

# STEWARD'S REPORT

7 April 2010

Submitted by: Dwayne Collins

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## Introduction

With the approach of Spring and the end of the academic year, Sadleir House has been a very busy place.

## Follow Up Items

**Library:** We have continued to focus on library activities throughout the last few months. In addition to catching up on a significant cataloguing backlog, we have also work to establish opening hours every week day throughout the month of April in order to help provide additional study spaces to students.

**The Boiler Replacement:** Since the last regular meeting of the Board, we have undertaken replacement of the boiler located in the carriage house. The replacement took place in early January 2010 and since then the boiler has functioned wonderfully. In addition, preliminary comparisons of gas bills have indicated significant savings further justifying the need for the replacement. We are still waiting to hear if Enbridge Gas Distribution will be announcing an incentive programme that we will be able to apply for to help offset some of the replacement costs.

**Promissory Notes:** We have mailed a package to the lender whose promissory note is payable this year requesting that consideration be given to converting it to a charitable donation. As of the writing of this report, we have not yet received a response. After this, there will only be one promissory note from the purchase campaign still outstanding which is due to be paid in the fall of 2010.

**The Fence:** As reported at the last Board meeting in December, the fence is still in very poor shape. We are currently undertaking planning to repair/replace/remove the fence in the broader context of the whole South Lawn. After our discussions with the Heritage Preservation Office (HPO), we had architectural drawings commissioned in order to preserve the original fence design (see attached). Further informal discussions with the HPO have indicated that they would be open to alternative designs for the fence along George St. that would make the South face of the building more noticeable from the street. Consideration is also being given to our activities surrounding events and liquor service, as well. Given the budget situation, it is highly unlikely that significant work on the fence will occur until the Fall.

**JUST (Journal of Undergraduate Studies at Trent):** We are currently working with JUST to develop an advisory board for 2010-11 and to formalise the relationship between the two organisations (if any). Further information should be available in the Fall.

**The Senior Common Room Galleries:** We are finally launching our programme to use the Senior Common Room as an occasional gallery space. By the end of this week, application forms will be available for members who wish to have an art exhibition to be able to use the Senior

Common Room for such an event. We anticipate that interest in the summer will be low but that the programme will hopefully be in full swing by the beginning of the 2010-11 season.

**Annual Report\*:** The Annual Report was prepared in time for the Annual General Meeting. Since then, it has been placed on the website and mailed to our supporters. Plans are underway to prepare the definitive “master” report which includes minutes and board reports for use in the office.

**Levy Group Council:** We spent the early part of 2010 working with Rohan Rajpal of the TCSA to develop a plan for a Levy Group Council. The idea, in basic principle, has found enough support that over the summer a more concrete proposal will be created. The goals of the Levy Group Council are to provide mutual support between levy groups and to provide a venue to address common concerns.

**Newsletter:** The March newsletter is currently online and being distributed via the House. The next edition of the newsletter is due out in May/June and, as always, ideas for content are always appreciated. The archive of current and past newsletters can be found on the Sadleir House website at: <http://www.sadleirhouse.ca/newsletter.shtml>

**Accessibility Upgrades/Ontario Trillium Foundation Funding:** Over the last few months we have been working with Scott Donovan of Trevelyan Architects to finalise designs of the barrier free South Entrance. The design has been finalised and is currently going through a bid process (also aided by Trevelyan Architects). The bid deadline is 16 April 2010 at which point work will begin as soon as possible. In January 2010, the installation of the main floor washroom door operator occurred. We have experienced some difficulty with the vendor of the vertical platform lift for use on the main floor stairs between the original House and the Link. The original vendor has been purchased by another company and a third company is completing the contracts of the original vendor. At this point, we are uncertain if our original deposit will enable us to retain the original price. If not, we have secured a commitment that our deposit will be returned. If this happens we will be re-quoting the project. We have been in contact with OTF and have been told that, given the situation, we will be able to request an extension to our original completion date of 1 June 2010. In addition, because it is quite likely that the project will be far more expensive than originally budgeted we are approach the Trent Central Student Association to make emergency funds available over the summer in the form of a line of credit borrowed against our September levy cheque.

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

- Website [September]

## **New Items**

**Renovations to Room 204:** Thanks to a guaranteed rental commitment, we will be renovating part of the second floor this summer. Room 204, currently a storage room and formerly the original bathroom for the House, will be converted into a small office. Repairs will include: installation of a new light fixture/ceiling fan, plaster repairs, removal of a false wall, and

removal of the bathtub (not original to the building) and its associated fixtures. In addition, the temporary/false wall placed around Rooms 203 & 204 installed when creating the Steward's apartment will be removed and public access to the 2<sup>nd</sup> floor water closet restored.

