

STEWARD'S REPORT

17 March 2009

Submitted by: Dwayne Collins

Introduction

Welcome to the new members of the Board! Things have been relatively quiet around the House as Spring approaches. Given that this is the first meeting of the new Board and that we will be spending time with the budget, I will endeavour to keep this report short.

Follow Up Items

Benjamin Moore Grant (Senior Common Room) – We are still awaiting the final paperwork so that we may close this item. The panels were finished in time for our anniversary celebrations and the rooms have been seeing increased casual usage in the last month.

Thievery & Related Items – A relatively minor thing; we have recently been the victim of a mysterious light bulb thief. We are keeping an eye on things but there is very little more that we can do.

Peterborough Community Grants – Our application for \$1,000 was made to the Peterborough Community Grants programme for general operating support. We are waiting to hear their response.

Newsletter – The Newsletter was launched in February and is also available online. A mailing list has been set up and will be integrated into the website to encourage subscriptions to the Newsletter as we will be limiting the number of print versions we produce and mail. Board members can expect to receive an email requesting their subscription once the site is ready and to encourage them to share the site with interested parties.

Annual Report – The Annual Report was prepared in time for the AGM; however it contained a number of unfortunate typographical errors that have since been corrected. I am currently working through some technical problems that will hopefully get resolved and allow the annual report to be placed online. Plans are also underway to create the “expanded edition” which will contain far more documentation of the year’s activities (such as board packages and reports) that will act as an internal archival resource for future years.

Site Plan Compliance – As the snow has begun to recede and warm weather softens the ground, we are planning once again to attempt to finalise the Site Plan. We are talking to our contractor about when we can remove the stairs located at the southern edge of the South Lawn and hope that we will soon be able to put the Site Plan to rest.

Journal of Undergraduate Studies (JUST) – We have been continuing to work with JUST to revive the publication and things are going well. In exchange for a new iMac with

Adobe Creative Suite, we will be offering them administrative support for the next 2-3 years via the Steward acting as Managing Editor of JUST.

The Boiler Fiasco/Why the Steward Hates Winter – Since January there have been no major changes in the Boiler situation. The temperature control valve in the lecture hall has been replaced and we are still waiting to repair the radiators in the Library and Arthur office. The quote for a new boiler system has been received and it will cost us approximately \$17,500 plus the cost of asbestos removal to replace the Carriage House boiler. It is my opinion that we have very little choice in this matter and I have begun planning to see that the replacement occurs in the fall of 2009; the cost will likely have to be covered by the YE2010 Capital Development Fund. The boiler replacement may be something around which we can build a fundraising campaign and we should consider doing such to help offset the effect on the budget.

Library – With the hiring of two dedicated staff for the library, we have been able to make huge progress in cataloguing materials. The Sadleir House Library currently has 918 items and when combined with the Alternative Resource Library (1281 items), the physical space is currently holding 2,199 items. The problem we face now is that we have begun to run out of shelves upon which to place these items. We are currently looking at acquiring new shelves and beginning to start an expansion plan as there is only so much more shelving the room can take.

Outstanding Items which have not undergone significant change since my last report [square brackets indicate likely timeline of next significant change]:

- **Accessibility Grant [April/May]**

New Items

Human Resources – This is also covered in the Budget Report. Cindy Philips has given notice of her departure as of May 1st. We are currently undertaking changes to our organisational structure, the final results will be announced at the next Board meeting.

Fire Extinguisher Inspection – March is when our annual fire extinguisher inspection occurs. All is well, except that we need to replace two fire extinguishers: one due to age, the other due to theft last summer. This will be occurring any day now.

Canada Summer Jobs – We have once again applied to the Canada Summer Jobs programme for a grant to hire summer staff. We applied for two full time positions (15 weeks @ 30 hours per week each) and have already been informed that they will only consider one position for 8 weeks at 30 hours per week. Needless to say we are not very optimistic about this grant.

The Senior Common Room Galleries – we have purchased gallery hardware and are putting together the project parameters for use of the SCR as an occasional gallery space for local artists. We hope to announce the pilot project in coordination with

the Cultural Studies Symposium that will be hosting a gallery of student works in the SCR at the end of March.

Repairs & Maintenance – The following is a list of repairs and maintenance currently underway:

- We are currently in a holding pattern on repairs pending approval of the revised budget and warmer weather.

Upcoming Items – The following is a list of projects and issues in development that have no significant information to provide at this point but will likely be included in future reports:

- Programming Model to encourage use of the facility;
- Capital Development and Repair Fund project plan and list of priorities;
- Exterior Light repair (delayed until spring);
- Exterior Signage (likely delayed until spring);
- Research Priorities (TCCBE Project Planning);
- Sadleir House Review (likely to be part of Programming Model)