

**P.R. Community and Student Association
Board of Directors Meeting
24 August 2004 at 5pm Sadleir House
Agenda**

01. Chair's Remarks
02. Approval of Minutes
03. Steward's Report
04. Financial Update
 - no bookkeeper's report
05. Space Rental Overview & Artspace Space Rental
06. Loan for Interior Painting Work
07. Food and Bar Services Recommendations
08. Sadleir House Annual Lecture Series Recommendations
09. Any Other Business
10. Adjournment

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PRCSA

17 June 2004

MINUTES OF THE FOURTH MEETING OF P.R. COMMUNITY AND STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a PRCSA held at 5pm, 17 June 2004 in the Library at Sadleir House, 751 George St North, Peterborough, Ontario.

P R E S E N T: Marisa Barnhart, Catherine Dickinson, John K Muir, and Matt Naylor

R E G R E T S: Fraser Smith

Also Present: Derrick McIntosh, Steward.

The Meeting was called to order with Catherine Dickinson acting as Chair and John Muir acting as Secretary. A quorum of the Board being present in person, the Meeting was declared duly constituted, and discussion followed.

Agenda Item 01. The Chair stated that she was happy to see all in the room.

An agenda was agreed upon and discussion followed.

Agenda Item 02. The minutes for PRCSA from 06 May 2004.

UPON A MOTION duly made seconded and carried unanimously, the minutes for PRCSA from 06 May 04 were approved as presented and amended.

Agenda Item 03. Board Governance.

a) Discussion followed regarding the Board's Mandate and a Self Review process.

Issues discussed included, thoughts about decision-making ability, authority, responsibilities and powers; how and where the "Board" fits in; "who does what?"; a nominations policy; and Board development. It was decided that these discussions would continue at a later time.

b) Establishment of regular meeting dates and times.

UPON A MOTION duly made seconded and carried unanimously, the PRCSA Board will hold regular meetings on the fourth Tuesday of each month at 5:30 pm.

c) Appointment of new directors.

The President reported that a recruitment to fill vacancies on the Board was underway. A list of names of people contacted was circulated. The deadline for their response is 25 June 2004, with appointment to follow at the next Meeting.

Agenda Item 04. Steward's Report (see attached)

The Steward presented a written report and thereafter answered questions.

In regards to the site plan agreement with the City of Peterborough; the PRCSA will complete all necessary arrangements for parking etc by 31 Sept 2005; the agreement provides for a lease agreement with the City for the fence running along George Street; a road widening arrangement; and a surety letter of credit or cash in lieu of same for \$5,000.

There was a suggestion to try to obtain a completion extension to 30 June 2006, however, it was noted that time is of the essence in executing the agreement, and the Steward will be entrusted to properly judge how to proceed.

UPON A MOTION duly made seconded and carried unanimously, the site plan agreement with the City of Peterborough was approved as presented and amended.

It was noted that; a quotation for roof repairs was scheduled to be presented at the next Meeting.

Information was further shared regarding; a heritage designation; potential catering options; the rescue and return of pianos; and the hiring process for the HRDC funded summer position.

UPON A MOTION duly made seconded and carried unanimously, the Steward's report was accepted.

Agenda Item 05. Financial Update (see attached)

The Secretary/Treasurer presented the financial statements.

UPON A MOTION duly made seconded and carried unanimously, the financial statements as prepared by the bookkeeper to 31 May 2004 were accepted.

06. Report on Lease Agreements & Approval of Draft Lease Agreement(s) (see attached)

a) Space Rental Overview

It was noted that; COIN will not be joining us; a Lease for the Centre for French Theory is under consideration; and an allocation of space for food service arrangements was still being worked out.

b) Draft Lessee Indenture

A draft document was presented and discussed. Do we want to formalise taking out garbage, and other domestic arrangements? It was decided that what is being represented, is in the best interest of the building and could be characterised as a "Developmental Lease"

UPON A MOTION duly made seconded and carried unanimously, the draft lease document was approved in principle.

