Minutes of the 1327th meeting of the Hart House Board of Stewards held on Thursday, January 12th 2023, in-person at the Hart House Burwash Room and virtually on Zoom Video Conferencing.

**Present:**

**Voting Members:**
- Dianne Acuna (APUS Representative)
- Beth Ali (Presidential Appointee)
- Liliana Bechtold (Steward, Student Literary and Library Committee)
- Kathryn Beukeboom (Steward, Student Farm Committee)
- Robert Fisher (Steward, Community Members Committee)
- Advika Gudi (Steward, Student Social Justice Committee)
- Hasna Hafidzah (Steward, Student Debates and Dialogue Committee)
- David Kim (Governing Council Appointee)
- Sherry Kulman (Interim Warden)
- Yanmeng (Jake) Li (Steward, Student Art Committee)
- Victoria Liu (UTSU Representative)
- Lucas Olmstead (Steward, Finance Committee)
- Reagan Roopnarine (UTMSU Representative)
- Nadia Rosemond (Presidential Appointee)
- Jamie Sit (Steward, Recreation, Athletics and Wellness Committee)
- Samara Tower (Steward, Student Theatre Committee)
- Yihang Xu (Steward, Music Committee)

**Non-Voting Members:**
- Paul Bagus (Recording Secretary)
- Terry Gardiner (Chair)

**Guests:**
- Michelle Brownrigg (Senior Director, Chief Programming Officer)
- Davina Chan (Senior Director, Marketing, Communications, and Information Services & Chief Marketing Officer)
- Doug Floyd (Director, Theatre and Performance Art)
- Jenifer Newcombe (Director, Strategic Initiatives)
- Sasa Rajsic (Coordinator, Integrated Arts Education)
- Jiaqi Sun (Student Chair, Finance Committee)
- Stan Xiao (Director, Finance)

**Regrets:**
- Thai Higashihara (SCSU Representative)
- Lwanga Musisi (GSU Representative)
- David Newman (Presidential [ex-officio] Designate)
1. **Welcome and Land Acknowledgement** (Terry Gardiner, Chair and Victoria Liu, UTSU Representative)

Terry Gardiner (Chair) opened the meeting by welcoming everyone to the 1327th meeting of the Board of Stewards. Victoria Liu provided the land acknowledgment.

2. **Approval of the 1,327th Meeting Agenda** (Terry Gardiner, Chair)

The Chair presented an amendment to the agenda distributed prior to the meeting such that the Committee Presentation by the Hart House Student Art Committee will be item number 4, and all other items will follow accordingly. The following motion to approve the agenda was made by Nadia Rosemond, seconded by Kathryn Beukeboom.

*THEREFORE, BE IT RESOLVED that the Board of Stewards approve the agenda of the 1,327th Meeting.*

The motion was carried by voting members of the Board of Stewards.

3. **Approval of the Minutes of the 1,326th Meeting** (Terry Gardiner, Chair)

The Chair asked if there were any amendments to be made to the Minutes from the December 1st, 2022 Board of Stewards meeting and none were presented. The following motion to approve the Minutes was made by Lucas Olmstead, seconded by Samara Tower.

*THEREFORE, BE IT RESOLVED that the Board of Stewards approve the Minutes of the 1,326th Meeting.*

The motion was carried by voting members of the Board of Stewards.

4. **Committee Presentation: Art Committee** (Yanmeng (Jake) Li, Steward, Art Committee)

The Steward of the Hart House Student Art Committee (HHArtC), Jake Li, presented an overview of the committee’s mission and mandate, and the key activities of each of its subcommittees. The Committee’s mission is to provide UofT students an opportunity to connect with Toronto’s vibrant art scene. Their mandate includes engaging in-house collaborations, supporting tri-campus engagement in the arts, and community building through its events. The Student Art Committee are marking their 100-year anniversary with a centennial celebration event that will bring the community together to showcase the artworks in the Hart House Collection.

The HHArtC consists of three subcommittees who work towards different components of the committee’s work. The Acquisitions subcommittee has been travelling to various galleries in the Greater Toronto Area such as Blackwood Gallery at UTM. This is a great chance for students to access works on display in places that are typically hard for students to get to due to transportation barriers. The subcommittee is planning on visiting more museums and artist studios this winter term.

