

STEWARD'S REPORT

Presented to the Board of Directors on 20 April 2011

Submitted by: Dwayne Collins

Introduction

As the academic year comes to a close, Sadleir House finds itself still fairly busy and most of our efforts are being directed toward spring clean-up and summer project planning.

Major Highlights – February 2011 – April 2011

Room 302

We have secured a new tenant for Room 302. Joining Sadleir House is Living in Colour, an expressive arts coaching business run by Grace Mahoney. As part of the negotiation process, we have agreed to give her the option to 'pay' half of her rent in donated time and/or services such as helping with painting projects, grass cutting, etc.

Graffiti

Sadleir House has once again been prey to graffiti; this time the west wall of the Lecture Hall has been targeted. The matter has been reported to the police. Once the weather gets a touch warmer, Sadleir House staff will be undertaking a large scale de-graffiti-ing process in the hopes that clean walls may attract less attention than the current decorated walls.

Follow Up Items

Grass Cutting

As requested by the Board I have investigated our options for grass cutting here at Sadleir House. To summarise, we have three available options: Professional Lawn Maintenance (awaiting quote), Hiring a student to undertake summer maintenance (~\$50 per cutting), and a combination of volunteer and current staff undertaking the work (~\$0). Given that our current Grounds budget has only ~\$400 remaining for the summer it is my recommendation that we consider a combination of the latter two options: That current staff and volunteers focus on ensuring timely grass cutting is done and that our occasional staff be hired to supplement current staff should other duties prevent them from completing the task in a reasonable amount of time. Once we have the quote in hand for lawn maintenance (which should be any day now), we can make a decision about future lawn maintenance.

For Information

- We have submitted our application to the **Peterborough Community Grants** and are awaiting the results;
- Our **Directors & Officers Liability Insurance** was renewed;
- Our annual **Fire Extinguisher Inspection** and repair occurred;
- The Steward has resumed work on the **Sadleir House Handbook** (a guide for future Stewards on some of the more obscure aspects of our operations);

- We have submitted our application to the **Canada Summer Jobs** programme and are awaiting the results;
- We have repaid \$3,000 of our outstanding ~\$6,600 in **promissory notes** a remaining ~\$3000 will be paid in the next fiscal year and we are awaiting a reply on a request for direction regarding the final ~\$600;
- The March issue of the **Sadleir House Newsletter** was sent out, the next issue is due to be published in June;
- The **SCR Occasional Galleries** have been happy to host 'Works in Progress – a Show of Life Drawings' by the Sadleir House Arts Group from April 7-17th.

Ongoing Items/Issues

Items in this section of the report are items/issues that are ongoing that have not undergone significant change since previous reports and are reported here to keep the Board apprised of their existence.

- JUST (Journal of Undergraduate Studies at Trent) and Sadleir House relations;
- Levy Group Council;
- Sadleir House Review
- Eastern Elevator