Agenda Item 07. Staffing Report

a) Convenor's Job Description

The Steward presented a proposed Convenor's Job description.

UPON A MOTION duly made seconded and carried unanimously, the job description for the position of Convenor was approved.

It was noted and decided that PRCSA will pursue partnering application led by Trent Radio for a HRSDC JCP application for a developmental Convenor's position.

Agenda Item 08. Any other business.

a) The old safe. In response to a request from the brothers Moloney, it was decided to pursue giving the large old fashioned, and fairly impractical safe, located at present in the basement, to them. Due diligence requires the making of some estimate of value, however, it is not expected to be significant. The Steward will report on this as the situation develops.

b) Internet and Telephone services.

UPON A MOTION duly made seconded and carried unanimously, John Muir is authorised to make arrangements for internet and phone service to Sadleir House, in concert with the Steward.

There being no further business the Meeting was adjourned at 7:20pm.

Catherine Dickinson, Chair

John K Muir, Secretary

[end]

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PRCSA

29 June 2004

MINUTES OF THE FIFTH MEETING OF P.R. COMMUNITY AND STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a PRCSA held at 5pm, 29 June 2004 in the Library at Sadleir House, 751 George St North, Peterborough, Ontario.

P R E S E N T: Marisa Barnhart, Catherine Dickinson, and John K Muir.

R E G R E T S: Matt Naylor and Fraser Smith.

Also Present: Derrick McIntosh, Steward.

The Meeting was called to order with Catherine Dickinson acting as Chair and John Muir acting as Secretary. A quorum of the Board being present in person, the Meeting was declared duly constituted, and discussion followed.

Agenda Item 01. The Chair welcomed everyone. An agenda was agreed upon and discussion followed.

Agenda Item 02. The minutes for PRCSA from 29 June 2004 were not available.

Agenda Item 03. Nominations Policy.

It was decided that a formal Nominations policy to come would include concepts pertaining to; passionate disinterest; the Board being a nonconstituent assembly; conflict of interest; and the Board's role in overseeing, accepting responsibility, and governance, rather than a "hands on" and management group.

Agenda Item 04. Appointment of new Directors to fill vacancies on the Board.

UPON A MOTION duly made seconded and carried unanimously; David Tough, Christopher Glover and Shantel Ivits were appointed to the Board, to serve a term until the next, and first Annual General Meeting.

Agenda Item 05. Revised Financial Projections.

The Steward present this financial information which included a forecast for stable operations, as well as notice of the need for significant monies for impending upgrades and repairs; the need for a concerted funding effort; and a proposal for the Steward's remuneration in the upcoming fiscal year.

UPON A MOTION duly made seconded and carried unanimously, the Steward's report was accepted.

Agenda Item 06. Elevations (Roof) Work and Repairs.

A proposal from "Artisan Woodworking" was presented. Discussion followed. It was noted that the proposal had been reviewed by John Reeves and Erik Hanson.

UPON A MOTION duly made seconded and carried unanimously, the proposal pertaining to elevation work and repairs of 751 George St. was approved as presented and amended.

It was noted that; funding will need to be secured, John Reeves will provide architectural supervision, the Steward is charged with arranging all particulars.

There being no further business the meeting was adjourned at 6:35pm.

Catherine Dickinson, Chair

John K Muir, Secretary

[end]

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PRCSA

27 July 2004

MINUTES OF THE SIXTH MEETING OF P.R. COMMUNITY AND STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a PRCSA held at 5pm, 27 June 2004 in the Library at Sadleir House, 751 George St North, Peterborough, Ontario.

P R E S E N T: Marisa Barnhart, Catherine Dickinson, John K Muir, and Matt Naylor

R E G R E T S: Fraser Smith

Also Present: Derrick McIntosh, Steward.

The Meeting was called to order with Catherine Dickinson acting as Chair and John Muir acting as Secretary. A quorum of the Board being present in person, the Meeting was declared duly constituted, and discussion followed.

Agenda Item 01. The Chair welcomed everyone. An agenda was agreed upon and discussion followed.

