

STEWARD'S REPORT

30 June 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

Peterborough Community Grants – Our application to the Peterborough Community Grants programme was recommended to receive \$0 in a report presented to City Council on 4 May 2009. At that same meeting, the Steward made a delegation to Council regarding the decision to provide us with zero funding; also delegating at this meeting for similar reasons was Todd Barr of the Trent Centre for Community Based Education. Council decided to refer the decision back to staff and we are awaiting their response.

Newsletter – The May Newsletter is out and online. A mailing list option has been created and Board Members are encouraged to share the link (<http://www.sadleirhouse.ca/newsletter.shtml>) with those they think may be interested in order to generate a regular subscription base. The next newsletter is due out in August; suggestions for content are always welcome.

Site Plan Compliance* – The City of Peterborough has returned our site plan deposit. We are now officially in compliance and the site plan is done.

Library – We have been seeing a steady increase in the number of items in the library, with the collections now totalling just over 2800 items. As mentioned in my previous report, we are very close to running out of room – again. Since my last report we have also acquired a donation of approximately five more shelves of items that are now waiting to be catalogued. In addition, we have a request to donate even more titles to the library that will further increase the number of items waiting to be added to the collection. With this in mind, the 2009-2010 budget was already planning to take into account the need for more shelving and we are continuing to develop the library expansion plan. A supplementary report, the Library & Lecture Hall Development Plan, is meant to address these issues and to also form the template for the Facilities Master Plan that will be developed over the next year.

Human Resources/Canada Summer Jobs* – Our application for OWSP funding for the 2009-2010 year has been submitted and we are awaiting a response; the earliest date for which would be August. We have applied for funding for seven positions and are not likely to received our entire request. In 2008-09 we received funding for 4.5 positions of a requested 7 and we are hoping for at least this amount again this year.

We have completed the hiring for our 2009 Canada Summer Jobs funded position of Summer Events Assistant. We received nine applications and created a shortlist of five applicants to interview. At the conclusion of interviews, Nick Ferrio was offered the position and has accepted and began work at the beginning of June. He has already helped co-produce Trent Radio's Radio on the Lawn, has some workshops planned, and is helping to put on a live music event in the Dining Hall.

Accessibility Grant/Ontario Trillium Foundation Funding – Planning continues for our Accessibility upgrades. We are currently working with vendors to establish installation timelines as well as working with architect Ken Trevelyan to develop drawings for the ramp installation. After an initial meeting with Mr. Trevelyan, there may be changes proposed to the ramp design as Ken had a number of ideas that may fit more aesthetically with the building and surrounding grounds. Once we have the proposed modified ramp design we may have to submit a change request to Trillium as the modified design is likely to have a different dollar amount attached to it. If the amount is less than the current budget we are hoping to request the money be used to increase the number of features included with the platform lift; if it is more we will be using our contingency amount and the YE10 Facilities Development Fund. There is a chance that Trillium will not approve of a change to the project in which case we will go forward with the initial design. Unfortunately, our preliminary discussions are beginning to indicate that it is unlikely our timelines will be such that we will have the upgrades completed by September 2009 although we are aiming for as close to that date as possible.

Website Upgrades: In my last report I mentioned a number of website upgrades that were being planned. Below find a brief update on each of them:

- *Newsletter mailing list* – has been implemented and users can subscribe/unsubscribe at <http://www.sadleirhouse.ca/newsletter.shtml>
- *Increased availability of documentation (i.e. Minutes, Steward's Reports, etc.)* - Is in the design phase. Board members will find this section on the website at: http://prcsa.ca/BoD_meetings.shtml where they can download this report. Past documentation will be added soon but in the mean time Board members are asked to give their feedback to the Steward.

The following are still in development and have not undergone any change/implementation:

- 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.

