Minutes of the 1285th meeting of the Hart House Board of Stewards held on Thursday, October 19, 2017 in the South Dining Room.

Present:  Ms. Holly Luffman (Chair)  
Mr. John Monahan (Warden)  
Mr. Richard Bingham (Senior Members Committee [ex-officio])  
Ms. Chiara Cautillo (RA&W Committee Senior Member)  
Ms. Edie Guo (Farm Committee Steward)  
Ms. Coco Lee (Theatre Committee Steward)  
Ms. Ce Shang (Music Committee Steward)  
Ms. Chloe Yin (Art Committee Steward)  
Ms. Susan Blight (Presidential Appointee)  
Mr. Ken Davy (Governing Council Appointee)  
Mr. Mathias Memmel (UTSU Appointee temporary)  
Mr. Dhvani Ramanujam (Social Justice Committee Steward)  
Ms. Yuki Takaki (Finance Committee Steward)

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)  
Ms. Suzanne Macintyre (Director, Finance)  
Mr. Michael Shaunessy (Guest)  
Ms. Terese Pierre (Guest of Lit and Lib)  
Ms. Sylvia Nguyen (Hub Employee)  
Ms. Lucia Le Giuevv (Senior Member Committee)  
Ms. Jennifer Mondejar (Recording Secretary)

Regrets:  Ms. Aceel Hawa (Debates & Dialogue Committee Steward)  
Mr. Leo Jose Uribe Castano (GSU Appointee)  
Ms. Angela Gu (Literary & Library Committee Steward)  
Ms. Beth Ali (Presidential Appointee)  
Mr. David Newman (President [ex-officio] Designate)  
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

Chair encouraged a short introduction by all attendees.

3. Approval of the minutes of the 1284th Meeting

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED THE Minutes of the 1284th Meeting.

4. New Business

   a. Motion for the approval of the 2017-18 Committee on Budgets Allocation

Coco Lee and Yuki Takaki from the Committee on Budgets Allocation (COB) presented on its allocation of funds for 2017-18. Included in this presentation were a review of the Committees and affiliated clubs budget process and a related budgeting workshop that were held on June 6, 2017.

The COB also showed a comparison of 2016-17 and 2017-18 budget requests vs. budget actuals for each of the Committees (see Table on Budget Allocations 2017-2018, below.) Requested funds for 2017-2018 are 11.7% lower than for 2016-17. This was due in part to the Music Committee requesting $29 000 less and the general belief that this year’s Committee members had a better understanding of how to prepare budget than in previous years.

<table>
<thead>
<tr>
<th>Committee &amp; Affiliated Club</th>
<th>Cost Center</th>
<th>2016-17 Request</th>
<th>2016/17 Actuals</th>
<th>2017-18 Request</th>
<th>2017-18 Approved</th>
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<tbody>
<tr>
<td>Art Committee</td>
<td>HS200</td>
<td>$47,000.00</td>
<td>$49,174.10</td>
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<td>$46,500.00</td>
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<td>Debates &amp; Dialogue Ctte</td>
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<td>$17,606.00</td>
<td>$13,514.39</td>
<td>$8,872.09</td>
<td>$8,872.09</td>
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<td>* Debating Club</td>
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<td>$40,662.41</td>
<td>$41,113.43</td>
<td>$47,839.92</td>
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<td>$10,718.00</td>
<td>$10,218.00</td>
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<td>$2,457.00</td>
<td>$2,457.00</td>
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<tr>
<td>Lit &amp; Lib</td>
<td>HS700</td>
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<td>$17,000.00</td>
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<td>RAWC</td>
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<td>$7,015.00</td>
<td>$3,460.99</td>
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<td>* Archery</td>
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<td>$6,055.00</td>
<td>$4,994.24</td>
<td>$7,155.00</td>
<td>$6,855.00</td>
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<tr>
<td>* Chess Club</td>
<td>HS800</td>
<td>$9,100.00</td>
<td>$8,412.06</td>
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<td>Senior Members Committee</td>
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Total:                      | $226,710.41 | $198,457.37     | $202,978.20     | $197,725.61     |
Some recommendations from the COB included: the need to encourage more careful consideration of food costs; students requiring further clarification on expenses that will be paid from the operational budget; and the need for better collaboration between Committees and Affiliated Clubs.

On motion duly made and seconded THE BOARD UNANIMOUSLY APPROVED the Motion for the approval of the 2017-18 Committee on Budgets Allocation.

b. Discussion on the Role of Senior Advisor & Staff Advisor (Michelle Brownrigg, Sr. Director of Co-Curricular Education and Chief Program Officer)

Michelle Brownrigg (MB) spoke about the integral role of the Standing Committees’ Senior Advisors. She stated that these key advisors provide content expertise, mentorship and the capacity to facilitate connections to key community partners on and off campus.

MB suggested that the term of office of the Senior Advisors should be three (3) academic years as to give the Advisors room to grow with the Committees. However, it was recognized that extenuating circumstances could hinder a Senior Advisor from fulfilling the three (3) year term.

