

Minutes of the 1,248<sup>th</sup> meeting of the Hart House Board of Stewards, held on Thursday, December 6, , 2012 at 5:30 pm in the Library.

- Present: Dr. Jonathan Steels (Chair)  
Dr. Bruce Kidd (Warden)  
Ms. Emma Arppe-Robertson (Temporary Executive Assistant to the Warden; Recording Secretary)  
Ms. Anita Comella (Presidential Appointee)  
Mr. Kenneth Davy (Governing Council Appointee)  
Mr. Matt Dreger (Alumni Committee Chair)  
Ms. Susan Froom (APUS Appointee)  
Ms. Johanne Roberge (RAC Senior Member)  
Ms. Jessica Samuel (Theatre Committee Secretary)
- Guests: Mr. Dermot Brennan (Facilities Manager)  
Ms. Lyndsay Henderson  
Ms. Maia Johnson (Social Justice Committee)  
Ms. Jenifer Newcombe  
Ms. Rita O'Brien (CAO)  
Mr. Paul Templin (Events and Catering Manager)  
Mr. Peter Wambera
- Regrets: Mr. Guled Arale (UTSC Representative)  
Ms. Sharanya Chander (Finance Committee Student Member)  
Ms. Noemie De Vuyst (Farm Committee Secretary)  
Ms. Kay Dyson Tam (Farm Committee Secretary)  
Ms. Lucy Fromowitz (President [*ex officio*] Designate)  
Ms. Amanda Greener (Executive Assistant to the Warden; Recording Secretary)  
Ms. Chanelle Hanlan Hudson (Literary and Library Committee Secretary)  
Ms. Ashleigh Ingle (GSU Appointee)  
Ms. Natalie Lai (Art Committee Secretary)  
Mr. Munib Sajjab (UTSU Appointee)  
Dr. Helen Slade (Presidential Appointee)  
Ms. Evelyn Smith Romero (Social Justice Committee Secretary)  
Mr. Andrew Ursel (UTM Representative)  
Mr. Abhishek Vaidyanathan (Debates Committee Secretary)  
Mr. Franklin Wan (Music Committee Secretary)  
Ms. Elizabeth Wooster (RAC Secretary)

Please note this meeting did not achieve quorum.

## 1. Approval of Agenda

**The members present agreed to follow the distributed agenda.**

**4. New Business**

**a) 2012/13 Budget Update (Rita O'Brien, CAO)**

Ms. O'Brien updated the BOS on the first six months of the 2012-2013 budget. She reminded the Board that Hart House began the year with a deficit of half a million dollars and stated that Hart House was now on target to finish the year with a balanced budget. She highlighted the hard work being done across departments and the number of reviews currently underway at Hart House.

Hart House is working to create a new position for staff development, which is a particular challenge in Hart House as so many staff are seasonal, or part time. An RFP has also been created in order to update and green Hart House's infrastructure for the next hundred years.

Ms. O'Brien informed the Board that the Hart House financial department is working to integrate the House's financial information system with that of the University as a whole, known as FIS. This is a major shift, which will bring some changes. Hart House will no longer be running an audit by Ernest & Young but will become a part of the Financial Controller's Audit. Financial statements will still be produced for the year-end, and audit material will still be presented. This change will result in several savings for Hart House but also require the payment of an overhead that is still being negotiated.

**b) Committee and Departmental Presentations**

**i) Facilities Department (Dermot Brennan, Facilities Department)**

Mr. Brennan presented the Board with an introduction and overview of the Facilities Department. The responsibilities of the Facilities Department include: physical buildings, basement and sub-basement, mechanical, electrical, plumbing, physical plant and grounds, and Hart House Farm.

The Facilities Department is comprised of a small team including weekend managers, night stewards, and craft services person, as well as a large group of students and casual staff who assist with day to day operations. The Mandate of the Facilities Department is to Maintain, Repair, Restore, and Replace.

