CARLETON COLLEGE

MINUTES

of

THE MEETING

of

THE BOARD OF GOVERNORS

DATE: Friday, January 8th, 1943.
TIME: 12:45 p.m.
PLACE: Chateau Laurier.
PRESENT: Dr. H. M. Tory, in the chair, Mr. W. M. Connor, Dr. McGregor
Easson, Col. C. M. Edwards, Mr. F. C. Jennings, Dr. H. L.
Keenleyside, Mr. W. S. Kidd, Dr. W. C. McCartney, Mr. T. R.
Montgomery, Mr. H. S. Southam, Mr. N. Wilson, and Mr. L. R.
Shaw, Secretary.

1. Minutes:

The minutes of the last meeting were read and approved.

2. Proposed Course on Proposals for International Organization:

Reporting for the committee appointed at the last meeting to
the matter of planning a special course on proposals for inter-
national organization, the President stated that thus far no
suitable lecturer for such a course had been found.

... had all been approached, but were
unable to undertake to give the course at the present time.

REPORT OF PRESIDENT

3. Registration:

The President reported that 745 students had registered for the
first term, of whom 35 had later withdrawn. There were a total of
1,110 registrations in subjects, constituting an average of
approximately one and one-half subjects per student. Dr. Tory
anticipated a considerable falling off in registrations in the
second term. First term examinations will begin on Monday, January
13th. The examination papers are being mimeographed in the College
office.

4. Financial Report:

The financial statement to December 31st, 1942, showed a total
income of $13,483.00, and disbursements of $5,197.05, leaving a
balance of $8,285.95. (The complete statement is attached to
the minutes). Additional subscriptions of $960.00 have
been received since January 1st, 1943, including a cheque for an
additional gift of $500.00 received by the treasurer, Mr. Connor,
from Mr. H. S. Southam and Mr. W. M. Southam.

The President pointed out that the total cost of administrating
the office since June 1st, 1942, had been $725,50. The small expenditure for this purpose was made possible by using a minimum of paid assistants. Tribute was given to Dr. J.E. Robbins who has voluntarily handled the records and taken charge of the office two nights each week. Dr. Tory said that the satisfactory financial position demonstrated that the College can now undertake the securing of proper paid administrative assistance. He recommended that steps be taken to secure a full-time assistant to join the staff not later than the first of the next college year; and that, if possible, the person appointed should possess qualifications enabling to him to grow eventually into the position of successor to the President. Dr. Tory also recommended the employment of a half-time assistant who had had experience in bookkeeping.

On the motion of Mr. Southam, seconded by Col. Edwards, the President was authorized to investigate the possibility of securing:

1. a suitable full-time executive assistant
2. a suitable person to do the bookkeeping, half-time.

5. Faculty:

Dr. Tory paid tribute to the splendid work and co-operative spirit of the members of the Faculty. One faculty meeting had been held at the home of the President, and another meeting will be held shortly.

6. Recognition:

The President reported that the following universities had formally agreed to recognize the courses given at Carleton College: University of British Columbia, University of Alberta, University of Manitoba, McMaster University, University of Toronto, Queen's University, Acadia University and Mount Allison University. The senate of McGill University is considering the question of recognition.

7. Members of Association:

There are now 66 subscribers to the support of the College as members of the Ottawa Association for the Advancement of Learning. Dr. Tory expressed the hope that the number would be increased to the original objective of one hundred in the near future.

8. Incorporation:

The advantages of incorporation of the College at an early date were discussed, and the President was authorized to inquire further into this matter. It was suggested that two members of the Board, Mr. C.C. Gibson, and Col. O.K. Biggar would prove helpful in recommending methods of incorporation.

9. Administration Offices:

It was felt that more adequate office accommodation would be highly desirable for the next College year. A start could then
also be made toward establishing the College's own reference library. A moderate-sized house situated opposite the Glebe Commerce building would be suitable for this purpose.

10. Student Activities:

The President reported that the students had organized a Student's Council. The first social event had been successful with an attendance of two hundred and fifty persons. A college basketball team has been started.

11. Institute of Public Administration:

It was agreed that this might best be launched next autumn.

12. Day of Board Meetings:

It was thought best to avoid Mondays, Fridays, and Saturdays when possible, in arranging meetings of the Board.

13. Adjournment:

The meeting Adjourned.
MINUTES OF MEETING

of the

FINANCE COMMITTEE

A meeting of the Finance Committee was held in the office of Mr. W. M. Connor at 4:30 PM on December 11, 1942.

There were present Mr. Connor, Treasurer, Mr. Kidd, and Dr. Tory.

1. ACCOUNTS

The following accounts were submitted for approval and ordered paid:

The Bank of Nova Scotia ........ $127.67
being the cost of drafts on New York for goods purchased from the Eastman Kodak Company and the Harvard University Press.

Collegiate Institute Board ....... 64.00
Rental account for November

Bell Telephone Company .......... 7.46
E. B. Huyck ...................... 6.00
For payment on basketball

Railway Express Agency ......... 1.04
For delivery charge

Isaac Pitman & Sons ............ 31.52
For books purchased

C.R. Ferris ..................... 2.00
For chemical equipment

2. STAFF PAYMENTS

The President suggested that the payments to the staff for the month of December be made at the end of the last instruction week, December 19th. It was so agreed.

3. BANK BALANCE

The President stated that the balance in the Bank at the end of November was $9,971.54. This, after having paid for all the instruction work to the end of October and all the accounts to date except those authorized to-day.
4. OFFICES
The President stated that if the administrative work of the College were to be effectively carried on, it would be necessary in the near future to secure other office accommodation than that now available.

He suggested that a proper solution of the difficulty would be the rental or purchase of a house near the Collegiate Institute in which the offices could be housed, the beginnings of a library set up, and suitable rooms found for students' meetings.

It was agreed that this would be a suitable solution but the matter was left for further consideration. In the meantime the President said he would be on the lookout for possible accommodation.

5. SPONSORS
The payments already made by the sponsors of the College, that is, the members of the Ottawa Association for the Advancement of Learning, were reviewed. The President stated that between sixty and seventy persons had associated themselves with us and that he hoped this could be increased to one hundred. It was agreed that the names should be gone over carefully and new names suggested of suitable persons to be approached.

6. NEXT MEETING
It was decided that the next meeting would be held on Wednesday, January 6th and that the meeting of the Board of Governors be called for Friday, January 8th.

The President stated that because of the illness of office help he had not been able to complete his study of the position of the College but he intended during the holidays to complete his examination of the work to date and hoped to be able to make a complete statement at the next meeting.

7. ADJOURNMENT
The meeting adjourned at 5:30