MINUTES OF MEETING

OF

BOARD OF GOVERNORS

OF THE OTTAWA

ASSOCIATION FOR THE ADVANCEMENT OF LEARNING.

DATE: September 21, 1942.

PLACE: Chateau Laurier

TIME: 12:45 p.m.

PRESENT: Dr. H. M. Tory in the Chair, Dr. F. D. Ross, Honorary Chairman, Mr. W. M. Connor, Mr. E. J. Jenkins, Dr. H. L. Keenleyside, Mr. David Lewis, Mrs. Bryce Stewart, Dr. McGregor Easson, Col. C. M. Edwards, Mr. C. C. Gibson, Mr. F. C. Jennings, Mr. W. S. Kidd, Dr. W. C. Macartney, Mr. T. R. Montgomery, Mr. Frank G. Patten, Mr. H. S. Southam, Mrs. Phyllis Turner, Mr. Norman Wilson, L. R. Shaw, Secretary.

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

2. PROGRESS REPORT: Dr. Tory reported a total Registration to date of 309 students. Registered, as divided between the First Year and Second Year and Men and Women as follows:

<table>
<thead>
<tr>
<th></th>
<th>Men</th>
<th>Women</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>55</td>
<td>145</td>
<td>200</td>
</tr>
<tr>
<td>Second Year</td>
<td>43</td>
<td>66</td>
<td>109</td>
</tr>
<tr>
<td>Total</td>
<td>98</td>
<td>211</td>
<td>309</td>
</tr>
</tbody>
</table>

There are also twenty five applications that haven't been dealt with, and at least some more are expected during this week.

3. STAFF: The President suggested that to avoid calling a full meeting of the Board the Finance Committee and the Committee on Admissions and Courses be authorized to act with him in making the necessary appointments and with securing of the necessary equipment.

4. TIME-TABLE: Dr. Tory reported that a satisfactory time-table had been worked out, with only a few conflicts arising out of the Registration.

5. APPRECIATION: The Chairman expressed his appreciation of the work done by those who had helped with the heavy Registration, particularly those Members of the Board who had assisted, and Mr. Belouin from the Bank of Nova Scotia who had given four evenings acting as Bursar.
6. PRESS:
In thanking the Press for their cooperation in giving publicity, Dr. Tory stated that such a satisfactory start could not have been accomplished without the exceedingly generous treatment from the Press.

7. FINANCES:
The Chairman stated that the large Registration would necessarily mean an increase in expenditure, but that the income from Fees would in all probability more than meet the necessary increase. He further stated that the number taking the First Year was so large that it would more than compensate in Income for the reduction in Fees from $30.00 as originally intended to $10.00.

Mr. Connor, the Treasurer, gave a preliminary financial statement as follows:
Fees paid to date: $5111.
(Representing perhaps 2/3 of the total fees for the year)
Subscriptions paid to date: $1700.
Making a total of $6811.00.

He stated that the cost of the teaching staff was expected to be somewhere between $5000-$6000 for the year, and that he was confident that the Fees alone would cover the cost, as had been originally suggested.

The question of what would be done with regard to students who, having paid their Fees, decided to retire from the classes was raised. The President stated that the usual university practice of retaining the Registration Fee would be followed if the students had attended classes for a period of time, and in tuition, a portion of the fee. For those who do not attend classes at all, the complete fee would be returned.

8. LANGUAGE CLASSES IN CHINESE AND JAPANESE:
Dr. Tory stated that a request had come in from the Naval Officers for classes in Chinese and Japanese languages. It was understood from the inquirers that competent teachers in these subjects were available. The Board authorized the offering of these courses if there is sufficient demand for them.

9. SPECIAL COURSES:
Dr. Tory reported that there are a number of Registrations for the courses in Labor Problems and Child Psychology. Organization of special courses will be undertaken after the regular classes are well under way.

10. CLASSROOM FACILITIES:
Dr. Tory said that the classroom facilities that had been made available in the High School of Commerce are equal to any in Canada.

11. OFFICIAL OPENING:
The President stated that there would be a formal opening of Carleton College in the Assembly Room of the Glebe Collegiate at 8 o'clock, Monday, Sept. 21. He requested as many members of the Board as possible
11. (Continued) to be present on that occasion. He said that he had also asked the members of the teaching staff to be present. The occasion would be taken for a short address by the President and certain members of the Educational Committee.

12. APPRECIATION: Dr. McGregor Easson expressed the appreciation of the Board at the presence of Dr. P. D. Ross, the Honorary Chairman. Dr. Ross spoke briefly, congratulating the Board on their creditible start which had been made. He expressed the belief that Ottawa offered a unique opportunity for the development of a university and felt sure the idea would be realized. He said he would personally help in any way possible.

[Signature]