

Minutes of the 1,227th meeting of the Hart House Board of Stewards, held on Thursday, January 14, 2010 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. Matt Dreger (Alumni Committee)
Ms Lucy Fromowitz (President (*ex officio*) or Designate)
Mr. Grant Gonzales (Governing Council Appointee)
Mr. Matt Jackson (UTM Appointee)
Ms Clara Luke (Farm Committee)
Mr. Victor Platt (Debates Committee)
Mr. Matthew Poot (Music Committee)
Ms Jacqueline Raaflaub (RAC)
Ms Jessica Rose (Theatre Committee)
Dr. Helen Slade (Presidential Appointee)
Ms April Steele (Art Committee, on behalf of Klara Kovar)
Mr. Gregory West (GSU Appointee)
Mr. Victor Wong (Finance Committee)
Ms Taraneh Zarin (RAC)

Ms Cristina Oke (Recording Secretary)

Guests: Mr. David Berliner (Hart House Farm)
Mr. Dermot Brennan (Event Manager)
Mr. Michael De Angelis (Director, Program Administration)
Mr. Chris Lea (Facility Manager)
Ms Rita O'Brien (Director, Operations and Finance)
Mr. Allan Shatzky (Coordinator, Special Projects)
Ms Lynette Spence (Coordinator, Equity and Diversity Initiatives)
Mr. Paul Templin (Director, Program Development)

Regrets: Ms Klara Kovar (Art Committee)

Absent: Ms Sarah Bailey (House Committee)
Mr. Jeff Peters (APUS Appointee)
UTSC Representative

1. Approval of Agenda

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

2. Minutes of Meeting of December 3, 2009

The second sentence of the Warden's Report on Athletics on page 4 was amended to read:

She commented that the process of communications with Athletics for repair requests must be modified.

The minutes of the 1,226th meeting held on December 3, 2009 were approved as amended.

3. New Business

a) Approval of the 2010 – 2011 Operating Plan and Budget

Dr. Cowin explained that the Finance Committee had reviewed the 2010 – 2011 Operating Budget and recommended its approval to the Board of Stewards. Once 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).

Ms. O'Brien noted that the Operating Budget forecasted a surplus of \$11,000 for 2009 – 2010, and a \$10,000 surplus for 2010 – 2011. A student fee increase of 3.5% was included in the 2010 – 2011 budget. Senior member fees were unchanged from 2009 – 2010, but, unlike student fees, the senior member fees would be subject to the Harmonized Sales Tax (HST) and would increase by 8% when the HST came into effect on July 1, 2010. It was suggested that the impact of the HST be noted in the budget documentation.

There were two major increases in expenses in the 2010 – 2011 budget. Web design, data processing and software expense increased from \$43,000 to \$91,000, and depreciation expense increased from \$602,000 to \$713,000.

A member noted the difference between the 2009 – 2010 budget and 2009 – 2010 forecast in the areas of professional fees (\$382,000 to \$438,000 or 14%) and general office expense (\$508,000 to \$759,000 or 49%). Ms. O'Brien explained that a number of consultants had been brought in during 2009 – 2010 to review various systems and recommend improvements. The general office expense item captured a variety of expenses, including the marketing department publications and theatre campaign material. Ms. O'Brien undertook to review the general office expenses and provide an explanation at the next meeting of the Board of Stewards.

A member asked what had caused the difference in 2009 – 2010 between the budgeted balance of \$122,000 and the forecasted balance of \$18,000 in the Club and Committee Endowment Fund. Ms O'Brien explained that the expected revenue for this endowment had not materialized.

In response to a question about the projected increase of 5% in each of the next five years in the salaries, wages and benefits line, Dr. Cowin noted that these increases were outside of the control of Hart House. Additional revenue had to be created, managers had to be careful about hiring, and ways of being more efficient had to be identified.

On motion duly made and seconded THE BOARD APPROVED the Hart House 2010 – 2011 Operating Budget as presented.

3. New Business (cont'd)

b) Committee Reports

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

- Finance Committee;
- Art Committee;
- Debates Committee;
- Recreational Athletics Committee;
- Theatre Committee;
- Literary and Library Committee;
- Social Justice Committee;
- Farm Committee.

4. Warden's Update

a) Sustainability Subcommittee

Dr. Cowin stated that the Sustainability Subcommittee that had been created by the Board of Stewards in April 2008¹ would be resuming its work and asked for volunteers from the Board to sit on the Subcommittee. Clara Luke and Matt Poon agreed to become members.

b) Retirement Party

Dr. Cowin invited members of the Board of Stewards to attend the Retirement Party in honour of Sandy Henderson on January 25, 2010 from 3 to 5 p.m. in the Debates Room.

c) Board of Stewards' Meetings

Dr. Cowin proposed that a social component be added to the meetings of the Board of Stewards on a pilot basis for the remainder of meetings this semester. It was agreed that refreshments would be offered 30 minutes before the start of the meetings, beginning on February 25.

5. Date of Next Meeting

The next meeting is scheduled for Thursday, February 25, 2010 in the South Dining Room. Refreshments will be available at 5:00 p.m. and the meeting will begin at 5:30 p.m.

6. Adjournment

The meeting adjourned at 6:40 p.m.

Chair

Recording Secretary

January 28, 2010

¹ http://www.harthouse.utoronto.ca/userfiles/Minutes_Apr08.pdf, page 10.