

**MINUTES OF MINUTES OF THE 12th ANNUAL GENERAL MEETING of MEMBERS OF P.R. COMMUNITY AND STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a PRCSA held on Tuesday, 05 April 2016 in the City of Peterborough, at the Lecture Hall, Sadleir House, 751 George Street North at 18:00.**

**P R E S E N T:** Davis Dickinson Barnhart, Sabrina Calogeracos, Dwayne Collins, Theresa Comko, Catherine Dickinson, James Kerr, Caileigh Morrison, John Muir, Alissa Paxton, Hayley Raymond, and Bill Shepherd.

**R E G R E T S:** Hannah Collins, and Elora Tarlo.

Proper notice of this meeting having been made, and quorum being present, the meeting was declared duly constituted and called to order at about 18:35 am, with Theresa Comko presiding and acting as Chair of the Meeting, and John Muir, acting as Secretary.

**01. Opening Remarks.**

The Chair welcomed the Members, an agenda was agreed, and discussion followed.

**02. Previous Minutes.**

**UPON A MOTION** duly made, seconded and carried unanimously the Minutes of the Previous Meeting of Members held on 11 April 2015, were approved as presented.

**03. Presentation of the Annual General Meeting Report.** The AGM Report was presented by the Steward, with questions and discussion following each section. **UPON A MOTION** duly made, seconded and carried unanimously, the AGM Report was accepted as presented, and discussed.

**04. Presentation Of The Financial Statements for the year.**

The Financial Review was presented for the corporation for the year, consisting of a statement of the financial position, a statement of changes in net assets, a statement of operations, a statement of cash flows, and notes to the financial statements. The review was prepared by Collins Barrow Kawarthas LLP. Discussion followed.

**UPON A MOTION** duly made, seconded and carried unanimously, the financial review, as prepared by Collins Barrow Kawarthas LLP, for one year ending 31 Aug 2015 were accepted as presented, and Collins Barrow Kawarthas LLP (or their heirs or successors), were appointed as accounting agents and to conduct the next financial review engagement for the fiscal year ending 31 Aug 2017.

**05. MOTION To Confirm All Resolutions Of The Board**

All Board Minutes since the last AGM were made available to the membership at the meeting, in addition to being available to the general public on the PRCSA website throughout the year.

**UPON A MOTION** duly made, seconded and carried unanimously, it was resolved that all resolutions and acts of the Board since the last General Meeting of Members, held on 11 April 2015, as set out in the Minutes of Directors and the Corporation or in the AGM Report of the Corporation submitted to this meeting were approved and confirmed by the membership.

**06. REPORT of the Nominating Committee and Election Of Directors.**

The Chair reminded the Members that the by-laws of PRCSA provide that: the affairs of PRCSA shall be managed by a Board of seven (7) directors, each of whom at the time of her/his election and throughout her/his term of office shall be a member of PRCSA. In addition, each Director must be, eighteen years of age or older; capable of conduct which is that of passionate disinterest, divesting themselves of self-interest or private advantage; and not normally employed by PRCSA. Taken together, the Board shall be balanced at all times. A majority of the Board shall be enrolled as a student of Trent University at the time of their election. A regular Director's term of office shall expire at the second Annual General Meeting after the Director's election, so as to allow for staggered terms of office for Directors. In the matter of the nominations process, the Steward thought the Secretary reported that no further nominations had been received, as provided by the Meeting's agenda, and the by-laws of the Corporation. The nominees and the incumbent directors and officers then introduced themselves and explained their reasons for their interest in serving the organisation.

**UPON A MOTION** duly made, seconded and carried unanimously, it was resolved that the report of the Nomination Committee be accepted, and that the four Nominees presented, namely, Hannah Collins, Hayley Raymond, and Elora Tarlo being enrolled students of Trent University; and that Catherine Dickinson, be each elected to a term of office that shall expire at the second Annual General Meeting after this election.

**07. Any Other Business:** none.

**08. Farewells and Adjournment.**

Expressions of well wishing were made to all in attendance. The Membership especially thanks out-going Director Caileigh Morrison for her extraordinary contribution.

There being no further business, the Meeting adjourned, at about 19:25

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Theresa Comko, President & Chair

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John K Muir, Secretary

It was decided after the AGM adjournment that the Board will meet next on Tuesday, 12 April 2016 @ 6pm

**MINUTES OF P.R. COMMUNITY and STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a  
PRCSA Board of Directors Meeting held on Monday, 12 April 2016 in the Lecture Hall at Sadleir  
House, 751 George St North, Peterborough, Ontario at 6:30pm.**

P R E S E N T: Hannah Collins, Catherine Dickinson, John K. Muir, Hayley Raymond, and Bill Shepherd.