**Canada Summer Jobs:** Saddleir House is currently accepting applications for our summer job of Events & Programming Assistant. The job is funded by our application to the Canada Summer Jobs programme. While we have not heard official about our application, we are anticipating funding for a full-time eight week position. Board members are encouraged to share the position with eligible students (the posting can be found at <http://www.saddleirhouse.ca/jobs.shtml>).

**Office Equipment Upgrades:** Due to a steady number of strange computer related actions, we began to steadily lose faith with the computer located in the main office. As a result, we replaced it in order to increase our confidence that it will continue to work and to prevent possible catastrophic failure of the computer. The new office computer features Windows 7 and up-to-date office programmes purchased through the charitable donation programme at Tech Soup Canada which allows us to reap significant savings due to our charitable status. Shortly after the new computer was hooked up, our ten year old printer suffered an internal hardware problem. Given that the replacement part for the printer was estimated at nearly half of the cost of a new printer (let alone labour costs to conduct the repair), the decision was made to replace the printer rather than repair it. The office now has a new HP Office Jet 8500 that now allows us to print in colour. So far the printer has provided excellent results and should actually cost less to run in the long run than our old printer.

**Funding Grants:** In the last three months we have applied for the following two grants:

- **Peterborough Community Grant:** We have applied to the City for general operating support in the amount of \$1,000. Results should be announced in the next month or so.
- **Peterborough Horticultural Society Grant:** Alissa Paxton has been working hard to plan our Heritage Vegetable Garden for this summer and has applied for support from the Horticultural Society for funding again this year. In addition, Alissa has been working with the Community Garden Network.

**Working Groups:** In an effort to provide more venues for student and community members to get involved with the House, we have resurrected the Working Groups idea. Working Groups, unlike committees of the Board, have little to do with the governance of the House and more with the day-to-day work of the building and act as a support to staff in undertaking various projects. Our current list of working groups are:

- **Library/ALTi Working Group:** The Library and ALTi Working Group take on running the Saddleir House and Alternative Resource Libraries as well as overseeing the Alternative Libraries at Trent initiative (ALTi) online catalogue (<http://library.saddleirhouse.ca/>). Staff contact: Dwayne Collins.
- **Gardens Working Group:** This group is responsible for our various gardens and includes fun things such as planting but also planning various workshops (such as a recent seed sprouting workshop). Staff contact: Alissa Paxton.

We anticipate as various current projects (such as the SCR Galleries) get larger and more stabilised that more working groups will be created. We are also working on developing a

method whereby people with ideas for projects can form their own working group so that we can advertise the possibility during September's promotional work.

