MINUTES
of the
ONE-HUNDRED-AND-SECOND MEETING
of the
BOARD OF GOVERNORS OF
CARLETON COLLEGE

Time: Thursday, January 24, 1957, at 12.30 p.m.
Place: The Chateau Laurier

PRESENT:
Mr. J. E. Coyne, Chairman, Dr. C. T. Bissell, Mr. V. S. Castledine, The Honourable Brooke Claxton, Mr. W. M. Connor, Dr. McGregor Easson, Colonel C. M. Edwards, Mr. C. C. Gibson, Mr. H. R. T. Gill, Mr. A. E. MacRae, Mr. T. H. Montgomery, Dr. J. E. Robbins, and Mr. F. W. White. Also present: Mr. C. V. Hotson, Dr. J. A. B. McLeish, Mr. D. S. Swain, and Mr. F. J. Turner.

MINUTES:
The minutes of the previous (101st) meeting were approved as distributed.

BOARD MEMBERSHIP:
Mr. Coyne reported that there were at present two vacancies on the Board of Governors, one of which was being held for a nominee of the Alumni Association, and that if Carleton's private bill received the Legislature's approval, there would then be an additional six vacancies. The Chancellor had recommended the appointment of Mr. Charles Gavisie. There was no objection raised to Mr. Gavisie's name, but the names of Mr. H. M. Alexandor and Mr. Lawrence Freiman were raised as possible alternatives. It was suggested that perhaps two of the three could be appointed when the additional vacancies were created. It was therefore decided to defer decision.

REPORT OF THE FINANCE COMMITTEE:
Mr. Castledine reported for the Finance Committee. On January 8 it had considered the College's insurance program, and had decided to recommend that the insurance portfolio be left as it is until there had been an investigation of reciprocal insurance. He also reported that the following increases in canteen salaries as of January 1, 1957 had been approved:

<table>
<thead>
<tr>
<th>Name</th>
<th>Old</th>
<th>Raise</th>
<th>New</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hudson</td>
<td>$220.00</td>
<td>$20</td>
<td>$240.00</td>
</tr>
<tr>
<td>Swallow</td>
<td>143.00</td>
<td>15</td>
<td>158.00</td>
</tr>
<tr>
<td>Crosier</td>
<td>143.00</td>
<td>20</td>
<td>163.00</td>
</tr>
<tr>
<td>Dickout</td>
<td>132.00</td>
<td>13</td>
<td>145.00</td>
</tr>
<tr>
<td>Preston</td>
<td>132.00</td>
<td>12</td>
<td>144.00</td>
</tr>
</tbody>
</table>

In addition, the Committee had examined the Statement of Income and Expenditure for the five-month period ending November 30.

The report of the Finance Committee was adopted.

REPORT ON CAMPAIGN:
Mr. Gill reported that the Honourable Louis O. Breithaupt, Lieutenant-Governor of Ontario, had agreed to accept the position of Honorary Chairman of Carleton's campaign. Following Senator Paterson's dinner, an announcement had been made of the upward revision of the objective to $1,500,000. Canvassing in the Initial Gifts Division was proceeding, and to date there had been subscriptions of $210,850.
He reported that subscriptions from previous donors were running substantially higher than in previous campaigns. The immediate need, he reported, was for help in recruiting and organizing a large body of canvassers.

On a motion by Mr. Gill, the report on the campaign was approved.

Dr. Bissell reported that he was now ready to request approval for the establishment of a School of Engineering on a full four-year base, contingent on approval being given by the Senate. This would be a professional school of high quality, with emphasis on basic preparation rather than on specialization.

He also requested authority for the employment of Professor D. F. Coates as Associate Professor and Director of the School of Engineering at $7,500 per year. Professor Coates is now Assistant Professor of Engineering at McGill.

The question of a previous decision of the Board against the establishment of a four-year Engineering course was raised. In view of this, and in view of the fact that this question had not been on the agenda of the meeting, it was agreed that this matter should be referred to a special meeting of the Board, and that in the meantime Mr. Turner be instructed to look up the history of Board decisions and discussions on Engineering.

Dr. Bissell reported the receipt of a letter of thanks from W.U.S. for the contribution previously authorized.

Dr. Bissell requested authority for the inclusion in the budget of a special bursary fund of $700.00 to provide bursaries equivalent to fees for two Hungarian students. This request was being made in view of what the other Canadian Universities are doing in the provision of free tuition. It was agreed that this provision should be made.

Dr. Bissell requested authority to pay an honorarium of $100.00 a month to Paul Arthur for the period October 15, 1956 to June 30, 1957, with this honorarium to be re-negotiated after that time. Mr. Arthur is consultant to the National Gallery on typography and art layout, and he has been acting in a similar capacity for Carleton. Three brochures designed by him were submitted to the meeting.

It was agreed that this honorarium be paid and charged to the Campaign.

The College Engineers, Gore & Storrie, reported that "In the course of the construction of the Carleton College Pumping Station extra work not included in the contract has been done. A sub-surface strata of semi-fluid soil material was encountered at the depth of the foundation slab. A test hole dug approximately 30 feet away from the existing pumping station indicated nothing of this situation". They therefore had approved a payment of $2,348.19 to the F. E. Cummings Construction Company Limited to cover this.

It was agreed that this payment should be made.
Clause 21 of the will of Norman F. Ballantyne is "I bequeath the residue of my estate to Carleton College, Ottawa, to be added to its Building and Endowment Fund".

In view of the fact that settlement of this bequest is likely to take place in the near future, Mr. Turner asked the Board to interpret "its Building and Endowment Fund". He suggested that one solution would be the establishment in the Endowment Section of the College's funds of a Building and Endowment Fund, into which this bequest could be put when it is received. At any future time the Board would be free to remove some or all of this bequest from this fund to the Building Fund.

Mr. Gibson reported that the bequest was likely to be between $60,000 and $90,000; that administration of the estate was likely to take place in the near future; that the executors of the estate had agreed not to concern themselves with the College definition of this phrase; and that this solution, he thought, would completely satisfy the other beneficiaries and executors.

Mr. Turner suggested that the present Current Funds Surplus of $47,717.49 be transferred from that account to Funds Temporarily Functioning as Endowment. Money in this account may be used at any time, on resolution of the Board, for any College purposes.

It was suggested that in future current surpluses and deficits be automatically transferred to this account. The proposal was approved.

Mr. Turner reported that he had received a quotation on a Dishonesty, Destruction, and Disappearance insurance policy for the Development Office. The rates were as follows:

- Inside Money - $6.27 per $1,000
- Securities - 3.25 per $1,000
- Outside Money - $1.15 per $1,000
- Securities - .72 per $1,000

all for the period of the campaign.

He suggested that the minimum protection should be $2,000 on money and $10,000 on securities. After some discussion, it was agreed that the protection should be increased to the level required up to $50,000.

It was also agreed that Mr. Turner should report on the College coverage for money and securities to the next meeting of the Board.

Mr. Turner reported that the second instalment of last year's Provincial Capital Grant had been received. Of this, $50,000 had been retained in cash to meet early payments on construction contracts, and the balance of $450,000 had been invested for six months at 5%.
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BUILDING PROGRESS: It was reported that work on the Grading, Excavation, and Site Drainage contract was under way, and that the tenders for the building, except for mechanical and electrical, had been called for February 12.

ADJOURNMENT: The meeting adjourned at 2:35 p.m.

C. C. Gibson, Secretary.

J. E. Coyne, Chairman.