

STEWARD'S REPORT

2 October 2009

Submitted by: Dwayne Collins

Introduction

September has come and gone in a flash. It's been a very busy month for us with bookings, which is absolutely fantastic. Much of the Steward's time has been occupied with items that appear as separate reports or agenda items for this meeting.

Follow Up Items

Newsletter – The Fall newsletter has been delayed due to the increased activity of the fall.

We are hoping to get it out in the next week; we are also waiting for a cover story that we hope will be in regard to a funding application submitted to the TCSA for lecture hall/library upgrades.

Human Resources – We have undertaken interviews and are rounding out our OWSP staff.

Robin Smith and Andrew Maclean have returned as members of the Household Wardens and we will have welcomed new Wardens by mid-way through the week of 5 October 2009. In a change to the position, we are hoping that each Warden will take on a special project to add to the fabric of the House (examples being coordinating the library, our pub nights, etc.). The letter to the Ministry regarding OWSP funding will be addressed as a separate agenda item.

Accessibility Grant/Ontario Trillium Foundation Funding – The electrical work

required to make the North Door operator operational has been done and the entrance can now be considered accessible. Design sketches for the ramp have been completed and are attached to this report; we are currently waiting for construction drawings and will then move to the re-quote process and then request any necessary changes from the Ontario Trillium Foundation.

Library: We have submitted a funding application to the Trent Central Student Association

in the amount of \$5,000 to upgrade the Lecture Hall and expand the library's shelving capacity. By the time of our meeting on the 6th, the results of our application should be known. The requested \$5,000 should be noted to be the promissory note we repaid to the TCSA earlier this year that was placed into a dedicated funding envelope for us. The requested upgrades and library expansion conform to the Facilities Plan for these rooms approved by the Board earlier this year.

The Boiler Fiasco: We are currently waiting to hear back from the vendor regarding the

Carriage House Boiler replacement. In particular, we are waiting to hear if the price quote we received is still valid as well as waiting to resolve specific questions surrounding preparation of the site for the new boiler's installation. We hope to have this replacement completed before the depths of winter are upon us.

Peterborough Community Grants*: I am happy to report that a report to the Committee of the Whole on 28 September 2009 recommended that our appeal for funding under the Community Grants Programme be approved in the amount of \$1,000. As a result, the Committee of the Whole has recommended that Council make the same approval at their meeting on 5 October 2009.

Programming Model: The programming proposal form was distributed to Clubs & Groups during ISW. So far we have received any submissions, although we hope that to change in the coming months. The form will very shortly be made available on our website.

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) [October]
- The SCR Galleries [October]
- Benjamin Moore Grant (Senior Common Room)
- Annual Report
- Promissory Notes/Loan Repayments
- Website Upgrades
- Levy Groups [October]

New Items

Visit from Trent University President*: On 4 September 2009 we were happy to welcome Trent's new President Dr. Steven Franklin for a tour of Sadleir House. An interview with Trent Radio also occurred in the Senior Common Room.

Fee Increases*: We have increased our staffing fee for events to \$10.50 / hr to reflect the increases to minimum wage expected in March 2010. This fee is charged for events occurring outside of regular House hours or for events requiring extra staff such as licensed events. Other rates remain the same as 2009-2010.

Lease Renewals: Lease renewals are currently underway; having looked at CPI it was decided that rental rates shall not increase for the 2009-2010 season. So far we have had one organisation decline to renew and we are currently reviewing a proposal from Rock Camp 4 Girls (RC4G) to join the building at a subsidised rate. We suspect that most outstanding lease agreements will be renewed by the end of October.

