

Minutes of the 1,236<sup>th</sup> meeting of the Hart House Board of Stewards, held on Thursday, April 28<sup>th</sup>, 2011, at 5:30 pm in the South Dining Room.

Present: Dr. Louise Cowin (Warden)  
Mr. Nicholas Arrigo (Music Committee Secretary, 2011/12)  
Ms. Anita Comella (Presidential Appointee)  
Mr. Kenneth Davy (Governing Council Appointee)  
Mr. Matt Dreger (Alumni Committee)  
Ms. Lucy Fromowitz (President [*ex officio*] Designate)  
Mr. Keith Ho (House Committee Secretary)  
Ms. Klara Kovar (Art Committee Secretary, 2011/12)  
Ms. Vanessa Laufer (Chair)  
Ms. Clara Luke (Farm Committee Secretary, 2010/11)  
Mr. Ben Peel (Debates Committee Secretary, 2011/12)  
Ms. Maria Pilar Galvez (UTSU Appointee, 2010/11)  
Mr. Matthew Poot (Music Committee Secretary, 2010/11)  
Ms. Johanne Roberge (RAC Senior Member)  
Dr. Helen Slade (Presidential Appointee)  
Ms. Emily Smit-Dicks (Art Committee Secretary, 2010/11)  
Mr. Jimmy Truong (Farm Committee Secretary, 2011/12)

Ms. Amanda Greener (Executive Assistant to the Warden; Recording Secretary)

Guests: Ms. Barbara Fischer (Director/Curator, Justina M. Barnicke Gallery)  
Mr. Chris Lea (Facilities Manager)  
Ms. Rita O'Brien (Director, Operations and Finance)  
Mr. Allan Shatzky (Coordinator, Special Projects)  
Mr. Paul Templin (Director, Events and Catering)

Regrets/Absent: Ms. Sophia Alifirova (Literary and Library Committee Secretary)  
Mr. Zeljko Bavcevic (RAC Secretary)  
Ms. Kate Bruce-Lockhart (Social Justice Committee Secretary, 2011/12)  
Mr. Justin Goldenthal (APUS Appointee, 2010/11)  
Mr. Victor Platt (Debates Committee, 2010/11)  
Mr. Naufil Rasheed (Finance Committee Secretary)  
Mr. Nikita Reznik (GSU Appointee, 2010/11)  
Ms. Kelly Robertson-Reinhart (Social Justice Committee Secretary, 2010/11)  
Mr. Munib Sajad (UTM Representative, 2010/11)  
Ms. Phoebe Uguy (Theatre Committee Secretary)

## 1. Approval of Agenda

**On motion duly made and seconded THE BOARD APPROVED the agenda.**

## 2. Approval of the Minutes of the Meeting of March 24<sup>th</sup>, 2011

The minutes of the 1,235<sup>th</sup> meeting held on March 24<sup>th</sup>, 2011, were approved.

### **3. Business Arising**

- a) Committee on Budgets: Changes to annual cycle and process of fund disbursement—  
Motion—Louise Cowin, Warden, to speak to the motion

The Warden gave background on the Committee on Budgets process and outlined the driving principles for the recommended changes to the process. The Warden noted that the current model's timeframe necessitates students to take on this substantial commitment in the midst of exams and essays, and that despite how involved the process is there is very little differentiation in amount allotted from year to year. The Committee on Budget's current process also disadvantages clubs and committees because incoming committee members are inheriting budgets instead of developing it for their year's planned activities. This new proposed model would provide needed structure but also built-in flexibility. The motion presents these process revisions as a pilot project, to be reviewed before continuation beyond the initial year. The Warden reminded members that clubs and committees will have the opportunity four times a year (twice in each of the Fall and Winter semesters) to apply for additional support for events, activities and initiatives in alignment with the vision. Money will remain to enhance student programming, with any savings from money not allocated upfront or applied to by clubs and committees going towards the Good Ideas Fund.

**On motion duly made and seconded the BOARD UNANIMOUSLY APPROVED the following modifications to the CoB process for the 2011-12 cycle:**

- 1) The amount of \$375,000 in support of Student generated programming will remain unchanged.**
- 2) The COB process continues to be utilized to approve allocations.**
- 3) The accountability for budget resides with the incoming Committee/Club who will be conducting the affairs of the group.**
- 4) The outgoing Committee/Club be responsible for a year-end report chronicling program and other expenditures for 2010-11.**
- 5) The Committee and Club budgets for 2011-12 be allocated on the basis of the actual average expenditure for the 2008, 2009 and 2010 budget years.**
- 6) That 40% of the amount allocated in number 5) above, be made available as of May 1 to fund programming/activities moving into the fall.**
- 7) That the remaining 60% of the Committee/Club allocation be released via the COB process – i.e. demonstration of the connectedness of the programming/activity to the Vision of the House.**
- 8) That the COB meet twice in each of the two semesters.**

### **4. New Business**

- a) **Report to the Warden from the Sub-Committee on Significant Days—**Louise Cowin, Warden

The Warden indicated to the Board that she had conducted a review of the recommendations of the Sub-committee as mandated in the Report to the Warden from the Sub-committee on Significant Days, dated April 20, 2009.