The Education and Outreach subcommittee will hold 5 workshops this term including life drawing and still-life sketching that will be taught by a qualified instructor. They are also planning to hold an in-person 1-day ArtWORK Conference on March 2023 that will highlight a variety of art careers for students. Travel subsidies will be provided to UTM and UTSC to attend this event to encourage as much tri-campus participation as possible.
The Student Projects sub-committee have also been busy showcasing student works through curated exhibitions (available to view on 2nd floor of Hart House), the Arbor Room Magazine, and the Art with Hart website. In December, the committee held a Holiday Art Market that was attended by over 360 visitors, where students from all three campuses were able to attend and sell their crafts. The popularity of the art market has prompted the team to plan another Art Market in the spring. The market will be held in the Great Hall to provide more space and hours will be extended to allow those who are coming from other campuses to spend a longer amount of time at the Art Market.

Nadia Rosemond (Presidential Appointee) commended the committee for the amazing turnout and asked how they promoted the market. Jake and Sasa Rajsic (Staff Advisor to the Art Committee) noted that the team used social media and worked with the Marketing and Communication team to identify key contacts and listservs that were emailed to spread the word about the event.

5. 2023/2024 Budget Presentation (Jiaqi Sun, Finance Committee Chair; Lucas Olmstead, Finance Committee Steward; Stan Xiao, Director of Finance)

Stan Xiao began by going over highlights and dates for the budget approval process. This process involves presentations of the proposed budget to the Hart House Finance Committee, the Board of Stewards, the Service Ancillary Review (SARG), the Council on Student Services (COSS), and the University Affairs Board, who will ultimately vote to approve the budget in March.

Jiaqi Sun provided an overview of the proposed Budget. Hart House is proposing a balanced budget for the 2023/24 year after commitments and transfers. On the revenues side, the sources include Student Fees (68%), Food and General Revenue (23%), Membership fees (5%), and Other (Clubs, Service Charge, Donations) (4%). Some revenue assumptions include an increase of 1.5% in enrolment numbers and a return to pre-pandemic levels of Hospitality and Fitness Centre Membership revenues. On the expense side, the budget will be put forth towards: Salaries, wages, and benefits (61%), Building costs (19%), Operational costs (16%), and Depreciation (4%). Some expense assumptions include a 1% across-the-board increase plus 2-4% step/merit increase for salaries and increased business operations costs. When compared to 2022/23, there is an overall 10.2% increase in budget for 2023/24 with the largest increase of 19.2% coming from Food revenue. The increase in food as well as membership revenue continues to help Hart House offset its reliance on student fees.

Lucas Olmstead then presented the proposed 2023/24 student fees for Hart House, which are calculated in accordance with the provisions of the Memorandum of Agreement between The University of Toronto, The Students’ Administrative Council, The Graduate Students’ Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Nontuition Related Fees: October 24, 1996 (aka “The Protocol”). Under the terms of the Protocol, both the Consumer Price Index (CPI) and the University of Toronto Index (UTI) are factored into the annual calculation of student fees for Hart House.

As a result of these calculations Hart House is eligible for a 7.30% increase but is proposing an increase to student fees of 6.00%. The team considered the pressure that student fees have on students when drafting the budget, and is coming in with a lower ask than what is allowed under The Protocol. That increase will result in the following fees for students across the three UofT campuses in 2023-2024:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Student Fees Per Term 2022-23</th>
<th>% Net Change</th>
<th>$ Net Change</th>
<th>Student Fees Per Term 2023-24</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>St. George</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(full-time)</td>
<td>$112.76</td>
<td>6.0%*</td>
<td>$6.77</td>
<td>$119.53</td>
</tr>
<tr>
<td>(part-time)</td>
<td>$22.55</td>
<td>6.0%*</td>
<td>$1.35</td>
<td>$23.91</td>
</tr>
</tbody>
</table>
Stan then presented on the planned Capital Expenditures for 2023-2024, which total $4,646,450.00. These planned expenditures include a number of projects carried over from prior years, annual capital building projects focused on accessibility and sustainability, projects to address operational needs, and new capital equipment and furniture.

Stan Xiao also described the proposed management of Hart House’s reserves for next year. A significant portion of the Deferred and Major Maintenance Reserve is in place in order to help meet the demands of the Infrastructure Renewal Project. In 2023-24 we are drawing about $2 million from this reserve. By the end of 2023-24 we are expecting to have $26,015,291 in the reserve that will be carefully managed to be able to fund Infrastructure Renewal and capital expenses moving forward.

