

Minutes of the 1,253rd meeting of the Hart House Board of Stewards held on Thursday, September 19th, 2013 at 5:30 pm in the South Dining Room.

- Present:
- Dr. Jonathan Steels (Chair)
 - Dr. Bruce Kidd (Warden)
 - Mr. Hamza Ansari (UTM Representative)
 - Ms. Emma Arppe-Robertson (Recording Secretary)
 - Ms. Jingwei Chen (Literary and Library Committee Secretary)
 - Ms. Anita Comella (Presidential Appointee)
 - Mr. Kenneth Davy (Governing Council Appointee)
 - Mr. Matt Dreger (Alumni Committee Chair)
 - Ms. Lucy Fromowitz (President [*ex officio*] Designate)
 - Ms. Maia Johnstone (Social Justice Committee Secretary)
 - Ms. Erin Makino (Music Committee Secretary)
 - Ms. Jessica Samuel (Theatre Committee Secretary)
 - Dr. Helen Slade (Presidential Appointee)
 - Ms. Agnes So (UTSU Appointee)
 - Mr. Louis Tsilivis (Debates Committee Secretary)
 - Ms. Theresa Waclawek (Farm Committee Secretary)
 - Ms. Susanne Waldorf (GSU Representative)
 - Ms. Emiry Yu (Finance Committee Secretary)
 - Ms. Sophia Zamaria (Farm Committee Secretary)
 - Ms. Freda Zhang (Music Committee Secretary)
- Guests:
- Ms. Andrea Blackler (Development Assistant)
 - Ms. Amanda Greener (Manager, Strategy Implementation and Staff Operations)
 - Ms. Lynsay Henderson (HUB Coordinator)
 - Ms. Jenifer Newcombe (Assistant Director, Programme)
 - Ms. Rita O'Brien (CAO)
 - Mr. Adam Phan (Finance Committee Student Member)
 - Mr. Paul Templin (Director, Meeting and Event Services)
 - Mr. Peter Wambera (Senior Development Officer)
- Regrets:
- Mr. Guled Arale (UTSC Representative)
 - Ms. Susan Froom (APUS Appointee)
 - Ms. Natalie Lai (Art Committee Secretary)
 - Ms. Johanne Roberge (RAC Senior Member)
 - Ms. Elizabeth Wooster (RAC Secretary)

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

1. Welcome and Introduction from the Warden

The Warden welcomed the 2013/14 Board of Stewards and guests and invited those around the table to introduce themselves to the rest of the Board. The Warden then

outlined the meeting, explaining that it was both an orientation and a working meeting. He informed the members of the Board that there would be a chance at the end of the meeting for them to notify the Board of any upcoming events.

2. Responsibilities of Governors

a. Presentation by the Chair (Dr. Jonathan Steels, Chair)

Dr. Steels introduced himself as the Chair of the Board of Stewards and the Dean of Students at Trinity College. He noted that Hart House was important to both him and his students. After giving a brief summary of the history of Hart House he highlighted the principles of holistic and co-curricular education upon which Hart House was founded and the unique joint governance structure which brought together students and administration.

The Chair introduced the basics of the Hart House budget, explaining that it was derived from student fees and from rental income. There are several guiding documents for Hart House including the Vision, which seeks to ground all the work of the House as well as the Constitution which outlines the system of policies and procedures by which Hart House is governed. The Board of Stewards has the authority to modify the Constitution if necessary.

Hart House comes under the authority of the University of Toronto Governing Council and must operate within University of Toronto guidelines as well as its own. The role of the Board of Stewards is to offer approval, oversight and advice to the administration.

Dr. Steels explained both the Mandate of Governance and the Principles of Good Governance to the Board of Stewards and highlighted the differences between Governance and Administration. He explained the role of the Chair as well as the rules of order which the Board would follow, including setting of the agenda, the speaking order, the creation of a motion and the process for voting on a motion and the committee presentations.

b. Question and Answer period

Should members of the Board wish to bring Business forward they should liaise with the Warden's office, or if they are unable to do so, they should contact the Chair. All items of business should be brought to the attention of the Warden or Chair at least two weeks prior to the meeting at which they will be presented. The draft agenda will then be presented to the Agenda Planning Committee for its approval before being distributed to the Board of Stewards.

Should the Chair be unable to attend a meeting the Board will appoint a temporary Chair on the recommendation of the Warden.

The Warden noted that this year agenda materials will be distributed to all members of standing committees and senior staff. Ms. Chen suggested that the Board look into electronic methods of distribution for the agenda materials and suggested that a program such as Google Documents or Dropbox may be optimal.

3. Priorities and Agenda for the 2013/14 Year

a. Cycle of Board Business

The Warden introduced the Vision and Values and guiding documents and explained that they are the overarching mandate of Hart House and are used to frame all decisions and goal setting. The Vision speaks to inclusion and the holistic pursuit of knowledge in a co-curricular and experiential way. The Warden noted that the Vision and Values are not burdens but starting points for all that Hart House does.