Agenda Item 02. The minutes for PRCSA from 29 June 2004 were not available.

Agenda Item 03. Steward's Report

The Steward presented his report and discussion followed.

It was noted that; in regards to the City of Peterborough, there could be no occupancy of the building without a site plan agreement, and, a new plan was forthcoming which would fulfil parking requirement.

In regards to other matters, the application for charitable status was going well; given the flooding of their offices, Artspace had been invited to set up as temporary office during the month of August without charge; OPSEU will be renting space for two offices as needed during a potential strike period; an application will be made for flood damage relief.

Agenda Item 04. Financial Projections and Update (see attachments)

a) Financing Overview & Projections

The Steward presented a series of projections. Discussion followed. It was noted that TrentU now anticipates a decline in first year registration, and the our new plans reflect this. It was also noted that were are solvent according to plan and until September 2004, when the next student membership draw is expected.

b) Financial Statements to 31 July 2004 - Subject to adjustment

UPON A MOTION duly made seconded and carried unanimously, the projected financial statements to 31 July 2004, as prepared by the bookkeeper were accepted.

Agenda Item 05. Staffing Model Report (see attached)

The Steward presented a report containing some draft proposals. It was noted that work needs to be done to delineate responsibilities, and to outline specific duties (for example the roles of President and Steward)

UPON A MOTION duly made seconded and carried unanimously, the draft report was approved in principle.

Agenda Item 06. Any Other Business

There was discussion about tenant's phone service. Bell will provide service to individuals or corporations, but not to unincorporated groups.

UPON A MOTION duly made seconded and carried unanimously, the PRCSA will open a bank account with ING Canada to be operate through the existing bank account at the Bank of Montreal.

It was noted that Dave Tough is looking into commissioning a logo for PRCSA for letterhead, website, cards and other purposes.

There being no further business the meeting was adjourned.

Catherine Dickinson, Chair

John K Muir, Secretary

[end]

Repairs have now commenced to the exterior elevations of Sadleir House, including extensive work on the north face of the building and repair of the damaged roof over Suite 102.1. Further repairs will be required imminently to the interior of Suite 102.1 (repair of the ceiling and placement of new insulation) in advance of occupancy. At the moment both material and labour costs appear to be fully within budget. Weather and the passage of time continue to be critical factors in the work's completion.

On the basis of a sudden inability of PIPCOM to provide the internet service to Sadleir House as quoted, an agreement has now been arranged for COGECO service to Sadleir House. The expectation continues to be, however, that internet service will be available in advance of 1 September, 2004.

Re-keying of all offices has now been completed. The provision of a fire alarm monitoring service for Sadleir House is being explored.

Occupancy

Eleven leases have now been executed for space rental at Sadleir House. The majority of the groups with lease agreements have now begun moving items into their spaces. Four others have indicated their acceptance of a space offer and are expected to execute their agreements shortly. An executed lease agreement has not yet been received from TUFA.

<u>Status</u>	<u>Number</u>	<u>Groups</u>
Signed Lease Agreement	11	OPIRG, Arthur, Women's Ctr., Trent Annual, WUSC, Philosophy Society, TABS, Famous Couch, Ordinary Press, LETS
Indicated Acceptance	5	Shinerama, TQC, Art Collective, Theatre Trent, TUFA
No Indication	1	Yellow Bike Society
New Requests	6	CESA, S.Williamson consulting, Artspace, Ctr. for Cont. French Theory, J.Phillips workshop, H.Markellos kitchen

A number of new requests for space have been submitted since the last update. Most notably, Artspace is now requesting rental of office space until the end of December, 2004 and gallery space (in the former lecture hall) for the months of November and December, 2004. At the same time, the Concurrent Education Student Association (CESA) has also requested office space for the full 2004-05 year and the Centre for Contemporary French Theory has expressed renewed interest in rental of one office until December 2004 with an option to renew thereafter until the end of August, 2005.

Interest in the former kitchen and servery as workshop or kitchen/restaurant space continues. These two rental options, however, are subject to overall planning for space and programming allocation in Sadleir House.

