

Minutes of the 1,218<sup>th</sup> meeting of the Hart House Board of Stewards, held on Thursday, December 4, 2008 at 5:30 pm in the East Common Room.

Present: Ms Lisa Punnett (Chair)  
Dr. Louise Cowin (Warden)  
Ms Corrine Aberdeen (Literary and Library Committee)  
Mr. Nouman Ashraf (Presidential Appointee)  
Mr. Christopher Charles (GSU Appointee)  
Mr. Matt Dreger (Alumni Committee)  
Ms Lucy Fromowitz (President (*ex officio*) or Designate)  
Professor Bruce Kidd (Presidential Appointee)  
Mr. Adam Kowalczewski (Finance Committee)  
Ms Nicola Langille (House Committee)  
Mr. Matt McGeachy (Theatre Committee)  
Ms Ewa Modlinska (Farm Committee)  
Ms Jacqueline Raaflaub (RAC Senior Member)  
Ms Joanna Sheridan (Art Committee)  
Ms Elizabeth Vosburgh (GC Appointee)  
Ms Elizabeth Wooster (RAC)

Ms Cristina Oke (Recording Secretary)

Guests: Professor Courtney Gibson  
Ms Amanda Greener (Assistant to the Warden)  
Ms Laney Marshall (Director of Programme)  
Mr. David Pereira  
Mr. Allan Shatzky (Coordinator, Special Projects)  
Ms Lynette Spence (Coordinator, Equity and Diversity Initiatives)  
Mr. Paul Templin (Manager, Hart House Theatre)

Regrets: Mr. Anthony Chiu (Music Committee)  
Ms Erin Fitzgerald (Debates Committee)  
Mr. Adnan Najmi (University of Toronto Students' Union Appointee)  
Ms Camille Sahula (Social Justice Committee)

Absent: Dhananjai Kohli (UTM Rep)  
APUS Appointee  
UTSC Rep

## **1. Minutes of Meeting of November 13, 2008**

The minutes of the 1,217<sup>th</sup> meeting held on November 13, 2008 were approved.

## **2. Business Arising**

There was no business arising.

### 3. Appointment of Chair of Underwater Club

**On motion duly made and seconded THE BOARD APPROVED THAT Professor Courtney Gibson be appointed as the Chair of the Underwater Club, effective January 1, 2009.**

### 4. Placement of Christmas Trees in the Great Hall

It was duly moved and seconded

THAT THE BOARD OF STEWARDS approve the placement of Christmas trees in the Great Hall and Quadrangle, as well as the decoration of the halls of the House with boughs, AND THAT a sub-committee be struck to advise the Warden on the best course of action for celebration of Christmas and other holidays, for 2009 – 2010.

On motion duly moved and seconded the Board of Stewards approved the division of the motion into two parts.

(a) THAT THE BOARD OF STEWARDS approve the placement of Christmas trees in the Great Hall and Quadrangle, as well as the decoration of the halls of the House with boughs,

and

(b) THAT a sub-committee be struck to advise the Warden on the best course of action for celebration of Christmas and other holidays, for 2009 – 2010.

### Discussion

#### (a) Placement of Christmas Trees and Decoration of Halls in the House

The documentation for the motion noted that Article III – Section 16 of the Hart House Constitution stated that: “The Board of Stewards upon receiving the recommendations of the appropriate committees, shall set policy respecting the use and allotment of all rooms and space in Hart House, and all House facilities and conveniences.” Historically, the House Committee had also considered the use of space.

The Secretary of the House Committee stated that she had spoken to a number of students concerning the celebration of holidays within Hart House. The unwavering response of those with whom she had spoken had been that there should be more celebration of holidays rather than less celebration.