Mr. Brennan presented the departmental goals for the 2012/13 and beyond. These were to balance the needs of today with the goals of tomorrow, reassess the deferred and major maintenance projects, implement the IT Infrastructure Renewal, and continue with the Green Initiative. Priorities include looking toward long term development, managing expectations, mitigating inconvenience, and communicating. There is work to do in the now, that we cannot wait for.

### **c) Committee and Departmental Reports**

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

#### **Committee Reports**

- Finance Committee
- Theatre Committee
- Social Justice Committee

#### **Departmental Reports**

- Finance and Information Technology

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

The Warden informed the Board that Mr. Louis Tsilivis and Mr. Steven Penner from the Hart House Debating club won the Oxford International Championships. He noted that it was a great pleasure to boast about these students, who were peer coached and prevailed against some very professionally-coached teams.

Hart House continues to be alive with activities even during exams; a long list of successful events have taken place since the last meeting including the use of Hart House as a stress reduction centre. After a suggestion from the president of the APUS, we have embarked on a "worldwide" search for more board games that are representative of the many communities of University of Toronto. The Winter Buffet is sold out underlining the importance of Hart House as a convivial space for students, faculty, staff and families.

The Warden informed the Board that Baird, Sampson, Neuert (BSN) have been hired to conduct a study to green and renew Hart House's infrastructure. They have completed two day-long surveys of the House and have met with the Warden to clarify the objectives and ensure they have all relevant information. BSN, have simultaneously been awarded the contract to update the IT wiring at Hart House; this will be tied into heritage concerns and minimize the disruption to the House. Early in the New Year, BSN will be in a position to report to and hear comments from the advisory committee. Professor Kidd reminded the Board that there are still several seats open for student members on the advisory committee.

The Warden noted that there were also two archival projects underway to ensure that the rich documentary record of Hart House is preserved in a professional and accessible manner. These projects will discover the best way to store, catalogue and protect the archival record. At the moment this record is spread between six different storage areas and has not been well organized. Dr. Loryl MacDonald, Head Archivist University of Toronto Archives, and Dr. Marnee Gamble, Head Film and Photo Archivist are providing assistance in the collection and cataloguing of records. Work will begin in the New Year and one of Dr. MacDonald's interns will be helping with the work. This project will proceed over one or two years.

The Warden reminded the Board that the Pan Am and Para-Pan Am Games were awarded to Toronto three years ago and that field hockey and para-soccer will be held on the back campus field next to Hart House. Under Ms. Anita Comella's leadership this field will be turned into an international standard, all weather field hockey pitch. A temporary stadium will be erected for the summer of 2015 after which the seats will be removed and the field will be turned over for student use. A number of planning events are being held around the Games to determine how Hart House may contribute and benefit. Alongside Capital Projects a plan has been developed to minimize disruptions to Hart House during field construction. Construction will begin in July 2013 and is projected to be completed during the summer of 2014. Hart House will likely become an administrative/hosting centre for the games; supplying and energizing a spectator/entertainment/food area on the quad across the street. To focus on issues and possibilities, the House has already held a one-day workshop and an alumni discussion on strengthening links between sport and the arts; a one-day conference on Pride House 2015 and LGBTQI issues in sport; and a symposium comparing the 2014 Commonwealth Games in Glasgow with the plans for Toronto 2015.

The Alumni dinner to be held on December 19<sup>th</sup>, was to feature a presentation by the CEO of MaRS discovery network. The Warden reminded the Board that there was a standing innovation to current students at the Alumni Committee's request.

Ms. Froom enquired whether the Pan Am Games would bring funding to Hart House and what the impact of the games would be on student access to House facilities.

Paul Templin replied that Hart House will largely be within a secure zone and that public access will be limited although the Great Hall and Quadrangle will be open. The Pan Am Games organizing committee, Toronto 2015, will rent the other rooms. During specific game days the entire house will be shut down, but this will not be every day. Hart House hopes to bring revenue through room rental and legacy projects including a new accessible entrance and the renovation of the back campus field.

**6. Other Business and Announcements**

**7. Date of Next Meeting**

January 17<sup>h</sup>, 2012

**8. Adjournment**

The meeting adjourned at 6:25 p.m.

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Chair

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Recording Secretary

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