To accommodate all of the new interest would require two notable reconfigurations of plans to this point. First, the distribution of space in the Coach House would have to be altered to something similar to:

Suite 106	(Lecture Hall)	Gallery / Meeting / Event Space
Suite 107	(Pvt. Din. Rm.)	Library
Suite 108	(Kitchen)	Kitchen or Workshop
Suite 109.1	(Servery)	Kitchen and/or Bar or Storage Space
Suite 109	(Din.Hall)	Performance Theatre

Secondly, Sadleir House would effectively be in a situation of full occupancy. Given the possibility that a number of the current commitments are of a shorter term and the possibility that some expected lease agreements may not materialise, this situation may not be imprudent. It would mean, however, that while a second cycle of applications for space could be opened in the fall, the availability of that space may be later than originally anticipated.

Academic and Cultural Programming

Jill Staveley has commenced her duties as Convenor as of 1 August, 2004. Jill will be handling all bookings of space and be generally responsible for preserving and encouraging Sadleir House's active interest in academic and cultural programming. Jill has been working on the development of regular rental fee schedules for the various spaces in Sadleir House.

There seems to be some internal hesitation on the part of TUFA as regards the circulation of the invitation for faculty members to become involved in programming at Sadleir House. This probably relates to the failure of TUFA to have yet executed a lease agreement.

Site Plan Agreement

An executed Site Plan Agreement has now been returned to the City of Peterborough. No confirmation has yet been received as to when the City Council will consider the application for approval.

[end]

Organisation	Assigned Room	Rental Rate (/sq.ft.)	Area (sq. ft.)	Annual Rent
OPIRG	102	\$3	244	\$732
OPIRG	102.1	\$3	230	\$690
Arthur	104	\$3	200	\$600
Arthur	104.1	\$3	132	\$396
Arthur	104.2	\$3	248	\$736
Women's Ctr	202	\$2	206	\$412
Trent Annual	303	\$5	293	\$1465
Shinerama	B102 (Storage)		128	\$50
WUSC	208 (Shared)		100	\$100
TQC	206	\$2	150	\$300
Philosophy Society	305 (t.b.shared)		210	\$100
Trent Association for Baha'i Studies	305 (t.b.shared)		210	\$100
Art Collective	304		221	\$100
Theatre Trent	B106 (Storage)	\$2	223	\$446
CESA	205		150	\$100
Famous Couch	B104		272	\$100
Total Student			3007	\$6427
LETS	208 (Shared)	\$15	100	\$1500
Ordinary Press	207	\$15	200	\$3000
Ctr. for Cont. French Theory	306	\$16	150 (4month)	\$800
Yellow Bike	B103		272	\$200
Artspace	302	\$15	296 (4month)	\$1480
Artspace	106	\$15	760 (2month)	\$1900
TUFA	201.2, 201.3, 201.4		919	\$16000
J.Phillips	108, 108.2	\$7	486 (10month)	\$2835
Total Non-Student			3183	\$27715
Library	107 (Private Dining Room)	\$7	434	
Common Room	101		515	
Meeting Room	101.1		312	
Meeting Room	301		300	
Meeting Room	307		219	
Performance Theatre/ Bar/ Kitchen	209		1550	
Total Service / Common			3330	
Vacant	112, 105, B101			

Artspace Rental at Sadleir House

18 August, 2004

i) Office Space

From Sept. 2004 to Dec. 2004, rental of one of:

- A) Suite 302 296 sq.ft.
 \$370 / month + GST, inclusive of utilities

- B) Suite 207 150 sq.ft.
 \$187.50 / month + GST, inclusive of utilities

- C) Suite 306 150 sq.ft.
 \$187.50/month + GST, inclusive of utilities

ii) Gallery Space

A) November and December, 2004, rental of

Suite 106 760 sq.ft.
 \$950/month + GST, inclusive of utilities

B) September, 2004, exhibition in Suites 101, 101.1, no rental costs. The suites will continue to be available for general Sadleir House use. Artspace will have the option to book the use of the space on an event-by-event basis, subject to availability, at a rental rate of \$15/hr (any catering/house management costs would be extra).