#### 4. Placement of Christmas Trees in the Great Hall (cont'd)

##### Discussion (cont'd)

Dr. Cowin referred to the role of the Board of Stewards described in Section 8<sup>1</sup> and the role of the Warden, described in Sections 22 and 23<sup>2</sup> of Article III of the Constitution. Dr. Cowin also referred to the University's *Statement on Equity, Diversity and Excellence*<sup>3</sup> which included the provision that each Principal, Dean, Chair and Manager within the University was responsible for 'ensuring that the values expressed in this Statement live and breathe throughout the University'. In her view, it was important for the Board of Stewards to move forward, and to understand the difference between administration and management.

The following points were raised in discussion:

- There had been no consultation to determine whether the placement of a Christmas tree in the Great Hall and the decoration of the halls with boughs was perceived by those visiting or involved with Hart House to be non-inclusive.
- Some individuals within the University community believe that Hart House embodied traditional values that may be perceived as promoting privilege; new practices should be introduced.
- Inclusivity should include those who wish to celebrate the traditions associated with Christmas,
- Was it appropriate for the Board of Stewards to support one tradition over others?
- Did equity at the University mean tolerating all traditions except those related to Christianity?
- It would be valuable to fully explore the issue of the observance of various cultures, holidays and traditions.
- Since Christmas was a statutory holiday in Canada, and the University had a Christmas break, why was it unacceptable to have a Christmas tree in the House?
- The intent behind the *Statement on Equity, Diversity and Excellence* was to align the Statement of Institutional Purpose<sup>4</sup> with managerial responsibilities.
- One of the priorities of the strategic plan for the House was to encourage more students to become involved in the House; were the views of the current members of the House being considered?
- The Constitution of Hart House was not clear as to whether the Board of Stewards or the Warden had the authority to decide on the placement of a Christmas tree and boughs in the House.

#### 4. Placement of Christmas Trees in the Great Hall (cont'd)

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<sup>1</sup> Article III Administration of Hart House Section 8. Subject to the authority of the Governing Council of the University of Toronto, the direction, management and governance of Hart House shall be delegated to a body known as the Board of Stewards.

<sup>2</sup> Section 22: There shall be a Chief Administrative Officer of Hart House, who shall be known as the Warden and appointed in a manner prescribed by the Governing Council on the recommendation of the President of the University.

Section 23: The Warden shall be responsible for the appointment of officers and staff, and the guidance and administration of Hart House.

<sup>3</sup> <http://www.governingcouncil.utoronto.ca/Assets/Policies/PDF/stateequdivexc.pdf>

<sup>4</sup> <http://www.governingcouncil.utoronto.ca/Assets/Policies/mission.pdf>

**On motion duly made and seconded, THE BOARD OF STEWARDS APPROVED the placement of Christmas trees in the Great Hall and Quadrangle, as well as the decoration of the halls of the House with boughs.**

In favour:	8
Opposed:	6
Abstaining:	1 (C. Aberdeen)

**(b) Creation of a Sub-Committee to Review the Celebration of Holidays in 2009/10**

It was duly moved and seconded

THAT a sub-committee be struck to advise the Warden on the best course of action for celebration of Christmas and other holidays, for 2009 – 2010.

After discussion, it was agreed that the motion be amended as follows:

THAT a sub-committee be struck to advise the Warden on the best course of action for recognizing significant days in the calendar year 2009-10, subject to the University of Toronto's *Statement on Equity, Diversity and Excellence*.

A member asked whether the approval of the motion would have an impact on future decisions concerning the use of space. A member replied that the division of the two motions ensured that this motion had no effect on decisions concerning the use of space, such as that in the previous motion.

**On motion duly made and seconded, THE BOARD OF STEWARDS APPROVED THAT a sub-committee be struck to advise the Warden on the best course of action for recognizing significant days in the calendar year 2009-10, subject to the University of Toronto's *Statement on Equity, Diversity and Excellence*.**

**5. Budget for 2009-2010: Review of First Draft**

Mr. Brocklehurst was unable to attend the meeting. Dr. Cowin presented the first draft of the 2009/10 budget, and highlighted the following points.