R E G R E T S: Theresa Chomko and Elora Tarlo.

Also present: Dwayne Collins, Steward; and Alissa Paxton, Convenor.

01. The meeting was called to order at about 6:10 pm. with Catherine Dickinson acting as Chair of the Meeting, and John Muir acting as Secretary. Notice of this meeting having been made to all the Directors, and a majority of Directors being present, the meeting was declared duly constituted.
02. An agenda was agreed upon and discussion followed.
03. **UPON a MOTION** duly made seconded and carried unanimously, the Minutes of the Board Meeting and the Minutes of the AGM held on 05 April 2016, were respectively approved as presented or taken as information.
04. Board Orientation & Appointment of Officers. The roles and the various officer positions were explained, and discussed, nominations were made. UPON various MOTIONS duly made seconded and carried unanimously; Theresa Chomko was appointed President & Chair; Hannah Collins was appointed Vice-Chair; and John Muir was appointed Secretary/Treasurer; Dwayne Collins was confirmed as Steward and Vice-president; and Susan Newman was confirmed as Bookkeeper.
05. Staff Reports: The Steward and the Convenor presented their reports. Discussion followed. **UPON a MOTION** duly made seconded and carried unanimously, the Staff Reports were accepted as presented, discussed, amended, and in particular, it was decided that that the term "alum" be avoided in any matter relating former Trent University students and prohibited from PRCSA (SHF) splither, for it is BAD word.
06. Financial Report to 29 February 2016: **UPON a MOTION** duly made seconded and carried unanimously, the Financial Report to 29 February 2016 was accepted as presented. Discussion followed pertaining to improvement projects for the upcoming summer. It was decided to prioritise spending into the order of chimney repairs, a border at the south-end of the south lawn, and finally, if there's any money left, the main (south) entrance way.
07. The next Meeting was set for 17 May 2016 at 6:00pm.
08. There being no further business, the Meeting was adjourned at about 7:40pm.

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Catherine Dickinson, Vice-Chair

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John K Muir, Secretary/Treasurer

PRCSA Board of Directors  
18 May 2016, 18:00 (EST)  
Sadleir House, 751 George St. N.  
Lecture Hall (room 106)

## Minutes

**Present:** Theresa (Tree) Chomko, Catherine Dickinson, Davis Dickinson Barnhart (guest), Cait Jones (staff), John Muir (teleconference), Alissa Paxton (staff), Hayley Raymond

**Regrets:** Hannah Collins, Bill Shepherd, Elora Tarlo

- 1) Approval of the Agenda  
CD/HR/Carried
- 2) Approval of Minutes (12 April 2016)  
JM/HR/Carried
- 3) Financial Report – to 30 April 2016
  - a. YE16 Budget Adjustments (Summer Projects)  
Proposal to allocate surplus of \$27,700 to following projects:
    - \$10,000 to Grounds for southern barrier project
    - \$6000 to Repairs for masonry on NE area of carriage house
    - \$1700 to Professional Fees for architect & landscape architect
    - \$10,000 remaining for unforeseen repairsJM/CD/Carried
- 4) Staff Reports
  - a. Steward – Accessibility Plan adopted as presented.  
JM/CD/Carried
  - b. Convenor  
Reports accepted  
JM/HR/Carried
- 5) Programme Planning & Assessment
  - a. Discussion & Working Group formation:  
Elora, Tree, Hayley with Cait & Sabrina Calogeracos (staff)
- 6) Any Other Business - none
- 7) Date of Next Meeting (Monday, August 29, 6pm)
- 8) Adjournment  
CD/JM/Carried

**MINUTES OF P.R. COMMUNITY and STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a  
PRCSA Board of Directors Meeting held on Monday, 12 April 2016 in the Lecture Hall at Sadleir  
House, 751 George St North, Peterborough, Ontario at 6:30pm.**

P R E S E N T: Theresa Chomko, Hannah Collins, Catherine Dickinson, John K. Muir, Bill Shepherd,  
and Elora Tarlo.

R E G R E T S: Hayley Raymond

Also present: Dwayne Collins, Steward; Alissa Paxton, Convenor; and Caitin Jones, Communications and  
Programming Officer.

