

Minutes of the 1,226th meeting of the Hart House Board of Stewards, held on Thursday, December 3, 2009 at 5:30 pm in the South Dining Room.

- Present: Ms Vanessa Laufer (Chair)
Dr. Louise Cowin (Warden)
Mr. Adam Awad (UTSU Appointee)
Ms Kate Bruce-Lockhart (Social Justice Committee)
Ms Anita Camella (Presidential Appointee)
Ms Sarah Crowther (Literary and Library Committee)
Mr. Matthew Jackson (UTM Appointee)
Ms Klara Kovar (Art Committee)
Ms Clara Luke (Farm Committee)
Mr. Jeff Peters (APUS Appointee)
Mr. Victor Platt (Debates Committee)
Ms Jacqueline Raaflaub (RAC)
Ms Jessica Rose (Theatre Committee)
Dr. Helen Slade (Presidential Appointee)
Mr. Gregory West (GSU Appointee)
Mr. Victor Wong (Finance Committee)
Ms Taraneh Zarin (RAC)
- Ms Cristina Oke (Recording Secretary)
- Guests: Mr. Louis Charpentier (Secretary of the Governing Council)
Mr. Michael De Angelis (Director, Program Administration)
Ms Rita O'Brien (Director, Operations and Finance)
Mr. Allan Shatzky (Coordinator, Special Projects)
Ms Lynette Spence (Coordinator, Equity and Diversity Initiatives)
Ms Maiko Tanaka (Curator in Residence, JMB Gallery)
Mr. Paul Templin (Director, Program Development)
- Regrets: Ms Lucy Fromowitz (President (*ex officio*) or Designate)
Mr. Grant Gonzales (Governing Council Appointee)
- Absent: Ms Sarah Bailey (House Committee)
Mr. Matt Dreger (Alumni Committee)
Mr. Matthew Poot (Music Committee)
UTSC Representative

1. Approval of Agenda

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

2. Meeting Minutes

The Chair reminded members that Mr. Charpentier had been invited to speak at this meeting in follow-up to the discussion that had taken place at the November 5th meeting concerning changes in the style of the minutes of the meetings of the Board of Stewards.

Mr. Charpentier explained that the purpose of taking minutes was to record decisions made, resolutions taken and actions committed to be undertaken. He indicated that the style of minute-taking can range from a temporal flow of the discussion and decisions, to the recording of resolutions only. Though minutes often provide the context in which decisions are made, minutes are not intended to record a detailed conversation, nor represent a verbatim transcript. Most bodies look to the shallow end of minute taking, as having less detail was often more effective in reflecting the substance of the debate. Identification of speakers and attributing remarks to members usually serve as a distraction from the key points of a discussion.

3. Minutes of Meeting of November 5, 2009

The minutes of the 1,225th meeting held on November 5, 2009 were approved.

4. Business Arising

The minutes of the 1,224th meeting held on October 8, 2009 were approved.

5. New Business

a) Installation and Exhibit of Art Works in the Reading Room

Ms Maiko Tanaka described the two art works which would be installed in the Reading Room.

On motion duly made and seconded THE BOARD APPROVED the use of the Reading Room for the installation and exhibition of art works by Xu Tan and Adrian Blackwell for the period February 12th to March 31st, 2010.

b) Presentation of the First Draft of the 2010 – 2011 Budget

Ms Rita O'Brien explained that the first draft of the 2010 – 2011 Budget was being presented for information and discussion only. The budget would be revised and presented to the Finance Committee for approval on January 7, 2010, and to the Board of Stewards on January 14, 2010. After the budget had been approved by the Board of Stewards, it would be reviewed by the Service Ancillaries Review Group (SARG), the Council on Student Services (COSS), and the University Affairs Board (UAB).

It was noted that there was a position for a GSU representative on the Finance Committee that was currently not filled.

5. New Business (cont'd)**b) Presentation of the First Draft of the 2010 – 2011 Budget (cont'd)**

Ms O'Brien explained that the current forecasted deficit of \$53,000 for 2009-2010 was untenable, and that the budget presented for approval in January would either be balanced or have a modest surplus. Hart House managers were currently reviewing their 2009-2010 forecasts and developing their 2010-2011 budgets.

In the current draft budget, an increase of 2% in student fees was being requested, while the senior member fees would remain unchanged. There was an agreement among the three groups included in the Joint Plan that an increase of 3% in joint plan membership fees would be requested. With respect to expenses, there were some over which Hart House had no control, including wages and benefits, utilities and central overhead. Other expenses were being reviewed.

A member asked why student fees were being increased. Dr. Cowin replied that student fees had to be increased to cover the increased expenses in providing programming and other services to students.

A member asked why food revenue was under budget. Dr. Cowin explained that due to the economic downturn several advance bookings had been cancelled, revenue from alcohol sales had declined, and clients were choosing more modest menus for events.

A member asked if the budget would be discussed with student unions. Dr. Cowin replied that student unions would be invited to meet with her to review the budget prior to its consideration by COSS.

Ms O'Brien concluded by reminding members of the significant accomplishments of 2009-2010, including the relocation of CIUT to Hart House, the successful fundraising initiatives of the Hart House Theatre, and the service of Barbara Fischer, Executive Director/Chief Curator of the JMB Gallery as the Commissioner for the Canada Pavilion in the Venice Biennale 2009.

A member asked about the Committee on Budgets process for 2010-2011. Dr. Cowin replied that the process was being reviewed to see whether decisions could be made earlier in the year.

c) Committee Reports

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

- Finance Committee;
- Art Committee;
- Debates Committee;
- Farm Committee;
- Literary and Library Committee;
- Theatre Committee; RAC.

6. Warden's Update

a) Athletics

Dr. Cowin reported that the renovations to the Athletic Centre were nearing completion. She commented that the process of communications with Athletics for repair requests must be modified.

b) Marketing

Dr. Cowin acknowledged the work of those in the marketing group in the development of new brochures and a map of Hart House.

c) Non-voting Members of Board

Dr. Cowin requested that the Director of Program Development, Mr. Paul Templin and the Director of Program Administration, Mr. Michael De Angelis be allowed to sit at the table with the Board of Stewards, and be recognized if they wished to speak.

The Board agreed that, effective immediately, Mr. Templin and Mr. De Angelis would join the table as non-voting members of the Board.

d) Recognition of Significant Days

Dr. Cowin stated that, in accordance with the recommendations of the *Report to the Warden from the Sub-Committee on Significant Days* that was presented to the Board at the May 7, 2009 meeting, there would be no Christmas tree or boughs decorating the halls of Hart House.

7. Other Business**Debating Fees**

Dr. Cowin reported that she had met with the student members of the Committee on Budgets, and that they were looking at how other groups collected information to determine student financial need.

8. Date of Next Meeting

The next meeting is scheduled for Thursday, January 14, 2010 at 5:30 pm in the South Dining Room.

9. Adjournment

The meeting adjourned at 7:05 pm.

Chair

Recording Secretary

December 9, 2009