

# STEWARD'S REPORT

1 December 2009

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## Introduction

The past month has been very busy at Sadleir House, both in usage but also in other activities. Unfortunately, it has also been a month of loss as both Leo the Leopard and the Fence have suffered significant damage as will be discussed below.

## Follow Up Items

**Library:** The majority of the upgrades to the Lecture Hall have been made; as of the writing of this report we are awaiting delivery of bookcases to finalise the library expansion plan for this year. In a happy turn of events. We have recently received two small ranges of shelving no longer being used by Bata Library which have allowed us to upgrade shelving in the main library area and move some of the existing shelving from that room to the lecture hall thus reducing costs for the project. We are currently planning on having an Open Day sometime in December to showcase the new lecture hall and the library; the date has not yet been set.

**The Boiler Replacement:** I have been in touch with Enbridge Gas Distribution to inquire as to whether or not we would qualify for incentive money for the boiler replacement. Unfortunately at this time we do not, although they are working on a new incentive programme for early 2010 that they suspect we will be able to apply for retroactively. A deposit for the new boiler has been paid and we hope to have the new boiler installed before the Christmas break as the old boiler has not started approximately seven times in the last month.

**Promissory Notes:** In keeping with past practice, I am beginning work on our annual mail out to promissory note holders to update them on their interest earned and to give them an opportunity to convert portions of their loan to a donation in the 2009 tax year. I hope for information to be mailed out in the next two weeks.

**The Fence:** As we prepared to make repairs to the fence along George Street, it was discovered that the brick pillars are far more deteriorated than originally noticed. The base on at least three pillars has detached from the rest of the pillar which is causing these three pillars to be capable of being easily rocked back and forth by gently pushing against the pillar. In discussions with the Heritage Preservation Office on Friday of last week, we were in a position where it was becoming quite likely that the fence would need to be demolished. By the end of the day, the fence had been put back on life support and the decision on demolition versus repair now lies with us. Because of the chronic vandalism that the fence is exposed to, the HPO would support demolition if we decide to go that route provided we properly document the fence. Given the state of the three pillars mentioned above, repairs to the fence are

likely to be quite costly as those pillars will need to be dismantled and rebuilt from the ground up.

**Website Upgrades:** We have continued to work on improving our website over the last month. Since last reported we have: fixed and updated our online booking form; agendas & reports since March 2009 and all available minutes from Board meetings are now in the governance section. We will continue to update the webpage throughout the year.

**Benjamin Moore Grant\*:** In consultation with our accountant, we have issued the charitable receipt for this item and are considering the matter closed.

**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) [December]**
- The SCR Galleries [January]**
- Annual Report [January]**
- Levy Groups [January]**
- Newsletter [January]**
- Accessibility Grant/Ontario Trillium Foundation Funding**

## New Items

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

- We have replaced the handle-set to the main floor washroom due to a malfunctioning lock;
- We have discovered that pigeons and bats are living in the attic of the main house;
- Our annual alarm inspection has occurred; one bell in the basement needed replacement and an emergency light in the SCR is slated for replacement in the next few weeks;
- Our annual piano tuning was undertaken this month; the SCR piano is apparently in danger of drying out and we have been advised to purchase a humidifier; we are currently price comparing;

**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)

*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.*