01. The meeting was called to order at about 6:10 pm. with Theresa Chomko acting as Chair of the Meeting, and John Muir acting as Secretary. Notice of this meeting having been made to all the Directors, and a majority of Directors being present, the meeting was declared duly constituted.
02. An agenda was agreed upon and discussion followed.
03. It was noted that the consideration of the Minutes of the previous BoD Meeting held on 18 May 2016 would be deferred until the next BoD, In their lieu quick verbal staff reports were presented.

About 95% of the masonry has been completed. During the work, a unstable chimney was discovered and put right. Exterior lighting has been either installed or upgraded. The South Garden and an attendant sprinkler system was installed, and the Dining Hall windows have been replaced with "thermal" glass or insulated glazing.

We have received funding for eight TWSP positions. So far seven positions have been filled with four previous participants and three new recruits. In addition a student participating through the Trent Community Research Centre is to report on the feasibility of food service at Sadleir House.

The event facilities were in use a total of 2,773 hours in the last fiscal year, which is 90% of the hours in used in 2013 - our busiest year. A review of office rents is needed to take into consideration student group revenue rises due to CPI increases pushing the groups into higher rental payment brackets.

Caitlin Jones continues to provide social networking and is working on a "Punk Goes to College" and a second "Queer Coll(i/u)sions Conference" event.

**UPON a MOTION** duly made seconded and carried unanimously the staff reports were approved as presented and discussed.

04. YE17 Operating Budget. Dwayne Collins presented the YE17 budget. Discussion followed. **UPON a MOTION** duly made seconded and carried unanimously, the YE17 budget was accepted as presented and discussed,
05. Steward Hiring Process (Closed Session). It was noted that as this was a personnel matter it would be conducted in closed session. Alissa Paxton and Caitlin Jones left the Meeting. Catherine Dickinson reported a personal concern relating to her participation the session but remained in an advisory capacity. Discussion followed. The closed session ended.

**UPON a MOTION** duly made seconded and carried unanimously, save for Catherine Dickinson abstaining, the Steward's Hiring Committee was constituted with Theresa Chomko, Hannah Collins, and Bill Shepherd as full members and with Catherine Dickinson and Dwayne Collins acting as advisors. It is understood that the work of the Committee is expected to be completed by the end of term.

06. The next Meeting was set to be arranged when the Hiring Committee report was ready. It was decided that a proposal for an Executive Committee would reviewed and discussed at a later date.
07. There being no further business, the Meeting was adjourned at about 7:55pm.

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Theresa Chomko, Vice-Chair

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John K Muir, Secretary/Treasurer

**MINUTES OF P.R. COMMUNITY and STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a  
PRCSA Board of Directors Meeting held on Saturday, 04 February 2017 in the Library at Sadleir  
House, 751 George St North, Peterborough, Ontario at 2pm.**

P R E S E N T: Hannah Collins, Catherine Dickinson, John K. Muir, Hayley Raymond and Elora Tarlo via phone.

R E G R E T S: Theresa (Tree) Chomko, and Bill Shepherd.

Also present: Dwayne Collins, Member; and Alissa Paxton.