Promissory Note and Acknowledgement of Debt

FROM: P.R. Community and Student Association (Sadleir House Facility)
(Sometimes hereinafter referenced as the Debtor)

TO: Helen Wallis
(Sometimes hereinafter referenced as the Creditor)

WHEREAS Helen Wallis, hereinafter sometimes referenced as the Creditor, has provided a Loan to P.R. Community and Student Association (Sadleir House Facility) in the amount of Three Thousand Dollars (\$3,000.00) the receipt of which is hereby acknowledged by the Debtor;

IN CONSIDERATION OF THE PROVISION OF THE SAID LOAN the Debtor herein agrees to repay the subject loan and executes this Promissory Note as evidence of the promise to repay in accordance with the terms and conditions hereinafter described;

- a) The amount of the loan: Three Thousand Dollars (\$3,000.00)
- b) Advance date for the loan: September 30, 2004
- c) Interest: There is no interest charged in reference to the subject loan
- d) Term: The subject loan shall mature and be payable in full within one year from the advance date, not later than September 30, 2005.
- e) Intended Application: It is the borrower's intention that the money borrowed through this Note will be used for the painting and repair of the main foyer at Sadleir House, 751 George St. N. according to the estimate attached hereto as "Schedule A."
- f) Default: In the event of default, the borrower agrees to pay all costs and expenses incurred by the Creditor, including all reasonable legal fees for the collection of this Note upon default.

The Parties hereto acknowledge the terms herein and execute this Promissory Note and acknowledgement of debt.

Dated this day of September, 2004

P.R. Community and Student Association (Sadleir House Facility)

per:

per:
I/We have authority to bind the Corporation

Helen Wallis _____

**Sadleir House Food and Bar Services Recommendations (DRAFT)
24 August, 2004**

Term

- i) Any agreement for food and bar services should have effect from 1 September, 2004 to 31 December, 2004.
- ii) The agreement should be reviewed in December, 2004 with the option of extension or renewal under modified terms if mutually agreeable to both parties.

Municipal Zoning

- i) Sadleir House will verify as soon as practicable that the proposed food and bar services are compliant with its municipal zoning.

Start-up Costs

- i) Sadleir House will invest up to \$5000 in renovating the proposed kitchen space (plumbing, electrical, and ventilation work, as required) and purchasing appliances for the space. All such renovations and appliances will become and remain property of Sadleir House.
- ii) Sadleir House will invest approximately \$2000 in applying for a Liquor Sales Licence.
- iii) The service provider will purchase all furnishings and other equipment required for kitchen operation. All such furnishings and other equipment will become and remain the property of the service provider.

Location

- i) Kitchen services will be located in the former Servery (Suite 209.1) behind the former Dining Hall.
- ii) Catering services will be available throughout Sadleir House.
- iii) Subject to the agreement of both parties and subject to the determination of the Alcohol Commission, liquor licensing will be sought for the former Dining Hall (209), the former Private Dining Room (107), the former Lecture Hall (106), the former Library (101, 101.1), and the former Senior Common Room (201.2, 201.3, 201.4).

Access

- i) The service provider shall have access to the kitchen facilities Monday to Thursday 10-2 and 4-8 and at such other times as agreed to with Sadleir House
- ii) The service provider shall have use of the Dining Hall Monday to Thursday 11-1 and 5-7

iii) Sadleir House shall have access to and use of both the Dining Hall and kitchen at all other times. Sadleir House may require access to the Dining Hall during food service hours in a manner that would not interfere with those operations.

iv) A mutually-acceptable notice period shall be established by which Sadleir House may notify the service provider of any requirement for use of the Dining Hall or Kitchen spaces that would interfere with regularly scheduled food service hours.