**Initiatives Undertaken in 2008-09:**

- The Hall Porter's Desk had been merged with the operations of the Membership Office to provide extended hours of service to students, members and guests. It was anticipated that there would be an improvement in revenues while staffing costs would be reduced as a result of eliminating overlapping of staff in the two departments.
- Space on the third floor had been rented to two University of Toronto groups - the Art Zone in 2008 and radio station CIUT in August 2009.

## 5. Budget for 2009-2010: Review of First Draft (cont'd)

### 2009/10 Budget Assumptions:

- An increase in student fees was restricted to 2% net under the *Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees* (COSS protocol).<sup>5</sup>
- There would be no increase in Senior Member fees for Athletics and slightly declining number of members. Rates are market competitive.
- United Steel Workers' (USW) staff salaries would increase by 3% and step increases would average 1%. A 1% increase in benefit costs was also assumed.
- There would be a decrease in interest and investment income. Currently investments were earning 2.2% compared to the budget assumption of 4.3%
- Revenue was projected to be 48.9% from student fees and 51.1% from other sources.

### Budget Development

- The budget objective was to achieve a modest surplus which balanced programming objectives and scheduled deferred and major maintenance expenditures while improving the unrestricted net assets and cash reserves over the intermediate and long term.
- The budget objective would be achieved by:
  - ensuring that business activities made a positive financial contribution;
  - ensuring that student and senior member fees were used prudently and effectively for programming;
  - maintaining the fabric and structure of Hart House through planned deferred and major maintenance and capital renewal;
  - maintain the quality of services and programming while maximising the utilisation of the space.
- The Budget/Operational Plan would be scrutinised and reviewed by the Finance Committee, and recommended for approval to the Board of Stewards.

### Key Issues to be addressed:

- The COSS protocol restricted Hart House funding increases to the stated inflationary increase of 2%. The inflationary increase did not cover the increases in salaries, wages and benefits which averaged about 5% a year.
- In 2009-10, the University's support of the Hart House Theatre would end, resulting in a reduction of funding in excess of \$200,000.
- There would be a reduction in investment income on assets held by the University of Toronto Asset Management Corporation (UTAM)<sup>6</sup> and decreased endowment income available to offset Theatre operating costs.
- Food and room rental income comprised 25% of Hart House operating revenue. In a recessionary period, this category of revenue might become discretionary spending on the part of external clients.

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<sup>5</sup> <http://www.governingcouncil.utoronto.ca/Assets/Policies/PDF/stufees.pdf>

<sup>6</sup> <http://www.utam.utoronto.ca/site3.aspx>

## 5. Budget for 2009-2010: Review of First Draft (cont'd)

### Discussion

- Would there be new hires in 2009/10?
  - There would likely not be any full-time permanent new hires.
- What would happen if Hart House ran a deficit?
  - Given the budget situation, Hart House should not have a deficit; expenses must be cut.
- Was there a surplus fund?
  - The unrestricted net assets budget line included the surplus fund.
- Hart House space was finite; how would additional members and visitors be accommodated?
  - People would be brought in to engage in particular events.
  - Hart House had to decide what it was and what it offered.
- Where would the money for staff programming come from?
  - Funds for staff programming would be included in the General Office budget category.
- Could Hart House increase student fees by more than 2%?
  - There is no limit to the increase in student fees that Hart House could request, but the Council on Student Services (COSS) reviews the budget and either approves or rejects it.
  - If the budget is turned down by COSS, the University Affairs Board (UAB) may only approve a 2% increase in the budget.

Members requested that a Profit and Loss statement for the theatre be prepared and distributed to the Board of Stewards.

The Chair suggested that, in reviewing the budget prior to the January meeting, members pay particular attention to the following four items:

- the bottom line;
- deferred/major maintenance;
- investment/endowment income;
- sources of revenue.

## 6. Reports

### (a) Committee Activities and Significant Issues

#### ALUMNI

The Hart House Dinner Series continues on December 11, with guest speaker The Honourable Tony Clement. Trivia Night will be held on January 29, 2009. The Alumni Reception is scheduled for March 25, 2009.