01. The meeting was called to order at about 2:20 pm with Catherine Dickinson acting as Chair of the Meeting, and John Muir acting as Secretary. Notice of this meeting having been made to all the Directors, and a majority of Directors being present, the meeting was declared duly constituted.
02. A modified agenda was agreed upon and discussion followed.
03. It was noted that the consideration of the Minutes of the previous BoD Meeting held on 18 May 2016 would be deferred until the next BoD. **UPON a MOTION** duly made seconded and carried unanimously, the Board minutes for 14 November 2016 were approved as presented.
04. Business Arising. The BoD moved in to closed session. Alissa Paxton left the room, and Catherine Dickinson declared a continuing conflict of interest with reference to the Steward's Hiring Committee. It was noted that since the last BoD, the duly appointed and delegated Steward's Hiring Committee had made its recommendation, naming a designate known, to each Director via email (see attached), In turn each Director affirmed the same via email. Following this, a letter of offer was duly made and accepted such that Alissa Paxton was appointed Steward effective 18 January 2017 according to the terms of the same letter and the attached "Position Profile" and "Policy Document" pertaining to Benefits, Vacation, and Salary Increases (see attached). The BoD moved in to open session. **UPON a MOTION** duly made seconded and carried unanimously, save for Catherine Dickinson abstaining, the Board duly agrees and regularises the above cited letter of offer and acceptance dated 18 January 2017, and further appoints Alissa Paxton ex officio Vice-president of the PR Community & Student Association (Sadleir House Facility). Dwayne Collins was thanks for all his hard work.
05. AGM Planning. It was noted that the date for the AGM will be set once the date of the completion of year-end financial review is known. The Nominations & Nominating Committee policy was distributed – see attached. **UPON a MOTION** duly made seconded and carried unanimously, the Nominating Committee for the upcoming AGM shall be comprised of Hannah Collins, Catherine Dickinson, Hayley Raymond, & Elora Tarlo. It was noted that the Committee shall appoint their own chair. Directors are asked to provide a picture and bio for the upcoming annual report. It was noted that the terms for Directors, Tree Chomko, John Muir and Bill Shepherd end at the next AGM.
06. The Steward's Report was distributed and discussed and accepted as presented.
07. A Levy Restructuring Proposal prepared by Pippa O'Brien, TCSA - VP External, was presented and discussed. It was noted that Dwayne Collins will prepared and deliver our response to the letter. We're grateful to Dwayne for doing this.
08. Financial statements ending 31 January 2017 were presented as an Initial Budget Update – see attached. Discussion followed. **UPON a MOTION** duly made seconded and carried unanimously, report was accepted as presented.
09. Personnel & Hiring: The Board moved into closed Session. A "Personnel Proposal" dated 04 February 2017 was distributed to the BoD - see attached. Discussion followed. **UPON a MOTION** duly made seconded and carried unanimously, the proposal was accepted as presented and discussed. It was noted that this includes a contract rather than probationary period for the Convenor's position, and that any anticipated staffing cost reductions ( ~ \$ 12,562.22 ) will be held in reserve for staff cost contingencies for the balance of the current fiscal year. The closed session ended.
10. AOB: The matter of establishing an "Executive Committee" was brought forward as an agenda item for a future BoD Meeting. It was also noted that the Nominating Committee has the latitude to recommend changes to the number and character of the BoD as they might see fit so to do. Finding a place for graduate student representation for instance.
11. The date of the next Meeting was set for Tuesday, 28 February 2017 at 5:15pm  
There being no further business, the Meeting was adjourned at about 4:25pm.

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Catherine Dickinson, acting as Chair

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John K Muir, Secretary/Treasurer

**MINUTES OF P.R. COMMUNITY and STUDENT ASSOCIATION (SADLEIR HOUSE FACILITY) o/a  
PRCSA Board of Directors Meeting held on Monday, 24 February 2016 in the Library at Sadleir House,  
751 George St North, Peterborough, Ontario at 5:30pm.**

P R E S E N T: Theresa (Tree) Chomko, Hannah Collins, Catherine Dickinson, John Muir (via phone)  
and Hayley Raymond.

R E G R E T S: Bill Shepherd, and Elora Tarlo.

Also present: Dwayne Collins, Member; and Alissa Paxton, Steward.

01. The meeting was called to order at about 5:30 pm with Tree Chomko acting as Chair of the Meeting, and Alissa Paxton taking notes of the Meeting for John Muir to prepared as the minutes. Notice of this meeting having been made to all the Directors, and a majority of Directors being present, the meeting was declared duly constituted. A modified agenda was agreed upon and discussion followed.
03. **UPON a MOTION** duly made seconded and carried unanimously, the Board minutes for 18 May 2016 were approved as amended to include Dwayne Collins as present, and the Board minutes for 04 February 2016 were approved as presented.
04. Levy Restructuring Proposal. Discussion followed. **UPON a MOTION** duly made seconded and carried unanimously, the Board approves the following proposed referendum question wording to be presented at a TCSA sponsored meeting to discuss this question.  
Do you agree that coming into effect for the Fall 2017 Term, student levy fees will be calculated and charged, in accordance with the Ontario Student Assistance Program's (OSAP) definition of full-time enrolment and Trent University's Financial Services' new per term billing system mandated by the Province of Ontario?  
It was noted that;
  - a) Issues relating to part-time students and refundable levies will be dealt with separately and likely in a referendum question next year.
  - b) PRCSA should review constitution and bylaws to see if these changes will effect our governance.
  - c) Alissa Paxton will follow up with Tracy Milne at TCSA regarding status checks for students to determine their membership.
05. Steward's Report - see attached
06. AGM Planning. Catherine Dickinson shall act as Chair of the Nominating Committee. Directors are asked to provide content for the Board profiles in the year's annual report.
07. Budget Update - see attached.
08. Executive Committee: shall be presented as a "notice of motion" for next Meeting. Catherine Dickinson will edit and re-circulate.
09. It was noted that the date of next Meeting is to be set via Doodle poll for week of March 20 or 27.
10. There being no further business, the Meeting was adjourned at about 6:30pm.

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Tree Chomko, President

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John K Muir, Secretary/Treasurer