

Minutes of the 1,246th meeting of the Hart House Board of Stewards held on Thursday, October 11th, 2012 at 5:30 pm in the Library.

Present: Dr. Bruce Kidd (Warden)
Mr. Andrew Ursel (UTM Appointee)
Mr. Munib Sassad (UTSU Appointee)
Ms. Chanelle Hanlan Hudson (Literary and Library Committee Secretary)
Ms. Elizabeth Wooster (RAC Secretary)
Mr. Philip Khaiat (Alumni Committee Chair)
Ms. Natalie Lai (Art Committee Secretary)
Ms. Anita Comella (Presidential Appointee)
Ms. Kay Dyson Tam (Farm Committee Secretary)
Mr. Kenneth Davy (Governing Council Appointee)
Mr. Abby Vaidyanathan (Debates Committee Secretary)
Ms. Lucy Fromowitz (President [*ex officio*] Designate)
Dr. Helen Slade (Presidential Appointee)
Dr. Jonathan Steels (Chair)
Ms. Amanda Greener (Executive Assistant to the Warden; Recording Secretary)

Guests: Mr. Michael De Angelis (Director, Programme Administration)
Ms. Rita O'Brien (CAO)
Ms. Jen Newcombe (Assistant Director, Programme Administration)
Mr. Paul Templin (Director of Events & Catering)

Regrets: Ms. Evelyn Smith Romero (Social Justice Committee Secretary)
Ms. Ashleigh Ingle (GSU Appointee)
Ms. Sharanya Chander (Finance Committee Secretary)
Mr. Franklin Wan (Music Committee Secretary)
Mr. Guled Arale (UTSC Representative)

1. Approval of Agenda

Amendment of the agenda: report of the Election Committee. Approved.

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

2. Approval of the Minutes of the Meeting of June 25th, 2012

The minutes of the 1,245th meeting held of June 25th, 2012, were approved.

3. Business Arising

4. New Business

a) Hart House 2011-12 Audited Financial Statement Approval Report on Outreach—Michael De Angelis, Director, Program Administration

Mr. De Angelis presented an overview of the uptake for new outreach measures to the Board. This outreach includes 36 partners across all three campuses, colleges and the UTSU. Outreach is more focused on UTM and UTSC, graduate students and international students and includes many events, activities, and the distribution of promotional materials.

b) Budget Presentation—Rita O'Brien, CAO

Ms. O'Brien overviewed some of the highlights of the offerings and services that Hart House provides, with specific reference to student services, offerings and supports. She noted that Hart House is an exemplary student employer, offering leadership training and transferable skills.

Ms. O'Brien overviewed the budget, including revenue from ancillary fees as well as hospitality, and expenses. She informed the Board that 55% of expenses are salaries, benefits and utilities: these are fixed costs. The Board was also informed of necessary facility improvements such as: IT wiring, new cardio, floor and weight equipment, and HVAC improvements. Although there is an approximately \$500K deficit, Hart House administration has made a number of operational efficiencies in order to balance this year's budget.

Ms. O'Brien highlighted some of the major challenges for Hart House moving forward. These include: financing a major renewal of the building, an increase in major maintenance spending to \$2M a year, and financing new initiatives for students. A small amount of money has been set aside for new initiatives aligned with the Vision.

Operating budget timeline:

- Budget presentation by Hart House staff (Sept – Dec 12)
- Approval from Finance Committee (Jan13)
- Approval from Board (Jan 13)
- Approval from the following: COSS, SARG, UAB (spring 13)

Ms. O'Brien then issued an appeal to student members of the Board to become part of the advocacy of the Hart House budget.

Students are invited to:

- Play a bigger role in the preparation and advocacy of our budget;
- Serve on the Financial Committee;
- Take part in budget presentation to COSS;
- Play an active role in the budget approval process.

The invitation to actively participate was also extended to other committee members, not only those students serving on the Board. Hart House is attempting to reframe the discussion around student participation and funding. Co-curricular activity is a defining student experience and deserves greater support from the University and the Government.

Discussion ensued regarding the COSS process and the larger context of tuition fees influencing the process. It is important for students to understand the offerings and services at Hart House and the Athletic centre in order for them to feel that there is value to their ancillary fees. The Warden offered an overview of the structural conflict between student committees who would like to mount programming and the student unions who are tasked with monitoring and advocating on cost politics. If the dialogue does not change it will result in programming or maintenance cuts.

Regarding a query about budget transparency Professor Kidd noted that he would be happy to hear from students on how to best present the budget in a way that is clear to students.

c) Committee and Departmental Presentations

i) Mr. Vaidyanathan presented the Debate Committee's mandate, and activities and tied these to the Hart House Vision and goals. The Debate Committee wishes to:

- Host more events, and develop more formats for student engagement
- Bring timely debates to campus and get students involved in these debates
- Secure donor funding for a titled-speaker series, with highly distinguished guests—put together a pitch to alumni to get this off the ground
- Help students with presentation skills and public speaking—will be speaking with course unions to offer this.
- Beat the funding challenge by accessing outside funding (Good Ideas Fund, Dean's Student Initiative Fund)
- Engaging alumni
- Further ideas include: revamping the Committee's online presence, and think innovatively about how to get students discussing issues productively online, furnishing a blog format online.