Fees and Operations

i) The service provider shall remit to Sadleir House a weekly fee of \$40+GST for use of the Dining Hall and Kitchen facilities.

ii) The service provider will not be charged for use of the kitchen when in support of in-house catering. The service provider shall be regularly retained for in-house catering and shall establish a regular fee schedule for such services, to be paid directly by a client to the food service provider. In the case of a client opting for out-of-house catering, Sadleir House shall levy a surcharge on the room booking to cover extra costs related to clean-up and use of facilities.

iii) The service provider shall retain all monies from the sale of food and alcohol during scheduled restaurant hours.

iv) Sadleir House shall retain all monies from the sale of alcohol outside of restaurant hours.

v) The service provider shall retain all monies from the sale of food outside of restaurant hours.

vi) Outside of restaurant hours, the service provider will be contracted by Sadleir House on an event-by-event basis to providing bar-tending services and will be paid at an hourly rate for these services.

vii) The service provider shall acquire and maintain all required food provisions and all alcohol for sale during restaurant hours at her own expense.

viii) The service provider shall, as contracted by Sadleir House, maintain a supply of alcohol for events outside of restaurant hours and an accurate inventory of this supply and its sale.

In keeping with the vibrant academic and cultural life contemplated by the P.R. Community and Student Association in its purchase of Sadleir House, the creation of an annual lecture series to commemorate the official re-opening of Sadleir House on 3 April, 2004 is proposed. These lectures would serve to remind in perpetuity of the hopes and generosity of Peterborough's citizenry and the work of Trent University's founders that brought a University into the City's midst. The lectures would assert and adopt as their broad theme an indissoluble link between liberal education and civic life.

The lectures are proposed to be named in honour of Daryl Bennett, in recognition of his civic-mindedness and contributions to the university community, both as a resident and businessman of Peterborough and as a governor of Trent University. It is proposed that Mr. Bennett should himself deliver the inaugural lecture.

Thereafter, a committee composed of members drawn from both scholarly and public life shall be struck each year to select an individual whose life, as expressed in scholarship, business, labour, or art exemplifies and strengthens good relations between "town and gown," between scholarship and public life. The theme of each year's lecture will be "The Idea of a University," to be interpreted broadly.

The lecture shall be held at Sadleir House on the third day of April each year, beginning in 2005. It shall be of a public nature and its contents shall be made widely available through broadcast, publication, or other means.

Letters of resignation for PRCSA BoD 24 Aug 2004

From: "Matt Naylor" <mnaylor@trentu.ca>
To: <cdickins@trentu.ca>
Cc: "Derrick McIntosh" <dbmcintosh@hotmail.com>, <jkmuir@trentradio.ca>
Subject: Resignation
Date: Wed, 18 Aug 2004 15:00:11 -0400

Catherine Dickinson
on behalf of the Board of Directors
for the P.R. Community and Student Association,

Please accept this as a resignation of my seat on the PRCSA Board of Directors. I will continue to cherish the opportunity that this organization has provided me to be a founding member of a project that reclaims and entrenches community and collegiality in my alma mater. I wish you all the best of luck in the inaugural year of operation. I can think of no better group of people to accomplish this endeavor. I look forward to being able to return through the years watching it grow into maturity.

I would very much appreciate receiving updates on the project when practical. If there is anything that I can do from Montreal, please do not hesitate to contact me.

Regards

Matthew R. Naylor

5117 Mariette Ave.
Montreal, PQ H4V 2G3
(514)-485-3395

cc: Derrick McIntosh - Steward
John Muir - Secretary

PS: If someone could reply asap with the membership fee for 2004-2005 year.

From: Fraser Smith <Fraser@trackbike.com>
To: "Catherine Louise Dickinson" <cdickins@trentu.ca>
Date: Mon, 23 Aug 2004 14:51:07 -0700 (PDT)
Subject: Re: Directorship (PRCSA)

It is with sincere regrets that I believe that I need to resign from the directorship of the PRCSA due to my geographic location and time constraints. Surely this will cause relatively little interruption to the functioning of said body compared to my previous involvement which was sub- par to say the least, and the fact that the directorship is still comprised of so many incredible and wonderful individuals.

Fraser Smith

PS. Can I still come visit? Please? I really like you guys alot, and I miss you.