

Minutes of the 1300th meeting of the Hart House Board of Stewards held on Thursday, September 19th, 2019 in the Hart House South Dining Room.

Present: Mr. John Monahan (Warden)
Ms. Janelle Joseph (Chair)
Ms. Amy Intrator (Recording Secretary)
Ms. Avani Singh (UTSU Appointee)
Ms. Beth Ali (Presidential Appointee)
Ms. Charlie Jupp-Adams (Steward, Music Committee)
Ms. Chemi Lhamo (SCSU Representative)
Ms. Emily Jin (Steward, Art Committee)
Ms. Felicia Barber (Steward, Farm Committee)
Ms. Jenny Blackbird (Presidential Appointee)
Mr. J. Luke Kim (Senior Member, RA&W Committee)
Ms. Kiran Sukdeo (Steward, RA&W Committee)
Mr. Leonardo Jose Uribe Castano (GSU Appointee)
Mr. Matthew Lee (Steward, Literary and Library Committee)
Mr. Nicolas Sartor Campos (Steward, Finance Committee)
Mr. Richie Pyne (APUS Appointee)
Ms. Sanaya Rau (Steward, Debates and Dialogue Committee)
Ms. Terese Pierre (Steward, Senior Members Committee)

Guests: Ms. Carol Tan (Financial Assistant)
Ms. Davina Chan (Senior Director, Marketing, Communications, Information Services)
Ms. Jenifer Newcombe (Director, Strategic Initiatives)
Mr. Jimmy Cheung (Director, Facilities and Capital Projects)
Mr. Max Yaghchi (Member, RA&W Committee)
Ms. Michelle Brownrigg (Senior Director, Co-curricular Education)
Ms. Sherry Kulman (Senior Director, Business and Ancillary Operations and Chief Administrative Officer)
Ms. Suzanne MacIntyre (Finance Director)

Regrets: Mr. David Kim (Governing Council Appointee)
Mr. David Newman (President [*ex-officio*] Designate)
Ms. Habon Ali (UTMSU Representative)
Ms. Hareem Haider (Steward, Theatre Committee)

The Chair began the meeting with a Statement of Acknowledgement of Traditional Land.

1. Approval of the Agenda

The Chair asked if there were any amendments to be made to the agenda and none were presented. The following motion to approve the Agenda was made by Avani Singh, seconded by Richie Pyne, and carried unanimously by all present voting members of the Board of Stewards:

THEREFORE, BE IT RESOLVED THAT the September 19th, 2019, Board of Stewards Meeting Agenda be approved.

2. Welcome and Introduction (Janelle Joseph, Chair)

The Chair welcomed all members of the Hart House Board of Stewards and introduced herself and her recent appointment as Assistant Professor, Faculty of Kinesiology and Physical Education, before inviting all present members and guests to introduce themselves.

3. New Business

a) **Motion on the 2019-2020 Committee on Budgets Allocation*** (Nicolas Sartor Campos, Co-Chair of the Committee on Budgets)

Nicolas Sartor Campos (NC) introduced the Committee on Budgets (CoB), a committee responsible for the allocation of budgets to all Hart House Standing Committees. The CoB is comprised of student chairs of the Standing Committees and members of the Finance Committee. The committee is supported by Hart House staff Michelle Brownrigg (Senior Director, Co-Curricular Education) and Suzanne MacIntyre (Finance Director).

The 2019-20 CoB process began when the CoB was struck at the Board of Stewards meeting on Apr. 4th, 2019. The CoB held training sessions over the summer to help committee executives create their budget and activity plans. This year, all activity plans had to include collaboration with other Hart House programming, clear tri-campus engagement, and intentional community engagement activity.

On June 23rd, after preparing and submitting their budgets, representatives from each standing committee presented their budgets and activity plans to the CoB. After the presentations, the CoB made necessary revisions to committee budgets, as the overall request for funds (\$182,900) exceeded to total funds available for committees (\$175,000).

Once committee budgets and activity plans were revised an unofficially approved, the allocation totalled \$174,200. The allocation was then presented to the Finance Committee on September 17th, and the Board of Stewards is now responsible for the final approval of the allocation.

For the full presentation, please see Appendix A.