Challenges faced by the Debating Committee include communication between the Committee and the Debating Club. Steps have been taken to solve this issue through the appointment of a club liaison and the creation of deadlines and guidelines for the HHIV. The next step will be to work out the proper delineation of the roles between the Club and Committee.

The Debates Committee is also facing some funding and protocol constraints. These include:

- Events and Catering

- Debate Committee events are being held outside of Hart House due to lack of space. Mr. Vaidyanathan feels that this erodes the relationship between Hart House and the Committees.
- Running timely debate events is becoming even more of a challenge with limited room availability and protocols
- Communications
 - The Marquee events system lacked an integration period or sufficient communication to Committees, which made it difficult to hit deadlines.

Mr. Vaidyanathan asked the administrative members if there is any way to guarantee that the Debates committee has access to space if a timely debate arises within the space of three weeks. If this is not possible he requested that Hart House support the Committees in looking elsewhere for space. He also suggested that Basecamp or similar software be organized for Committee use.

The Warden responded by noting that having enough space to meet demand was an ongoing issue within the House. He promised that the senior administrators would address the problem but noted that it was one manifestation of the budget crunch. Basecamp is currently being rolled out for the House administration and once the bugs are worked out committee rollout will be considered.

ii) Paul Templin, Director of Events and Catering gave a presentation on the Events and Catering department.

Mr. Templin offered the possibility of offering up the non-bookable larger rooms for student events on emergency basis, such as Debates might encounter in securing a last-minute big name speaker.

Mr. Templin overviewed the scope of the Events and Catering operation including eight full-time staff and fifty casual staff. Events and Catering serves five main roles in Hart House: programming, stewardship, hospitality services, learning opportunities, and the business entity.

Last year Events and catering handled 6600 bookings in the House and served approximately 100,000 meals. Their largest client is Hart House itself; staff, clubs and committees make up around 46% of bookings. 24% of bookings come from Student Life and other recognized student groups, 15% from the rest of the University, and just under 15% from external clients. This last group is the ones who drive revenue at the House as over 70% of clients do not pay anything.

The programming done by Events and Catering is beverage and food related, and creates a social atmosphere. An example of this is the traditional Thanksgiving dinner for international students. In the future Events and Catering will be looking to produce additional social programming, as all of it is revenue generating.

Events and Catering also plays a role in the Stewardship of Hart House by monitoring equipment, furniture, food safety, and liquor license. The department has been a leader in greening activities such as banning bottled water and setting up a composting program.

Events and Catering also provides learning opportunities for their student staff, such as the A/V crew, or wait staff. Students who organize events with the help of fulltime staff are also given valuable skills.

In the upcoming year Events and Catering will continue to try to maximize programming and bookings, and to get more student groups in the spaces. The new online booking system has greatly increased student interest. Another focus will be on wedding clients who maximize yield for very little footprint. There is a possibility of hiring students in the kitchens for work experience.

d) Update on Co-curricular Record—Jenifer Newcombe, Assistant Director,
Program Administration

Ms. Newcombe presented an overview of the CCR to the Board. This will be an official institutional document that validates learning experiences outside of the classroom and links those experiences to concrete competencies. The CCR was developed from a series of focus groups, which recommended the program to the Council on Student Experience in 2011. Throughout the summer working groups have been developing criteria for eligible activities, and determining administrative and technological needs. Hart House staff sat on three of these working groups.

This new program would benefit students by creating a searchable database of available activities based on skill sets and interests as well as helping them to market this experience to graduate schools and employers through a validated transcript.

Eligible activities will be activities that meet the following criteria: the event is attached to the University of Toronto, it has intentional learning outcomes, competencies and skills, and it will involve active engagement. All activities must meet the validation process requirements.

The CCR will be a decentralized process and Hart House will have the freedom at the local level to make decisions about how to best run the CCR while respecting the authority of local units and existing processes.

Ms. Newcombe wanted to raise awareness to students involved at Hart House in order to solicit feedback with respect to implementation.

e) Committee and Departmental Reports

- Art Committee
- Literary and Library Committee

- Farm Committee

f) Departmental Reports

- Facilities Department
- Finance and I.T. Department
- Theatre Department
- Program Department

5. Warden's Update

The Warden overviewed a number of recent Hart House events and congratulated those involved. He announced the hiring of Dermot Brennan as the new Facilities manager and outlined the facilities renewal RFP. There will be two new reviews of the Library and the Music Library as well as the three upcoming reviews of the Farm and Athletics Facilities. Hart House is currently engaged in discussions with Theatre members and cross-campus theatre groups to look into implementation of the Theatre review recommendations.

Prof. Kidd notified the Board that the Administrative committee structure of Hart House has been changed. The Executive committee has been widened to include the managers of facilities, communications, and the arts committee chair. New Programme and Arts committees will be implemented. The Warden will shortly be speaking at the Alumni Dinner on Wednesday, October 17th. Prof. Kidd extended the invitation of Mr. Khaiait from the alumni committee to two student members.

6. Other Business and Announcements

Ms. Fromowitz thanked the Debates Club which hosted a debate at a parent event with over two hundred people in attendance entitled, "Olympics: Brilliant showcase or waste of money?"

7. Date of Next Meeting

Thursday, November 8th, 2012

8. Adjournment

The meeting adjourned at 7:23 p.m.

Chair

Recording Secretary

October 11th, 2012