The Warden highlighted several key events in the annual cycle of the Board of Stewards including the report of the Committee on Budgets in October, the approval of the annual budget in January, the approval of the election process in February and the nomination of the Agenda Planning Committee in April.

The Finance Committee will meet throughout the fall and report to the Board of Stewards. Key Finance Committee meetings can be found in the cycle of board business. After being approved by the Board of Stewards the budget will be sent to the Service Ancillaries Review Group (SARG), the Council on Student Services (COSS) and the University Affairs Board (UAB).

b. New Initiatives

The Warden presented several new initiatives which would come before the Board of Stewards during the 2013/14 year. The Greening and Heritage renewal of infrastructure was initiated last year when the Board of Stewards commissioned a report from Baird Samson Neuert, a firm of heritage sustaining engineers lead by the former Dean of Architecture at the University of Toronto. The purpose of this study was to develop a proposal which would prepare the physical heritage of Hart House for the next 100 years. The final report has now been submitted and Baird Samson Neuert will make a presentation to the Board on October 10th. As a major capital project the Board will be required to strike a Project Planning Committee to make recommendations and this will be done at the October meeting. The composition of this committee has not been finalized but it will consist of Board of Stewards members, senior staff, members of the university at large and alumni. There will also be a public consultation process.

Another important initiative is the implementation of the Co-Curricular Record which is a university wide program which seeks to give students formal recognition for their co-curricular activities on campus. The Co-Curricular Working Group

which was struck last year by the Board of Stewards will report on their recommendations at the October meeting.

Other important initiatives include the strengthening of Clubs and Committees, the strengthening of links between the Justina M. Barnicke Gallery and the University of Toronto Art Centre, the Athletics Review, the creation of Club and Committee endowments and the Pan Am celebrations in 2015.

c. Ongoing Challenges

The Warden noted several ongoing challenges to the House including crumbling infrastructure, budgetary constraints and engaging all University of Toronto students.

d. Question and Answer Period

Several queries about the Greening and Heritage Renewal were addressed and the Warden noted that the project will necessitate closures although Hart House itself would never close entirely. The university will seek to ensure that every sort of expertise is provided to the Project Planning Committee. The project will be overseen by the Warden and the Chair with help from facility planning and capital projects. The Warden noted that he would be open to statements of interest or suggestions of expertise for the Project Planning Committee.

Ms. Waldorf queried when the issue of the summer ancillary fee for the graduate students would be addressed and when Board members would be able to influence this decision. The Warden noted that the fee was approved at the Board, SARG, COSS and UAB last year and would be implemented this summer without further action by the Board. Ms. Waldorf had several questions regarding how the fee would impact funding from various colleges and grants. Ms. Fromowitz noted that this process would be handled by the academic board. The Warden offered to meet with Ms. Waldorf afterward to discuss specifics.

4. Approval of the Minutes of the 1,253rd Meeting

Several errors were pointed out in the minutes of the 1,253rd meeting. The headers will be changed to read 2013 instead of 2012.

With these changes the minutes of the 1,253rd meeting held April 11th, 2013 were approved.

5. Budget

a. Committee on Budgets Motion (Prof. Bruce Kidd, Warden)

Ms. Newcombe was invited to present the Committee on Budgets Motion. Each year the Committee on Budgets (CoB) is assigned an envelope of funding to allocate to the 17 Clubs and 8 Committees of Hart House. The CoB hears requests from the Clubs and Committees and presents its recommendations to the Board of Stewards in October. This motion proposed two changes to the composition of the committee. Two positions will be created for representatives from the clubs which are currently unrepresented. The Finance Committee Secretary will be made co-chair of the CoB and once member of the Finance Committee will act as an observer. The CoB representatives from the Clubs will be chosen on a first come, first serve basis.

Mr. Dreger expressed his concern that with the short timeline for CoB presentations incoming Club and Committee executives will not have time to revisit the budget proposals made by their predecessors. Ms. Newcombe noted that the effect of this timeline would be assessed and revisited for the next year.

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the Committee on Budgets Motion.

b. Hart House Budget within the University of Toronto (Ms. Rita O'Brien, CAO)

Due to time constraints this item was tabled until the next meeting.

6. Other Business & Announcements

The Warden brought several Hart House activities to the attention of the Board including a production of *Bone Cage* in the Hart House Theatre, the upcoming film festival, a series of talks given by Katherine Banks, the travelling exhibition of works from the first 14 years of the Hart House art collection currently on display at the Art Gallery of Alberta and the October 3rd reception for the complete rehang of the art in Hart House. There will also be a Halloween Party on October 31st.

Mr. Dreger raised the issue of the defunct House Committee and noted that he felt that the House Committee was important the on-going operations of the House.

7. Next Meeting

The next Board of Stewards meeting will be held on October 24th, 2013.

8. Adjournment

The meeting adjourned at 7:10 p.m.

Chair

Recording Secretary

September 19th, 2013