Janelle Joseph (JJ) inquired about the distinction between the processes for allocating funds for Standing Committees versus Hart House Clubs. Michelle Brownrigg (MB) clarified that a clubs review two years ago found that the majority of clubs do the same activities year after year, and are therefore subject to a different budget process than the Standing Committees. The exceptions are the budgets for the Debates Club and the Chess Club, as both clubs host activities that change every year, and therefore both clubs are included in the CoB process.

Chemi Lhamo (CL) inquired about the tri-campus engagement, a criteria for all activity plans. CL asked if there is any clear way for students at University of Toronto Scarborough Campus (UTSC) to partner with the various Hart House Standing Committees. MB responded that Marco Adamovic, Hart House's UTSC Liaison, is the first point of contact, and he can facilitate connections between UTSC and the various Standing Committees.

In reference to the total budget allocation, JJ noted that the CoB is trending towards a smaller allocation year-over-year. Suzanne MacIntyre (SM) responded that the major difference in this year's allocation is due to the Art Committee budget. The Art Committee allocation in 2018-19 was \$45,000, whereas this year the allocation is \$21,000, as the budget does not include staff-driven costs. MB added that traditionally committee budgets are underspent, so another motivation for a smaller total allocation is responsible governance. Hart House will be focusing on using extra funds to support Indigenous Education Initiatives.

CL inquired about the possibility of a motion to strike a standing committee specific to UTSC. John Monahan responded that a new standing committee would require an amendment to the Hart House Constitution, which would require the approval of the University of Toronto Governing Council. Recording Secretary, Amy Intrator, will look into the steps required to bring forward an amendment. JM stated the importance of tri-campus engagement and referenced Lee Maracle's principle "nothing about us without us," stating that this applies to involving students from UTSC and UTM in the programming Hart House delivers to both campuses.

The following motion was made by Nicolas Campos and seconded by Kiran Sukdeo:

THEREFORE BE IT RESOLVED that the Board of Stewards approve the 2019-20 Committee on Budgets allocation of Club and Committee budgets.

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

b) Motion to Create the 2019-2020 Agenda Committee (John Monahan, Warden)*

JM introduced the Agenda Committee, a standing committee of the Hart House Board of Stewards composed of the Warden, one senior member of the Board and up to four student members of the Board. The responsibilities of the committee include reviewing materials, identifying errors and omissions, reviewing the minutes from the previous meeting, and deciding whether to cancel meetings. The committee reviews materials in a thorough but expedient fashion to help ensure all members of the Board of Stewards receive the final materials at least five days in advance of the meeting. Most of the committee business takes place over email.

The following motion was made by John Monahan and seconded by Richie Pyne:

THEREFORE BE IT RESOLVED that the Board of Stewards create the 2019-20 Agenda Committee.

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

Richie Pyne (RP) asked how the nomination process works for the committee. JM explained that typically, members of the Board of Stewards volunteer to participate in the committee. With the permission of the Chair, JM asked if any student stewards would be willing to participate, noting the value of participation from students from all three campuses.

Students stewards Charlie Jupp-Adams, Richie Pyne, Matthew Lee, and Avani Singh all volunteered to sit on the 2019-20 Agenda Committee. J. Luke Kim, Senior Member steward for the RA&WC volunteered as the senior member representative on the committee.

4. Arbor Room Construction Update (Jimmy Cheung, Director, Facilities and Capital Projects)

Jimmy Cheung (JC) provided background about the Arbor Room construction, which has been ongoing for the past three years. The Arbor Room space in the basement of Hart House hosted a restaurant, but was taken out of commission due to the floor sinking. The construction has provided an opportunity to make the space more accessible, including a ramp that will make the external entrance to the space accessible. The handrail for the ramp is custom designed to exceed accessibility standards (JC referred to a prop: a piece of the railing from the machine shop).

Several challenges extended the construction process:

- 1) Sheet Metal Worker strike: the 8-week strike, from May 1st to July 1st, occurred at the outset of the construction process.
- 2) Storm Lines: during the excavation process, which extended four-feet below the ground, we exposed the damage to the storm lines that run below the ground. One of the storm lines was cracked, and the other was separated. The damage to the storm lines explains the floor sinking, as the water was likely flooding the soil below the floor. Additional engineers are now designing around the damage and considering installing additional structures to prevent future sinking.

NC inquired why the storm line cracked. JC explained that the typical life expectancy of cast iron storm lines is 60 years, and the Hart House storm lines are likely original to the building, and therefore at least 100 years old.