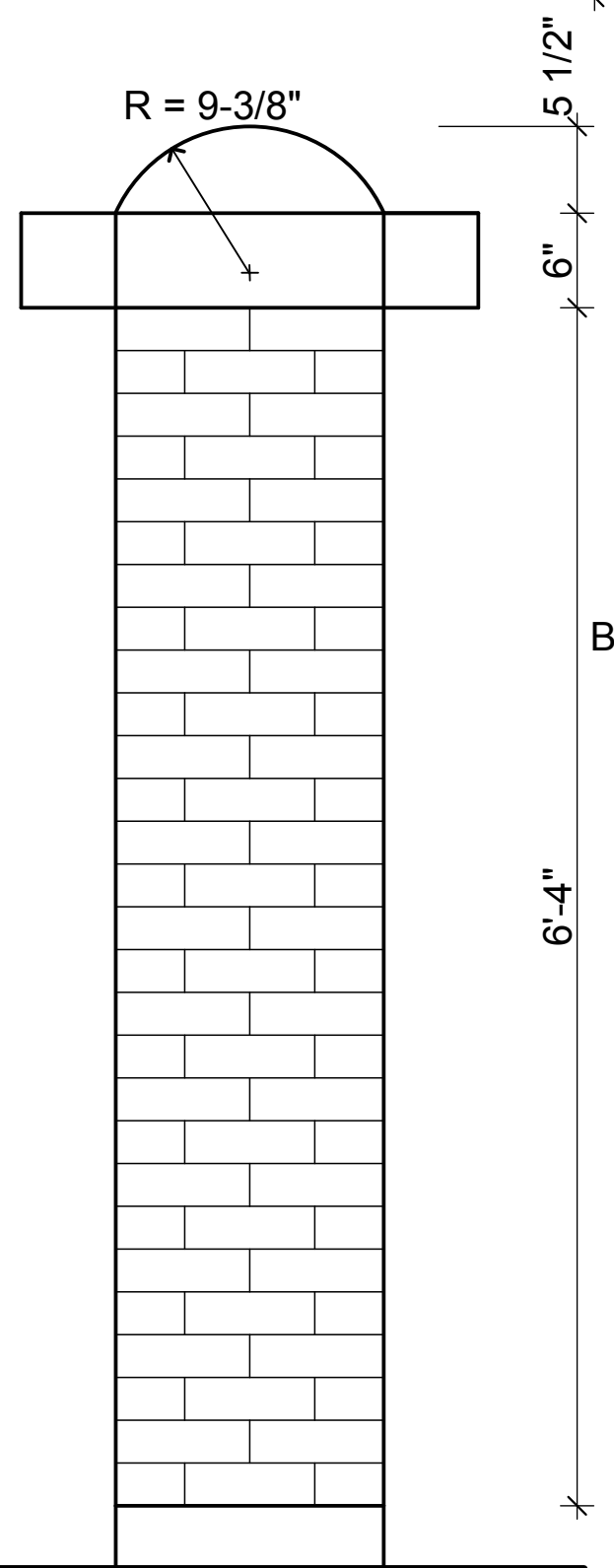
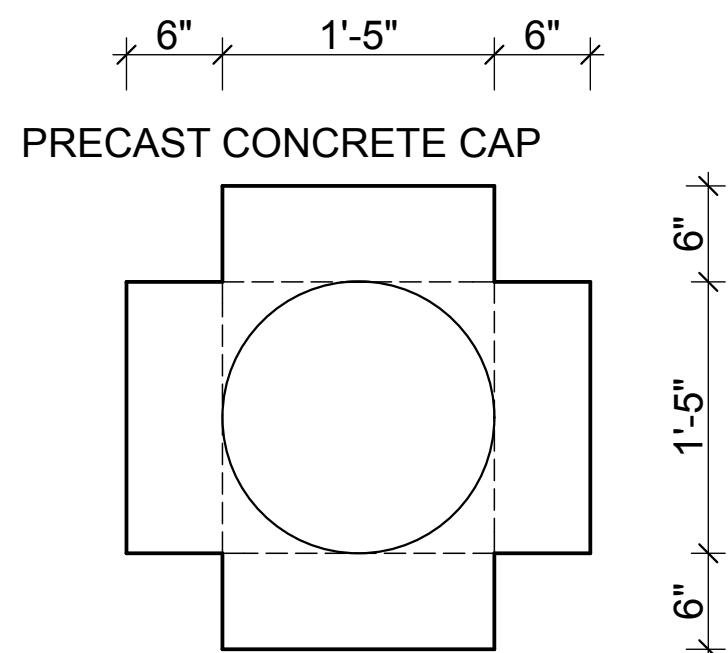
**Repairs, Maintenance, and Miscellaneous** – The following is a list of repairs, maintenance, and miscellaneous activities that have occurred since my last report:

- The main floor fire escape door has been replaced - the new door features a window to increase the amount of natural light available in this area;
- The malfunctioning Emergency Light in the SCR has been replaced;
- Our annual fire extinguisher inspection has occurred. A number of extinguishers needed replacement due to age and we had some new ones installed in areas where we did not have adequate coverage;
- Thanks to the Market Hall rummage sale earlier this year, Sadleir House now has approximately 40 more chairs and a collection of table clothes (that oddly match the Dining Hall colour scheme perfectly...);
- Our gas meter was exchanged by Enbridge as part of their regular maintenance work;
- Local theatre company Mysterious Entity joins us as one of newest tenants sharing an office with Rock Camp 4 Girls;
- Our Directors & Officers liability insurance policy was renewed with no changes to coverage or premiums.

**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:

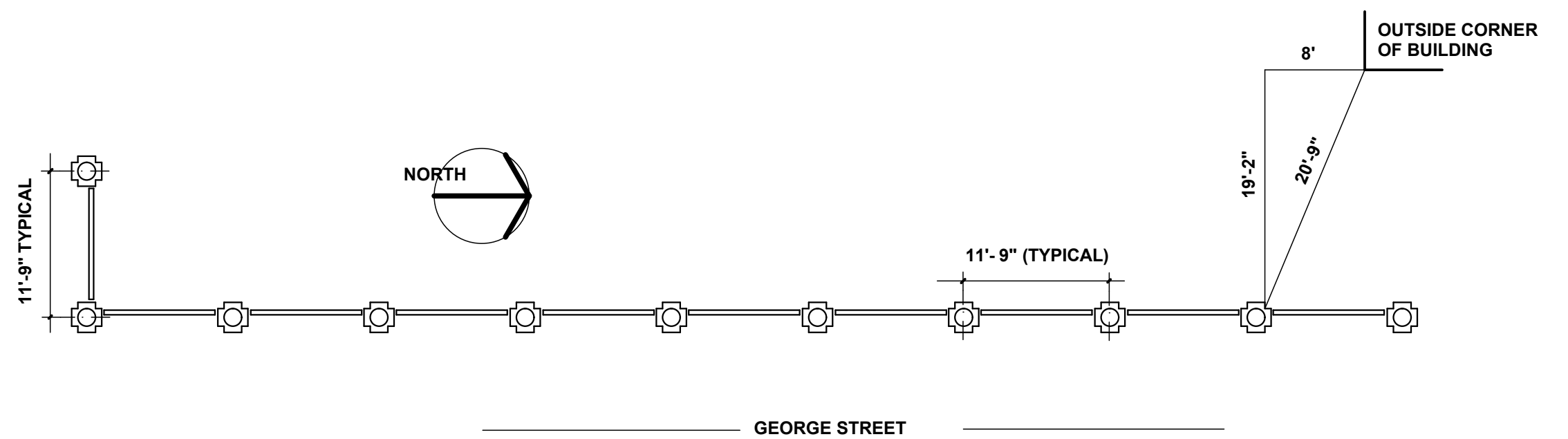
- Sadleir House Review (to be developed over the Summer of 2010)