#### ART

The Acquisitions Committee will be leading a gallery tour on December 19. There will be an Art Hanging event in the Arbor Room in early January.

## 6. Reports (cont'd)

**(a) Committee Activities and Significant Issues (cont'd)****DEBATES**

No report.

**FARM**

The Winter Carnival is scheduled for January 24, 2009.

**FINANCE**

The Finance Committee will continue to review the 2009/10 budget.

**HOUSE**

A proposal for the governance year of 2009/10 is expected to come forward to the Board early in 2009. The annual Committee Dinner is scheduled for January 28, 2009.

**LITERARY AND LIBRARY**

The submission deadline for the 2008/09 *Hart House Review* is midnight, December 31, 2008.

The submission deadline for the annual Hart House Literary Contest and the Hart House Poetry Prize is midnight, January 9, 2009.

**MUSIC**

No report.

**RECREATIONAL ATHLETICS**

Ski Days are scheduled for January 29 and March 10, 2009. The Hart House Triathlon is scheduled for February 14, 2009.

**SOCIAL JUSTICE**

No report.

**SUSTAINABILITY COMMITTEE**

No report.

**THEATRE**

*Banana Boys*, the second production of the 2008/09 season, was a success. The next production, *Jerry Springer – The Opera*, opens on January 16, 2009.

The Programming sub-committee has met. It will keep the budget situation in mind when planning the 2009/10 season.

**6. Reports (cont'd)**

**(a) Committee Activities and Significant Issues (cont'd)****COMMITTEE on BUDGETS**

No report.

**ADVANCEMENT**

No report.

**PROGRAMMING**

A memorial concert in honour of Dr. Rupert Schieder was held in the Great Hall on December 4, 2008. Dr. Scheider served as Chair of the Music Committee for 25 years, and was an Honourary Member of Hart House.

The Winter Issue of *What's On* is available at

[http://www.harthouse.utoronto.ca/userfiles/whats\\_on\\_winter2009\\_screen2.pdf](http://www.harthouse.utoronto.ca/userfiles/whats_on_winter2009_screen2.pdf).

**(b) Warden's Update**

In light of the time and the discussions earlier in the meeting, Dr. Cowin deferred additional updates until the January meeting.

**(c) Other Board Members' Reports****ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS (APUS)**

No report.

**GRADUATE STUDENTS' UNION (GSU)**

The next General Council meeting is scheduled for December 10, 2008.

**UNIVERSITY OF TORONTO STUDENTS' UNION (UTSU)**

No report.

**GOVERNING COUNCIL**

The next meeting of the Governing Council is scheduled for December 10, 2008.



**6. Reports (cont'd)****(c) Other Board Members' Reports (cont'd)****PRESIDENT'S DESIGNATE (STUDENT LIFE)**

Ms Fromowitz summarized the Economic Update Memorandum dated November 28, 2008 from Professor Cheryl Misak, Interim Vice-President and Provost, which had been distributed to the Board of Stewards.<sup>7</sup>

- The University is anticipating that there will be no payouts from endowments in April 2009, because the endowment reserve had been eliminated by the decline in financial markets.
- The University will honour its commitments to endowed chair holders and to endowed needs-based student aid, totalling approximately \$62 million, from its operating budget.
- Each division has been requested to take appropriate cost-containment measures.
- The University does not plan to impose any across-the-board cuts.

**U of T at SCARBOROUGH**

No report.

**U of T at MISSISSAUGA**

No report.

**7. Date of Next Meeting:** January 15, 2009 at 5:30 p.m. in the South Dining Room.

**8. Adjournment:** The meeting adjourned at 7:50 pm.

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Chair

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Recording Secretary

January 7, 2009

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<sup>7</sup> <http://www.provost.utoronto.ca/public/pdadc/0809/26.htm> . Earlier statements are available at <http://www.news.utoronto.ca/campus-news/the-impact-of-the-economic-decline-on-the-university-of-toronto.html> and <http://www.news.utoronto.ca/campus-news/update-on-current-financial-situation.html#more>