

STEWARD'S REPORT

Presented to the Board of Directors on 15 June 2011

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Introduction

The past month has been busy with staff focussing on summer hiring and getting our summer projects underway.

Major Highlights – June 2011

Main Floor Upgrades

We have received a building permit and have begun the process of reconstructing the office of Suite 104. The wall between the Arthur office and the hallway has been mostly removed and, pending the completion of a couple of other urgent projects, work will begin on building the new walls that will define the new office space. In other exciting news, we have discovered that much of the unsightly piping and conduit in the main floor hallway is unused and of no future value; upon closer inspection we hope to be able to remove most of it in an effort to increase the aesthetic value of this area.

Vandalism and Porch Alterations

On the weekend of 5 June 2011, the enclosed porch located on the south side of the building was vandalised; one of the large 1/4" thick glass windows was smashed. Sadleir House staff have removed the remains of the windows and we have decided, rather than replace the glass, to continue with plans to remove the porch walls and restore it to a closer approximation of the original and Ron Thom's redesign. The alterations will be happening as soon as possible so as to be complete before the start of the exterior painting.

Exterior Painting

After a review of quotes, Peterborough Painting has been hired to paint all of the exterior trim elements of the building (everything that is currently, or should be, green). The colour selection is a dark green very similar to that which can be found on parts of the building currently. Staff are very excited for this project as it will be the first time the entirety of the exterior trim has been painted at the same time in at least ten years (as an aside, staff have counted at least eight different shades of green currently on the building).

Follow Up Items

Summer Line of Credit

We have received a summer line of credit from the TCSA in the amount of \$18,000 that is being used to finance our main floor upgrades and the exterior painting project. This line of credit will be repaid from the fall levy cheque.

Graffiti Removal

Staff have begun their attempts to remove graffiti from the building. The north and east sides of the Carriage House (those walls bordering the parking lot) have seen most of the graffiti removed

without much difficulty. The west side of the Carriage House (bicycle path border), has seen moderate success, although graffiti in this area was much older than in other areas. So far we have not had any success with the graffiti located on the west side of the Lecture Hall and have not yet made an attempt on the South side of the Link.

For Information

- A *very* minor leak in the Dining Hall Roof above the fire escape has been detected. This small area is roofed in asphalt shingles and will need to be redone over this summer;
- We have experienced a couple of downspout clogs that staff have worked to unclog;
- Repairs to the window and sill of Room 303 have occurred to repair damage done by the removal of a storm window and water penetration;
- Hiring has been completed for our Canada Summer Jobs position and we would like to welcome Cara Moynes for the summer;
- The Steward and Convenor attended a workshop on Accessible Customer Service put on by the Ontario Non-profit Network;
- Our application for OWSP funding for seven House Wardens has been submitted;
- An application is being prepared to have the George Street Fence removed from our heritage designation so that we may proceed with demolition and continue working toward the ideas contained in our Grounds Conceptual Design;
- We are attempting to find a new home for an un-tuneable piano currently housed in the Lecture Hall (the mechanism is fine, the sound board needs to be replaced) – if a home cannot be found by the end of summer, we will be disposing of it;

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