

STEWARD'S REPORT

Presented to the Board of Directors on 18 May 2011

Submitted by: Dwayne Collins

Introduction

Spring Clean-up has continued at Sadleir House and planning is underway for our major summer activities; with the Steward undertaking part of his vacation during some of the last month; this month's report is on the lighter side.

Major Highlights – May 2011

Dining Hall Upgrades

During the month of May, we have undertaken the removal of unused duct work from the Dining Hall which has aesthetically improved the look of the room in addition to providing more space in the room near the main window as well as increased space in the kitchen. In addition, removal of the duct work has allowed access to the ventilation fan located in the cupola which has now been repaired and is in working order. The working fan should allow for better management of heat in the summer months and make the room more usable.

Summer Line of Credit

We are in the midst of applying to the Trent Central Student Association for a summer line of credit in the amount of \$18,000. The purpose of this line of credit is to finance the exterior painting and main floor hallway upgrades that were outlined in the Special Projects Budget approved at our last meeting. In essence, in order to complete the repairs as soon as possible and during a typically quiet time of year, we are asking to borrow the money now and repay the amount as soon as the fall levy cheque is received. It should be noted that this loan is not to cover an identified gap in the operating budget.

Follow Up Items

Grass Cutting

The quote per cut for lawn cutting has come in at \$55 per cut. At this point, we are planning for possible scheduled grass cutting to be included in the YE12 budget after evaluation of this year's volunteer based efforts.

For Information

- We have been approved for a **Peterborough Community Investment Grant** of \$2,000;
- We have been approved for **Canada Summer Jobs** funding allowing us to hire one student for 9 weeks. Applications are currently being accepted and the anticipated start date is 6 June 2011;
- Our **OWSP** employees have completed their hours for the 2010-2011 academic year and we are preparing our application for next year;
- **The Sadleir House Library** has two new volunteers: Jason Clark and Iris Hodgson;

- In April, the circulation pump on the Carriage House **boiler** failed and required repair. Our boilers are now off for the season, with the exception of on extremely cold/damp days;
- We were very happy to welcome the **TCSA Executive for a tour** of the building;
- Sadleir House staff are happy to be participating in the Shifting Gears

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.

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