MB also spoke about the important role of the Staff Advisor in providing Committees with guidance in order to facilitate planning, delivery and evaluation of all committee initiatives.

The Warden noted that students should communicate with their Staff Advisor if they intend to invite the attendance of any VIP speakers or guests at Committee events. Staff Advisors are to notify the Warden’s Office, who will then advise the Office of the President or other senior officials of the University where appropriate.

5. Committee Presentations

a. Literary and Library Committee Presentation (Kaitlyn Simpson)

Kaitlyn Simpson (KS) presented on the Literary and Library Committee and its mandate to offer a learning and self-discovery space, to introduce the university community to various literary arts, and provide an opportunity to make connections within the field of writing or publishing for those students interested in related careers. KS relayed the Committee’s busy schedule for the upcoming school year and highlighted a number of upcoming events including The Changing Canadian Landscape, an Indigenous Literature Panel, and How to Get Published. KS also confirmed that the Committees this year will be continuing the Writer’s Co-Op and Hart House Review; diversifying the library collection; and delivering Student of English Literature and Film (SELF) collaboration all across the three campuses.

b. Senior Members’ Committee Presentation (Richard Bingham)

Richard Bingham (RB) presented on the Senior Members’ Committee (SMC) and provided details on the Committee’s past and future initiatives. RB explained that the SMC mandate is to serve as a voice to represent the senior membership at the Board of Stewards; to facilitate student connections with senior members through mentorship and informal education activities; to partner with other Hart House Committees; and to offer programming of interest to senior members. In support of the mandate, SMC intends to offer the following programs this year: Alumni-Student Dinner Series; Trivia Challenge; Apple Cider Tasting; Global Citizen Dialogue; Sounds of the Season Concert; SMC Reception; Hart House
6. Warden’s Report

Warden John Monahan provided a brief survey of the House-led events, annual programs, standing committee initiatives, and club programming at Hart House.

Following this, the Warden provided an update on key operational initiatives and achievements across the House. These include:

1. Finance: The House’s Finance Department together with the Finance committee are in the midst of beginning to develop a proposed 2018-2019 budget. As they do so, they are hoping to move closer towards the goal of deriving no more than 50% of the House’s budget from student fees, and at least 50% from business revenues.

2. Sales & Marketing: An external consultancy is working to develop a sales and marketing strategy for the Fitness Centre with a view towards enhancing profitability.

3. Meeting & Events: The Meeting and Events Department is trending well, with an increase in revenue over this time last year and an overall rise in client satisfaction. The Warden also announced the retirement of Paul Templin, the Director of Meetings and Events, after 36 years of service to Hart House. His going away party will be held on November 28.

4. Communications: The Warden confirmed that the Annual Report (2016-17) should be ready for distribution by end of October, with the quarterly report scheduled to be released around the same time.

5. Facilities: The following updates were provided on the House’s various facilities-related projects:

   a. Work continues on the Arbor Room, which will re-open in 2018.

   b. The Theatre Accessibility Project continues apace, with additional work scheduled to be done during the winter holiday break and the balance in the spring.

   c. Consultant’s reports are forthcoming regarding soundproofing and air conditioning issues for the Gallery Grill. The Warden expressed his optimism that the Gallery grill may open during the summer months in 2018 if the issues are resolved.

   d. An RFP has been issued for work to be done to reclaim a number of CIUT offices and to refresh those that are remaining with our community radio station partners.
6. **Information Technology:** The Warden advised of the plan to replace the CLASS registration system with the new software FUSION. Also, a house-wide migration to Microsoft 365 is expected by the end of the year.

7. **Staff Relations and Professional Development:** AODA Customer Service training will be held for staff on November 15th, 2017. Also, staff at the HUB received and are now wearing their uniforms while on duty at the desk.

8. **Other:** The Warden is involved with a number of special projects. These include:
   
   a. Co-Chairing the TRC Implementation Working Group for the Student Life Division;
   
   b. Serving as a Chair of the Academic Appeals Committee;
   
   c. Serving on Associate Vice-President Joe Wong’s committee to confront Islamophobia on campus; and
   
   d. Participating as a Judge with the Munk One 2017 Case Competition in early November.

7. **Other Business & Announcements**

   No new business and announcements

8. **Next Meeting**

   Next meeting will be on Thursday, November 16th, 2017 at the University of Toronto Scarborough Campus, Arts and Administration Building, Room AA160

   Members are encouraged to attend the Board of Stewards meetings at the University of Scarborough Campus. Should they wish to join the Chair or the Warden in their travels, they are more than welcome to do so. The Chair will be leaving from the lobby of Centre for International Experience Building at 33 St. George St (Cumberland House) at approximately 3pm. The Warden will be leaving from the HUB at Hart House at approximately 3pm.

9. **Adjournment**

   The meeting adjourned at 7:18pm.

__________________________________________________________
Chair                                                   Recording Secretary
November 3, 2017