To summarize, the key budget takeaways were:

- Hart House continues to prioritize students
- The 2023/24 operating budget for Hart House reflects reasonable assumptions around the continued recovery of business activities from the effects COVID-19
- Hart House is requesting a student fee increase of 6.00%, less than the maximum 7.30% under the Protocol
- Careful management of Reserves to support critical Infrastructure Renewal

Following the presentation, Samara Tower (Steward, Theatre Committee) asked to elaborate what student members are involved in COSS. Stan outlined that there are a total of 10 votes at COSS from students: 4 from UTSU, 2 from GSU, 2 from APUS, 1 from UTMSU, and 1 from SCSU. The 7 other votes are from appointees or staff members from the University. The presentation was shared to the Board of Stewards after the meeting.

a. Motion to Approve the 2023/2024 Hart House Budget (Lucas Olmstead, Steward, Finance Committee)

The following motion to approve the 2023/24 Hart House Budget was made by Lucas Olmstead, seconded by Robert Fisher.

**THEREFORE, BE IT RESOLVED that the Board of Stewards approve the 2023-24 Budget**

The motion was carried by voting members of the Board of Stewards with one opposition.

6. Policy on Temporary Use of Hart House Space (Jenifer Newcombe, Director of Strategic Initiatives)

Jenifer Newcombe introduced the Policy on Temporary Use of Hart House Space. This work is part of the broader Policy Review Project that is underway which aims to ensure that all policy and governance documents are in alignment with Hart House priorities and current university-wide practices.

The Hart House Constitution provides: “The Board of Stewards shall approve policy respecting the use and allotment of all rooms and space in Hart House, and all House facilities and conveniences”. With this in mind, a policy has been developed to capture key principles related to the temporary use of space at Hart House. This policy applies to all bookable meeting and event space at Hart House which includes unique spaces: Great Hall, Gallery Grill, Hart House Theatre, Fitness Centre, and the Hart House Farm. In terms of volume, from May to December 2022, there has been a total of 2061 space bookings at Hart
House with 1280 of these being student-related bookings.

The creation of the Policy on Temporary Use of Hart House Space involved the analysis of existing frameworks such as the Policy on the Temporary Use of Space at The University of Toronto, a review of current practice, and consultation with Hart House staff stakeholders. The copy of the policy that is being brought forward to the Board of Stewards has been reviewed by the Office of the ViceProvost, Students.

The policy contains key principles with which the policy can be operationalized. This includes outlining that the students of the University of Toronto have priority access to Hart House spaces while recognizing that these spaces are also used to generate revenue for Hart House in support of student activities and to offset reliance on non-incidental student fees. To this end, most spaces in the house are made available to students and student groups at no cost with the exception being the presence of minimal cost recovery for unique spaces outlined.

The responsibility for administration of the policy is delegated to the Warden’s Office through the departments in the house that manage space bookings such as the Events Office. There will be ongoing reporting back to the Board of Stewards about the use of spaces as part of the Board’s oversight function.

Michelle Brownrigg (Senior Director, Chief Programming Officer) emphasized that in accordance to the Strategic Plan objectives, there is special consideration for community partners who serve typically underrepresented groups at Hart House and the University of Toronto broadly, to be able to access our spaces for events and programming. These partnerships are typically formed through Hart House staff and more importantly through student-led clubs and committees.

a. Motion to Approve the Policy on Temporary Use of Hart House Space (Sherry Kulman, Interim Warden)

The following motion was made by the Interim Warden, seconded by Robert Fisher.

THEREFORE, BE IT RESOLVED that the Board of Stewards approve the Policy on Temporary Use of Hart House Space.

The motion was carried by voting members of the Board of Stewards.

7. Warden’s Report (Sherry Kulman, Interim Warden)

For this meeting, a Departmental Report was not provided, but one will be provided with the February 2nd meeting package that will summarize activities from December 2022 and January 2023.

Winter Break Recap
Over the winter break upwards of 1000 people came to Hart House for programming facilitated by Hart House Ambassadors and to use the fitness centre. In addition, during our closure dates in December 21 and December 22, the watermain issue was repaired and no complaints were brought forward by students and members.