JC elaborated on other challenges, including the electrical wiring. During the construction process, electrical wiring was discovered running through ventilation ductwork. The wires may be running the fire alarm system in the building, so any effort to remove the wiring will require careful consideration.

The combination of complications has resulted in a delayed substantial completion date. We are now estimating that the construction will be complete by December 29th, 2019.

The good news, in addition to the exterior accessibility features, we are working with the Rick Hansen Foundation to make the interior restaurant space as accessible as possible. The Foundation conducted a gap analysis where all accessibility barriers were identified, and if we successfully bridge the gap, the restaurant will obtain accessible certification from the Foundation.

For the full presentation, please see Appendix B.

JC welcomed any questions about the process. RC inquired whether the ramp on the exterior of the building will be accessible given the slope visible in the photograph (see Appendix B). JC clarified that the slope 1:15, which is better than the minimum ADA requirement.

JM added that the restaurant will be accessible from the exterior for the first time, so it has been a priority to create an accessible washroom on the basement level of the building. The space that once hosted the Hart House Ticket office will be converted into a universal washroom space with the support of a gift from the UTSU. Tomorrow, JM is meeting Avani Singh (UTSU Vice-President, University Affairs) and Joshua Bowman (UTSU President) to sign the gift agreement.

JM continued that there is a pressing need for a universal washroom. At the 2019 Hart House Hancock Lecture, a woman spoke up that her daughter could never use Hart House as she required an adult change table and there was no universal washroom in this space. Recently, JM let this woman know that with the support of UTSU, we are moving forward with building a universal washroom. The woman responded that she was surprised the University was not funding the project directly, but she was extremely pleased that students were stepping up to the responsibility, as there is currently no universal washroom at University of Toronto St. George campus.

Avani Singh (AS) added that she is glad UTSU is a part of Hart House's accessibility initiatives.

Kiran Sukdeo (KS) asked for clarification on the difference between accessible washrooms versus universal washrooms. JM clarified that a universal washroom exceeds the standards of an accessibility washroom by providing features including an adult change table, a geriatric lift, and enough space to accommodate both mobility devices and a human aide.

MB commented that she is not sure there are no universal washrooms on St. George campus, but we can explore the presence and absence of these washrooms on campus. MB cited the initiative led by the Sexual Gender and Diversity Office that mapped out all-gender washrooms on campus to advocate for more of these spaces. JM clarified that the comment about this being the first universal washroom was expressed in the email he received from the community member.

Terese Pierre (TP) inquired about when this universal washroom would open. JC responded that construction on the washroom would begin after the Arbor Room construction was complete, likely in late January 2020.

J. Luke Kim (JLK) inquired about the vision for the Arbor Room. Sherry Kuman (SK) listed some of the new features of the space, including a modified cooking area, two revealed fireplaces, and a new food provider (Dana Food Services). RP asked if these new features would result in a change of layout, such as the placement of the stage that was once in the Arbor Room. SK explained that the

layout will change to be more accessible, so there will not be a stage, but there will still be space for performances.

Sanaya Rau (SR) asked what accessibility will look like in this space. JC explained accessibility features including the contrast between the colour of the chairs and the tables, varying heights of tables, chairs with and without armrests, and the ability to adjust the lighting and sound in different areas of the restaurant.

AS responded that she thinks it is great that Hart House is doing this work, and asked if Hart House has consulted student groups that deal with accessibility. JM responded that these initiatives were all motivated by the work of the Accessibility Task Force struck in 2016 that included student representatives from the Board of Stewards and various other groups on campus.

5. Introduction to the New Hart House Senior Director (Davina Chan, Senior Director, Marketing, Communications and Information Services)

JM introduced Davina Chan (DC), the first-ever Senior Director of Marketing, Communications and Information Services. Hart House has a unique funding model, as we run several lines of business in order to support the diverse programming we offer to students and community members. The marketing and communication needs of Hart House are diverse, and this new role was created to bring together the various marketing, communications and information services efforts together. It was a priority to find an expert who could reach students to communicate all Hart House has to offer. After a comprehensive job search, DC was hired in June 2019.

DC provided a bit of context about her personal and professional background. DC has worked in marketing for over 20 years, and during this time she worked for three major banks, as well as for social enterprises. DC has also volunteered in a global mentorship program. This position merges her marketing experience with her personal interests. Already, DC has been involved in major projects at Hart House including the launch of the new website. DC has met with student staff, but she is looking forward to the opportunity to meet with students on the various Hart House clubs and committees to help tell the Hart House story to the broader community.

