Minutes of the 1296th meeting of the Hart House Board of Stewards held on Thursday, January 10th, 2019 in the Hart House South Dining Room.

Present:  Ms. Janelle Joseph (Chair)  
Mr. John Monahan (Warden)  
Ms. Beth Ali (Presidential Appointee)  
Ms. Chiara Cautillo (RA&W Committee Senior Member)  
Ms. Margaret De Leon (Steward, Social Justice Committee)  
Mr. Joshua Grondin (Appointee, UTSU)  
Ms. Angela Gu (Steward, Literary and Library Committee)  
Ms. Mala Kashyap (Appointee, APUS)  
Mr. David Kim (Appointee, Governing Council)  
Mr. David Newman (President [ex-officio] Designate)  
Ms. Kiran Sukdeo (Steward, RA&W Committee)  
Mr. Yuki Takaki (Steward, Finance Committee)  
Ms. Eugenia Wong (Steward, Art Committee)  
Ms. Terese Pierre (Steward, Senior Members Committee)  

Guests: Ms. Michelle Brownrigg (Senior Director, Co-Curricular Education & Chief Program Officer)  
Mr. Jasper Chen (Finance Committee Member)  
Ms. Cynthia Kocan (Recording Secretary)  
Ms. Suzanne Macintyre (Director, Finance)  
Ms. Sarah Mercer (Finance Committee Member)  
Ms. Carol Tan (Financial Assistant, Finance)  
Ms. Kelly Schnurr (Senior Project Manager, 100th Anniversary)  
Mr. Peter Wambers (Senior Development Officer, Advancement)  
Ms. Cindy Sinclair (Senior Voting Member, Finance Committee)  
Ms. Amanda Greener (Manager, Staff Relations and Professional Development)  
Ms. Lynsay Henderson (Coordinator, Information Hub)  
Mr. Reuben Alexander (Music Committee Member)  
Ms. Sherry Kulman (Senior Director, Business and Ancillary Operations and Chief Administrative Officer)  

Regrets: Ms. Susan Blight (Presidential Appointee)  
Ms. Nicole Brayriannis (SCSU Representative)  
Ms. Sophia Mackey (Music Committee Steward)  
Ms. Grace McCormick (Steward, Farm Committee)  
Mr. Felipe Nagata (UTMSU Appointee)  
Ms. Arunoshi Singh (Steward, Debates and Dialogue Committee)  
Mr. Leo Jose Uribe Castano (GSU Appointee)  
Ms. Hareem Haider (Steward, Theatre Committee)
1. **Approval of the Agenda**

The Chair asked if there were any amendments to be made to the agenda and the Warden noted that the location of the next Board of Stewards was erroneously printed as taking place at Hart House. The next Board of Stewards will be on Wednesday, February 13th, 2019 at the University of Toronto Mississauga Campus (UTM), Davis Building, Council Chambers. The following motion to approve the Agenda was made by Beth Ali (BA), seconded by Kiran Sukdeo (KS) and carried unanimously by all present voting members of the Board of Stewards:

**THEREFORE, BE IT RESOLVED THAT the January 10th, 2019 Board of Stewards Meeting Agenda be approved.**

2. **Approval of the minutes of the 1295th Meeting**

The Chair asked if there were any amendments to be made to the minutes and none were presented. The following motion to approve the minutes of the previous Board of Stewards meeting was made by Josh Grodin (JG), seconded by David Kim (DK) and carried unanimously by all present voting members of the Board of Stewards:

**THEREFORE, BE IT RESOLVED THAT the Minutes of the 1295th meeting be approved as presented.**

3. **2019/2020 Budget Presentation (Yuki Takaki, Finance Committee Secretary, and Suzanne MacIntyre, Director of Finance)**

Yuki Takaki (YT), Jasper Chen (JC), Sarah Mercer (SMe), and Suzanne MacIntyre (SMa) presented the 2019/2020 Hart House Budget (Appendix A). They noted that the formal Budget approval process starts in December with careful, line-by-line scrutiny of all expenses and revenue by the Hart House Finance Committee. YT advised that the Finance Committee had ultimately voted upon the budget at its meeting on January 8th where it was passed unanimously. After the Board of Stewards votes on the budget, it will be presented to the Council on Student Services (COSS), where it will also be voted upon on February 15th, and the Service and Ancillary Review Group (SARG), where it will be presented and subject to questions on February 4th. The Hart House budget is then ultimately presented to the University Affairs Board (UAB) for consideration and approval at its March 4th meeting.

SMa noted that Hart House is proposing a balanced budget for 2019/20, anticipating $19.7 million in operating revenue and operating expenses. The budget includes salary, wage, and benefit rates (as negotiated through the University of Toronto’s collective agreement), $2.5 million for necessary capital expenditures such as the pool skylight, Arbor Room renovations, and Hart House Farm upgrades, and a 10% contingency fund.

SMa explained that certain budget line items are significantly different from the previous year because of recategorization, such as moving the related staff salaries from ‘Clubs and Committees Programming’ expenses to ‘Salaries, wages, and benefits’.

Hart House 100th Anniversary (HH100) spending for 2019/20 is higher and displayed on the expenses budget, but will be coming out of special reserve funds that were created for that purpose. Significant expenses include staff costs and equipment/art installations. John noted that fundraising is ongoing but difficult until the details of the art installation can be revealed to would-be donors in the future.
Janelle Joseph (JJ) inquired about HH100 legacy costs, but none are anticipated other than art installation maintenance. Michelle Brownrigg (MB) added that existing Hart House programming was aligned with the anniversary, and the House expects legacy benefits in terms of enhanced profile and awareness of Hart House.

