

Minutes of the 1,247<sup>th</sup> meeting of the Hart House Board of Stewards, held on Thursday, November 8<sup>th</sup>, 2012 at 5:30 pm in the Library.

Present: Dr. Bruce Kidd (Warden)  
Mr. Matt Dreger (Alumni Committee Chair)  
Mr. Munib Sajjab (UTSU Appointee)  
Ms. Sharanya Chander (Finance Committee Student Member)  
Ms. Natalie Lai (Art Committee Secretary)  
Ms. Kay Dyson Tam (Farm Committee Secretary)  
Dr. Helen Slade (Presidential Appointee)  
Ms. Johanne Roberge (RAC Senior Member)  
Mr. Andrew Ursel (UTM Representative)  
Ms. Anita Comella (Presidential Appointee)  
Ms. Amanda Greener (Executive Assistant to the Warden; Recording Secretary)

Guests: Ms. Virginia Ise (Director, Communications)  
Mr. Peter Wambera (Senior Development Officer)  
Mr. Dermot Brennan (Facilities Manager)  
Ms. Rita O'Brien (CAO)

Regrets: Dr. Jonathan Steels (Chair)  
Ms. Lucy Fromowitz (President [*ex officio*] Designate)  
Mr. Kenneth Davy (Governing Council Appointee)  
Ms. Ashleigh Ingle (GSU Appointee)  
Mr. Abhishek Vaidyanathan (Debates Committee Secretary)  
Ms. Noemie De Vuyst (Farm Committee Secretary)  
Ms. Chanelle Hanlan Hudson (Literary and Library Committee Secretary)  
Mr. Franklin Wan (Music Committee Secretary)  
Ms. Elizabeth Wooster (RAC Secretary)  
Mr. Guled Arale (UTSC Representative)  
Ms. Evelyn Smith Romero (Social Justice Committee Secretary)

Helen Slade chairs the meeting.

**1. Approval of Agenda**

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

**2. Approval of the Minutes of the Meeting of October 11<sup>th</sup>, 2012**

**The minutes of the 1,246<sup>th</sup> meeting held of October 11<sup>th</sup>, 2012, were approved.**

### **3. Business Arising**

#### **a) RFP Report (Bruce Kidd, Warden)**

The Warden informed the committee that Hart House had signed a contract with Baird, Sampson & Neuert a firm which was chosen by a selection committee which included Dr. Steels, the Warden and Ms. O'Brien along with other senior administrative members of the university. Professor Kidd proposed a 10-12 person advisory committee consisting of senior staff and Board members, including Dr. Steels and Mr. Dreger alongside four other stewards, which would meet with the architectural firm periodically. The architectural proposals are to be circulated to Board members electronically.

### **4. New Business**

#### **a) Budget Presentation (Rita O'Brien, CAO)**

Ms. O'Brien presented an overview of the planning of the 2013/14 budget. She indicated that she would try to present a balanced budget. Ms. O'Brien suggested that it would be possible to paint a more precise picture after the close of the first six-months of the 2012-2013 budget. Next year's budget will be brought forward with the approval of the Finance Committee in January. A 5.5% increase of student fees, resulting in a fee of \$4.17 per student has been predicted; however the final numbers cannot be set without further information from central. Some capital projects will be delayed to bring them in line with the infrastructure renewal project.

Ms. O'Brien took questions.

#### **b) Values Update (Peter Wambera, Senior Development Officer)**

The Warden indicated that he and the senior managers have developed a statement of "values" to operationalize the Vision for staff. Mr. Wambera has provided leadership for this project. Mr. Wambera provided the Board with an overview of the values process to date and provided the final list of values:

- What We Value
  - Learning
  - Connections
  - Holism (engaging and developing the whole person)
  - Stewardship (we have a responsibility to honour our history/heritage and all stakeholders within)
- What We Enable

- Inter-estate, multi-disciplinary learning communities
- Canadian perspectives on global citizenship
- Ceremonial and social centre of the University

Mr. Wambera expressed his hope that these values will help frame and inform how Hart House speaks about and to the Vision as well as how the Vision can be realized in day to day operations. He noted that the Vision is eloquent and complex, but can be difficult for staff to articulate pragmatically in day-to-day work. The goal of these Values statements is to help bridge this gap.

Mr. Wambera took questions.

### **c) Committee and Departmental Presentations**

#### **i) Departmental Presentation (Virginia Ise, Communications Manager)**

Ms. Ise outlined the mission of her department: to raise awareness of Hart House activities and services and to promote House assets to the campus and wider Toronto community.

In order to bridge to the Values presentation from Mr. Wambera, Ms. Ise noted that the Values are “sparks”, or the beginnings of conversations with which to engage users of Hart House.