The Report also recommended that Hart House should continue to welcome, encourage and provide opportunities for individuals, groups of individuals and/or campus-recognized groups to celebrate significant days and events; that Hart House staff would continue to provide leadership, guidance and support to these groups, students, clubs and committees as/when they develop activities for the recognition of significant days. These groups may book space and display symbols for the duration of the event or activity. However, events that are produced, presented and staged by Hart House—the organization—such as The Winter Buffet, are informed by the Hart House Vision Statement and University policies and documents and will avoid displays that are not consistent with those foundational principles.

The Warden concluded that Hart House would continue to act in accordance with recommendations of the Report.

**b) Revised Approval Process for Audited Statements**—Rita O’Brien, Director, Operations and Finance

Rita O’Brien explained past audit process: Ernst and Young conduct fieldwork for a few weeks in May, the audit subcommittee then approves the audit in June or July, after which it is presented to the Finance Committee in October and to the Board of Stewards in November. Regulations now stipulate that the Board, as Hart House’s final approval body, approves the audited statements very closely following the audit. With this in mind, the Finance Committee is looking to meet at the end of June or beginning of July and Rita is hoping that the Board will be able to meet within the first two weeks of July. As quorum for Board would include five student members, as part of eight members needed in total, Rita polled incoming and continuing student members as to who would likely be in town at that approximate time this summer. Ben Peel, Klara Kovar, Keith Ho, Jimmy Truong and Nick Arrigo indicated they would be available; non-student members Ken Davy, Anita Comella and Lucy Fromowitz also indicated their availability.

A member brought up that a conference call might be possible. Interestingly, the Warden noted that our constitution states that members must be in attendance—this notion of attendance in this day and age might mean virtual attendance could suffice, and this should be explored for future need.

**c) 2011/12 Agenda Planning Committee**—Louise Cowin, Warden

As not all student members are in place for next year, the Board will delay setting the Agenda Planning Committee until the first Board meeting in October.

**d) Committee Reports**

Appended reports from representatives of the following groups were submitted for the information of Board members:

- Art Committee;
- Farm Committee.

**5. Warden’s Update**

**a) Committee mandates and terms of reference**

The Warden relayed that she had reviewed all committee mandates and terms of reference to find that the submissions presented a wide spectrum: policy related, administrative, etc. The purpose of a mandate is to provide a precise mandate of what a committee does and must do—submissions lacked consistency in the approach to the exercise. RAC was exemplified as a good model, and the Warden suggested that some time perhaps be spent on these, or in a fall meeting.

A member asked if this could be sent as a template, with the Warden replying that a template had been provided. The Warden stated that the intention was to have committees work more or less independently on their mandates/terms, but that perhaps more guidance would be helpful.

### **b) Press Pause**

Historically, the Farm has held four seasonal events and has otherwise served as a rental facility. Press Pause was conceived as an attempt to bring programming to the Farm, in which the vision statement would be brought to life through a weekend—this will take form as a silent retreat, which invites participants to take pause and reflect, and will be led by Geoff Solloway.

A member asked if committee programming could take place at the Farm. The Warden responded that she thought it could be a good community builder.

### **c) Congratulations to students**

The Warden congratulated Matt Poot, Clara Luke, Maria Pilar Galvez and Emily Smit-Dick on the completion of their undergraduate degrees.

### **d) Club and committee programming kudos**

The Warden offered her congratulations for the tremendous work clubs and committees have put towards their programming, and she acknowledged the programming department team who develop and implement Hart House-led programming.

### **e) Welcome to incoming members**

The Warden welcomed all new incoming members.

## **6. Other Business and Announcements**

Matt Dreger announced that the Alumni reception has been renewed: this year's main event is planned as a reception and swing dance. Complementary tickets are available for all Board members.

## **7. Date of Next Meeting and 2011/12 Meeting Cycle**

- Saturday, September 10<sup>th</sup>, 2011, Orientation
- Thursday, October 13<sup>th</sup>, 2011
- Thursday, November 10<sup>th</sup>, 2011
- Thursday, December 1<sup>st</sup>, 2011
- Thursday, January 12<sup>th</sup>, 2012
- Thursday, February, 16<sup>th</sup>, 2012
- Thursday, March 15<sup>th</sup>, 2012

- Thursday, April 26<sup>th</sup>, 2012

**8. Adjournment**

The meeting adjourned at 6:30 p.m.

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Chair

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Recording Secretary

May 15, 2011