

Minutes of the 1,264th meeting of the Hart House Board of Stewards held on Thursday, January 15th, 2014 at 5:30pm in the Library.

- Present: Dr. Bruce Kidd (Warden)
Dr. Jonathan Steels (Chair)
Ms. Emma Arppe-Robertson (Recording Secretary)
Ms. Karthy Chin (Literary and Library Committee Secretary)
Ms. Anita Comella (Presidential Appointee)
Mr. Matt Dreger (Alumni Committee Chair)
Ms. Lucy Fromowitz (President [*ex officio*] Designate)
Ms. Susan Froom (APUS Appointee)
Mr. Kaleem Hawa (Debates Committee Secretary)
Ms. Lesia Kinach (Farm Committee Secretary)
Mr. Rhain Louis (RAC Senior Member)
Ms. Danielle Nairn (Farm Committee Secretary)
Ms. Kavita Siewrattan (GSU Appointee)
Dr. Helen Slade (Presidential Appointee)
Ms. Evelyn Zhang (Finance Committee Secretary)
- Guests: Ms. Amanda Greener (Manager, Strategy Implementation and Staff Operations)
Ms. Jenifer Newcombe (Interim Director, Programme Administration)
Ms. Rita O'Brien (CAO)
Mr. Paul Templin (Director of Meeting & Event Services)
Mr. Peter Wambera (Senior Development Officer)
- Regrets: Ms. Gini Chin (RAC Secretary)
Mr. Kenneth Davy (Governing Council Appointee)
Mr. Pierre Harfouche (UTSU Appointee)
Ms. Natalie Lai (Art Committee Secretary)
Ms. Victoria McEwan (Theatre Committee Secretary)
Ms. Celine McGarvey (Social Justice Committee Secretary)
Ms. Freda Zhang (Music Committee Secretary)

The Chair congratulated the Warden on his appointment as Vice-President, University of Toronto and Principal, University of Toronto, Scarborough Campus.

The Warden

1. Approval of the Agenda

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

2. Minutes of the 1,263rd Meeting

a) Approval of Minutes of the 1,263rd Meeting

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the minutes.

3. New Business

a) Memorandum of Understanding for the Federation of the Justina M. Barnicke Gallery and the University of Toronto Art Centre (Barbara Fischer, Executive Director/Chief Curator, Justina M. Barnicke Gallery)

The Justina M. Barnicke Gallery and the University of Toronto Art Centre are two proximate University of Toronto art galleries. By federating these two galleries will be able to produce joint programming, and share staff and resources, while still maintaining their distinct histories and missions.

During this federation a formal, not for profit, joint advisory board will be created for both galleries with student representation from the Hart House Art Committee. This will allow the newly federated institution to leverage more funding and grant support.

There will be no change in student fees, expenses, budget reporting, or acquisition policies due to this federation.

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the Memorandum of Understanding for the Federation of the Justina M. Barnicke Gallery and the University of Toronto Art Centre.

b) Committee on Budgets Allocation (Jenifer Newcombe, Interim Director, Programme Administration)

There was a detailed presentation on the Committee on Budgets Allocation at the November 2014 Board of Stewards Meeting. No further questions were asked.

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the 2014-15 Committee on Budgets Allocation.

4. Committee and Departmental Presentations

a) Theatre Committee (Victoria McEwan, Secretary)

The Theatre Committee Presentation has been delayed for a later date.

b) Meeting and Event Services Department (Paul Templin, Director)

Meeting and Event Services employs over 100 employees in four divisions: kitchen, service, set-up and A/V, and planning and administration. Over 80% of these employees are casual. Hart House had just under 7,000 room bookings in 2013/14; this included 4,600 student spaces booked for over 400 different student groups. Meeting and Event Services also runs five signature events a year: Craft Beer Festival, Traditional Canadian Thanksgiving Dinner, Hart House of Horrors, Winter Buffet, and Winter Blast Carnival.

A key part of the mission of Meeting and Events Services is revenue generation. They are able to cover all their services to students, including free room booking, free A/V and subsidised food, and contribute to the overall budget of Hart House through external bookings to non UofT groups. In order to balance the demands for student bookings and the need for revenue generation several policies have been put in place. Advance block booking is available to all Hart House student groups beginning in March and in September the majority of Hart House is reserved for student bookings. A number of non-bookable spaces can be utilized for last minute student events. Additionally, Meeting and Event Services concentrates on revenue generating events which give the highest yield for the lowest footprint. This includes events such as weddings and conferences which tend to be scheduled during periods of lower student activity. The recent West Wing policy, which reserves the west wing of the second floor for non UofT clients until a month out has resulted in higher use by both student and non UofT clients.

c) Advancement Department (Peter Wambera, Senior Development Officer)

The Advancement department works to enhance the student experience and to engage more people with Hart House. They work with Alumni to grow the pride of association, improve their engagement, and connect them with the student experience. The Advancement department works to enhance the culture of philanthropy at the House and to move away from the fee-for-service model. This includes connecting donations to intangible returns and creating a mission of importance.

All fundraising goals are approved by the university and DUA works centrally to manage funding conflicts between university departments. The Hart House Advancement department works closely with DUA to coordinate conversations and gifts.

The Advancement department, along with the Warden and the Programme department, is working closely with alumni to create new opportunities for alumni engagement across Hart House.

Mr. Wambera extended the invitation to all those around the table who would like to meet with him to discuss how the Advancement department can support their mission.

5. Warden's Report

The Committees Review continues to move forward. The Warden is currently meeting with Hart House Committees to discuss the review and will present his administrative response at the January Board of Stewards meeting.

The Project Planning Committee for the Green Heritage Infrastructure Renewal project will be meeting on December 17th to go over their draft report. This report will come forward to the Board of Stewards early in 2015.

There is a budget workshop for all Board of Stewards members on December 8th. A draft budget will be presented and members will have a chance to go through the budget step by step and ask questions.

The recent World Aids Day and Ecole Polytechnique commemorations were very thoughtful and well done. Upcoming events include the annual Hart House Winter Buffet, the Hart House Theatre's production of *Jesus Christ, Superstar*, and *A Story of Canadian Art: As Told by the Hart House Collection* which will be hosted by UTAC.

6. Other Business and Announcements

An advisory committee to the president has been struck on preventing and reporting sexual violence. Students will be invited to participate in these conversations. Those who are interested in participating should contact Andrea Carter.

7. Next Meeting

The next Board of Stewards meeting will be held on Thursday, January 15th, 2015.

8. Adjournment

The meeting adjourned at 7:17 p.m.

Chair

Recording Secretary

December 4th, 2014