Ms. Ise outlined the goals of the Communications department as follows. Firstly, to increase community awareness of Hart House and attendance at events through community and campus outreach; secondly, to secure more external publicity for House-wide events, services, and activities; finally, to increase the social media presence of Hart House in order to engage students. Ms. Ise encouraged Board members and other stakeholders to submit any newsworthy items to Communications.

Ongoing strategic initiatives in the Communications department include the launching of a new website with clearer navigation, stronger Hart House branding and more robust content; the creation of new policies and procedures to facilitate effective, efficient use of resources to meet the needs of each unit within the house; the creation of new general promotional materials which can be used by the entire House; the creation of new photographs; and the creation of a permanent way finding strategy to which is currently at the committee development stage.

Ms. Ise explained to the Board that the strategic planning goals for the Communications Department were as follows. To develop marketing strategies for each unit within Hart House; to use marketing collateral, advertising, public relations and cross-promotional activities in order to promote Hart House; to develop and monitor a House-wide brand; and to hire a digital media specialist.

The Communications department works to support the Vision in the following ways: by creating comprehensive student training which will facilitate self-serve communications, and through facilitating the flow of information throughout Hart House, the University of Toronto and the larger community.

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

### **Committee Reports**

- Art Committee
- Finance Committee
- Literary and Library Committee
- Music Committee
- Social Justice Committee

### **Departmental Reports**

- Events and Catering
- Facilities
- Finance and Information Technology
- Justina M. Barnicke Gallery

## **5. Warden's Update**

The Warden began by explaining the COB process, and noted that while the Board meeting had not achieved the quorum necessary to formally receive the COB report, it was a matter of urgency to distribute these funds to clubs and committees. The Warden proposed that he call upon his authority to free funds for the rest of the semester and that the Board revisit the motion during the December 6<sup>th</sup> meeting.

A suggestion was put forward that approval of the COB motion be solicited through email. The Warden suggested that his office look into the legality of such a motion and report back to the Board. Ms. Newcombe outlined the COB process, emphasizing that the COB budget has already been approved and this motion is a report back to the Board on the outcome of that Budget.

The Warden highlighted several successful events, which had taken place at Hart House in the past month. These included the Hancock lecture which the Warden remarked was very thought provoking and engaging; as well as "My Name is Cora" a controversial but very universal story. The Warden also noted that the Cider and Song was a very successful event and that three of the works of art in Hart House's permanent collection had recently returned from an exhibition in London.

In order to follow up on Mr. Vaidyanathan's suggestion that Hart House implement a program of "emerging events" for timely, prestigious, or important events the

Warden reported that one such event would be made available to each committee per term. Committees should meet with their programme advisors to determine whether the proposed event would qualify. The Map Room, Library and Reading Room will be used for these events if the House is otherwise booked.

The Warden also addressed concerns expressed by Mr. Sajjab about the timely receipt of departmental and committee reports. The Warden noted that departmental reports are for information only and that there is no constitutional obligation for departments to submit monthly reports to the Board of Stewards. Should any member of the Board have questions or comments that member is encouraged to contact the Warden's office directly at any time.

At this point in the meeting, the Board achieved quorum.

**a) Committee on Budget Report** (Jenifer Newcombe, Assistant Director of Programme Administration)

Ms. Newcombe outlined the COB process, including the submission of Committees proposals for funds, the terms of reference, and the committee mandate which addressed issues of outreach, value of activities for participants, partners and the community, as well as how well the activities aligned with the vision. In this fiscal year over \$352K was received in requests. In making recommendations the COB consider historical data (actual spending vs. requested spending over past years), and flexibility of Committee expenditures (capacity in budgets to absorb reductions). The COB recommends that no contingency fund be implemented this fiscal year. Should any extraordinary requests come forward these will be considered in light of overall budget actuals later in the year.

In discussion it was noted that Committees are permitted to generate funds through their activities and frequently do. This budget represents only funds allocated from Hart House and the percentage of these funds, which are spent. Ms. Newcombe emphasized the expectation that as much programming and as many events as possible are free. Following a question on the audit of committee financial activities throughout the year it was made clear that programme advisors are to oversee all transactions and activities.

**On motion duly made and seconded THE BOARD APPROVED the 2012-13 Committee on Budgets Report on Club & Committees' Operating Budgets.**

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

The Farm Committee will be hosting the "Story of corn tortilla making" and workshop on Sunday at 1pm. A bicycle-powered hot chocolate machine will be brought in for the event.

Zoomba and Yoga will also be held at Hart House on Sunday.

1,246<sup>th</sup> Meeting

November 8<sup>th</sup>, 2012

**7. Date of Next Meeting**

December 6<sup>th</sup>, 2012

**8. Adjournment**

The meeting adjourned at 7:04 p.m.

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Chair

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Recording Secretary

November 8<sup>th</sup>, 2012