

# STEWARD'S REPORT

26 May 2010

Submitted by: Dwayne Collins

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## Introduction

Sadleir House has eased into the summer and we are now settling in to what should be a very productive season for us.

## Follow Up Items

**Library:** While continuing to catalogue our backlog of books, we have also begun investigations into migrating our library system to our commercial webhost so as to retire our in-house server in favour of a more stable delivery method. So far, progress is slow given that we do not have 100% control of our commercial webhost however I am confident that given enough time and patience we will be able to make the migration happen. In addition, we have had discussions with the Trent Centre for Community Based Education about expanding our library offerings to include a digital repository system that would allow their library of projects to be available online. This repository system could also be used to store and disseminate electronic documents from other organisations.

**Promissory Notes:** As mentioned in my last report, we have sent out our requests to convert loans and to date have still not received any response. I will continue to keep the Board apprised.

**Newsletter:** We are beginning to prepare for the June newsletter; anyone with ideas for content is encouraged to share them.

**Accessibility Upgrades/Ontario Trillium Foundation Funding:** Work will be beginning on 27 May 2010 on the Barrier-Free South Entrance. I am happy to report that based on the successful bid, this project should come-in relatively close to the original budgeted amount. Further talks with the vendor for the incline platform lift have resulted in the project going back to the quotation stage and a new vendor will be selected. We have submitted the necessary paperwork to request that our original deposit be returned; however it may take some time as the original vendor has closed due to bankruptcy. Due to this delay, we have requested and received an extension to our OTF Completion date to 1 November 2010. In addition, earlier this spring we approached the Trent Central Student Association and were successful in securing a \$15,000 line of credit to be able to afford any increased costs to this project.

**Renovations to Room 204:** The renovations to Room 204 have been underway for the last few weeks and are progressing nicely. The room will be ready in time for the new tenant's scheduled start date of 1 August 2010.

**Canada Summer Jobs\*:** We have received 8 weeks of funding under the Canada Summer Jobs programme for our summer job of Events & Programming Assistant. A hiring process was undertaken and after interviewing six candidates, Ryan Perks will be joining us as the Events & Programming Assistant starting on May 31<sup>st</sup>.

**Funding Grants:** I am happy to report on the following grants:

- **Peterborough Community Grant:** We are thankful to the City of Peterborough who approved our application for \$1,000 for general operating support.
- **Peterborough Horticultural Society Grant:** The grant submitted by Alissa Paxton to the Peterborough Horticultural Society has been approved in the amount of \$243 to support our Heritage Vegetable Garden. We are very thankful to the Horticultural Society for their continuing support.

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

- **Website [September]**
- **The Fence [August]**
- **JUST (Journal of Undergraduate Studies at Trent) [September]**
- **Levy Group Council [July]**
- **The Senior Common Room Galleries [June]**

## New Items

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

- The eaves troughs of the Courtyard and the Carriage House were cleaned;
- We have installed a new keypad lock on Room 303. The new lock allows for user codes to be programmed and is capable of reporting the last codes used to open the door. Trent Annual, the current tenant, paid \$500 toward the new lockset and we covered the remainder. The new keypad should reduce security risks associated with key-loss and unauthorised key-production. We are currently investigating installing a similar lockset on the main entrance(s);
- The Sadleir House website has been updated to include links to granting organisations.

**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.*