

STEWARD'S REPORT

21 April 2009

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Introduction

The academic year is coming to a close and Sadleir House is beginning to quiet down and settle into the summer; a time for repairs, planning, and rejuvenation.

Follow Up Items

Benjamin Moore Grant (Senior Common Room) – We are still awaiting the final paperwork so that we may close this item. The paint vendor is still trying to locate one missing invoice so as to provide us with an accurate total and the necessary paperwork needed to issue a donation receipt.

Thievery & Related Items* – There have been no further incidents of light-bulb thievery.

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; the City expects that successful grantees will receive funds in early May.

Newsletter – Planning is underway for the May Newsletter and we hope to send it out during the first week of that month. The online mailing list will be marketed and launched at this point as well. The major focus will be on the receipt of our funding from the Ontario Trillium Foundation but we will also start including information about programming for the Fall and (hopefully) information about a fundraising campaign.

Annual Report – As mentioned in my last report, the Annual Report was corrected and there were some technical problems that had delayed it being available online. Those problems have been solved and the Annual Report with appendices is now available online (http://www.prcsa.ca/agm_090227.shtml). The 'Expanded Edition' that contains more internal documentation has not been compiled and has been added to the list of summer projects.

Site Plan Compliance – The stairs located at the southern edge of the South Lawn have been removed and there are only a few aesthetic tasks for the Steward and Convenor to complete before we put into the city for a compliance inspection. My next report should hopefully announce the completion of the Site Plan and the last time we ever mention it as an active item.

Library – Following the last board meeting when an increase to the Library operations funding was made, new shelves were acquired to increase the shelf space in the library. Since my last report, the number of items in the space has increased from 2,199 to 2,498 – as became clear when the new shelves were put into place and

books reshelfed. It is estimated that the expanded shelving provided by the new shelves will be filled by September 2009 and that more shelving will have to be acquired. Because there was no longer any identifiable space to put new shelving; unspent money in the library fund was directed toward the installation of a set of double doors between the library and the lecture hall, thus allowing for future library expansion as the two rooms work toward a merged function of a library and multi-purpose academic space. Plans are being made to incorporate shelving costs into the 2009-2010 budget process.

Human Resources – As mentioned during the last meeting, we were currently looking at making changes to our staffing model due to the departure of Cindy Philips on May 1. Starting May 1st, the Convenor position will be increased from 15 hours per week to 26 hours per week. Starting in September 2009, the Convenor shall become a full-time staff member at 30 hours per week. This will result in liquor event management once being under the purview of the Convenor. In addition, the Convenor will be expected to do more in terms of advertising and promotion, as well as increasing our current levels of programming and client support.

Accessibility Grant/Ontario Trillium Foundation Funding – As the board is already aware, we were the very fortunate (and thankful) recipient of a grant from the Ontario Trillium Foundation (OTF) to perform accessibility upgrades to the main floor. The grants were publicly announced at the beginning of April. Our letter of agreement has arrived and once reviewed and signed off on, we will begin work on the upgrades with our anticipated completion date to be in time for September 2009.

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

- **JUST (Journal of Undergraduate Studies at Trent) [June]**
- **The Boiler Fiasco/Why the Steward Hates Winter [August]**
- **Canada Summer Jobs [May]**
- **The SCR Galleries [May]**

New Items

Website Upgrades: Website upgrades are currently being planned out and so far include:

- Newsletter mailing list;
- Increased availability of documentation (i.e. Minutes, Steward's Reports, etc.);
- Increased information on using and booking Sadleir House;
- More historical information about the House and the PRCSA.

If Board members have any suggestions for further website initiatives please contact the Steward.

Research Priorities (TCCBE Project Planning) – Our 2008-09 TCCBE Project was completed at the end of April and is currently available in the Steward's office. Tyson Richardson and Ryan Convery did a wonderful job with the project and also

identified a few areas for future research as well. I am currently investigating options for placing this research project on the Sadleir House website. During the month of May we will be beginning to put together TCCBE research proposals for consideration for 2009-2010, so far the following ideas have been contemplated:

- The architectural heritage of the House (Victorian and Modernist)
- History of Peter Robinson College (possible emphasis on the closure of the College);
- History of student run centres in Ontario/Canada at other Universities;
- User satisfaction and needs assessment

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

- A wood chipper was rented and our five year backlog of branches and brush was taken care of;
- We are currently in the midst of cleaning up the grounds following winter; this includes cleaning out gardens and raking leaves that were not captured during the spring;
- We are currently in a holding pattern and working on prioritizing other repairs, we are currently aware of the following items:
 - Leaks in the Dining Hall above the fire exit and from the 'arch' window;
 - Repairs to the urinals in the men's room;
 - Repairs to the Workshop Washroom;
 - Repairs to one section of the Fence;
 - Weather-stripping and winterisation of the main floor Link

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);
- Sadleir House Review (likely to be part of Programming Model)
- OWSP Application (May/June)
- Strategic Planning (May/June)

N.B. Items marked with an asterisk indicate items that are now considered “closed” and are not anticipated to reappear in future reports.