

STEWARD'S REPORT

3 November 2009

Submitted by: Dwayne Collins

Introduction

Winter is soon to be upon us and as such we are busily preparing for the soon to be cold weather.

Follow Up Items

Newsletter – The Fall newsletter has been uploaded to the website and print copies produced. Sustaining Members and VIPs will receive their newsletter in the mail. Board members are encouraged to share the newsletter with those they think may be interested in order to increase our email subscriptions; subscriptions for the email notice can be made on the newsletter webpage:

<http://www.sadleirhouse.ca/newsletter.shtml>

Human Resources – A draft letter to the Ministry regarding OWSP funding is attached for which I would like to receive feedback from the Board. We have also finished hiring House Wardens for 2009-2010: please welcome Scott Baker, Sara Liden, and Lisa Marshall to the House. Finally, we will be placing an open job posting for sound technicians and other occasional staff on the Sadleir House website in an effort to develop a more robust roster of occasional staff.

Accessibility Grant/Ontario Trillium Foundation Funding – We have completed a re-quote process for the installation of the main floor washroom door operator due to an increase in costs from the initially lowest quote. While we will be seeing an increase to the anticipated cost of this item, it is not as high as originally indicated; installation will happen as soon as parts of in stock with our vendor. We are still awaiting drawings for the barrier-free walkway before progressing further in that area.

Library: As announced at our last meeting, we were successful in securing a grant from the TCSA to support Lecture Hall & Library upgrades. The Lighting retrofit is scheduled to occur around the 12th - 16th of November and carpet replacement will occur on the 23rd & 24th. If all goes according to plan, upgrades will be completed by the end of the month.

The Boiler Replacement Fiasco: We have received an updated quote from our vendor for the boiler replacement which is approximately what we were expecting. Changes that have been made are to remove the old air conditioner and place the new boilers in that location and to leave the old boiler *in situ*. Before confirming replacement with the vendor, we have contacted Enbridge to determine if we qualify for incentive money which will help to offset the costs of this project. An appeal for donations was also made via this month's newsletter.

Programming Model*: The programming proposal form is now online. We have still not received any submissions.

Lease Renewals*: As a result of our lease renewal process, we have seen the Trent Philosophy Society decline to renew their lease on Room 305. Rock Camp 4 Girls Peterborough has joined us as the new tenant for this space and we look forward to their residency. We do not expect any further changes to tenancies this year.

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

New Items

The Fence: As is quite painfully obvious, the fence was subject to vandalism this past month with one section having been completely knocked down and many others damaged. A close investigation of the fence has yielded the weakness to primarily be in the brick pillars. The initial quote to repair the broken portion of the fence has been approximately \$1,500 and repairs to reinforce the entirety of the fence have been quoted at \$2,500. I am currently looking at the budget to determine our ability to conduct these repairs.

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

- The main floor Link emergency exit door is slated for replacement in November in an effort to decrease our heating costs as the current door is subject to allowing snow drifts in the hallway during the winter months;
- Weather stripping of the Dining Hall and 2nd Floor Link Hallways will also be occurring this month;
- Our annual fire inspection occurred and we have replaced the lights in three exit signs with LED bulbs. While more expensive than incandescent bulbs, the LEDs use only 0.8 W instead of 15 W. The change in power consumption will more than pay for the bulb over its lifespan. We may need to replace one emergency light as it is currently unresponsive;
- We have invested in chair dollies for the Dining Hall to hopefully save our floors from damage caused by stacks of chairs being dragged across the floor;
- We have replaced the handleset for Room 303 due to the previous set seizing and being beyond repair;

- We are being overwhelmed by leaves, anyone who wishes to help rake should get in touch;
- The squirrels have eaten a hole in our main garbage bin which we will be patching this coming week.

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.