Minutes of the 1284th meeting of the Hart House Board of Stewards held on Wednesday, September 13th, 2017 in the South Dining Room.

Present: Ms. Holly Luffman (Chair)  
Mr. John Monahan (Warden)  
Mr. David Newman (President [ex-officio] Designate)  
Ms. Beth Ali (Presidential Appointee)  
Mr. Richard Bingham (Senior Members Committee [ex-officio])  
Ms. Chiara Cautillo (RA&W Committee Senior Member)  
Ms. Edie Guo (Farm Committee Steward)  
Ms. Aceel Hawa (Debates & Dialogue Committee Steward)  
Ms. Coco Lee (Theatre Committee Steward)  
Ms. Ce Shang (Music Committee Steward)  
Ms. Chloe Yin (Art Committee Steward)  
Ms. Amanda Greener (Recording Secretary)

Guests: Ms. Michelle Brownrigg (Senior Director, Co-Curricular Education & Chief Program Officer)  
Ms. Lynsay Henderson (Co-ordinator, Information, Registration and Member Services)  
Ms. Sherry Kulman (Senior Director, Business and Ancillary Operations, and CAO)  
Ms. Jenifer Newcombe (Director, Integrated Learning and Community Engagement)

Regrets: Ms. Susan Blight (Presidential Appointee)  
Mr. Leo Jose Uribe Castano (GSU Appointee)  
Mr. Ken Davy (Governing Council Appointee)  
Ms. Angela Gu (Literary & Library Committee Steward)  
Mr. Mathias Memmel (UTSU Appointee temporary)  
Mr. Dhvani Ramanujam (Social Justice Committee Steward)  
Ms. Yuki Takaki (Finance Committee Steward)  
Mr. Jose Wilson (UTMSU Representative)  
Ms. Jackie Zhao (APUS Appointee)

1. Approval of the Agenda

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED THE AGENDA.

2. Welcome and Introduction

The 2017/18 Board of Stewards is welcomed and thanked for their service.

3. Motion to Appoint New Chair

Warden introduced Holly Luffman, Assistant Director CIE and Director Safety Abroad. She is to be appointed as the chair of the Board of Stewards, for a three-year term, effective September 2017 to September 2020.
On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the Motion to Appoint New Chair.

4. Priorities and Agenda for the 2017/18 Year

a. Presentations by the Warden (John Monahan, Warden), Senior Director and CAO (Sherry Shulman) and Senior Director, CPO (Michelle Brownrigg)

Warden John Monahan overviewed year 2 of the 5-Year Strategic Plan which focused around “Delight in Discovery” and will continue to guide the business of the House until 2020.

Further, the Warden expanded on the Strategic Plan’s three key themes of diversity, exploration and engagement all while strengthening community partnerships. Hart House will continue its recent work with the Accessibility and Infrastructure renewal plan which is expected to increase profitability on all business lines.

The Warden shared the results from Year 1 of the Strategic Plan, which saw 92% satisfaction rates from the 108,537 average visitors each month and from the 33,000 average number of students reached through programming.

Sherry Shulman, Senior Director, Business and Ancillary Operations, and Chief Administrative Officer, presented on the Arbor Room updates, accessibility upgrades throughout the building, as well as updates on the IT infrastructure. To that end, a new software will be launched in December 2017 to deliver an improved customer relationship management system. Professional development and training in customer service will also be provided to staff starting in the fall of 2017.

Michelle Brownrigg, Senior Director, Co-Curricular Education & Chief Program Office presented Hart House’s central priorities of equity, inclusion, social justice and community engagement. These priorities were reflected through Hart House events, drop in programs, strategic partnered initiatives, standing committees initiatives, clubs and registered programs. Program highlights included: John Hampton “In Dialogue,” Hedwig and the Angry Inch, Global Commons, Hancock Lecture and “Lunch Box Talks.” Other priorities for the upcoming year were: Student Life Review, Accessibility Audit, Mentorship, Infrastructure Renewal, Wayfinding, TRC Implementation, and the 100th Anniversary Planning.

5. Responsibilities of Board Members

a. Presentation by the Chair (Holly Luffman, Chair)

The Chair overviewed the mandate of Hart House and highlighted the importance of the Board of Stewards. As well, she defined the University of Toronto Governing Council as the model of governance, from where many of the rules and procedure originate for the House.
The Chair stated that the responsibilities of the Board of Stewards are to consider for approval specific policies, plans or projects according to established procedures; to monitor the quality and substance of the House’s administration and decision making; and to advise on initiatives proposed by the Warden.

Lastly, the Chair summarized her role as the mediator and officiator of Board meetings and spoke to the application of Bourinot’s Rules of Order. The Chair will equally encourage open communication and respectful debate and discourse.

6. New Business

   a. Motion to Create the 2016/17 Agenda Committee (John Monahan, Warden)

The Warden spoke to the importance of the Agenda Committee as it is responsible for determining the readiness of business items for submission to the Board; for determining the documentation requirements for each proposal; as well as determining the guests to be invited to each meeting.

The Agenda Committee shall be composed of the Warden, one senior member of the Board and up to four student members of the Board. The Chair shall be an ex-officio non-voting member of the Agenda Committee.

Richard Bingham, Edie Guo, Aceel Hawa and Chloe Yin volunteered to be the Agenda Committee for 2017-2018. It has been concluded that there is room for one more student who wishes to be a member of the Agenda Committee.

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the motion to create the 2017/18 Agenda Committee.

7. Next Meeting

Next meeting will be on Thursday, October 19th, 2017 at Hart House

8. Adjournment

The meeting adjourned at 7:00pm.

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Chair                        Recording Secretary

September 13, 2017