*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.*



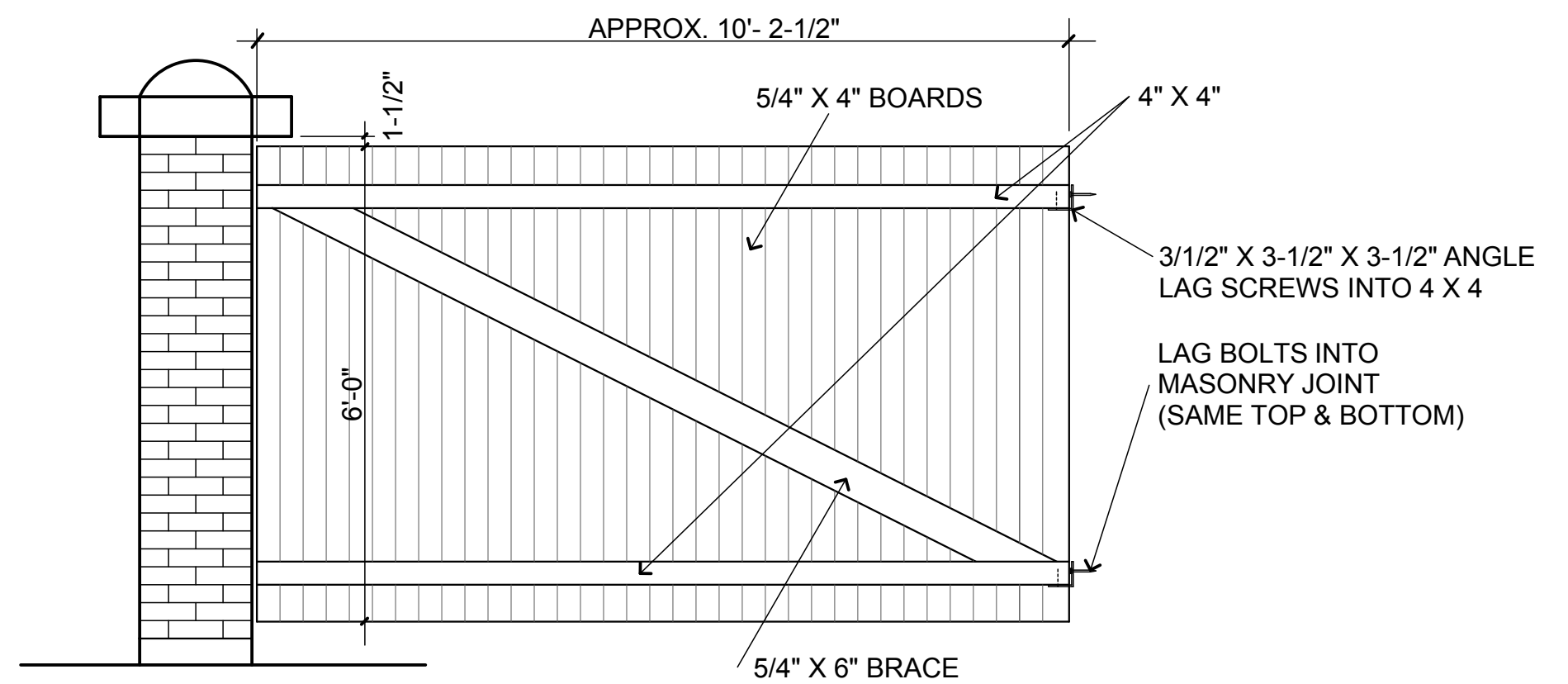
Typical Post: Top & Side Views

SCALE: 1" = 1'-0"



Site Plan

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



Typical Panel between Posts: Looking East

SCALE: 1/2" = 1'-0"