Eugenia Wong (EW) inquired about the kinds of revenue Hart House collects from the Arbor Room. SMa explained that it is categorized as ‘General Revenue’ and includes food sales, Arbor Room rentals, and bus tickets.

The budget proposes a 9.57% net student fee increase, calculated using the University of Toronto Index (UTI) protocol. This is the maximum allowed increase under the UTI protocol, and is due to higher than anticipated major infrastructure maintenance and renovation costs. Hart House has many critical safety concerns that cannot wait for the Infrastructure Renewal Project and must be addressed immediately to keep the building safe. Due to this urgency, Hart House will also be dipping into the Major Maintenance Reserve Fund, reducing it from $5.7 to $5.3 million.

Revenue-generating tools that are currently in development include increasing operational effectiveness, increasing donor base with an aggressive fundraising campaign, pursuing external grants for accessibility, sustainability, and heritage, and focusing on wedding and corporate events.

**a. 2019/2020 Budget Approval (Yuki Takaki, Finance Committee Secretary)**

The following motion was made by Yuki Takaki and seconded by Josh Grondin:

**THEREFORE, BE IT RESOLVED THAT THE 2019/2020 Operating Budget be approved as recommended by the Finance Committee and presented to the Board of Stewards.**

The motion was carried with one abstention.

**4. Hart House Elections 2-Part Motion (John Monahan, Warden)**

The Warden introduced a 2-part motion concerning Hart House Elections for the 2019-2020 school year.

The first part of the motion referred to the creation of the Hart House Elections Commission. The Commission would be comprised of the Chair of the Board of Stewards, or a designate, who will serve as the Chief Returning Officer, and two non-returning student members of Hart House Committees, to be recruited by the Chair, who will serve as Deputy Returning Officers. The Commission would meet with a staff advisor 3 times during this process.

The second part of the motion is to ensure that the elections to select the next year’s Student Committee Chairs would take place across the St. George, UTM, and UTSC Campuses in March 2019. All University of Toronto students may vote in these elections. To be eligible for consideration, all potential student chairs must have served in some capacity with a Hart House Committee for a minimum of one year.

The following 2-part motion was made by the Warden and seconded by Therese:

**a. THEREFORE, BE IT RESOLVED THAT the Board of Stewards approve the appointment of the 2019 Hart House Elections Commission to be comprised of the Chair of the Board of Stewards (or the chair’s designate), who will serve as Chief Returning Officer, and two non-returning student members of Hart House Committees, to be recruited by the Chair, who will serve as Deputy Returning Officers.**
b. THEREFORE, BE IT RESOLVED THAT the 2019 Hart House Elections Commission hold University-wide elections to select the Student Committee Chairs for the 2019-2020 academic year before the end of March 2019.

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

5. Committee Presentations
   a. Music Committee (Reuben Alexander, Co-Chair)

   Reuben Alexander (RA) explained that the Music Committee aims to facilitate diversity, exploration, and engagement by hosting events in Education and Networking, Cultural and Artistic Exploration, Career Development and Mentoring, and Peer to Peer Engagement. RA detailed the year’s events and highlighted new initiatives such as music lessons for community members and greater tri-campus engagement.

   For the full presentation, please see Appendix B.

6. Warden’s Report

   The Warden directed the Board’s attention to the written summary of departmental highlights that was circulated at the meeting. This document underlined several of the ongoing issues, opportunities, and activities of the House (see Appendix C).

   Following this, the Warden provided an update on several broader initiatives and achievements that were not in the written report. These included:

   1. **Key Budget Approval Dates:** Following the Board of Stewards budget vote, the Hart House budget will be presented for approval to the Service Ancillaries Review Group (SARG) on February 4th, the Council on Student Services (COSS) on February 15th, and the University Affairs Board (UAB) on March 4th.

   2. **The Project Planning Committee (PPC):** The PPC will be meeting on January 11th to review scope and phasing for the Hart House Infrastructure Renewal. The committee meets again on February 8th to review costing and the final project report, as presented by the consultant, Crossey Engineering Ltd.

   3. **Good Ideas Fund (GIF):** The Good Ideas Fund has approved 12 projects covering all three campuses, providing a total of $7140 in funding.

   4. **Wedding Business:** Hart House is focusing on increasing wedding business by creating winter wedding packages, participating in wedding shows, and preparing wedding tastings that also showcase décor and staging.

   5. **Lunch and Art Tour:** Hart House is now offering a free art tour on the last Wednesday of every month when you have lunch at the gallery grill.

   6. **Black Futures Programming:** The Warden detailed special programming for Black Futures Month, highlighting The Ugly Black Woman performance and talk back on February 1st, Night of Ideas on February 2nd, and a Hancock Lecture by Sarah Jama on February 6th.

   For the full presentation, please see Appendix D.
7. **Other Business & Announcements**

The Chair asked if there was any other business or announcements to be made and none were presented.

8. **Next Meeting**

The next Board of Stewards meeting will be held on Wednesday, February 13\(^{th}\), 2019 at the University of Toronto Mississauga Campus (UTM), Davis Building, Council Chambers.

A UTM Shuttle will be leaving from Hart House at approximately 3:35pm on Wednesday. This should provide for an arrival at UTM at approximately 4:35pm.

The pre-meeting reception will start promptly at 5:00pm, to be followed by the meeting at 5:30pm.

9. **Adjournment**

Motion to adjourn was made by Terese Pierre seconded by Joshua Grondin.

The meeting adjourned at 7:09pm.

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Chair                                             Recording Secretary

February 12, 2019
Appendices

Appendix A: Hart House Budget Presentation (Suzanne MacIntyre, Yuki Takaki).

Appendix B: Music Committee (Reuben Alexander).


Appendix D: Warden’s Report (John Monahan).