27th Board of Governors' Meeting
November 21st, 1946.

MINUTES

of the

TWENTY-SEVENTH MEETING

of the

BOARD OF GOVERNORS

of the

OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (INC.)

DATE: November 21st, 1946.

PLACE: Board Room, Ottawa Light, Heat and Power Building, Ottawa.

PRESENT: Dr. H.M. Tory, Mr. K.A. Greene, Mr. W.S. Kidd, Mr. Norman Wilson, Mr. E.J. Jenkins, Mr. H.S. Southam, Dr. John E. Robbins, Dr. W.C. Macartney, Mr. F.G. Patten, Mr. W.D. McKewen, Mr. F.W. White, Mr. C. Fraser Elliott, Mr. C.C. Gibson and Dr. M.M. MacOdrum.

MINUTES: The Minutes of the previous meeting were read and approved.

INSURANCE: At the last meeting, the matter of Insurance was left to a committee consisting of Mr. Greene, Mr. Patten and Dr. Tory. Mr. Greene reported that he, Mr. Patten and Dr. Tory had a consultation and agreed upon two policies, one for boiler insurance for an amount of $50,000.00, the other, a comprehensive liability policy, limits $50/300,000, each for three years. This was agreed to.
With regard to insurance of the building, it was now standing at $160,000.00 but the Company had suggested that it should be an amount to cover replacement value. For this the Architect had suggested $325,000.00. After considerable discussion, it was agreed that the Insurance should be at a replacement value but that the valuation should be made by Mr. Ewart who had consented to give us any assistance in the matter without compensation. The matter was referred back to the committee for final adjustment.

FINANCIAL BUDGET: The President submitted an estimated Budget, Revenue and Expenditures for the year beginning July 1st, 1946, to June 30th, 1947.

The Estimate is as follows:

REVENUE:

Fees, Excluding Special Allowance	$ 87,000.00	
Bond Interest	90.00	
Profit on Sale of Texts	300.00	
Revenue from Session 1945-46 - Fees	7,758.21	
Revenue from Session 1945-46 - Special Allowance	7,000.00	$102,148.21

EXPENDITURES:

Teachers' Salaries	$ 44,000.00	
Teachers' Supplies	3,000.00	
Office and Administrative Salaries	17,000.00	
Rent	1,000.00	
Printing, Stationery and Office Supplies	3,000.00	
Professional Fees	250.00	
Public Utilities	1,500.00	
Advertising	1,500.00	
Travelling Expenses	500.00	
Caretakers' Expenses and Salaries	6,000.00	
Miscellaneous Expenses	2,000.00	
Provision for Depreciation	882.83	
Bank Interest on Overdraft	800.00	
Nursery School	1,200.00	
Librarian	420.00	
Sundry Salaries	200.00	
Insurance	175.00	83,427.83
EXCESS OF REVENUE OVER EXPENDITURE		$ 18,720.38

It was moved by Mr. Kidd and seconded by Mr. Southam that the Estimates be approved, and any future changes to be specially approved by the Board.

The President pointed out that in connection with the Estimate, the excess of revenue was due entirely to the fact that this year there were exceptionally large classes. Heretofore, it had been impossible to submit Estimates but he had calculated the cost of running the individual class and had as far as possible kept the average class to such a size that the incoming fees would pay for the teaching. This year, many classes were beyond estimated requirements and this made a favourable balance possible.

The President recommended that Miss Jones' salary be raised to $150.00 a month. Miss Jones had complete charge of the books and the work had grown greatly since she was first appointed and she had completely satisfied him in her manner of carrying on the work. On motion of Mr. McKewen and Mr. Patten, this was agreed.