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

- **Research Priorities/TCCBE [In Progress]**
- **JUST (Journal of Undergraduate Studies at Trent) [July]**
- **The Boiler Fiasco/Why the Steward Hates Winter [August]**
- **The SCR Galleries [August]**

- **Benjamin Moore Grant (Senior Common Room)**
- **Annual Report**

New Items

Promissory Notes/Loan Repayments – Three of the remaining four promissory notes from the initial purchase campaign have come due and we are in the midst of contacting lenders to determine if they wish them to be repaid or converted into a charitable donation. So far, most are wishing repayment, however those that are wishing repayment have offered alternative methods of support that are most promising. More will be reported on this in the future.

Erik Loder Paintings* – In the course of preparing for the annual dump run, we came across a few Erik Loder paintings hidden in storage. There was much debate about where these came from and, more importantly, what to do with them as we do not have the storage conditions necessary for artworks and they were deemed unsuitable for constant public display in the House. After much investigation, we discovered that these were “rescue” pieces and that they were being stored here because there was no other home for them. We contacted the University Archives who hold a number of Erik's other paintings and they were very happy to take these pieces off our hands and I am happy to say they are now in a much better place than next to the lawnmower in a closed off hallway.

JBCSA Furniture donation* – Because of a move to a smaller office, the JBCSA found itself with surplus furniture which they donated to Sadleir House. I am very happy to report that it has fit in quite nicely in the House and we are very thankful to the JBCSA. Highlights of the donation include: numerous lamps that have been used to fill out the Senior Common Room and Hobbs; a futon that has been added to the third floor lounge area; a fridge for the SCR coffee area; and some tables for the library/lecture hall.

Peterborough Horticultural Society Grant* – I am very happy to report that the Convenor, Alissa Paxton, secured a grant of \$210 to plant a heritage vegetable garden next to the Lecture Hall. Work is currently underway on the project and anyone interested in volunteering to help should contact Alissa.

Peter Robinson College memorabilia* - I am please to also report that Janice Ecclestone of Gzowski College returned to Sadleir House a few pieces of Peter Robinson Memorabilia that had been found in the College: A broomball trophy, a hockey trophy, an athletics award, and a painting by Charles Meanwell that was donated to the House are now decorating the PRCSA office in room 103.

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

- Repairs to the Fence were undertaken and the Fence section in question is now standing once more;

- We are gathering quotes for a recoating of the hardwood floors in Hobbs and the Dining Hall as they are overdue for this necessary item; neither floor can go another year without a recoating without risk of permanent damage to the floors;
- We are working on having some windows repairs in the Dining Hall that are currently unusable in order to make the room more hospitable in the summer. In particular, in the main arch window there is one opening portion that needs reinforcement and repair before the glass falls out. In addition we are hoping to make the addition of a screen (that was originally there as part of the Thom design) to allow the window to be open with reduced risk of someone falling out (and also to allow the window to remain open over night so as to cool down the room). The other window repair being planned is to the kitchen window which has never completely closed due to warping;
- Our Smart Meter was installed by PUC on 8 May 2009;
- Annual Dump Run took place on 15 May 2009, we disposed of a number of useless and broken items that had built up over the last year;
- We have become the home to the following creatures: birds (in the former squirrel homes), bats (in the Dining Hall), bees (on the north roof face above the fire escape), and a bunny (on the South Lawn). None of these new tenants appear to be causing any damage but we are being vigilant with them;
- On 20 May 2009 our kitchen grease trap was cleaned for the first time since installed. This is mostly because until recently we didn't know we had one. That we've become aware of it, it will be emptied on a more regular basis and will be incorporated into the obligations of the person renting the kitchen space;
- In an effort to clean-up the porch, new recycling receptacles were purchased. So far the result has been positive as the porch is much tidier than it used to be, we are waiting to see if this will still be the case when full traffic levels return in September;
- We are currently still operating under a holding pattern and are currently only making what are deemed to be essential repairs, we are currently aware of the following items:
 - Minor leaks in the Dining Hall above the fire exit and from the 'arch' window;
 - Repairs to the urinals in the men's room;
 - 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 [August];
- Capital Development and Repair Fund project plan and list of priorities [August];
- Exterior Light repair (delayed until budget allows);
- Exterior Signage (delayed until budget allows);
- Sadleir House Review (likely to be part of Programming Model)
- Strategic Planning (August)

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