen and Great Room after each day.
4. Monthly payment, in advance at the first of each month, of \$600 plus HST in rent per day (up to 9 hours ending by 6 pm). This includes the Great Room and full use of the kitchen.
5. 24 hours notice of cancellation of full day, with 20% of the rental rate charged.

The Haviland will provide:

1. Access to the Great Room and kitchen 3-4 days (approximately 4-5 hours each) in April and May, without rental charges to hold mock sessions. These will be booked during quieter hours and days that are convenient for the Club.
2. The Great Room for events primarily for three days per week (Tuesday–Wednesday Thursday) from May to November 2026, with additional weekend sessions considered based on demand and venue availability.
3. A list of the confirmed booking dates not available to Tea & Tales.
4. A list the days other than Tuesdays to Thursdays that would be available for Tea & Tales.
5. Storage for decorations, linens, dishes, glasses and utensils.
6. Tables, chairs, and full use of the kitchen.
7. Historical material and advice to promote the history of the house.
8. Promotion in the Haviland newsletter the Updater and Facebook.
9. Leveraging our memberships in the Charlottetown Chamber of Commerce and Meet PEI to promote Tea and Tales.
10. Guaranteed access to the Great Room on Tuesdays, Wednesdays, and Thursdays during the agreed daytime hours for the full MOU period.
11. When the Province of PEI closes its offices due to weather or extraordinary events, and Tea and Tales elects to also close its venue due to the same weather or extraordinary events, then no rental fee would apply to that period of closure.

Note: Members will have access to the remaining rooms at the club during events.

**Haviland Club Income Statement
Monthly Comparison**

	Feb-26	Feb-25
REVENUES		
Food & Beverage	3 048	4 020
Membership	346	1 384
Entertainment	360	2 305
Rentals	1 110	3 121
Government Assistance	-	-
Apartment Rent	467	-
Draws & Raffles	-	-
Other Income	173	1 497
	5 504	12 327
 Cost of Sales		
Food & Beverage	1 229	1 010
Entertainment Costs	1 185	3 290
	2 414	4 300
GROSS MARGIN	3 091	8 026
 OPERATING EXPENSES		
Cleaning costs	1 457	763
Utilities	420	1 784
House Repair & maintenance	422	493
House Supplies	230	572
Property Tax	968	951
Advertising & Promotion	475	-
Bank charges & interest	1 128	711
Insurance	680	648
Office, Postage & Printing Costs	5	44
Accounting & Legal Fees	575	590
Wages & benefits	2 917	5 274
Other Expenses	- 375	121
Total Expenses	8 902	11 950

Haviland Club Year-to-Date Income Statement
(for the period Oct 1/25 - Feb 28/26)

	2026	2025
REVENUES		
Food & Beverage	26 347	24 688
Membership	24 439	29 616
Entertainment	5 987	8 900
Rentals	22 033	30 546
Apartment Rent	1 852	1 410
Draws & Raffles	-	7 276
Grants & Funding	3 994	-
Other Income	3 369	8 697
	<u>88 022</u>	<u>111 133</u>
 Cost of Sales		
Food & Beverage	11 897	14 137
Entertainment Costs	5 502	7 451
Raffle Payouts	-	-
	<u>17 398</u>	<u>21 589</u>
GROSS MARGIN	<u>70 624</u>	<u>89 544</u>
 OPERATING EXPENSES		
Cleaning costs	5 083	3 964
Utilities	7 949	10 275
Repair & maintenance	2 057	3 755
House Supplies	1 547	1 422
Property Tax	4 838	4 753
Advertising & Promotion	1 077	181
Bank charges & interest	5 829	4 213
Insurance	3 401	3 240
Office, Postage and Printing Costs	635	895
Accounting and Legal Fees	2 513	2 970
Wages & benefits	27 133	25 979
Pond	-	-
Other Expenses (incl bad debts)	- 242	543
Total Expenses	<u>61 821</u>	<u>62 188</u>
NET INCOME (Loss) for the period	<u><u>8 803</u></u>	<u><u>27 366</u></u>