Public vs. Private Healthcare: A Conversation with Dr. Shoo Lee
On January 18th, the Student Debates and Dialogue Committee organized a keynote talk about improving the quality of healthcare in Canada. The talk is called Public vs. Private Healthcare: A Conversation with Dr. Shoo Lee. Dr. Shoo Lee is a neonatologist and health economist. During this keynote, the benefits, drawbacks and roles that private and public healthcare systems can have are discussed. You can register
for the talk and find out more here: https://harthouse.ca/events/keynote-private-vs-public-healthcare

First Nations House and Hart House's Winter Event
In collaboration with First Nations House, students can take a trip to Hart House Farm on January 26th, to partake in a day of snow shoeing, hot chocolate and bannock, winter teachings, and Anishnaabemowin stories from an elder. This event is open to all University of Toronto students, with a focus on Indigenous students -First Nations, Métis & Inuit. You can register for the trip and find out more here: https://harthouse.ca/events/first-nations-house-and-hart-houses-winter-event

Student Chair Elections Update
Kathryn Beukeboom (Steward, Farm Committee) provided an update on the 2023 Student Chair Elections as part of the 2023-24 Elections Commission, which also includes Terry Gardiner (Chief Returning Officer) and Raee Sahu (Hart House Ambassador). The commission had their first meeting on January 6th and were able to approve the Elections Process for this year. Of note, is that the election dates have been changed to February 27 and February 28. The rest of the key dates are listed below:

| Nominations Open for Elections (Form to) | Monday January 2 |
| Nominations Close (Application Deadline) | Friday January 27 |
| Nominations Announced | Monday February 6 |
| Campaign Period | Monday February 6 to Tuesday February 21 |
| Voting Period | Monday February 27 and Tuesday February 28 |
| Election Results Announced | Thursday March 2 |

During their first meeting, the commission was also able to review the Student Chair Elections Process and Protocols and approved some updates. Key changes include outlining responsibilities for the Elections Commission, clarification in language surrounding who is eligible to vote (students who pay non-incidental fees), the eligibility of two students to serve as co-chairs, and an update to include the electronic voting system. Kathryn encouraged committee stewards to speak to their committees about succession planning for next year. Everyone is also encouraged to vote during the voting period.

Hospitality Update
The Interim Warden provided some highlights from an incredible year for the Hospitality Department. In numbers of bookings, the 8-month period from May to December had over 2000 bookings. This represents an increase in business by 200% when compared to 2021-22. For students, the return of our popular 5-buck lunch has been well-received with 3 sold-out lunches last term. In terms of culinary operations, the Gallery Grill served over 5600 guests last year. Finally, the wedding business has had an increase of 30% from 2021-22. Another highlight is the feedback received from clients on how outstanding the service has been from Hart House Staff.

Annual Report
The annual report is now available online to get an overview of the 2021-22 year. In this edition are some amazing features and data on how Hart House has re-built over the pandemic, program and operational highlights, strategic plan update, and student interest stories. To access the annual report visit the website here: https://harthouse.ca/about/

Hart House Awards
The Hart House Awards nominations close on Friday, January 20th. There is a cash prize of over $1000 attached to both awards and up to 14 winners will be selected. For more information please visit the
website here: https://harthouse.ca/awards

**Winter Orientation**
The Winter Orientation page is now live on the website to find out all of the Hart House events that are happening in the next few weeks. Detailed descriptions and links to register are here: https://harthouse.ca/orientation-winter

**Questions and Discussion**
The Chair and David Kim (Governing Council Appointee) underscored the importance of providing students access to spaces especially in Winter Break and are especially excited about the turnout of students. Other spaces in the university are now seeing how relevant it is to stay open to provide students support during this time.

Michelle Brownrigg and Davina Chan (Senior Director, Chief Marketing Officer) also want to thank all the staff that worked throughout winter break and provided coverage at Hart House even despite the major snowstorm that occurred.

8. **Other Business**

The Chair asked if there were additional items to address. No other business or announcements were forthcoming.

9. **Next Meeting**

The next Board of Stewards meeting will be held on February 2nd 2023 at DV3130 (Council Chambers) - University of Toronto Mississauga and Zoom. Those who wish to come to UTM will be reimbursed for their bus shuttles. More information will be sent out to everyone after the meeting.

10. **Adjournment**

The following motion to adjourn the meeting was made by Samara Tower, seconded by Yihang Xu.