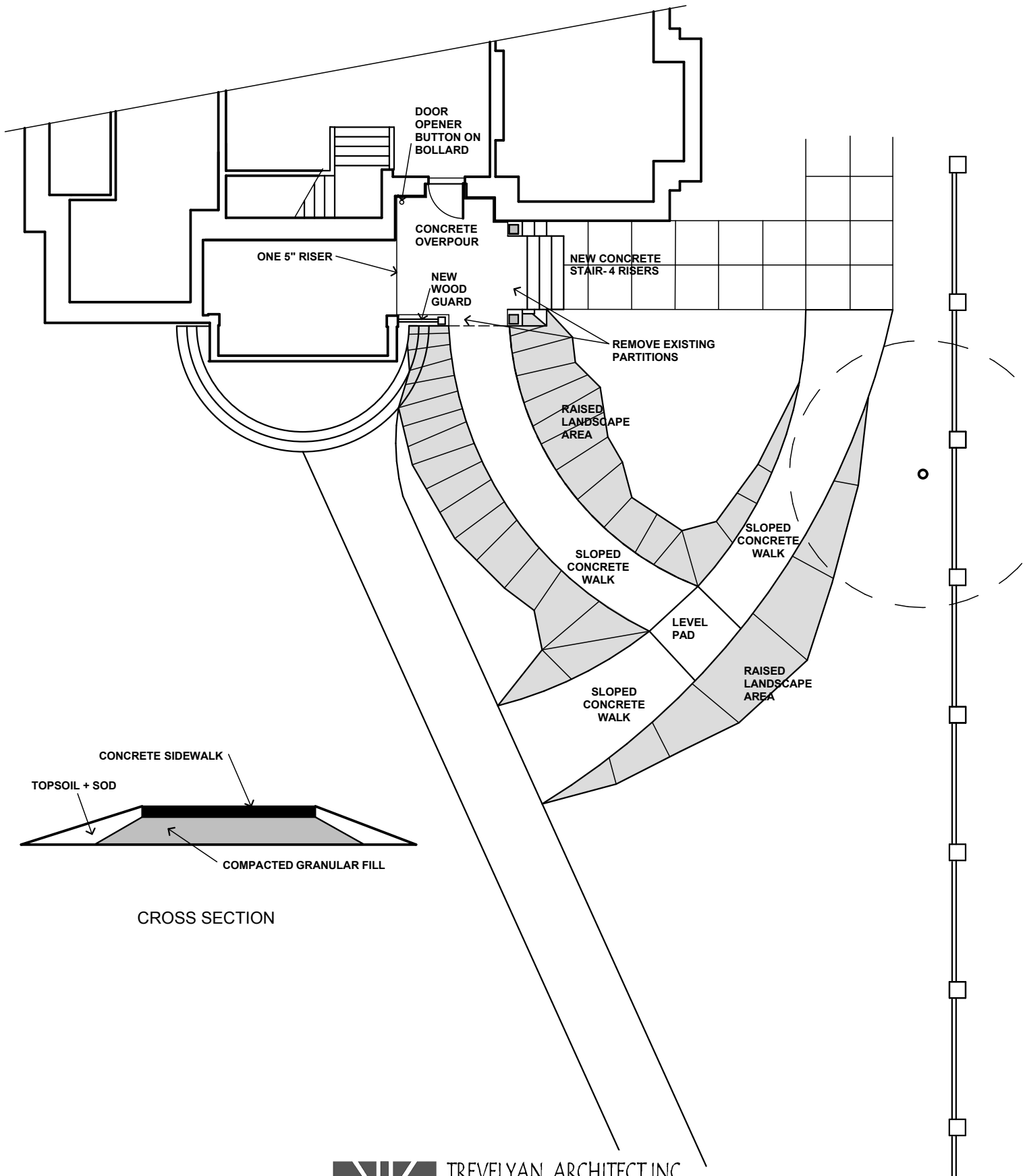
Repairs & Maintenance – The following is a list of repairs and maintenance currently underway:

- No repairs have been undertaken in September as we are preparing for capital upgrades and still finalising the 2009-2010 budget.

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:

- Sadleir House Review (likely to be part of Programming Model)
- Strategic Planning (November)

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.



GROUND PLAN

SCALE: 3/32" = 1'-0"



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**SADLEIR HOUSE
PROPOSED BARRIER FREE
SOUTH ENTRANCE**