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:

- i. **Update on 100th Anniversary Initiatives:** From Spring 2019 to Spring 2020, we are marking Hart House's 100th anniversary as a student centre at University of Toronto with a series of events, projects and exhibits. Some of the past September events included the opening reception of *God of Gods: A Canadian Play* (Sept. 4th), the Hart House Theatre production *Encounters at the "Edge of the Woods"* (Sept. 6th and 7th), the Centennial Dialogue Series Event *Weaving Wisdom: The Future of Feminism* (Sept. 10th), the open house/reunion event

Open (Hart) House (Sept. 15th), and the Film Board reunion and outdoor arts festival *Reel Life @ Hart House* (Sept. 18th).

Upcoming 100th Anniversary events include the *Hart House Gala of the Century* (Nov. 12th), the artist talk featuring the creators of the Centennial Art Commission (Nov. 13th), a 100th Anniversary Concert Series event featuring the Hart House Singers (Nov. 17th), and a Centennial Dialogue Series event *Opportunity Lost? A Call to Action in the Age of Trump* featuring Stephen Lewis (Nov. 19th).

ii. **Tri-Campus Initiatives:**

- a. **Global Commons:** Climate Change is the focus of Global Commons 2019-20. The program is offered as both an online class with students from universities across the world, as well as in-person conferences. The first conference is Oct. 17th.
- b. **Hip Hop Education:** A program for students and community to engage in hip hop education and artistic expression at all three campuses.

MB added that the program will partner with students and community groups to deliver a range of events and activities to students on all three campuses.

RP inquired if there will be spaces for emerging artists who want to create hip hop music. MB responded that there are steps towards these sorts of programs such as the DJ course that will be offered and the partnership with the UofT breakdance group. Charlie Jupp-Adams (CJA) added that existing Hart House groups like the Producers Circle provide opportunities to meet other students interested in production and creation.

- iii. **Indigenous Education Initiatives:** Hart House has been working on a range of collaborative programs with the Indigenous community on and off-campus to address truth and reconciliation. Hart House has partnered with the Waakebiness-Bryce Indigenous Health Institute to offer land-based education at the Hart House Farm. Student members of the Hart House Farm Committee have been working with the office of Indigenous Initiatives on mapping and cataloguing plants at the Farm.
- iv. **Infrastructure Renewal Project:** Hart House has been working on the infrastructure renewal project for several years. CaPS (the Capital Projects and Space Allocation Committee) recently approved our request to move forward with the project's schematic design phase.
- v. **Service Desk Alignment:** We have recently completed the process to align customer service at the front desk of Hart House (the Information HUB) and the Fitness Centre.
- vi. **Embedded Counsellor:** Hart House is hosting an Embedded Counsellor from Health and Wellness Services on Thursday and Friday of each week. The counsellor is currently only seeing students from the Faculty of Law, but this role may expand in the future.

- vii. **Upcoming Event:** On October 10th, 2019, we are hosting our annual Thanksgiving Dinner, which provides a space to mark the holidays with a welcoming community.

For the full presentation, please see Appendix D.

JM welcomed questions from the Board. Max Yagahchi, a member of the RA&WC, asked if the committee could take health and wellness initiatives to the Embedded Counsellor. JM suggested working first with the committee's staff advisor to devise a plan of action.

7. Other Business & Announcements

The Chair asked if there was any other business or announcements.

KS announced that the Recreational Athletics and Wellness Committee will be hosting a Halloween Fun Run in October, more details are coming soon.

NC announced that the Finance Committee's first Financial Literacy event of the year will take place on Sept. 20th, 2019.

Matthew Lee (ML) announced that the Hart House Review launch took place as a part of 100th anniversary programming. There will be an upcoming program on October 1st.

JLK asked the room to participate in an informal poll about how many members of the Board regularly use the Fitness Centre at Hart House.

7. Next Meeting

The next Board of Stewards meeting will be held on Thursday, October 17th, 2019

8. Adjournment

Motion to adjourn was made by Terese Pierre seconded by Avani Singh.

The meeting adjourned at 7:25pm.

Chair
July 14, 2020

Recording Secretary

Appendices:

Appendix A: Committee on Budgets 2019-20 Allocation (Nicolas Sartor Campos).

Appendix B: Arbor Room Update (Jimmy Cheung).

Appendix C: Hart House Departmental Report (John Monahan).

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