GOVERNMENT SPECIAL ALLOWANCE: With regard to Government Special Allowance for the year 1945 - 1946, the President pointed out that this had been given for the purpose of assisting in the purchase of equipment and the preparation of teaching buildings. It was decided:

" That in view of the arrangement made by the D.V.A. with Canadian Colleges and Universities for the tuition of veterans, and in particular, the amount to be paid by the Department over the regular scale of fees as a contribution towards the cost of the increased facilities required, this Board considers that the total of these special allowances in respect of students of the 1945-1946 school year should be treated as a capital receipt and not as current revenue. "

COMMITTEE ON STUDENT AFFAIRS: The President reported that in his previous experiences in University life, he had found it advantagious to have a committee known as a "Committee on Student Affairs" made up of an equal number of staff and students. To this committee would be submitted all questions of discipline for final judgment and of other matters in which the student's relations to the staff, other than in the class-room, would be considered. He recommended that such a committee be set up at Carleton College, the number of students and staff would be left to the discretion of himself and Dr. MacOdrum. This was agreed to on motion of Messrs. Jenkins and Elliott.

SMOKING ROOM: The President called the attention to the fact that the present Smoking Room on the premises was entirely too small and that it was exceedingly difficult to regulate smoking between lectures. He suggested that it may be possible to take down a partition between the present book store and the smoking room and turn it into one large room and move the book store to a room on the second floor. This was left to the discretion of the President.

LIBRARY: The President reported that he had engaged Miss Wills to catalogue the books for the School Library and is paying her the same amount for an evening's work as is now being paid to a teacher. Miss Wills is giving two evenings a week. The President had also arranged for certain senior students to take charge of the Library the other three evenings of the week, the students being those who wished, in any case, to study in the Library. He suggested that the matter of compensation be left until after the work involved could be more closely estimated.

NURSERY SCHOOL: The President reported that the course given in the Nursery School curriculum "YOUR CHILD NOW AND TOMORROW" had a surprisingly large registration, fees were charged on a family basis, that is, the husbands and wives could attend together on one fee. There were in the new attendance, 240 in which 130 had paid fees.

THIRD AND FOURTH YEARS:

The President reported that a poll had been taken of the students in Second Year in order to get some indication of the number of students who might be expected to take Third Year work going on later to the Fourth Year if the courses were offered. Over 70 students from the day classes had expressed their wish to remain and take their Third and Fourth Years. The Evening Classes were still to be canvassed.
The President stated that he and Dr. MacOdrum were studying the question and determining the costs involved. He felt favourably disposed to taking action in the direction mentioned as, at the moment, civilian students were really being kept out of the College except a few who had obtained first class honours in their matriculation examinations. He was of the opinion that a large number of civilian students could be expected in the immediate future. The registration, at present, including all classes is 1,545. This, he considered, is higher than could normally be expected but thought that we could look forward to, at least, in day and evening classes together, approximately 1,000 when conditions settled down. The President agreed to have the matter studied for further report.

BUILDING AND EQUIPMENT:

The President reported that the changes in the building, so as to make it possible to get the Laboratories going, were nearing completion. The Physics Laboratory was already set up and the President hoped to have the Chemistry Laboratory ready to be open for classes on December 1st, 1946. Up to the present, he had not estimated as to the cost. He further stated that Messrs. Abra and Graham were jointly considering an extension to the present building facing Second Avenue and that he hoped by the time of the next meeting, he would be able to submit a proper estimate of the cost.

CAMPAIGN:

Dr. Tory reported that he had nominated a small committee as recommended at the last meeting of the Board of Governors. The committee consists of Mr. H.S. Southam, Mr. V.S. Castledine, Colonel C.M. Edwards, Colonel G.W. Cavey, Mr. K.A. Greene and Mr. W.M. Connor and himself.
This committee held a conference with Mr. McKewen and asked him to accept leadership of the campaign. After due consideration, Mr. McKewen agreed to accept the responsibility and the plans have now moved ahead quite rapidly. Further, the committee secured the services of Mr. R.J.C. Stead as Director of Publicity and had invited Mr. Stead to join the committee which he agreed to do. Mr. Stead also agreed to act as chairman for the sub-committee under the leadership of Mr. McKewen.
Appreciation was expressed by Mr. Southam on the generous action of both Mr. McKewen and Mr. Stead and this was heartily concurred upon by the Board.

OTHER BUSINESS: Mr. H.S. Southam called attention to the fact that Mr. C. Fraser Elliott, one of the members of the Board, had been appointed as Ambassador to Chile and he thought that the Board wished to express congratulations to Mr. Elliott. His suggestion was unanimously approved. Mr. Elliott made an appropriate reply.

Governor.

Chairman.